



**UNIVERSITY OF SANTO TOMAS**

**FACULTY CODE**



**UNIVERSITY OF SANTO TOMAS**  
The Catholic University of the Philippines  
Manila, Philippines

**FACULTY CODE**

1981

**ARTICLE XX**

**FACULTY CODE**

The provisions of the Faculty Code of 1981, as amended, which are not otherwise incorporated in the CBA and which are not in conflict with any provisions of the latter shall remain in full force and effect.

In the event of conflict between a Faculty Code provision and the CBA, the provision of the latter shall prevail.

June 1, 1996 - May 31, 2001 CBA

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## INTRODUCTION

The UST Faculty Code is an earnest attempt to fill a need long felt by all the sectors of the academic community of the University of Santo Tomas: the need to know, at a glance, the rights of the faculty members, and their duties and responsibilities to the students, to their fellow-faculty members, and to the University Administration.

This code has consolidated all existing rules, policies and practices now in force in the UST. Every effort was made to word every provision in the clearest, most precise and most concise manner possible. Every precaution was taken so that each provision would harmonize with existing laws and ordinances in the Philippines, with the principles embodied in the Normae Quaedam, and with the Manual of Regulations for Private Schools.

It is the result of almost three years of dedicated effort, first by Dr. Antonio Molina, then Vice Rector for External Affairs, and Dean Andres R. Narvasa, Vice Rector for Student Affairs, who prepared the first draft for submission to the Father Rector in July, 1969.

This draft was subsequently referred to the deans of the various faculties and colleges and to the UST Faculty Club, Inc., for comments and suggestions.

On February 23, 1970, after all the suggestions and recommendations had been received, the Father Rector formed a committee to consider these for possible incorporation into the revised Faculty Code.

This committee was headed by Fr. Eleuterio Sanz, O.P., Vice Rector for Academic Affairs. The members were Prof. Rosario D. Jose and Atty. Eduardo Caguioa, president and vice-president, respectively, of the UST Faculty Club, Inc., and Prof. Manuel Reyes, auditor of the UST.

The committee completed its work and submitted the second draft to the Father Rector on April 27, 1970. On July 10, 1970, the Father Rector presented the draft to the University's Board of Trustees which suggested that it be referred to the UST Legal Counsel for careful study.

The Legal Counsel having submitted his comments, a third draft was prepared, this time by Fr. Excelso Garcia, O.P., Acting Vice Rector for Academic Affairs. In this draft, Fr. Garcia also incorporated certain pertinent provisions of the proposed revised Statutes of the University.

On January 22, 1971, a new committee was formed to prepare the final draft. This committee was made up of Fr. Garcia, chairman, and Professor Jose, Dr. Juan Torres and Fr. Florencio Testera, O.P., as members. Dean Andres Narvasa was the consultant. This committee met on February 24 and completed its assignment on March 31. This code is the result of its work.

Since the code also clearly defines the lines of authority and regulatory powers of the Administration, it is hoped that it will promote better and more harmonious relations between the University and the faculty members.

(SGD.) FR. LEONARDO Z. LEGASPI, O.P.  
Acting Rector Magnificus

#### TO MY COLLEAGUES:

It is a great pleasure to report to you that the Faculty Code has at last reached its final form and will now be taking effect.

The U.S.T. Faculty Club, in behalf of its members and even non-members, has not been lagging in formulating and presenting such a Code. However cordial the relationship between Administration and Faculty members might have been, it is not amiss to define, clarify, and make specific both the rights and privileges of the faculty members on one hand, and their functions and duties on the other.

Such a document, nevertheless, to be truly meaningful has to be prepared with care, precision, devotion, and farsightedness. Many have been the contributors to the Faculty Code, each one proposing, suggesting, improving aspects of the Code to make it relevant to the needs of the members of the teaching profession in the University without infringing on the rights and functions of the other areas that make up an academe. Such work takes time, but time that has certainly not been wasted.

In conclusion, such a document could not have been possible without the sympathetic interest and enthusiastic encouragement of the Officials of the University of Santo Tomas, especially the Acting Rector, Rev. Fr. Leonardo Z. Legaspi, O.P. They have not been blind to the fact that such a Faculty Code can only contribute to the harmony and cooperation so necessary if the University is to continue in its noble objective of imparting a Christian Education to her alumni.

(SGD.) PROF. ROSARIO JOSE  
President, U.S.T. Faculty Club, Inc.

**UNIVERSITY OF SANTO TOMAS**  
**Manila**

**FACULTY CODE**

**ART. I - APPLICATIONS**

Sec. 1 - Applications for admission as faculty member shall be addressed to the Dean of the Faculty, College or School concerned.

Sec. 2 - Applications shall be submitted in quadruplicate.

Sec. 3 - Applications shall contain the following data and information:

- a) Name of applicant
  - b) Status
  - c) Address
  - d) Citizenship
  - e) Age
  - f) Religion
  - g) Educational attainments
  - h) Field of specialization
  - i) Teaching and other professional experience
  - j) Two references: One for achievement and one for moral character
  - k) Choice of subject assignment
  - l) Works published
  - m) Affiliations
  - n) Awards
  - o) Present and former employment
  - p) Photograph (4 copies)
  - q) Government examinations passed, if any
  - r) Medical clearance from any physician teaching in the Faculty of Medicine of this University
  - s) Evidence of payment of Professional Tax
  - t) TWO COPIES OF THE TRANSCRIPT OF RECORDS OF THE APPLICANT.
- SEC. 4 - Processing
- a) The Dean, with his Faculty Council, shall screen all applications to fill up vacant positions.

**ART. II - NATURE AND CONDITIONS OF APPOINTMENTS**

SEC. 1 - Faculty members are classified as follows:

- a) Professors
- b) Associate Professors
- c) Assistant Professors
- d) Instructors

In addition to these, there may be in the University, Professorial and Special Lecturers for specific assignments.

SEC. 2 - An appointment as faculty member, once accepted shall constitute a contract between the University and the faculty member concerned, binding both to the compliance of the pertinent rules and regulations herein contained and such others as may from time to time be promulgated by the proper University authorities.

