SECTION 5: DISCIPLINE AND GRIEVANCE

5.1 Discipline

The College believes in fairness, objectivity, and consistency in its dealings with the faculty. Discipline is the right and responsibility of the College to regulate all aspects of employment of faculty members. It is a mechanism that imposes standards of behavior through policies, rules, and regulations that will ensure faculty self-control and orderly conduct within the College. Every faculty member is entitled to due process and is given the right to air his/her side before any disciplinary action is implemented should it be established that an offense was committed. In keeping with the Christian character of the College, members of the community are encouraged to resolve infractions by or against them through sincere discussion and dialogue, realizing that is the best way of resolving differences. However, if no resolution is arrived at through discussion and dialogue, the following guidelines are set to govern the handling of discipline cases.

5.1.1 General Provisions on Faculty Discipline

5.1.1.1 The College adopts a Progressive Discipline Approach which espouses reformation of behavior. The model utilizes scales of penalties, and considers mitigating and aggravating circumstances (e.g., tenure, age, position, habitualness), as the case may be, in the proper imposition of penalty.

5.1.1.2 It shall be the duty of the members of the faculty to familiarize themselves with all government and DLS-CSB rules and regulations pertaining to their positions and duties. All faculty members are expected to conduct themselves properly in their relationship with each other with the ordinary and established norm of human conduct and behavior.

5.1.1.3 No disciplinary action shall be imposed on any faculty member except for violation of College’s norms of conduct or disciplinary polices, laws, rules and regulations, and guidelines and after observance of due process through the Office of the Vice Chancellor for Academics (OVCA).

5.1.1.4 The table of penalties and sanctions prescribed for faculty discipline offenses serves only as a guide for the disciplining authority when evaluating and preventing any offense(s) committed by any member of the faculty.

5.1.1.5 The College reserves the right to mitigate or impose more severe sanctions or penalties other than those prescribed regardless of whether the offense is the first commission; similar or more different infractions may incur greater penalties or sanction depending on the presence of mitigating and aggravating circumstances attendant to the commission of the infraction as determined by the College.

5.1.1.6 The discipline offenses listed in the sections are not inclusive. There may be acts not expressly included but remain infraction (e.g., acts that are defined by a law as prohibited or criminal acts), which may be subject to disciplinary action by the College as determined by the relevant parties.
5.1.1.7 The withdrawal of a complaint may not result in the dismissal of the complaint, should there be basis or merit to the charges filed as determined by the Board.

5.1.1.8 Records on disciplinary actions shall be on active file for five years for purposes of personnel-related actions.

5.1.1.9 Suspension of Promotion Due to Offenses

5.1.1.9.1 A faculty member who receives a penalty of written reprimand shall be ineligible for promotion for one year counting from the date the decision has become final and executory.

5.1.1.9.2 A penalty of suspension shall make the respondent faculty ineligible for promotion for the next two (2) years counting from the time the suspension has been fully served.

5.1.2 Types of Offenses (refer to Section 5.1.10 for List of Offenses and Sanctions)

Disciplinary actions may be classified into Minor and Major Offenses:

5.1.2.1 Minor offense is one that warrants a sanction of verbal or written warning.

5.1.2.2 Major offense is one that warrants a suspension or termination.

5.1.3 Imposable Penalty

Imposable penalty refers to the sanction given to the respondent if found culpable of the offense that is subject of a discipline case. The hierarchy of penalty serves as a guide to the Board in imposing the sanction based on the nature of the offense.

5.1.3.1 Verbal Warning

This is an oral reprimand for a minor offense, usually on the first commission. A written report on the verbal warning must be submitted to the OVCA within 5 days from the date of reprimand. Otherwise, the same shall not be considered as an offense.

5.1.3.2 Written Warning

5.1.3.2.1 This is a written reprimand as a penalty for a minor offense, usually on the first commission, or after a verbal warning. This serves to inform the employee that repeated offenses would be dealt with stiffer sanctions.

5.1.3.2.2 A faculty member who receives a penalty of written warning shall be ineligible for promotion for one year counting from the date the decision has become final and executory.

