Administrative and Personnel Manual

Recoletos School of Theology

81 Alondras St., Miranila Homes, Congressional Ave. Ext.,
Quezon City, Phippines

Rector's Message

Why an "Administrative and Personnel Manual" for the Recoletos School of Theology? This is part of the fruit of the charism entrusted to us by the Moher Church. "We are servants of the Church of the Lord, and our principal duty is to the weakest members, whatever our status may be among the members of this body" (*De op. monach*. 29, 37 PL 40, 577). In addition we are told: "All members of the Church have a right to the attention of the brothers, whose charity extends to all people" (*OAR Const.* 26).

In what way are the religious to serve the Church? The pioneering *Recoletos* realized early that their fidelity to the fraternal life in common following and imitating the poor, obedient and chaste Christ is witnessing to the *Christus Totus,* Head and Body as one. Living in community as brothers they search for the truth and are at the service of Church (*Const.* 6). The truth they seek is the God made flesh as revealed in the Holy Scriptures and as taught by the Church. Like their Father St. Augustine, the monks are to "take the Sacred Scriptures in their hands every day" (*PC* 6b; *De Trin*. 15, 27, 49 *PL*42, 1096; *Ep*. 130, 2, 5 *PL* 33, 495), so that the reading of the Divine Word becomes the principal inspiration for piety (Cf. *2 Tim.*3, 15; *VC* 94a) and food for prayer.

For this reason the Recollects adapt "a prompt and willing spirit" and surround themselves "well-ordained laws" (Cf. *Proemio 2, F.V.*). The community is to be organized so that "apostolic activities and daily tasks allow the brothers sufficient time to spend in prayer (*De doct. Christ.* 4, 15, 32 *PL* 34, 103; *S.* 179, 1 *PL* 38, 966; *Rule* 2, 3) and in the study of Sacred Scripture (Cf. *De op. monach.* 29, 37 *PL* 40, 576; Cf. *Const.* 13), *This "Administrative and Personnel Manual" is expression too of such desire!*

Fr. Lauro V. Larlar, OAR

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RST through the Years

The Recoletos School of Theology, located at 81 Alondras Street, Mira-Nila Homes, Congressional Avenue Extension, Quezon City, is the theological formative arm of Recoletos Formation Center. As a theological center, it offers a rigorous ecclesiastical curriculum in Bachelor of Arts in Sacred Theology affiliated with the University of Santo Tomas (UST) and a civil degree of Master of Arts in Theology (MAT) recognized by the Commission on Higher Education (CHED). It is owned and operated by the friars of the Order of Augustinian Recollects, Province of St. Ezekiel Moreno.

Both RFC and RST trace their beginnings from the early eighties following an increase in the number of Augustinian Recollect vocations in the Philippines. These, after finishing college degree and novitiate were sent to Marcilla, Spain for theological studies. The desire to form Augustinian Recollect religious and priests within the cultural context in which they would exercise their apostolate increased; and this lead to the erection of a theological house in the Philippines dedicated to the formation of Filipino Recollects. This was given a go signal by Most Rev. Javier Ruiz Pascual, OAR, the Augustinian Recollect Prior General. Initially, the theological seminary would be patterned after the experience of the Mother Province—the Province of San Nicolas de Tolentino. The seminary, which was eventually named as Recoletos Formation Center, was solemnly blessed and inaugurated by Fr. Jose Antonio Calvo, OAR, on December 5, 1985. The first rector—Fr. Emeterio Buñao, OAR, together with Fr. Hubert Decena, OAR, as Dean of Studies and other members of the community--administered the formation program and theological training of future Recollect religious and priests. The same seminary housed the Novitiate program from 1985-1987.

In 1985, due to insufficient number of professors, RFC entered into partnership with St. Vincent School of Theology, an affiliate of Adamson University for the degree of Master of Arts in Theology. Two years after, in 1987, the school entered into a partnership with

the Institute of Graduate Studies (IGS) of San Sebastian College Recoletos of Manila. In 1995, with the gradual increase of recollect and non-recollect theology professors, the seminary became an affiliate of the Royal and Pontifical University of Santo Tomas, Manila for the Bachelor of Arts degree in Sacred Theology program. In 2001, the name Recoletos School of Theology (RST) became the official title of the academic department of RFC and by September 6, 2012, CHEd grants the recognition of RST theology program with majors in Systematic Theology and Church History.

Following the curriculum design of the Ecclesiastical Faculty of UST, to which RST is affiliated, RST shifted to a three-year curriculum program beginning school year 2011-2012 to achieve the Bachelor and Masters of Arts degrees in Theology. In May 2015, the school witnessed her first batch of graduates who underwent the three-year academic program. In 2014, the school also gained permission from CHED to admit students from other nationalities.

Today, RST is committed to be a comprehensive ecclesiastical and a civil institution of higher learning. The school continues to be the center for theological and religious formation of the Order of Augustinian Recollects of the Province of St. Ezekiel Moreno in the Philippines. The school is served by the Bulwagang Recoletos, a two-storey building, housing the St. Augustine Library, Audio Visual Room with 120 sitting capacity, Museo Recoleto, Archivo Recoleto, Conservation Laboratory and function halls. It also boasts of a pool of professors from different religious congregations and dioceses, added to its regular team of Recollect professors.

Through the years the school also accepted different Orders, Congregations such as the, Congregation of the Sons of the Immaculate Conception (CFIC), Emmanuel Servants of the Holy Trinity (ESHT), Congregation of the Servants of Charity (SC), Order of St. Augustine, (OSA) (The Province of Sto. Niño de Cebu, Filipinas), The Oblates of the Virgin Mary (OMV), Priests of the Sacred Heart (SCJ), the Dominican Missionaries for the Deaf Apostolate (OP Miss.) and the Pastoral Assistance Community Education Mission (PACEM) missionaries.

Vision

A theological center for *communion, research, and faith experience.*

Mission

To foster theological dialogue, academic excellence, and social involvement

Core Values

Caritas, Scientia, et Sapientia

PART I
ADMINISTRATION

Article I
Administrative Board and Chapter

Sec 1. The Board of Trustees

1. Term of Office: Three-Year Membership

2. Offices: President, Vice President, Secretary, Treasurer

3. Ten (10) Members of the Board of Trustees: (1) Prior Provincial, (2) President of the Secretariat of Formation and Vocation Promotion, (3) Provincial Procurator, (4) Rector of RFC, (5) Director For Finance and Property, (6) Dean of Studies and Welfare, (7) Director for Records, and (8) Director for AR Spirituality and Heritage, (9) Director of Research, Planning and Development (10) RST Professor

Sec 2. School Chapter

1. Term of Office: Three Years

2. Offices: President, Dean of Studies and Welfare, Director for Research and Development, Director for Records, Promotion, Director for St. Augustine Library, Director for Finance and Property, Director for AR Spirituality and Heritage

3. Members of the School Chapter: RST Professors and Members of RFC Community

Article II
Administrative Duties and Responsibilities

Sec 1. The Board of Trustees

The Board of Trustees being the highest administrative body of the incorporation has the following duties and responsibilities:

- ¤ Determines the fundamental policies of RST,
- ¤ Oversees and approves the immediate and long term plans for the improvement of the institution (academic programs, organizational structure, physical developments, extension programs, among others),
- ¤ Receives and evaluates the annual report from the officers of the School Chapter,
- ¤ Approves the annual budget of the institution,
- ¤ Ensures the implementation of the Vision-Mission, Goals and Objectives of the institution,
- ¤ Discharges such other functions and responsibilities that are deemed necessary in consonance to the by-laws of the Corporation.

1. President of the BOT

The Prior Provincial by virtue of his office is the President of the Board of Trustees of RST, Inc. As president of the corporation he performs the following functions:

1.1.   Presides the annual BOT meetings,
1.2.   Receives reports from the President of RST,
1.3.   Approves the five-year development plans and programs as well as the annual operations plans and projects,
1.4.   Approves the Annual Operational Budget of the institution,
1.5.   Determines and confirms the officers for the operation of RST.

2. Vice President of the BOT

The Provincial Councilor for Formation and Vocation Promotion automatically, is the Vice President of the BOT. This allows him to align all programs of the RST with other stages of formation of the Province. Likewise, in the absence of the President, he conducts the annual BOT meeting.

3. Secretary of the BOT

The secretary of the BOT takes minutes of the BOT meetings, reports to the president the major decisions and discussions of the meeting, and prepares the annual reportorial requirements for submission to SEC and CHEd.

4. Treasurer of the BOT

The Provincial Procurator is the Treasurer of the BOT. He examines the annual operational budget makes comments, revisions, and recommendations prior to its approval and implementation.

Sec. 2. School Chapter

The School chapter is the implementing body of the Board of Trustees. It manages the day-to-day operations of RST. It has a set of officers to make sure that programs are consistently updated and innovated, processes and procedures are continuously reviewed, and standards of excellence are generally achieved. The School chapter performs the following functions:

- ¤ Creates and implements the development programs and plans (five-year development program and annual projects and plans) for RST,
- ¤ Constantly reviews the major policies and administrative matters to improve institutional services,
- ¤ Addresses day-to-day concerns related to operation and services of RST,
- ¤ Conducts regular meetings to evaluate and address problems arising from institutional services,
- ¤ Ensures camaraderie and cooperation among personnel, staff, students, and administration.
- ¤ Creates committees when necessary to address issues and concerns pertaining to institutional services.

1. Rector of RST

Generally, it is highly suggested that the Rector of RFC is the President of RST. The president performs the following functions and responsibilities:

1.1. Administrative Functions:
- 1.1.1. Conducts a regular meeting of the School Chapter to address pressing operational concerns of RST,
- 1.1.2. Ascertains, together with the School chapter, the five-year developmental goals and objectives and the annual plans projects of the institution, promotion of professors, proposed salary increase among others, for the approval of the RST BOT,
- 1.1.3. Monitors the implementation of the different plans and projects of the institution,
- 1.1.4. Animates the members of the RST community and ensures coordination from all officers and members of the RST community (*cf.* OAR *Const.* 166),
- 1.1.5. Receives updates and reports from the various officers of RST,
- 1.1.6. Approves the annual calendar of activities of RST,
- 1.1.7. Approves local and international linkages the institution engages in.
- 1.1.8. Reports to the Board of Trustees developments of the institution regarding the implementation of programs and plans including recent developments related to administration of theological schools,
- 1.1.9. Develops and implements programs and policies laid down by the RST BOT,
- 1.1.10. Reviews for final approval by the BOT the annual operational budget of the institution,
- 1.1.11. Acts on complaints against professors, administrators and personnel of the institution,
- 1.1.12. Creates a faculty developmental program for the institution, and sees through its implementation,
- 1.1.13. Represents the institution in social and community functions and promotes good relations with other theological associations, accreditation agencies, and different congregations.

2. Vice Rector

In the absence of the Rector, the Vice Rector takes the roles proper to the former. Likewise, he takes the functions proper to the office of Human Resource.

2.1. Human Resource Administration:
- 2.1.1. Updates the Ranking Instrument making is adoptive to the demands of the institution; and implements this instrument,
- 2.1.2. Initiates the process of hiring and acceptance of professors and personnel for the institution,

2.1.3. Keeps the 201 file of professors who taught, are teaching and probable professors of the institution,

2.1.4. Crafts and implements a faculty and personnel manual,

2.1.5. Revise, in collaboration with the Dean of Studies and Welfare, the professor's classroom evaluation instrument, implements it on a semester basis; and creates a feedback mechanism,

2.1.6. Implements personnel evaluation and creates a feedback mechanism for personnel services monitoring and improvements,

2.1.7. Proposes, after the ranking evaluation results, a proposal for salary increase of professors and personnel.

3. Dean of Studies and Welfare

Included in the functions and responsibilities of the Dean are matters pertaining to curricular and extra-curricular welfare of students. This office practically is hands-on to the daily activities of the student theologians. The Dean performs the following functions:

3.1. Academic Administration:

3.1.1. Crafts and implements guidelines for curriculum management and development,

3.1.2. Implements the curricular program of the institution,

3.1.3. Implements and maintains academic excellence and professionalism among theology students and professors,

3.1.4. Reviews annually the syllabi of the theological course offerings,

3.1.5. Monitors the classroom implementation of the syllabi,

3.1.6. Prepares the annual course offerings,

3.1.7. Approves student course loads,

3.1.8. Initiates seminars, congresses, and theological fora related to pressing concerns and issues of the local and universal church,

3.1.9. Conducts regular meetings of the academic committees (curriculum review and development, Foundation Day),

3.1.10. Keeps an updated report related to academic offerings and programs for purposes of submission to affiliated institutions (UST, CHEd),

3.1.11. Signs clearance for faculty, students and staffs,

3.1.12. Represents the school in meetings and conferences called by CHEd, UST, and other organizations,

3.1.13. Endorses to the Library Director books recommended by Professors for acquisition,

3.1.14. Prepares and consolidates the annual calendar of activities both cur-

ricular and extra curricular of the institution,

3.1.15. Presides over faculty meetings, student and formators' assembly meetings pertaining to academic and student welfare operations,

3.1.16. Contacts possible professors for course offerings, special seminars, and forum,

3.1.17. Initiates the regular curriculum and syllabi review for improvements of course offerings,

3.1.18. Keeps tract with the theological development of students and conducts intervention programs for students challenged by the theological and intellectual demands of the institution,

3.1.19. Recommends to the school board the purchase of instructional materials, facilities and equipments for a institutional use,

3.1.20. Coordinates with the budget and finance officer regarding Professor's teaching loads for proper budget allocation and immediate distribution of stipends and salaries,

3.1.21. Performs others tasks delegated by the School Chapter.

3.2. Student Welfare Services:

3.2.1. Prepares extra curricular programs and activities to enhance social, ministerial, and spiritual competencies of the theology students,

3.2.2. Approves the accreditation of student organizations and monitors the implementation of their programs and activities,

3.2.3. Organizes the activities for intramurals and foundation day celebration of the institution,

3.2.4. Maintains student discipline within the institution,

3.2.5. Is the moderator for *Communio* and Restless Heart Publication,

3.2.6. Moderates the programs and activities of the Recollect Theology-Student Forum (RTF),

3.2.7. Resolves grievance complains against student,

3.2.8. Resolves cases of discipline committed by students,

3.2.9. Heads the deliberation of the committee for non-academic awards,

3.2.10. Is the primary adviser of the RST Student Council; and monitors their programs, plans, and activities.

3.4. Outreach Program:

3.4.1. Crafts a comprehensive outreach program alligned to the demands of accreditation for theology students and professors,

3.4.2. Determines areas and places as loci for the outreach program of the institution,

3.4.3. Monitors the implementation of the outreach program,

3.4.4. Conducts evaluation as to the programs' effectiveness in the inculcation of spiritual, pastoral and social values,

3.4.5. Issues certificates to participants and ensures documentation of the activities for reportorial purposes.

4. Director for Records and Promotion

Generally, this office is equivalent to that of the Registrar's; however, its functions include among others, IT services, alumni organization, and the promotion of the institution to other possible dioceses, religious congregations, pious groups, lay faculty teaching religion and theology in educational institutions and catechists of dioceses.