SEC. 3 - Faculty members are classified according to rank and class. The point system used for the purpose, as determined by the Permanent Committee on Faculty Classification is based on the following criteria:

- a) Academic preparation and training ..... 30%
- b) Teaching and executive experience ..... 15%

- c) Competence ..... 50%
- d) Leadership and community service ..... 5%

Furthermore, the weighted value of each criterion is broken down into degrees, each degree being defined and assigned a certain number of points. The sum of the points in each criterion is then reduced to the percentage correspondingly assigned. The total of the credit percentage is then measured against the predetermined range of percentage so as to determine the rank and class of the faculty member being evaluated.

The range percentage requirement for this purpose is as follows:

Instructor	1	.....	41 - 50
	2	.....	51 - 60
	3	.....	61 - 70
Assistant Professor	1	.....	71 - 75
	2	.....	76 - 80
Associate Professor	1	.....	81 - 85
	2	.....	86 - 90
Professor	1	.....	91 - 95
	2	.....	96 - 100

SEC. 4 - Upon recommendation of the Faculty Council concerned, the Rector Magnificus may appoint an applicant as Instructor for one school year or in special cases, for a shorter term.

SEC. 5 - Upon receipt of the appointment, the new faculty member must, within reasonable time, submit to the Treasurer's Office the following forms duly accomplished:

- a) S.S.S. Form
- b) Withholding tax exemption certificate, the forms for which will be made available to him by the Office of the Dean.

SEC. 6 - The contract between the faculty member and the University becomes effective and binding from the date the requirements of Sec. 5, supra, shall have been fulfilled.

SEC. 7 - A faculty member shall be considered affiliated to the Faculty, College or School in which he was assigned under his original appointment. A faculty member may transfer his affiliation to another Faculty, College or School with the approval of the Rector Magnificus after consultation with the Deans and the Faculty Councils concerned. Professors affiliated to a Faculty may not handle a teaching load in another Faculty or College without previous approval of their respective Deans.

## ART. III - TEACHING LOAD

SEC. 1 - In order that Professors may be able to prepare their teaching assignments, they should not be given subjects which are not related to the fields of specialization nor burdened with a number of class hours that may hamper their pursuing a truly professional competence.

SEC. 2 - The maximum load allowed a full time faculty member is twenty four units or its equivalent in actual teaching hours per week. The maximum load stipulated includes all teaching assignments whether in the University or elsewhere. No faculty member may be assigned a teaching load in excess of 24 units per week or its equivalent in laboratory or clinical units. Special assignments which are not administrative in nature shall be governed by the rules and regulations laid down by the Permanent Committee on Faculty Classification.

SEC. 3 - Faculty members holding the rank of Professor II and teaching exclusively in the University shall be given a teaching load and compensation, but shall be required to render actual teaching service in accordance with the following table:

<i>Actual Teaching Load</i>	<i>Salary</i>
21 units	24 units
18 units	21 units
15 units	18 units

The professors concerned, aside from devoting the free time to self-improvement, may be assigned by the Deans to help in an appropriate assignment in the Faculty, College or School as Coordinators, Counsellors, etc.

SEC. 4 - As a matter of policy, faculty members with a permanent appointment shall be entitled to at least the same load as in the previous year and the minimum load which must be assigned to and accepted by a faculty member shall generally be in accordance with the following table but subject to the provisions of Section 3, Art. III of this Code:

Instructor	.....	6 units
Assistant Professor	.....	9 units
Associate Professor	.....	12 units
Professor	.....	15 units

SEC. 5 - Faculty members who have a full time outside employment other than teaching may not be given a teaching load in excess of 12 hours per week. The maximum load of part time employees should be arranged in accordance with the following table:

<i>Hours of Weekly Work</i>	<i>Load</i>
40-48	12 units
30-39	15 units
20-29	18 units
10-19	21 units

SEC. 6 - All faculty members shall submit each semester in writing to their respective Deans a statement of the number of teaching hours per week to be rendered in other institutions and/or their daily hours of work or employment, inside or outside the University.

SEC. 7 - The teaching load of a faculty member may be diminished for the following reasons:

- a) A reduction in the number of classes or sections in the Faculty, College or School; in such cases the Office of Academic Affairs shall be duly advised to enable him to see the possibility of existing vacancies for the faculty member in other Colleges or Departments.
- b) By way of sanction for inefficiency duly established in accordance with provisions of Art. XV, Sec. 4 of this Code.
- c) By reasons of failing health duly certified by a Board of three physicians who are members of the Faculty of Medicine and Surgery of the University selected as follows:

One by the faculty member concerned  
 One by the administration; and  
 The director of the UST Hospital or the physician designated by him

SEC. 8 - As a general rule, no new professor shall be engaged to teach a subject until those actually teaching the subject and possessing equal competence and qualifications are given the full load allowed by this Code.

Faculty members shall give priority to the teaching load given by the University over teaching or other assignments by any other educational institutions.

SEC. 9 - In case deloading becomes necessary because of a reduction in the number of classes or sections in a given subject, it should start from the temporary members and in the case of permanent members from the lower ranks in accordance with the efficiency rating established in Faculty Classification Plan - provided that the faculty member concerned shall be given notice of such deloading at the earliest possible time.

SEC. 10 - In case the cause for deloading should disappear or be removed such as:

- a) By improved efficiency or improved health, the faculty member concerned may apply for restoration to his former status to the Dean, who shall take action on the same in accordance with established rules within ten days from receipt thereof; provided, that should no action be taken within the said period or should it be unfavorable, the faculty member may appeal his case to the Office of Academic Affairs;
- b) By the increase in the number of classes or sections, the faculty member referred to in Section 10 of this Article shall automatically be restored to his former teaching load as provided for in Sec. 5 of this Article.

SEC. 11 - In the assignment or restoration of teaching load, preference should be given to faculty members in the order to rank and class as much as possible.

SEC. 12 - The tentative teaching load for permanent faculty members shall be given before the end of the first semester for the assignment in the second semester and as much as possible within two weeks from the end of the second semester for the tentative teaching load for the first semester of the coming school year.

SEC. 13 - As a general rule, the assignment of a faculty member to a particular class shall not be exchanged after he or she shall have met the same except upon proper notice to and consultation with the faculty member concerned.