5.1.3.3 Suspension
5.1.3.3.1 An enforced leave of absence from active duty on a non-pay status, which is imposed upon the employee as a penalty for significant misconduct or repeated offenses or of lesser nature than that warranting dismissal. The length of suspension for disciplinary reasons depends upon the gravity of the offense.

5.1.3.3.2 A penalty of suspension shall make the respondent faculty ineligible for promotion for the next two (2) years counting from the date after the suspension has been fully served.

5.1.3.4 Termination/Dismissal

5.1.3.4.1 An action taken for serious offenses when the objectives of personnel correction and rehabilitation are considered not practicable, or for repeated offenses not necessarily of a similar nature.

5.1.3.4.2 Violation of certain rules may result in outright separation on first offense (e.g., willful breach of trust, fraud, theft).

5.1.3.4.3 The penalty of termination shall carry with it the forfeiture of the faculty member’s salary- and non-salary-related benefits excluding payment for services or work rendered and personal contribution in the retirement fund. The Board may modify the recommendation for forfeiture of benefits depending on the gravity of the offense committed (e.g., forfeiture of employer contribution to the retirement fund).

5.1.3.4.4 The penalty of termination shall be without prejudice to filing separate criminal and/or civil complaint by the College against the terminated faculty member.

5.1.4 Other Measures

5.1.4.1 Preventive Suspension

5.1.4.1.1 This is not a punishment or penalty but only a preventive measure. A faculty member placed under preventive suspension shall not be entitled to pay during the duration of the said suspension.

5.1.4.1.2 Upon recommendation of the immediate head, pending investigation, the respondent faculty member may be placed under preventive suspension on a non-pay status by the OVCA for a period not exceeding 30 days for offenses involving dishonesty, grave misconduct, serious and habitual neglect of duty, posing a threat to the properties of the employer or to the lives of the employees, or if there are reasonable grounds to believe that the respondent is guilty of charges which would warrant termination. The decision to place the respondent faculty member under preventive suspension must be in writing stating the grounds/basis/bases therefore.
5.1.4.1.3 The period within which the respondent faculty member is placed under preventive suspension shall not be considered part of the actual penalty that may be imposed later should the faculty be found guilty.

5.1.4.1.4 Only in meritorious cases, as determined by the disciplining authority (the Board), should preventive suspension be extended provided that said extension is not through the fault of the respondent. The faculty shall be entitled to his/her pay only during the period of extended suspension.

5.1.4.2 Counseling

The erring faculty member may be required to undergo counseling or seek professional help to assist him/her.

5.1.5 Successive and Multiple Violations

5.1.5.1 When a single act constitutes two or more offenses under the Faculty Manual, or when an offense is a necessary means for committing the other, the penalty for the more/most serious offense shall be imposed.

5.1.5.2 Should there be multiple complaints filed covering the same offenses, the same shall be consolidated. Otherwise, different complaints involving different offenses shall be treated separately.

5.1.5.3 Should the respondent be found guilty of two or more offenses, the recommended penalty to be imposed should be that of the most serious charge or counts and the rest may be considered as aggravating circumstances.

5.1.6 Guidelines in the Imposition of Penalty

Aside from the provisions on successive and multiple violations, the following shall be used as a guide in imposing the penalty:

5.1.6.1 In the determination of the appropriate penalty to be imposed, mitigating and aggravating circumstances may be considered (e.g., tenure, age, position, habitualsex).

5.1.6.2 The following guidelines may be considered in imposing the proper penalty:

<table>
<thead>
<tr>
<th>Mitigating*</th>
<th>Aggravating*</th>
<th>Imposable Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>/</td>
<td>X</td>
<td>One step lower</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>As stated</td>
</tr>
<tr>
<td>X</td>
<td>/</td>
<td>One step higher</td>
</tr>
</tbody>
</table>

*The penalty could be one step lower where there are more mitigating circumstances present; the penalty as stated if the circumstances (mitigating and aggravating) off-set each other; and the penalty could be one step higher if there are more aggravating circumstances.
5.1.7 Hierarchy of Complaint

