



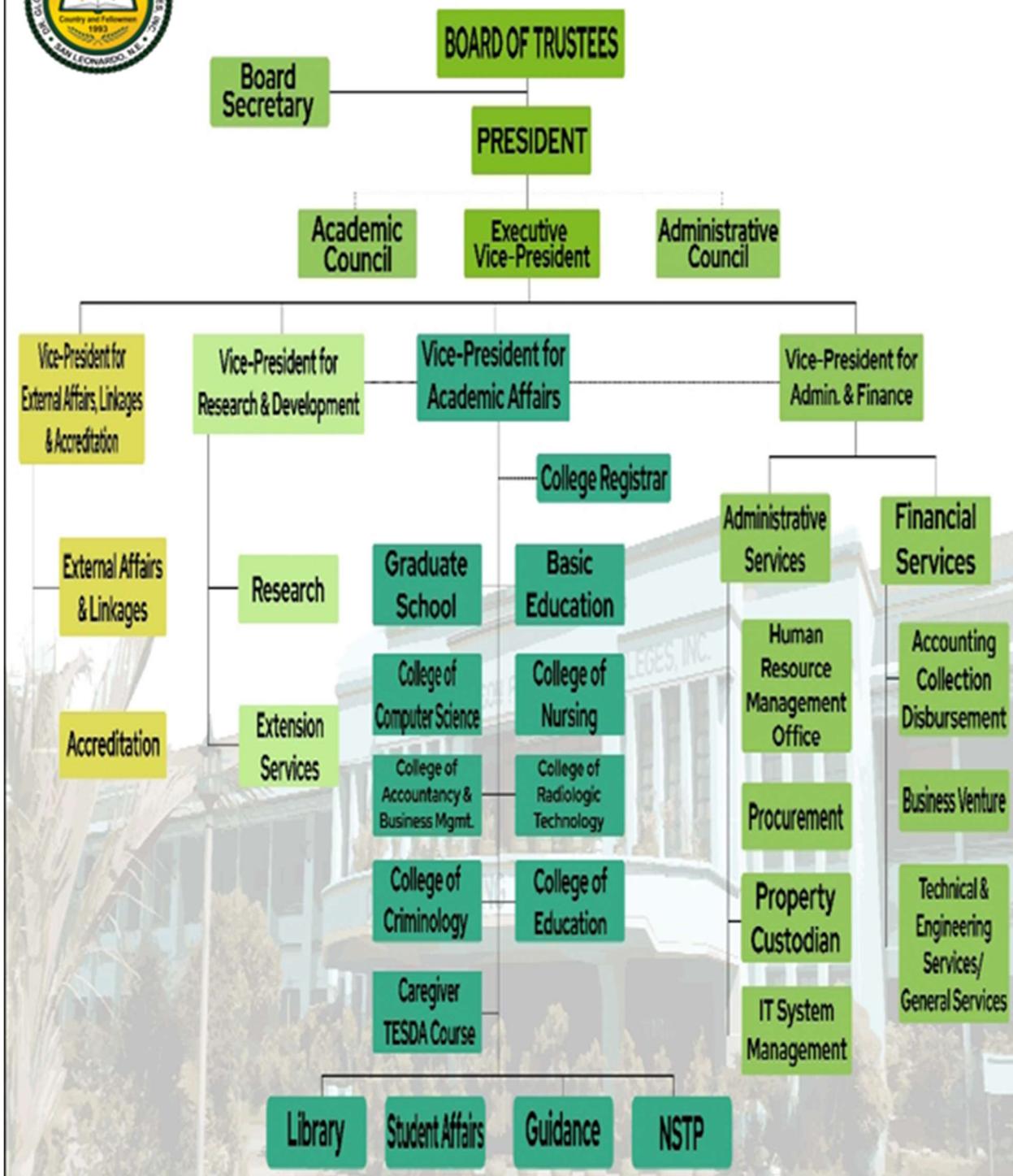
**FACULTY
MANUAL
2025 Edition**

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ORGANIZATIONAL STRUCTURE



PREFACE

This edition of the Administrative and Personnel Manual is the newest/latest in the line of updating all manuals of the Dr. Gloria D. Lacson Foundation Colleges Inc. which began in 1998, edited in 2016 and recently this A.Y. 2025-2026 in compliance with the recommendations of CHED-RO III monitoring team.

Updates are based on personal researches included in several colleges and universities and further considered the suggestions and recommendations of the Panel Examiners/Assessors during the Accreditation Program of the Graduate School, Master of Arts in Education, Master of Arts in Nursing and Doctor of Philosophy in Educational Management.

However, this edition preserves the basic aspects of preceding editions and now includes the most recent updates collegially adopted by the DGDLFCI composed of Dr. Angel A. Pangilinan (VPAA), Dr. Danilo G. Tan (VPEALA/Dean), Dr. Manuel R. Guerrero (VPRD/Dean) and Academic Deans namely Dean Cezario G. Tan, BS Accountancy, Dean Froilan S. Dela Cruz, BS Criminology, Head Alojia P. Fernandez, BS Computer Science, Dr. Teresita G. Viernes, BS Nursing, and Dean Kristelle A. Gamboa, BS Radiologic Technology.