#### ART. IV - TENURE OF FACULTY MEMBERS

SEC. 1 - As a general rule, the initial appointment of a faculty member shall be valid and effective from the date of compliance with all the requisites prescribed in relation to the appointment until the end of the academic year during which such appointment was issued.

SEC. 2 - Such appointment may be renewed from year to year, upon recommendation of the Dean and Faculty Council concerned which should take into account, among others, the performance of the faculty member as gauged by the evaluated efficiency rating established in the Faculty Evaluation Sheet.

SEC. 3 -

The first, second and third renewals of appointment of collegiate faculty members take effect on the date of appointment and terminate at

the end of the corresponding school year. Faculty members whose appointments will not be renewed shall be notified thereof as soon as possible after the termination of the current semester. In case of instructors POSSESSING THE ACADEMIC QUALIFICATIONS PRESCRIBED BY THE MANUAL OF REGULATIONS FOR PRIVATE SCHOOLS AND THE STATUTES OF THE UNIVERSITY, renewal of appointment after the completion of four (4) academic years of service shall be considered a permanent appointment unless the Faculty Council, for justifiable reason, RECOMMENDS DEFERMENT OF THE PERMANENT APPOINTMENT AND THE ISSUANCE OF A TEMPORARY ONE.

**SEC. 4 -** Lecturers, Special Lecturers, Associate Professorial Lecturers and Professorial Lecturers are appointed by the Rector upon recommendation of the Faculty Council, which appointment shall be for one academic year. Such appointment may be renewed from year to year upon recommendation of the Faculty Council; provided, however, that subject to existing rules, a Lecturer, upon recommendation of the Faculty Council and approval of the Permanent Committee on Faculty Classification may be extended a permanent appointment as Instructor 3 in lieu of a renewal, and in the case of Special Lecturers, Associate Professorial Lecturers, and Professorial Lecturers instead of renewal, they may be extended a permanent appointment as Assistant Professors, Associate Professors and Professors respectively, upon recommendation of the Faculty Council and approval of the Academic Senate.

**SEC. 5 -**  
The provision of Sec. 3 notwithstanding, REGULAR faculty members DULY QUALIFIED who have rendered three consecutive years (six semesters) of satisfactory service on full time basis (21 Units) as determined by the pertinent rules of the University and of the Bureau of Private Schools shall be considered permanent upon the third renewal of their appointment.

**SEC. 6 -** Permanent appointments extended to faculty members in accordance with Sections 3, 4 and 5 of this Article shall remain valid and binding until the faculty member reaches the age of 65.

**SEC. 7 -** The following shall constitute causes for removal of a faculty member:

- a) Immorality
- b) Gross inefficiency
- c) Grave insubordination
- d) Serious disrespect to superiors
- e) Conviction for a crime involving moral turpitude

- 0) Grave misconduct or negligence
- g) Conduct unbecoming of a faculty member in a University
- h) Abandonment of office
- i) Leave of absence without prior approval or unauthorized extension of leave of absence as provided for in this Code.
- j) Culpable violation of the provisions of this Code and any of the other rules and regulations subsequently promulgated by the proper authorities.

**SEC. 8 -** A faculty member removed for any of the causes above mentioned shall forfeit his rights to any and all benefits and privileges granted by the University.

**SEC. 9 -** For purposes of determination of all grounds in Sec. 7 of this Article, the procedure laid down in Art. XV, Section 5 of this Code shall be followed.

**SEC. 10 -** A faculty member who has been separated from service through incapacity, either mental or physical to perform his duties as such duly certified by the Board of Physicians constituted as in Art. III, Sec. 7c of this Code may thereafter apply for reinstatement to the Faculty Council of the Faculty or College concerned who may, in its discretion, recommend to the Rector the extension of a new appointment provided however that should the Rector extend a new appointment to the said faculty member, he shall enjoy the same rank as he held at the time of his separation without prejudice to the Faculty Council recommending otherwise.

**SEC. 11 -** Any faculty member who has resigned shall not be readmitted except in meritorious cases to be determined by the Rector Magnificus on recommendation of the Faculty Council. If readmitted, he shall enjoy the same rank as held at the time of his resignation unless otherwise decreed by the Rector Magnificus.

### ART. V - COMPENSATION

**SEC. 1 -** The compensation of Faculty members shall be based on actual teaching load except those covered by Sec. 3 of Art. III of this Code.

**SEC. 2 -** The rate of compensation for the faculty members shall be in accordance with a scale to be determined by the Wages and Salaries Committee which for this purpose shall include the President and the Vice-President of the UST Faculty Club, Inc., or their representatives as voting members, provided however, that said scale shall be subject to revision once every three years without prejudice to the Administration or the

Faculty Club recommending adjustments in the event of an extraordinary increase in the cost of living or an extraordinary decrease in enrollment, or other causes of analogous nature; and provided further that decisions of the Committee shall become effective upon the approval of the Economic Council.

SEC. 3 - Unless there is a specific agreement to the contrary, compensation of non-tenured faculty members shall be that fixed for permanent faculty members as hereunder provided.

## ART. VI - PROMOTIONS

SEC. 1 - Only faculty members enjoying permanent appointment may be recommended for promotion provided they satisfy each and every one of the following requirements:

- a) Academic preparation and development
- b) Efficiency
- c) Exemplary Conduct
- d) Length of Service

SEC. 2 - Academic Preparation and Development

- a) Academic preparation includes degrees earned, diplomas or certificates awarded, government examinations passed, and honorary degrees awarded.
- b) Academic development includes creative and published works; seminars attended; conferences given, attended and/or reported on; grants and scholarships received, and advanced studies pursued.
- c) No Instructor may be promoted to Assistant Professor unless he holds a Master's degree - or its equivalent as determined by the Permanent Committee on Faculty Classification - in his line of specialization or pertinent to the subject or subjects taught; and no Assistant Professor may be promoted to Associate Professor or Full Professor without a Doctorate - or its equivalent as determined by the Permanent Committee on Faculty Classification - in his line of specialization or pertinent to the subject of subjects taught.