5.1.7.1 Complaints against the President shall be filed with the Chair of the Board of Trustees.

5.1.7.2 Complaints against the Chancellor shall be filed with the President.

5.1.7.3 Complaints against the Vice Chancellor shall be filed with the President.

5.1.7.4 Complaints against Academic Service Faculty (ASF) shall be filed with:

<table>
<thead>
<tr>
<th>Filed with</th>
<th>Copy furnish</th>
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<tbody>
<tr>
<td>Minor Offense</td>
<td>Department Head PVCA</td>
</tr>
<tr>
<td>Major Offense</td>
<td>OVCA</td>
</tr>
</tbody>
</table>

5.1.7.5 Complaints against teaching faculty shall be filed with:

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<th>Filed with</th>
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</thead>
<tbody>
<tr>
<td>Minor Offense</td>
<td>School Dean</td>
</tr>
<tr>
<td>Major Offense</td>
<td>OVCA</td>
</tr>
</tbody>
</table>

5.1.7.6 Complaints against other personnel shall be filed with:

<table>
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<tr>
<th>Filed with</th>
<th>Copy furnish</th>
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</thead>
<tbody>
<tr>
<td>Minor Offense</td>
<td>Department Head</td>
</tr>
<tr>
<td>Major Offense</td>
<td>HRD</td>
</tr>
</tbody>
</table>

5.1.7.6 Complaints against students shall be filed with the Office of Student Behavior (OSB) copy furnish the School Dean and Program Chairperson.

5.1.8 Procedure for Minor Offenses

In the subsequent procedure, "appropriate head" refers to the person to whom the complaint is to be filed or the next higher authority in case of conflict of interest between the complainant and immediate head.

5.1.8.1 Any complaint whose imposable penalty ranges from verbal warning to written reprimand must be in writing, not later than three (3) working days from the date of occurrence, duly signed by the complainant and filed with the appropriate head of the respondent. Otherwise, the same shall be not be given due course and shall be dismissed accordingly.

5.1.8.2 Should the immediate head of the aggrieved party or other faculty members or personnel (including agency-hired) have personal knowledge of the offense, s/he may file the complaint with or without the consent of the aggrieved party, provided there is sufficient evidence supporting the complaint in case the aggrieved party refuses to collaborate.

5.1.8.3 The complaint must be submitted to the appropriate head and shall have the following information:
5.1.8.3.1 Full name of the complainant as well as his/her position and department;

5.1.8.3.2 Full name of the respondent as well as his/her position and department; and

5.1.8.3.3 Specification of the charges which shall include:

5.1.8.3.3.1 Offense committed (refer to Section 5.1.10 for the List of Offenses and Sanctions)

5.1.8.3.3.2 Full facts surrounding the charge which gives a brief statement of relevant and material facts including copies of documentary evidence (5Ws and H – Who, What, When, Where, Why, and How)

5.1.8.4 Should conflict exist (1) between respondent and the appropriate head and/or (2) between the complainant and the respondent's appropriate head, the complaint shall be filed to the next higher authority.

5.1.8.5 Within five (5) working days from receipt of complaint, the head shall personally serve the Notice to Explain to the respondent (with attached copy of the complaint) and the said notice shall include the following information:

5.1.8.5.1 Offense committed and all other relevant information

5.1.8.5.2 Imposable penalty should the charges be proven

5.1.8.5.3 Period within which the personnel should reply to the notice

5.1.8.5.4 Notification that failure on the part of the faculty to reply within five (5) working days from receipt of the notice of complaint will be construed as waiver and will be construed as admission of the offense and acceptance of the disciplinary action that may be imposed based on available data or evidence.

5.1.8.6 Within the prescribed five (5) working day period, the head shall afford the respondent faculty member a reasonable opportunity to be heard (or explain his/her side) regarding the complaint/formal charge against him/her. The response may be written or not. For unwritten responses, the minutes of the said explanation shall be documented for records purposes.

5.1.8.7 Within five (5) working days after the respondent was heard, the head shall render a decision based on the following:

5.1.8.7.1 Respondent faculty member’s reply to the notice/information;

5.1.8.7.2 His/her oral explanation;

5.1.8.7.3 Report of offense violation; and
5.1.8.7.4 Other information relevant to the objective and fair resolution of the case.