4.1. Registrar

4.1.1. Administers the entrance examinations and selection of students for RST,

4.1.2. Evaluates the theological studies of transferees and determines the courses as credited to the RST curricular offerings,

4.1.3. Conducts the enrollment proceedings,

4.1.4. Distributes to professors official student list for their subjects,

4.1.5. Keeps and monitors the academic records of the students,

4.1.6. Releases the academic records of students (certificates, grades, transfer credentials, clearance, diploma) only to the proper authorities,

4.1.7. Heads the evaluation of graduating students,

4.1.8. Prepares the program graduation and is responsible for the conduct of the graduation rites,

4.1.9. Is the official liaison officer of the institution with CHEd and other accrediting bodies,

4.1.10.   Prepares documents, in collaboration with other offices of RST, for submission to CHEd and UST.

4.1.11. Prepares, in collaboration with the Dean of Studies, the annual calendar of RST for submission to CHEd,

4.1.12. Keeps posted with recent developments from CHEd and UST regarding recognition and affiliation.

4.2. Information Technology Services:

4.2.1. Updates and monitors the technological infrastructure of the institution related to student information, academic programs, and finances; and public postings,

4.2.2. Manages the information technology infrastructure of the institution.

4.3. Promotion:
    4.3.1. Formulates brochures and promotional materials for the propagation of the academic program of RST,
    4.3.2. Creates linkages with other dioceses both local, Asean, and International to promote RST's theological program,
    4.3.3. Is responsible for the update of rst.edu.ph website.
4.4. Organizing Alumni:
    4.4.1. Creates a profile list and records of the alumni of RST,
    4.4.2. Establishes linkages with alumni members,
    4.4.3. Plans and organizes activities for the alumni associations (i.e. Homecoming activities),
    4.4.4. Performs other functions delegated by the School Chapter.

5. Director for Research and Planning

This office performs three related functions: Consolidates all research endeavors, is the official publication arm of RST, and helps in the conduct of planning and development of the institution. The office performs the following functions:

5.1. Research
    5.1.1. Reviews the Research Manual and Guidelines,
    5.1.2. Monitors the implementation of the research program so as to achieve the desire goals and objective of the institution,
    5.1.3. Moderates the conduct of Research Defense,
    5.1.4. Maintains excellence in research publications
    5.1.5. Conducts research exchange to enhance library journal collections,
    5.1.6. Promotes and maintains Quaerens as the refereed institutional journal publication,
    5.1.7. Collaborates with the Director of St. Augustine Library relative to theological journal acquired through the Journal Exchange program of Quaerens.
5.2. Planning and Development:
    5.2.1. Reviews and updates the institutional planning and development manuals,
    5.2.2. Heads in the conduct of the institutional planning (five-year and annual plans), and evaluation activities,
    5.2.3. Preserves the files for the five-year and annual plans of the institution,
    5.2.4. Publish the planning results,
    5.2.5. Monitors the programs and plans of the different offices of the institution.

5.3. Publication:
    5.3.1. Is the publishing arm of the institution,
    5.3.2. Performs lay-out of all official publications of RST.
    5.3.3. Creates linkages with other publications outfits for RST.

6. Director for Finance and Property

The office is responsible for the budget and finance of the Institution as well as the administration of institutional properties. It performs the following functions:

6.1. Finance
    6.1.1. Creates guidelines related to the collection of tuition and other fees,
    6.1.2. Implements the collection of the financial obligation of students,
    6.1.3. Consolidates all departmental annual plans and projects to determine and prepare the annual operational budget.
    6.1.4. Collaborates with the Human Resource Officer to determine the salary increase for professors and personnel,
    6.1.5. Studies and prepares, as the need arises, for tuition fee and other fees increases,
    6.1.6. Monitors and reports regularly to the School Chapter the financial operations and performance status of the institution,

6.2 Property Administration
    6.2.1. Takes charge in the procurement of facilities, equipments and supplies needed by the various offices in the operation of the institution,
    6.2.2. Updates regularly property inventory of the institution,
    6.2.3. Takes responsibility in the discharge of institutional properties,
    6.2.4. Regularly monitors the upkeep of instructional equipment and facilities, including classroom upkeep,
    6.2.5. Facilitates the requests of the various offices of the institution.
    6.2.6. Performs other function delegated by the School Chapter.

6.3. Personnel Support (Administrative Office Assistant and Maintenance)
    6.3.1. Creates and implements a professional development programs for personnel,
    6.3.2. Facilitates the social, cultural and spiritual upliftment,
    6.3.3. Supports innovate and creative endeavors of personnel.

7. Director for the Institute of Recollect Spirituality and Heritage

The institute, as a center for Recollect Spirituality, ventures into a study of the Augustinian Recollect Spirituality and Charism and their application to the various apostolates (education, ministerial, formation, and mission) of the Province of St. Ezekiel More-

no; as a center for Recollect Heritage, it is responsible for the study and dissemination of the contribution of the Recollects to society, culture, education and political landscape of the Philippine Society and beyond. The Director performs the following functions:

7.1. Recollect Spirituality Concerns
    7.1.1. Helps in the articulation of the Augustinian Recollect Spirituality and Charism for Formation, Education, Pastoral Ministry, and Missionary administration and program implementation,
    7.1.2. Updates theological reflection of the Augustinian Recollect Identity and Charism applying these to the contemporary Philippine socio-cultural context and issues e.g. matrimony and family, youth animation and accompaniment among others.
    7.1.3.   Collaborates when asked to, in the drafting of programs related to continuing formation for new religious and priest, religious in crisis, renewal programs and spiritual exercises etc.
7.2. Heritage and Culture
    7.2.1. Archives
        7.2.1.1.   Updates archival collections related to Recollect Heritage,
        7.2.1.2.   Facilitates researchers' interest in Recollect related studies,
        7.2.1.3.   Incorporates in one OPAC system archival collections,
        7.2.1.4.   Creates programs of activities for the promotion of Recollect contribution to culture and heritage;
    7.2.2. Museum
        7.2.2.1.   Maintains and updates museum collections related to Recollect movement in the Philippines, Asia and World,
        7.2.2.2.   Creates program of activities for education, parish and other establishments to promote the recollect history and heritage,
    7.2.3. Conservation
        7.2.3.1.   Monitors developments and improvement related to the conservatory works,
        7.2.3.2.   Manages transactions with external clients,

8. Director of St. Augustine Library

The St. Augustine Library is a very important feature of the RST. Primary concern is the need to keep its collection updated and its processes and procedures responsive to growing needs of the theology students and faculty members. The Director performs the following functions:

8.1. Reviews and updates the policies for the use of the library facilities,
8.2. Crafts, in collaboration with other offices and personnel, long term developmental programs,

8.3. Implements the annual plans and projects of the library,

8.4. Updates the library collections (books, e-books, journals, magazines),

8.5. Prepares the annual budget and monitors its implementation,

8.6. Monitors the performance of the library personnel and staff,

8.7. Upgrades library services (OPAC, Xerox, binding),

8.8. Conducts annual evaluation of personnel,

8.9. Monitors the Library Journal Subscriptions (Local and International),

8.10. Collaborates with the Research Office regarding the promotion of the Exchange Journal Program of Quaerens.

Sec 3: Committees

For the smooth operations of the school, certain committees are necessary to help in the preparation, planning, and implementation of non-academic activities. Committee decisions are recommendatory in nature. It is the School Chapter that gives the final approval for implementation of all resolutions emanating from the committee reports.

The following are the committees to be formed preferably at the beginning of the triennium.

1. Enrolment Committee

This is to be headed by the Director for Records and Promotion. The Committee is tasked to handle the requirements, the process and procedure of enrolment of new theology students.

2. Ranking Committee

The Vice Rector of RST heads this committee. It evaluates the credentials of the RST professors, personnel and staff applying the rubrics of the ranking instrument so as to determine promotion of ranks among RST Professors and Personnel. Its findings are to be approved by the BOT. If approved, the ranking of faculty and personnel becomes one of the important basis for salary increase.

3. Graduation and Awards Committee

The Director for Records heads this committee. He works in close collaboration with the Dean of Studies and Welfare. Generally, this committee determines those who among the graduating students have complied all or in reasonable time will be able to comply all the requirements for graduation as determined by the manuals of RST. It also identifies students who are deserving of special recognitions during the commencement exercises.

4. Foundation Day Committee

The Dean for Studies and Student Welfare heads this committee. The committee is primarily tasked to prepare the program for the celebration of the foundation day festivities. The same committee may also implement the intramurals as part of the foundation day activities.

5. Grievance Committee

The office of the Vice President performing the functions of Human Resource is the head of this committee. The composition of the membership of this committee is dependent on the involved parties. Generally, the heads of the involved parties form part of the committee.

6. Curriculum Management and Development Committee

The Dean of Studies heads this committee. Its primary task is to craft and implement a manual on Curriculum Planning and Review. It also belongs to its responsibility to review the curricular offerings of the Institution and to propose new course offerings as response to the needs of the local church.

Article III
Schedule and Conduct of the Annual RST BOT Meeting

Sec 1. Schedule of the Annual BOT Meetings

Because of the change of the academic calendar of RST (August-June), it is much to be desired that the annual BOT meeting be held on the last week of July or first week of August. This gives the ample time for the School Board of RST to prepare an evaluation of the previous annual performance and a projection for the upcoming school year of operation—programs and plans including the operational budget.

Sec 2. The Conduct of the Annual BOT

The following is the conduct of the Annual BOT meeting:
- Opening Prayer
- Message from the President of the RST, Inc. BOT
- Annual Reports
  - Rector of RST
  - Director for Finance and Property
- Discussion and Deliberations
- Formulation of Resolutions for Upcoming Year of Operations
- Approvals of Projects and Plans (the Five Year Development Goals and Objectives and or Annual Operational Programs and Plans)
- Final Prayer
- Agape

Article IV
RST Annual Planning, Evaluation and Implementation: Processes and Procedures

Sec 1. Nature and Purpose

The whole cycle of evaluation, planning and implementation of programs, plans, and projects for RST is an annual exercise for various purposes: to continuously develop RST to be of best service to the Province, the Local and Universal Church; to keep RST abreast with the recent developments and make appropriate institutional innovative responses; to empower the whole community to own and be committed to programs and projects.

Sec 2. Annual Performance Evaluation and Gap Analysis

The process begins with Annual Performance Evaluation and Gap Analysis of the previous academic year calendar.   This process presupposes the existence of the following: five-year development program of RST and the previously conducted evaluation of the annual programs, plans, and projects by the different offices (cf. Annual Performance and Gap Analysis Form, App. 12).

1. **Presentation of Performance Evaluation and Gap Analysis of the Previous Year by the different offices**

Each office, in a plenary session, is to present in a very summarized form its performance of the recently concluded academic year. This summary may take the form of a statistical presentation of the implemented, not implemented and the on-going pro-

grams. The presentor is to highlight the implemented programs and give rationale for the non-implementation of some projects.

    1.1.   The presentation of the Performance Evaluation take the following sequence:

        1.1.1.   Dean of Studies and Welfare

        1.1.2.   Director for Records and Promotion

        1.1.3.   Director for Research and Development

        1.1.4.   Director of St. Augustine Library

        1.1.5.   Director for Finance and Property

        1.1.6.   Rector

    1.2.   Critique and Suggestions. Members of the plenary session interpellate in a positive and respectful manner, present observations, comments, and suggestion to improve the services of the office.

    1.3.   Review of RST'S Goals and Objectives. After the presentation of the previous year's performance, the plenary session may look into RST'S goal and objectives if these remain valid or if there is a need for changes due to recent developments in the local and universal. The suggestions are to be presented in the plenary session so that discussion may ensue.

    1.4.   Presentation and Approval of Revisions. Approval of the revision of RST's goals and objectives is the competence of the BOT.

    1.5.   Presentation of the RST's Five-Year Development Plan. The five-year development program of RST may be looked into and revisited. The revisit is intended to find its suitability and applicability. If there are revisions and suggestions these need the approval from the School chapter and the BOT.

Sec 3. Annual Planning

The second phase of the planning after the evaluation is the formulation of goals, projects and activities for the succeeding academic year, in the light of the five year developmental goals and objectives. The following are the stages in the planning:

1. Crafting of the Annual Programs Plans and Projects by the Different Offices

The various offices together with their administrative assistants craft their annual programs, plans and projects for the succeeding academic year. The annual operational goals and objectives are to be based on the Five-Year Development Program, the Goals and Objectives of RST, and the Vision Mission and Core Values (c.f. Departmental Annual Operational Projects and Plans, App. 13).

2.   Presentation of the Crafted Annual Programs, Plans and Projects in Plenary Session
When all offices have made their annual programs, plans and projects, these are to be presented to all participants during a plenary session.
- 2.1.   Priority of Presentation. The order of presentation of annual operational plans and projects come in the following sequence:
  - 2.1.1. Dean of Studies and Welfare
  - 2.1.2. Director for Records and Promotion
  - 2.1.3. Director for Research and Development
  - 2.1.4. Director of St. Augustine Library
  - 2.1.5. Director for Finance and Property
  - 2.1.6. Vice Rector
  - 2.1.7. Rector
- 2.2.   Critique, Evaluation, and Suggestion. Participants are invited to present observations and suggestions in order to improve the services of the different offices.

3. Approval of the Annual Programs, Plans and Project of the Offices
- 3.2.   Collation of the Different Annual Plans and Projects. The office of Research and Development takes charge in the collation of all the Annual Plans and Projects of the different offices. Takes also the responsibility of publishing the same for purposes of approval, implementation, and monitoring.
- 3.3.   Presentation of RST's Calendar of Activities. The same office is to plot out the year-long activities of the different offices so that there will be no duplication, overlapping, redundancy and conflict of activities.
- 3.4.   Presentation of RST's Annual Operational Budget. The office of the Director for Finance and Property is to collate from the other offices budget proposals so as to come up with the annual operational budget requirements and ready for initial approval by the School Chapter. The finance committee may confer with other offices on cases of over or under budgeting.
- 3.5.   Approvals by the School Chapter. It is the function of the School Chapter to scrutinized and validate the newly crafted annual operational programs and projects by the different offices, the annual operational budget of the institution, and the institutional calendar of activities.
- 3.6.   Approval by the BOT. The President of the RST representing the School of Theology, reports to the RST Board of Trustees significant elements drawn from this annual exercise of institutional evaluation, planning and implementation. The final approval of the programs, plans, projects and budget is the task of the BOT.

Sec 4. Implementation of Annual Operational Plans and Projects

The implementation phase of the Annual operational programs, plans and projects will be during the whole academic year. In this phase the role of the chapter is very crucial. Through the institutional calendar, the Local Chapter can always upraise, re-mind, and monitor the Directors and Dean regarding their plans and projects. The same chapter is the venue where implementation and innovations of programs and plans are presented, discussed and, if needed, approved.

Towards the end of the implementation period, the different offices are to make a summary evaluation of the performance and be ready for the presentation in the up-coming scheduled institutional Performance Evaluation and Gap Analysis activities.

Sec 5. Calendar of RST's Annual Planning Activities

The Annual Planning activities of RST begins at the week after the scheduled commencement exercises of the second semester. This can, at its maximum, last for one week. It is the first activity of the summer season. For purposes of unification, it is much advised that this planning and evaluation activity is coordinated with the same activity of RFC.

Article V
Five-Year Development Program:
Formulation, Requirements, and Processes

Sec. 1. Revisit of the Documentary Requirements

A very important part of the crafting of the Five-Year Development Plan of the institution is to take into considerations the important documents that are foundational to the identity of the RST. All plans and projects deemed for improvement and innovations are to be aligned to these foundational sources. The following are documents necessary to take into consideration in the fist act of planning:

- ¤ LaMP of the Order and Province
- ¤ Vision-Mission Statement and Core Values of the Secretariat of Formation and Vocation Promotion
- ¤ Goals and Objectives of RFC (and other levels of OAR formation)
- ¤ The Previous Five-Year Development Plans and Programs of RST
- ¤ OAR Constitutions, Studium Sapientiae, Directory
- ¤ Recent General Chapter Documents
- ¤ Recent Provincial Chapter Documents
- ¤ Recent Formation Documents from General Curia and Provincial Curia
- ¤ Recent Church documents and Pronouncements on Religious and Priestly Formation
- ¤ Related Documents of the Local Church

Sec 2. Formulation of the Five-Year Developmental Program

1. The School Chapter

The formulation of the five-year development program for the institution is a major

task of the School Chapter.   The school chapter, reviews all the necessary documents and looking forward to the needs and demands both of formation and theological trainings, discusses how the Recoletos School of Theology can remain relevant, adaptive to the demands of theological training of priests and religious for the century.

