



**CAGAYAN STATE UNIVERSITY**  
Andrews Campus, Caritan, Tuguegarao City, Cagayan

# UNIVERSITY CODE REVISED 2 0 1 7





Republic of the Philippines  
CAGAYAN STATE UNIVERSITY  
Andrews Campus  
**BOARD OF REGENTS**

Contact Information: (078) 844-0430

Email-addresses: [augus2s\\_csboard@yahoo.com](mailto:augus2s_csboard@yahoo.com)  
[cagayanstateuniversity.board@gmail.com](mailto:cagayanstateuniversity.board@gmail.com)

---

**EXCERPTS FROM THE MINUTES OF THE 3rd QUARTER (67th) REGULAR MEETING OF THE BOARD OF REGENTS OF THE CAGAYAN STATE UNIVERSITY HELD ON SEPTEMBER 29, 2017 AT THE CONFERENCE ROOM, CSU ANDREWS CAMPUS, CARITAN SUR, TUGUEGARAO CITY, CAGAYAN.**

---

XXX

XXX

XXX

Hence, on duty seconded motion of Regent Navarro, the Board passed and adopted-

**Resolution No. 90**  
**Series of 2017**

**RESOLVED, AS IT IS HEREBY RESOLVED**, that the CSU Board of Regents hereby approves the 2017 Revised University Code with necessary amendments/modifications/inclusions as discussed and introduced by the members of the Board. Such amendments/modifications shall be integrated and form part of the final version of the University Code.

**RESOLVED FURTHER**, that the Final version of the Code shall take effect Fifteen (15) days following the completion of its publication.

*Approved*

=====

**I HEREBY CERTIFY** that the foregoing excerpt resolution from the minutes is true and correct.

  
**JOEY L. CAUILAN**  
Board Secretary



**CAGAYAN STATE UNIVERSITY**  
Andrews Campus, Caritan, Tuguegarao City, Cagayan

**UNIVERSITY**  
**CODE** R E V I S E D  
2 0 1 7

# Table of Contents

Preface	iii
University Core Values and Expected Graduate Attributes	1
<b>Title I: The Government of the Cagayan State University</b>	<b>2</b>
Article 1: Legal Character of the Cagayan State University	2
Article 2: Powers of the Cagayan State University	2
Article 3: Autonomy of the Cagayan State University	3
<b>Title II: The Board of Regents</b>	<b>4</b>
Article 4: Powers and Duties	4
Article 5: Composition of the Board	4
Article 6: Meetings of the Board	5
Article 7: Key Functions of the Board	5
<b>Title III: The Councils of the University</b>	<b>6</b>
Article 8: Administrative Council	6
Article 9: Administrative Council Executive Committee	6
Article 10: Academic Council	7
Article 11: Academic Council Executive Committee	7
Article 12: Research, Development, and Extension Council	8
Article 13: The Faculty and Employee Councils	8
Article 14: The Student Council	9
<b>Title IV: Central Administration</b>	<b>10</b>
Article 15: The Composition of the Central Administration	10
Article 16: The University President	10
Article 17: The Vice-Presidents	11
Article 18: The Executive Councils	11
1. The University Executive Committee	11
2. The University Management Committee	12
Article 19: Designated Officials	12
<b>Title V: The Campuses</b>	<b>14</b>
Article 20: Legal Character of Campuses	14
Article 21: The Campus Executive Officers	14

Article 22: Subsidiarity	15
Article 23: Assets	15
Article 24: Banner Programs	15
Article 25: Rationalization	16
<b>Title VI: Programs and Students of the University</b>	<b>17</b>
Article 26: Comprehensive University	17
Article 27: The Students of the University	17
<b>Title VII: Employment</b>	<b>19</b>
Article 28: Instructional Corps	19
Article 29: Administrative Component	19
Article 30: Classification and Qualifications	19
Article 31: Classification	20
Article 32: Qualification Standards, Merit System, and Promotion	21
Article 33: Items	21
Article 34: Contracts of Service	22
Article 35: Consultancy Services	22
<b>Title VIII: University Funds</b>	<b>23</b>
Article 36: Classification of Funds	23
Article 37: Management of Funds	24
<b>Title IX: Manuals of the University</b>	<b>25</b>
Article 38: The Manuals	25
Article 39: Approval of Manuals	25
Article 40: Binding Status of Manuals	26
<b>Title X: Dispute Settlement and Grievance Machinery</b>	<b>27</b>
Article 41	27
Article 42	27
Article 43	27

