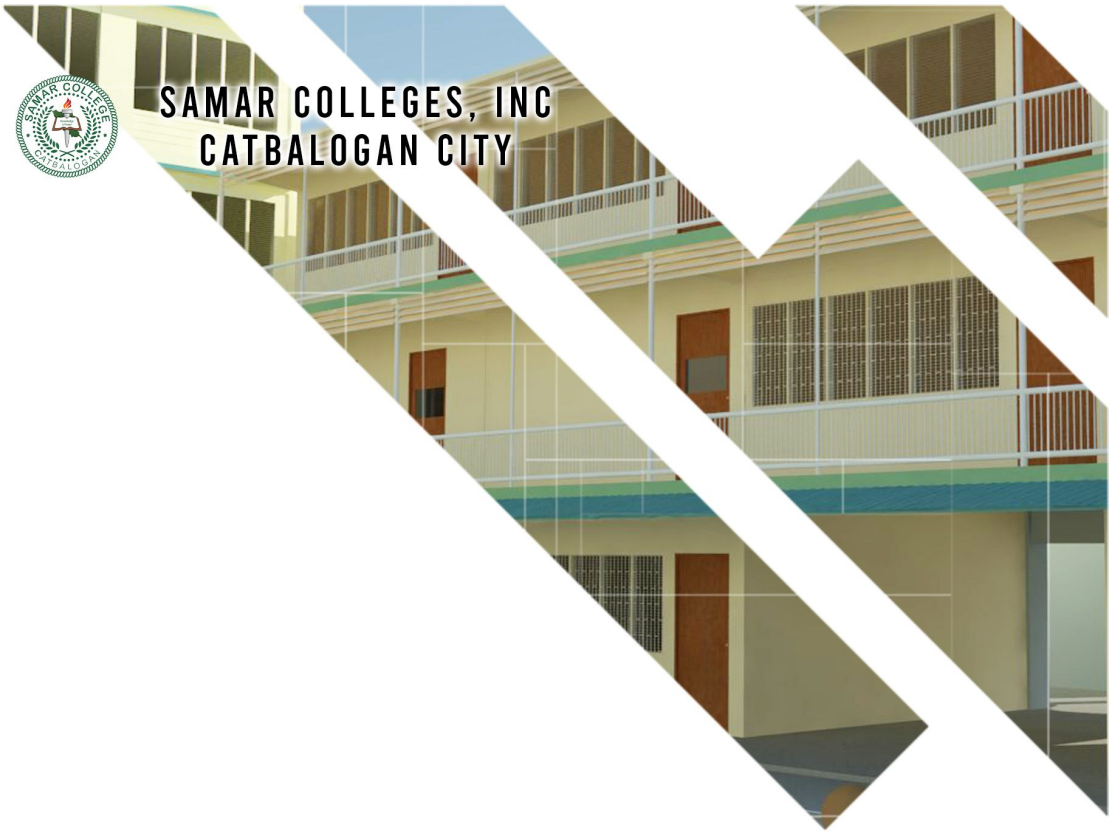
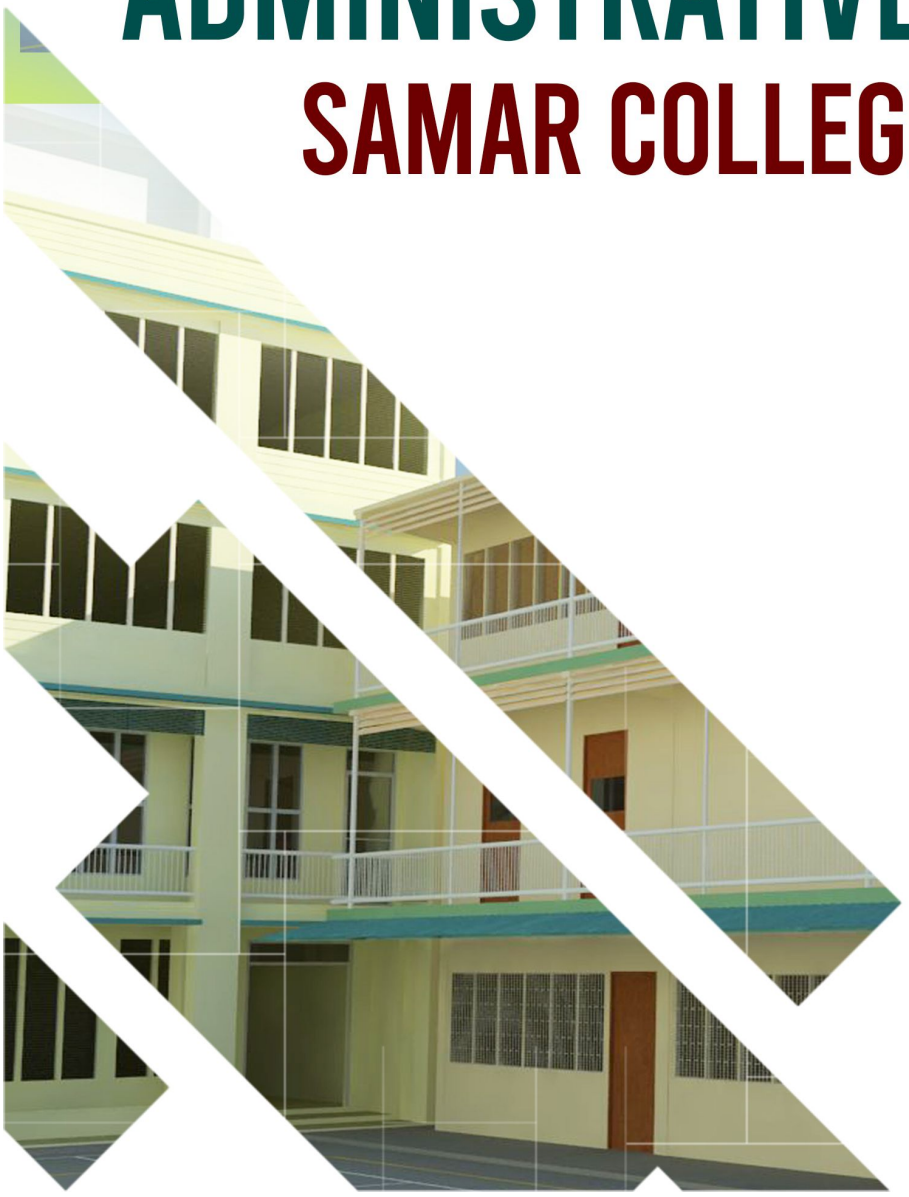
SAMAR COLLEGES, INC
CATBALOGAN CITY



ADMINISTRATIVE MANUAL
SAMAR COLLEGES, INC



FOREWORD

The Samar Colleges, Inc., Administrative Manual serves as a definitive guide for all administrators, faculty, staff, and partners who contribute to the daily operations and long-term growth of the institution. It reflects our unwavering commitment to excellence, integrity, and service—values that define who we are as a private educational institution.

This Manual consolidates our governance structure, systems, standards, and procedures into a single reference, ensuring clarity, consistency, and accountability across all offices. It is designed to support effective decision-making, streamline administrative processes, and strengthen our institutional culture of professionalism and continuous improvement.

As we navigate the evolving demands of education, it is essential that every member of our academic community understands and adheres to the policies set forth in this Manual. Together, let us uphold the highest standards of service as we fulfill our mission to deliver quality education and make a meaningful impact on the communities we serve.

Let this Manual guide us, as we work toward our shared vision for a stronger, innovative, and forward-looking Samar Colleges, Inc.

RHETT CAESAR L. PICZON
School President and Chairman of the Board

PREFACE

The development of the Samar Colleges, Inc., Administrative Manual represents our collective effort to strengthen institutional systems, enhance operational efficiency, and promote a culture of responsibility and transparency in all administrative functions.

This Manual consolidates essential policies and procedures covering organizational governance, human resource management, financial processes, general services, property management, records keeping, and administrative support services. It is intended to equip administrators and staff with a clear understanding of their roles, responsibilities, and the standards that guide the delivery of quality services to students, employees, and stakeholders.

Prepared under the direction of the School President and Chairman of the Board and in consultation with various offices, this Manual is both a reference and a working document. As our institution continues to grow, sections of the Manual may be updated to address emerging needs, regulatory requirements, and best practices. All personnel are encouraged to familiarize themselves with its contents and ensure full compliance in the performance of their duties.

May this Manual serve as a practical tool and a symbol of our shared commitment to professionalism, efficiency, and excellence in institutional service.

MANUELILDA ROSARIO A. TORREVILLAS, LLB, MPM
SVP for Administration/School Administrator

APPROVAL AND ADOPTION

This Administrative Manual is hereby approved and adopted by the Board of Directors of Samar Colleges, Inc., through Board Resolution No. ___, Series of 2025, and shall take effect on _____.

This Manual shall serve as the official reference for all administrative policies, systems, and procedures of the Institution and shall be binding upon all officials, employees, and concerned stakeholders.

Approved this ___ day of _____, 2025, at _____.

DOCUMENT CONTROL REVIEW

Purpose

Required for ISO and

DOCUMENT CONTROL

Document Title	: Administrative Manual
Version No.	1.0
Date Approved	_____
Effective Date	_____
Approved By	Board of Trustees
Custodian	Human Resource Office / Quality Assurance Office

HISTORICAL ACCOUNT OF SAMAR COLLEGES, INC.

A vignette on the color of the glorious past of Samar College can well be summed up in the efforts and achievements of men and women who, at one time one another or another, were at its helm and others who have walked through its halls. They were the real trophies that every true-blooded Samar Collegian would hold high in esteem and be truly proud of.

The Humble Beginnings of Samar College

The present Samar College opened its door to the public on July 1, 1949 under its old name Samar Junior College. The initial Tertiary program offering then were the Elementary Teacher Certificate (ETC) for the College of Education (CoEd) and the Associate in Arts (A.A.), with specializations in Preparatory Law, General Liberal Arts, and Education for the College of Liberal Arts (CoLa).

