SECTION 3: FULL-TIME TEACHING FACULTY

3.1 GENERAL DESCRIPTION

Full-time Teaching Faculty (FTF) members are those whose exclusive services are contracted by the College on a full-time basis.

3.1.1 Teaching. This is defined as the facilitation of learning, within and beyond the confines of a classroom, including the conduct of academic advising and other activities directed at facilitating learning on the part of the students. Faculty members are expected to apply learner-centered practices in addressing learners’ diversity, planning for instruction, managing the classroom and the learning experience, teaching in various relevant contexts, and in monitoring and evaluating student learning.

3.1.2 College service. This constitutes involvement in School, Center, and College programs and activities in various capacities (e.g., participant, formulator, implementor).

3.1.3 Professional development. This involves the pursuit of specialization in a given field of study or discipline; through enrollment in and completion of relevant advanced studies/training programs, attendance in workshops prescribed by the College/School (CLCIR Programs), and membership in professional organizations.

3.1.4 Research. Faculty members are expected to engage in research projects, chiefly of the applied type, that bring about greater learner-centeredness (e.g., development of learner-centered instructional materials and learning strategies) and/or those that inquire into and/or develop programs, products or practices in relevant sectors, industries, or professions.

3.1.5 Community service/extension. In line with the core function of a Catholic higher educational institution, full-time faculty members are expected to participate in various community-based, civic, spiritual and larger professional organizations, all aimed at contributing to an improvement of the overall quality of life of Filipinos.

3.2 WORKING CONDITIONS

3.2.1 Residency and Prohibition Against Outside Employment

3.2.1.1 FTF are required to render forty (40) hours per week in academic pursuits comprising any or all of the functions abovementioned. Faculty members are required to adhere to the schedule of activities indicated in the residency form submitted to their immediate supervisors. In addition, FTF are also required to report for duty during the week preceding the first school day of the school year, for as many days as required but not exceeding five (5) working days.

3.2.1.2 Faculty members are required to provide an hour of student consultation per week for every three (3)-unit teaching load.

3.2.1.3 Faculty members may apply for a reduction, for a maximum of ten (10) hours, of their residency hours for purposes of engaging in the limited
practice of their profession on a consultancy 1 basis. Faculty members with consultancy work are not allowed to carry any teaching overload. The Chair and the School Dean/Center Director endorses the application for consultancy to the Vice President for Academics (VPA) for approval. The application must be submitted prior to the term when the consultancy arrangement takes effect. FTF who are enrolled in a College-sponsored graduate program are not allowed the reduction in residency for consultancy work.

3.2.1.4 As the College encourages the pursuit of relevant advanced degrees, faculty members are allowed to perform graduate studies-related work within their residency hours. The number of hours that may be devoted to graduate work is twice the number of units enrolled in by the faculty member, provided the total does not exceed 12 hours.

3.2.1.5 During the term of the employment contract of a FTF member, he/she may not be employed, directly or indirectly, whether on a part-time or full-time basis, in any other institution of learning or other entity, unless specifically permitted in writing by the VPA. Violation of this prohibition shall constitute valid cause for the immediate dismissal of the FTF member concerned.

3.2.1.6 FTF members are not allowed to teach in any other institution, except when such is governed by a Memorandum of Agreement (MOA) between the College and the other institution.

3.2.2 Teaching Load and Assignment

3.2.2.1 The regular teaching load of full-time faculty members is eighteen (18) units, preferably spread throughout the week. The program to which the FTF is assigned shall prepare the teaching load. The tentative load should be given two (2) weeks before the end of the preceding trimester to afford faculty members time to prepare for the courses to be handled.

3.2.2.2 To allow FTF to facilitate learning effectively, their teaching load shall be limited to three (3) class preparations in regular classes. Any load in excess of the above requires the approval of the VPA, based on the satisfaction of all of the following conditions:

3.2.2.2.1 The additional class preparation is related to the faculty member’s field of specialization;

3.2.2.2.2 The course that requires additional preparation is not offered regularly;

3.2.2.2.3 The faculty member concerned had obtained a very satisfactory performance evaluation rating in the last school year;

1 A consultancy is an engagement wherein an external party taps a faculty member for his/her professional expertise. Such arrangement should be formalized (meaning, the external party must have put in writing the Terms of Reference [TOR] of the engagement). Furthermore, the consultancy engagement may or may not involve a fee.
3.2.2.4 The additional class preparation directly results from the course/s previously taught by the faculty member, for which he/she obtained an effective rating for learner-centered instruction; or

3.2.2.5 Other meritorious reasons not listed above.

3.2.2.3 As a general rule, overloading is strongly discouraged. However, as per need of the program and in exceptionally meritorious cases, FTF members may carry an additional 3-unit credit bearing load (e.g., administrative assignment or teaching load) or 2 non-credit bearing load (e.g., special class), subject to the following conditions:

3.2.2.3.1 The faculty member concerned had obtained a Very Satisfactory performance evaluation rating in the last three (3) terms;

3.2.2.3.2 The additional load is not a new preparation nor would the faculty member concerned carry a load exceeding the three (3) class preparation limit previously stated;

3.2.2.3.3 The faculty is not on extension in a College-funded research project, not enrolled in a graduate program supported by the College’s Professional Development Grant, no deloading support for thesis/dissertation writing as stipulated in the College’s Faculty Development Program, or approved external professional activity (e.g., consultancy);

3.2.2.3.4 Consistent compliance of concerned faculty member with school regulations and other administrative requirements (e.g., submission of grades on time, attendance and punctuality record).