# UNIVERSITY CODE

Revised 2017

A University Code is the basic operational document of a university. From it, all other codes and manuals draw their orientation. Within its framework, the university works out its organization and operational systems. The first University Code of the Cagayan State University was drawn up in 1995.

But the University Code is enacted by the University pursuant to its charter, and in conformity with statutes governing higher education institutions.

A state university is characterized by the Administrative Code of 1987 as an “instrumentality of national government with corporate powers”. As such, P.D. 1436, the Charter of the university, and Republic Act No. 8292, the Higher Education Modernization Act – that prescribes the composition and the functions of governing boards of State Universities and Colleges – guide the key provisions of this Code.

The experience of the university and the institutionalization of its systems and procedures that have proven to be effective and that have borne felicitous results are also embodied in this Code.

Details are provided for by specific manuals: The Academic Manual, the Administrative Manual, the Research Manual, and other essential manuals of the university that, in corporate terms, constitute the “by-laws” of the university.

# University Core Values and Expected Graduate Attributes

## Vision

Transforming lives by educating for the best.

## Mission

Cagayan State University is committed to transform the lives of people and communities through high quality instruction and innovative research development, production and extension.

### Core Values

### Institutional Outcomes

#### Competence

Critical Thinker  
Creative Problem - Solver  
Competitive Performer:  
Nationally, Regionally and  
Globally.

#### Social Responsibility

Sensitive to Ethical Demands  
Steward of the Environment for  
Future Generations  
Social Justice and Economic  
Equity Advocate.

#### Unifying Presence

Uniting Theory and Practice  
Uniting Strata of Society  
Unifying the Nation, the ASEAN  
Region and the world  
Uniting the University and the  
community.

## **Title I**

# **The Government of the Cagayan State University**

## **Article 1: Legal Character of the Cagayan State University**

The Cagayan State University is an instrumentality of national government with corporate powers.

As an instrumentality, it is an agency vested with special functions or jurisdiction, endowed expressly by Republic Act No. 8292 with corporate powers, administering its own funds and enjoying operational autonomy through its charter.

## **Article 2: Powers of the Cagayan State University**

Aside from the powers granted it by its Charter, Presidential Decree No. 1436 and the Higher Education Modernization Act, Republic Act No. 8292, or other laws that may subsequently repeal or amend the aforementioned statutes, the university enjoys the powers of a corporation conferred by Section 36 of the present Corporation Code, or the correspondent provision in any corporation code that may hereafter be enacted.

### **Article 3: Autonomy of the Cagayan State University**

The university enjoys the academic freedom granted by the Constitution to all institutions of higher learning.

Furthermore, the university enjoys the autonomy assured it by its charter that forms part of the legal definition of an instrumentality under the Administrative Code of 1987.

## **Title II**

### **The Board of Regents**

#### **Article 4: Powers and Duties**

The governing board of the Cagayan State University shall be known as “The Board of Regents” (hereinafter, “the Board”). The Board shall govern the university principally through the articulation of policy, and shall, besides, be vested with the powers granted it by Republic Act No. 8292 and succeeding laws. It shall also exercise the powers of corporations under Section 36 of Batas Pambansa No. 68, also known as the Corporation Code of the Philippines or any corresponding amendment thereof.

#### **Article 5: Composition of the Board**

The composition of the Board of Regents shall be as provided for by law, provided that: the President of the University, who, by law, is Vice-Chair, of the Board shall preside over meetings of the Board when the Chair-Designate is not available, even if the CHED Chair or the Chair-Designate should assign a representative to attend the meeting in his or her behalf.