The pioneering Board of Directors (BoD) was chaired by Mrs. Felicidad G.Fernandez, with Mrs. Presentacion D. Raynaldo, Mr. Esteban S. Piczon, Mr. Marciano Lim, Dr. Antonio Merida, Atty. Francisco Astilla, Atty. Emilio Astorga as members of the Board. The Instructional Support Staff included: Mr. Sixto Q.Salazar, as Director, Mr. Marciano Lim, as the Training Department Supervisor Mr. Fidel Lim, as Registrar and Treasurer, Atty. Jose C. Santos, as Librarian, Mr. Esteban S. Piczon as the Auditor, Mr. Alfredo CH Perez, as Accountant, and Mr. Carlos Valera, as Cashier.

The 1950's saw Samar College's emergence not only as a hub of academic excellence but as sports and cultural center as well. In the first ever held Eastern Visayas Regional Athletic Association (EVRAA) Meet in Cebu City, last February 19-25, 1953, our school represented Samar Province in the Basketball competition. The Catbalogan Fiesta and other local events were never complete without Samar College being invited to display its artistic and floral-inspired floats in the civic and military parade.

It was also in this period that the growing and expanding College of Education broadened its wings, when it opened up the complete four-year teaching education programs, namely the Bachelor of Science in Elementary Education (BSEED) and the Bachelor of Science in Education-Inverted Course, where graduates of the degree could teach in either elementary or secondary level.

In the 1960's, the School Administration Building transferred location to its present site, marking May 4, 1966, a red-letter day for its inauguration. The Board of Directors (BoD) continued to be under the reins and able stewardship of Mrs.

Felicidad G. Fernandez, while the then Gov. Esteban S. Piczon was installed as the Vice-Chairman of the policy-making body, which was beefed up by the entry

of educators in the mold of Mr. Castor Pacoli, Sr., Mr. Sixto Q. Salazar, Mrs. Pia A. Astilla, Mr. Jesus Japson, and Mr. Delfin Raynaldo.

In 1976, Mrs. Pia A. Astilla was voted as the new Chairperson of the Board of Directors;she applied her brand of leadership in infusing timely adjustment to cope up with the dynamism of our educational system. She was an old hand in the game who practiced to the hilt what she gained from experience as a first-rate educator.

On February 21, 1984, Mr. Fidelindo G. Fernandez, accepted his nomination as Chairman of the Board of Directors. He proved to be a hands-on executive who brought his corporate wealth of experience to pragmatic application in the world of the academe.

Samar College During the Post-Martial Law Years

The 1980's was such a period of great abundance and of modernity that brought so many blessings to the institution as a whole. It was in this period that Samar College laid its red carpet once more to another most sought-after degree of the time, the College of Commerce and Secretarial started to offer the four-year degree program Bachelor of Science in Commerce (BSC).

In 1996, the Commission on Higher Education (CHED) gave Samar College the Certificate of Recognition for the graduate course in Education leading to the degree of Master of Arts in Education (M.A.Ed.). This was the product of the efforts of Dr. Letecia R. Guerra, the first Dean of Samar College's Graduate School until it was renamed as the College of Graduate Studies. Its initial offering included such fields of specialization as Educational Management (EM.) Elementary Education (EE), and Filipino (FIL). In later years, succeeding academic heads, especially during the time of Dr. Teresita Ty-Neypes, revised and added new fields of specialization to the program, such as Reading and Communicative Language Learning (CLL).

In the late 90's, total makeover was done to the prefabricated building of the High School and Elementary Building, turning it into a three-storey concrete edifice. This became one of the living testaments to the excellent financial management and great sense of vision of the Chairman of the Board of Directors and College President, Mr. Fidelindo G. Fernandez, together with the strong backing extended by his supportive and longest-serving School Treasurer, Mrs. Fidencia Piczon-Oral.

Samar College Faces Challenges of 21st Century

The start of the new millennium paved way to further development in the institution's curricular offerings. When Information and Communications Technology (ICT) became evident, Samar College followed the global trend; hence, the need for the inception of still another college devoted to servicing and

developing students in such lucrative and futuristic field. The Information and Technology Education (ITE) program started initially as a department under Dr. Natalia Barayoga-Uy of the College of Commerce and Secretarial (CBAS). Later, it found strength academically to formally settle as an independent unit of the school to become the College of

Information Technology Education (CoITE). Its first program offering was the Bachelor of Science in Information Management (BSIM). The college further diversified by offering the Bachelor of Science in Information System (BSIS) and Bachelor of Science in Information Technology (BSIT).

The institution added another feather on its cap when the CHED through a Permit No. 13, Series of 2006, allowed the opening of the Bachelor of Science in Criminology (BSCrim) course under a separate college, the College of Criminal Justice Education (CoCJE), with pioneering batch of 142 students for academic year 2006-2007. The new degree offered at that time, the BSCrim, propelled Samar College to attaining a counter – balance in the share of students from downgrading trends in population of the other colleges.

Samar College Embraces Further Modernization

In February 2011, the newly-elected Chairman of the Board and College President, Mr. Rhett Caesar L. Piczon, who possesses an even innovative and pragmatic style of management. The other members of the Board of Directors (BoD) already included Ms. Manuelilda Rosario A. Torrevillas, serving concurrently as member and secretary of the Board and as School Administrator; Mr. Francisco A. Astilla, IV; Mr. Fidelindo G. Fernandez; Dr. Vitus T. Hobayan; Atty. Castor R. Pacoli, and Mr. Manuel Van A. Torrevillas, III.

Mr. Piczon started with the restructuring of the school organization by creating new offices to assist him in effectively managing the institution. In the early part of 2014, the College of Graduate Studies revised its curricular offering of Master of Arts in Education (M.A. Ed), a graduate program requiring a thesis output in response to the growing demands of the K-12 Curriculum. Moreover, to cater to the growing demand for a varied and community-based curricular offering, the school submitted pertinent documents for the initial offering of three (3) additional curricula for the Higher Education level for academic year 2015-2016., Bachelor of Science in Social Work (BSSW) and Bachelor of Library and Information Science (BLIS), under the College of Arts and Science (CAS), and Bachelor of Public Administration (BPA), under the College of Business Management (CBM). Samar College as an institution devoted to achieving academic excellence is doing its best to maintain the glorious standing today and beyond.

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CHAPTER 1

GENERAL PROVISION AND INSTITUTIONAL DIRECTION

INTRODUCTION

This Administrative Manual serves as the primary reference for the governance, management, and administrative operations of the Institution. It consolidates approved policies, procedures, and standards that guide administrative functions in support of the Institution's academic mission, strategic objectives, and commitment to quality, accountability, and service excellence.

The Manual provides a structured and coherent framework for decision-making, role delineation, and operational consistency across all offices and units. It establishes clear authority, responsibility, and accountability, ensuring that administrative practices are aligned with institutional values, regulatory requirements, and recognized standards of good governance.

As a living document, this Manual supports transparency, efficiency, and continuous improvement. It complements related academic, human resource, and student services manuals, and serves as a reference point for administrators, faculty with administrative functions, and non-teaching personnel in the performance of their duties.

All provisions of this Manual shall be implemented in harmony with the Institution's Vision, Mission, Core Values, and strategic directions, and shall be subject to periodic review and updating to ensure relevance, effectiveness, and compliance with evolving institutional and regulatory requirements.

VISION

We are the leading center of learning in the island of Samar. We take pride in being the school of first choice by students where they can fully attain academic and personal achievement through affordable education, excellent instruction and state-of-the-art facilities in a values-driven education.

MISSION

Samar College is a community-based, privately-owned learning institution that provides quality, basic, tertiary and graduate education to students of Samar Island and its neighboring communities. We commit to help our students improve their quality of life by delivering affordable, values-driven, industry-relevant curricular programs that produce globally-competitive, innovative, service-oriented and God-fearing citizens who contribute to the progress of the society.

CORE VALUES

Samar College commits itself to the following values represented by the acronym **INSPIRE**, as follows: **I**-Integrity, **N**-National Building, **S**-Spiritually, **P**-Professionalism, **I**-Inclusivity, **R**-Resourcefulness, **E-**Excellence

1. We ensure that our educational system is at the forefront of innovation and technology, providing our faculty and students all opportunities to develop to their fullest potential.

2. We provide solid foundation in education and values that serve as the springboard to gainful employment and entrepreneurship for better quality of life for our people.

3. We value people as our greatest resource ensuring that their dignity and well-being are respected at all times.

4. We create leaders who are willing to put the greater good of others above their personal interest. We uphold our principles and values even when others choose not to do so.

5. We foster excellence in the arts to refine the expression of thoughts and feelings.

6. We strive to lead and not to be led, to influence rather to be influenced. By our examples, we shall be judged.

7. We treat one another with respect and genuine concern. We go beyond the call of duty to make sure that no one is left behind.

1.2 MANTRA – Focus and Rise in Samar College

The mantra FOCUS & RISE in Samar College Inc. is designed to emphasize commitment, accountability, and the drive to excel. It underscores focus and rising to ensure the Samar Colleges will attain its preferred future. "**Samar College as Champion for Empowering and Change makers"**

FOCUS and RISE framework represents the 10 working principles to be adopted and integrated in the operation of the College that will surely position it to a level that will be highly competitive as an educational institution not only in the region but in country.