The heart of the latest edition similarly covers all the rules and regulation affecting personnel matters in the college of the previous edition. Specifically, the manual provides direction in personnel administration from the top officials of the Board of Trustees down to the lowest echelon of employees at DGDLCI.

Matters on hiring academic and administrative personnel from promotions to retirement are spelled out for security and contentment of the employees and special privilege the professorial chair.

For this edition, primary sectoral/departmental editing was done by the three Vice Presidents Dr. Angel A. Pangilinan (VPAA), Dr. Danilo G. Tan (VPEALA) and Dr. Manuel R. Guerrero (VPRD) to serve for cross references and in keeping with the provisions of the Manual of Regulations and Personnel Manual.

As in previous editions. “Let it be said that this newest edition will be effective, efficient and as good only as to its degree of implementation and call of demand of the contemporary time”.

The present edition presents the scope, function, and responsibility of top management and arranged after the latest Organizational Structure of Dr. Gloria D. Lacson Foundation Colleges Inc.

Hossain VC. Shamsoddin Vostakalaei Ph.D.
President

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DR. GLORIA D. LACSON FOUNDATION COLLEGES, INC.

Formerly Dr. Gloria D. Lacson Foundation College

BRIEF HISTORY

Early in 1992, Spouses Engr. Massoud N. Shamsoddin and Dra. Cresencia VC. Shamsoddin initiated the idea of putting up a school. Pooling resources and efforts together, they established a Christian institution of higher learning in San Leonardo, Nueva Ecija. It is located at Barangay Castellano, eight kilometers away from the town proper of San Leonardo and 2 kilometers from Gapan.

The Founder decided to concentrate on Health-related Courses, to make use of the facilities of Dr. Gloria D. Lacson General Hospital as laboratory for the students which the spouses also owned. Hence, on February 20, 1993, the first five-classroom building of Dr. Gloria D. Lacson was inaugurated with Gov. Thomas N. Josen III, Col. Francisco G. Zubia Jr. and their wives as sponsor and guest of honors.

In June 1st 1993 the College was incorporated under the laws of the Republic of the Philippines as a non-stock corporation. The institution was named after Dr. Gloria D. Lacson by spouses Engr. Massoud N.

Shamsoddin and Dra. Cresencia VC. Shamsoddin to perpetuate the undying commitment of Dr. Gloria D. Lacson to education. The Vision has been inspired by one of the founders and spiritual mother, Dr. Gloria D. Lacson, the 10th president of Wesleyan University-Philippines in Cabanatuan City, whose dedication to profession, commitment to the education of the Filipino youth, spirit of service to the Community and strong faith in God were beyond compare. She was a well-respected educator who served the people and the community for the whole of her life. She had been responsible for converting Engr. Massoud N. Shamsoddin, an Iranian National to Christianity who is now married to Dra. Cresencia VC. Shamsoddin a surgeon concerned for the development of the total person. The College which was named after her had been founded to continue her mission of bringing education, into the door-steps of every Filipino, particularly the poorest of the poor.

Dr. Gloria D. Lacson Colleges started its operation with five classrooms, 13 students and its first set of nine faculty and staff and first set of courses namely:

The courses offered were:

Liberal Arts, X-Ray Technician Courses, Secretarial Courses, Midwifery Courses, and Nursing Aide Courses

On February 27, 1998, it was converted into a foundation College known as DR. GLORIA D. LACSON FOUNDATION COLLEGES, INC. also as non-stock, non-profit educational institution, by virtue of the Securities and Exchange Commission (SEC) Regular No. ANO 0093-2473 with its amending articles of incorporation.

At present, the Dr. Gloria D. Lacson Foundation College Inc. offers Basic Education (Pre-School, Elementary, Secondary (Junior and Senior Highschool), Tertiary (Bachelor of Elementary Education, Bachelor of Secondary Education, Bachelor of Science in Accountancy, Bachelor of Science in Business Administration, Bachelor of Science in Criminal Justice, Bachelor of Science in Computer Science (soon to be migrated to Bachelor of Science in Information Technology, Bachelor of Science in Radiologic Technology, and Bachelor of Science in Nursing) and Graduate Studies (Masters of Arts in Nursing, Master of Arts in Education and Doctor of Philosophy in Education).

The present composition of the Board of Trustees is the following:

Cresencia VC. Shamsoddin, M.D. FICS, RN, MAN

Chairperson

Massoud N. Shamsoddin, Ed.D.

Vice-Chairman

Members

Nellie L. Mercado Herman Atuel

Atty. Armando Suratos

Hossain VC. Shamsoddin Vostakalaei, Ph. D.

Massomeh VC. Shamsoddin - Padiernos, RMT, M.D.

Jasmin A. Shamsoddin Vostakalaei Ph.D.

Felizardo Y. Francisco, Ed. D., CESO III

INSTITUTIONAL VISION, MISSION, GOALS AND OBJECTIVES

VISION

A recognized mature teaching institution in Nueva Ecija committed to program excellence and service to youth GOD and country.

MISSION

The College shall provide quality tertiary education programs that shall develop graduates with competitive knowledge, skills and attitude in a highly technology-oriented society.