3.2.2.4 The overload period is embedded in the 40 hour weekly residency requirement for FTF.

3.2.2.5 The load of faculty members who teach laboratory and other similar subjects will be based on two (2) lecture units for every three (3) hours of the class schedule.²

3.2.2.6 Faculty members completing their graduate thesis/dissertation requirements are entitled to the appropriate load reduction scheme as stipulated in the Professional Development Grant Program of the College.

3.2.2.7 The teaching load of FTF members may be reduced, as recommended by the Chair, the Dean and the VPA, and approved by the President, for administrative assignments or any other extremely meritorious reason.

3.2.2.8 FTF members who are fully deloaded (18 units) as Administrators may be given a maximum teaching load of three (3) units per term. This may not be availed in conjunction with other arrangements such as engaging in other external professional activities among others.

² The faculty member’s remuneration schedule (usually 2/3) is the basis for computing deductions for classes that are not made up.
3.2.3 Compensation Schedule

FTF members shall be paid on the 10th and 25th days of every month, unless for some valid reason, and under very exceptional circumstances, a particular pay date is missed and, hence, moved.

3.3 PROBATION

3.3.1 Definition of Probation

A probationary FTF member is one who has not been conferred permanent status by the College. A probationary FTF is expected to:

3.3.1.1 Consider the period of his/her employment as strictly temporary, the said period to end on the expiry date of the contract, in which case the employer-employee relationship shall automatically be considered terminated; and

3.3.1.2 Finish the term of his/her appointment, unless the College decides otherwise, in which case the College pays him/her all the emoluments called for under his/her contract. If, however, termination before expiry is effected for cause, the emoluments corresponding to the unserved portion of the contract shall not be paid.

3.3.2 Duration of Probation

The initial period of appointment for FTF is one (1) trimester. Unless the FTF member is informed of non-renewal thirty (30) calendar days before the start of the next term, the contract is automatically extended up to the end of the third (3rd) trimester of service. Subsequent renewals would be on an annual basis. The maximum probationary period is for nine (9) consecutive regular trimesters.

3.3.3 Renewal of Probationary Contracts (See Appendix C: Renewal of Probation Flowchart)

3.3.3.1 At the start of the last term of the probationary contract, the Chair of the program must conduct an evaluation of the probationary faculty member’s performance. Based on this evaluation, the Chair submits his/her recommendation to the Renewal Board thirty (30) calendar days after the start of the term.

3.3.3.2 The Renewal Board shall be composed of the following:
- School Dean, presiding officer
- Program Chairperson
- Two (2) Senior Faculty Members from the Program
- Faculty Association Representative

3.3.3.3 The Renewal Board deliberates on the recommendation of the Chair not later than the 8th week of the term, and shall immediately submit its recommendation for either renewal/non-renewal to the VPA.

3.3.3.4 The criteria for renewal of probation are as follows:
3.3.3.4.1 Effective learner-centered instruction, as indicated by at least a Satisfactory rating given by students, peers, Chairs and, if necessary, the Dean;

3.3.3.4.2 Commitment to the vision-mission of the College, as evidenced by one’s level of involvement in activities, committees, projects undertaken by one’s program, School or the entire College;

3.3.3.4.3 Professional development, as indicated by advancement in one’s graduate degree or advanced program of study or advanced development in one’s field of specialization;

3.3.3.4.4 Research, as evidenced by the production of learner-centered instructional materials/strategies or any form of applied/basic research or creative work.

3.3.3.4.5 Values and attitudes reflecting the College’s thrust of developing individuals who work cooperatively with each other and are tolerant and respectful of the diversity that is intrinsic in a learning community;

3.3.3.4.6 Compliance with College/School regulations, as reflected by records of attendance, punctuality and submission of requirements (e.g., grades and other official records) within the prescribed deadlines, among others; and

3.3.3.4.7 Overall good health.

3.3.4 Non-renewal of Probation

3.3.4.1 A faculty member on probation will be notified at least thirty (30) calendar days before the expiration of his/her contract that his/her contract will not be renewed.

3.3.4.2 In case of an unfavorable decision, the faculty member concerned may appeal his/her case within two (2) working days from receipt/transmittal of the Board’s recommendation. The appeal should be addressed to the VPA. The decision of the VPA is final.

3.4 PERMANENCY (See Appendix D: Permanency Flowchart)

3.4.1 Definition of Permanency

A permanent FTF member is one who has met the criteria for permanency as recommended by the Permanency Board and signed a contract with the President for the position of permanent FTF member.

3.4.2 Criteria for Permanency

3.4.2.1 Three (3) consecutive years of continuous service to the College. The maximum probationary period may be reduced in cases of faculty members who have rendered prior extremely meritorious service.
3.4.2.2 Learner-centered teaching competence as evidenced by Very Satisfactory evaluation ratings from students, peers, and superiors, employing various assessment methods.

3.4.2.3 Active participation and membership in Department, School and College committees and activities.

3.4.2.4 Substantive professional development as indicated by the completion of a relevant master’s degree and College-supported faculty development programs or advanced development in one’s field of specialization.

3.4.2.5 Demonstrated capability in applied/instructional research.

3.4.2.6 Values and attitudes consonant with the De La Salle Philippines (DLSP) Mission Statement, the DLS-CSB Educational Philosophy, and the DLS-CSB Vision-Mission.

