



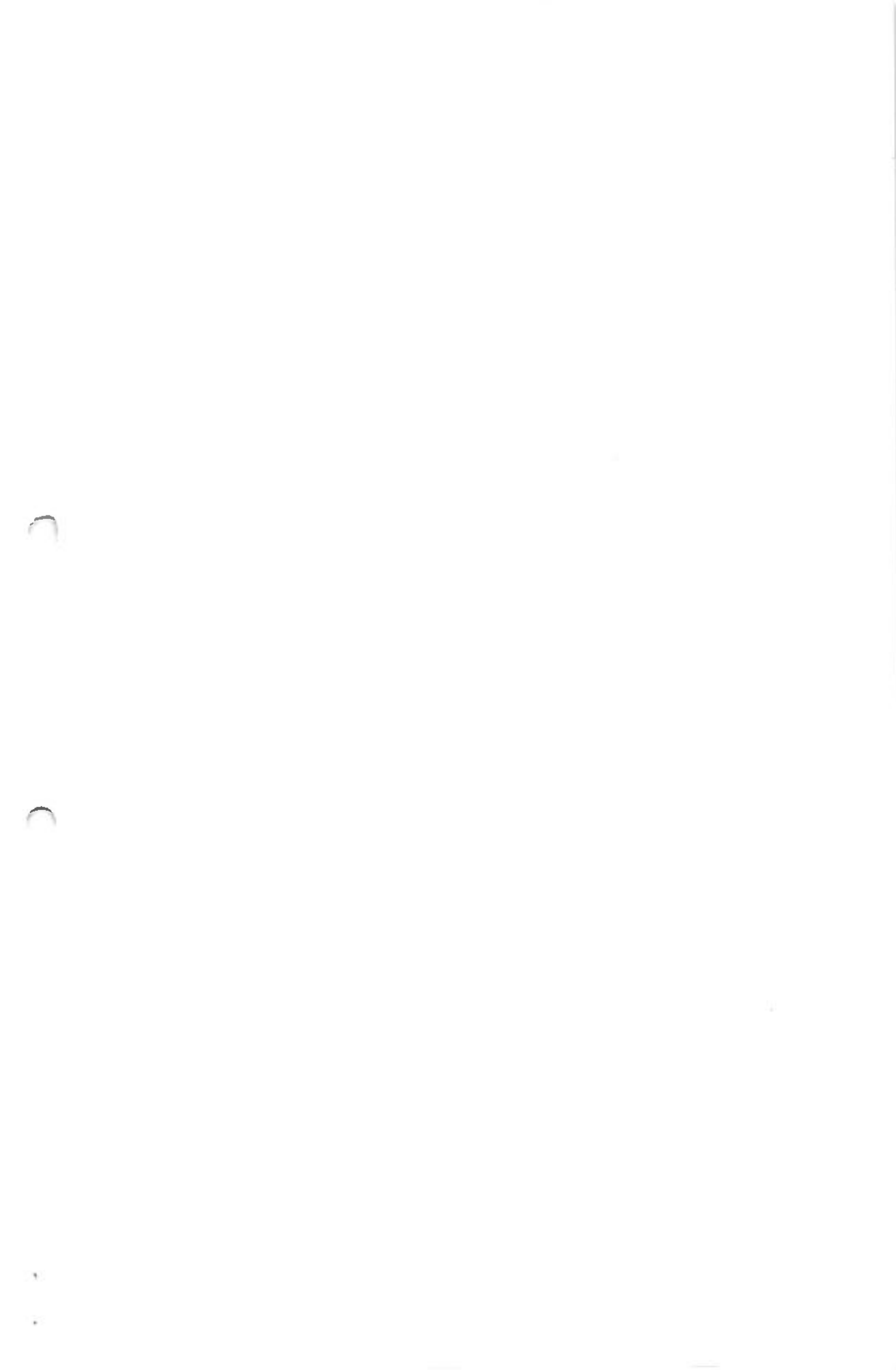
Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