GOALS

The foregoing mission and vision shall be pursued with the following thrusts:

- Quality and Excellence
- Relevance and Responsiveness
- Equality and Access

- Efficiency and Effectiveness
- Productivity and Linkages

INSTITUTIONAL OBJECTIVES

Quality and Excellence

1. Improve the faculty profile by pursuing aggressive faculty development program and recruiting highly qualified and competent ones;
2. Regularly monitor current program offerings to determine strength and weakness and to initiate appropriate action to strengthen identified weaknesses;
3. Regularly monitor and evaluate the teaching performance of all teachers and learning;
4. Improve radically the performance of graduates in licensure/board examination through regular refresher and review/remedial measures;
5. Upgrade the laboratory equipment and facilities and library holdings;
6. Work towards the accreditation of at least 2 programs in the medium term;

7. Expand beneficial linkages with other higher education institutions (both local and abroad), industry, government organizations and non-government organizations; and
8. Support and ensure optimum utilization of Student Auxiliary like library, guidance services, medical/dental etc.

Relevance & Responsiveness

9. Enhance or revisit the present curricular programs for the purpose of making them more relevant and responsive to the needs of the times;
10. Offer new programs that are needed by the community and the corporate/industrial sectors;
11. Implement a development plan for optimum utilization of information and communications technology in Instruction and Research;
12. Conduct Graduates Trace Studies and use the output to improve existing programs and standards;
13. Expand linkages with the community for purposes of initiating outreach projects, tie-ups for in-the-job training of students and placement of graduates; and
14. Coordinate and support related projects of the municipal government;

Equity and Access

15. Expand the college's existing merit scholarship & financial assistance to students;
16. Establish Alumni association for possible Scholarship Grants or donations to poor but deserving students and Tap existing Scholarship Foundations for inclusion of the college as recipient;
17. Develop and online/modular program for Filipinos working Abroad; and
18. Utilize to advantage the Study Now Pay Later Scheme and how this can be effectively applied on the college.

Efficiency and Effectiveness

19. Strengthen the organizational structure of the college to make it more effective and efficient.
20. Conduct regular meeting of all staff and personnel to emphasize the need to give better service to students and developing Christian values of fear of God, honesty. Courtesy. Diligence, transparency, social responsibility and love for country.
21. Strict adherence to the Code of Ethics and Professionalism in the performance of their duties.

**PHILOSOPHY AND GOALS OF
DR. GLORIA D. LACSON FOUNDATION COLLEGES, INC.**

Dr. Gloria D. Lacson Foundation Colleges Inc. aims to cater to the educational needs of the province of Nueva Ecija and the neighboring provinces.

The College is committed to the implementation of the institutional mandate of the 1987 Philippine Constitution, to wit.

All Education institution shall inculcate patriotism and nationalism, foster love of humanity, respect for human rights, appreciation for the role of the national heroes in the historical development of the country, teach the duties and rights of citizenship, strengthen ethical and spiritual values, develop moral character and personnel discipline, encourage critical and creative thinking, scientific and technological knowledge, and promote vocational efficiency.

The D.G.D.L.F.C.I. is expected to become instrumental in realizing the goals of the Nation through the following:

1. Improvement of the quality and relevance of education and training with respect to the Philippine condition and needs.
2. Development of a more efficient system of selection and retention.
3. Equitable access to education.
4. Intensification of Values Education.
5. Increased emphasis on sciences education, indigenous research and experimentation.
6. Full mobilization of education personnel with an increasingly commensurate system of compensation and incentives.
7. Equitable allocation, efficient management and effective utilization of financial resources.
8. Institutionalization of functional linkages and training between formal and non-formal education and training institution; and
9. Strengthening of the system of educational planning implementation, monitoring and evaluation.

ARTICLE I – PRELIMINARY STATEMENT

Section 1.

This Document shall be called and known as the Faculty Manual of Dr. Gloria D. Lacson Foundation Colleges, Inc.

Section 2.

This Manual is intended to serve as the vital instrument of information and/ or communication on the state of academic relations of the faculty and the Rule of Conduct for the Faculty.

ARTICLE II - BACKGROUND OF ITS EXISTENCE

A. History

Dr. Gloria D. Lacson Foundation Colleges, Inc. (DGDLFCI) was conceptualized and established through the combined efforts made by Spouses Engr. Massoud N. Shamsoddin and his loving wife Dra. Cresencia VC. Shamsoddin to put up a school concentrated on Health-Related Courses and make use of the facilities of its General Hospital as laboratory for the students. Hence, on February 20, 1993, the first five-classroom building was inaugurated with Gov. Thomas N. Josen III, Col. Francisco G. Zubia Jr. together with their wives Sponsors and Guest of Honors, DGDLFCI establishment was inspired by the vision of one of its founders our spiritual mother, Dr. Gloria D. Lacson, the 10th President of Wesleyan University-Philippines (Cabanatuan City) whose dedication to profession, commitment to the education of the Filipino youth, spirit of the service to the Community and strong faith in GOD was beyond comparison.

The College which was named after her had been founded to continue her mission of bringing education, into the door-steps of every Filipino, particularly the poorest of the poor.

On February 27, 1998, it was converted into a foundation college known as Dr. Gloria D. Lacson Foundation Colleges, Inc. also as a non-stock, non-profit educational institution, by virtue of the Securities and Exchange Commission (SEC) Regular No. ANO 0093-2473 with its amending Articles of Incorporation.