3.4.2.7 Compliance with College/School regulations and administrative requirements regarding, but not limited to, attendance, punctuality, and promptness in the delivery of services and submission of reports.

3.4.2.8 Overall good health attested to by a doctor or testing agency designated by the College.

3.4.3 Conferment of Permanent Status to a Probationary FTF

3.4.3.1 Thirty (30) calendar days after the start of the last term of probation, the Chair reviews the performance of the probationary FTF member due for permanency.

3.4.3.2 Within fifteen (15) calendar days after the review, the Chair shall submit his/her recommendation to the VPA, endorsed by the Dean.

3.4.3.3 The VPA convenes the Permanency Board. The Permanency Board is composed of:
- VPA, presiding officer
- School Dean
- Program Chairperson
- Senior Faculty Member from the Program with permanent status
- Faculty Association Representative

3.4.3.4 The Permanency Board shall verify and evaluate whether or not the criteria set for permanency, as mentioned above, have been met. Based on the evaluation, the Board shall recommend either permanent status or the discontinuance of service to the College.

3.4.3.5 In case the Permanency Board recommends the granting of permanent status, such recommendation is submitted to the President for his/her final approval.
3.4.3.6 Upon final approval of the grant of permanent status, the President shall issue a contract for permanency to be signed by the faculty member concerned.

3.4.4 Non-conferment of Permanent Status

3.4.4.1 A faculty member in his/her third (3rd) probation will be notified at least thirty (30) calendar days prior to the expiration of the 3rd probationary contract that permanency status shall not be granted.

3.4.4.2 The faculty member concerned may appeal his/her case within two (2) working days from receipt/transmittal of the Board’s recommendation. The appeal should be addressed to the President. The decision of the President is final.

3.5 RETIREMENT/SERVICE EXTENSION

3.5.1 Retirement

3.5.1.1 The mandatory age for retirement of all faculty members is sixty (60) years.

3.5.1.2 A faculty member is retirable at the end of the term during which he/she turns sixty (60).

3.5.2 Service Extension (See Appendix E: Service Extension Flowchart)

3.5.2.1 The service of faculty members who have reached the mandatory retirement age may be extended if the following conditions are satisfied:

3.5.2.1.1 Consistent Very Satisfactory ratings in the overall performance of the faculty member;

3.5.2.1.2 Need of the Program/Center/School/College;

3.5.2.1.3 Overall good health; and

3.5.2.1.4 Willingness of the faculty member to continue his/her service.

3.5.2.2 The Chairperson/Superior of the faculty member shall evaluate and submit a recommendation, endorsed by the School Dean, to the VPA not later than the 10th week of the penultimate term before the faculty member reaches the mandatory retirement age.

3.5.2.3 The Service Extension Board is composed of the following:

- VPA, presiding officer
- School Dean
- Program Chairperson
- Senior Faculty Member from the Program
- Faculty Association Representative

3.5.2.4 Service extension after 60 years old may be given on an annual basis until the mandatory retirement age of 65.
3.5.2.5 In case of an unfavorable decision, the faculty member concerned may appeal his/her case within two (2) working days from receipt/transmittal of the Board’s recommendation. The appeal should be addressed to the President. The decision of the President is final.

3.5.3 Privileges of Retired FTF

3.5.3.1 Continued (in house) use of the Learning Resource Center
3.5.3.2 Receive, upon request, publications of the College that are generally furnished to the faculty members
3.5.3.3 Invitation to College activities (e.g., colloquia, concerts, programs, sports fest)
3.5.3.4 Use of clinic
3.5.3.5 Counseling Services
3.5.3.6 Use of sports/gym facilities
3.5.3.7 E-mail account
3.5.3.8 Permanent employee ID card
3.5.3.9 Free entry to ticketed events
3.5.3.10 Discounts on purchases at the cafeteria
3.5.3.11 Discount on continuing education programs

3.6 SEVERANCE OF PERMANENT FTF MEMBER

3.6.1 Severance of service of a permanent FTF member can only be implemented for serious cause. Permanent faculty members cannot be dismissed without due process.

3.6.2 As provided in Section 94 of the Manual of School Regulations and Section 78 of the Labor Code of the Philippines, any of the following may be a cause for valid termination of permanent employees:

3.6.2.1 Gross inefficiency and incompetence in the performance of duties such as, but not limited to, inefficient and incompetent performance of teaching responsibilities, habitual and inexcusable absences and tardiness, abandonment of employment and/or responsibility, neglect of duty, failure to exercise parental responsibility

3.6.2.2 Unreasonable delay to submit students’ grades
3.6.2.3 Neglect to keep student records
3.6.2.4 Notoriously undesirable
3.6.2.5 Disgraceful and immoral conduct
3.6.2.6 Misconduct

3.6.2.7 Giving failing students passing grades they did not deserve

3.6.2.8 Influencing a co-faculty to change grade

3.6.2.9 Failure to maintain confidentiality of school records

3.6.2.10 Contracting loans from students and/or parents

3.6.2.11 Fighting in work premises

3.6.2.12 Uttering obscene, insulting, or offensive words against a superior

3.6.2.13 Use of corporal punishment

3.6.2.14 Sexual harassment

3.6.2.15 Willful disobedience

3.6.2.16 Insubordination

3.6.2.17 The unauthorized sale of tickets, services and products to, or the collection of, any contribution in any form, or for any purpose or project whatsoever, whether voluntary or otherwise, from students or parents of the College Community

3.6.2.18 Phasing out, closure, or cessation of the educational program, course, Office, Center or the School to which the faculty member belongs

3.6.2.19 Other causes analogous to the foregoing as may be provided in the regulations prescribed by the Authority or in school rules

Should the offenses committed not fall under any of the classifications enumerated above the Labor Code provisions would apply.