## **Article 6: Meetings of the Board**

The meetings of the Board shall be governed by existing law, provided that: the Board may decide that the final form, deed or acts already discussed by the Board be approved by referendum. In cases of urgency meetings of the Board may, by previous consent of the members of the board take place by video-conferencing.

## **Article 7: Key Functions of the Board**

The Board shall formulate policy for the University. It shall also exercise oversight over the operations of the university. In administrative cases involving university officials, faculty members and employees, it exercises appellate jurisdiction over judgments made at the university level.

## **Title III: The Councils of the University**

### **Article 8: Administrative Council**

There shall be a University Administrative Council of the University consisting of the President as Chair, the Vice-Presidents, the Campus Executive Officers, the University Deans, the Directors and the Chiefs of Offices. The functions of the Administrative Council shall be as provided for by law.

Provided that: The President may direct the participation of professors, instructors, or other administrative officials of the university as ad hoc members, when the President deems it necessary, provided that: such an ad hoc member joins the sessions only to which he or she has been invited.

### **Article 9: Administrative Council Executive Committee**

The Vice-Presidents and the Campus Executive Officers presided over by the President shall constitute the Executive Committee of the Administrative Council, without prejudice to the power of the President to direct the attendance of any university official whose presence may be needed. The Executive Committee may decide only on such matters as may have been entrusted to it by the Administrative Council.

## **Article 10: Academic Council**

The University Academic Council shall have all the members of the instructional corps with at least the rank of Assistant Professor and the Presidents of Faculty Association in all campuses as members. Its powers and functions shall be as provided for by law. The President presides over this council.

Provided that: The Academic Council may meet, deliberate and vote by Campus when so directed by the University President; in such a case, the Campus Executive Officer shall preside, provided further that: the record of attendance, the notation on quorum, the minutes of the meeting and the resolutions made are submitted to the Vice-President for Academic Affairs. The total number of votes cast in favor or against any measure from all campuses shall be summed up and shall constitute the vote of the Academic Council.

## **Article 11: Academic Council Executive Committee**

There shall be an Executive Committee of the University Academic Council chaired by the Vice-President for Academic Affairs with Director of Instruction as the Vice-Chair and the Campus Executive Officers, the University Deans, Campus College Deans, and such other members as may be elected by the University Academic Council as members.

The Executive committee shall be primarily consultative in nature, but may decide matters when so delegated by the Academic Council.

### **Article 12: Research, Development, and Extension Council**

There shall be a University Research, Development and Extension Council that shall formulate policy in respect to research, development and extension. It will be the duty of the council to plan, initiate and superintend the research, development and extension endeavors of the university. The President likewise presides over this council.

### **Article 13: The Faculty and Employee Councils**

There shall be a faculty council over which the president of the University Faculty Association shall preside. It shall deliberate on matters pertaining to faculty benefits and concerns and shall propose to the President such measures as may inure to the benefit of faculty members. It may make decisions binding on members of the faculty, provided that these do not contravene university policy, university rules and lawful orders and directives of university officials.

There shall likewise be an administrative personnel council over which the president of the University Personnel Association shall preside. It shall deliberate on matters pertaining to personnel

benefits and concerns and shall propose to the President such measures as may be beneficial to administrative personnel. It may make decisions binding on administrative personnel, provided that these do not contravene university policy, university rules and lawful orders and directives of university officials.

### **Article 14: The Student Council**

There shall be a University Student Council that shall constitute the university student government, over which a student president shall preside. The University Student Council shall conduct its affairs under the supervision of the Director of Student Services and Welfare. Only bona fide students enrolled in first courses are eligible for election as President of the University Student Council. The council shall propose to the President such measures as may inure to the benefit of students. It shall also receive complaints and elevate the grievances of students to the relevant university offices. The Student Regent shall be allowed to exercise his rights and powers as President of the University Student Council in accordance with the Constitution and By-laws of the University Student Council and other university policies.