Significant areas for consideration in the formulation of the five-year development program, among others, are the following:

1.1. Relevance of the Vision-Mission and Core Values of the Institution and the special character of the institution distinct from other theological institutions,

1.2. Improvement of Curricular Offerings to address local and universal church challenges;

1.3. Updating improvement of facilities and equipments,

1.4. Improvement of promotion and number of enrollees, in collaboration with dioceses, Congregations and Pious groups,

1.5. Internal Quality Assurance and Accreditations

1.6. Corporate and social responsibilities of the institution

1.7. Professor's Development Program and Sustainability

1.8. Improvement of Finances

1.9. Linkages with Dioceses on other part of Asia

1.10. Alumni concerns

2. Approval of the Five-Year Developmental Program

It is the obligation of the School Chapter to review the five-year development draft for further suggestions, improvements, and revisions. However, it is the competence of the RST Inc. Board of Trustees to approve the five-year development program. Only after the approval of the BOT will the five-year development program become the basis for the crafting of the Annual Operational Plans and Projects. Thus, it is of primary importance that the President of RST presents the five-year development programs and plan during the annual BOT meeting.

3. Yearly Revisit

The five-year development program of RST needs to be constantly revisited. The revisit is to be done during the institutional planning activity. This is to ensure that the five-year development program does not become dormant but is adaptive to the fast changing demands of formation of religious and priestly life and ministry. At the end of the five years of implementation, the institution can decide if it would pursue a new five-year of a ten-year or more year developmental programs and plans.

4. Basis for Annual Operational Plans and Projects of the Offices

This articulated five-year developmental goals and objectives of RST become the

basis for the formulation of the annual operational goals and objectives of the various departments.   Within the next five years, each office is to significantly contribute to the achievement of the five-year development program of the institution.

5. TimeLine

The crafting of the five-year development program is to be done after the completion of the previous five-year development program. The activity is to be conducted as the substitute of the fifth annual evaluation and planning activity of the community. Thus, it is to take place within the week after the commencement exercises of the second semester. This activity will have the following format:

5.1. Annual Performance Evaluation and Gap Analysis

5.2. Presentation of the Performance and Evaluation by Different Centers and Institute

5.3. Critique and Suggestion

5.4. Review of the Vision, Mission and Core Values

5.5. Review of the Goals and Objective of RFC

5.6. Crafting of the New Five-Year Developmental Plans and Projects

5.7. Approval of the New Five-Year Developmental Plans and Projects

Article VI
Sustainability

Sec 1. Nature and Purpose

Stability and continuity of programs are vital to RST's apostolate. The long held tradition of Recoletos to respond to where the church calls, demands changes in religious administrators at the end of triennium and sometimes during the tiennium.

In whichever form transition happens, established vision and agreed plans and projects of previous administration have to be sustained and continued until these are evaluated and changed during a scheduled evaluation and planning activity.

Transition phases are to be viewed as opportunities rather than hindrances to the institutional identity, operation, and service. These are opportunities for revitalization, innovation, and growth.

Sec 2. RST's Continuity of Programs and Plans

1. Transition at the end of an Articulated and Approved Five-Year Development Program

When the transition phase happens at the end of the implementation of the Five-Year Development Program of the institution, the following are to be considered by the out-going community:

1.1.   Conducts the evaluation of the previous five-year Development Program,

1.2.   Proposes a new five-year development program to be approved by the new members of the community within the year,

1.3.   Conducts a planning for the first year of operation for the new community. This newly crafted annual programs and plans are proposals to be evaluated and approved by the newly formed community within the semester of the first years.

2. Transition Within an Articulated and Approved Five-Year Development Program
When transition phase is within an approved five-year development program, the outgoing community is tasked to consider the following:

2.1. Prepares an annual program and plan for the up-coming formation year. This comes as a proposal of the out-going community to the new community for approval and implementation for the coming academic year.

2.2. Presents to the new community for evaluation, revision. The new community, if it finds the annual operational programs and projects fitting, presents it to the upcoming BOT meeting as its own, for approval.

3. Process and Procedure for Transition at the End of a Triennium

3.1. BOT Meeting of the Old Members of the RST'BOT. The conduct of the BOT follows the normal procedure. However, all decisions of the BOT will be forwarded to the new BOT members for evaluation and final approval.

3.2. BOT Meeting of the New BOT Members. The new BOT members conduct a meeting, and be included in the conduct are the election or ratification of the new officers of the School Chapter and the presentation of the decisions and suggestions of the old BOT.

3.3. Conference of Out-going and In-coming officers. At an appropriate time, the out-going and incoming President conduct a dialogue to formally transmit the programs and plans of the previous triennium and to orient the in-coming President of the desired visions and goals of the previous community for the institution. During this conference or dialogue, the out-going Rector submits to the incoming one, all other documents necessary for the smooth transition and continuity of programs, plans and projects of the institution.

3.4. Conference between the Old and New Office Heads. After the new School Chapter has formally elected new office heads, a schedule is to be set for a conference between and among the old and new officers. This is to ensure smooth transition of programs, plans and projects. Among the important documents for the transition are the following:

3.5.1. Historical documentation of the office regarding:

3.5.1.1. Five-Year Development Programs and Plans

3.5.1.2. Annual Evaluation Performance Evaluation and Gap Analysis of the Office,

3.5.1.3. Annual operational Projects and Plans

3.5.1.4. Annual Budget allocations

3.5.2. Manual on Processes and Procedures within the Office

3.5.3. Records and Inventory

3.5.3.1.   Facilities and equipments

3.5.3.2.   Computer passwords and codes

3.5.3.3.   Computer-based data

3.5.3.4.   Records on Office Operations

3.5.   Community Mass. To formalize the smooth transition, a community mass may be organized to thank the Almighty for the gift of apostolate for both the outgoing members and the incoming community; Or this may also be done during the Rite of the Installation of the new RST Rector.

4. Process and Procedure for Transition of Office Heads within the Triennium.

Transition of leadership may happen within the triennium or within any time of the year of operation.   In any circumstance of transition it is most advised that the process and procedure stated in 3.5 above be taken into consideration.

Sec 3. Religious Development Program

Religious assigned to RST as resident professors and/or administrators need continuing development program and *aggiornamento* to be pro-active, updated, and innovative in the service. The following is designed as a development program for religious assigned to RST.

1. Religious Professional Development Program

1.1.   Licentiate or Equivalent Master's Degree Program. For religious taking professorial tasks at, RST, it is appropriate that they should, at the least be a graduate of a licentiate degree or its equivalent Master's degree from a pontifical college or university accredited by Vatican. Those holding administrative offices, may take civil degrees relative to the service rendered at RST.

1.2.   SeMinars, Conferences and Membership in Professional Groups. RST professors are encouraged to continuously attend seminars and conferences and to be members of professional groups related to their field of specialization.

1.3.   Doctoral Degree Program. After a maximum of five (5) years of teaching at RFC, the professor is to take a doctoral program aligned to his licentiate degree. It is preferred that the study be at a Pontifical University or College accredited by Vatican. If he is on full-time studies, he is to finish the studies within 3-4 years. Requests for extensions are to be communicated to proper authorities. Those taking administrative services may prefer to pursue doctoral degrees related to their field of specialization.

1.4. Sabbatical. After eight (8) to ten (10) years of teaching at RST or any other theology centers of the Order, after the doctoral program, a religious may avail of a sabbatical leave for any one of the following purposes.

1.4.1. Post Doctoral Studies

1.4.2. Research and Publication

1.4.3. Mission or Pastoral Service

1.4.4. Educational Apostolate

The length of the sabbatical leave is dependent on the nature of the engagement the religious desires and is granted by proper authorities.

2. Process and Procedure

The Religious Development Program may come in either one or two ways: Application by the Resident Professor or Administrator or by Administrative Decision from proper authorities. The process and procedure are as follows:

2.1. Application by Resident Professor or Administrator

2.1.1. Based on the criteria set above, the resident professor or administrator may request for any of the above listed religious development programs,

2.1.2. The request is to be done one year ahead to give enough time for the offices affected to make the necessary adjustments,

2.1.3. A formal request is to be written addressed to the President of RST, with the consent or endorsement of the of Dean of Studies,

2.1.4. To be included in the letter are the full details of the program i.e. Place of study, duration, place of residence, and program of studies or activities,

2.1.5. The President, in consultation with the School Chapter, endorses to the President of the BOT the proposal. It is the competence of the latter to give the final approval,

2.1.6. Implementation of the program ensues only after the approval by the BOT President.

2.2. Decision From Proper Authorities. The BOT or RST President, through appropriate consultations, may decide to grant a Religious Development Program. In such case, the following are to be made by the recipient administrator of professor:

2.2.1. Formally writes a letter of acceptance addressed to the appropriate authority, likewise, informing the immediate authorities of RST regarding the grant of Religious Development Program,

2.2.2. The grantee formalizes the details of the program for implementation as decided by the President of the BOT.

3. Support for Religious under Development Program

The institution is to give its utmost support, i.e. financially, morally, and spiritually to the religious under this program. Likewise, it is the responsibility of the President or the one in charge of the Human Resource Office to make the necessary follow ups and updates regarding the progress of the grantee under the Religious Development Program.

PART II
FACULTY PERSONNEL

Article I
Employment Status and Responsibilities

Sec 1. Classification of Faculty Members

Professors at RST are either full time or part time faculty members. Generally, Part time faculty members teach at RST by invitation. Their appointment to teaching responsibilities in RST is on the basis of expertise.

Sec 2. Duties and Responsibilities

The primary responsibility of the professors is the theological honing of the students enrolled at RST. Thus professors are to perform the following duties and responsibilities:

1. **Academic Responsibilities**
   1.1. To implement academic excellence and professionalism in the delivery of classroom responsibilities,
   1.2. To implement the course syllabi and update syllabi resources regularly,
   1.3. To conduct assessment tests and examinations to validate learning of the theology student,
   1.4. To submit grades on schedules specified by the Dean,
   1.5. To continuously update personally on particular field of specialization,
   1.6. To be ready for consultations as requested by the students,
   1.7. To conduct research and other studies for publication,
2. **Other Responsibilities.**
   2.1. To be panelists or readers for Theology student's Terminal Paper Requirement,
   2.2. To act as advisers to Terminal Paper Requirements of graduating student theologians,
   2.3. To participate in institutional activities as much as possible (e.g. Graduation,

curriculum review, planning, Mass to the Holy Spirit, intramurals, deliberation of Graduating students).

2.4.   To be panelist during the comprehensive examination of graduating student theologians,

2.5.   Resident Professors are given some administrative and Committee Head responsibilities to facilitate smooth operations for the institution.

Article II
Ranking and Promotion

All professors of RST, whether full time of part time, are ranked and promoted according to the ranking instrument and guidelines approved by the institution (cf. Faculty Ranking Instrument, App. 3).

Article III
Benefits, Privileges, and Awards

Sec 1. Schedule of Salary and Honorarium

1. Salaries and honorarium are paid on a monthly basis. This is given five month for every semester. This is given on the last schedule of class meeting prior to the 30th of any given month.

2. Salaries are given in full, provided that professors conduct make up classes or assign topics for readings and research commensurate to the time of necessary and unavoidable absences.

Sec 2. Retirement and Benefits

1. Full time professors are health cardholders from a third party provider approved by the institution. Part time professors may avail of the said benefit; however, they are to indicate their intention through a formal application.

2. Faculty members are entitled to a thirteenth-month pay as provided for by law.

3. Faculty members, on the death of any direct blood relations, are entitled at least Php 5,000.00 as a form of benefit.

Sec 3. Privileges

3. The institution takes responsibility in providing the necessary instructional media equipments and facilities needed by the faculty members for class-

room instruction. It is desired that these be communicated prior to the beginning of the school year so purchasing be done ahead of time.

4. A faculty member has free access to the use and services of the library.

Sec 4. Service Awards

1. A faculty member who has continuously served the institution consecutively for five (5), ten (10), fifteen (15), and twenty (20), and twenty-five (25) years of professorial services (i.e. on a semestral or yearly basis) is given recognition. Provided that he has not committed any public misdemeanor.

2. The recognition will be awarded in one of the public exercises of the institution (e.g. commencement exercises, meetings and conferences and the like).

3. Incentives, financial and non-financial, form part of the award.

Sec 5. Professor Emeritus Honor

A recognition of Emeritus status is given to professors who have served the institution for at least 15 years upon his declaration of intent to discontinue his professorial services due to advanced age, sickness and the like.

1. **Procedure for the giving of the Emeritus Honor**
   1.1. The Human Resource nominates to the school chapter the granting of the Emeritus Status,
   1.2. The School chapter deliberates the candidate's qualification on the basis of the following:
      1.2.1. Years of dedicated service to the institution,
      1.2.2. Preservation of Moral standards both in public and private life
      1.2.3. Dedicated service to the mother church.
   1.3. Approval by simple majority of the members of the School Chapter.
   1.4. Confirmation by the BOT

2. **Benefits of the Professor Emeritus of the institution**
   2.1. Access to library use and services,
   2.2. Inclusion in the listing of the institutions academic profile as emeritus faculty member.
   2.3. Raise of rank one step higher, if possible, but without equivalent financial remuneration,
   2.4. Participation in educational, social, cultural and spiritual activities of the institution.

PART III
ADMINISTRATIVE OFFICE ASSISTANT and MAINTENANCE PERSONNEL

Article I
Employment Status,
Nature and Responsibilities

Sec 1. Classification of Employment

1. Probationary
An Administrative Office Assistant (AA) or Maintenance Personnel (MP) fired for a trial or probationary period not to exceed six (6) months.

2. Permanent
A permanent AA or MP is one who having finished the required 6 months of probationary period and has satisfactorily passed the evaluation standards of the institution conducted by the Human Resource office, receives the certificate of employment to signal the formal inclusion into the personnel line up of the institution.

3. Contractual
A Contractual AA or MP is one who is hired as a temporary replacement of a permanent personnel due to sickness, leave of absence; or for a specific project undertaking. In such a case a specific contract is to be drafted indicating the nature of work, the expected timeframe and the equivalent compensation.

Sec 2. Nature of Employment and Responsibilities

1. Administrative Office Assistant
In general, this is the officer that helps in the implementation of the functions and responsibilities of the various offices of RST. The Administrative Assistant is the trustee of the Dean or the Director of the various offices of the institution. He performs the following functions:

1.1. Is knowledgeable of the five-year program and the annual projects and plans of the office,

1.2. Participates in the crafting of the five-year and annual plans of the department,

1.3. Conducts regular inventory of the facilities and equipments of the office to be reported to the office of Finance and Property,

1.4. Promotes and implements conservation measures within the office,

1.5. Takes responsibility in the neatness and systematic filing of all office documents and correspondences,

1.6. Takes direct responsibility in the upkeep and maintenance of the office,

1.7. Performs secretarial and other clerical work i.e. documentations during meetings, distribution of notices and memoranda, preparing venues of meetings and others,

1.8. Assists the Dean or Director in processing of documents with other institutions (CHED, UST etc)

1.9. Reminds the office head of appointments and deadlines to be met,

1.10. Receives and attends to incoming and outgoing communications,

1.11. Logs in out written inter-office communications and those from outside the institutions,

1.12. Performs other functions determined by the office head.

2. Maintenance Personnel

A Maintenance Personnel is one hired by the institution to help in the maintenance of institution's equipments, facilities, building or grounds to keep its operation or service for the institution in tip top condition. An MP's status will be dependent on the nature of the work and the contract one has with the institution. A Maintenance Personnel is expected for perform the following:

2.1. Is competent and possesses skills necessary in the dispensing of his assigned tasks,

2.2. Performs diligently and efficiently the responsibilities,

2.3. Keeps an inventory of the facilities, equipments and supplies necessary in the dispensing of the service,

2.4. Initiates conservation measures in the delivery of the services,

2.5. Maintains integrity by being, honest, friendly, diligent, helpful, and punctual in the services rendered,

2.6. Makes timely reports of services rendered to his immediate superior.

Sec 3. Process of Employment

The office with the responsibility of Human Resources is responsible for the hiring of new personnel needed by the institution. It is likewise the responsibility of the same office to validate the needs and the functions and responsibilities of the new personnel to for hiring. The following is the process for the hiring of new personnel:

1. **Request for New personnel**

The office that needs personnel makes a formal written request to the Human Resource. To be indicated in the letter of request are the following:
   1.1.   Nature of work,
   1.2.   Duties and responsibilities,
   1.3.   Identified skills and competencies and,
   1.4.   If necessary, the academic requirement for the specific job;

2. **Validation and Verification by the Human Resource Office**

The human resource validates the functions and responsibilities of the requested personnel to avoid, duplication and promote streamlining of personnel.

