

# *Administrative Assistant and Maintenance Manual*



**Edition 2021**



## **Recoletos School of Theology**

81 Alondras St. Mira-nila Homes,

Congressional Ave. Ext.

1107 Quezon City, Philippines

Tel no. (02) 8951-2861 (62)

[www.rst.edu.ph](http://www.rst.edu.ph)

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Rector  
Recoletos School of Theology, Inc.  
81 Alondras St. Miranila Homes, Congressional Ave., Ext.  
Quezon City, Philippines  
[rst.rector@rst.edu.ph](mailto:rst.rector@rst.edu.ph)



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*Trust the past to God's mercy,  
the present to God's love, and  
the future to God's providence.*

St. Augustine



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# Recoletos Formation Center 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 led 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.

Due to an insufficient number of professors, RFC entered into partnership with St. Vincent School of Theology (SVST) 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 (SThB). In 2001, the academic program of RFC adopted Recoletos School of Theology (RST) as its official name; and by June of 2011, the Graduate School of Theology started processing requirements with the Commission on Higher Education (CHED) towards the establishment of the Recoletos Graduate School of Theology offering Master of Arts in Theology major 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 Recoletos, Archivo Recoletos, 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 Vicariate of the Orient), The Oblates of the Virgin Mary (OMV), Priests of the Sacred Heart (SCJ), the Dominican Missionaries for the Deaf Apostolate (OP Miss.) and the PACEM missionaries.

Fr. Maximillian Omen, OAR





## **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





# **Article I: Employment Status, Nature and Responsibilities**

## **Sec 1. Classification of Employment**

### **1. 1. Probationary**

An Administrative Office Assistant (AA) or Maintenance Personnel (MP) hired for a trial or probationary period is 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****4. 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:

- Is knowledgeable of the five-year program and the annual projects and plans of the office,
- Participates in the crafting of the five-year and annual plans of the department,
- Conducts regular inventory of the facilities and equipments of the office to be reported to the office of Finance and Property,
- Promotes and implements conservation measures within the office,
- Takes responsibility in the neatness and systematic filing of all office documents and correspondences,
- Takes direct responsibility in the upkeep and maintenance of the office,
- Performs secretarial and other clerical work i.e. documentations during meetings, distribution of notices and memoranda, preparing venues of meetings and others,
- Assists the Dean or Director in processing of documents with other institutions (CHED, UST etc)
- Reminds the office head of appointments and deadlines to be met,
- Receives and attends to incoming and outgoing communications,
- Logs in out written inter-office communications and those from outside the institutions,
- Performs other functions determined by the office head.

**5. 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:

- Is competent and possesses skills necessary in the dispensing of his assigned tasks,
- Performs diligently and efficiently the responsibilities,
- Keeps an inventory of the facilities, equipments and supplies necessary in the dispensing of the service,
- Initiates conservation measures in the delivery of the services,
- Maintains integrity by being, honest, friendly, diligent, helpful, and punctual in the services rendered,
- 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:

#### **6. 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:

- Nature of work,
- Duties and responsibilities,
- Identified skills and competencies and,
- If necessary, the academic requirement for the specific job;

## **7. 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.

## **8. 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.

## **9. 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](http://www.rst.edu.ph)--the website of the institution. Other media available are to be used.

## **10. Selection Process**

Applicants are to be interviewed by the following offices. 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:

- Academic Transcripts
- Diploma and Certificates
- CEDULA/Community Tax Certificate
- Birth Certificate
- Baptismal Certificate
- NBI Clearance
- SSS no. (E-1/E-4)
- Tax Identification No.
- Picture (2 x 2) two pieces





- Medical Examination Result.

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.

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.

## **11. Acceptance**

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





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# 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:

**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.

**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.

**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.

**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 charisma with which the Recollect community received from the Mother Church.

### ***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.

### ***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.

### ***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**

### **3. 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.

### **4. 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.

### **5. 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.

### **6. 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.

### **7. 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.

### **8. 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.





# **Art III: Ranking and Promotion— 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 personnel 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**

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

## 2. Procedure

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.