By 2030, Samar College Inc. shall start to earn recognitions for its cutting-edge projects and innovations implemented to empower its human resources, students and alumni. Samar College shall focus on holistic development and social responsibility. Thus:

F - Follow through to completion
O - Organize tasks by breaking down big ideas into doable parts
C - Connect new ideas with old ones (Associate new ideas with the old)
U - Uphold doing things right from the start (Do the right things right the first time)
S - Substantial focus on the vital few, not the trivial many and

R - Result-driven (Begin with the end in mind)
I - Integrity in doing the right things, not the easier wrong
S - Self-accountability (If it to be, it is up to me)
E - Exceed expectations by facing challenges with determination (No challenge too great, no task too menial)

Principles Mapped to the Acronym:

1. Begin with the end in mind → Results-driven **(R)**
2. Associate new ideas with the old → Connect new ideas with old ones **(C)**
3. Break down big ideas into doable parts → Organize Tasks **(O)**
4. Follow through to completion → Follow through **(F)**
5. Do the right things right the first time → Uphold doing things right **(U)**
6. Focus on the substantial few and not the trivial many → Substantial focus **(S)**
7. Do the right things and not the easier wrong → Integrity in decisions **(I)**
8. No challenge too great, no task too menial → Exceed expectations **(E)**
9. If it is to be, it is up to me → Self-accountability
10. Temper your decision in moderation → Rise with resilience **(R),** incorporating the essence of moderation and balance thriving within limits, where decisions are tempered to adapt effectively.

1.3 Institutional and Administrative Objectives;

Institutional Objectives

Samar College intends to:

1. adhere to the highest standards of work and personal ethics;
2. provide avenues for advancement and give due recognition and reward for individual and collective contribution;
3. work for the greater good of all who belong to the community we operate in by going beyond the call of duty;
4. help find meaning in life through education.

Administrative Objectives:

The Administrative Manual of Samar Colleges, Inc., is established to serve as the official reference for administrative governance, policies, and procedures of the Institution. Specifically, this Manual aims to:

1. Provide a comprehensive framework for governance and administration by defining the authority, functions, and responsibilities of offices, officials, and personnel of the College;
2. Standardize administrative policies, systems, and procedures to ensure consistency, efficiency, transparency, and accountability in institutional operations**;**

3. Ensure compliance with applicable laws, rules, and regulations, including those issued by DepEd, CHED, TESDA, and other government regulatory bodies;
4. Support effective decision-making and management by providing clear guidelines for administrative actions and processes;
5. Promote good governance, ethical conduct, and professional responsibility among administrators, faculty members, and non-teaching personnel;
6. Safeguard institutional resources and assets through defined financial, property, and records management policies;
7. Enhance service delivery to stakeholders, including students, employees, parents, and the community, by establishing quality-oriented administrative practices; and
8. Serve as a basis for continuous improvement, periodic review, and institutional development in alignment with the College's vision, mission, and strategic goals.

1.4 Scope and Coverage

This Administrative Manual applies to all administrative offices, units, personnel, and operations of Samar Colleges, Inc. It serves as the primary reference for policies, procedures, standards, and institutional guidelines that govern administrative functions, including but not limited to:

All administrators, faculty, staff, and concerned stakeholders are expected to adhere to the provisions of this Manual.

1.5 Definition of Terms

The following terms are defined for clarity and uniform understanding:

- Administrative Unit – Any office or division responsible for providing administrative and support services.
- Administrator – Any personnel designated to supervise or manage an office, unit, or institutional function.
- Policy – A formal institutional directive that guides actions, decisions, and operations.
- Procedure – The specific steps that operationalize a policy.
- Stakeholder – Any person or group with legitimate interest in the institution, including students, employees, parents, partners, and regulators.
- Quality Assurance (QA) – A systematic process of ensuring standards, compliance, and continuous improvement.
- Record – Any document or data maintained as official evidence of institutional

CHAPTER 2 - GOVERNANCE AND ADMINISTRATION

2.1 The Board of Directors (BOD)

The Board of Directors (BOD) is the highest policy-making body of the school and it's vested with the responsibility of administering and managing the business affairs, property and concern of Samar Colleges, Inc., including the assets and liabilities. It is formed by the incorporators and governed by the statutes and by-laws of the institution.

Composition:

The Board of Directors is composed of Seven (7) members who are elected by the stockholders during its meeting which is held once in every three years.

The officers of the educational institution are the chairman, the vice-chairman, the secretary, and the treasurer. They are elected by the majority vote of the Board of Director from among themselves.

Powers and Function:

The Board of Directors shall have the following expressed and specific powers:

1. To formulate general policies and the instructional program to promote understanding between the institution and the community.

2. To create committees as may be required by the need of the educational corporation to appoint the officers thereof other than the corporate officers as well as to formulate rules and regulations governing its activities.

3. To appoint the school administrator who through the power vested by the Board of Director, shall implement the general policies concerning the administration of the business which is the Samar College.

4. To delegate from time to time such powers as may be lawfully delegated to each committee or officer to perform the current business of the corporation subject to the final action and ratification of the Board of Directors.

5. To authorize the lending of money as short term cash advance to corporate members upon recommendation of the treasurer provided that such loans are liquidated fully at the end of every school year with legal interest and to authorize the same privilege to the stockholders upon presentation of their certification of shares of collaterals.

6. To declare dividends from earned surplus or from net profit of the corporation and to promulgate the rules pertinent to this section.

7. To appoint, promote, and remove all administrative officers and employees and exercise general supervision over them.

8. To establish standards of performance for all school personnel, academic and non-academic, and students for gauging the necessity or propriety of training their employment.

9. To provide ways and means to advance the academic, financial, and physical and other facilities of the educational corporation.

10. To manage and control all the properties of the educational corporation without prejudice to the powers conferred and granted upon it by law.

11. Exercise all corporate powers.

12. Conducts all business and control over all the properties of the corporation.

13. Approves contracts entered into by the corporation.

14. Keep the standard of instruction of the foundation at the highest level possible, in line with its finances.

15. Issues rules and regulations for the conduct of the foundation, with particular attention to the improvement of the standard of instruction.

16. Receives and appropriates to the end in specified sums that the government may endow, receive in trust, legacies, gifts and donations of real and personal

17. property of all kinds and to administer the same for the benefit of the foundation in accordance with the directions of instructions of the donor, and in default hereof, in such manner as the board may, in its discretion, determine.

18. Appoints, upon the recommendation of the President of the College, and determines their compensation, hours of service, and such other duties and conditions as may be promulgated, notwithstanding other provisions of law to the contrary; and removes an employee for cause after an investigation and hearing have been conducted.

19. Prescribes the courses of duty and rules and disciplines, and fix the requirements for admission to any college, as well as for graduation and the receiving of the degree.

20. Fix tuition, as well as matriculation fees, graduation fees, laboratory fees and all other fees, the amount of which may be regulated by the secretary of the Department of Education and CHED, regional office.

21. Prescribes rules for its own government, and to enact for the government of the college such ordinances and regulations not contrary to law as are with the purposes and objectives of the college as defined in its Vision, Vision, Goals and Objectives.

2.2 Officers of the Board

The Chairman

Powers and Functions

a. Presides over all meetings of the Board of Trustees and of the Stockholders' meeting, determines the agenda for each meeting, and sees to it that the secretary properly keeps records of the proceedings.

b. Confirms the appointment of all employees appointed by the Board of Directors necessary to run the business of the corporation.

c. See to it that all resolution of the Board of Trustees are enforced and carried into effect.

d. Submits to the stockholders an annual report on the operation of the corporation at the close of the school year and make recommendations thereto.

e. Reports to the board of Trustees within a period of one month all unusual matters and happenings that come to his knowledge and which are of interest to the Board members.

f. Call the director to a conference regarding matters affecting the management of the business.

g. Makes, signs, delivers, and executes contracts, agreement and other documents and signs checks and vouchers and other negotiable instruments with the Treasurer as co-signatory.

h. Approves requisition for the purchase of equipment, books and supplies needed by the school through the recommendation of the School Administrator.

i. Approves and confirm recommendations on separation of school personnel cause by retirement of otherwise coming from the office of the School Administrator as endorsed by the Deans of the colleges and departments.

j. Represents the corporation in conferences where business is called for the good of the corporation.

The Vice Chairman

The Vice Chairman of the Board assists the Chairman in providing strategic leadership and policy direction to Samar Colleges, Inc. The Vice Chairman ensures continuity of governance and supports the effective functioning of the Board of directors.

Powers and Functions

The Vice Chairman shall:

a. Discharge the duties of the chairman in his absence.
b. Performs any duty and responsibility of the chairman as may be delegated by the chairman of the Board of Trustees.

The Secretary of the Board

Powers and Functions

The Secretary shall:

a. Takes charge of all books of records of the corporation and all meetings.
b. Issues notices of meetings of the Board of Trustees.
c. Safeguard all official records, resolutions, policies and legal documents of the institution.
d. Certify Board resolutions, minutes and official documents when required.
e. Perform such other functions as may be required by law, the By-Laws, or the Board of Directors.

The Treasurer of the Board

The Treasurer of the Board is responsible for overseeing the financial stewardship of Samar Colleges, Inc., ensuring that its funds and financial resources are properly managed in accordance with approved policies and applicable laws.

Powers and Functions

The Treasurer shall:

a. Takes charge of all funds, properties and assets of the corporation.
b. Takes charge of the accounting system and procedures in handling the funds of the corporation.

c. Issues and signs checks, vouchers and payrolls duly recommended by the School Administrator approved by the Chairman of the Board of Trustees.
d. See to it that all books of accounts and records are orderly and systematic.
e. Perform such other functions as may be assigned by the Board of Directors or as provided in the By-Laws.

2.3 Committees:

The Management Committee (Mancom)

The Management Committee (ManCom) is the higher-level body that provides policy leadership, strategic decision-making, and institutional direction. It serves as the President's consultative group, ensuring that policies, priorities, and major institutional actions are coherent and aligned with the school's mission. The ManCom also functions as a campus-wide decision-making body, facilitating strategic planning, budgeting commitments, and oversight of institutional performance.

Composition:

The ManCom is composed of the School President, Senior Vice Presidents, Deans, Directors, Principals, Registrar, Administrative/Unit Heads (HRMD, MISTS, PPMO, Accountant), and other officials who shall be designated in a memorandum to become members of the committee.