3. **Confirmation of the School Board**

It is the responsibility of the Human Resource office, to communicate the personnel opening to be school board. After a discussion as to the necessity, the school board affirms the opening for job vacancy for aspiring applicants.

4. **Posting for and Interview of Applicants**

The Human Resource office announces the opening of applicants for the specific job. To be posted also are the job descriptions and the needed skills and competency requirements. It is advised that, the job opening is also posted at www.rst.edu.ph--the website of the institution. Other media available are to be used.

5. **Selection Process**

Applicants are to be interviewed by the following offices.
   5.1. The Human Resource office determines the fitness of the applicant in matters of skills and competency and educational requirement and requires the submission of the following documents:
      5.1.1. Academic Transcripts
      5.1.2. Diploma and Certificates
      5.1.3. CEDULA/Community Tax Certificate
      5.1.4. Birth Certificate
      5.1.5. Baptismal Certificate

5.1.6. NBI Clearance

5.1.7. SSS no. (E-1/E-4)

5.1.8. Tax Identification No.

5.1.9. Picture (2 x 2) two pieces

5.1.10. Medical Examination Result.

5.2. The requesting office i.e. the Dean or the Director conducts an interview to determine the fitness of the applicant to the job requirements needed by the particular office.

5.3. The requesting office makes the recommendation to the Human resource from the interviewed applicants. It is highly advised that the choice of applicants be based on competencies, skills, and fitness for the work over criteria based on relations, associations, and friendship.

6. Acceptance

Application procedure ends at the Office of the President of RST. It is the office of the President that accepts the applicant through a formal communication. In the same communication is the contract signed by the President. The applicant accepts the contract by means of his affixing of signature.

Article II
Code of Ethics and Work Regulations

Sec 1. Code of Ethics

1. **Value Expectations**
   The institution expects from the personnel the following ethical standards:
   1.1. Courtesy and Honesty. The RST personnel are to stand out for their treatment of their clientele with utmost courtesy and in dealing with office related services with utmost honesty. These values are to be manifest in forms of respect for the clients, diligence in delivering the services requested and thoughtfulness in extending assistance.
   1.2. Trustworthiness and initiative. These are two sides of creativity and innovativeness among the personnel. Left on their own, they are to own the vision-mission, goals and objectives of the institution so that these become the moto of service. With the spirit of innovativeness they are to render a service even without the needed daily direction from the immediate office head. In all endeavors, they are to take responsibility.
   1.3. Faithfulness and dependability. As a catholic institution and as a center to theological formation, the institution expects from the personnel a degree of faithful Catholicism. They are expected to manifest in their lives their faith and in all circumstances manifest the same faith as the basis for their life.
   1.4. Decency and Personal Grooming. A spirit of decency in words and in actions is expected from RST personnel. Likewise in their own personal grooming, they are to manifest simplicity in the external dress but magnanimity in their behavior.

2. Relationships within the RST community

A spirit of camaraderie, friendliness, and support for one another is the supposed hallmark of the community of RST. The personnel are to share in the same charism with which the Recollect community received from the Mother Church.

2.1. AA-MP and Administration. The personnel cooperate in achieving the institutional vision, mission, goals and objectives in a very peculiar way. Through the service they render to the community, the clientele gets the first hand effect of the intentions and aspirations of the community through them.

2.2. AA-MP and Faculty Member. AA-MP are the support-services partners of the faculty members in the delivery of their academic and beyond academic responsibilities. A spirit of cooperation, respect and esteem for each other is much desired.

2.3. AA-MP and Peers. Cheerfulness and dedication to work and to co-workers are expected from the AA and MP group. The institution's operation is much dependent of them. Thus, a healthy peer relationship among them is of primary importance.

Sec 2. Work Regulations

1. **Work Schedule**

Personnel are expected to render eight hours of work from Monday to Saturday. They are to punch in and out with the Bundy Clock. This will also be the basis for computation of absences. The regular working hours is from 8:00 to 12 Noon, and from 1:00 to 5:00 pm. Those not able to perform the required working schedules must seek proper permission from his immediate Office Head (Dean or Director) and properly communicated to the office of the Human Resource for proper documentation.

2. **Tardiness**

Personnel are encouraged to be punctual in reporting for regular duties. Tardiness from reporting to work is to be avoided as much as possible.   In certain circumstances, however, personnel are not considered tardy or late like the following:

Performing authorized work beyond midnight the previous day;

On bad weather conditions, or typhoons,

Other calamities affecting the employee.

3. **Unexcused Tardiness**

The institution provides a grace period of fifteen (15) minutes. Within this period, a personnel is not is charged as late nor will there be deduction from his salary. Beyond

the grace period, a salary deduction will be made as specified according to law. Habitual tardiness will be subject to disciplinary action.

4. Under-time

Leaving the workplace without fulfilling the eight-hour requirement needs the permission from the immediate authority. Leaving the work place prior within the eight-hour regular work time without proper permission is tantamount to abandonment of work.

5. Absence

Failure to report for regular duty on regular schedule is considered absence. Unexcused absences are subject to salary deductions. Regularity of absences may be subject to disciplinary actions.

6. Overtime

All overtime work are to be authorized by the office head and communicated properly to the Human Resource Officer. Unauthorized overtime work is not subject for compensation. Overtime pay shall be in accordance with applicable existing laws, rules and regulations.

7. Lateral Transfer

On the basis of the needs of the institution as well as on the skills and competencies, personnel may be laterally transferred for as long as there is no diminution of salaries and benefits.

Article III
Ranking and Promotion

All Administrative Assistants and Maintenance Personnel will be ranked according to the specific guidelines set by the institution. It is the desire of the institution that personnel progress in their ranks as they serve the institution. This is a sign of personal development aside from the consequent increase in remuneration (cf. Ranking Instrument for Administrative Office Assistant, App. 5)

Article IV
Compensation, Benefits and Privileges

Sec 1. Compensation

1. Schedule of Salaries

    Salaries are to given every 15th or 30th of the month or the Friday closes to the said dates. If these dates fall on a holiday, the salaries are to be given the day before.

2. Claiming of Salaries

    It is much desired that salaries are claimed in person. If however, an employee is unable for whatever reason. He may allow a trustee to claim provided that an authorization letter is made and an appropriate Identification Card is show to the finance department.

3. Deductions for Tardiness, Under-time and Absences

    Deductions for reasons of tardiness, under-time without permission and absences will be applied according to existing laws, rules and regulations.

4. Overtime Pay

    Compensation for authorized overtime work shall be made in accordance with existing laws, rules and regulations.

Sec 2. Benefits and Privileges

1. **Benefits and Privileges**

    1.1.   Sick/Emergency Leave. Fifteen (15) days a year is given to permanent person-

nel for reasons of (a) illness, (b) illness or death of parents, parents-in-law, spouse or children, (c) death of a brother or sister. A personnel can avail of this benefit depending on the number of earned leave of absences. Leave of absences is non-cumulative.

   1.1.1. A permanent personnel (AA or MP) is entitled to a cash conversion of unused sick/emerge leave to a maximum of ten (10) days.

   1.1.2. To avail of the sick/or emergency leave, a personnel is to apply a day prior to the day of absence. If due to the nature of the emergency leave, the personnel cannot file a day before, he is obliged to inform his immediate head regarding his absence and file the leave on the first hour of his return to duty.

1.2. Health Services. A health card is provided for the personnel. A third party health provider in consortium with the institution renders this service.

1.3. Retirement. Retirement benefits are given to the personnel in accordance with the OAR Retirement Plan (cf. Office of the Provincial Procurator).

1.4. Maternity and Paternity Leave. Maternity and Paternity leave benefits are given to personnel in accordance with the directives set by SSS Law, and Philippine Labor Code.

1.5. Thirteen Month Pay. A personnel is given a thirteen month pay as provided by Law.

1.6. Benefits Pertaining to Death. With a death of any direct blood relations a personnel receives at least Php 5,000.00 as a form of a benefit.

1.7. Annual Bonding. At least one's in a year, preferably during a summer, a bonding activity sponsored by the institution is organized to enhance camaraderie, unity, and friendliness among RST personnel.

1.8. Requests for Spiritual Services. A personnel can avail of spiritual and related services (sacraments and sacramental) from the institution.

1.9. A vacation leave. Fulltime employees are entitled to a total of fifteen days of vacation leave. This may availed either separately during summer and Christmas vacations or only in either of the two vacation periods. This leave benefit is not convertible to cash.

Article V
Sanctions and Separation

Sec 1. Sanctions

Sanctions are least wanted and desired by the institution. However, if only for the benefit of the service to the clients and the preservation of order and harmony within the institution, sanctions may be resorted to. Sanctions therefore, although are disciplinary in nature, are primarily, an act of respect and a gesture of love directed to personnel for the benefit of both i.e. the personnel and the institution.

1.1. Issuance of Sanction. A Sanction is issued to any personnel who violates against the agreed Work Regulations and Code of Ethics of the institution (cf. Part III, Art II secs 1 & 2).   Likewise, any act contrary to Catholic values leading scandal and public censure will be meted out with sanctions.

1.2. Types of Sanctions. The following sanctions may be issued depending on the nature and gravity of the offense(s):

 1.2.1. Warning: a dialogue with the employee conducted by the immediate Head concerning infractions or violations of regulations. The date, time and nature of the dialogue is to be indicated in writing. However, this is only filed in the office of the Head of the personnel.

 1.2.2. Reprimand: This qualifies as first written warning. The immediate head informs the personnel of the upcoming written warning. The Human resource, informed of the violation, issues the letter of reprimand to the personnel.

 1.2.3. Suspension: This qualifies as the second written warning. The immediate head confronts the personnel regarding the issuance of the

suspension. He officially communicates to the Human Resource office the request for the suspension of the personnel. The Human Resource office issues the Suspension order and communicates to the Office of the Treasurer regarding the possible financial effect of the suspension.

1.2.4. Separation or Termination of Employment: This is the last and final step. The President in consultation with the School chapter issues the letter of separation or termination from employment.

1.2.5. Catalogue of Infraction or Violations (cf. Catalogue of Infractions or Violations, App. 10)

Sec 2. Separation or Termination of Employment

Separation with the institution come is various forms.

1. Voluntary Resignation (VR)

Personnel, for whatever reason, may seek separation from the institution.   This is to be done through a consultation with the head of the office to which the personnel in attached to. The following is the process for VR.

1.1.   A letter of voluntary resignation is tendered to the President of the institution, through the Human Resource Officer,

1.2.   A thirty-day status needs to be observed so the institution can cope with smooth operation and effective transition for the institution;

1.3.   Within the thirty-day period, the personnel is to secure clearance to clear himself from all accountabilities and obligations to the institution,

1.4.   He is to submit to his immediate head all property, records, tools, facilities and equipments he has custody of or control during his tenure with the institution.

2. Retirement

Sixty (60) years old is the mandatory age of retirement for personnel (AA and MP) of RST. A retiree is entitled to all the retirement benefits accruing to him after the separation from services with the institution.

3. Dismissal for a Cause

Personnel may also be separated from the institution through dismissal for a cause. This however has to be in accordance with the rules and regulations of the institution and according to the laws prescribed by the Philippine Labor Code. Personnel dismissed for a cause shall forfeit any and all benefits accruing to him prior to his dismissal.

4. **Death and Disability**

Death or disability of a employee due to accident or prolonged illness automatically terminates his employment and entitles him or his beneficiaries to all the benefits accruing to him.

5. **Abandonment**

Personnel who has been absent for ten (10) consecutive working days without leave or notice to the office head; or disregard the notice to report within five (5) working days upon receipt is deemed to have abandoned his employment with the institution.

PART IV
APPENDICES

Appendix 1

Recoletos School of Theology, Inc.
Board of Trustees

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                    ┌─────────────────────┐
                    │     PRESIDENT       │
                    │  (Prior Provincial) │
                    └─────────────────────┘
                              │
                              │      ┌─────────────────────┐
                              ├──────│     SECRETARY       │
                              │      └─────────────────────┘
        ┌─────────────────────┼─────────────────────────────┐
        │                     │                             │
┌───────────────────┐        │              ┌──────────────────────────┐
│ VICE PRESIDENT    │        │              │       TREASURER          │
│  (President of    │        │              │  (Provincial Treasurer)  │
│     SFVP)         │        │              └──────────────────────────┘
└───────────────────┘        │
                    ┌─────────────────────────────────┐
                    │          MEMBERS                │
                    │ (RFC Rector and RST Professors) │
                    └─────────────────────────────────┘
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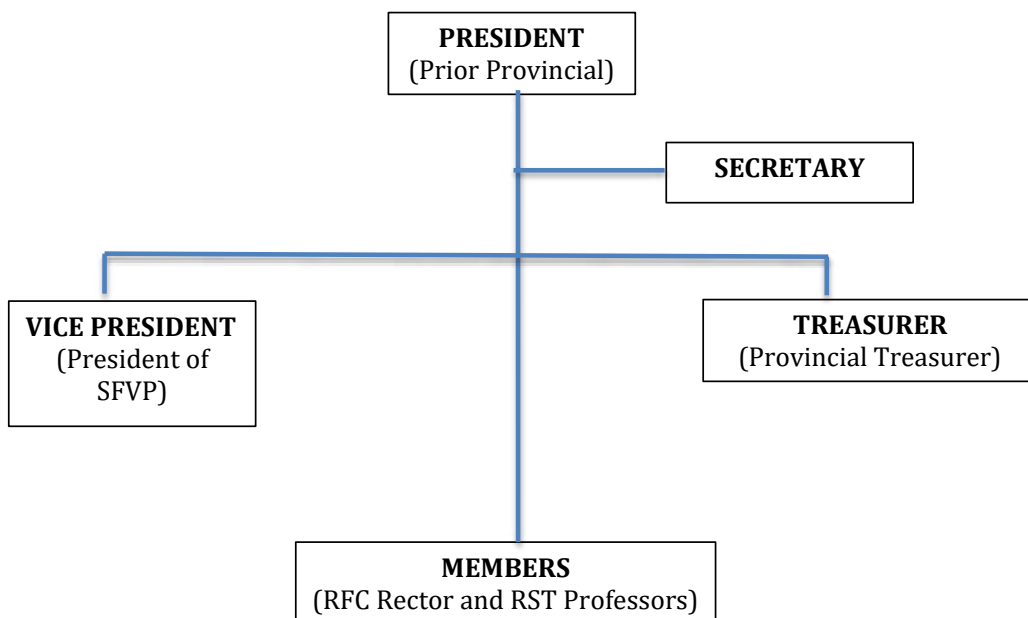
Appendix 2