ARTICLE III - VISION, MISSION AND OBJECTIVES

A. Vision

A recognized mature teaching institution in Nueva Ecija committed to program excellence and service to youth, God and country.

B. Mission

The College shall provide quality tertiary education programs that shall develop graduates with competitive knowledge, skills and attitudes in a highly technology-oriented society.

C. Goals

The foregoing Mission and Vision shall be pursued with the following thrusts:

1. Quality and Excellence
2. Relevance and Responsiveness
3. Equity and Access
4. Efficiency and Effectiveness
5. Production and Linkages

In pursuit of this thrust, the following Key Result Areas shall be pursued vigorously:

1. DYNAMIC RESEARCH PROGRAM - Established and maintain a dynamic research program manned by qualified and competent personnel with periodic publication of its studies in a scholarly journal;

2. UP-TO-DATE LEARNING - Develop a culture of learning to cope with a fast-changing new method online modular education to cater to the vital needs/ component of education;

3. OUTREACH – PROGRAM - Institutionalize an outreach program through its community extension services manned by experienced and service-oriented personnel to the urgent needs of the Barangays.

4. STUDENT MOTIVATION IN PURSUIT OF EXCELLENCE - Motivates students towards greater achievements and produce graduates with excellent performance in related professional licensure examinations and or their chosen field of endeavor.

D. VALUES

Love, Obedience, Respect, and Diligence/Professionalism in all undertakings.

ARTICLE IV – STATEMENT OF PRINCIPLES

1. DGDLFCI is non-stock, non-profit, non - sectarian educational institution which stands for SCHOLARSHIP, SERVICE AND CHARACTER and its ultimate goal is total development people as God-fearing citizens.

2. DGDLFCI is committed to the total development of the human person physically, socially, intellectually and spiritually DGDLFCI is a center of learning, training, and research and community service. The college is a community of scholars engaged in the discovery of learning to improve ideas that are in keeping with the times and above all in the creation of cultivation of spirit of discovery, leadership and academic excellence and a commitment to the well-defined goal of increased relevance to the needs and aspiration of national society.

3. The Faculty is an institutional component of DGDLFCI and members of the Academic Community. Thus, the relationship between the faculty and the administration should be collegial or on a partnership basis, resting on the community of interest rather than on adversarial or authoritarian basis.

ARTICLE V - ADMINISTRATION OF THE COLLEGE

DGDLFCI is run and managed by a Board of Trustees who established policies, standards and guidelines, rules and regulations not inconsistent with the qualifications, choice and election of members, their rights and duties and the termination of their membership in the

foundation. The incumbent President of DGDLFCI shall be honorary member of the Board.

1. Composition - The Board of Trustees shall be composed of sixteen (16) members and there shall be two (2) classes of members, as provided for in the Articles of Incorporation; namely, the permanent members who shall be known as Life members and the elective members, who shall be known as Associate members.

2. Manner of Appointment - The Life Members are the Founders of the foundation and such as of their own common, legitimate descendants as may, from time to time, are chosen by two-third (2/3) vote of all the Life Members, or at any Special Meeting of the Members duly called for the purpose. The Associate members are the elective members enumerated in the Articles of Incorporation, and such other persons as may, from time to time, be elected by two-third (2/3) vote of all the Life members from among respected educators, businessmen, financiers, statesmen, scientist, public servant, substantial donors and contributors to the funds of the foundation.

3. Tenure of Office - The members of the Board of Trustees shall serve for a term of five years, or until their successors shall have been duly elected and qualified, it being understood that the first members of the Board had classified themselves as done here -to-fore so that the term of one fifth of the original membership had to expire every year.

The Office of the President oversees the gamut of the Foundation Colleges' activities. The President, who is an honorary member of the board of Trustees, is the executive and administrative officer of the

institution. He executes policies and programs adopted by the Board of Trustees. Directly under the Office of the President are: Vice President for Academic Affairs; Vice President for External Affairs, Linkage's and Accreditation and Vice President for Research & Development, in addition to the normal support & needs of running a school operation.

ARTICLE VI - ACADEMIC AND ADMINISTRATIVE COUNCIL

1. Academic Council

The Academic Council is composed of the Deans, Academic Directors, Department Chairpersons and full-time faculty members with the rank of Associate Professor III and up. Others may be invited on case-to-case basis. The Council is headed by the Vice President for Academic Affairs and shall exercise the following powers:

- a.** Review and evaluate academic programs and policies;
- b.** Plan and develop academic programs and policies;
- c.** Identify and prioritize academic needs and concerns;
- d.** Recommend academic policies to the President.

Committees of Academic Council:

- a.** Academic Records committee
- b.** Logistic Committee
- c.** Grievance Committee
- d.** Budget & Finances Committee
- e.** Auditing & Inventory Committee
- f.** And Other Committees that may be created by the Academic Council

2. Administrative Council

The Administrative Council shall be composed of administrative directors/or officers presided over by the President which included among others are: Treasurer, Chief Accountant, Personnel Director, Health Services Director, General Services Head, Purchasing Officers and property Officers constitute the membership of the council. Others like VPAA, VPEA, VP Research, President of the Faculty Club, President of the Staff Association and other component personnel of the school may be invited as the need arises.

The Council meets every month to:

- a. Recommend to the President set of policies and procedures involving administrative matters:
- b. Coordinate and implement administrative and financial policies; and
- c. Make recommendations for capital outlays.