The personnel accomplishes the Self-Assessment Form and complies with all the necessary supporting documents for ranking;

The personnel submits the accomplished Self-Assessment Form together with the supporting documents to the Human Resource officer.

To facilitate the ranking committee in their evaluation of data, personnel, who apply for ranking purposes, are requested to perform the following:

- Arrange the supporting documents according to their sequence of appearance in the Self-Assessment Form;
- Group the supporting documents according to the six (6) ranking criteria with proper notation and appropriate tabs;
- Compile all the documents in a long-size folder;
- Properly identify the folder on the upper right side of its front page.
- The data to be entered in the Self-Assessment Form should only be those that have not been listed in the previous ranking application.

The ranking committee headed by the Human Resource Officer evaluates all documents presented; Proposes to the School Board the result of ranking evaluation for approval;

It is the competence of the School Board, headed by the Rector to approve the result of the ranking process. Promotion of AA and MP is a collegial decision.

It is the duty of the Rector as Human Resource head to Feedback the result of the ranking to the AA and MP as well as to the head of the office to which the personnel belongs.

A time is to be determined for the awarding of certificate of the new ranking status of the personnel.

Ranking result is forwarded to the Office Head





### 3. Records and Evidences

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.

All documents for evaluation must be verifiable.

It is the duty and responsibility of the personnel to secure his documents, compile them according to instructions,

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.

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

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.

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.

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)

### 4. Acceleration. Personnel may only be accelerated provided that

- He is a Bachelor's degree holder with Special Order from CHed or its equivalent,
- Acceleration is within the same rank cluster,
- He is recommended for acceleration by the Ranking Committee and consequently approved by the School Board,
- He did not get a promotion in rank in the previous year,
- 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

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

Personnel is to comply with one (1) year residency in each earned rank,

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

<b>1. Educational Attainment</b> (Total points attained not to exceed 250 pts. Or 25%)	<b>Points/Year</b>	<b>Percentage</b>
Earned Degrees		
Master's Degree	250 pts.	25%
Bachelor's Degree aligned to Job description	230 pts.	23%
Bachelor's degree not related to job description	200 pts.	20%
Associate Program (2 yrs) related to work	180 pts	18%
Civil Service Eligibility/Licensure Examination (Total points attainable not to exceed 10 pts. or 1%)		
Civil Service Eligibility	5 pts.	.5%
Licensure Examination	1 pts.	1%
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.



<b>2. Work Efficiency</b> (Total pts. attainable not to exceed 300 pts. or 30%)	Points	Percentage
Evaluators		
School Chapter	80 pts.	8%
Office Head	80 pts.	8%
Clients	100 pts.	10%
Peer	40 pts.	4%
Personal	60 pts	6%

**Nota Bene:**

For one to be considered for ranking, he must obtain an evaluation form from 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.

**6. Professional Growth (Total pts. attainable not to exceed 100 pts. or 10%)**

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). 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%

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).

***Certifications, Trainings and Seminars***

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

***Attendance to Seminars and Conventions***

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.

<b>Training Duration</b>	<b>Points</b>	<b>Percentage</b>
<b>Local</b>	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 %
<b>Regional/ National</b>	1 day	.7 %
	2-3 days	1 %
	4-5 day	1.5 %
	More than 5 days	2 %
	Short courses (minimum of 6 mos)	3 %

***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.

**Research Publication and Creative Works**

Nature	Points	Percentage
Published Scholarly Articles or Research in Journals		
International	2.5	.5 %
National/Regional	2	.4 %
Local/Institutional	1.5	.3 %
Papers Presented not to exceed 10 pts. or 2%		
International	2.5	.5 %
National/Regional	2	.4 %
Local/Institutional	1.5	.3 %
Undertaken Scientific Research or Project Study Submitted or Process improvement duly approved by the School Chapter	5	1 %
Published or Acknowledged Literary Works (not to exceed 10 pts. or 2 %)		
Novel		
International	2	0.4 %
National/Regional	1	.2 %
Local/Institutional	.5	.1 %
Short Stories/Poems		
International	1.5	.3 %
National/Regional	1	.2 %

Local/Institutional	.5	.1 %
Essay		
International	1	.2 %
National/Regional	.5	.1 %
Local/Institutional	.25	.05 %
Articles in News Papers, Restless Heart and the like (not to exceed 5 pts. or 1 %)	2	.4 %
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:

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



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

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).

