



**CARAGA**  
**STATE UNIVERSITY**  
**PHILIPPINES**

# **Faculty Manual**



**RESOLUTION APPROVING THE PROPOSED CARAGA STATE UNIVERSITY FACULTY MANUAL**

**RES. NO. 49-18, s. 2019**

WHEREAS, the Board has the sole authority to approve policies of the University under RA 9854;

WHEREAS, the Faculty Manual will serve as guide to all Faculty members to the policies, guidelines and procedures of the University that affect the teaching staff;

WHEREAS, the Administrative and Academic Council endorsed the proposed Faculty manual for approval of the Board through Res. No. \_\_\_\_, 2019;

WHEREAS, the Fiscal-UDPRC favorably endorsed the proposed Manual during its 34<sup>th</sup> Meeting with conditions of the final editing and lay-out of all proposed policies before printing.

WHEREAS, the Board directed the strict conformity of the Manual to CHED and CSC rules and guidelines and other pertinent and relevant laws to the Manual.

**RESOLVED, THE CSU BOARD OF REGENTS, AS MOVED AND SECONDED, APPROVES THE PROPOSED CARAGA STATE UNIVERSITY FACULTY MANUAL SUBJECT TO THE COMPLIANCE TO THE RELEVANT LAWS RELATED THERETO.**

HON. PERFECTO A. ALIBIN  
 Commissioner, CHED  
 Chairperson, CSU BOR

HON. ANTHONY M. PENASO, Ph.D.  
 President, CSU  
 Vice-Chair, CSU BOR

CARAGA STATE UNIVERSITY  
 Office of the University  
 and Board Secretary  
 CERTIFIED TRUE COPY  
 FROM THE ORIGINAL  
 Date: 28 Oct 2019

*Not present*

HON. LAWRENCE LEMUEL H. FORTUN  
 Office of Cong. Mark O. Go  
 Chair, Comm. on Higher and Technl. Educ.  
 House of Representatives  
 Member

HON. BONIFACIO G. UY  
 Regional Director, NEDA XIII  
 Member

HON. ALMA A. ELEAZAR  
 Private Sector Representative  
 Member

HON. JONA J. BIONGCOG  
 Faculty Federation President  
 Member

*Not present*

HON. SEN. EMMANUEL JOEL J. VILLANUEVA  
 Chair, Comm. Higher, Technl and Vocational Educ.  
 Senate of the Philippines  
 Member

HON. DOMINGA D. MALLONGA  
 Regional Director, DOST XIII  
 Member

HON. ENGR. REY R. DULTRA  
 Alumni Federation President  
 Member

HON. NEIL JUN T. GAVIOLA  
 CSG Federation President  
 Member

*I hereby certify to the correctness and the authenticity of the foregoing resolution. Done this 17<sup>th</sup> day of October 2019 at Grand Regal Hotel, Davao City*

ATTY. DIANAH JEE U. SASPA  
 Board Secretary V

## *Foreword*

*Caraga State University envisions to be a higher education institution motivated to promote and produce excellence in the holistic expanse of a profound university. Part of this area is instruction, of which the university set efforts to provide advanced education with higher technological and professional instruction and trainings. The members of the faculty have full commitment and passion to perform the necessary measures for the development of CSU's students. To strengthen this commitment and passion, it is empirical for the faculty to be acquainted to the rules, policies, and the nature of their job as a deliberant of instruction, research, innovation, extension, and production.*

*The contents stipulated in this manual are based on legal documents and references such as Civil Service Laws, CHED Memorandums, BOR Resolutions, Caraga State University (CSU) Code, and other lawful documents and jurisdictions.*

*The principles set forth in this Faculty Manual shall be the basis and reference of the CSU faculty members for them to be equipped to serve the university's academic community.*

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