FACULTY PRIMER: Faculty Attendance and Grades Management

OFFICE OF THE REGISTRAR
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- Tardiness
- Early Dismissal

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- Transfer of a Class to Another Venue
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Faculty Attendance

Learning involves the interaction among teachers and students. The College provides class schedules and venues for these opportunities to ensure that the expected collaboration takes place. Faculty members and students are expected to conform to these schedules in as much as the time prescribed constitutes the minimum rather than the ideal period for teacher-facilitated learning.

The Office of the Registrar (RO) monitors the conduct of classes on a daily basis. Attendance deficiencies must be compensated for. Uncompensated deficiencies are to be counterbalanced through salary deductions.

All DLS-CSB faculty members are expected to abide by the guidelines stated herein.
Faculty Attendance

1. In order to maximize learning and ensure attainment in learning objectives, perfect attendance of the faculty is necessary. A faculty member is expected to conduct the required number of class hours for a course.
   a. One class hour for every course unit
   b. One hour weekly of on-campus consultation for every course handled.

2. Teacher and students are expected to be in the assigned classroom/laboratory for the entire duration of the class.

3. Classes are expected to be conducted in the venue indicated in the course offering or as declared in the course syllabus. (For example, classes are not conducted in the library unless indicated in the course syllabus). Faculty member may request for a change in venue by submitting to the Office of the Registrar (RO) duly accomplished Faculty Attendance Form (FAF), duly approved by the program chairperson and/or dean.

4. Faculty attendance is also required during commencement exercises. A faculty member who attends commencement exercises is considered on official business, subject to the make-up/substitution guidelines regarding official business.
   a. Full-time faculty members are expected to attend at least two (2) commencement exercises per school year.
   b. Part-time faculty members are expected to attend at least (1) graduation for every 3 terms of service with the College.
Checking and Reporting of Faculty Attendance

1. The first day of classes is a regular class and is, therefore, covered by the provisions on attendance deficiencies.
2. Until the plantilla is final and approved, the term’s course offerings shall be the reference for attendance checking.
3. The final/approved plantilla, indicating the faculty's teaching load, class schedule, and assigned classroom/laboratory, serves as the official basis for attendance checking of all plantilla-based degree program and non-degree program/continuing education program faculty members.
4. Attendance of faculty members on special contract shall be checked in accordance to the service contract.
5. Missed class sessions due to late assignment will not be taken against the faculty. However, it is expected that the missed sessions will be made-up.
6. The Faculty Services Staff (FSS) of RO records attendance and submits reports to the Program Chairperson on a daily (i.e. notice of deficiency), weekly, and end-of-term basis.
7. Class sessions are expected to start on time and end on time. Attendance deficiencies are instances that hinder the maximization of learning and attainment of learning objectives. These are absences, tardiness, and early dismissals. Make ups for absences are expected and encouraged.

7.1. **Absence.** A faculty member is considered absent if not physically present during the regular schedule, except when advance notice is given for an alternative class or field trip. Further, a faculty member is considered absent when s/he fails to meet her/his class after the first
   - 20 minutes for a 1-hour class
   - 30 minutes for a 1.5-hour class
   - 40 minutes for a 2-hour class
   - 50 minutes for a 2.5-hour class (SDEAS)
   - 60 minutes for classes that meet more than 2.5 hours

7.2. **Tardiness.** A faculty member is considered tardy if s/he shows up after ten (10) minutes but not up to the allowed
number of minutes specified under Item 7.1 above. Tardiness cannot be made up.

7.3. **Early Dismissal.** Early Dismissal refers to instances when the class session is terminated and/or students are dismissed before the end of the class period. Early dismissal also cannot be made up.

8. Notice of attendance is sent by the RO to the Program Chairperson department the next working day. It is the responsibility of the department to notify the faculty member concerned for confirmation purposes. The Program Chairperson in turn notifies the faculty member concerned. If there is a need to request for correction in the deficiency report, the faculty member is advised to submit to the Registrar documents in support of the correction. The Registrar shall review the merits of the correction and respond in writing to the faculty member, through the Program Chair and School Dean.

9. The RO submits faculty attendance deficiency reports to the Human Resource Department (HRD) Payroll Unit for payroll purposes.
   9.1. Salary deductions due to tardiness and/or early dismissal are reflected in the nearest payroll schedule
   9.2. Salary deductions due to absences are reflected after the last day of filing for make-up. (See section on Compensation of Faculty Members for related provisions).