OFFICE ORDER NO. 6 - 2012

Subject : *Adhoc revision in the Guidelines on the Faculty and Staff Development Program (FSDP) Approved as per BOT Resolution No. 694, s. 2003.*

Date : **April 16, 2012**

-
1. To facilitate the attainment of Goal No. 1 of the University Development Plan which is the pursuit of excellence in instruction, the following adhoc revision in the guidelines are hereby prescribed to address the urgent need of improving the policy guidelines set forth considering the need and interest of the University to wit:
 - A. **Number of Regular Scholar Slots:** The number of scholarship slots under the full-time and official Business (O.B.) Regular Scholar status for SY 2012-2013 is hereby increased to 3. The increase is initiated to address the need for a faster improvement in the faculty-staff profile as this is a vital determinant of quality education, improvement in the SUC Level of IFSU and improvement in the university's performance in the Normative Financing Scheme of budget allocation being instituted by the Commission on Higher Education (CHED); As usual, the number of partial scholars are unlimited provided grantees have secured scholarship from other funding source.
 - B. **Source of Funds:** Funds for the purpose will be sourced out from the university income from fees and General Fund;
 - C. **Field of Study:** Only application for doctoral programs will be entertained/ supported. With the implementation of the policy of hiring faculty with masteral degree, the scholarship shall henceforth focus on doctoral studies only. In addition, the privilege shall be granted to applicants pursuing doctoral studies in their field of specialization in the baccalaureate level for which they were hired; (Verticalization)
 - D. **Delivering Higher Education Institution:** Recipients of the scholarship grant must enroll and study only in HEI's with proven integrity and quality and standards. They must have CHED authority/ recognition to offer said program and the program must have an accreditation of at least Level III and above by any of the recognized accrediting agencies in the Philippines. Applicants must show proof of compliance by the institution they have enrolled in or are planning to enroll;
 - E. **Study Status:** To balance the need of the university for the services of its employees and its desire to send them to pursue higher studies, applicants who are enrolled in DHEI's where subjects being pursued are scheduled only during weekends (Saturdays and Sundays) are required to teach a reduced workload of up three (3) classes with one or two preparations during the 1st two years of their doctoral studies. They shall be on full time study leave during their 3rd/ dissertation year. In addition, recipients will only be required to be in the university during their scheduled classes. They are exempted from quasi-judicial assignments requiring additional time to be spent for university activities and programs. Scholars will be governed with university rules and regulations only during their assigned teaching times. Scholars enrolled in DHEI's where classes are done during weekdays may be granted full-time study leave.

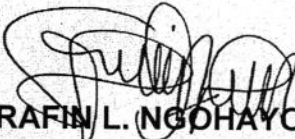


F. **Contracts:** Scholarship contract will be executed by the University and the grantee to include the aforementioned arrangements. The university will strictly enforce the return to work agreement and reimbursement of scholarship benefits for failure to finish their studies within the prescribed duration in the contract. Extension of study period is discouraged.

G. **Responsibility of the FSDC:** The Faculty Staff Development Committee is hereby tasked to strictly implement these additional guidelines. The FSDC are to screen and rank the applicants properly. They are also to monitor their studies and compliance to their study plan;

H. **Effectivity:** These additional guidelines shall take effect immediately and will be in effect unless revoked by competent authorities. Provisions contrary to existing policies prescribed by higher authorities are deemed inoperable. Provisions of previous issuance of the same level contrary to any of these provisions are deemed revoked.

2. The Department of Human Resource and Development is tasked to review the FSDP and initiate some other revisions and integrate these adhoc revisions for consideration by the Board of Regents.
3. For the information and commitment of all concerned.


SERAFIN L. NGOHAYON, Ph.D.
University President

Cc: all VP's, Head HRD, HRMO, Campus Directors, Deans and Chairmen of Departments, Records, File