3.6.3 The procedure prescribed under Major Offenses in the Administrative Cases section of this Manual shall apply for faculty members charged with an offense whose imposable penalty is termination or severance of employment.

3.6.4 Voluntary Severance of FTF member

3.6.4.1 A FTF member should avoid discontinuing his/her service in the College during the school year or term. If the need to discontinue arises from unavoidable or otherwise valid circumstances, the FTF member may be allowed to resign but shall be obliged to attend to his/her duties until a qualified person is employed to take his/her place.

3.6.4.2 A FTF member who decides to sever relations with the College on his/her own accord must give the administration prior notice of at least one (1)
month before the end of the term or school year when he/she intends to leave.

3.6.4.3 In fairness to the College, if the FTF member foresees that he/she will not be available for the entire school year or term, he/she should submit his/her resignation at least one (1) month before the beginning of that school year or term, so that necessary adjustments can be made for the appointment of a replacement.

3.6.4.4 This requirement may be waived for serious reasons and only with the expressed consent of the College.

3.7 PROMOTION/RECLASSIFICATION (See Appendix F: Promotion/Reclassification Flowchart)

3.7.1 Definition of Promotion and Reclassification

3.7.1.1 Promotion refers to the movement in step within a given rank for full-time permanent faculty members.

3.7.1.2 Reclassification refers to the movement in step within a given rank for full-time probationary faculty members.

3.7.2 Criteria for Promotion/Reclassification

FTF (in both the academic and professional tracks) who have had at least one (1) year of residence from their last promotion/reclassification may be recommended for promotion/reclassification subject to the following general criteria:

3.7.2.1 Effective learner-centered instruction, as indicated by Very Satisfactory ratings given by students, peers, Chairs and, if necessary, the Dean;

3.7.2.2 Commitment to the vision-mission of the College, as evidenced by one’s level of involvement in activities, committees, projects undertaken by one’s program, School or the entire College;

3.7.2.3 Professional development, as indicated by advancement in one’s graduate degree or advanced program of study or advanced development in one’s field of specialization;

3.7.2.4 Research, as evidenced by the production of learner-centered instructional materials/strategies or any form of applied/basic research or creative work. The outputs required vary based on the rank held by the faculty member (Refer to Appendix G);

3.7.2.5 Values and attitudes reflecting the College’s thrust of developing individuals who work cooperatively with each other and are tolerant and respectful of the diversity that is intrinsic in a learning community; and

3.7.2.6 Compliance with College/School regulations, as reflected by records of attendance, punctuality and submission of requirements (e.g., grades and other official records) within the prescribed deadlines, among others.

3.7.3 Suspension of Promotion/Reclassification Due to Offenses
3.7.3.1 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.

3.7.3.2 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.

3.7.4 Procedures for Promotion/Reclassification

3.7.4.1 Prior to the end of his/her year of residence from his/her last promotion/reclassification, the faculty member must accomplish a Faculty Update form indicating his/her accomplishments and activities in the period under review. The Form is submitted to the Chair of the program to which the faculty member belongs and to the Office of the Vice President for Academics.

3.7.4.2 The Chair of the program reviews the performance of the faculty member to be promoted/reclassified, employing the summary evaluation form for promotion/reclassification and informs the faculty member concerned of his/her recommendation. The Chair endorses the faculty member for promotion/reclassification to the Dean of the School.

3.7.4.3 In case the faculty member is not recommended by the Chair, he/she may submit his/her credentials to the Dean, who then presents the credentials for consideration to the Promotion/Reclassification Board.

3.7.4.4 For Instructor to Assistant Professor 4/Full-time Professional Faculty member:

3.7.4.4.1 All recommendations must be submitted to the Board four (4) weeks before the end of the term.

3.7.4.4.2 The Promotion/Reclassification Board shall be as follows:
- School Dean, presiding officer
- Program Chairperson
- Two (2) Senior Faculty members, preferably from the same Program/School
- Faculty Association Representative

No member of the Promotion/Reclassification Board shall have two (2) designations.

3.7.4.5 For Assistant Professor 5 to Full Professor/Full-time Senior Professional Faculty Member:

3.7.4.5.1 All recommendations must be submitted to the Board two (2) weeks before the end of the term.

3.7.4.5.2 The Promotion/Reclassification Board shall be as follows:
- VPA, presiding officer
- Program Chairperson
• Two (2) Senior Faculty members, preferably from the same Program/School
• Faculty Association Representative
No member of the Promotion/Reclassification Board shall have two (2) designations.

3.7.4.6 Decisions of the Board are generally by consensus. However, in cases where the Board is divided, voting by secret balloting is prescribed.

3.7.4.7 The Presiding Officer prepares the decision sheet in accordance with the recommendation of the Board. The immediate superior relays the recommendation of the Board to the faculty member concerned.

3.7.4.8 In case of an unfavorable decision, the faculty member concerned may appeal his/her case within two (2) working days from receipt/transmittal of the Board’s recommendation. The appeal should be addressed to the Board through the Presiding Officer.