Administrative Structure

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Board of Trustees
        |
    President
        |
  Vice President
        |
  ┌─────┬─────┬─────┬─────┐
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- Director for Records and Promotion
- Director for Research and Development
- Dean of Studies and Welfare
- Director for Institute of Recollect Spirituality and Heritage
- Director for Finance and Property
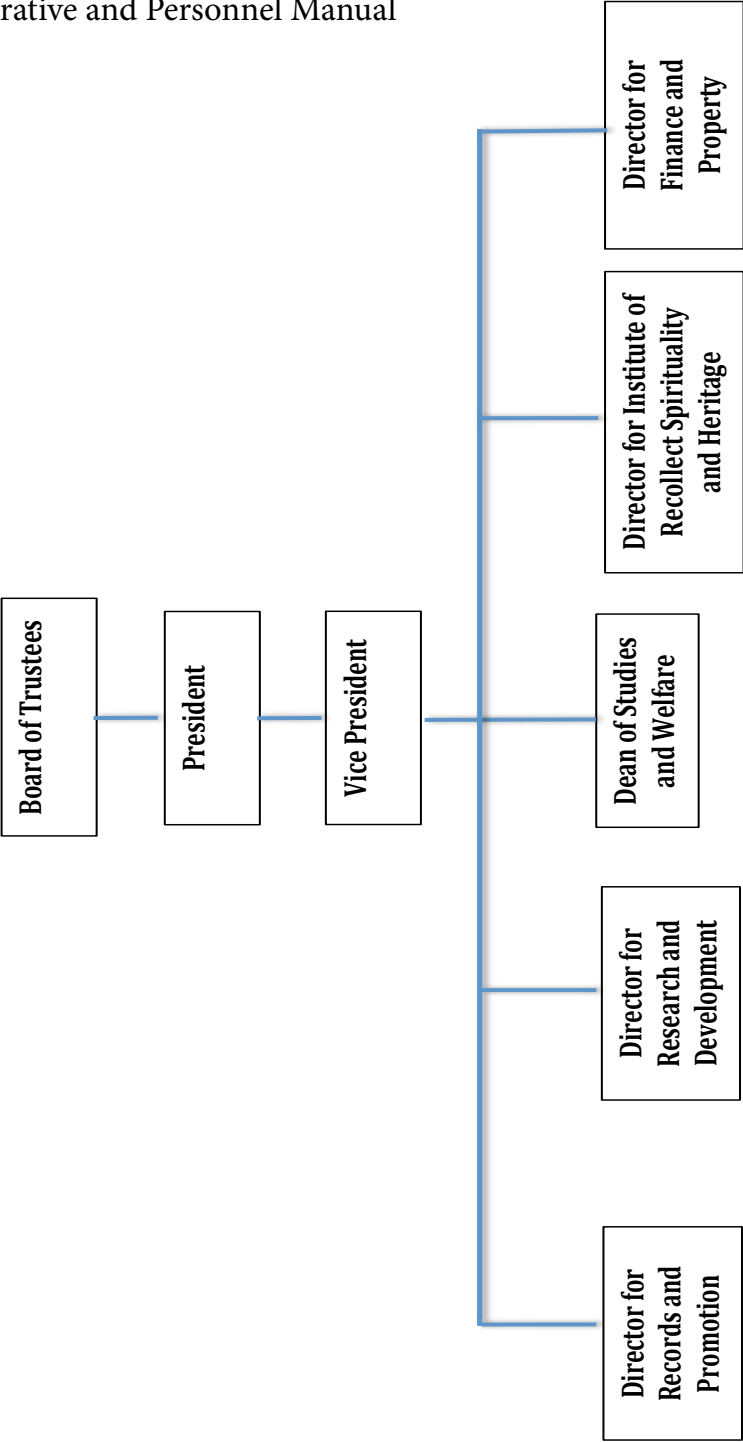
Appendix 3

Ranking Instrument for Faculty Members

Sec. 1. General Guidelines

1. Qualifications
    1.1.   Ranking of Professors will be done every after two year of teaching at RST.
    1.2.   Only the documents submitted to the Ranking Committee, not later than May 31, shall be considered for evaluation by the committee.
    1.3.   Only entries reflected in the application form and duly supported with corresponding documents are considered for ranking.

2. Procedure
    2.1.   The HR officer notifies the faculty members concerning the submission of documents for ranking purposes and provides the Self-Assessment Form (cf. Faculty Self Assessment Form, App. 16) to be filled out by the Professors.
    2.2.   The faculty member accomplishes the Self-Assessment Form and complies with all the necessary supporting documents for ranking;
    2.3.   The faculty member submits the accomplished Self-Assessment Form together with the supporting documents to the office of the Dean, which forwards the documents to the HR officer.
    2.4.   To facilitate the ranking committee in their evaluation of data, faculty members, who apply for ranking purposes, are requested to perform the following:
        2.4.1. Arrange the supporting documents according to their sequence of appearance in the Self-Assessment Form;
        2.4.2. Group the supporting documents according to the six (6) ranking criteria with proper notation and appropriate tabs;
        2.4.3. Compile all the documents in a long-size folder;
        2.4.4. Properly identify the folder on the upper right side of its front page.
        2.4.5. The data to be entered in the Self-Assessment Form should only be those that have not been listed in the previous ranking application.

2.5. Evaluation by the Ranking Committee
    2.5.1. The ranking committee headed by the Human Resource Officer evaluates all documents presented;
    2.5.2. Proposes to the School Board the result of ranking evaluation for approval;
2.6. Approval by the School Chapter
    2.6.1. It is the competence of the School Chapter, headed by the President to approve the result of the ranking process. Promotion of professors is a collegial decision.

3. Records and Evidences

3.1. All documents for evaluation must be verifiable.
3.2. It is the duty and responsibility of the faculty professor to secure his documents, compile them according to instruction in sec 1. Nos. 2.2-2.4.
3.3. The Self-Assessment Form and documents must be submitted on or before May 31 of each year to give the Committee on Ranking sufficient time for the verification, processing and evaluation of all submitted documents. Documents submitted after the deadline will not be accepted.
3.4. The cut-off date of documents for ranking is March 31.
3.5. This Ranking Implementing Guidelines will be the instrument to be used for the evaluation of the faculty member and the same guideline will be applied only to the documents submitted to the Ranking committee.
3.6. In processing the raw scores, the Committee will not credit any points in excess of the maximum points assigned to each criterion or in its sub-criterion.
3.7. The minimum points or percentage intended for each rank can be met by accumulating the points or percentage in all criterion of the ranking instrument provided that the faculty member should meet the minimum requirement in each rank per criterion as noted (sec 3.)

4. Faculty Member on Study Leave

A faculty member on study leave is working to enhance his academic qualifications for the good of his service to students. He will be ranked, therefore, the moment he submits his documents provided that the faculty's study leave privilege has been approved by the School Chapter.

5. Special Provisions

The faculty entries (or points earned in all criteria) are considered time validity free provided that it is his initial application for ranking.

Sec 2. Specific Guidelines

A faculty member may accumulate their ranking points in terms of their educational qualifications, teaching efficiency, professional growth, school and community services, teaching and professional experience, and research, publications and creative works. It is specified in the succeeding text, the equivalent points and percentages in each criterion. It also includes the maximum points a faculty can earn in some factors on the ranking instrument.

 125 pts

1. Educational Qualifications (total points not to exceed 150 pts or 30%)	Points	Percent- age
1.1. First degree		
1.1.1. Doctorate (related)	125 pts	25%
1.1.2. Doctorate (not related)	115 pts	23%
1.1.3. Master or licentiate (related with thesis)	80 pts	16%
1.1.4. MD or LLB with Professional License	80 pts	16%
1.1.5. Master (related without thesis)	75 pts	15%
1.1.6. Master (not related with thesis)	75 pts	15%
1.1.7. Master (not related without thesis)	70 pts	14%
1.1.8. Bachelor	65 pts	13%
1.2. Second degree		
1.2.1. Doctorate (related)	25 pts	5.0%
1.2.2. Doctorate (not related)	20 pts	4.0%
1.2.3. Master (related with thesis)	15 pts	3.0%
1.2.4. Master (related without thesis)	13 pts	2.6%
1.2.5. Master (not related with thesis)	13 pts	2.6%
1.2.6. Master (not related without thesis)	10 pts	2.0%
1.2.7. Bachelor	5 pts	1.0%
1.3. Additional Units (not to exceed 20 points or 4%)		
1.3.1. Doctorate (related) per 3 units earned	1 pt	0.2%
1.3.2. Doctorate (not related) per 3 units earned	0.75 pts	0.15%
1.3.3. Master (related) per 3 units earned	0.5 pts	0.1%
1.3.4. Master (not related) per 3 units earned	0.25 pts	0.05%

	Points	Percentage
1.4. Professional Examinations (not to exceed 15 points or 3%)		
1.4.1. Government Licensure Examination (e.g. Bar Exam, CPA Exam, Teacher's Board, etc.)	5 pts	1.0%
1.4.2. Civil Service Eligibility (Professional Eligibility)	2.5 pts	0.5%
1.4.3. International Certification (e.g. MCP, Jitse Exam, etc.)	3.5 pts	0.7%
1.5. Academic Awards (not to exceed 15 points or 3%)		
1.5.1. Academic Excellence (e.g. summa cum laude, magna cum laude, with academic distinction, etc.)	5 pts	1.0%
1.5.2. Top 20 in the Board Examination (e.g. Bar Exam, CPA 1.5.3. Exam, Teacher's Board, etc.)	5 pts	1.0%

Nota Bene:
- A faculty member is officially considered Master or a Doctorate degree holder if he is able to present a Special Order for PHEIs or its equivalent.
- A licentiate degree from Ecclesiastical Studies is equivalent to a Master's Degree.
- The equivalent and relevant degree earned related to the present position refers to another degree that the faculty has earned.
- Relevant degree is the applicability of the degree to teaching, or to duties and functions other than teaching the faculty performs.
- All entries in this criterion (Educational Qualification) are Time Validity Free.

2. Teaching Efficiency (Total points not to exceed 100 pts or 20%)	Points	Percentage
2.1. Dean Evaluation	55 pts	10.0%
2.2. Student Evaluation	45 pts	9.0%
2.3. Peer Evaluation	5 pts	1.0%

Nota Bene:
- Points gained in this criterion are based on the current evaluation results conducted by the Dean, Students and Peer.
- The average of the current two (2) semesters in the students' evaluation is considered for the ranking of teacher/faculty.

3. Professional Growth (Total points not to exceed 75 points or 15%)	Points	Percent-age
3.1. Attendance in seminars, workshops, conferences and conventions (with minimum points of 15 points or 2.5% and a maximum of 50 points or 10%)		
3.1.1. International	5 pts	1.0%
3.1.2. National/Regional	3 pts	0.6%
3.1.3. Local or Institutional	2 pts	0.4%
3.2. Chair/Co-chair/Committee Memberships in seminars, workshops, conferences and conventions (not to exceed 50 points or 10%)		
3.2.1. International	7 pts	1.4%
3.2.2. National/Regional	5 pts	1.0%
3.2.3. Local or Institutional	3 pts	0.6%
3.3. Resource Speaker/Training Facilitator in seminars, workshops, conventions and the like (not to exceed 50 points or 10%)		
3.3.1. International	10 pts	2.0%
3.3.2. National/Regional	7 pts	1.4%
3.3.3. Local or Institutional	5 pts	1.0%
3.4. Professional Honors and Awards		
3.4.1. International	20 pts	4.0%
3.4.2. National/Regional	15 pts	3.0%
3.4.3. Local or Institutional	10 pts	2.0%
3.5. Learned and Professional Affiliation (not to exceed 50 points or 10%)		
3.5.1. International Level		
Officer	20 pts	4.0%
Member	10 pts	2.0%
3.5.2. National/Regional Level		
• Officer	10 pts	2.0%
• Member	5 pts	1.0%

3.6. Consultancy Work		
• International Application	10 pts	2.0%
• National/Regional Application	7 pts	1.4%
• Local or Institutional Application	5 pts	1.0%
3.7. Reactor/Rapporteur/Panelist/Adviser in Graduate Education Level or in Higher Education Institution Research Presentation/Congress (not to exceed 25 points or 5%)		
3.7.1. International Level	10 pts	2.0%
3.7.2. National/Regional Level	7 pts	1.4%
3.7.3. Local or Institutional Level	5 pts	1.0%
3.8. Educational Travel in relation to one's area of specialization or administrative assignment/s at RST (not to exceed 25 points or 5%)	5 pts/ travel	1.0%

Nota Bene:
- Seminars, workshops, conferences and conventions attended by the faculty member may be related or not related to the discipline one is handling. Entries under this variable are considered Time Validity Bound.
- Attendance in seminars, workshops, conferences, and conventions are given an additional one (1) point per day. (e.g. A three day in Attendance in National Level Seminar = 3 points (first day) + 2 points (for the 2 additional days = 5 points)).
- Points attained in the previous applications that are within the validity period are carried over in the subsequent application plus whatever points obtained for recently attended ones.
- Professional Honors and Awards or citations given to professors will be credited for ranking only if these were indicative of the teacher's excellence and distinction in his field of specialization.
- International and National Awards (Time Validity Free)
- Local or Institutional Awards (one time application for ranking)
- Professional and Learned Organizations refer to organization indicating a specific discipline to which a faculty member is affiliated. Affiliations that indicate a specific discipline are one time application for ranking.

4. **School and Community Services** (total points not to exceed 50 points or 10%)	Points	Percen-tage
4.1. Co-curricular Activities in RST (not to exceed 25 points or 5%)		
4.1.1. Chairman/Organizer/Director/Thesis Panel/	6 pts	1.2%
4.1.2. Co-chair	5 pts	1.0%
4.1.3. Member	3 pts	0.6%
4.2. Co-curricular Activities outside RST (not to exceed 25 points or 5%)		
4.2.1. International Level		
• Chairman/Organizer/Director/Coach etc	10 pts	2.0%
• Co-chairman	8 pts	1.6%
• Member of Organizing Committee	6 pts	1.2%
4.2.2. National/Regional Level		
• Chairman	8 pts	1.6%
• Co-chairman	6 pts	1.2%
• Member of Organizing Committee	4 pts	0.8%
4.2.3. Local or Institutional Level		
• Chairman	5 pts	1.0%
• Co-chairman	4 pts	0.8%
• Member of Organizing Committee	2 pts	0.4%
4.3. Attendance in Co-curricular Activities (not to exceed 10 points or 2%)		
4.3.1. International Level	3 pts	0.6%
4.3.2. National/Regional Level	2 pts	0.4%
4.3.3. Local or Institutional Level	1 pt	0.2%
4.4. School Committee Assignments (not to exceed 10 points or 2%)		
• Chairman	5 pts	1.0%
• Co-chairman	4 pts	0.8%
• Member	2 pts	0.4%

4.5. Student Organization Adviser (not to exceed 10 points or 2%)	5 pts /year	1.0%
4.6. Participation in School and/or Community Services and Civic Affairs (not to exceed 10 points or 2%)		
4.6.1. Chairman	5 pts	1.0%
4.6.2. Co-chairman	4 pts	0.8%
4.6.3. Member/Participant	2 pts	0.4%
4.7. Membership in Accredited NGO and Charitable Institutions (not to exceed 10 points or 2%)	5 pts	1.0%
4.8. Attendance Religious Activities (not to exceed 10 points or 2%)		
4.8.1. Retreats	5 pts	1.0%
4.8.2. Recollections	2.5 pts	0.5%
4.9. Non-Academic Awards		
4.9.1. International	10 pts	2%
4.9.2. National	7 pts	1.4%
4.9.3. Local or Institutional	5 pts	1%

Nota Bene:
- Time Validity Bound
- Co-curricular Activities at RST
- Co-curricular Activities outside RST
- School Committee Assignments
- Participation in School Community Services and Civic Affairs
- Attendance in Religious Activity
- One time Application for Ranking
- Student Organization Adviser
- Membership in Accredited NGO and Charitable Institutions

5. Teaching and Professional Experience (total points not to exceed 75 pts or 15%)	**Points/ year**	**Percent- age**
5.1. Teaching Experience in RST		
5.1.1. Full Time Faculty	5 pts	1.0%

5.1.2. Part Time Faculty	2.5 pts	0.5%
5.2. Teaching Experience in other Higher Educational Institutions (not to exceed 50 points or 10%)		
5.2.1. Full Time Faculty	2.5 pts	0.5%
5.2.2. Part Time Faculty	1.25 pts	0.25%
5.3. Practice of Profession in Industry (not to exceed 50 points or 10%)	2.5 pts	0.5%
5.4. Administrative Experience outside RST (not to exceed 50 points or 10%)		
5.4.1. President/Bishop	4 pts	0.8%
5.4.2. Vice President	3 pts	0.6%
5.4.3. Dean/Director/School Superintendent	2 pts	0.4%
5.4.4. Principal/Supervisor/Dept. Chairperson/Head of a unit	1 pts	0.2%
5.5. Administrative Experience in RST (not to exceed 50 points or 10%)		
5.5.1. Dean/Director	2 pts	0.4%
5.5.2. Assistant	1.5 pts	0.3%

Nota Bene:
- Teaching or professional experience at RST regardless of levels shall be considered in determining points for this standard. Every year of service is given an equivalent of 5 points (or 1%) for full time faculty and 2.5 points (or 0.5%) for part time faculty members.
- Teaching and other professional experience in other schools shall also be considered in determining total points attainable for this criterion. Every year of teaching or professional experience outside SSC-R is given an equivalent of 5 points in ranking or two (2) years experience outside is given an equivalent of one (1) year in RST.
- For teaching/professional experience in other schools/colleges/universities, only those that correspond to the present level being served by the teacher/faculty or higher (e.g. Graduate School) is valid for ranking purposes. This means that high school and elementary experience outside could not be considered for ranking.
- Every two (2) years of practice of profession in industry (i.e. parish, mission stations, formation, evangelization-communication centers) regardless of the level is given an is given an equivalent of one (1) year teaching experience in RST.