ARTICLE VII – THE FACULTY

Section 1.

The body of instructor of the college system constitutes the faculty members.

By and large, the faculty constitute of all those who are appointed to the Position Professors, Associate Professors, Assistant Professors, Instructors, and Professional Lecturers, Part Time or Fulltime faculty.

Section 2.

To a significant degree, the members of the faculty shall involve in the formulation and review of the institutions policies which will affect

academic and professional welfare. The extent and nature of involvement is achieved primarily thru membership or representation.

Section 3. Duties and Responsibilities

Members of the faculty are expected to meet their professional and institutional commitments at DGDLFCI on a regular basis throughout the academic year. These commitments include time spent teaching, research, student advising, clinical activities and various kinds of university or outside professional service on committee and in administrative or advisory roles.

Responsibilities:

- Develop and manage syllabus materials.
- Update the course curriculum for economics and drama to encompass a wider array of topics.
- Teach undergraduate courses relate to psychology, physiology, and development.
- Teach basic skills encompassing Math, Science, English, and Literature.
- Prepare PowerPoint presentation for lectures. Responsibilities maintain student records.
- Create interesting lesson plans, syllabus, and classroom discussions/activities.
- Develop and revise curriculum for students in the Mathematics development.

- Engage classroom management, foundations of curriculum/instruction, instruction design, evaluation and ethics research and assessment and evaluation.
- Select texts, write and grade exams, conduct course in APA format and outline writing.

ARTICLE VIII – RIGHTS AND PRIVILEGES

Specifically, at Dr. Gloria D. Lacson Foundation Colleges Inc. those rights are stipulated in previous edition as follows.

A. RIGHTS UNDER THE TERM OF THE SERVICE CONTRACT

Security of Tenure for the duration of the Service Contract.

- Service Contract of Faculty members shall be for a period of 1 year and renewable depends on the performance.
- Full Time faculty members shall be considered regular after rendering be consecutive semesters of very Satisfactory Teaching Performance.

B. RIGHTS RELATED TO TENURE AND DISMISSAL

- To receive a copy of the Service Contract
- Know the tenure as stated in the Service Contract.
- Right to receive Office Orders with Additional Designations.
- The right to receive a Notice of Termination of Period and Non-Renewal 30 days before the Termination Period of the Service Contract.

C. RIGHTS RELATED TO EVALUATION AND PROMOTION

1. Right to Periodic Evaluation of Work Performance by a Department Head, Academic Dean and Personnel & Records Officer to allow opportunity for Re-Ranking or Re-Assessment of Status.
2. Right to have a Compensation Increase based on fair and equal treatment, considering the current rank, work experience, evaluation and performance as prescribed by other College Standards.

D. RIGHTS RELATED TO ACADEMIC FREEDOM

Right to a Fair Designation, Rank or Status.

1. Freedom to join associations and professional organizations whose purpose/are not contrary to law.
2. Freedom to participate or volunteer in school related community activities.
3. Freedom to speak out regarding public issues not related to academic competence.
4. Freedom to propose an academic or administrative program for development.
5. Freedom to take up any religious or political cause according to his own convictions provided it does not conflict in carrying out quality instruction.

E. SABBATICAL LEAVE

The Sabbatical Leave is a break from work during which an employee could pursue his/her interest, writing, research or travelling. During the time, the employee is still employed in the school but he/she doesn't

need to perform his/her normal job/duties in the school or report to work. This leave is granted to a faculty or staff, personnel/employee after he/she has completed a certain number of years in service, usually more than five years.

The benefits of a Sabbatical Leave are clear to the faculty of the benefits, the employee is stress off of his/her usual work in the school, he/she is more focused to his/her professional work.

Employers also benefit from this leave. When he/she came back he/she is more rejuvenated to return to work with new sign, energy and motivation to work.

ARTICLE IX - ACADEMIC WORK

1. Faculty Members shall devote at least (40) hours of work per week except for Consultant-Professors and Instructors.
2. Teaching is the major work of full-time faculty members. Each should teach their major discipline. Teaching assignments are prepared by the department heads or program heads, endorsed by the Academic Dean and approved by the VPAA.
3. Attendance to seminars, workshops and conferences on prescribed topics should be encouraged for academic development.
4. Faculty should be encouraged to enhance research capability and to conduct relevant research works.

5. Faculty should be willing to participate in any school activity such as enrollment and graduation.
6. Faculty members should be involved in community service projects.

The regular teaching load may be reduced as endorsed by the Academic Dean and approved by the VPAA for the following:

- Research Utilities and Research Projects
- Administrative Assignments
- Professional Consultation

7. The normal full load of a faculty member:

For faculty with full time teaching—24units distributed as follows:

- 24 - 30 units for actual teaching contract hours
- 3-6 units for preparation, co-curricular or extracurricular activities
- At least 4 hours advising per week

For faculty with teaching and assigned as Department Heads or Program Heads 24 units distributed as follows:

- 15-18 units for actual teaching contract hours 6 units for administrative work.