***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 %

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

***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

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

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

Participation as organizer, coordinator, officer and the like gains the following points:

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

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

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

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.

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.

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





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.

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.

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

## 9. Specific Requirements for Each Rank and Sub-rank

### *Assistant*

- \* At least an Associate Degree Holder;
- \* Must obtain 4.0 in Work Efficiency,
- \* At least three having a three-year work experience or with a minimum of one (1) year in RST.

### *Staff I-IV*

- \* At least a Bachelor's degree holder (even if not related to his work/office assignment),
- \* Must obtain a minimum rating in Work Efficiency as follows:
  - ◇ Staff I 4.10
  - ◇ Staff II 4.15
  - ◇ Staff III 4.20
  - ◇ Staff IV 4.25

- \* 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.

***Junior Staff I-IV***

- \* At least a Bachelor's degree holder,
- \* Must obtain a minimum rating in Work Efficiency as follows:
 

◇ Junior Staff I	4.30
◇ Junior Staff II	4.35
◇ Junior Staff III	4.40
◇ Junior Staff IV	4.50
- \* 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
 

◇ Junior Staff I	three (3) years
◇ Junior Staff II	four (4) years
◇ Junior Staff III	four (4) years
◇ Junior Staff IV	five (5) years

***Senior Administrative Assistant I-IV***

- \* At least a Master's Degree holder
- \* Must obtain a minimum rating in Work Efficiency as follows:
 

◇ Senior Administrative Assistant I	4.50
◇ Senior Administrative Assistant II	4.55
◇ Senior Administrative Assistant III	4.60
◇ Senior Administrative Assistant IV	4.70
- \* 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



- ◇ Senior Administrative Assistant I five (5) yrs.
- ◇ Senior Administrative Assistant II six (6) yrs.
- ◇ Senior Administrative Assistant III seven (7) yrs.
- ◇ Senior Administrative Assistant IV eight (8) yrs.

***Lead Administrative Assistant***

- \* At least a Master’s Degree holder
- \* Must obtain a minimum rating of 4.8,
- \* 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**

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

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

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

<b>Evaluator</b>	<b>Points</b>	<b>Percentage</b>
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.

**12. Professional Growth (total pts. attainable not to exceed 100 pts or 10%).**

Hours spend in associate degree program and other additional studies shall be reflected under this variable and are considered time validity free:

<b>Number of Hours</b>	<b>Points</b>	<b>Percentage</b>
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.

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



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

***Seminar/Training facilitator and resource/speaker***

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

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

<b>Ranks</b>	<b>Years of Validity</b>
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

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

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.

### **13. 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.

#### ***Participation as organizer, coordinator, officer and the like***

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

#### ***Participation in School and Community Projects:***

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

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

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

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.

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.

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

**15. Specific Requirements for Each Rank and Sub-Rank**

***MP I-A to MP I-D***

- \* Has completed at least one (1) year in High School
- \* 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
- \* 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.

***MP II-A to MP II-C***

- \* At least a High School Graduate
- \* 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
- \* 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

***MP III-A to MP III-D***

- \* Earned at least 21 units in college
- \* 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
- \* 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





***MP IV-A to MP IV-C***

- \* At least a graduate of an Associate Degree Program
- \* 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
- \* 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

## sec 4. Administrative Assistant Ranking Scale

Ranks	Total Minimum Points	Total Minimum Percent'ge	Educational Qualification (25%)	Work Efficiency (from a scale of 1-5) 30%	Professional Growth 10%	Work Experience (Yrs in RST) 25%	Com. & 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	68.10%	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%



Sec 5. 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%





# **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 shown 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**

#### **5. Benefits and Privileges**

##### ***Sick/Emergency Leave.***

Fifteen (15) days a year is given to permanent personnel 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.

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

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.

##### ***Health Services***

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

##### ***Retirement***

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

##### ***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.



***Thirteen Month Pay.***

A personnel is given a thirteen month pay as provided by Law.