- Administrative experience such as being the president or vice president of any schools/colleges/universities or in industry which are valid for ranking are those related to the specialization/discipline one is teaching.
- For other professional experiences, evaluation will have to be made by the Committee on Ranking.

6. **Research, Publications and Creative Works** (total points not to exceed 50 points or 10%)	Points	Percentage
6.1. Published Scholarly Articles/Researches in journals		
6.1.1. International Level	5 pts	1.0%
6.1.2. National/Regional Level	4 pts	0.8%
6.1.3. Local or Institutional Level	3 pts	0.6%
6.2. Published Book, Copyrighted, etc. for the last ten (10) years		
6.2.1. Sole Author	10 pts	2.0%
6.2.2. Co-Author	8 pts	1.6%
6.2.3. Co-author (3 or more authorship)	6 pts	1.2%
6.2.4. Reviewer/Translator/Content Editor/Compiler	4 pts	0.8%
6.3. Institutional-approved workbooks, skills laboratory or manuals for the last ten (10) years (not to exceed 25 points or 5%)	6 pts	1.2%
6.4. Paper presented (not to exceed 25 points or 5%)		
6.4.1. International Level	5 pts	1.0%
6.4.2. National/Regional Level	4 pts	0.8%
6.4.3. Local or Institutional Level	3 pts	0.6%
6.5. Undertaking Scientific Research/Project Study Submitted/Recognize /Approved Institutionally *institutionally – individual-research or committee-research (Scope: Institutional)	10 pts	2.0%
6.6. Published/Acknowledged Literary Work (not to exceed 25 points or 5%)		
6.6.1. Novels		
• International Level	4 pts	0.8%
• National/Regional Level	2 pts	0.4%
• Local or Institutional Level	1 pt	0.2%

6.6.2. Short Stories/Poems		
• International Level	2 pts	0.4%
• National/Regional Level	1 pt	0.2%
• Local or Institutional Level	0.5 pts	0.1%
6.6.3. Essay		
• International Level	1 pt	0.2%
• National/Regional Level	0.5 pt	0.1%
• Local or Institutional Level	0.25 pts	0.05%
6.7. Articles in Newspaper, Update, RST Web, and the like (not to exceed 5 points or 1%)	2 pts	0.4%
6.8. Research Journal (one time application for ranking) (not to exceed 10 points)		
6.8.1. Editor-in-Chief (per issue)		
• International Level	4 pts	0.8%
• National/Regional Level	2 pts	0.4%
• Local or Institutional Level	1 pt	0.2%
6.8.2. Editor Staff (per issue)		
• International Level	2 pts	0.4%
• National/Regional Level	1 pt	0.2%
• Local or Institutional Level	0.5 pts	0.1%
6.8.3. Statistician (per issue)		
• International Level	1 pt	0.2%
• National/Regional Level	0.5 pt	0.1%
• Local or Institutional Level	0.25 pts	0.05%
6.9. Online Courseware for the last ten (10) years (not to exceed 25 points or 5%)		
6.9.1. International Level	10 pts	2.0%
6.9.2. National/Regional Level	8 pts	1.6%
6.9.3. Local or Institutional Level	6 pts	1.2%

Nota Bene:
- Thesis and dissertation cannot be used as a research under item E (Undertaking Scientific Research/Project Study Submitted/Recognize/Approved Institutionally) because it is a requirement to earn a degree in Master's or Doctorate Level. On the other hand, thesis and dissertation can earn points under A (Published Scholarly Articles/Researches in journals).
- A research undertaken can earn points in different areas in this criterion. (e.g. The complete institutional research output can earn 5 pts under E (Undertaking Scientific Research/Project Study Submitted/Recognize/Approved Institutionally), another 3 pts for presentation of the paper in a convention or alike, and another 3 pts if the paper will be published in research journal.)
- A copy of the research/article/creative work material/s should be included in the submission of the ranking application for documentation and verification purposes.
- Researches/Articles/Creative Works publications of the same content or title can only used once.
- Time Validity Free Areas
  - ¤ Published Scholarly Articles/Researches in journals
  - ¤ Paper presented
  - ¤ Scientific Research/Project Study Submitted/Recognize /Approved Institutionally
  - ¤ Published Acknowledge Literary Work
- Applicable only for the last ten (10) years
  - ¤ Published Book, Copyrighted, etc.
  - ¤ Institutional-approved workbooks, skills laboratory or manuals
  - ¤ Online Courseware
- Articles in Newspaper, Cross-current, SSC-R newspaper, and alike are considered Time Validity Bound.

Sec 3. Specific Requirements for each Rank and Sub-rank

1. Senior Instructor
    1.1.   At least Master's degree or Licentiate Degree holder
    1.2.   With student evaluation of at least 4.00
    1.3.   At least one (1) year teaching experience at RST and at least a total of four (4) years.

2. Assistant Professor I
    2.1.   At least Master's degree or Licentiate Degree holder.
    2.2.   At least three (3) years teaching experience at RST
    2.3.   With student evaluation of at least 4.0. (This may be waived for new professors only)
    2.4.   Complied the minimum requirements of the Ranking matrix. (cf. sec 4)

3. Assistant Professor IV
    3.1.   At least 30 units in Doctorate program.
    3.2.   At least four (4) years teaching experience in SSC-R and at least a total of six (6) years.
    3.3.   With student evaluation of at least 4.0.
    3.4.   Conducted at least one (1) institutional or non institutional research.
    3.5.   Complied the minimum requirements of the Ranking matrix (c.f. sec 4)

4. Associate Professor I
    4.5.   Doctorate degree holder.
    4.6.   At least six (6) years teaching experience at RST
    4.7.   With student evaluation of at least 4.1.
    4.8.   Conducted at least one (2) institutional researches
    4.9.   Complied the minimum requirements of the Ranking matrix (cf. sec 4)

5. Associate Professor IV
    5.1. Doctorate degree holder.
    5.2. At least eight (8) years teaching experience at RST
    5.3. With student evaluation of at least 4.2.
    5.4. Conducted at least one (2) institutional researches
    5.5. Complied the minimum requirements of the Ranking matrix (cf. sec 4)

6. Professor (with 10 slots)
    6.1.   Doctorate degree holder.
    6.2.   At least ten (10) years teaching experience at RST
    6.3.   With student evaluation of at least 4.3.
    6.4.   Conducted at least two (3) institutional researches.
    6.5.   Complied the minimum requirements of the Ranking matrix (cf. sec 4)

Appendix 4

Ranking Scale for Faculty Members

RANKS	Minimum Points	Percentage Range	Educational Qualification 150 pts (30%)	Teaching Efficiency 100 pts (20%)	Professional Growth 75 pts (15%)	School & Community Services 50 pts (10%)	Teaching & Professional Exp. 75 pts (15%)	Research, Pub., & Creative Works 50 pts (10%)
Senior Instructor	260	52-55	Master's – 14%	13%	6%	3.5%	3.5%	1%
Assistant Professor I	305	61-65	Master's – 14%	14%	7%	4%	4%	3%
Assistant Professor II	355	71-75	with 30 units in Doctorate (16%)	15%	9%	6%	6%	with one (1) institutional research 5%
Associate Professor I	430	86-90	Doctorate (23%)	16%	12%	8%	9%	with one (2) institutional research 6%
Associate Professor II	455	91-95	Doctorate (23%)	16%	13%	8%	10%	with two (3) institutional research 7%
Professor	480	96-100	Doctorate (26%)	17%	14%	9%	11%	

Appendix 5

Ranking Instrument
for Administrative Office Assistant
and Maintenance Personnel

All administrative office assistants and maintenance personnel will be ranked according to the specific guidelines set by the institution. It is the desire of the institution that personnnel progress in their ranks as they serve the institution. This is a sign of personal development aside from the consequent increase in remuneration.

Sec 1. General Guidelines

1. **Qualifications**
    1.1. Ranking of Personnel will be done every after two year of service,
    1.2. Only documents submitted to the Ranking Committee, not later than the given deadline (May 30), shall be considered for evaluation by the committee,
    1.3. Only entries reflected in the application form and duly supported with corresponding documents are considered for ranking.

2. **Procedure**
    2.1. The HR officer notifies the personnel concerning the submission of documents for ranking purposes and provides the Self-Assessment Form or Ranking Application Form to be filled out by the personnel.
    2.2. The personnel accomplishes the Self-Assessment Form and complies with all the necessary supporting documents for ranking;
    2.3. The personnel submits the accomplished Self-Assessment Form together with the supporting documents to the Human Resource officer.
    2.4. To facilitate the ranking committee in their evaluation of data, personnel, who apply for ranking purposes, are requested to perform the following:

2.4.1. Arrange the supporting documents according to their sequence of appearance in the Self-Assessment Form;

2.4.2. Group the supporting documents according to the six (6) ranking criteria with proper notation and appropriate tabs;

2.4.3. Compile all the documents in a long-size folder;

2.4.4. Properly identify the folder on the upper right side of its front page.

2.4.5. The data to be entered in the Self-Assessment Form should only be those that have not been listed in the previous ranking application.

2.5. Evaluation by the Ranking Committee

2.5.1. The ranking committee headed by the Human Resource Officer evaluates all documents presented;

2.5.2. Proposes to the School Board the result of ranking evaluation for approval;

2.6. Approval by the School Chapter--It is the competence of the School Chapter, headed by the President to approve the result of the ranking process. Promotion of professors is a collegial decision.

2.7. Feedbacking and Awarding of Certificates

2.8. Ranking result is forwarded to the Office Head,

2.9. The Office Head informs the result of the ranking, informing the personnel of areas for improvement, and areas of strengths.

2.10. A day is set for the recognition of the promotion of the personnel, preferably of the feast day of their saint.

3. Records and Evidences

3.1. During the evaluation period, the Head of the Ranking Committee shall keep the folder of documents in a central office which is accessible to all members of the ranking committee.

3.2. All documents for evaluation must be verifiable.

3.3. It is the duty and responsibility of the personnel to secure his documents, compile them according to instruction in sec 1. Nos. 2.4.

3.4. The Self-Assessment Form and documents must be submitted on or before May 31 of each year to give the Committee on Ranking sufficient time for the verification, processing and evaluation of all submitted documents. Documents submitted after the deadline will not be accepted.

3.5. The cut-off date of documents for ranking is May 31.

3.6. This Ranking Implementing Guidelines will be the instrument to be used for the evaluation of the personnel and the same guideline will be applied only to the documents submitted to the Ranking committee.

3.7. In processing the raw scores, the Committee will not credit any points in excess of the maximum points assigned to each criterion or in its sub-criterion.

3.8. The minimum points or percentage intended for each rank can be met by accumulating the points or percentage in all criterion of the ranking instrument provided that the faculty member should meet the minimum requirement in each rank per criterion as noted (sec 2, 6.)

4. **Acceleration. Personnel may only be accelerated provided that**
   4.1. He is a Bachelor's degree holder with Special Order from CHEd or its equivalent
   4.2. Acceleration is within the same rank cluster,
   4.3. He is recommended for acceleration by the Ranking Committee and consequently approved by the School Board;
   4.4. He did not get a promotion in rank in the previous year;
   4.5. He is able to obtain a work efficiency of at least two (2) ranks higher than the minimum requirement in the accelerated rank.

5. **Special Provisions**
   5.1. The personnel's entries (or points earned in all criteria) may be time validity-bound except if it is in his initial application for ranking
   5.2. Personnel is to comply with one (1) year residency in each earned rank,
   5.3. Personnel who applied for a rank for the first time, may be promoted at a maximum rank of Staff 4, provided he has met the requirement of the rank.

Sec 2. Specific guidelines for Administrative Assistant

	Points/ Year	Percent- age
1. **Educational Attainment** (Total points attained not to exceed 250 pts. Or 25%)		
1.1. Earned Degrees		
1.1.1. Master's Degree	250 pts.	25%
1.1.2. Bachelor's Degree aligned to Job description	230 pts.	23%
1.1.3. Bachelor's degree not related to job description	200 pts.	20%
1.1.4. Associate Program (2 yrs) related to work	180 pts	18%
1.2. Civil Service Eligibility/Licensure Examination (Total points attainable not to exceed 10 pts. or 1%)		

1.2.1. Civil Service Eligibility	5 pts.	.5%
1.2.2. Licensure Examination	1 pts.	1%
1.3. Academic Awards (5 pts. each not to exceed 10 pts. or 1%). Included are those academic awards gained from College and Graduate Studies.		

Nota Bene:

The applicant is considered a Bachelor's Degree holder only if he/she is able to present a Special Order or its equivalent. This means that only earned degrees are considered under this criterion. All points given for entries under this criterion are considered time-validity free.

2. **Work Efficiency** (Total pts. attainable not to exceed 300 pts. or 30%)	Points	Percent- age
2.1. Evaluators		
2.1.1. School Chapter	80 pts.	8%
2.1.2. Office Head	80 pts.	8%
2.1.3. Clients	100 pts.	10%
2.1.4. Peer	40 pts.	4%
2.1.5. Personal	60 pts	6%

Nota Bene:
- For one to be considered for ranking, he must obtain an evaluation form the Office Head.
- In case when any of the evaluators abstained or did not submit any evaluation, percentages shall be proportionately distributed to others who have provided ratings.

3. **Professional Growth** (Total pts. attainable not to exceed 100 pts. or 10%)
   3.1. Additional Studies in Related or Allied Fields and Special Training Courses (not to exceed 80 pts. or 8%) e.g. Graduate Studies (MA/MS/MBA)
      3.1.1. Units earned in master's program are to be reflected under this variable and are considered Time Validity free (TVF).