In case the respondent fails to reply to the notice, decision may be based on available data on hand.

5.1.8.8 The decision shall contain the following information:

5.1.8.8.1 The offense/charge against the faculty member

5.1.8.8.2 The narration of facts

5.1.8.8.3 The policy violated and the offense committed

5.1.8.8.4 The conclusion and the decision

5.1.8.8.5 The penalty to be imposed

5.1.8.9 Prior to serving the decision, the head shall submit the decision to the OVCA for clearance. The OVCA has seven (7) working days from receipt of written decision to check compliance to due process and give the clearance.

5.1.8.10 Within three (3) working days from receipt of OVCA clearance, the head shall personally serve the notice of the decision in the presence of one disinterested party as a witness. Registered mail may also be availed of if necessary. Should the respondent refuse to receive notice of the decision, the same shall be noted in the receiving copy and a witness shall execute an affidavit of the respondent’s refusal to receive.

5.1.8.11 The decision may be appealed with the next higher authority within five (5) working days from receipt of the decision. The next higher authority shall have five (5) days within which to render decision. The said decision shall be final.

5.1.8.12 A faculty member who receives a penalty of written reprimand shall be ineligible for promotion for one year counting from the date the decision has become final and executory.

5.1.8.13 All records of the case shall be forwarded to the Office of the VCA for filing in the faculty member’s 201 file.

5.1.9 Procedure for Major Offenses

In the subsequent procedure, “appropriate head” refers to the person to whom the complaint is to be filed or the next higher authority in case of conflict of interest between the complainant and immediate head.

5.1.9.1 Any complaint with imposable penalty ranging from suspension to termination, must be submitted in writing, duly signed by the complainant and filed with the OVCA, not later than ten (10) working days from the date of occurrence. Any extension must not exceed a 3-month period.
5.1.9.2 Should the immediate head of the aggrieved party or other faculty members or personnel (including agency-hired) have personal knowledge of the offense, s/he may file the complaint with or without the consent of the aggrieved party, provided there is sufficient evidence supporting the complaint in case the aggrieved party refuses to collaborate.

5.1.9.3 The complaint submitted to the OVCA should contain the following information:

5.1.9.3.1 Full name and address of the complainant;

5.1.9.3.2 Full name and address of the respondent as well as his/her position and department; and

5.1.9.3.3 Specification of the charges which shall include:

5.1.9.3.3.1 Offense committed

5.1.9.3.3.2 Full facts surrounding the charges which give a brief statement of relevant and material facts including copies of documentary evidences and sworn statements of the witnesses, if any (SWs and H)

5.1.9.3.4 Should conflict exist between the respondent and the OVCA, the complaint shall be filed to the Office of the President (OP).

5.1.9.4 Preliminary Investigation

5.1.9.4.1 Within twenty one (21) working days from receipt of complaint, the OVCA shall conduct a preliminary investigation to determine whether there is enough basis (prima facie evidence) that will warrant the filing of an administrative complaint (formal charge) against the respondent. Otherwise, the complaint may be dismissed accordingly. In such case, the OVCA shall notify both parties in writing that the case is dismissed.

5.1.9.4.2 The OVCA shall serve the Notice to Explain (with attached copy of the complaint) and the said notice shall include the following information:

5.1.9.4.2.1 Offense committed and all other relevant-related information

5.1.9.4.2.2 Imposable penalty should the charges be proven

5.1.9.4.2.3 Period within which the personnel should reply to the notice

5.1.9.4.2.4 Notification that failure on the part of the personnel to reply within five (5) working days from receipt of the notice of complaint will be construed as waiver of his/her right to be heard and is tantamount to an
admission of the offense and acceptance of the appropriate sanction.

5.1.9.4.3 Should the OVCA find merit in the complaint, the faculty concerned shall be formally charged of the offense leveled against him/her and an Administrative Hearing and Discipline Board shall be constituted within five (5) working days. Should the OVCA find no merit, the complaint shall be dismissed in writing, citing the basis thereof.