**Compensation of Faculty Members**

1. The compensation of a faculty member in the first four weeks of the term will be based on enrollment course offerings.
2. Compensation starting the 5th week will be based on the final version of the plantilla. Adjustments to compensation will be based on the following:
   2.1. plantilla change memo,
   2.2. attendance deficiency reports, and
   2.3. substitution reports submitted by the RO to the HRD payroll unit.
3. **On salary deductions:**
   3.1. Deductions for **absences** shall be based on the faculty credit hours. For example, for a 6-hour class session with faculty credit of 4 hours: if the teacher is absent then the salary deduction is equal to 4 hours.
   3.2. Deductions for **tardiness** and early dismissal shall be reflected in the nearest payroll schedule, computed as follows:
   - 20 minutes for a 1-hour class
   - 30 minutes for a 1.5-hour class
   - 40 minutes for a 2-hour class
   - 50 minutes for a 2.5 hour class
   - 60 minutes for a 3-hour and above class

4. Salary deductions and payment for made-up absences are reconciled by the HRD payroll unit and reflected on the last two paychecks of the current term.

5. A faculty member may be eligible for **promotion** if s/he meets the following minimum requirements related to attendance:
   - no more than six (6) hours of unmade-up absences in one term;
   - no less than 96% attendance with one substitution only; and
   - tardiness of no more than 7% of the total class hours for every course handled.

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**Conduct of Final Exams and Grade Consultation**

1. Final examinations are scheduled on the last week of the term, following regular class schedules.
   1.1. Exemptions are: Physical Education, language courses, and laboratory courses where final exams may start on the 13<sup>th</sup> week and culminate on the 14<sup>th</sup> week.
   1.2. Faculty attendance during the final exams week is subject to the same policy and procedures as during the previous 13 weeks.

2. Grade consultation shall be conducted within the 14<sup>th</sup> week of the term. (See related provision: **Faculty Attendance** section 1.b above.)
The Faculty Attendance Form (FAF)

The Faculty Attendance Form (FAF) serves as official documentation of the faculty member's records/reports of deviations from the official class schedules. The duly approved FAF must be submitted to RO with at least 24 hours advanced notice. Faculty Services Staff work by shifts on a rotated basis; thus, an advanced notice will give the RO enough time to take note of the changes, regardless of who is working on the shift. The FAF is required on the following instances: conduct of make-up class, change in class venue, conduct of alternative class, conduct of substitution, and notice of substitution.

Conduct of Make-up Class

1. A make-up class is intended to offset lost class hours due to faculty absences. A make-up class requires the physical presence of the faculty.
2. In case of anticipated absence, a faculty member may arrange for a make-up session to be scheduled either before or after the absence. An advanced make-up class is considered an absence because the faculty member did not meet his/her class as scheduled officially.
3. Requiring students "productive work," library work, and the like, are not considered make-up class.
4. Quizzes, exams, and other activities that require students’ attendance shall not be conducted during make-up classes.
5. On scheduling a make-up class:
   5.1. It should not conflict with any of the other classes of all the students, and
   5.2. At least 50% + 1 of the students confirm attendance.
6. For institutional make-up classes the 50% + 1 student confirmation requirement is waived. Institutional make-up classes refer to make-up classes initiated by the College due to school day cancellations brought about by declared special holidays, floods and/or typhoons; fortuitous events, and the like.
7. Arrangements for make-up class should be made with anyone among the FSS on duty at the RO. A FAF must be submitted at least one (1) day before the scheduled make-up class.
8. A faculty member is expected to conduct a make-up class as soon as s/he comes back to work or within two (2) weeks at the latest.

Transfer of class to another venue

1. As a rule classes are to be conducted in the venue to where it is assigned. However, on occasions where a change in venue is called for, a FAF must be submitted to the RO at least one (1) day before the scheduled meeting.
2. If advance notice is not possible and there is an urgent need to change venue (e.g. facilities are out of order), the faculty member should write the following information on the classroom door/board: DATE and TIME, COURSE and SECTION, NEW VENUE and NAME Of FACULTY MEMBER. The above information is necessary for the FSS to check and record the attendance of the faculty member.

Conduct of alternative class

1. An alternative class is an activity directly related to the course, where attendance will enrich student’s learning. Examples of alternative class are field trips and in or off campus lectures, seminars or workshops. [Please refer to the Policy on the Conduct of Off-Campus Activities from the Office of the Vice Chancellor for Academics (OVCA)].
2. The need for an alternative class is stated in the course syllabus. Its intent is to supplement classroom instruction and not as its substitute.
3. In order to promote experiential based learning and expose students to current industry and professional trends, an alternative class may be utilized provided that its objectives are within the scope of the course.
4. Faculty member may apply for an alternative class once a term, provided it is equivalent to no more than one week’s worth of class hours. The faculty member is expected to be in attendance with his/her students, especially when the alternative class is off-campus.
5. An alternative class shall not conflict with the other class schedules of the students. In the event that it does teachers of other classes
have the option not to excuse student’s absence based on the latter’s class performance and/or consequence of the absence in terms of student’s class standing. Consequently, alternative classes may disrupt student’s learning when it conflicts with other class schedules.