Earned units	Points	Percentage
3-9	10	1%
10-18	20	2%
19-31	30	3%
32-45	40	4%

3.1.2. Points attained in the previous application that are within the validity period are carried over in the subsequent application plus whatever points obtained for recently attained ones (TVF).

3.2. Certifications, Trainings and Seminars

Kind of Training/Seminar	Points Earned	Equivalent Percentage
Local	10	1 %
Regional	15	1.5 %
International	20	20 %

3.3. Attendance to Seminars and Conventions
3.3.1. Seminar and conferences and conventions and the like attended by the applicant which are valid for ranking are those related to the discipline one is handling. Entries under this variable are considered time validity bound.

Training Duration		Points	Percentage
Local		1 day	.2 %
		2-3 day	.5 %
		4-5 days	1 %
		More than 5 days	1.5 %
		Short courses (minimum of 6 mos)	2.5 %

Regional/National	1 day	.7 %
	2-3 days	1 %
	4-5 day	1.5 %
	More than 5 days	2 %
	Short courses (minimum of 6 mos)	3 %

3.4. Seminar Training Facilitator and Resource Person/Speaker are given the following points:

Nature	Points earned	Equivalent Percentage
Local	5	.5 %
Regional/National	10	1 %
International	15	1.5 %

Nota Bene:

Thesis and dissertation can earn points under this item.

3.5. Research Publication and Creative Works

Nature	Points	Percentage
3.5.3. Published Scholarly Articles or Research in Journals		
3.5.1.1. International	2.5	.5 %
3.5.1.2. National/Regional	2	.4 %
3.5.1.3. Local/Institutional	1.5	.3 %
3.5.4. Papers Presented not to exceed 10 pts. or 2%		
3.5.2.1. International	2.5	.5 %
3.5.2.2. National/Regional	2	.4 %
3.5.2.3. Local/Institutional	1.5	.3 %

3.5.5. Undertaken Scientific Research or Project Study Submitted or Process improvement duly approved by the School Chapter	5	1 %
3.5.6. Published or Acknowledged Literary Works (not to exceed 10 pts. or 2 %)		
3.5.4.1. Novel		
3.5.4.1.1. International	2	0.4 %
3.5.4.1.2. National/Regional	1	.2 %
3.5.4.1.3. Local/Institutional	.5	.1 %
3.5.4.2. Short Stories/Poems		
3.5.4.2.1. International	1.5	.3 %
3.5.4.2.2. National/Regional	1	.2 %
3.5.4.2.3. Local/Institutional	.5	.1 %
3.5.4.3. Essay		
3.5.4.3.1. International	1	.2 %
3.5.4.3.2. National/Regional	.5	.1 %
3.5.4.3.3. Local/Institutional	.25	.05 %
3.5.7. Articles in News Papers, Restless Heart and the like (not to exceed 5 pts. or 1 %)	2	.4 %
3.5.8. Publication Layouts	2	.4 %

Nota Bene:
- Thesis and dissertation can earn points under item 3.5.1. (i.e. Published scholarly Articles/Researches in Journals)
- Complete institutional research can earn points from different categories e.g. Scientific Research/Project Study Submitted or Process Improvement duly approved by the School Board, and published in research journals.
- Research, articles, publication layouts of the same content or title can only be used once. Articles in newspapers, Restless Heart and the like are likewise considered tile validity-bound.
- Time-Validity Free Areas
- Published Scholarly Articles, researches in journals
- Papers presented

- Scientific Research/ Project submitted/process improvement duly approved by the School Board
- Published Acknowledged Literary Work
- The number of years considered per rank for the certificates that are time validity-bound shall be the following:

Assistant	Within 4 years
Staff I - IV	Within 5 years
Junior Staff I -IV	Within 6 years
Senior Admin. Asst. I – IV Lead Admin. Asst.	Within 7 years

3.6. Professional Honors and Awards (not to exceed 10 pts. or 1 %).

3.7. Membership in Learned Professional Association (not to exceed 10 pts. or 1 %). Professional organization refers to group affiliations which indicate a specific discipline. For membership to be considered in ranking, it should be related to the field of applicant. Official position earns 7 pts., membership earns 5 pts (one time application only).

3.8. Educational Travels (not to exceed 10 pts, or 1 %)

Type of Travel	Points (for one-time application only)	Percentage equivalent
local	5	.5 %
International	10	1 %

4. **School and Community Services** (total points attainable shall not exceed 100 pts. or 10 %)

4.1. Co-curricular Activities and School Committee Assignments (not to exceed 40 pts. or 4 %)

Committee Assignment	Points	Percentage
Officer	20	2
Member	15	1.5

4.2. Participation in School Community Projects, Civic Affairs and Religious Activities (not to exceed 40 pts. or 4 %)

    4.2.1. Community Projects are those initiated by RST as an institution or by the office where the applicant in assigned.

        4.2.1.1. Participation as organizer, coordinator, officer and the like

Type/Scope of Activity	Points	Percentage
Institutional	20	2
Office-Based	10	1
Civic and Religious Activity	10	1

        4.2.1.2. Participation in School and Community Projects:

Scope of Activity	Points	Percentage
Institutional	10	1
Office-Based	5	.5
Civic and Religious Activity	5	.5

Attendance in:	Points	Percentage
Retreat	12	1.2
Recollection or Fellowship	5	.5
Institutional Religious Activities	10	1

4.3. Office Position/s in School Organization (not to exceed 10 pts. or 1 %)--Officer Position (5pts; .5 %)

4.4. Membership in Accredited Government (GOs) and Non Government Organizations (NGOs) and Charitable Institutions (not to exceed 10 pts. or 1 %). Each membership is equivalent to 10 pts. or 1 % as long as he remains to be an active member.

4.5. Participation in Community, Civic and Religious Activities (not to exceed 10 pts. or 1 %). Each membership in equivalent to 10 pts. or 1 % if not initiated by RST.

5. **Work Experience** (total points attainable not to exceed 250 pts. or 25 %)

    5.1. A Professional experience in RST regardless of level shall be considered in determining points for this standard. Each year of service is given an equivalent of 20 pts.
    5.2. Professional experience in other school/companies shall also be considered in determining the total points attainable for this criterion. Every year of professional experience outside RST is given an equivalence of 10 pts. in ranking or two-year year experience is given an equivalence of one (2) year experience in RST.
    5.3. For other professional experiences, the Ranking Committee will make the needed evaluation.

Each Year	Points	Percentage
Outside RST (not to exceed 100 pts. or 10 %)	10	1
in RST	20	2

6. **Specific Requirements for Each Rank and Sub-rank**

    6.1. Assistant
        6.1.1. At least an Associate Degree Holder;
        6.1.2. Must obtain 4.0 in Work Efficiency,
        6.1.3. At least three having a three-year work experience or with a minimum of one (1) year in RST.
    6.2. Staff I-IV
        6.2.1. At least a Bachelor's degree holder (even if not related to his work/office assignment),
        6.2.2. Must obtain a minimum rating in Work Efficiency as follows:
            6.2.2.1. Staff I   4.10
            6.2.2.2. Staff II   4.15
            6.2.2.3. Staff III   4.20
            6.2.2.4. Staff IV   4.25
        6.2.3. At least a year minimum work experience in RST for Staff I-IV, in consideration of the minimum percentage required for this category in the Table of Minimum of Requirements for Each Rank.

6.3. Junior Staff I-IV
- 6.3.1. At least a Bachelor's degree holder,
- 6.3.2. Must obtain a minimum rating in Work Efficiency as follows:
    - 6.3.2.1. Junior Staff I   4.30
    - 6.3.2.2. Junior Staff II   4.35
    - 6.3.2.3. Junior Staff III   4.40
    - 6.3.2.4. Junior Staff IV   4.50
- 6.3.3. At least a minimum work experience in RST as follows in consideration of the minimum percentage required for this category in the Table of Minimum Requirements for Each Rank
    - 6.3.3.1. Junior Staff I   three (3) years
    - 6.3.3.2. Junior Staff II   four (4) years
    - 6.3.3.3. Junior Staff III   four (4) years
    - 6.3.3.4. Junior Staff IV   five (5) years

6.4. Senior Administrative Assistant I-IV
- 6.4.1. At least a Master's Degree holder
- 6.4.2. Must obtain a minimum rating in Work Efficiency as follows:
    - 6.4.2.1. Senior Administrative Assistant I   4.50
    - 6.4.2.2. Senior Administrative Assistant II   4.55
    - 6.4.2.3. Senior Administrative Assistant III   4.60
    - 6.4.2.4. Senior Administrative Assistant IV   4.70
- 6.4.3. At least a minimum work experience in RST as follows, in consideration of the minimum percentage required for this category in the Table of Minimum Requirements for Each Rank
    - 6.4.3.1. Senior Administrative Assistant I   five (5) yrs.
    - 6.4.3.2. Senior Administrative Assistant II   six (6) yrs.
    - 6.4.3.3. Senior Administrative Assistant III   seven (7) yrs.
    - 6.4.3.4. Senior Administrative Assistant IV   eight (8) yrs.

6.5. Lead Administrative Assistant
- 6.5.1. At least a Master's Degree holder
- 6.5.2. Must obtain a minimum rating of 4.8,
- 6.5.3. At least a minimum of ten (10) year work experience in RST in consideration of the minimum percentage required in the Table of Minimum Requirements for Each Rank

Sec 3. Specific Guidelines for Maintenance Personnel

1. **Educational Attainment** (total pts. attainable not to exceed 250 pts. or 25%). Only earned degrees are considered under tis criterion. All points given for entries under this criterion are considered time-validity free.

Nature	Points	Percent-age
1.1. Earned Degrees		
1.1.9. Associate Degree	230 pts.	23%
1.1.10. College Degree	210 pts.	21%
1.1.11. High School Graduate	200 pts.	20%
1.1.12. High School Level	180 pts.	18%
1.2. Civil Service Eligibility or Technical Licensure Examination		
1.2.1. Civil Service Eligibility	10 pts.	1%
1.2.2. Technical Licensure Examination	20 pts.	2 %
1.3. Academic Awards (5 pts. each, not to exceed 10 pts.) – Only those gained from High School and beyond--		

2. **Work Efficiency** (total pts. attainable not to exceed 300 pts. or 30%). Points from this criterion are based on the latest evaluation result.

Evaluator	Points	Percentage
Religious Head	120 pts	12%
Clients	140 pts	14%
Peer	40 pts	4%

Nota Bene:
- In cases where one of the evaluators does not have an evaluation entry, percentages shall be proportionately distributed to other who have providing the ratings.

3. **Professional Growth** (total pts. attainable not to exceed 100 pts or 10%).
    3.1.   Hours spend in associate degree program and other additional studies shall be reflected under this variable and are considered time validity free:

Number of Hours	Points	Percentage
33-44 hours	10 pts.	1%
41-50 hours	20 pts.	2%
51-63 hours	30 pts.	3%
More than 64 hours	40 pts	4%

Nota Bene:
- Points attained in the previous application that are within the validity period are carried over in the subsequent application plus whatever points obtained for recently attended courses.

3.2.   Seminars, Workshop and the Like (Seminars, workshop and other training courses attended by the applicant which are

	Training Days	Points	Percentage
Local	1 day	5	.5%
	2 days	10	1%
	3 days	15	1.5%
	4 days	25	2.5%
Regional National	1 day	10	1%
	2 days	15	1.5%
	3 days	20	2%
	4 days	30	3%

3.3.   Seminar/Training facilitator and resource/speaker

Nature	Points	Percentage
Local	10	1%
National/Regional	15	1.5%

3.4. Time validity of certificates used for ranking within the following ranks:

Ranks	Years of Validity
MP A-1 to MP I-D	4 years
MP II-A to MP II-C	5 years
MP III-A to MP III-D	6 years
MP IV-A to MP IV-C	7 years

3.5. Awards (not to exceed 10 pts. or 1%). Local or Awards given by RST earn 5 pts. or .5%

3.6. Membership in Technical Organizations (not to exceed 10 pts. or 1%). Technical Organizations refer to groups affiliations which indicate a specific discipline. For membership to be considered in ranking, they should be related to the field of the applicant. Official position earn 7 pts. (or .7%); membership earns 5 pts. or (.5%). This is one time application only.

4. **School and Community Services** (total pts. attainable not to exceed 100 pts. or 10%.). Community projects are those initiated by RST as an institution or by the department where the applicant is assigned. The following are considered for one-time application for ranking.
    4.1. Participation as organizer, coordinator, officer and the like

Type/Scope of Activity	Points	Percentage
Institutional	20	2
Office-Based	10	1
Civic and Religious Activity	10	1

4.2. Participation in School and Community Projects:

Scope of Activity	Points	Percentage
Institutional	10	1
Office-Based	5	.5
Civic and Religious Activity	5	.5

Attendance in:	Points	Percentage
Retreat	12	1.2
Recollection or Fellowship	5	.5
Institutional Religious Activities	10	1

4.3. Office Position/s in School Organization (not to exceed 10 pts. or 1 %)--Officer Position (5pts; .5 %)

4.4. Membership in Accredited Government (GOs) and Non Government Organizations (NGOs) and Charitable Institutions (not to exceed 10 pts. or 1 %). Each membership is equivalent to 10 pts or 1 % as long as he remains to be an active member.

4.5. Partictipation in Community, Civic and Religious Activities (not to exceed 10 pts. or 1 %). Each membership in equivalent to 10 pts. or 1 % if not initiated by RST.

5. **Work Experience** (total points attainable not to exceed 250 pts. or 25%). Each membership is equivalent to 10 pts. or 1%.

5.1. Equivalent points earn for every school year

Institution	Points	Percentage
RST	20 pts.	2%
Outside RST	10 pts.	1%

Nota Bene:
- In ranking two years of experience outside is given an equivalent of one (1) year at RST.

6.   Specific Requirements for Each Rank and Sub-Rank

6.1. MP I-A to MP I-D

6.1.4. Has completed at least one (1) year in High School

6.1.5. Must obtain a minimum rating in Work Efficiency as follows:

- MP I-A   4.00
- MP I-B   4.00
- MP I-C   4.00
- MP I-D   4.10

6.1.6. At least a year minimum work experience in RST in consideration of the minimum percentage required for this category in the Table of Minimum Requirements for Each Rank.