5.1.9.4.4 The Vice Chancellor for Academics (VCA) in consultation with a representative of the Faculty Association (FA), pending investigation, may place a respondent under preventive suspension for a period not exceeding 30 days. Preventive suspension is justified where a faculty member’s continued employment poses a serious and imminent threat to the life or property of the employer or of his co-workers. The decision to place the respondent under preventive suspension must be in writing stating the grounds/basis/bases thereof.

5.1.9.4.5 Only in meritorious cases as determined by the disciplining authority, should preventive suspension be extended provided that said extension is not through the fault of the respondent. S/he will be entitled to pay and benefits only during the period of extended suspension.

5.1.9.5 Administrative Hearing Board (Board)

5.1.9.5.1 A Board shall be convened to afford the faculty member an opportunity to answer the charges against him/her and accordingly defend him/herself. This will also allow him/her to confront the witnesses against him/her (or the complainant) and to present evidence in his/her defense.

5.1.9.5.2 The Board shall be composed of the following:

Complaint against an ASF:

Chairperson : Vice Chancellor or Assistant Vice Chancellor
Members : Center Director of another center
           Faculty Association Representative

Complaint against a Faculty Member:

Chairperson : School Dean
Members : Chairperson of another program
           Faculty Association Representative

Complaint against personnel with Support Staff or Administrative Staff Classification:

Chairperson : Vice Chancellor, Assistant Vice Chancellor, or School Dean
Members : Program Chairperson or Center Director
Representative appointed by the Human
Resource Department (HRD) Manager
Faculty Association Representative
Employee Association Representative

Complaint against a Chairperson:
Chairperson : Dean of another School
Members : Program Chairperson from another School
Faculty Association Representative

Complaint against a Dean:
Chairperson : Vice President for Academics
Members : Another Dean or an Assistant Vice
Chancellor (AVC)
Faculty Association Representative

5.1.9.5.3 The Board shall have the following functions:

5.1.9.5.3.1 Adopt reasonable rules of procedures that will
govern the conduct and the early resolution of the
case

5.1.9.5.3.2 Conduct regular hearings

5.1.9.5.3.3 Accept documentary evidence relative to the case

5.1.9.5.3.4 Admit witness(es) for and against the respondent

5.1.9.5.3.5 Determine appropriate offenses as the evidence may
warrant

5.1.9.5.3.6 Determine appropriate penalty(ies) to be imposed

5.1.9.5.4 As part of management prerogative and in the interest of equity
and fairness, the College reserves the right to replace, inhibit
any member of the Board and/or expand the membership of the
Board as it may be deemed necessary. The complainant or
accused may also request for appointment or replacement of
Board members subject to the approval of the OVCA.

5.1.9.5.5 The Board shall send a Written Notice to the faculty member
concerned. Likewise, it shall invite witnesses, the immediate
superior or the Department Head as needed to hear the defense
of the respondent.

5.1.9.5.6 The respondent is given the opportunity to have his/her counsel
and/or present witnesses. Should he/she waive his/her right to a
counsel, the same shall be in writing and duly signed by him/her
and must be submitted to the Board before the date of the
hearing.
5.1.9.5.7 The respondent is also given the opportunity to examine all evidences against him/her. Likewise, he/she shall be allowed to present evidences on his/her behalf.

5.1.9.5.8 The respondent's failure to acknowledge receipt of the notice and other related documents shall be noted but will not hamper the proceedings; neither shall his/her absence, despite notifications, be grounds for the suspension of proceedings.

5.1.9.5.9 The administrative hearing shall continue as scheduled except for justifiable reasons. A written request for postponement must be submitted at least two (2) days before the scheduled administrative hearing. A written request for postponement filed beyond the prescribed period shall be considered denied.

5.1.9.5.10 If the respondent does not appear on the scheduled administrative hearing despite notice, he/she shall be given a final chance to explain him/herself before any disciplinary action shall be implemented.

5.1.9.5.11 Should the respondent admit to the charges against him/her, he/she shall be required to execute a duly notarized written confession of guilt. In such cases, the administrative hearings may be dispensed with, and the members of the Board will decide on the appropriate sanctions based on the Faculty Manual, which will be enforced immediately.

5.1.9.5.12 The Board shall be given a maximum of sixty (60) working days to complete the proceedings.

5.1.9.6 Evaluation of Offense

5.1.9.6.1 The Board shall decide on the case not later than fifteen (15) working days from the date of termination of the administrative proceedings.