ARTICLE X - CLASSROOM MANAGEMENT

1. The instructor or professor should inspire the students to live by the Norms or Code of Conduct. The faculty must perform his teaching functions with the dedication expected of him.
2. The classroom is the usual place where the students and instructor or professor interact in the learning process. The faculty must enforce punctuality and diligent attendance of students to class activities.
3. Students are allowed to leave the classroom if the instructor or professor does not appear within the first fifteen (15) minutes of the class period.
4. Classes should be dismissed five (5) minutes before it ends to give students time to prepare for the next class.
5. Remedial Tutoring should be given to needy but deserving students during the regular consultation period to augment instruction that was missed.

ARTICLE XI – FACULTY COMMITTEES

Section 1. Standing Committee

Faculty members may be invited to sit in the different standing committees such as:

Academic Affairs
Performance Evaluation
Curriculum Development
Scholarship
Research

Library
Student Affairs
Complaint and Grievance
Incentives and Awards

ARTICLE XII – FACULTY PUBLICATIONS

Section 1.

The faculty Publication should be put-up and made functional so as to serve fundamentally as an essential means through which the thoughts and findings of the research are communicated and used.

Section 2.

The faculty publication should be under and editorial board and shall be responsible for the materials for publication, printing and distribution.

Section 3.

The Editorial Board functions should:

- a. Policies for the selection of materials for publications.
- b. Encourage faculty members do research writing capabilities.
- c. Provide financial and technical support to authors/faculty undertaking research writing.
- d. Cultivate interest among the faculty and students in searching new ideas and technology.

ARTICLE XIII – APPOINTMENT AND CONTRACT OF EMPLOYMENT

Section 1. Appointment

Faculty members shall be appointed by the authorized officers of the school.

Section 2. Contract of Employment

Faculty members shall sign a contract with the school indicating the tenure, classification, rank, compensation, and other terms and conditions mutually beneficial to the parties.

Section 3. Appointment of Faculty Members

Appointment of faculty members shall follow recruitment procedures under the HRD Personnel Policies that will responsible for the Evaluation of the Faculty Credentials submitted in the recruitment process.

ARTICLE XIV – TERMS AND CONDITIONS OF EMPLOYMENT

- 1. PROBITIONARY** - On his/her first year of teaching at DGDLFCI, the full-time faculty member is assigned a probationary contract. After satisfactory probationary period of up to 6 months , the faculty member is recommended by the department chairperson/dean for permanent status.
- 2. PERMANENT** - Permanent status is granted the full-time faculty members who have successfully completed the probationary period.

3. **PART-TIME** – Part-Time teachers are contracted to teach 12 hrs./week or less for one semester. They are usually employed to handle subjects when no full-time teachers are available.
4. **PROFESSIONAL LECTURERS** – Lecturers are usually expert in their field and are assigned to teach graduate courses for a specific term.

ARTICLE XV – ORIENTATION OF FACULTY

Section 1.

At the start of the academic year, an orientation program shall be held and conducted for the faculty members including the newly hired ones.

Section 2.

The orientation program shall cover such topics as new developments, policies, and programs, new rules and regulations, which will be incorporated in the Faculty Manual.

Section 3.

Newly appointed faculty members shall be introduced to the school family-community as well as to the school facilities and directory.

Section 4.

The Orientation program shall be undertaken by the HRD Personnel officer and Deans-Heads of units must be present. A sharing session can also be introduced whereby older Faculty Members talks about the campus life expenses.

ARTICLE XVI – HIRING OF NEW FACULTY

A. PROCEDURE

1. The Personnel and Records Officer shall receive a copy of the Applicant's Letter of Application, Personal Data Sheet, Transcript of Record and Diploma and other supporting documents including certificate of previous employment.
2. A Background investigation shall be conducted by the Personnel and Record Officer to ascertain the truth regarding professional competency and personal profile of the applicant.
3. The Academic Council shall submit an Endorsement noted the Administrative Officer so that it could be forwarded to the Office of the President for approval.
4. A Final Interview will be conducted by the President and the result shall be informed to the Applicant by e-mail or text messages.

B. HIRING POLICIES

The Vice President for Academic Affairs screens the applicants and submits its recommendation to the President for approval for evaluation shall serve as the basic scheme in ranking of the applicants.

Incoming faculty members are required to undergo and pass a complete medical examination prior to an appointment; likewise, psychological testing is a must.

New faculty members are required to attend an orientation seminar to fully inform them of the College policies, rules and regulations and acquaint them with the administrative staff and College facilities.

1. Continuous Recruitment Scheme is employed to select the best out of competent, credible and worthy applicants.
2. Acceptance of the applicant/s shall be based on educational qualifications, relevant work experiences and special skills that are useful in an academic and administrative setting.
3. New faculty members are required to attend an Orientation Seminar on DGDLFCI Policies, Rules and Regulations, Prescribed Seminars and Workshops.

C. COMPENSATION SCALE AND PAY PERIODS

1. Faculty members are paid compensation according to their duly authorized ranks.
2. Compensations are paid twice a month; on the 16th and on 30th day of the month. The extra day's period shall be on account of the facilitation and processing of the compensation/payroll vouchers in the office or VP Finance for distribution at the Cashier's window.
3. Faculty members shall be paid their compensation upon submission and approval of at least three (3) copies of their Faculty Work Load and DTR for the first 15th day compensation of their service contract.
4. Faculty members shall be paid their compensation during regular pay periods upon submission and approval of their DTR and Accomplishment report.