6.2. MP II-A to   MP II-C

6.2.4. At least a High School Graduate

6.2.5. Must obtain a minimum rating in Work Efficiency as follows:

- MP II-A   4.10
- MP II-B   4.10
- MP II-C   4.20

6.2.6. At least a minimum work experience at RST as follows, in consideration of the minimum percentage required for this category in the Table of Minimum Requirements for Each Rank:

- MP II-A   3 years
- MP II-B   3 years
- MP II-C   4 years

6.3. MP III-A to MP III-D

6.3.4. Earned at least 21 units in college

6.3.5. Must obtain a minimum rating in Work Efficiency as follows:

- MP III-A   4.30
- MP III-B   4.40
- MP III-C   4.40
- MP III-D   4.50

6.3.6. At least a minimum work experience in RST as follows in consideration of the minimum percentage required for this category in the Table of Minimum Requirements for Each Rank:

- MP III-A   4 years
- MP III-B   5 years
- MP III-C   5 years
- MP III-D   6 years

6.4. MP IV-A to MP IV-C
    6.4.1. At least a graduate of an Associate Degree Program
    6.4.2. Must obtain a minimum rating in Work Efficiency as follows:
- MP IV-A   4.60
- MP IV-B   4.70
- MP IV-C   4.80

    6.4.3. At least a minimum work experience in RST as follows in consideration of the minimum percentage required for this category in the Table of Minimum Requirements for Each Rank:
- MP IV-A   7 years
- MP IV-B   8 years
- MP IV-C   10 years

Administrative Office Assistant Ranking Scale   Appendix 6

Ranks	Total Minimum Points	Total Minimum Percentage	Basic Education Qualification (25%)	Work Efficiency scale of 1-5 30%	Professional Growth 10%	Work Experience (Years in RST) 25%	Community and School Activities (10%)
Assistant	480	48.00%	Associate Degree (18%)	24.00% (4.00)	2%	3% (1 yr.)	1%
Staff I	516	51.60%	Bachelor Degree not related to work 20%	24.60% (4.10)	2%	4% (1 yr.)	1.%
Staff II	539	53.90%	Bachelor Degree not related to work 20%	24.90% (4.15)	2%	5% (1 yr.)	2%
Staff III	582	58.20%	Bachelor's Degree 23%	25.20% (4.20)	2%	6% (1 yr.)	2%
Staff IV	615	61.50%	Bachelor's Degree 23%	25.50% (4.25)	3%	8% (1 yr.)	2%
Junior Staff I	658	65.80%	Bachelor's Degree 23%	25.80% (4.30)	4%	10% (3 yrs.)	3%
Junior Staff II	681	68.105	Bachelor's Degree 23%	26.10% (4.35)	4%	12% (4 yrs.)	3%
Junior Staff III	724	72.40%	Bachelor's Degree 23%	26.40% (4.40)	5%	12% (4 yrs.)	4%
Junior Staff IV	747	74.70%	Bachelor's Degree 23%	26.70% (4.45)	5%	16% (5 yrs.)	4%
Senior Admin Asst. I	790	79.00%	Master's Degree 25%	27.00% (4.50)	6%	18% (5 yrs.)	5%
Senior Admin Asst. II	823	82.30%	Master's Degree 25%	27.30% (4.55)	7%	20% (6 yrs.)	5%
Senior Admin Asst. III	866	86.60%	Master's Degree 25%	27.60% (4.60)	8%	22% (7 yrs.)	6%
Senior Admin Asst. IV	902	90.20%	Master's Degree 25%	28.20% (4.70)	9%	23% (8 Yrs.)	7%
Lead Admin Asst.	938	93.80%	Master's Degree 25%	28.80% (4.80)	9%	24% (10 yrs.)	9%

Maintenance Personnel Ranking Scale

Ranks	Total Minimum Points	Total Minimum Percentage	Basic Education Qualification (25%)	Work Efficiency (from a scale of 1-5) 30%	Professional Growth 10%	Work Experience (Years in RST) 25%	Community and School Activities (10%)
MP I-A	480	48.00%	High School Level (18%)	24.00% (4.00)	2%	3% (1 yr.)	1%
MP I-B	490	49.00%	High School Level (18%)	24.00% (4.00)	2%	4% (1 yr.)	1.%
MP I-C	510	51.00%	High School Level (18%)	24.00% (4.00)	2%	5% (1 yr.)	2%
MP I-D	526	52.60%	High School Level (18%)	24.60% (4.10)	2%	6% (1 yr.)	2%
MP II-A	576	57.60%	High School Graduate with vocational course (20%)	24.60% (4.10)	3%	8% (3 yrs.)	2%
MP II-B	616	61.60	High School Graduate with vocational course (20%)	24.60% (4.10)	4%	10% (3 yrs.)	3%
MP II-C	642	64.20%	High School Graduate with vocational course (20%)	25.20% (4.20)	4%	12% (4 yrs.)	3%
MP III-A	698	69.80%	College Level (21%)	25.80% (4.30)	5%	14% (4 yrs.)	4%
MP III-B	724	72.40%	College Level (21%)	26.40% (4.40)	5%	16% (5 yrs.)	4%
MP III-C	764	76.40%	College Level (21%)	26.40% (4.40)	6%	18% (5 yrs.)	5%
MP III-D	800	80.00%	College Level (21%)	27.00% (4.50)	7%	20% (6 Yrs.)	5%
MP IV-A	866	86.60	Associate Program Graduate (23%)	27.60 (4.60)	8%	22% (7 yrs.)	6%
MP IV-B	897	89.70%	Associate Program Graduate (23%)	28.20% (4.70)	8.5%	23% (8 yrs.)	7%
MP IV-C	943	94.30%	Associate Program Graduate (23%)	28.80% (4.80)	8.5%	25% (10 yrs.)	9%

Appendix 8

Personnel Evaluation Criteria

Instruction:
1. The evaluation of personnel is based on a five-point scale: where 5 is the highest and 1 is the lowest. The interpretation of each level are the following: (5) very good; 4 (good); 3 (satisfactory); 2 (below satisfactory) 1 (unacceptable).
2. Evaluators are to rate the personnel according to their personal experience and observation within the semester.   When an evaluator gives a rate of 2 he needs to justify such rating by identifying areas needing improvement. This is an act of charity and of fraternal correction to the personnel and an avenue for personal and professional improvement on the part of the personnel.
3. The over all evaluation rating interpretation is as follows:
    3.1. 4.21 – 5.00   Very Good
    3.2. 3.41 – 4.20   Good
    3.3. 2.60 – 3.40   Below Satisfactory
    3.4. 1.80 – 2.60   Needing Improvement
    3.5. 1.00 – 1.80   Unacceptable
4. For ranking purposes, the minimum evaluation average result is 4.00 (cf. ranking instrument of faculty members, administrative assistant, and maintenance personnel).
5. The average rate of the personnel evaluation is derived from the following:
    5.1. For Faculty:
        5.1.1. Student Evaluation   70 %
        5.1.2. Evaluation by the Dean   30 %
    5.2. For Administrative Assistants and Maintenance Personnel
        5.2.1. Student or Client Evaluation   30 %
        5.2.2. Personal Evaluation   20 %
        5.2.3. Peer Evaluation   10 %
        5.2.4. Evaluation by Immediate Head   40 %

sec 1.   RST Faculty Members

(Faculty Evaluation Instrument by RST Student)
1.   Updated Course Syllabus Implementation
    1.1.   Presents the syllabus for the whole semester,
    1.2.   Discusses the requirements for the whole course and the expected outcomes from the students,
    1.3.   Provides a list of resources for reading and updating,
    1.4.   Points out areas for pastoral applications of new learnings,
2.   Academic Excellence and Professionalism
    2.1.   Discusses lessons clearly,
    2.2.   Is open to questions and interactions,
    2.3.   Manifests variety of teaching techniques to motivate students to think critically, morally and participate actively,
    2.4.   Conducts lessons as scheduled,
    2.5.   Impresses and leaves new learnings every after class sessions,
    2.6.   Finishes the syllabus on time
3.   Student Assessment Conduct
    3.1.   Conducts an assessment test to validate learning,
    3.2.   Conducts a justified assessment test, examinations and or quizzes,
    3.3.   Returns result of the assessment tests,
    3.4.   Gives feedback either in writing or orally the result of assessments,
    3.5.   Gives appropriate marks or grades,
4.   Personal Updating
    4.1.   Manifest continuous updating in his area of specialization,
5.   Consultations
    5.1. Is open for consultations related to classes and other matters

(Faculty Evaluation Instrument by the Dean)
1.   Updated Course Syllabus Implementation
    1.1.   Presents a constantly updated syllabus for the whole semester,
    1.2.   Provides a list of resources for reading and updating,
    1.3.   Implements the syllabus according to schedule
    1.4.   Points out areas for pastoral applications of new learnings,

2. Other Responsibilities
   2.1.   Manifest interest in helping students in their final paper requirement (as adviser for thesis or panelist for defense),
   2.2.   Is present in meetings called by the Dean,
   2.3.   Contributes research papers for publication.

Sec 2. Administrative Assistant and Maintenance Personnel Evaluation Instrument
       (for Clients, Personal, Peer, and Administrator's Evaluation Instrument)

1. Code of Ethics
   1.1.   Work Regulations
       1.1.1.   Renders a full eight-hour of services on days required by the contract,
       1.1.2.   Reports to work on time as scheduled,
       1.1.3.   Communicates to immediate authority on cases of tardiness, absences and overtime,
   1.2.   Code of Values
       1.2.1. Manifests courtesy and respect to clients of RST and to authorities,
       1.2.2. Is honest in dealings with communications within the office and with other offices,
       1.2.3. Shows trustworthiness in the implementation of office services even without the immediate supervision of direct authority,
       1.2.4. Shows initiative in the exercise of office responsibilities and in the rendering of services,
       1.2.5. Manifest fidelity to his or her own faith and manifest this fidelity is moral life within as well as outside office hours,
       1.2.6. Manifests integrity in the management information. Does not share information proper to the office without the permission of the immediate authority.
       1.2.7. Demonstrates uprightness in personal grooming i.e. appropriateness of dress and personal accessories,

2. Relationships
   2.1.   Cooperates with the administration in the planning and implementation of office goals and objectives,
   2.2.   Supports the efforts and endeavors and manifest cooperation with other offices for a full service to the institution,

2.3.   Manifests cheerfulness, respect and esteem with other personnel of the institution thus showing healthy relations with everyone.

3.   Responsibilities (Proper to Administrative Assistants)
   3.1.   Is conversant with the five-year development program of the institution as well the office annual programs and plans,
   3.2.   Keeps the immediate authority updated on recent communications from offices within and from outside the institution,
   3.3.   Conducts regular inventory of office supplies and equipments and makes a report to immediate authority,
   3.4.   Implements conservation and cost saving measures within the office,
   3.5.   Keeps the office clean and tidy,
   3.6.   Keeps a decent filing system promoting easy recovery of older files,
   3.7.   Takes minutes of office meetings and files them for implementation and future referrals,
   3.8.   Attends religiously to outgoing and incoming communications and feeds them back to the immediate authority,
   3.9.   Reminds Office Head of deadlines and appointments to be met,
  3.10.   Provides the office Head of the necessary documents in the drafting of annual reports for planning and other reportorial obligations,

4.   Responsibilities (Proper to Maintenance Personnel)
   4.1.   Shows competency in the performance of assigned task,
   4.2.   Manifest the necessary skills in the completion of works assigned to perform,
   4.3.   Performs diligently the works assigned to accomplish,
   4.4.   Keeps inventory of the facilities and equipments,
   4.5.   Initiates conservation and recycling measures,
   4.6.   Manifests helpfulness in necessities beyond the scope of responsibilities,
   4.7.   Makes a timely report to his immediate authority of regular services rendered,
   4.8.   Reports of feedbacks to the immediate authority of non functional facilities and equipments needing immediate repair or replacements,

Appendix 9

Catalogue of Infractions or Violations

Code of Ethics

The code of ethics of the institution is valid not only within RST but also outside the institution. The institution therefore expects its employees to imbibe the values within as well as without the wall of the institution round the clock. The following are some violations to the code of conduct of RST. Violations against:

1. Courtesy
   1.1. Use of profane, insolent or obscene language
   1.2. Littering and gross negligence in the use of toilets and other facilities,
   1.3. Making false, vicious or malicious statements against co-employee, students, and administrators,
   1.4. Exhorting money for a bribe
   1.5. Deliberate withdrawal or misplacement from designated place of records and properties,
2. Honesty
   2.1. Stealing school properties
   2.2. Misrepresentation or falsehood in accomplishing employee's application forms or attachments from said form,
   2.3. Falsification of documents,
   2.4. Giving false testimonies
   2.5. Padding of attendance records,
   2.6. Moonlighting: accepting semi-permanent or gainful employment while on official leave,

3. Trustworthiness
    3.1.   Careless, Improper use of school equipments leading to its destruction
    3.2.   Fraudulent acquisition and use of school supplies and facilities,
    3.3.   Gambling and or its promotion,
    3.4.   Change or alteration of records for favors and/or monetary rewards,
    3.5.   Unauthorized release of confidential information or records of students, employees, and administrators,
    3.6.   Destruction of records to conceal irregular or illicit transactions prejudicial to the institution,
4. Initiative
    4.1.   Loitering or wasting time during work period,
    4.2.   Sleeping and reading of newspapers and magazines while on duty,
    4.3.   Concealment of defective work,
    4.4.   Gross neglect of contractual duties and responsibilities,
5. Faithfulness
    5.1.   Failure to attend religious and spiritual exercises organized for the employees,
    5.2.   Open and willful attack against the religious identity of the institution,
    5.3.   Desecration and willful destruction of sacred icons, signs and symbols of the institution,
6. Dependability
    6.1.   Deliberate destruction of or threatening to destroy school properties
    6.2.   Issuing or giving false information,
    6.3.   Deliberately restricting out-put or hindering the progress of office or school operations,
7. Decency
    7.11. Unauthorized use of school facilities and equipments for personal or commercial purposes,
    7.12. Being drunk or disorderly within the school premise,
    7.13. Bringing of alcoholic drink to the school premise,
    7.14. Use/ peddling of illegal drugs,
8. Personal Grooming
    8.1.   Indecent Acts and Indecent exposure
    8.2.   Indulging in morally illicit relationships,

9. Relationships with Administration and faculty members,
    9.1. Insubordination,
    9.2. Deliberate refusal to comply with proper requests or demands,
    9.3. Willful disregard or disrespect to authority,
10. Relationships with AA and MP
    10.1. Inflicting injure or harm or assaulting co-employee, except in case of self-defense,
    10.2. Threatening, intimidating, harassing a co-employee
    10.3. Indulging in backbiting and rumor mongering,
11. Work Responsibilities
    11.1. Failure to log-in and log-out at the appoint times of working days,
    11.2. Habitual tardiness in reporting to work plays without permission,
    11.3. Leaving work assignments and leaving the school premise during working hours without prior permission from the office head,
    11.4. Accumulated unexcused absences in excess of ten (10) days within the year.

Appendix 10

Five-Year Departmental Development Plans and Projects Form

KEY RESULT AREAS (KRAs)	ACTIVITIES				
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020

Appendix 11

Annual Performance Evaluation and Gap Analysis Form

PLANNED		ACTUAL	Performance Category (Implemented, partially Implemented, Not Implemented)	Performance Analysis (Reasons for the Discrepancy between planned and actual, if any)	Proposed Activities/Strategies for S.Y. 20__-20__
Key Result Areas/Objectives	Activities/Strategies	Output/Accomplishment			

Appendix 12

Annual Operational Plans and Projects Form

Key Results Areas (KRAs)	Objectives	Activities / Strategies	Resources Needed		Sources of Funds	Time Frame
			Human	Financial		

Appendix 13

Faculty Member Teaching Contract

The Board of Trustees of the Recoletos School of Theology is grateful that you have accepted the invitation to teach _____ for this school year _____, _____ semester.   The BOT is confident of your expertise and your willingness to help form the minds and hearts of future servants of our Mother Church.

Based on the approved manuals, the BOT conveys to you your obligations as professor of RST:
1. To implement academic excellence and professionalism in the delivery of classroom responsibilities,
2. To implement the course syllabi and to constantly update the same and its reading resources,
3. To conduct assessment tests and examinations to validate learning improvements of the theology students,
4. To submit grades on schedules specified by the Dean,
5. To be updated with recent developments in your particular fields of expertise,
6. To be ready for consultations as requested by the student theologians,
7. To conduct research as may be needed for publication purposes.

With the Recoletos School of Theology you, based on the recent ranking exercise, are ranked as _____, with the equivalent rate of _____ per hour. This stipend will be given to you on the last class meeting prior to the 30th of each month.

As to travelling needs to the RST, please check your preferred service: ( ) RST ferries you to and fro from your residence and to RST; or ( ) RST provides the amount of _____ as your monthly transportation allowance.

Thanking you much to be partner in the formation of future labors of the Lord.

Conforme

Name of Professor: President of RST

(4 copies: Professor, Human Resource Office, Finance Office & Dean)

Recoletos School of Theology, Inc Board of Trustees (2015-2017)

Research, Planning and Development