3.7.4.9 The Board’s recommendation for promotion is submitted to the VPA for approval.

3.7.5 Conditions for 2-step Promotion/Reclassification

3.7.5.1 FTF members may apply for two-step promotion.

3.7.5.2 The FTF member should satisfy the requirements specified in the rank for the first step promotion. For example, a FTF member with the rank of Full Professor 1 is classified under Level 3. The output required for promotion is a paper published in a refereed international academic or professional journal.

3.7.5.3 To qualify for the second-step promotion, the FTF has to submit an output specified in the next higher rank. For example, the faculty with a rank of Full Professor 1 should submit an output under Level 4, which is a paper published in an abstracted/index refereed international academic journal.

3.7.5.4 Aside from the output requirement, the FTF should also comply with the minimum requirement of each rank. For example, if a faculty carries a rank of Assistant Professor 6 and applies for a two-step promotion, movement to the rank of Associate Professor shall not be allowed since the faculty member does not have the minimum educational qualification (i.e., relevant doctorate degree) required for the rank.

3.8 RE-RANKING

3.8.1 Definition of Re-ranking

Re-ranking pertains to the elevation to a higher rank by a faculty member who has completed the required or relevant advanced degree, or secured an equally major accomplishment such as Magsaysay Awards, Pulitzer Prize, National Artist, and satisfies all the other requirements for entry into the next rank.

3.8.2 Procedures for Re-ranking
3.8.2.1 Faculty members who complete their master’s/doctorate degree and satisfy the requirement for entry into the next rank may be re-ranked in the term immediately following the completion of the advanced degree.

3.8.2.2 The faculty member should submit supporting documents (i.e., Diploma, Transcript of Records) to the Program Chairperson.

3.8.2.3 The Program Chairperson submits a recommendation to the re-ranking Board.

3.8.2.4 If the target rank is Associate Professor 1/Full-time Senior Professional Faculty 1 or higher, the Re-ranking Board is composed of the following:
   • VPA, presiding officer
   • School Dean
   • Program Chairperson
   • Senior Faculty Member, preferably from the same Program/School
   • Faculty Association Representative

3.8.2.5 If the target rank is lower than Associate Professor 1/Full-time Senior Professional Faculty 1, the Re-ranking Board is composed of the following:
   • School Dean, presiding officer
   • Program Chairperson
   • Senior Faculty Member, preferably from the same Program/School
   • Faculty Association Representative

3.8.2.6 Decisions of the Board are generally by consensus. However, in cases where the Board is divided, voting by secret balloting is prescribed.

3.8.2.7 The Presiding Officer prepares the decision sheet in accordance with the recommendation of the Board. The immediate superior relays the recommendation of the Board to the faculty member concerned.

3.8.2.8 In case of an unfavorable decision, the faculty member concerned may appeal his/her case within two (2) working days from receipt/transmittal of the Board’s recommendation. The appeal should be addressed to the Board through the Presiding Officer.

3.8.2.9 The Board’s recommendation for promotion is submitted to the VPA for approval.

3.9 BENEFITS

3.9.1 Benefits Mandated by Philippine Laws

FTF members are entitled to all the benefits mandated by the Labor Code and all other existing applicable laws such as Social Security System (SSS), PagIBIG, PhilHealth, Employees’ Compensation Program, Paternity Leave, and Solo Parent Act.

3.9.2 Health Care Plan

FTF participate in a health care plan agreed upon with the College.
3.9.3 Longevity Benefit

3.9.3.1 Permanent full-time faculty members with the appropriate number of years of continuous service in DLS-CSB are entitled to longevity pay. Minimum qualifications for entitlement are as follows: (1) should be permanent in status, (2) should have served at least 10 years of service in DLS-CSB, and (3) accumulated 540 units.

3.9.3.2 The amount of longevity pay is as follows:
- 1st to 5th year of availment – one (1) month basic salary
- 6th to 10th year of availment – one-and-a-half (1.5) months basic salary
- 11th to 15th year of availment – two (2) months basic salary
- 16th to 20th year of availment – two-and-a-half (2.5) months basic salary
- 21st to 25th year of availment – three (3) months basic salary
- 26th year of availment and above – three-and-a-half months (3.5) basic salary

3.9.3.3 If a permanent FTF member goes on leave that disrupts continuity of service, his/her longevity pay for the year is pro-rated.

3.9.3.4 The cut-off date for determining number of years of service is May 31 of every calendar year. Longevity benefits (pay over and above the thirteenth month salary) are given on April 15 of every year.

3.9.4 Retirement Benefits

3.9.4.1 The College retirement benefits consist of the following plans under the Catholic Educational Association of the Philippine (CEAP) Retirement Plan:

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<tr>
<th>Plan</th>
<th>College’s Contribution (%)</th>
<th>FTF Contribution (%)</th>
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<tbody>
<tr>
<td>Plan A</td>
<td>6</td>
<td>1-4 optional</td>
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<tr>
<td>Plan B</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Plan C</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Plan D</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
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3.9.4.2 All FTF members are automatic members of CEAP Retirement Plans A and C.

3.9.4.2.1 For Plan A, the College contributes 6% of the FTF’s basic salary. The FTF may also opt to contribute 1% to 4% of his/her monthly basic salary to this plan.