***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.

***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.

***Requests for Spiritual Services.***

A personnel can avail of spiritual and related services (sacraments and sacramental) from the institution.

***Vacation leave.***

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. 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. Art II. Likewise, any act contrary to Catholic values leading to scandal and public censure will be meted out with sanctions.

### 2. Types of Sanctions

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

#### ***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.

***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.

***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.

***Separation or Termination of Employment***

This is the last and final step. The Rector in consultation with the School Board issues the letter of separation or termination from employment. There is to be a legal basis for the separation or termination of an employee (cf. Catalogue of Infractions or Violations, Art 6).

**Sec 2. Separation or Termination of Employment**

Separation with the institution come in various forms.

**3. 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 is attached to. The following is the process for VR.

- A letter of voluntary resignation is tendered to the President of the institution, through the Human Resource Officer,
- A thirty-day status needs to be observed so the institution can cope with smooth operation and effective transition for the institution;
- Within the thirty-day period, the personnel is to secure clearance to clear himself from all accountabilities and obligations to the institution,



- 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.

#### **4. 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.

#### **5. 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.

#### **6. 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.

#### **7. 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.





# Art VI: Catalogue of Infractions or Violations

## Sec. 1 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

- \* Use of profane, insolent or obscene language
- \* Littering and gross negligence in the use of toilets and other facilities,
- \* Making false, vicious or malicious statements against co-employee, students, and administrators,
- \* Exhorting money for a bribe
- \* Deliberate withdrawal or misplacement from designated place of records and properties,

### 2. Honesty

- \* Stealing school properties
- \* Misrepresentation or falsehood in accomplishing employee's application forms or attachments from said form,
- \* Falsification of documents,
- \* Giving false testimonies

- \* Padding of attendance records,
- \* Moonlighting i.e. accepting semi-permanent or gainful employment while on official leave,

### **3. Trustworthiness**

- \* Careless, Improper use of school equipments leading to its destruction
- \* Fraudulent acquisition and use of school supplies and facilities,
- \* Gambling and or its promotion,
- \* Change or alteration of records for favors and/or monetary rewards,
- \* Unauthorized release of confidential information or records of students, employees, and administrators,
- \* Destruction of records to conceal irregular or illicit transactions prejudicial to the institution,

### **4. Initiative**

- \* Loitering or wasting time during work period,
- \* Sleeping and reading of newspapers and magazines while on duty,
- \* Concealment of defective work,
- \* Gross neglect of contractual duties and responsibilities,

### **5. Faithfulness**

- \* Failure to attend religious and spiritual exercises organized for the employees,
- \* Open and willful attack against the religious identity of the institution,
- \* Desecration and willful destruction of sacred icons, signs and symbols of the institution,

### **6. Dependability**

- \* Deliberate destruction of or threatening to destroy school properties
- \* Issuing or giving false information,



- \* Deliberately restricting out-put or hindering the progress of office or school operations,

### **7. Decency**

- \* Unauthorized use of school facilities and equipments for personal or commercial purposes,
- \* Being drunk or disorderly within the school premise,
- \* Bringing of alcoholic drink to the school premise,
- \* Use/ peddling of illegal drugs,

### **8. Personal Grooming**

- \* Indecent Acts and Indecent exposure
- \* Indulging in morally illicit relationships,

### **9. 9. Relationships with Administration and faculty members,**

- \* Insubordination,
- \* Deliberate refusal to comply with proper requests or demands,
- \* Willful disregard or disrespect to authority,

### **10. Relationships with AA and MP**

- \* Inflicting injure or harm or assaulting co-employee, except in case of self-defense,
- \* Threatening, intimidating, harassing a co-employee
- \* Indulging in backbiting and rumor mongering,

### **11. Work Responsibilities**

- \* Failure to log-in and log-out at the appoint times of working days,
- \* Habitual tardiness in reporting to work plays without permission,
- \* Leaving work assignments and leaving the school premise during working hours without prior permission from the office head,
- \* Accumulated unexcused absences in excess of ten (10) days within the year.

Appendix 1

# Organizational Structure