Powers and Functions

a. Serves as the primary decision-making body at the institutional and campus levels, acting on major academic, administrative, and operational matters that require management direction.
b. Formulates and reviews institutional polices to ensure alignment with the College's mission, vision, core values, and regulatory requirements.
c. Leads institutional strategic planning, including setting priorities, identifying development directions, and ensuring the effective implementation, monitoring, and evaluation of strategic initiatives
d. Provides oversight and guidance on the performance of academic and administrative units to promote efficiency, accountability, and continuous improvement.
e. Ensures compliance with national standards, accreditation requirements, and quality assurance frameworks relevant to higher and basic education.
f. Facilitates coordination among departments, offices, and units to support coherent decision-making and unified institutional operations.
g. Reviews institutional reports and performance outcomes and endorse appropriate measures to address gaps, risks, and opportunities.
h. Acts on matters delegated by the President and provides advice on issues requiring executive judgment.

The Executive Committee

The Executive committee serves as the management committee for the whole system whose primary function is to collegially discuss and decide on issues of operations and policy implementation on administrative and academic operations of the school.

Composition:

The Executive Committee, shall consist of the President as Chairman, the Senior Vice-Presidents, School Administrator, Deans, Directors, Principals (Elementary/Secondary), Registrar, Heads of Units and other officials who shall be designated in a form of a memorandum to become a member of the committee.

Powers and Functions:

The Committee shall have the following powers, subject to the review and approval of the Board of Trustees:

a. To prescribe the courses of study and rules of discipline;
b. To prescribe the requirements for admission to any college or school of the institution;
c. To prescribe the requirements for graduation and the granting of degrees;
d. To submit for confirmation to the Board of Trustees, students and other qualified to be recipients of degree;
e. To exercise disciplinary power over the students through its president or executive committee, within the limits of the rule of discipline by the council and confirmed by the Board of Trustees; and
f. other powers and duties as may be assigned by the Board of Trustees or by the President.

CHAPTER 3 – ADMINISTRATIVE OFFICES AND ORGANIZATIONAL STRUCTURE

3.1 The Office of the School President

The School President concurrently acts as the Chairman of the Board of Directors of Samar Colleges, Inc., and provides both strategic and executive leadership to the institution. In this capacity, the School President ensures alignment between Board policies and institutional operations, oversees the effective governance and management of the College, and leads the implementation of the vision, mission, and strategic directions of the institution in accordance with applicable laws, regulations, and Board-approved policies.

Powers and Functions

The powers of and functions of the School President, shall include, but not limited to, the following:

1. Acts as chief executive officer responsible for efficient and effective management and the realization of the goals and objectives of the institution he serves.

2. Undertakes the general management of the institution for its efficient, effective and orderly operations.

3. Looks into the proper administration and supervision, as well as the implementation of the governing, board policies, hence granted enough powers to discharge his function properly.

4. Appoint Faculty members and other school personnel in consultation with the Deans and Principals of the different colleges and departments and with the Chairman of the board of Trustees.

5. Define the functions of school personnel.

6. Undertakes a continues studies of the existing curriculum to keep the school constantly abreast of the changes and innovations consistent with the philosophy and objectives of the school.

7. Promotes, retire and dismiss any school personnel, academic and non-academic in accordance with government and school policies in consultation with the Board of Trustees.

8. Directs distributes and coordinates the work of the entire system and exercise general supervision over the whole school.

9. Provides effective stimulating educational leadership to the staff or faculty and students to keep the lines of communication open between him and academic community.

10. Presides or designates a representative to preside over general faculty meetings to acquaint them with school policies promulgated by the governing board and serve therefore as a link between the Board and the other units in the business including the faculty and the student body.

11. Looks into the preparations of the academic calendar in conformance with regulations.

12. Looks into the proper preparations of the school programs, examination schedules, and the school budget for the school year and to submit them for approval to the board of Trustees.

13. Carries the good name of the school through a wholesome public relations program to enhance the image and the onward growth of the institution.

14. Provides leadership in academic matters.

15. Organizes the academic council as an advisory committee composed of the School Administrator, the Deans of the different colleges who will introduce new courses or weed-out needles to ones according to the demands of the society and the community or curriculum changes desired in CHED orders.

16. Initiates and prosecute and approves fund campaigns to develop the institution within the limits of the law.

17. Exercise general supervision and administration over the affairs and program of the institution including functions of heads of departments.

3.2 Senior Vice President (SVP) for Administration / School Administrator

The Senior Vice President for Administration, who concurrently serves as the School Administrator, provides overall leadership in the supervision of administrative operations of the Institution. As School Administrator, the SVP for Administration ensures that campus operations, support services, and administrative systems effectively sustain the Institution's mission and academic goals.

The SVP for Administration / School Administrator shall have the following functions:

1. Assists the president execute its administrative functions as responsible officer for the efficient and effective management towards the realization of the institution's Vision, Mission, Goals and Objectives

2. Executes for the President the general management of the institution towards an efficient, effective and orderly operation if the institutions.

3. Assists the President to look into the proper administration and supervision as well as the implementation of the governing board's policies.

4. Ensures smooth campus operations, operational efficiency, resource utilization, and compliance with institutional policies.

5. Implements administrative policies, standard operating procedures, and systems aligned with quality assurance and ISO standards.

6. Leads administrative planning, budgeting coordination, and process improvement initiatives.

7. Acts as the primary authority for campus management, safety, and risk reduction measures.

8. Oversees administrative support for academic operations and student services.

9. Represents the administration in committees, governance councils, and regulatory engagements as required.

10. Provides direction and oversight for all administrative units, including Human Resource Management Department (HRMD), Management of Information Systems Technology and Services (MISTS), Security and Safety Management, General Services, Procurement and Property Management Office (PPMO) Building Maintenance and Planning Management (BMPM), Disaster Risk Reduction Management (DRRM) Medical Services, Document Central Control (DCC) Office, and other support offices.

3.3 Senior Vice President for Finance Services

The Office of the Senior Vice President for Finance Services (SVPFS) oversees the financial management systems of the College. It ensures that financial resources are responsibly and efficiently utilized to sustain institutional operations, support strategic initiatives, and maintain financial stability.

Functions:

The SVP for Finance Services shall:

1. Provide leadership in financial planning, budgeting, forecasting, and resource allocation.
2. Oversee the preparation, monitoring, and review of the annual institutional budget.
3. Ensure compliance with financial regulations, accounting standards, and internal control systems.

4. Supervise cash management, procurement processes, asset management, and financial reporting.

3.4 Senior Vice President for Academic Programs

The SVP for Academic Programs ensures academic quality, regulatory compliance, and excellence in instruction, research, and student services.

Functions:

1. Oversees curriculum development, faculty deployment, and academic service delivery.

2. Supervises academic units, deans, program heads, research, and student affairs.
3. Leads academic planning, program evaluation, and QA activities.
4. Implements academic standards and support services.
5. Promotes innovation, accreditation readiness, and continuous improvement.

3.5 Senior Vice President (SVP) for Basic Education

The Office of the Senior Vice President for Basic Education (SVPBE) provides overall leadership and supervision of the Basic Education Department, covering Pre-Elementary, Elementary, and Junior/Senior High School Programs. The SVP for Basic Education ensures the delivery of quality learning experiences supportive of the holistic development of learners.

Functions:

The SVP for Basic Education shall:

1. Develops and implement school policies, educational innovations, and assessment systems.
2. Oversees the implementation of the K–12 curriculum and school-wide instructional programs.
3. Ensures compliance with DepEd policies, standards, and reporting requirements.
4. Leads academic planning, student support services, faculty development, and basic education quality assurance.
5. Supervises school principals, coordinators, and basic education administrative units.
6. Strengthens partnerships with parents, community sectors, and external stakeholders.
7. Provides the President and ManCom with updates, reports, and recommendations on Basic Education operations.

3.6 Senior Vice President for Program Development and Quality Assurance

The Office of the Senior Vice President for Program Development and Quality Assurance (SVP-PDQA) is responsible for academic program innovation, institutional accreditation, and the overall implementation of quality assurance systems to ensure excellence across all academic and administrative units.

Functions:

The SVP for Program Development and Quality Assurance shall:

1. Leads the development, review, and enhancement of academic programs consistent with CHED, DepEd, TESDA, and industry standards.

2. Oversees accreditation, certification, and quality assurance initiatives of the College.
3. Manages curriculum development, instructional standards, and program evaluation.
4. Ensures alignment of institutional processes with quality frameworks and continuous improvement mechanisms.
5. Coordinates with Deans, Directors, and Committees on academic planning and assessment.
6. Lead institutional research, data-based planning, and performance monitoring.
7. Provides strategic recommendations to the President and governing bodies on academic excellence and quality systems.

3.7 Senior Vice President for Student Cultural and External Affairs

The Office of the Senior Vice President for Student, Cultural, and External Affairs (SVPSCEA) enhances student development programs, cultural promotion, and outreach initiatives. The office ensures that students are provided with holistic services and meaningful engagement opportunities.

Functions:

The VP for Student, Cultural, and External Affairs shall:

1. Oversees student services, student affairs programs, welfare and discipline, and co-curricular enrichment activities.
2. Leads cultural development programs, institutional events, and promotion of arts and heritage.
3. Supervises student organizations, campus life initiatives, and student leadership formation.
4. Manages external relations, community engagement, linkages, and corporate social responsibility programs.
5. Builds partnerships with government agencies, industries, NGOs, and international institutions.
6. Collaborates with academic and administrative units in student development and outreach initiatives.
7. Advises the President and governance bodies on policies affecting student life and external engagement.