## **Title IV: Central Administration**

### **Article 15: The Composition of the Central Administration**

The Central Administration shall refer to the President, the Vice-Presidents, the University Directors, and the Chiefs of Offices.

### **Article 16: The University President**

The President is the Chief Executive and Administrative Officer of the university. The powers and functions of the President are as defined by law, as is the manner of selection and the term of office, but upon the University President rests the operational governance of the university. The President is the agent of the university and enters into agreements, contracts and other legally binding relations in behalf of the university. In the exercise of duties, powers, prerogatives and privileges, the President is responsible to the Board.

Whatever power may be needed by the University to implement policy, or to deal with an emergency, or to extend relief, aid and succor, including the disbursement of funds, when such may be needed shall be deemed reposed in the President.

## **Article 17: The Vice-Presidents**

The Vice-Presidents act for and in behalf, as well as by authority of the President in respect to the line departments or offices over which they exercise authority. Vice-Presidents are administrative agents of the University President.

## **Article 18: The Executive Councils**

### **1. The University Executive Committee**

The University Executive Committee shall be composed of the Vice-Presidents and shall be presided over by the University President. The Executive Committee may invite such university officials, employees and personnel as it may deem necessary, on occasion. It shall:

- 1.1. Assist the President in making executive decisions entrusted to her by law and by relevant administrative regulations.
- 1.2. Formulate policy for approval by the Board of Regents through the University President.
- 1.3. Assist the President in the articulation of rules and decisions that may be submitted to the Board of Regents subsequently but that are immediately executable and implementable because of exigencies.

## **2. The University Management Committee**

The University Management Committee shall be composed of the Vice-Presidents and the Campus Executive Officers, over which the University President shall preside. It may summon such other university officials and employees as it may deem necessary from time to time. It shall have the following functions:

- 2.1. General oversight in respect to university operations, subject to the statutory powers of the different councils provided for in Republic Act No. 8292 and subsequent legislation;
- 2.2. Make decisions in respect to hiring, promotions and placement.
- 2.3. Decide on such other management matters that the University President may submit to it for consideration and recommend to the University President courses of executive action.
- 2.4. Serve as the consultative body of the President in those matters for which the President may desire or seek consultation.

## **Article 19: Designated Officials**

The President may designate officials of the university whose designations, when ratified by the Board, shall allow them the exercise of all the powers and prerogatives and charge them

with the discharge of all the duties and functions of appointed officials.

To allow for planning and execution of plans, designated officials shall hold office for a period of two (2) years, subject to renewal, and subject further to the power of the President to terminate the designation for cause.

In no case shall a designated official hold office beyond the term of the designating President.

## **Title V**

### **The Campuses**

#### **Article 20: Legal Character of Campuses**

The Campuses of the university are sites of the university and are neither branches nor satellites. No campus enjoys juridical personality distinct from that of the Cagayan State University. Campuses enjoy the degree of self-governance that allow for the efficient governance of the university, provided that: the President and, by authority of the President, the Vice-Presidents enjoy supervision and control over the campuses consistent with the accountability of university officials.

#### **Article 21: The Campus Executive Officers**

The Campus Executive Officer is the manager of the campus. He directs and supervises its affairs and is responsible for all property and assets of the university within the campus. The President, and the Vice-Presidents in behalf of the President, exercise their authority over the campus through the Campus Executive Officer. The Campus Executive Officer shall dutifully implement all policies, norms, guidelines and directives of the Central Administration.

## **Article 22: Subsidiarity**

Matters not reserved by law, or this Code, or the university manuals to the Central Administration, should first be resolved by the Campus Executive Officer before being elevated to the Central Administration.

## **Article 23: Assets**

All assets of the campuses are university assets and may neither be encumbered nor alienated without the consent of the University President, and ratified by the Board.

The Campus Executive Officer shall be accountable for all university assets within the campus.

## **Article 24: Banner Programs**

The Administrative Council shall identify the banner program or programs for each campus. Such banner program shall enjoy priority in funding and in administrative support. No two campuses shall have the same banner programs. The Campus Executive Officer shall be charged with nurturing, strengthening and further promoting the banner program(s) of the campus. The Academic Council and RDE Council shall also be consulted.