5.1.9.6.2 The Board findings and recommendation including the draft decision shall be submitted to the VCA for review and approval.

5.1.9.6.3 Should the VCA approve the Board recommendation, the same shall be remanded to the Board for execution. The notice of suspension or termination shall include the following information:

5.1.9.6.3.1 Offense/charge against the faculty member

5.1.9.6.3.2 Narration of facts

5.1.9.6.3.3 Policy violated and the offense committed

5.1.9.6.3.4 Discussion, conclusion and decision
5.1.9.6.3.5 Penalty to be imposed and information that all the requirements of due process (Notice/Hearing/Notice) has been duly complied with

5.1.9.6.4 Should the recommendation be denied (e.g., Board abuse of discretion, procedural lapses, insufficient appreciation of the evidence), the VCA may either (a) remand the case to the Board for further investigation/deliberation, or (b) constitute another Board.

5.1.9.7 Serving the Decision to the Respondent

The immediate supervisor of the respondent shall serve the decision personally in the presence of one disinterested party. In case the faculty member refuses to receive the notice, the same shall be noted in the receiving copy and a witness shall execute an affidavit of the respondent's refusal to receive. The decision shall be served by registered mail in the respondent's last known address if the faculty member is no longer reporting for work. The disciplinary action must be implemented within seven (7) working days after the decision has been handed down to the ASF or seven (7) working days upon the receipt of the first notice. The decision must be implemented immediately only in cases of termination.

5.1.9.8 Appeal of the Board Decision

5.1.9.8.1 The respondent faculty shall have three (3) working days from receipt of the decision of the Board within which to appeal to the President (copy furnish the OVCA). Otherwise, the same shall be final and executory.

5.1.9.8.2 Within reasonable time upon receipt of the appeal, the President shall have the prerogative whether to: (a) deny, (b) modify the decision, (c) remand the case to the Board for further investigation/deliberation, or (d) constitute another Board. Only one (1) appeal is allowed. A copy of the decision of the President shall be forwarded to the OVCA.

5.1.9.9 Upon termination of the administrative proceedings, all records of the Board shall be turned over to the OVCA and the copy of the received notice of decision shall be filed in the faculty member's 201 file.

5.1.9.10 A penalty of suspension shall make the respondent faculty ineligible for promotion for the next two years counting from the time the suspension has been fully served.

5.1.9.11 Resignation of Faculty Prior or Pending Formal Investigation

Acceptance of the resignation of the respondent faculty member prior to or pending formal investigation shall automatically terminate the proceedings, and the Board, based on available information, shall determine the propriety of whether or not to file a criminal and/or civil case against the resigned respondent faculty member. Such recommendation shall be submitted to the President for consideration.
5.1.10 Offenses and Sanctions

5.1.10.1 The List of Offenses and Sanctions prescribed for faculty discipline serves only as a guide when evaluating any offenses committed. The College reserves the right to impose more appropriate sanctions or penalties other than those prescribed regardless of whether the offense is the first commission; depending on the presence of mitigating and aggravating circumstances attendant to the commission of the offenses as determined by the College.

5.1.10.2 The Faculty Manual shall not be all-inclusive; any act, conduct or behavior prejudicial to the interest of the College, but not specifically included here, shall also be punishable. The penalty to be imposed depends upon the gravity of the offense.