3.8 Office of the Deans

The Office of the Deans provides academic and administrative leadership for their respective Colleges or Departments within the Higher Education Unit. Deans ensure that academic programs are delivered effectively, aligned with CHED policies, compliant with accreditation standards, and responsive to industry needs. They lead faculty development, academic innovation, and student academic support while contributing to the institution's strategic directions.

The Deans shall:

1. Provide overall leadership in the planning, delivery, supervision, and continuous improvement of academic programs under their College/Department.
2. Ensure compliance with CHED Memorandum Orders (CMOs), institutional policies, accreditation requirements, and industry standards.
3. Lead curriculum development, instructional improvement, assessment systems, and academic quality assurance processes.
4. Supervise faculty recruitment, teaching assignments, workload distribution, performance evaluation, and professional development activities.
5. Oversee the preparation and implementation of class schedules, academic calendars, and faculty loading.
6. Address student academic concerns, facilitate academic advising, and implement academic support programs.
7. Ensure proper documentation, reporting, and data management required for program monitoring, audits, and institutional research.
8. Represent their College/Department in institutional committees, governance bodies, and external engagements.
9. Prepare proposals, budgets, and developmental plans for academic improvements and resource requirements.
10. Perform other academic and administrative functions assigned by higher authorities.

3.9 Office of the School Principal

The Office of the Principal provides overall leadership and supervision for the Basic Education Department, covering Kindergarten, Elementary, and Junior/Senior High School levels. The Principal ensures the effective implementation of the K–12 Curriculum, adherence to DepEd policies, and delivery of holistic student development programs. The office promotes a safe, inclusive, and supportive learning environment that fosters academic excellence and character formation.

Functions:

The School Principal shall:

1. Oversee the administration of the Basic Education programs in compliance with DepEd standards, regulations, and reporting requirements.
2. Lead curriculum implementation, teacher supervision, instructional improvement, and assessment systems across grade levels.
3. Ensure the effective management of faculty and staff,
4. including hiring recommendations, class assignments, performance evaluation, and capability-building initiatives.
5. Maintain discipline, manage student welfare concerns, and support a positive school climate.

6. Coordinate with parents, guardians, community partners, and stakeholders through regular communication and school-building activities.
7. Supervise the preparation of class schedules, events calendars, academic activities, and school-wide programs.
8. Oversee the documentation, compliance reports, school forms, and regulatory submissions required by DepEd.
9. Ensure the implementation of student support services such as guidance, remedial programs, and co-curricular activities.
10. Prepare operational plans, budget proposals, reports, and recommendations for the improvement of the Basic Education Department.
11. Perform other functions as may be assigned by the Vice President for Basic Education or the President.

3.10 Administrative Support Services:

The following offices, while commonly supporting students, also deliver essential services to employees, applicants, and school operations. To ensure clarity of roles and processes, the Admin Manual includes their employee-related functions.

3.10.1 Registrar Services

The Registrar and Academic Records Office manages all academic records and institutional documentation. In addition to serving students, it also provides critical administrative support to employees and school operations.

Functions Related to Employees:

1. Process faculty and staff requests for academic records needed for employment, scholarship, further studies, licensure exams, and professional documentation.
2. Provide data and academic information required for accreditation, ISO audits, CHED/DepEd reporting, and institutional planning.
3. Support HR in validating academic credentials during hiring and promotion.
4. Assist faculty with class schedules, grading processes, academic deadlines, and curriculum implementation.
5. Maintain secure, accurate, and confidential academic and institutional records.

3.10.2 Library Services

The Library and Learning Resource Center provides comprehensive information, research materials, and learning resources to support both academic programs and administrative functions of the institution.

Functions Related to Employees:

1. Provide access to books, digital resources, databases, and research materials for faculty and administrative personnel.

2. Assist employees in research, policy development, curriculum planning, and professional development activities.
3. Support HR, management, and committees in gathering institutional information, benchmarking, and best-practice resources.
4. Offer orientation and training for employees on the use of library systems, e-resources, and referencing tools.
5. Maintain quiet, organized, and accessible learning and research spaces for employees.

3.10.3 Medical and Dental Services

The Medical and Dental Services Office provides accessible and responsive health services for both students and employees. It ensures a healthy, safe, and supportive working and learning environment through preventive care, clinical services, and health education.

Functions Related to Employees:

1. Provide basic medical consultations, first aid, and emergency medical response for employees.
2. Conduct annual physical examinations and health assessments for personnel, when applicable.
3. Evaluate employees' health concerns that may affect work performance and recommend appropriate accommodations.
4. Maintain confidential employee medical records and manage medical clearances required for employment or return-to-work protocols.
5. Assist in the implementation of workplace health and wellness programs.
6. Provide dental check-ups, basic procedures, and oral health guidance (if applicable to your school setup).
7. Support HR in evaluating medical requirements for hiring, promotion, and fitness for duty.

3.10.4 Guidance and Counseling Services Office:

The Guidance and Counseling Services Office supports the emotional, psychological, and professional well-being of both students and employees. For employees and applicants, the office conducts assessments aligned with recruitment, placement, and personal development needs.

Functions Related to Employees

1. Administer psychological tests for job applicants, faculty, and personnel as required by the HR Department.
2. Provide counseling and consultation services for employees seeking personal or work-related support.
3. Assist in employee development programs concerning mental health, work adjustment, and stress management.
4. Maintain confidentiality of all psychological assessments and records.

5. Provide recommendations to HR on psychological suitability during hiring, performance evaluation, or promotion.
6. Facilitate seminars or orientations on mental health, workplace behavior, and wellness.

3.10.5 Human Resource Management Office

The Human Resource Management Office (HRMO) is responsible for managing the institution's most valuable asset—its people. The department provides strategic leadership in workforce planning, recruitment, personnel administration, employee development, and labor relations. HRMO ensures that all employment practices are

compliant with applicable laws, rules, and regulations, aligned with institutional policies, and supportive of a positive, productive, and performance-driven organizational culture. It serves as a central unit that promotes employee welfare, professional growth, and organizational efficiency.

Its main functions include:

1. Recruitment, Selection & Placement – Handles hiring, selection, onboarding, and placement of qualified personnel.
2. Personnel Administration – Manages employee records, contracts, attendance, leave, and government-mandated benefits.
3. Learning and Development – Plans and implements capability-building and professional development programs.
4. Performance Management – Administers performance evaluation systems and supports employee performance improvement.
5. Compensation and Benefits Support – Coordinates salary administration and employee benefits.
6. Employee Relations – Manages communication, welfare programs, grievance handling, and workplace discipline.
7. Policy and Compliance – Ensures adherence to institutional HR policies and government labor regulations.
8. HR Planning and Support – Provides HR data, assists in organizational development, and supports strategic planning.

3.10.6 Management Information System & Technical Services (MISTS) Introduction

The MISTS Office oversees the institution's information systems, network infrastructure, and technology services. It ensures secure, efficient, and accessible IT resources to support academic and administrative operations.

Functions:

1. Manages campus IT systems, servers, networks, and databases.

2. Provides technical support, troubleshooting, and maintenance of ICT equipment.
3. Ensures data security, backup systems, and cybersecurity measures.
4. Develops and maintains institutional information systems and portals.
5. Supports digital transformation and technology-based learning initiatives.

3.10.7 Procurement and Property Management Office (PPMO)
Introduction

The PPMO oversees the procurement, inventory, distribution, and maintenance of institutional assets and supplies. It ensures transparent purchasing, proper asset management, and cost-effective resource use.

Functions:

1. Manages procurement processes, requests, canvassing, and purchase documentation.
2. Maintains inventory of equipment, furniture, and institutional properties.
3. Ensures timely delivery, inspection, and distribution of supplies and materials.
4. Implements policies on property accountability and asset management.
5. Coordinates with units for property repair, disposal, and replacement.

3.10.8 Building Maintenance and Planning Management

The Building Maintenance and Planning Management Office is responsible for the upkeep, functionality, safety, and long-term development of all campus facilities. The office ensures that infrastructure supports the instructional, administrative, and operational needs of the institution through effective planning, maintenance, and resource utilization.

Functions:

1. Oversee the preventive, corrective, and routine maintenance of buildings, utilities, grounds, and equipment.
2. Develop and implement facility maintenance plans, schedules, and standards.
3. Support capital outlay planning and participate in the design, construction, and renovation of buildings and physical spaces.
4. Conduct regular inspections to ensure compliance with structural, environmental, and safety standards.
5. Manage contractors and service providers for facility-related works.
6. Maintain an inventory and monitoring system for facilities assets and equipment.
7. Coordinate with academic and administrative units on facility requests and space allocation requirements.

3.10.9 General Services Office (GSO)

The General Services Office provides essential campus support services related to maintenance, sanitation, security coordination, and logistics. It ensures a safe, clean, and orderly school environment.

Functions:

1. Oversees maintenance of buildings, facilities, and grounds.
2. Manages custodial services, sanitation, and waste management.
3. Coordinates with Security services for campus safety and orderliness.
4. Supports logistical requirements for institutional events and activities.
5. Ensures functional utilities, equipment servicing, and facility upkeep.

3.10.10 Security and Safety Management

The Security and Safety Management Office safeguards lives, property, and institutional assets by implementing an effective campus security and safety system. The office ensures a safe learning environment through proactive risk management, security operations, and enforcement of institutional safety protocols.

Functions:

1. Implement and enforce campus security policies, protocols, and access control measures.
2. Conduct regular safety and security patrols and respond to incidents, emergencies, or threats.
3. Oversee the performance, deployment, and training of security personnel.
4. Maintain and monitor security systems, such as CCTV, alarms, lighting, and communication devices.
5. Establish procedures for lost and found items, reporting of incidents, and investigation of security concerns.
6. Coordinate with local law enforcement and emergency service providers for security operations.
7. Lead campus safety initiatives, orientation, and safety information campaigns.