## **Article 25: Rationalization**

When a degree program is offered in different campuses, resources, both human and material, shall be shared and rationalized. The different campuses shall contribute to the enhancement of library, laboratory and other facilities pro rated according to enrollees for each campus and the financial capability of each. The University Dean shall be responsible for seeing to the fair use of all resources of the college by all students of the degree program.

## **Title VI**

### **Programs and Students of the University**

#### **Article 26: Comprehensive University**

By its charter, the Cagayan State University forms professionals in all disciplines and trains the students in the arts and the sciences.

The university must respond to the priority needs of the region and the country in the determination of its programs and its curricula. Of special concern to the university are those courses that contribute to food production.

#### **Article 27: The Students of the University**

“Access to quality higher education” shall be the general norm for the admission of students to the University. The academic manual shall prescribe the conditions and requirements for admission, but no student shall be discriminated against because of ethnicity, religion, culture, political belief, disability and gender orientation or preference. Women students shall be given the same opportunities as men and no course may be closed to them because of gender.

When, because of the special needs of a disabled person who seeks admission, the university is unable to provide for such special needs, the

parents will be duly informed, after the university has endeavored to provide for such special needs.

All students who enroll at the university submit to the Code of Discipline provided for in the Academic Manual and the Student Manual and accept the disciplinary procedures therein provided. They also consent to all security measures that the university may set in place for the safety of all members of the university community.

## **Title VII Employment**

### **Article 28: Instructional Corps**

The instructional corps shall consist of the teaching component of the university. Also part of the instructional corps are the registrars, librarians, the guidance counselors, the student services and welfare officers, researchers and extension specialists of the university.

### **Article 29: Administrative Component**

The administrative component includes all officials and employees of the university engaged in non-academic functions and not encompassed by the preceding section.

### **Article 30: Classification and Qualifications**

The instructors and professors who constitute the teaching component of the university belong to the closed-career service. Eligibility is determined by the requisite degrees, the minimum of which is a master's degree, subject to such exceptions as may be provided for by relevant rules. Specialization shall be determined by the graduate degree or degrees held by a member of the teaching component.

Members of the administrative component, for their part, belong to the open-career service, and their eligibility is determined by passing the requisite licensure examination where one is required, or by the professional service examination or the criteria of the university qualification standards.

### **Article 31: Classification**

Permanent members of the academic and administrative components are those who are issued appointments to permanent positions.

A temporary appointment may be issued in the administrative component of the university to one who lacks the requisite civil service eligibility but is in the process of obtaining such eligibility.

A full-time instructor or professor is one who is assigned a teaching load of at least eighteen (18) or twenty-one (21) units for the semester, according to the provisions of the academic manual. Any instructor or professor carrying a load less than eighteen (18) or twenty-one (21) units according to the provisions of the academic manual is considered part-time, unless he or she is granted an Equivalent Teaching Load (ETL) as shall be provided in the academic manual.

Only full time instructors or professors qualify for appointments of permanence.

### **Article 32: Qualification Standards, Merit System, and Promotion**

The Academic Manual shall provide for the qualification standards and merit system of members of the Academic Component.

There are two tracks for the promotion of instructors and professors. The first track is through the provisions of the National Budget Circular (NBC) or other equivalent issuance. The second track is through the exercise of Presidential Discretion, also known as Institutional Promotion.

Promotions in the administrative component are determined by the administrative manual as well as by relevant civil service rules and regulations.

### **Article 33: Items**

All items on the university plantilla are university items. Any employee may be assigned by the University President to any of the campuses of the university in the exigencies of the service,

provided that the exercise of such power of assignment shall be reasonable and fair.