3.9.4.2.2 For Plan C, the College contributes 2% of the FTF’s basic salary.

3.9.4.3 FTF members may also voluntarily avail of CEAP Retirement Plans B and D.

3.9.4.3.1 For Plan B, members contribute two per cent (2%) of their monthly basic salary, inclusive of the contribution to PagIBIG. The College commits itself to matching the faculty member’s contribution (2% of basic monthly salary minus the contribution to PagIBIG). The total College contributions go to a retirement fund governed by policies similar to those of the old CEAP Retirement Plan effective prior to October 1989.
3.9.4.3.2 For Plan D, members contribute two per cent (2%) of their salary while the College matches this with a three percent (3%) contribution. The total contribution will be added to the College's additional Retirement Fund Plan and will also be governed by rules similar to those of the old CEAP Retirement Fund effective prior to October 1989.

3.9.4.4 The benefits to be received by the FTF upon retirement shall be governed by the provisions of Republic Act 7641. When a FTF has reached the age of 60 and has rendered at least 5 years of service to the College, the CEAP retirement benefit from Plans A, B, C and D (as applicable) will be compared to the retirement benefits as stipulated in RA 7641. The higher value retirement benefit will be awarded to the FTF. Furthermore, the retired FTF shall get the voluntary contributions in the CEAP plan(s) he/she had given, including the interests that have accrued up to the time of his/her retirement.

3.9.5 Permanent Total Disability Benefit

The College provides for a disability benefit, in addition to the benefits provided under the SSS Law and CEAP, for permanent FTF who suffered total permanent disability.

3.9.5.1 FTF can avail of total permanent disability if they are/have:

3.9.5.1.1 Permanent in status,
3.9.5.1.2 At least 3 years of service to the College, and
3.9.5.1.3 Certified by the SSS or EC having total permanent disability.

3.9.5.2 Total permanent disability benefit shall be computed using the following formula: one-half (1/2) month salary for every year of service. However, the amount should not be lower than PHP 50,000 or higher than PHP 200,000.

3.9.6 Death Benefits

When a FTF member who is a member of the DLS-CSB Faculty Association dies, members of the Faculty Association shall contribute the equivalent of one (1) hour pay. The College will give an amount equivalent to one and a half (1 ½) times the total contribution of the Faculty Association.

A permanent FTF member who reaches retirement age and who has served for fifteen (15) years may continue membership in the Faculty Association so as to qualify for the death benefit stated above.

3.9.7 Subsidy for Faculty Attire

A FTF member is entitled to a faculty attire allowance, the amount of which shall be decided upon by the Administration, in consultation with the Faculty Association.

3.9.8 Leaves
3.9.8.1 Maternity Leave

3.9.8.1.1 The College provides maternity leave benefits in accordance with law. In cases where the law is silent or the benefit to be derived therefrom is lesser, the provisions contained in this Manual shall apply.

3.9.8.1.2 The legal duration of a maternity leave is sixty (60) days for normal delivery and seventy-eight (78) days for caesarean operation.

3.9.8.1.3 The Program Chairperson, in consultation with the faculty member, assigns the substitutes.

3.9.8.1.4 For the first two deliveries or miscarriage of a FTF, the FTF member will receive her full basic salary during her maternity leave minus SSS benefits, which are given directly to her.

3.9.8.1.5 For the next two deliveries or miscarriage of a FTF, the FTF member will only receive her SSS benefits.

3.9.8.1.6 Upon expiration of the legal duration of the leave, the faculty member must report for work.

3.9.8.2 Paternity Leave

3.9.8.2.1 A FTF member who is legally married and cohabitating with his spouse at the time of delivery is entitled to paternity leave as provided by law.

3.9.8.2.2 A marriage certificate authenticated by the National Statistics Office (NSO) is needed upon application of the benefit.

3.9.8.2.3 The duration of the paternity leave is seven (7) working days. The FTF may avail of the leave on a continuous or staggered basis before or after the first four (4) deliveries of the legitimate wife. For leaves after delivery, it should be availed within 30 calendar days after delivery.

3.9.8.2.4 Paternity leaves are non-convertible to cash.

3.9.8.3 Parental Leave under the Solo Parent Act

3.9.8.3.1 FTF having the following qualifications are entitled to parental leave as stipulated under the Solo Parent Act:

3.9.8.3.1.1 Possess a valid Solo Parent Identification Card;
3.9.8.3.1.2 Should have rendered at least one year, whether continuous or broken, service to the College from the effectivity of the law [22 September 2002]; and

3.9.8.3.1.3. Having a child living with him/her that is dependent for support, unmarried, unemployed and below eighteen years old or eighteen years old and above but is incapable of self-support and/or with physical/mental disability.

3.9.8.3.2 The duration of the parental leave is seven (7) working days, continuous or staggered, per school year.

3.9.8.3.3 The following conditions apply in availing of parental leave:

3.9.8.3.3.1 Attend to personal milestones of a child such as birthday, communion, graduation, and other similar events;

3.9.8.3.3.2 Perform parental obligations such as enrollment and attendance in school programs, PTA meetings, and the like;

3.9.8.3.3.3 Attend to medical, social, spiritual, and recreational needs of the child;

3.9.8.3.3.4 Other similar circumstances necessary in the performance of parental duties and responsibilities, where physical presence of the parent is required.

3.9.8.3.4 The parental leaves under the Solo Parent Act are non-cumulative. That is, unused portions of the leave are forfeited if not availed of within the School Year. Furthermore, parental leaves are non-convertible to cash.