3.10.11 Disaster Risk Reduction Management

The Disaster Risk Reduction and Management Office leads the institution in preparing for, mitigating, responding to, and recovering from disasters and emergencies. The office strengthens resilience and ensures continuity of operations through risk assessment, capacity building, preparedness measures, and emergency planning aligned with national DRRM frameworks.

Functions:

1. Develop, implement, and regularly update the School DRRM Plan and emergency response procedures.
2. Conduct hazard and risk assessments of school facilities and operations.
3. Lead emergency preparedness and DRRM capacity-building activities such as drills, orientations, and training.
4. Coordinate the response efforts during emergencies or disasters, including evacuation, communication, and incident management.
5. Maintain emergency supplies, rescue equipment, and DRRM documentation.
6. Collaborate with external agencies (LGUs, fire, police, Red Cross, MDRRMO/CDRRMO) for disaster response and risk reduction programs.
7. Facilitate post-disaster evaluation, reporting, and continuity-of-operations planning.

CHAPTER 4

ADMINISTRATIVE POLICIES

This chapter outlines the general administrative policies, rules, and protocols that guide the day-to-day operations of Samar Colleges Inc. These policies ensure consistency, accountability, operational efficiency, and alignment with the institution's mission, vision, core values, and governance principles. The provisions herein apply to all administrators, academic staff, non-teaching personnel, and relevant stakeholders involved in institutional operations.

General Administrative Guidelines

4.1 Compliance with Institutional Policies

All administrators and personnel shall strictly observe the policies and procedures set forth in this Manual and other officially issued guidelines. Units shall ensure that administrative practices uphold institutional standards of ethics, professionalism, integrity, and transparency.

4.2 Adherence to Legal and Regulatory Requirements

Samar Colleges, Inc., commits to full compliance with applicable national laws, CHED policies, DepEd regulations (for Basic Education), TESDA guidelines, labor and employment laws, data privacy regulations, and other government directives.

4.3 Alignment with Strategic Plans and Institutional Goals

Administrative actions, programs, and decisions must align with the College's strategic directions, quality assurance initiatives, and performance targets.

4.4 Accountability and Responsibility

Every administrative office shall maintain clear lines of authority and responsibility. Office heads shall be accountable for:

- Efficient delivery of services
- Protection of institutional assets
- Proper documentation and reporting
- Compliance with deadlines and performance indicators

4.5 Communication and Information Flow

4.5.1 General Policy

To ensure accuracy, accountability, traceability, and standardization of institutional communication, Samar Colleges, Inc., adopts a centralized communication management system through the Document Central Control Office (DCCO).

All official communications—internal or external, incoming or outgoing—shall follow the prescribed documentation, routing, and approval protocols of the DCCO.

4.5.2 Official Communication Channels

All official communication shall be coursed through recognized institutional channels such as:

- Memoranda
- Office Orders
- Circulars
- Email using institutional accounts
- Official Management Information System platforms

Unauthorized communication on behalf of the institution is prohibited.

4.5.3 Records Management

Administrative units shall ensure proper recording, filing, safekeeping, and retrieval of documents in accordance with the College's Records Management System, Data Privacy policies, and applicable laws.

4.5.4 Reporting Protocols

Administrative heads are required to submit periodic reports—monthly, quarterly, or annually—as prescribed by the Office of the President or immediate supervising SVP.

4.6. Office Administration

4.6.1 Office Hours and Work Schedules

All administrative offices shall observe the official work hours and schedules prescribed by the institution. Flexible work arrangements, if applicable, must be approved by the SVP for Administration.

Policies

1. Employees must observe prescribed work schedules:

   Official Hours
   - Office Hours: Monday to Friday, 8:00 AM – 5:00 PM (with lunch break)
   - Faculty schedules are based on teaching loads and coordination with the SVP concerned Department.

2. Tardiness and Absences
   - Tardiness is recorded daily. Accumulated tardiness are subject to disciplinary action.
   - All absences must be reported with proper notice and documentation.
3. Timekeeping
   - Staff must use the RFID timekeeping system daily or the official logbook in case of electricity interruptions and other emergency cases.

4.7 Customer Service Standards

Administrative units shall uphold professional and courteous service at all times. Service commitments include:

- Timely response to clients
- Clear and accurate information
- Accessibility and transparency
- Respectful interactions

4.8 Use of Institutional Property and Resources

Office equipment, facilities, and other institutional resources shall be used solely for official purposes. Misuse, negligence, or unauthorized use shall be subject to administrative action.

Policies

1. Facilities shall be regularly inspected and maintained.
2. Preventive maintenance schedules must be implemented.
3. Repairs and improvements shall be budgeted and documented.

Procedures

1. Physical Facilities Office conducts monthly inspections.
2. Departments report facility concerns through official requests.
3. Maintenance staff performs scheduled preventive maintenance.
4. Completed repairs are reported and documented.

4.9 Safety, Security, and Risk Management

All units shall support campus safety protocols, emergency preparedness measures, and risk management initiatives. Any security incidents, hazards, or threats must be reported to the concerned offices immediately.

4.10 Employee Conduct and Discipline

*The detailed polices, rules governing employee behavior, prohibited acts, offenses, and penalties are contained in the **Code of Conduct Manual** of Samar Colleges, Inc.*

Create a Link to the Code of Conduct Manual

CHAPTER 5

HUMAN RESOURCE MANAGEMENT POLICIES

5.1 Recruitment, Selection, and Placement (RSP) Policies

The Human Resource (HR) policies of Samar College, Inc., are established to promote fairness, efficiency, and accountability in managing employees. These policies ensure compliance with the Labor Code of the Philippines, regulations of the Department of Labor and Employment (DOLE), Department of Education (DepEd), and other relevant government agencies.

Policies:

1. Recruitment shall be open, competitive, and non-discriminatory.
2. Selection shall be based on academic/professional qualifications, competencies, and institutional needs
3. Placement shall ensure personnel are assigned to positions where they can be most effective.
4. All hiring decisions must align with the approved Positions Qualification Standards (PQS) and salary grade system.
5. Equal employment opportunity shall be observed regardless of gender, age, religion, or status, subject to lawful exceptions in education.
6. RSP processes shall be documented and open to review.
7. Applicant data shall be handled with utmost confidentiality and in compliance with privacy principles.

8. All newly hired employees shall be properly and systematically introduced to the institution's organizational culture, policies, work environment, and job responsibilities.
9. All hiring decisions shall be approved by the President and Chairman of the Board of Directors, upon recommendation of the concerned Selection, Promotion Board (SPB).

5.2 Process Flow: Recruitment, Selection, Placement and Onboarding

The RSP process ensures that the organization attracts, evaluates, and places the most qualified candidates in alignment with organizational goals and standards. The details are presented in the Work Instructions**.**

A. Recruitment

1. Review of Personnel Requisition Form (PRF) - HR reviews as to the completeness of the PRF.

2. Job Analysis – HR reviews to validate the accuracy and completeness of the existing job description, ensuring it reflects current requirements and responsibilities.

3. Job Posting/Advertising – Identifies and reviews appropriate recruitment channels based on the target candidate profile and the characteristics of the job opening. Vacancy is announced through internal and external channels.

4. Receipt of Applications – All applications shall be received only through official channels designated by the institution. The HR Office shall log and acknowledge each application, ensuring that all required documents are complete and submitted within the prescribed deadline. All applications shall be properly recorded, filed, and safeguarded. Only complete applications shall be endorsed for initial screening in accordance with the institution's recruitment policies and procedures.

B. Selection

1. Screening – Screens applicant's qualifications based on the pre-determined criteria, verifying completeness and minimum qualifications.

2. Shortlisting – Reviews screened applications to assess candidates' qualifications against the job description and selection criteria. Select the most qualified candidate for the next stage of the hiring process.

3. Examinations – Administration of aptitude, computer proficiency, technical, or other relevant tests.

4. Background Check – Verification of information as to their credentials, employment history, references, and ensure suitability.

5. Interview – Interviews by the concerned Selection Panel, based on the shortlisted candidates.

6. Recommendation of SPB – Recommends the most qualified candidate(s) to the President.

7. Approval/Disapproval by the President – Final decision on appointment.

C. Placement Process

The placement process ensures that the selected applicant is formally and properly integrated into the organization's workforce through the completion

of all employment requirements and issuance of an appointment/contract. The following steps shall be followed:

1. Issuance of Pre-Employment Requirements (PER)
   HR provides a list of mandatory documents and clearances to the selected applicant for compliance prior to hiring.

2. Confirmation of Official Start Date
   The applicant and the concerned department shall agree on a start date, which will be reflected in the appointment/contract.

3. Workstation and System Access Setup
   The concerned office shall prepare the necessary equipment, materials, and system access to ensure the employee can perform the duties effectively upon reporting.

4. Issuance of Appointment/Contract
   HR shall issue the duly approved appointment or employment contract for signature of both the employee and the authorized school official.

5. Initial HR Orientation
   The HR Office shall provide a brief orientation on employment terms, policies, and basic institutional information.

D. Onboarding Process

The onboarding process shall commence immediately after the placement stage (issuance of appointment and orientation on basic employment terms).

The Process:

Step 1: Pre-Onboarding Preparation

The Human Resource Office shall schedule the onboarding activity, prepare orientation materials, assign facilitators, and ensure all logistical requirements are in place. The onboarding checklist and required forms shall also be prepared prior to the employee's first day.

Step 2: General Institutional Orientation

This session shall be facilitated by the HR Office and Administrative Personnel and shall cover the following topics:

- Vision, Mission, Core Values, Objectives and Mantra of Samar Colleges, Inc.
- Organizational Structure and Institutional Culture
- Employment Contracts and Appointment Terms

- Compensation, Benefits, and Leave Policies
- Code of Conduct and General Rules
- Data Privacy, Confidentiality, and Workplace Safety.

The detailed step-by-step procedures for the Recruitment Process are provided in the corresponding Work Instruction and Selection (WI-HR-001). This work Instruction forms part of this Manual as an attachment and shall be regularly reviewed and updated by the HR Department to ensure compliance with school policies and labor regulations.