5.1.10.3 List of offenses:

<table>
<thead>
<tr>
<th><strong>Work-related Offenses</strong></th>
<th>Verbal Warning</th>
<th>Written Warning</th>
<th>Suspension</th>
<th>Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absenteeism and tardiness</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Non-timely submission of requirements (e.g., grading sheets, course cards)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Unsatisfactory teaching performance</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Gross inefficiency and incompetence in the performance of duties</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abandonment of employment and/or assignment</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neglect of duty or failure to perform official duty or render service</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure to exercise parental responsibility</td>
<td>1</td>
<td>2</td>
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</tr>
<tr>
<td>Acts of dishonesty, including but not limited to, plagiarism and misrepresentation of one's credentials or work, or withholding vital information/documents, among others</td>
<td>1</td>
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<tr>
<td>Insubordination</td>
<td>1</td>
<td>2</td>
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<td></td>
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<tr>
<td>Neglect to keep school records</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>Notoriously undesirable</td>
<td>1</td>
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<tr>
<td>Misconduct</td>
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</tr>
<tr>
<td>Willful disobedience</td>
<td>1</td>
<td>2</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Offenses Against Persons</strong></th>
<th>Verbal Warning</th>
<th>Written Warning</th>
<th>Suspension</th>
<th>Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Influencing a co-faculty to change student grades</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracting loans from students and/or parents</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Fighting in work/school premises</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>Uttering, writing or use of obscene or offensive language (spoken or signed) or gestures against peers, subordinates, or superior</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offenses Against Public Morals</td>
<td></td>
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<tr>
<td>Disorderly behavior that disrupts the conduct of official/academic activities</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Disgraceful and immoral conduct</td>
<td>1</td>
<td></td>
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<tr>
<td>Acts of sexual harassment</td>
<td>1</td>
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<tr>
<td>Grave public scandal</td>
<td>1</td>
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<tr>
<td>Possession of contraband weapons, drugs, and other illegal materials on campus</td>
<td></td>
<td>1</td>
<td></td>
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<tr>
<td>Proselytizing</td>
<td>1</td>
<td>2</td>
<td></td>
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<tr>
<td>Receiving for personal use of a fee, gift, or other valuable things in the course of official duties or in connection therewith when such a fee, gift, or other valuable thing is given by any person in the hope or expectation of receiving a favor or better treatment than that accorded person</td>
<td></td>
<td></td>
<td>1</td>
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<tr>
<td>Gambling within College premises</td>
<td>1</td>
<td>2</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Offenses Against Property and College Interest</th>
<th></th>
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<tbody>
<tr>
<td>Negligence in keeping school or student records</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Tampering with or falsifying school or student records</td>
<td>1</td>
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<tr>
<td>Failure to maintain confidentiality of school records</td>
<td>1</td>
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<tr>
<td>Fraud</td>
<td>1</td>
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<tr>
<td>Willful breach of trust</td>
<td>1</td>
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<tr>
<td>Attempt on or a criminal act against the interest of the College</td>
<td>1</td>
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<tr>
<td>Making malicious, obscene, libelous, fabricated, and other similar statements about the College or any of its units or members</td>
<td>1</td>
<td></td>
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<tr>
<td>Misuse of College's name, property, resources, information, or equipment for personal or commercial gains</td>
<td>1</td>
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<tr>
<td>Full-time teaching faculty members working in a part-time, consulting or full-time capacity in any other firm/institution without the knowledge and consent of the College</td>
<td>1</td>
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<tr>
<td>Discrediting the College's and the Lasallian name in public</td>
<td>1</td>
<td>2</td>
<td></td>
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<tr>
<td>Conducting loans of money or other property or soliciting money from persons with whom the College and/or office/department of the faculty concerned has business relations</td>
<td>1</td>
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<tr>
<td>Conduct prejudicial to the best interest of the College</td>
<td>1</td>
<td></td>
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<tr>
<td>Engaging in espionage or unauthorized possession of confidential information, records, tool, equipment, or releasing confidential information whether verbal or written</td>
<td>1</td>
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<td></td>
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<tr>
<td>Theft</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Attempt on or a criminal act against the property of the College</td>
<td>1</td>
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</tbody>
</table>

**Others**

| Conviction of a crime | 1 |
| Unauthorized sale of tickets or the collection of any contribution in any form or for any purpose or project whatsoever, whether voluntary or otherwise, from students and College personnel | 1 |
| Reporting for work under the influence of drugs or alcohol | 1 2 |
| Physical or mental incapacity or disability due to immoral or vicious habit | 1 |
| Making vicious or malicious statements | 1 |

Legend: 1 = first offense, 2 = second offense, 3 = third offense, 4 = fourth offense

5.2 Faculty Grievance

Grievance is any question by either the College or faculty member regarding the interpretation or application of Faculty Employment Policies and Conditions or any claim by either party (College or faculty member) that the other party is violating any of these policies. It may also be any dispute or controversy with respect to the terms and conditions of employment which faculty member(s) may present to the College for the purpose of resolving and satisfying the same expeditiously. Grievances may include, but are not limited to: implementation of salary adjustments, administration of employee benefits, decisions regarding promotion, and career advancement.