D. APPOINTMENTS

All appointments to the position of faculty shall be based strictly on merit and fitness and not on religious, political and or any other consideration.

Person shall be appointed as Instructor, Assistant Professor, Associate Professor and Professor if the following qualifications are not met.

Instructor I to II

Education	Relevant Master's Degree
Experience	2 years of relevant experience
Training	None Required
Eligibility	None Required
	RA 1080 (For Courses requiring BAR or Board Eligibility)

Instructor III

Education	Relevant Master's Degree
Experience	2 years of relevant experience
Training	Four (4) hours relevant training
Eligibility	None Required

Assistant Professor I to III

Education	Relevant Master's Degree
Experience	2 years of relevant experience

Training	Four (4) hours relevant training
Eligibility	None Required
Assistant Professor IV	
Education	Relevant Master's Degree
Experience	2 years of relevant experience
Training	Eight (8) hours relevant training
Eligibility	None Required
	RA 1080 (For Courses requiring BAR or Board Eligibility)
Associate Professor I to III	
Education	Relevant Master's Degree
Experience	2 years of relevant experience
Training	Eight (8) hours relevant training
Eligibility	None Required
	RA 1080 (For Courses requiring BAR or Board Eligibility)
Associate Professor IV to V	
Education	Relevant Master's Degree
Experience	3 years of relevant experience
Training	16 hours relevant training
Eligibility	None Required

RA 1080 (For Courses requiring
BAR or Board Eligibility)

Professor I

Education

Relevant Master's Degree

Experience

4 years of relevant experience

Training

24 hours relevant training

Eligibility

None Required

RA 1080 (For Courses requiring
BAR or Board Eligibility)

Professor II to III

Education

Relevant Master's Degree

Experience

5 years of relevant experience

Training

32 hours relevant training

Eligibility

None Required

RA 1080 (For Courses requiring
BAR or Board Eligibility)

Professor IV to VI

Education

Relevant Master's Degree

Experience

5 years of relevant experience

Training

32 hours relevant training

Eligibility

None Required

RA 1080 (For Courses requiring
BAR or Board Eligibility)

University Professor

Education

Relevant Master's Degree

Experience

5 years of relevant experience

Training

32 hours relevant training

Eligibility

None Required

RA 1080 (For Courses requiring
BAR or Board Eligibility)

ARTICLE XVII – PROCEDURE, HIRING POLICIES, COMPENSATION, EVALUATION, AND SALARY SCALE

Section 1. Classification

Part time – those faculty members teaching 12 hours/week or less per semester and its tenure is casual category (semester assignment)

Full time – those faculty teaching 18 hours/week or more and its tenure is either temporary or permanent as defined by the Labor Code.

Professional Lecturer – those assigned to teach in their expert field/courses for a specific time.

Section 3. Faculty Evaluation

Criteria for Ranking

Criteria for Ranking	Maximum Points
1. Length of Service	15 points
2. Performance	40 points
Job Attitude	
Work Performance	
Quality of Work	
Attendance and Punctuality	
Creativity	
Initiative	
Integrity and Reliability	
Public Relations and Personal Attributes	5 points
3. Commitment to the Institutions	
Attendance and Participation	
Services and Church Community	
4. Academic Qualification	40 points
Scholarship	15
Professional Growth	10
Outreach Program	5
Professional Licensure	10

Total 100 points

Section 4. Salary Scale

Professor I-IV	Part Time	P250-350/hour
	Monthly	P10,000/month
Associate Prof. I-IV	Part Time	P150-300/hour
	Monthly	P8,000/month
Ass't Prof. I-IV	Part Time	P150-250/hour
	Monthly	P7,000/month
Instructors I-IV	Part Time	P100-200/hour
	Monthly	P6,000/month

ARTICLE XVIII- TEACHING LOAD

Section 1. Policies

Full Time Faculty:

- Are required to render 40 hours per week.
- Should not be employed/or allowed to teach in other schools without the written consent of the school.
- Are normally assigned 24 units/semester.
- Part Time:
- Those faculty members teaching at least 12 units per semester and its tenure is contractual category.
- Professional Lecturer:

- Those assigned to teach in their specialized or expertise for a specific time.

Section 2. Overload

1. The principle of “No Work, No Pay” shall apply in overload except absence is due.
2. The assignment of overload shall be made only after the requirement of the original unit shall have been met.
3. The maximum of 9 units overload may allow subject to the approval of the President and faculty member.
4. Full time faculty who are teaches beyond the regular load shall be paid based on the established rate of management.
5. Faculty members who teach graduate and undergraduate courses from another unit is considered an overload.

Section 3. Tutorial Classes

As a rule, are those classes whose number of students are below 10 and shall be offered only the following:

- Students re graduating and the subject is not offered
- Not impossible to take the subject y cross enroll
- Students agree to pay the fees

Section 4. Summer Teaching Assignment

- Permanent full-time faculty are given priority in the assignment of summer classes
- Any load beyond 3 units is an overload which maximum is 9 units.
- A qualified staff may teach outside working hours, which maximum is 9 units and will be paid at part time rate.

ARTICLE XIX- BENEFITS AND FRINGES

Section 1. Educational Benefits

The college shall extend or grant educational benefits to family members of the faculty in the form of tuition fee benefits and or scholarship in accordance with adopted policies.