5.3 Employment Status and Classifications:

The institution classifies employees as:

- Regular Employees – Full-time personnel with security of tenure. Upon successful completion of probationary period.
- Probationary Employees – Personnel under evaluation for possible regularization. Maximum of six (6) months, or in the case of faculty, three (3) school years as per DepEd/CHED guidelines.
- Contractual/Project-Based – Hired for a specific period or project.
- Part-Time Personnel – Teaching or non-teaching with limited hours.
- Temporary/Substitute – Filling in for a limited and specific duration.

5.4 Appointment and Contracting

To formalize employment through documented contracts specifying duties, compensation, and terms of service.

All newly hired and renewing teaching and non-teaching personnel.

Policies

1. All appointment and contracts shall be based on merit, qualifications, and organizational needs.

2. Contracts shall state job title, duties, compensation, benefits and duration.

3. Probationary employment shall not exceed three (3) school years for faculty and six (6) months for administrative personnel, in compliance with the Labor Code.

4. Regularization is based on performance, institutional needs, and in compliance with CHED/DepEd standards.

5. No employee shall be allowed to report for duty without an approved contract or appointment paper.

5.5 Types of Appointment/Contract:

To ensure clarity and consistency in employment arrangement, Samar Colleges, Inc., shall recognize the following types of appointments and contracts.

1. **Probationary Appointment**

   - Issued to new teaching and non-teaching personnel for a period of six (6) months for non-teaching staff and up to three (3) years for teaching personnel, in accordance with labor laws and educational regulations.

   - During this period, performance, conduct and qualifications are evaluated to determine suitability for permanent appointment.

2. **Regular/Permanent Appointment**

   - Granted to employees who have satisfactorily completed their probationary period and have met the qualifications, performance standards, and institutional requirements of ABC School.

   - This appointment provides security of tenure as provided by law.

3. **Contractual Appointment**

   - Issued for a specific project, purpose, or time-bounded requirement of the institution.

- The contract clearly specifies the duration, scope of work, and conditions of employment, without guarantee of permanency after expiration.

4. **Temporary Appointment**

   - Issued to personnel hired to fill in for a permanent employee on leave or for urgent institutional needs.

   - Valid only until the return of the incumbent or the end of the temporary need.

5.6 Process: Issuance of Letter of Appointment:

1. HR drafts the Letter of Appointment (LOA) based on the following:
   - Complete Pre-Employment Requirements (PRF) submitted by the newly hired employee
   - Recommendation letter from the SPB concerned (Faculty Appointment)
   - Summary of Interview Form (for Administrative Personnel Appointment)
2. HRMD Head reviews the prepared LOA
3. Letter of Appointment is forwarded to the SVP for Administration/School Administrator as recommending approval.

4. Contract of Service are routed for signatures of concerned officials.
5. The President approves the Letter of Appointment/Contract of Service.

5.7 Learning and Development (L&D) Program

Introduction

At Samar Colleges, Inc., we recognize that our people are our most valuable asset. As an educational institution, our mission extends beyond student learning; it also includes the continuous growth and professional development of our employees. This Learning and Development (L&D) Manual serves as a guide in cultivating a culture of lifelong learning, excellence, and service among our faculty, staff, and administrators. It ensures that all members of the institution are equipped with the necessary knowledge, skills, and values to fulfill their roles effectively and contribute meaningfully to the school's mission and vision.

The manual provides a structured framework for training, capacity-building, and competency enhancement. It outlines policies, procedures, and programs designed to address the professional and personal development needs of employees, while also ensuring compliance with educational standards, regulatory requirements, and institutional goals. Through the L&D program, Samar College affirms its commitment to invest in its people, foster innovation, and sustain an environment where both employees and students can thrive.

Objectives

1. To provide opportunities for continuous professional growth and personal development.

2. To align employee skills with institutional goals and academic standards.

3. To enhance teaching effectiveness, administrative efficiency, and leadership capacity.

4. To comply with statutory, regulatory, and training requirements.

5. To foster a culture of lifelong learning within the institution.

Policies

1. All L&D programs shall be aligned with the School's Vision, Mission, Core Values, and objectives for academic excellence and operational efficiency.

2. All employees, regardless of rank, employment status, or function, shall be given equitable opportunities to participate in learning and development programs, subject to identified training needs, institutional priorities, and specific eligibility requirements.

3. L&D activities shall be based on the Training Needs Assessment (TNA) results, annual performance evaluations, and institutional requirements.

4. Mandatory trainings required by government agencies (CHED, DOLE, PRC, ISO, etc.) shall be prioritized and scheduled accordingly.

5. Faculty and staff shall be encouraged to pursue continuous professional and personal development, with the School supporting activities that enhance competencies, teaching effectiveness, leadership, and research.

6. The Enhanced Faculty Development Program (EFDP) shall be open to regular full-time faculty members who have rendered at least two (2) years of continuous and exemplary service records. It provides scholarships for advanced studies (Master's or Doctorate), in support of the institution's mission of academic excellence. Beneficiaries shall comply with the provisions of the signed Memorandum of Agreement (MOA), including return-of-service, and payback conditions.

7. L&D activities shall be implemented within the approved budget allocation, ensuring cost-effectiveness while maximizing learning impact.

8. All L&D programs shall be monitored and evaluated to assess effectiveness, participant satisfaction, and impact on work performance.

9. Employees who successfully complete L&D programs and demonstrate effective application of the acquired knowledge and skills in their work shall be duly recognized and given priority consideration for career advancement and other opportunities for professional growth.

10. All L&D activities shall be properly documented through attendance sheets, training reports, evaluation summaries, and certificates of participation/completion.

11. The Human Resource Management Department, (HRMD) in coordination

with the Department Heads, shall oversee the implementation of the L&D program, while participants are expected to engage and apply their respective roles actively.

Scope

This manual covers all employees of Samar Colleges, Inc.

- Teaching Faculty
- Administrative Staff
- Support Personnel

- Supervisors and Managers

5.8 Performance Management System (PMS)

Objective

This policy establishes a Performance Management System (PMS) that promotes accountability, professional growth, and continuous improvement among faculty and staff. It aligns individual performance with Samar Colleges, Inc.'s Vision, Mission, and Goals, ensuring compliance with CHED, DepEd, and Labor Standards.

Scope

The PMS applies to all employees of Samar Colleges, Inc., including teaching and non-teaching personnel, regardless of employment status.

Objectives

1. To define clear performance expectations for faculty and staff.
2. To assess employee performance fairly and objectively.
3. To provide constructive feedback and identify development needs.
4. To serve as a basis for promotion, regularization, merit pay, and disciplinary actions.
5. To foster a culture of continuous improvement and excellence.

Guiding Principles

1. Fairness and Transparency – Criteria and processes are clearly communicated.

2. Alignment – Performance standards support institutional goals and regulatory requirements.

3. Development-Oriented – Evaluation results are used to enhance employee growth.

4. Consistency – The process is uniformly applied across departments.

Performance Planning

- At the start of the school year, supervisors and employees set Performance Targets aligned with institutional objectives.

- Faculty targets may include: teaching effectiveness, research, and student evaluation.

- Staff targets may include: efficiency, accuracy, customer service, and compliance with deadlines.

- Performance indicators and Key Result Areas (KRA) are documented in the Performance Commitment and Review Form (PCRF).

Performance Monitoring

- Supervisors conduct regular check-ins (mid-term review and coaching)
- Feedback may be formal (written) or informal (discussion)
- Employees are encouraged to self-assess progress.

Performance Evaluation

1. Frequency: Conducted twice a year (mid-year and year-end).
2. Methods:

    - Faculty: Student evaluations, peer review, teaching portfolio, research outputs
    - Staff: Work output, efficiency, teamwork, compliance with policies
    - Rating Scale: the following shall be used: Outstanding, Very Satisfactory, Satisfactory, Needs Improvement, Unsatisfactory.
    - The HR Department reviews evaluations for consistency.

Feedback and Development

- Results are discussed with the employee in a Performance Review Meeting.
- Strengths are acknowledged, and areas for improvement are addressed.
- Individual Development Plans (IDPs) are prepared for training and coaching needs.

Rewards and Consequences

- Rewards/Incentives:
  - Eligibility for promotion
  - Merit increase or recognition awards
  - Access to scholarships, training, or faculty development grants

- Consequences for Unsatisfactory Performance
  - Placement under a Performance Improvement Plan (PIP)
  - Closer supervision and coaching
  - Possible non-renewal, demotion, or termination if poor performance persists.

Records and Confidentiality

- HRMD maintains performance evaluation records for each employee.
- Results are confidential and released only to authorized officials.

5.9 Rewards and Recognition (R&R)

Objective

To foster employee motivation, engagement, and retention by recognizing and rewarding outstanding performance, loyalty, and contributions to institutional goals.

Coverage

This policy applies to all employees, regardless of employment status.

Policy Statement

1. The institution shall maintain a Rewards and Recognition Program to acknowledge exemplary service and performance.

2. Recognition shall be merit-based, transparent, and consistent with institutional values.

Forms of Rewards and Recognition

a. Performance-Based Recognition

- Certificates of Recognition for exemplary performance in teaching, research, extension, or support services.
- Annual Outstanding Employee/Faculty Awards.

b. Loyalty and Service Awards
- Recognition for employees who have rendered continuous service (e.g. 5,10,15 years and beyond)
- May include plaques, certificates, and a token of appreciation.

c. Incentives

- Non-monetary rewards (commendations, feature in institutional publications, professional development opportunities, tokens)
- Monetary incentives, subject to availability of funds and Board approval.

Procedures

1. Department Heads nominate employees for recognition based on performance appraisals and accomplishments.
2. HR consolidates nominations and submits them to the Rewards and Recognition Committee or
3. Management approves final awardees, who are recognized during Foundation Day, Year-End Program).