6. An alternative class is not a make-up class. No alternative class shall be allowed in lieu of previous faculty absences.

7. The faculty member submits application for alternative class using the FAF and provides a detailed outline of its objectives and assessment procedure. The assessment procedure should not be limited to a participant reaction-based instrument but an assessment whether the necessary knowledge, skills, and attitudes were acquired by the students as a result of the activity.

8. In applying for an alternative class
   a. Faculty member seeks approval of the activity from the Program Chairperson at least two (2) weeks from the date of activity. The faculty member submits application for alternative class using the FAF and provides a detailed outline of its objectives and assessment procedure.
   b. The faculty member submits detailed logistical plan - transportation, financial costing, etc.
   c. Complete documentation of duly approved alternative class, shall be submitted to the FSS at least 24 hours before the activity.
   d. Control point of this entire procedure rests with the Program Chairperson and School Dean.
   e. When an alternative class is optional, the faculty should submit to the Program Chair an alternative activity for students who cannot make it to the alternative class.

Arranging for Substitution

Anticipating an absence, it is preferred that a faculty member arranges for substitution. For absences not due to Official Business (OB), the following conditions shall apply.

1. Substitution limit per term is three (3) hours or one (1) class session equivalent, whichever is higher. Compensation and attendance implications if within limit conditions:
1.1 Absent faculty member will not get paid
1.2 College pays the substitute faculty and absorbs rate difference if rate is higher.
1.3 Absence will not be reflected in the attendance deficiency report for monitoring purposes.

2. Compensation and attendance implications for subsequent substitutions due absences:
   2.1 Absent faculty member will not get paid
   2.2 College pays the substitute faculty and absorbs rate difference if rate is higher.
   2.3 Absence will be reflected in the attendance deficiency report.

3. Only teachers in the same subject area and/or field of specialization may substitute for absent teachers, especially for highly specialized courses such as law and accounting. Non-Benildean teachers are not allowed to substitute for an absent teacher, regardless of qualifications.

4. Maternity/Paternity Leave
   4.1 Anticipated absence such as paternity/maternity leave shall not be taken against the teacher, and no salary deductions shall be made, provided the leave does not exceed that mandated by law. Otherwise, salary deductions apply.
   4.2 Anticipated absence outside that provided for by law shall be recorded as deficiency.
   4.3 Substitution for the duration of the paternity/maternity leave should be arranged.

5. The faculty member submits to the RO a FAF duly approved by the Program Chairperson and the Dean. Only substitution with duly approved FAF will be officially recognized.

Absences due to “Official Business”

1. Absence due to “Official Business.” A faculty member who is required by the Dean and/or Chairperson to attend an in- or off-campus activity to represent the College or the School to which s/he belongs is said to be on Official Business (OB).
1.1. Ideally a faculty member’s absence due to OB is limited to three (3) hours or one class session, whichever is higher.

1.2. So as not to disrupt the learning process a faculty member may make arrangements such as assigning productive work.

1.3. In excess of one absence, arrangement for substitution must be made.

2. Absences due to OB will not be counted against the faculty member for purposes of promotion and perfect attendance award.

3. If OB coincides with the class schedule of the faculty member, then s/he must make prior arrangements and notify the RO using FAF. Such arrangements may be any of the following:
   
   3.1. Assign students productive work, provided the OB does not take more than one class session. In excess of one class session, substitution is required. Faculty members are advised to consult the Chairperson for detailed information regarding School’s policies and procedures governing productive work.
   
   3.2. Arrange for substitution, subject to policies and procedures on substitution.
   
   3.3. Arrange for a make-up class if substitution or productive work is not possible or applicable.

On Grades Management

Course Credits

In general, the number and length of class meetings per term determines course credits. Thus, a class meeting three (3) hours per week for one term translates to three (3) units of credit. Some exemptions include classes with laboratory components and extended classes for Mathematics and English which are conducted four and a half (4.5) hours, except in the case of SDEAS where extended classes in Mathematics and English are conducted for six (6) hours and are equivalent to three (3) units per subject.
Grading System

The final grade or rating given to a student in a subject should be based solely on his scholastic performance. Any addition or diminution to the grade in a subject for co-curricular activities, attendance or misconduct shall not be allowed, except otherwise provided by an institutional academic policy, and provided that the adjustment is relevant to the subject content and requirement. (cited from Manual of Regulations for Private Schools).