### **Article 34: Contracts of Service**

As the need may arise, the President may enter into contracts of service with such persons whose services the university may need, provided that the contract shall not have a term of longer than one (1) year and provided further that the university may terminate the contract of service even before the end of one year by providing the other party with one (1) month advanced notice of pre-termination. Those serving under a contract of service shall not be considered employees of the university but shall be covered by the provisions of the Anti-Graft and Corrupt Practices Act.

### **Article 35: Consultancy Services**

When, owing to special, technical skills needed for the prosecution of a project, or for the operations of the university, a consultant is deemed necessary, the President may engage the services of a consultant. When applicable, the provisions of Republic Act No. 9184 shall apply. Consultants shall not be considered integral to the university but shall likewise be covered by the Anti-Graft and Corrupt Practices Act.

## **Title VIII**

### **University Funds**

#### **Article 36: Classification of Funds**

There shall be four general headings of funds:

First: Budgetary Funds shall refer to all funds, under whatever title, constituting the appropriation for the Cagayan State University under the General Appropriations Act, or the national budget.

Second: Income Funds shall refer to all monies realized by the university from the collection of fees paid by students.

Third: Special Purpose Funds shall refer to funds received from various sources, government and non-government, for such specific projects as research, extension, scholarships, fellowships, professorial chairs and other similar grants.

Fourth: Business Funds shall refer to funds realized by the various income-generating projects and business ventures of the university in any and all of its campuses, as well as by its employees commissioned, designated or appointed to undertake such income-generating or business projects.

## **Article 37: Management of Funds**

The deposit, recordation, disbursement, accounting and auditing of these funds shall comply with all rules and regulations of the Commission on Audit as well as other government regulations.

## **Title IX**

### **Manuals of the University**

#### **Article 38: The Manuals**

There shall be an academic manual, an administrative manual, a research manual, a finance manual and a business manual of the university. The Board may also enact a governance manual.

The manuals shall provide for the goals, the operation and the supervision and accountability of these concerns of the university.

#### **Article 39: Approval of Manuals**

The manuals shall be drafted by the concerned sections of the university and shall then be submitted to the Administrative Council for review. The President shall then endorse the manuals to the Board for ratification.

A student manual shall be drafted by the university student government, provided that the provisions of such a manual shall not contravene university policy and the provisions of any other manual of the university. The student manual shall be deemed approved when recommended by the Director of Student Services and Welfare, or any equivalent office, and signed by the University President.

Other manuals as may be necessary to direct operations of different components of the university may be drawn up by authority of the University President, passed upon the Administrative Council and submitted to the Board of Regents for ratification.

### **Article 40: Binding Status of Manuals**

The manuals enacted according to the foregoing sections shall be considered appurtenances to this Code and shall enjoy the same binding force.

In case of any conflict between the provisions of this Code and any of the manuals, this Code shall prevail.

## **Title X**

### **Dispute Settlement and Grievance Machinery**

#### **Article 41**

The Vice-President for Administration and Finance shall ex officio be the head of the dispute settlement and grievance machinery system of the university.

In all proceedings, the provisions of the Administrative Code of 1987 and the Rules of the Civil Service Commission shall apply.

#### **Article 42**

The University President may constitute an ad hoc investigating committee or hearing panel when deemed necessary.

#### **Article 43**

Complaints arising out of the performance by university officials of their official duties shall first be referred to the University President through the Vice-President for Administration and Finance before recourse is sought with any administrative, quasi-judicial or judicial body.

The Vice-President for Administration and Finance must complete an initial determination (preliminary report) within twenty-four (24) hours of receipt of the complaint. When the

Vice-President does not so act, the aggrieved party may rightfully turn to administrative, quasi-judicial and even judicial bodies for recourse.

It shall constitute grave misconduct and conduct prejudicial to the best interest of the service for any employee of the university to file cases precipitously and maliciously on the basis of operations of the university and the performance, by university officials and employees, of their duties without prior recourse under this section.





**CAGAYAN STATE UNIVERSITY**  
Andrews Campus

Tel. No.: 844-0430  
[www.csu.edu.ph](http://www.csu.edu.ph)

Andrews Campus, Caritan, Tuguegarao City, Cagayan