3.9.8.3.5 The College, through the Office of the Vice President for Academics (OVPA), School, or Program, may determine whether granting of parental leave is proper or may conduct the necessary investigation to ascertain if ground for termination and withdrawal of privilege exist.

3.9.8.4 Emergency Leave

3.9.8.4.1 Emergency leave with pay for not more than five (5) working days shall be granted to permanent and/or probationary FTF members affected by such contingencies as:

3.9.8.4.1.1 Death or serious accident/illness of a member of the immediate family. For a faculty member who is single, this refers to his/her parents and unmarried brothers and sisters. For a married faculty member, this covers his/her legitimate spouse, children, and parents. Serious illness is to be determined by a physician.
3.9.8.4.1.2 Natural and man-made calamities such as fire, earthquake, lahar, and other derivative calamities of volcanic eruptions, tidal waves, and the like.

3.9.8.4.2 Emergency leaves may be extended to one (1) term without pay.

3.9.8.5 Prolonged Illness Leave

3.9.8.5.1 A FTF member who is confined in a hospital, physically unable to leave the house, or sick as certified by a doctor and confirmed by a visit of the College physician, and is therefore unable to teach, may avail himself/herself of sick leave benefits for prolonged illness.

3.9.8.5.2 Prolonged illness, as defined by provisions of the SSS Law, is when a FTF is unable to work due to sickness or injury and confined either in a hospital or at home for at least four (4) days.

3.9.8.5.3 Provisions for permanent FTF:

3.9.8.5.3.1 A permanent FTF member availing himself/herself of prolonged illness leave shall be entitled to full basic salary for one (1) calendar month.

3.9.8.5.3.2 Starting the second month, the FTF may avail of a special leave under rest and if qualified, avail of Sickness Benefits provided by the SSS Law.

3.9.8.5.4 Provisions for probationary FTF:

A probationary FTF member who has served the College for at least one (1) year and who contracts a prolonged illness shall be entitled to full pay for one (1) calendar month.

3.9.8.5.5 Absences due to illness occurring towards the end of the term such that make-up classes may no longer be possibly re-scheduled shall not be included in counting unmade up hours.

3.9.8.5.6 The prolonged illness leave benefit is non-cumulative and may be availed of only once during a school year.

3.9.8.6 Service Leave

3.9.8.6.1 Qualification for Service Leave

3.9.8.6.1.1 Permanent FTF members who have rendered four (4) years of continuous full-time service or have rendered the said number of continuous years of service, counted from the actual date of return after the last
service leave, may avail themselves of a service leave with full pay for a duration of one (1) trimester.

3.9.8.6.1.2 The required continuous full-time service for the subsequent leave shall be counted from the actual date of return.

3.9.8.6.1.3 In cases where a service leave applied for in writing is deferred due to pending work, years of continuous service for the next service leave should include the period of deferment.

3.9.8.6.1.4 Service leaves are non-cumulative and can only be deferred once.

3.9.8.6.2 Application and Waiver of Benefit

3.9.8.6.2.1 A term before a FTF is qualified to avail the service leave, he/she has to apply in writing to the OVPA indicating whether the leave would be taken the next term, as scheduled, or deferred to a future date. The letter has to be endorsed by the Program Chairperson and School Dean.

3.9.8.6.2.2 Service leaves can only be deferred once.

3.9.8.6.2.3 If no application is made during the said period, it is assumed that the faculty member concerned has no intention of availing himself/herself of the service leave as herein provided.

3.9.8.6.2.4 The service leave availment and/or deferment shall be approved by the VPA.

3.9.8.6.3 Employment Restrictions during Service Leave

The permanent FTF member who is granted service leave should not secure any form of employment elsewhere for the entire duration of the leave, including project-based or freelance projects.

3.9.8.6.4 Service Obligation Requirement

3.9.8.6.4.1 Permanent FTF members who go on service leave are expected to continue their service to the College for at least one (1) school year from the termination of the service leave.

3.9.8.6.4.2 In case of resignation during the service payback period, the FTF is required to pay the unserved portion of the service obligation requirement with interest based on prevailing market rates.
3.9.8.4.3 In certain instances, for special and/or compelling reasons, this post-leave service requirement may be waived.

3.9.8.7 Sabbatical Leave

3.9.8.7.1 Qualification for Sabbatical Leave

Faculty members, with the rank of Assistant Professor or Professional Faculty 8 and above, who have rendered seven (7) years of continuous service may apply for a sabbatical leave. The leave is for a period of one (1) year and merits full pay.

3.9.8.7.2 Application Procedure

3.9.8.7.2.1 A term before a FTF is qualified to avail the sabbatical leave, he/she has to apply in writing to the OVPA. The letter has to be endorsed by the Program Chairperson and School Dean.

3.9.8.7.2.2 The sabbatical plan must be submitted by the faculty member to the Center for Learner-Centered Instruction and Research (CLCIR) one (1) term before the intended leave. The CLCIR endorses the plan to the VPA.

3.9.8.7.2.3 The application for sabbatical leave and the sabbatical plan shall be approved by the VPA.

3.9.8.7.2.4 In cases where a Sabbatical leave applied for in writing is deferred due to pending work, years of continuous service for the next sabbatical leave should include the period of deferment. Sabbatical leaves are non-cumulative and can only be deferred once.

3.9.8.7.3 Output and Service Obligation Requirements

3.9.8.7.3.1 During the leave, faculty members are expected to engage in research or produce creative outputs. In addition, he/she may also engage in other activities such as advanced studies, limited professional practice, and/or extension service approved by the College.