SEC. 3 - Efficiency - In determining the efficiency of a faculty member, the Dean and his Council shall consider the following:

- a) Daily preparation
- b) Effectiveness of teaching

- c) Teaching techniques
- d) Classroom management
- e) Personality and Impact on students
- f) Punctuality and Regularity of attendance and submission of reports
- g) Deportment (Cf. Art. XIV)

SEC. 4 - Exemplary Conduct:

- a) Loyalty to the University - The index of loyalty is the interest the faculty member shows in defending the University and the objectives and ideals for which she stands; the manner in which he helps realize the objectives and ideals of the University and College activities; his concern for the welfare of the University, by bringing to the authorities conditions and problems that need remedy and improvement, and by submitting pertinent suggestions therefor.
- b) Good moral conduct - The moral character of the faculty should be beyond doubt and question.

SEC. 5 - Length of Service:

- a) Any Instructor enjoying a permanent appointment becomes eligible for promotion to Assistant Professor after rendering efficient and commendable academic professional service as Instructor for at least seven years counted from original appointment.
- b) An Assistant Professor becomes eligible for promotion to Associate Professor after five years of service as Assistant Professor.
- c) An Associate Professor becomes eligible for promotion to Full Professor after five years of service as Associate Professor.
- d) In truly exceptional case, the Faculty Council may request the Academic Senate, through the Rector Magnificus for the waiving of service requirement.

SEC. 6 - Procedure:

- a) Promotions in rank will be made at most every two years. However, class promotion within the same rank may be made in exceptional cases upon acquisition of another or a higher degree to take effect at the beginning of the next succeeding school year.

- b) Faculty members who teach in two or more Faculties, Colleges or Schools shall be recommended for promotion by the Dean and the Council of the Faculty, College or School to which they are affiliated in consultation with the Deans and their Councils of the other college or colleges.
- c) The names of candidates for promotion, together with the pertinent data supporting the recommendations for their promotions, shall be submitted by the Faculty Council to the Rector Magnificus through the Office of Academic Affairs, for proper action.
- d) The Rector shall issue all promotional appointments duly approved by the Academic Senate.

## ART. VII – OUTSIDE EMPLOYMENT

SEC. 1 – Subject to exceptions hereinbelow provided, no faculty member is allowed to hold any academic administrative position in other Universities or institutions of learning. Academic administrative positions include:

- a) Heads and Assistant Heads of Institutions of Learning.
- b) Vice-Presidents and/or Vice-Rectors
- c) Deans, Associate Deans and Assistant Deans of Faculties and Colleges
- d) Directors and Assistant Directors of Schools
- e) Principals and Assistant Principals of Schools
- f) Heads and Chairmen of Academic Departments
- g) Registrars and Assistant Registrars
- h) Secretaries of Faculties, Colleges or Schools
- i) Any other position of similar nature

SEC. 2 – The exceptions mentioned in the next preceding section shall include the following:

- a) A faculty member already holding an administrative position at the time of his appointment.
- b) A faculty member expressly authorized by the Rector Magnificus to accept such an administrative position elsewhere.

SEC. 3 – No administrative official of the University as enumerated in Sec. 1 of this Article may accept any teaching assignment or administrative position in other institutions without the previous authority in writing of the Rector Magnificus.

SEC. 4 – A faculty member not included in Sec. 1 of this Article

may accept teaching assignments in other institutions subject to limitations set forth in Sec. 2, Art. III of this Code.

## ART. VIII – ACADEMIC FREEDOM

SEC. 1 – A faculty member shall enjoy full freedom in the discharge of his duties as such within the field of his given specialization, particularly in regard to imparting the same according to his best capabilities, subject to the established objectives and policies of the University and the pertinent regulations of the Department of Education.

SEC. 2 – Notwithstanding the provisions of Section 1 of this Article, the University is a Catholic University with avowed policies and objectives to which a faculty member must accord due respect. He should refrain by words, utterances or conduct from creating scandal through grave departure from the said norms, policies and objectives. A grave departure from said norms, policies and objectives shall be considered a ground for separation from service provided that the procedure laid down in Article XV, Sec. 5 is followed.

SEC. 3 –

Accordingly, every faculty member is THE SOLE AUTHORITY to determine the academic standing of all students under his charge IN a given subject IN ACCORDANCE WITH THE POLICY AND STANDARDS OF THE FACULTY, COLLEGE OR SCHOOL. THE DEAN, HOWEVER, RETAINS THE RIGHT TO REQUIRE FACULTY MEMBERS TO ACCOUNT FOR REASONS AND BASES CONSIDERED IN ARRIVING AT THE ACADEMIC STANDING OF STUDENT AND IF, IN HIS JUDGMENT AN ERROR HAS BEEN COMMITTED IN SUCH DETERMINATION, HE MAY TAKE SUCH ACTION AS MAY BE APPROPRIATE IN THE PREMISES. The faculty member is also responsible to the Dean for the maintenance of order and discipline within the classroom.

SEC. 4 – It is a fundamental responsibility of a faculty member to maintain competence in his field of specialization, to exercise appropriate restraint, to show respect for the opinion of others, to be judicious in the use of controversial material in the classroom and to introduce such only as it has clear relationship to his subject or field.

## **ART. IX – BENEFITS AND PRIVILEGES**

**SEC. 1 – A faculty member may enjoy the following benefits and privileges subject to regulations hereunder stated:**

- a) Sabbatical Leave
- b) Sick Leave
- c) Maternity Leave
- d) Vacation Leave with pay
- e) Leave of absence
- f) School Privileges
- g) Research Grants
- h) Hospitalization Privileges
- i) Retirement Benefits

