



BOARD OF REGENTS

1 **IV. MATTERS FOR APPROVAL BY THE BOARD**

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3 **1. Administrative Matters**

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5 **a. Teaching Appointments with Salary Grade 19 and Above**

6 **Resolution No.158**
7 Series of 2020

8
9 Approving the teaching appointment of May Eva Z. Garcia
10 with Salary Grade 19 and above.

11 **APPROVED**

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13
14
15 **b. Proposed Policies on Granting Educational Assistance for**
16 **Student Workers**

17 **Resolution No. 159A**
18 **Series of 2020**

19
20 Approving the Policies on Granting Educational
21 Assistance for Student Workers, subject to government
22 regulations and other issuances.

23 **APPROVED**

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26 **c. Grant of Privileges/Benefits to Selected USM Employees**

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28 **c.1. Faculty Training and Development Committee**

29 **Resolution No. 159B**
30 Series of 2020

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32 Approving the grant of privileges/benefits to selected USM
33 faculty members as recommended by the University Committee on
34 Personnel Career Development; to wit:

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Name	Request	Amount (P)	Duration	Total (P)
Angelie V. Namie	Thesis support			30,000.00
Louie Bjan B. Arellano	Permit to study Issuance of Certificate of recommendation Study leave with pay to commence upon approval of the scholarship		3 years	912,888.00
GRAND TOTAL				942,888.00

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37 **APPROVED**

*Minutes of the 4th Special Meeting
 USM Governing Board
 28 December 2020
 Via Zoom
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CSW FORM

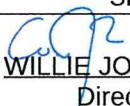
A.	<u>Proponent Office:</u> Human Resource Management and Development Office
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1. <u>Action Requested:</u> Approval of the Educational Assistance for Student Workers (EAST-W)
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B. <u>Rationale/Background Information</u>
<p>This proposal strives to provide enabling environment for students who are also non-permanent personnel to succeed in their academic pursuits. To date, the university has engaged services more or less 274 non-teaching personnel on job order or contract of service (COS). Some of these personnel have expressed their intention to continue their studies to strengthen their qualifications. But class schedules and some expenses may hinder their pursuits. The university has offered financial assistance to students from various sectors of society to pursue undergraduate and higher degrees in the university. It is ironic that the university being an institution for human capital development still have workers who still do not have higher degrees. It is for this reason that the Human Resource Development Committee proposed the granting of educational assistance to potential students who are also non-regular university personnel.</p>

C. <u>Supporting Documents:</u>
<p>_____ Omnibus Administrative Council Resolution No. _____, s. 2020 _____ HRDC Resolution 5 s 2020 _____ Others:</p>

D. Proposed Resolution for BOR Action:
Resolution _____ Series of 2020 Approving the Policies on Granting Educational Assistance for Workers (EAST-W).

E. Recommending Approval	SIGNATURE	REMARKS
OFFICE		
Human Resource Management and Development Office	 <u>WILLIE JONES B. SALILING</u> Director, HRMDO	

**PROPOSED POLICIES ON GRANTING
EDUCATIONAL ASSISTANCE FOR STUDENT WORKERS (EAST-W)**

1.0 Rationale/Background

This proposal strives to provide enabling environment for students who are also non-permanent personnel to succeed in their academic pursuits. To date, the university has engaged services more or less 274 non-teaching personnel on job order or contract of service (COS). Some of these personnel have expressed their intention to continue their studies to strengthen their qualifications. But class schedules and some expenses may hinder their pursuits. The university has offered grant-in-aid financial assistance to students from various sectors of society (PWDs, minorities, etc.) to pursue undergraduate and higher degrees in the university. It is ironic that the university being an institution for human capital development still have workers who still do not have higher degrees. It is for this reason that the Human Resource Development Committee proposed the granting of educational assistance to potential students who are also non-regular university personnel to pursue education as a token of gratitude for their services to the university.

2.0 Purpose

- 2.1 To serve as enabling environment and educational scaffolding for students who are also non-permanent personnel (JO, COS) of the university
- 2.2 To motivate non-permanent personnel to pursue career advancement as a student of the university

3.0 Qualification

- 3.1 Students who are also personnel serving the university on Job Order and Contract of Service (both Individual and Institutional) as defined by DBM-COA-CSC JC 1 s. 2017 as amended by JC 1 s of 2018 may avail of financial assistance to pursue or complete high school, vocational, undergraduate, graduate studies, or Civil Service Commission (CSC) examination review sessions subject to rules herein.
- 3.2 Candidates should have rendered at least two years of satisfactory service to the university as endorsed by the head of unit or manpower agency.
- 3.3 Preferably, a candidate derives a monthly income from the university not exceeding Php 10,000.00.