3.9.8.7.3.2 The grantee must submit a formal research report or the creative output upon returning from the sabbatical. The output shall be subject to formal review/evaluation.

3.9.8.7.3.3 The grantee is required to render a year of service pay back upon returning from the sabbatical.
3.9.8.7.3.4 In case of resignation during the service payback period, the FTF is required to pay the unserved portion of the service obligation requirement with interest based on prevailing market rates.

3.9.8.8 Leaves due to Secondment or Special Detail to an External Agency

3.9.8.8.1 Faculty members may be seconded to a De La Salle Philippines institution or may be on special detail to a government agency or some other organization, subject to the approval of the President as endorsed by the VPA.

3.9.8.8.2 The leave is for an initial period of one (1) year, renewable on a yearly basis.

3.9.8.8.3 The leave merits no pay. The institution he/she is seconded/detailed to shall remunerate the seconded faculty member.

3.9.8.8.4 This leave does not disrupt continuity of service and is counted for purposes of promotion, service/sabbatical leave, longevity benefit, and retirement.

3.9.9 Special Leaves

3.9.9.1 Study and/or Research Work for Personal Reasons

3.9.9.1.1 A permanent faculty member may apply for this leave for reasons of professional growth. This leave has a normal duration of one (1) year subject to extension and merits no pay.

3.9.9.1.2 This leave would disrupt continuity of service. Hence, counting for promotion, sabbatical/service leave, and retirement will be disrupted.

3.9.9.1.3 The permanent FTF member concerned should not work or be employed in any manner for the duration of this leave.

3.9.9.1.4 The VPA has the discretion to extend this leave.

3.9.9.2 Business or Practice of Profession

3.9.9.2.1 A permanent FTF member who has served for five (5) years may apply for this leave for reasons of personal business, or practice of profession.

3.9.9.2.2 This leave is for a maximum period of one (1) calendar year and could not be extended.

3.9.9.2.3 This leave can only be availed once during the entire tenure of the FTF in DLS-CSB and merits no pay.
3.9.9.2.4 This leave would disrupt the continuity of service. Hence, counting for promotion, sabbatical/service leave, and retirement will be disrupted.

3.9.9.3 Rest

3.9.9.3.1 A permanent FTF member may apply for vacation leave for reasons of poor health for a duration of one (1) term, renewable for a maximum of two (2) more terms, upon certification of the College physician and approval of the VPA.

3.9.9.3.2 This leave merits no pay and disrupts continuity of service. Hence, counting for promotion, sabbatical/service leave, and retirement will be disrupted.

3.9.9.3.3 The permanent FTF member concerned should not work or be employed in any manner for the duration of this leave.

3.9.9.4 Study/Training/Research Supported by External Grants/Scholarships

3.9.9.4.1 These leaves would be covered by provisions and guidelines stated in the Professional Development Grant.

3.9.9.4.2 This leave will not disrupt continuity of service and is credited for retirement purposes.

3.10 GENERAL CONSIDERATIONS ON LEAVE OF ABSENCE

3.10.1 The full-time teaching faculty (FTF) member concerned shall not secure employment elsewhere while on leave, except leaves under Business or Practice of Profession and on a limited basis during Sabbatical Leave.

3.10.2 Only permanent FTF members granted leaves of absence are assured of retaining their faculty rank, though not necessarily their appointive positions in the College.

3.10.3 For leaves without pay, the following conditions apply: (1) FTF have the option to continue payment of the contributions to SSS, healthcare, PagIBIG, and retirement plans, but they will also have to pay the College’s share. (2) Leaves would disrupt continuity of service.

3.10.4 Leaves with pay and secondment will not disrupt continuity of service.

3.10.5 No leaves may be availed of within the period of service payback, except for Maternity, Paternity, Solo Parent and Rest and Prolonged Illness Leave.

3.10.6 FTF members may avail himself/herself of a leave of absence under the aforementioned stipulations only after the formal approval of the VPA or President, as the case may be.
3.10.7 Every FTF member who goes on leave without approval \(^3\) or prior to the official issuance thereof by the College, is considered absent-without-leave (AWOL). Such faculty members will be required to formally explain the reason/s for such absence to his/her immediate superior. The explanation shall serve as the basis for Administration in deciding on the faculty member’s status.

3.10.8 Every FTF member on approved leave who, as part of his/her contract, is expected and/or obligated to render corresponding years of service upon his/her return, and who fails to render such service, shall be asked to repay all salaries and benefits received during such leave, subject to interest based on prevailing market rates. In case such payment is not made, the College may withhold any and all benefits accruing to the FTF member concerned.

3.10.9 FTF members on approved leave without pay should signify in writing, to the President, their intention to return at least forty-five (45) calendar days before the end of their leave; otherwise they shall be considered resigned from the College.

3.10.10 Special leaves may not be availed in succession.

3.11 OTHER PROVISIONS

3.11.1 Scholarship for Children of FTF

The College has a Brother President’s Scholarship Program (BPSP) that awards scholarship grants to children of full-time faculty members who are enrolled in a De La Salle Philippines school. The details of the scholarship are available at the Student Grants Unit as approved by the Student Grants Committee of the College.

\(^3\) Leaves without approval include instances when faculty are absent without notice. Faculty who are declared AWOL face sanctions ranging from reprimand to termination.