**SEC. 2 – Sabbatical Leave**

- a) Sabbatical Leave is a leave granted to a faculty member with the qualifications hereinafter prescribed, on his voluntary application therefore or by assignment of the University for the purpose of study or research, either in the Philippines or abroad, with the end in view of improving his competence in the service of the university. **NO SABBATICAL LEAVE SHALL BE GRANTED TO FACULTY MEMBERS FOR PURPOSES OF COMPLYING WITH THE ACADEMIC REQUIREMENTS PRESCRIBED BY THE DEPARTMENT OF EDUCATION AND CULTURE AND/OR THE STATUTES OF THE UNIVERSITY.**
- b) A faculty member exclusively teaching in the University with the rank of at least Assistant Professor, who has rendered the University a minimum of ten (10) academic years of service as defined in Sec. 5 of Article VI, and possessing an average efficiency rating of not less than 85% on the basis of the immediately preceding three (3) years of service, may apply in writing to the Dean of his respective Faculty, College or School for Sabbatical Leave, provided that at the time of application, the said faculty member enjoys a minimum teaching load of at least fifteen (15) units.
- c) Sabbatical Leave is granted by the Rector Magnificus upon recommendation of the Office of Academic Affairs, provided that the application of the Faculty member concerned is first favorably endorsed by the Dean and the Faculty Council to the Office of Academic Affairs; and provided further that in Faculties, Colleges or Schools with 100 faculty members or

less, not more than TWO (2) faculty members may be granted Sabbatical Leave at any one time; in Faculties, Colleges or Schools with more than 100 but below 200 faculty members, not more than FOUR (4) faculty members may be granted Sabbatical Leave at any one time; and in Faculties, Colleges or Schools with more than 200 faculty members, not more than SIX (6) faculty members may be granted Sabbatical Leave at any one time.

- d) Sabbatical Leave shall last for a period not exceeding one year, with the grantee receiving full or partial compensation based on the nature and importance of the research or study and the needs of the grantee. Such compensation shall be computed on the basis of the regular teaching load (excluding compensation received for substitution, temporary assignments, bonuses, allowances and other privileges) at the time. The grantee, during the period of his Sabbatical Leave shall not be employed in any other institution or entity except when required by the study or research he is pursuing and on written notification to the University; and shall, at the termination of said leave, be required to teach in the University for a period of at least two (2) academic years for each year of Sabbatical Leave if he is a grantee receiving full compensation from the University.
- e) Faculty members enjoying Sabbatical Leave but receiving only partial compensation shall be required at the termination of said leave to teach in the University for a period of one academic year for every year of sabbatical leave. If during the leave, conditions require a change in the grantee's status such as the need for accepting a job, previous notice should be given the University.
- f) Extension of Sabbatical Leave for another like period of one year may be granted provided the procedure and requirements for obtaining the original Sabbatical Leave are complied with and provided further that the application is filed before the lapse of the original one year period or its renewal.
- g) Sabbatical Leaves and extensions thereof granted with full or partial compensation to the faculty member concerned shall be considered creditable service for purposes of promotion, seniority, reinstatement and retirement.

- h) The grantee shall submit within a month upon his return a complete and detailed report of his study worthy of publication. In the event the grantee fails to comply with the abovementioned requirements, he shall refund the University the full value of the Sabbatical pay received by him.

#### SEC 3 - Sick Leave

- a) All Faculty members are entitled to sick leave with pay of not more than fifteen (15) teaching days per academic year. Absences in excess of the allowable sick leave shall cause the loss of the faculty members' salary or compensation for the teaching days during which he was absent, unless special arrangements for justifiable reasons are made with the Office of the Academic Affairs. Sick leave under this section is non-cumulative and shall not include such other benefits, as hospitalization, etc., as are granted to members of the Gratuity Fund.
- b) In foreseeable cases, faculty members desiring to enjoy Sick Leave shall submit to the Office of Academic Affairs through the Dean an application with satisfactory proof of their medical condition.
- c) In unforeseeable cases, the faculty member should, whenever possible, notify the Dean and submit upon return a written explanation of his absence.

#### SEC. 4 - Maternity Leave

- a) Every pregnant faculty member who has rendered an aggregate service of at least six (6) months for the last twelve (12) months immediately preceding the expected date of delivery, or complete abortion or miscarriage, is entitled to maternity leave of two (2) weeks before and four (4) weeks after delivery, miscarriage or abortion, with full pay based on her regular or average salary.
- b) Where the pregnant faculty member fails to avail of the two-week pre-delivery leave, or any portion thereof, the same shall be added to her post-delivery leave with pay.
- c) When so requested by the faculty member, the extension of her maternity leave beyond the post-delivery leave may be charged to her unused sick leave credits, or allowed without pay in the absence of such leave credits, where the extended leave is due to illness medically certified to arise out of her

pregnancy, delivery, complete abortion or miscarriage which renders her unfit for work.

- d) An application for maternity leave shall be filed by the faculty member with the Office of Academic Affairs through the Dean, and shall have attached thereto a medical certificate from any reputable physician attesting to the expected date of confinement.
- e) The maternity benefits herein provided shall be paid only for the first four (4) deliveries, miscarriages and/or complete abortions of the faculty member from March 13, 1973, regardless of the number of deliveries, complete abortions or miscarriages the faculty member had before said date. For leave benefits as delimited herein, the total number of her deliveries, complete abortions, or miscarriages after said date shall be considered regardless of the identity or number of employers she has had at the time of such determination, provided that she enjoyed the minimum benefits therefore as provided under applicable laws and regulations.

#### SEC. 5 - Vacation Leave with Pay

- a) All members of the regular faculty (Instructors, Assistant Professors, Associate Professors and Professors) who CARRIED AN AVERAGE SEMESTRAL TEACHING LOAD DURING THE IMMEDIATELY PRECEDING SCHOOL YEAR of 12 units in the undergraduate level or 6 units in the graduate level (Graduate School, Medicine and Law) or their corresponding equivalents in teaching hours and who have rendered at least five years of teaching (ten semesters) are qualified to participate in the twelve month salary plan. However, all faculty members (including the Professorial Lecturers, Associate Lecturers, Special Lecturers and Lecturers) who have rendered less than five years of service will be entitled to eleven months pay provided they have completed at least three years of teaching (six semesters) in the University.
- b) Summer vacation salary shall be based on his rank and on his average regular teaching load during the immediately preceding school year as explained in Sec. 2, d, of this Article.

The payment shall be made in accordance with a schedule prepared by the Treasurer's Office

- c) All faculty members covered by the twelve months salary plan may be called by the corresponding Deans or Directors to perform services on rotation basis during Summer in such capacity as up-dating laboratory manuals, experiments, and textbooks, revision of course syllabi, administration of entrance tests, advisory work during enrollment time, participation or attendance in seminars, workshops and conferences, in-service training programs.