Section 2. Library Benefits

The school may also grant library benefits to the children and immediate family member of the faculty.

Section 3. Membership in Professional Societies

Faculty members re encourage to join professional organization or societies related to their field or specialization.

Section 4. Attendance to meetings, conferences, etc.

Faculty attending meetings/conference shall be given transportation expenses seminar fees, board and lodging allowances, etc.,

Section 5. Other fringes and benefits

ARTICLE XX – AWARDS AND RECOGNITION

Faculty awards

The research, scholarship, and creative activity of faculty at the Dr. Gloria D. Lacson Foundation Colleges, Inc. have long been recognized. Information about these and other important faculty awards is available on the Scholars Walk web page. The names of numerous award recipients are displayed along the Scholars Walk, centrally located on the Minneapolis campus.

About the awards

All undergraduate students in a degree program may be eligible for awards offered by DGDLFCI. These may be awarded in the form of scholarships, prizes, fellowships, and other awards.

Each faculty is responsible for recommending the students for these awards. Recommendations are based on a range of factors, such as academic achievement, leadership, involvement, and participation in athletic teams, folkloric activities.

ARTICLE XXI - TYPES OF FACULTY-RECOMMENDED AWARDS

Scholarships

Scholarships are awarded at the beginning of the academic year for academic achievement as Deans Lister. They are based on grades and achievements from the previous but can also include non-academic factors, such as leadership, or faculty involvement, and other criteria. To be eligible, you will typically need to be enrolled in a minimum of 24 credits.

Prizes

Prizes are awarded at the end of the academic year for academic achievement. Criteria for many prizes can include achievement in a particular course or program, leadership, participation, or work on a project.

Prizes may include financial awards, books, or medals.

- Academic awards
- Academic awards are based on academic achievement.
- Non-academic or service awards
- Non-academic or service awards recognize achievement or participation in athletics, leadership, UBC or community involvement, and other rewarding pursuits.

Professorial Chair Award

The Professorial Chair is a term of used in educational institutes to devote an officer on a position of designation, or of prior recognition and prestige. It is awarded to someone in recognition of his/her academic excellence and meritorious service in the field of teaching and in research and someone who is sustained a dynamic scholarly involvement in teaching, research and in community service in accordance with the units of the college.

ARTICLE XXII- DISCIPLINE**Section 1. Concept of Discipline**

1. In consonance with meaning of discipline, the approach to the problem of discipline involving faculty members shall be as possible to search for the cause of faculty's difficulty or deviant behavior and do something possible to make him/her develop the proper attitude towards his/her work or correct his/her conduct or performance.
2. No member of the faculty shall be removed or suspended except as for cause provided by law and after due process.

3. No action shall be taken on an anonymous complaint unless there is obvious truth or merit to the allegations on a written complaint in a systematic manner as to apprise the respondent of the nature.

ARTICLE XXIII- FACULTY DEVELOPMENT PROGRAM

A. EFFECTIVE FACULTY DEVELOPMENT PROGRAM

- Understand the roles and expectations of faculty.
- Develop respect and trust with faculty as learners.
- Review a wide perspective for consistent new abilities that address all the aspects that impact faculty success in each setting.
- Connect the institutional/ organizational culture with faculty development culture.
- Conduct a needs assessment to establish relevant program outcomes.
- Solicit timely and effective feedback.
- Design and implement a variety of programs to meet diverse needs.
- Prepare staff developers.
- Implement reward structures for participation in faculty development programs.
- Build a culture for learning based on collaboration, teamwork, and shared.

B. INSTITUTIONAL COMMITMENT TOWARD FACULTY DEVELOPMENT

- Get the support of senior administrators for faculty development programs.
- Determine and provide the necessary human and financial resources for the program.
- Identify relevant leadership.
- Focus on realistic outcomes through training and workshops.
- Focus on consistent themes for a number of years
- Set benchmarks for faculty learning.

C. PROGRAM OFFERED BY DGDLCI

- Scholarship Grant
- Attendance to seminars, workshop (zoom /via online)
- In house seminars/trainings/workshop
- DGDLCI Awards.

ARTICLE XXIV - COMPLAINTS AND GRIEVANCE

Section 1.

For Purpose of this Manual, the following terms are hereby defined:

- **Complaint** - where refers to the or spoken of dissatisfaction of a member of institution with some aspects of working condition, relation, or status of employment.
- **Grievance** - refers to a written complaint with an employee feel been ignored or override or dropped without due consideration.

Modes of setting employee- management conflict.

- **Mediation** - process where a third party (a conciliator) is called upon to resolve differences.
- **Arbitration** -(voluntary/compulsory) called upon to render decision by a group of arbitrators.

Section 2.

The Grievance procedures shall be established by management and the grievance committee as well as the methods of reviewing processing the grievance for expeditious and satisfactory settlement.

ARTICLE XXV- STUDENTS-FACULTY RELATIONS

Section 1. Instruction Practices

The school recognizes that a high level of teaching effectiveness within and outside of the campus is directly related to the formal workload assigned to the individual faculty member and to the nature of non-academic task of instruction, research the faculty is expected to perform.

Chairman of each department is encouraged to work with his/her respective faculty members to develop innovations to improve the instructional process.