For credit courses, except those marked as Pass (P) or Fail (F), DLS-CSB follows a numerical grade point system.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Numeric Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>97-100</td>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>93-96</td>
<td>3.5</td>
<td>Superior</td>
</tr>
<tr>
<td>89-92</td>
<td>3</td>
<td>Very Good</td>
</tr>
<tr>
<td>85-88</td>
<td>2.5</td>
<td>Good</td>
</tr>
<tr>
<td>80-84</td>
<td>2</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>75-79</td>
<td>1.5</td>
<td>Fair</td>
</tr>
<tr>
<td>70-74</td>
<td>1</td>
<td>Pass</td>
</tr>
<tr>
<td>Below 70</td>
<td>R or F</td>
<td>Repeat or Failed</td>
</tr>
<tr>
<td>9.9</td>
<td></td>
<td>Deferred</td>
</tr>
<tr>
<td>A</td>
<td></td>
<td>Audit</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>Passed</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawn</td>
</tr>
</tbody>
</table>

1. The numerical grading system shall be utilized in all courses, except for certain courses, such as thesis and non-academic courses that make use of the P (Passed) or F (Failed) marks.
2. A grade of R or F means that the student has to re-enroll the course.

3. A deferred grade of 9.9 applies to practicum, thesis and other courses as identified by the department.
   3.1. The various academic programs maintain specific rules for the application of this grade.
   3.2. A student given a 9.9 grade has one term to complete the course requirements and is granted the immediate succeeding term (summer term not included) to complete all requirements to lift the deferred grade, otherwise the grade of 9.9 defaults to R after the succeeding term’s deadline for submission of final grades.

4. Excessive absence is not a valid reason for withdrawal. (or shall we rephrase it with “A grade of W does not apply to excessive absence). A student with excessive absences is meted a grade of “R” of “F” and shall be required to re-enroll in the course.

Class Lists

The Office of the Registrar provides faculty members with a tentative and a final class list for each course/section. The tentative class list is distributed in print form through the respective program chairs on the second week of the term, or one week after the last day of course adjustments. The final class lists are accessible on-line. These will be posted upon submission to RO of the final and duly approved plantillas.

Only students whose names appear on the official class list are considered officially enrolled for the term in any given class. Faculty members shall not allow students to attend a class session if their names do not appear on the official class list. In cases when students are officially enrolled but whose names are not on the official class list, a faculty member requires the student to secure a clearance from the office of the Registrar in order to be admitted to the class.

Internal arrangements between faculty members and students in relation to changes in sections / schedules are not allowed. Any change in section/schedule must be approved and processed by the Office of the Registrar.
Submission of Midterm and Final Grades

Midterm and final grades of students are submitted online via SISREP. Deadline of submission to the Office of the Registrar is indicated in the office’s calendar of activities for the term. All faculty members are expected to abide by the deadline of submission of grades for prompt and accurate release of evaluation results of all candidates for graduation and honors candidates for the term and for timely processing of all grade-related reports and requests for documents such as transcript of records, certifications, dean’s list and grade report to parents. Guidelines on grades submission are as follows:

1. Faculty members with no active active DLS-CSB Infonet account are advised to get their account at the ITD service desk.
2. Encoding of grades is available on intranet i.e., record may only be accessed inside DLS CSB campuses: However, a faculty member has the option to access this using Virtual Private Network or VPN. Guidelines on VPN are available at the ITD service desk.
3. Intranet website address is http://cabtaft95.csb.edu/sisrep by Mozilla firefox or internet explorer.
4. For technical difficulties during encoding of grades, a faculty member may call ITD Help Desk at 2305100 local 1401.

Change of Grades (COG)

A change of grade (COG) may be requested when a faculty member has committed an error in the recording and/or computation of a student’s grade. Faculty members are encouraged to be extremely careful in management of their class records. A COG may be taken against the teacher and may hinder promotion.

A COG Form is available at the department. Students are not allowed to handle processing of COG requests.
Guidelines in Accomplishing Change of Grade Form

1. Faculty member shall submit the COG form, with all the requirements attached to the Office of the Registrar within the prescribed COG period:
   - within one week after final exams - for graduating students
   - within two weeks after submission of grades - for non-graduating
   - within the deadline of COG of the following term - for deferred grades

2. A student’s graduation is postponed if request for COG is filed after the prescribed period for graduating students.

3. The deferred grade defaults to “R” and student has to re-enroll the course if COG request is not submitted within the COG deadline for the following term.
Contact details in case of inquiries/classroom reservations

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Taft Campus
2/F Solomon Bldg., Windows 11 and 12
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