**SEC. 6 - Leave of Absence**

- a) Applications for leave of absence must, as a general rule be filed with the Office of Academic Affairs through the Dean not later than two weeks before the end of the Academic year or semester immediately previous to that in which such leave is requested. All leaves of absence as hereunder provided shall be subject to such conditions as may be prescribed by the Office of Academic Affairs in consultation with the Dean concerned.  
No application for leave shall be considered or withdrawn once the classes have started unless unforeseen circumstances shall have compelled the applicant to submit or withdraw his application thereafter.
- b) Leaves of absence may be granted by the Office of Academic Affairs for not more than one year.
- c) For members of the Faculty Club, Inc, applications for leave of absence and renewals must be accompanied by pertinent clearances from the Club.
- d) Unauthorized leaves of absences - Taking leave of absence without prior approval of the same or of extension of the same, will constitute ground for separation from service, provided that the procedure laid down in Art. XV, Sec. 5 is followed.
- e) Leave of absence for tenured (Permanent) faculty members:
  - 1) Only faculty members with permanent appointment may be granted leave of absence as above provided. Such period of absence shall be considered for purposes of restoration of load, seniority and retirement but not for promotion.
  - 2) Leaves of absence may, upon request duly endorsed, be renewed or extended for not more than one year. This first extension shall be considered only for

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purposes of restoration of load and for no other benefit.

- 3) A second extension or renewal for not more than one year, may upon request duly endorsed, be granted, but such period will no longer be deemed creditable for any purpose.
- 4) If after the second extension of leave of absence, the faculty member concerned fails to return to the University, he shall be deemed to have severed connections with the University.

**f)**

Non-tenured faculty members, DURING THE EFFECTIVITY OF THEIR APPOINTMENT, may, in exceptional cases upon request duly endorsed, be granted leave of absence for such time and under such conditions as may be determined by the Office of Academic Affairs. Such leave of absence shall not be counted at all for reinstatement or for any other benefit under this Code nor the Rules of the UST Faculty Club, Inc.

**SEC. 7 - School Privileges**

Faculty members exclusively teaching at the U.S.T. shall be granted the following educational privileges:

- a) Those enrolled in the University in not less than 6 units in the Graduate School or 9 units in College shall be exempted from payment of miscellaneous fees.
- b) Faculty members enrolled in the University together with their spouses shall be granted a 10% discount each on tuition fees (Graduate School, Medicine 5% each).
- c) Those whose children are enrolled in the University shall be given consideration in the payments of the tuition and other fees as may be agreed upon between the University and the faculty member on a case to case basis.

**SEC. 8 - Research Grants**

Faculty members exclusively teaching at U.S.T. willing to undertake research work may be granted financial aid by the UST Research Center in accordance with the Rules and Regulations of the said Center.

**SEC. 9 - Hospitalization Privileges**

The agreement between the University of Santo Tomas and the UST Faculty Club, Inc. concerning hospitalization privileges of faculty members are hereby made an integral part of this Code. (Appendix I)

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#### SEC. 10 - Retirement Benefits

- a) The compulsory retirement age of the faculty members is 65. The services of all faculty members reaching the age 65 shall be considered automatically terminated at the end of the academic year in which he or she has reached that age.
- b) The Rector Magnificus, on his own initiative or upon the recommendation of the Dean and his Faculty Council, may retain the services of any faculty member who is automatically retired in accordance with the next preceding section provided that such retention shall not be considered a permanent appointment.
- c) A faculty member whose services are retained in accordance with the next preceding section shall receive an appointment as Lecturer with the rank of Instructor 3, Special Lecturer with the rank of Assistant Professor, Associate Professorial Lecturer with the rank of Associate Professor or Professional Lecturer with the rank of Professor on an arrangement basis with the same rate of compensation corresponding to his or her rank at the time of reaching the retirement age; provided however that said faculty member shall ipso facto upon his retirement cease to be a member of the UST Gratuity and Retirement Fund as far as the University is concerned. The compensation received and the duration of the services rendered by the faculty member during such extension shall not be taken into account in the computation of his or her retirement benefits from the University. Continuation of membership in the UST Faculty Club, Inc., shall be subject to the rules and regulations of the same.
- d) A FACULTY MEMBER WHO IS RETIRED UNDER THE PROVISIONS OF SEC. 1 OF THIS ARTICLE AS WELL AS THOSE WHO VOLUNTARILY RETIRE SHALL BE ENTITLED TO ALL SUCH BENEFITS AS ARE PROVIDED FOR UNDER THE RULES OF THE UST RETIREMENT PLAN, AS AMENDED EFFECTIVE JUNE 1, 1974, IN FORCE AND EFFECTIVE AT THE TIME OF HIS RETIREMENT.
- e) In the event of death, the heirs of the faculty member shall be entitled to the corresponding retirement benefits as herein provided.

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#### ART. X - ACADEMIC DEVELOPMENT

SEC. 1 - It is both the right and obligation of every faculty member to pursue his or her academic development to the fullest.

SEC. 2 - Accordingly, faculty members have the following rights and obligations:

- a) To initiate, organize and hold in-service programs and/or seminars within their field of specialization; but if held within the University, the same shall be subject to the rules and regulations of the University.
- b) To accept scholarships and fellowships here and abroad upon assignment by the University, unless meritorious reasons preclude their acceptance thereof.
- c) To attend and participate actively in seminars, conferences, in-service programs and other activities of similar nature pertinent to their field of specialization and related areas organized by the University, Faculty, College, School or Department.

#### ART. XI - UNIVERSITY REPRESENTATION

SEC. 1 - A faculty member may act as the official representative of the University or of any of its Faculties, Colleges, Institutes or Departments in any activity outside the campus when authority thereof has been sought and obtained from the proper University official concerned.

SEC. 2 - A faculty member is expected to honor his designation as a representative of the University of any of its Faculties, Colleges, Schools, Institutes or Departments in any activity outside the campus, unless meritorious reasons preclude his acceptance thereof.

SEC. 3 - When the University designates a faculty member as an official representative to any activity outside the campus for a period in excess of three (3) days, the Dean upon recommendation of the Department Chairman shall appoint a substitute who shall be remunerated by the University.