4.0 Benefits

- 4.1 Generally, students qualified for this program can avail of the following assistance:

- Alternative working arrangement (AWA) to enable them to attend to learning sessions to be approved by the University President as endorsed by the Human Resource Management and Development Office through the focal person on Service Contracting;
- Refund of tuition and miscellaneous and other incidental fees to be determined by the Student Scholarship Board (SSB) of the Office of Student Affairs but not to exceed Php 5,000.00 per semester. Refund is only applicable for undergraduate and graduate programs.

4.2 Specifically, the following categories are eligible for either AWA or refund or both:

<i>Category</i>	<i>Refund</i>	<i>AWA</i>
High School	No refund	Yes
Undergraduate	Limited slots for Php 5,000.00 per semester	Yes
Graduate	Limited slots for Php 5,000.00 per semester	Yes
CS exam review	No refund, free slots available	Yes

5.0 Eligible Delivery Institution

5.1 EAST-W beneficiaries may enrol in the following institutions:

- DepEd Alternative Learning System for High School
- USM for undergraduate studies
- USM for selected graduate programs
- Any USM-accredited civil service examination review centers

6.0 Funding

6.1 The university through Student Scholarship Board may allocate a sum annually for this program as part of the affirmative action policies of both undergraduate and graduate programs subject for the approval of the Board of Regents.

6.2 The Student Scholarship Board shall negotiate with the Graduate School, owing to its self-liquidation status, for the allocation of funds or slots for EAST-W graduate students. For this purpose, the Graduate School may nominate academic programs which maybe eligible for the EAST-W program

6.2 The university shall negotiate any accredited CSC review centers to allocate slots for free reviews to USM personnel.

7.0 Program Administration

7.1 For the undergraduate and graduate students, the following administrative procedure is followed:

7.1.1 The student shall secure first admission to programs he wish to attend.

7.1.2 The HRMDO through the Focal Person on Service Contracting or a special committee for that purpose shall certify to his prior service performance and in the design of appropriate alternative working arrangement of the student.

7.1.3 The Student Scholarship Board (SSB) shall evaluate the merits of the application and endorse the same to University President if the candidates qualified for the program and if fund warrants.

7.1.4 If funds are limited, the SSB shall rank the applicants to assist the President in selecting the most qualified candidate.

7.1.5 Candidates not selected for refund, can still go on with his/her studies under the alternative working arrangement.

7.1.6 Both refund and alternative working arrangement of the undergraduate and graduate students shall be subject to the approval of the University President.

7.1.7 Students shall be subject to the semestral evaluation of the University President subject to the favorable recommendation of HRMDO (for work performance) and SSB (for academic progress). Benefits appertaining hereto may change every semester depending on the evaluation of the University President.

7.2 High School Students of DepEd ALS can avail of EAST-W following the procedure:

7.2.1 The student shall secure first admission to program he wish to attend.

7.2.2 The HRMDO through the Focal Person on Service Contracting shall certify to his prior service performance and in the design of appropriate alternative working arrangement of the student.

7.2.3 The University President shall review and if found appropriate, approves the alternative working arrangement of the high school student.

7.3 Students for CS examination review can avail of EAST-W following the procedure:

7.3.1 The student shall secure first admission to review he wish to attend.

7.3.2 The HRMDO through the Focal Person on Service Contracting shall certify to his prior service performance and in the design of appropriate alternative working arrangement of the student.

7.3.3 The review center shall select the student who can avail of its free slots.

7.3.4 Students not selected for free review can still go on with his/her review sessions under the alternative working arrangement.

7.3.5 Alternative working arrangements to attend CS review sessions is subject to the approval of the University President.

8.0 Other Provisions

8.1 If an EAST-W grantee loses his/her contract with the university or agency in contract with the university, he/she also loses the EAST-W assistance.

8.2 It is the obligation of the grantee to report his progress and grades for SSB evaluation along with his work performance to the HRMDO.

8.3 Students who would like to avail of the EAST-W assistance is subject to the admission and retention policy of the academic program he/she intends to enroll with.

8.4 The HRMDO shall regularly monitor the work performance of the student and make recommendation hereof to improve the administration of the EAST-W program.

8.5 The SSB shall monitor the academic progress of the student and provide appropriate student support service through the instrumentalities of the Office of Student Affairs.

8.6 The Office of Student Affairs shall coordinate with the HRMDO in the periodic evaluation of this program and recommend enhancement of the hereof.