5.2.1 Grievance Process

Grievance process refers to the adjustment and resolution of all issues (grievances) arising from the interpretation, implementation or administration of Faculty Employment Policies and Conditions.

5.2.1.1 Any faculty member may file a grievance or complaint in writing to the VCA. Only issues and concerns regarding the interpretation or application
of Faculty Employment policies, or terms and conditions of work may be the subject matter of a complaint/grievance.

5.2.1.2 Should the grievance fall under other department’s jurisdiction, the same shall be immediately endorsed to the department head concerned. Otherwise, the OVCA shall take action.

5.2.1.3 The OVCA shall, within twenty one (21) working days from receipt, verify the facts and determine whether or not there is merit or valid basis for the grievance.

5.2.1.4 Should the OVCA find no basis/merit in the grievance, the same shall be dismissed and the complainant shall be notified in writing stating the bases and grounds for the dismissal.

5.2.1.5 Should the OVCA find merit/basis in the grievance, the VCA shall immediately endorse the complaint/grievance to the office/department head concerned.

5.2.1.6 The faculty member and the office/department head concerned shall, within ten (10) working days from receipt of endorsement, exert efforts to settle the complaint/grievance at their level. Any settlement of the complaint/grievance shall be reported in writing to the OVCA.

5.2.1.7 Should no settlement be reached between the employee(s) and the office/department head concerned within the time specified above, the latter shall, within three (3) working days from termination of the settlement proceedings, submit a recommendation to the VCA to endorse the complaint/grievance to the Grievance Committee stating the ground(s) thereof.

5.2.1.8 The OVCA, within three (3) working days from receipt of the recommendation, constitutes a Grievance Committee, which shall have ten (10) working days to hear and make recommendation(s) regarding the case.

5.2.1.9 The Grievance Committee shall be composed of the following:

Grievance filed by an ASF:
Chairperson : Vice Chancellor or Assistant Vice Chancellor
Members : Center Director
Representative from the Faculty Association

Grievance filed by a Faculty Member:
Chairperson : School Dean
Members : Chairperson, Department Level
Representative from the Faculty Association

Grievance filed by personnel classified as Support Staff or Administrative Staff
Chairperson : Human Resource Department Manager
Members : Representative assigned by the HRD Manager
Representative assigned by the OVCA
Representative from the Faculty Association
Representative from the Employee Association

Grievance filed by a Chairperson:
Chairperson : Dean from another School
Members : Program Chairperson from another School
Representative from the Faculty Association

Grievance filed by a Dean:
Chairperson : Vice Chancellor for Academics
Members : Dean from another School, School Level
Representative from the Faculty Association

Grievance filed by a Vice Chancellor (VC):
Chairperson : President
Members : Representative from the Executive Level (VCs)
Representative from the Faculty Association

5.2.1.10 As part of management prerogative and in the interest of equity and fairness, the College reserves the right to replace, inhibit any member of the Grievance Committee and/or expand the membership of the Committee as it may be deemed necessary.

5.2.1.11 Should the Grievance Committee find no merit/basis for the complaint/grievance, the same shall be dismissed and the complainant shall be notified in writing regarding the dismissal stating the basis/bases thereof.

5.2.1.12 Should the Grievance Committee find merit/basis for the complaint/grievance, a written report and recommendation shall be submitted to the OVCA for approval.

5.2.1.13 The OVCA shall, within three (3) working days, endorse the committee recommendation to the concerned office/department and direct the concerned head to submit to the OVCA within three (3) working days the course(s) action to be taken by the office/department to ensure the final resolution of the complaint/grievance.

5.2.1.14 The office/department concerned shall submit every fifteen (15) working days a report on the development of the action taken until its final resolution.

5.2.1.15 The complainant has the option to file for an appeal to the Office of the President within ten (10) working days after receipt of the decision. The decision of the President regarding the appeal shall be final.