#### ART. XII - FACULTY ORGANIZATION

SEC. 1 - Faculty members may form and join faculty organizations of their own choosing provided that the purposes and activities thereof are not contrary to law, ecclesiastical or civil, or the rules of the University.

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#### SEC. 2 – Kinds of Faculty organizations

Recognition is, or may be extended, by the University to the following faculty organizations, namely:

- a) Institutional faculty organizations which are:
  - 1) the UST Faculty Club, Inc.
  - 2) the faculty Clubs of the different Faculties, Colleges, Schools
- b) Other faculty organizations or chapters or sections of outside associations, memberships of which organization, chapter or section is limited to bona fide faculty members of the University.

SEC. 3 – Unless already recognized by the University and actually operating, no faculty organization which does not obtain recognition in accordance with these rules may undertake activities of any kind within the campus except under specific authority thereof.

SEC. 4 – The authority to recognize faculty organizations and chapters or sections of outside associations is vested in the Rector Magnificus. Every application for recognition shall be in writing and accompanied by an attested copy of the organization's constitution and by-laws and the list of its bona fide members and the endorsement of the UST Faculty Club, Inc. in the case of University-wide Faculty Organizations, or the local faculty club concerned in the case of organizations membership of which is limited to faculty members of a given Faculty, College or School.

SEC. 5 – When warranted by circumstances, a faculty organization or chapter or section of an outside association may be extended provisional or temporary recognition by the Rector Magnificus.

SEC. 6 – The University Administration shall deal exclusively with the UST Faculty Club, Inc. in matters affecting the faculty as a whole.

SEC. 7 – The recognition extended to any faculty organization or chapter or section of an outside association may be cancelled or withdrawn at any time by the Rector Magnificus for cause duly established.

### ART. XIII – USE OF UNIVERSITY FACILITIES

SEC. 1 – Subject to pertinent rules and regulations of the University, all faculty members have the right to use all university facilities, such as the library, conference halls and auditoria, swimming pool, gymnasium, museum, chapel, etc.

### ART. XIV – DEPARTMENT

SEC. 1 – In the classroom every faculty member is expected to conduct his classes with professional competence and propriety as befits a Christian educator, and shall accord his students a just and fair treatment and the respect they deserve as wards entrusted to him for their intellectual and moral perfection.

SEC. 2 – In the college premises, every faculty member is expected to keep himself duly informed of the norms and directives issued by his immediate superiors in the Faculty, College or School concerned and shall at all times, extend zealous and efficient cooperation and compliance therewith, particularly in regard to such matters as classroom discipline, conduct of examinations, submission of students' ratings, and participation in college activities.

### ART. XV – SANCTIONS

SEC. 1 – No sanction may be imposed upon a faculty member except for cause and in accordance with the rules and herein provided.

SEC. 2 – The sanctions that may be imposed upon a faculty member are the following:

- a) Warnings which may be administered by the Dean, for slight offenses or breaches of standards of efficiency and deportment; and warnings by the Faculty Council when previous warnings by the Dean have been unheeded, provided that failure of the faculty member to heed the warnings of the Faculty Council shall constitute grave misconduct which shall be cause for suspension or removal under the Code;
- b) Diminution of load, which may be imposed as a sanction for inefficiency of more serious nature, unscholarly deportment or FREQUENT AND UNJUSTIFIED ABSENCES FROM CLASSES, OR HABITUAL TARDINESS;
- c) Suspension or removal shall be imposed as a sanction for causes enumerated in Sec. 7, Art. IV.

SEC. 3 – The sanction of warning shall be imposed only after there shall have been private confidential conference between the respondent faculty member and the Dean or the Faculty Council as the case may be as specified in Section 2, a, of this Article, at which conference the former shall be informed of the complaint against him and given an opportunity to explain his side.

**SEC. 4** – The sanction of diminution of load shall be imposed only by the Faculty Council, and only after there shall have been private confidential conference between the respondent faculty member and the Faculty Council at which conference the former shall be informed of the complaint against him and given an opportunity to explain his side. The aggrieved faculty member may appeal in writing within five days from the receipt of notice of the Faculty Council's decision to the Office of Academic Affairs whose decision shall be final unless reversed or modified by the Rector Magnificus. Minutes of the proceedings shall be kept by the Council Secretary.

**SEC. 5** – The sanction of suspension or removal may be imposed only upon compliance with the following procedure, to wit:

- a) Any complaint against a faculty member must be in writing and referred to the Faculty Council who shall, if the complaint warrants it, investigate the same confidentially to determine whether a formal investigation is indicated or not. A formal investigation is one in which the charges are such that, if proven will warrant the sanction of suspension or removal.
- b) If the Faculty Council decides that a formal investigation is in order, then it shall reduce to writing the charges in an orderly and concise manner in such a way as to apprise fully the faculty member, hereinafter referred to as respondent, of the nature and cause of the charges against him. The writing shall include, among other things, a statement that the respondent must file a written answer within five days from the receipt of the charges. A copy of the charges shall forthwith be served on the respondent.
- c) Upon submission of the respondent's answer or expiration of the period of filing the same, the Faculty Council shall transmit the complete record of the case to the Vice-Rector of the University. The Vice-Rector shall thereupon set the hearing of the case within one week from the receipt of the record giving notices of the date, time and place of the hearing to the respondent, complainant, the President of the UST Faculty Club, Inc., and other interested parties at least three days in advance.
- d) The case shall be heard by a Faculty Tribunal composed of:
  - 1) The Vice-Rector of the University as Chairman;
  - 2) The President of the UST Faculty Club, Inc. as member; and

- 3) A third member chosen by the persons above named who is not teaching in or otherwise connected or affiliated with the College or Colleges in which the respondent teaches.
- e) The respondent as well as the complainant shall have the right to present personally and/or by counsel, evidence in his or her behalf.
- f) Any faculty member or any person connected with the University who is summoned by the Tribunal is obliged to appear and testify as directed in the summons.
- g) The rules of evidence or of procedure binding on the courts or other administrative tribunals shall not be controlling in these proceedings. All questions arising during the proceedings shall be decided by a majority vote.
- h) The concurrence of the majority of the members of the Tribunal voting secretly shall be necessary to arrive at a final decision of guilt. The decision shall be rendered not later than thirty (30) days from the initial hearing and shall be in writing with copies furnished all parties.
- i) Either party aggrieved by the decision of the Tribunal may appeal therefrom to the Rector Magnificus by filing a written notice of appeal with the latter's office and serving a copy thereof on the opposite party within forty eight (48) hours from receipt of said decision. The decision of the Rector Magnificus shall be final.

**SEC. 6** – All proceedings and records thereof, under this Article, shall be confidential.

## **ART. XVI – REDRESS OF FACULTY MEMBERS INJURED BY VIOLATION**

**SEC. 1** – Any faculty member who considers his or her rights under this Code as having been violated by another faculty member or administrative officer lower in rank than a Dean shall make earnest efforts to settle amicably the same by direct conversation with the Dean, Regent or President of Faculty Club of his Faculty, College or School. If he is unsatisfied with the results of these conversations, he may then communicate his grievances to the Faculty Council for decision.

SEC. 2 - The Faculty Council shall separately hear the side of the faculty member concerned and that of the respondent. The Faculty Council shall render its decision in writing five (5) days from the hearing which decision shall be submitted to the Office of Academic Affairs for final action.

SEC. 3 - In case the respondent is a Dean or an administrative officer higher in rank than a Dean the aggrieved party shall likewise make earnest efforts to settle the case amicably with the office concerned.

If an amicable settlement is not possible, the Rector Magnificus shall separately hear the side of the faculty member concerned and that of the respondent. The Rector Magnificus shall render his decision in writing five (5) days after having heard both parties concerned. Should the Rector Magnificus feel that according to the findings there is a just cause for removal, he may submit the findings to the Academic Senate for consideration before the Rector Magnificus himself renders a decision. Any of the parties may ask for reconsideration of the decision by filing a petition with the Rector Magnificus within 48 hours from receipt of the decision.

SEC. 4 - In the event of a decision in favor of the faculty member, he shall be entitled to:

- a) A statement that his right or rights (mentioning them) have been violated and that he is being restored to the same.
- b) A warning that the offense be not repeated and that no retaliatory action shall be taken, in any manner, against the complaining faculty member by the respondent or by any other person or officer, by reason of the faculty member's having lodged the complaint.

SEC. 5 - In the event that the faculty member's complaint is found by the hearing authority to be false and entirely without foundation, the respondent shall be entitled to:

- a) An apology in writing from the complainant.
- b) A warning that the faculty member should in the future refrain from filing any complaint without sound foundation.

## ART. XVII - AWARDS AND HONORS

SEC. 1 - The following are the distinction which may be awarded to any deserving faculty member:

- a) Title of "Emeritus"  
Awarded to any individual, who has rendered exceptionally

meritorious services to any one Faculty or College of the University or who has attained outstanding prominence in his profession.

- b) The Santo Tomas Medal of Honor:  
Awarded to any faculty member or alumnus who has shown exemplary loyalty to the University or has brought singular honor to the Alma Mater.
- c) Recognition of Merit:  
Awarded in the form of either a medal, Plaque or a Certificate to any University official or faculty member or student or outsider, who shall have rendered some special service to the University or any Faculty or College thereof.

## ART. XVIII - AMENDMENTS

SEC. 1 - Petitions embodying amendments to the Faculty Code shall be submitted to the Rector Magnificus through the UST Faculty Club, Inc. or the Office of Academic Affairs. The proposed amendments shall be referred to the University Standing Committee concerned or in the absence of this Committee, to an Ad Hoc Committee to be formed by the Rector Magnificus for study and recommendation. The President of the UST Faculty Club, Inc. shall be a member ex-officio (or his representative) of the Committee duly assigned to consider the proposed amendments.

## ART. XIX - EFFECTIVITY

This Code or any amendment thereof shall become effective upon approval and promulgation by the Rector Magnificus.

In virtue of the authority vested in me as Rector Magnificus of the University, I approve this Faculty Code this 8th day of June 1971 at the City of Manila hereby decreeing that its effectivity shall commence on July 6, 1971, and that copies thereof be furnished in due course to all concerned.

  
FR. LEONARDO Z. LEGASPI, O.P.  
Acting Rector Magnificus

In virtue of the authority vested in me as Rector of the University of Santo Tomas, I hereby attest to the approval and ratification of, as I hereby approve and ratify, all amendments of the UST Faculty Code since its effectivity on July 6, 1971, hereby decreeing that copies of the Code, with all its amendments, be furnished in due course to all concerned.

Manila, July 6, 1981

  
FR. FREDERIK FERMIN, O.P.  
Rector

## Appendix I

### HOSPITALIZATION PRIVILEGES

The sick member is entitled to an allowance of P130.00 daily for hospital room, plus allowances as may be necessary for Laboratory, X-ray, Operating Room and Pharmacy.

Upon approval of the application for sickness benefits, the amount approved shall be credited and applied to his loan and shall likewise be recorded as his sickness benefits with the Fund; should the expenses incurred during the hospitalization exceed the approved amount and/or the maximum grant given by the Fund, (which is the aggregate sum of the P2 contribution per member plus a counterpart contribution from the University) the balance if any thereof, shall be considered for the effects as a character loan deductible from the salary of the member.

If the amount falls within the maximum allowable as character loan then it need not be paid within the 30-day period; otherwise, all hospital expenses not approved by the Medical Committee or not falling under the provisions of the sickness benefit, should be paid by the faculty member directly to the Fund within 30 days upon receipt of the official notice from the Executive Secretary about the decision taken by the Medical Committee.

Not compensable under the Sickness Benefits are the following cases: Maternity, abortion, miscarriage, check-ups (unless justified by sickness), and other similar cases. Doctor's Fees do not also fall under the Sickness Benefits.

NOTE: The Faculty Club member will be deducted the P2.00 contribution when the Fund is exhausted; not every time a member gets sick.

Applications for sickness benefits should be filed within 30 days after hospitalization. Any application submitted after this 30-day period shall not be entertained, and the applicant loses all his rights to the Sickness Benefit.