5.10 Grievance and Employee Relations

The Office/Unit of Grievance and Employee Relations is responsible for promoting harmonious labor-management relations through the effective handling of employee concerns, grievances, and disputes. It ensures fair and timely resolution of workplace issues in accordance with institutional policies and labor laws, fostering a positive and respectful work environment. Detailed procedures and policies are provided in the institution's grievance policy and related HR guidelines.

5.10.1 Grievance Mechanism

The Grievance Mechanism at Samar Colleges, Inc., provides a structured and transparent process for employees and other stakeholders to raise, address, and resolve work-related concerns, complaints, or disputes. It is designed to ensure fair treatment, uphold employees' rights, and promote a positive and respectful workplace environment. This mechanism encourages early resolution through dialogue and mediation while safeguarding due process and confidentiality throughout the grievance handling process.

Objective

This policy establishes a formal process by which employees of Samar Colleges, Inc., may raise work-related concerns or complaints. It ensures fairness, transparency, confidentiality and promotes harmonious workplace relations.

Scope

The procedure applies to all faculty members, staff, and employees of Samar Colleges, Inc., regardless of employment status.

Definition of Grievance

A grievance refers to any work-related concern, complaint, or dissatisfaction that an employee wishes to raise formally. This includes:

- Working conditions, workload, or unfair treatment.
- Interpersonal conflicts with colleagues or supervisors.
- Non-compliance with school policies or benefits.
- Perceived discrimination, harassment, or abuse.

Guiding Principles

1. Fairness and impartiality – Complaints will be heard objectively.
2. Confidentiality – Grievances will be treated with strict confidentiality.
3. Non-Retaliation – No employee shall be penalized for filing a grievance in good faith.
4. Due Process – Parties involved will be given the opportunity to be heard.
5. Timeliness – Grievances should be addressed promptly.

Composition:

The Grievance Committee shall be composed of:

- Chairperson - SVP for Administration
- Members:
  1. Department Head of the concerned unit
  2. Head, HRMD – Member
  3. Faculty/Staff Representative - Member
  4. Management Representative - Member

Powers of the Committee:

The Grievance committee is a collegial body established to provide a fair, impartial, and accessible mechanism for the resolution of work-related concerns, complaints, and disputes involving employees of Samar Colleges, Inc.

Powers and Functions
The Grievance Committee shall have the following powers and functions:

1. Receive, acknowledge, and act on grievances filed by employees, faculty members, and other covered personnel in accordance with established grievance procedures.
2. Conduct fair, impartial, and confidential evaluation, mediation, and, when necessary, formal hearings on grievances brought before the Committee.

3. Facilitate amicable settlement of disputes at the earliest possible stage through dialogue, conciliation, or mediation.
4. Recommend appropriate actions, resolutions, or corrective measures to Management or the proper authority based on findings and deliberations.
5. Ensure that grievance proceedings observe due process, including the right of parties to be heard and to present relevant information.
6. Maintain proper documentation and records of all grievance cases, proceedings, and resolutions, subject to confidentiality requirements.
7. Monitor compliance with approved grievance resolutions and report non-compliance to Management.
8. Coordinate with the Human Resource Office and other concerned units for guidance, implementation, and policy improvement, without prejudice to the Committee's independence in resolving cases.
9. Refer matters beyond the Committee's authority to the appropriate institutional authority or external body, when warranted by law or policy.
10. Perform such other functions as may be assigned by the School President or provided in institutional policies, consistent with applicable labor laws and regulations.

Procedures:

Step 1: Informal Resolution

- The employee is encouraged to discuss the issue directly with the concerned party or immediate supervisor.
- If resolved, no further action is required.

Step 2: Filing of Formal Grievance

- If unresolved, the employee files a written grievance with the HR Department using the Grievance Form (Annex__).
- The grievance should include the facts, persons involved, and desired resolution.

Step 3: HR Review

- HR acknowledges receipt of the grievance within three (3) working days.
- HR may attempt mediation between the concerned parties.

Step 4: Grievance Committee Hearing

- If unresolved, HR forwards the case to the Grievance Committee
- The committee conducts a hearing **within five (5) working days** from receipt of the complaint.

- Both parties present their statements and evidence.

Step 5: Decision and Recommendation

- The committee deliberates and issues a written recommendation to the School President.

- The School President renders a final decision within 10 working days of receiving the recommendation.

Step 6: Appeal

- If the employee disagrees with the decision, an appeal may be filed to the Board of Directors within five (5) working days of receiving the decision.
- The decision of the Board of Directors shall be final and executory.

Records and Documentation

- HR Department maintains a confidential file of all grievances, proceedings, and resolutions.
- These records are used for monitoring and policy improvement.

5.10.2 Health, Safety, and Wellness

The College shall provide:

- Safe work environment
- Emergency protocols
- Health and wellness programs
- Mental health support (as applicable)

5.11 Compensation and Benefits

5.11.1 Compensation

Compensation shall follow the institution's approved Salary Schedule (SG and Step system) upon approval by the Board of Trustees.

Salary and Allowances

Employee Benefits:

Employees shall receive statutory benefits such as:

- SSS
- PhilHealth
- Pag-IBIG
- 13th Month Pay
- Service Incentive Leave

5.11.1 Institutional Benefits *(as approved)*

Leave Benefits:

Objective

To grant employees the right to rest recuperate, and attend to personal matters which balancing the needs of the institution.

Policy Statement

1. Leave benefits shall be consistent with the Labor code and school policy.
2. Leave requests must be filed three (3) days in advance, except in emergencies.

Leave Policies

1. Vacation Leave - Fifteen (15) days paid vacation leave per year for regular employees, scheduled during breaks or by approval.

2. Sick Leave - Fifteen (15) days paid sick leave per year, with a medical certificate required for absences over 3 days.

3. Emergency Leave - Allowed for urgent personal matters, with a limit of 2-3 days upon approval.

4. Maternity /Paternity Leave - As mandated by national labor laws and government issuances (e.g. sss etc.)

5. Leave Request

Procedure

- Submit a leave Form at least 3 days in advance (except for emergencies or sudden illness).
- All leave of absences are subject to the approval of the immediate supervisor or school administrator.

Types of Leave	Entitlement

a. Vacation Leave	• 15 days vacation leave per year
b. Sick Leave	• 15 days - Granted upon presentation of a medical certificate for absences beyond three (3) consecutive days
c. Maternity Leave	• 105 days with pay, in compliance with RA 1120
d. Paternity Leave	• 7 days with pay in compliance with RA 8187
e. Solo Parent Leave	• 7 days with pay, in compliance with RA 8972
f. Special Leave for Women	• 2 months with pay for gynecological surgery, per RA 9710 (Magna Carta of Women)
g. Bereavement Leave	• As may be required by law or approved by management

Procedures

- Employees shall accomplish a Leave Application form and secure approval from their immediate supervisor and HR.
- Emergency leave may be communicated via phone/email but must be followed by a written request.
- HR shall maintain leave records and report balances to employees annually.

5.12 Records Management

Records Management is a vital institutional function that ensures the systematic creation, receipt, maintenance, use, safeguarding, and disposition of records in support of the College's academic, administrative, legal, and historical requirements. Effective records management promotes transparency, accountability, operational efficiency, and compliance with applicable laws, regulations, and accreditation standards. This policy applies to all records, regardless of format or medium, created or received by the College in the conduct of its official business.

Policies:

1. The College shall establish and maintain a records management system that ensures records are accurate, complete, authentic, reliable, and accessible when needed.

2. All official records of the College are institutional property and shall be managed in accordance with approved records retention and disposition schedules.
3. Records shall be protected against loss, damage, unauthorized access, alteration, or disclosure, in compliance with data privacy and confidentiality requirements.
4. Each office shall be responsible for the proper creation, classification, maintenance, and timely transfer or disposal of records under its custody.
5. Digitization and electronic records management shall be encouraged to improve efficiency, provided that data integrity, security, and backup measures are in place.

Procedures

1. Creation and Classification
    - Records shall be created following standardized formats and filing systems prescribed by the College.
    - Each office shall classify records according to their function and subject matter to ensure consistency and ease of retrieval.
2. Maintenance and Storage
    - Active records shall be maintained by the originating office in secure and orderly storage, whether physical or electronic.
    - Inactive records may be transferred to a designated records storage area or archive, subject to approved procedures.
3. Access and Use
    - Access to records shall be limited to authorized personnel and shall observe confidentiality, data privacy, and freedom of information policies.
    - Requests for records shall follow established approval and documentation processes.
4. Retention and Disposition
    - Records shall be retained in accordance with the approved records retention schedule.
    - Disposal of records shall be conducted in a secure manner and properly documented, subject to authorization by the appropriate authority.
5. Preservation of Vital and Archival Records
    - Records of permanent, legal, or historical value shall be identified and preserved in accordance with archival standards.
    - Vital records essential to the continuity of operations shall be protected through backup, duplication, and disaster recovery measures.

5.13 Qualification Standards and Position Classification

The College adopts Qualification Standards (QS) to ensure that all positions are filled by individuals who possess the required education, experience, training,

competencies, and eligibility necessary to effectively perform their duties. The detailed Qualification Standards for all positions are prescribed in a separate and standalone Qualification Standards Manual, which forms an integral part of the College's human resource management system.

This Administrative Manual provides the general policy framework, while the complete position-specific Qualification Standards, including duties, competencies, and minimum requirements, are contained in the Qualification Standards Manual, as may be updated from time to time.

Provide a link to the Qualification Standard Manual

5.14 Code of Conduct and Employee Discipline

The College is committed to upholding the highest standards of professionalism, integrity, ethical behavior, and accountability among all officials, faculty members, employees, and affiliated personnel. These standards are articulated in the College's Code of Conduct, which governs expected behavior, ethical principles, and disciplinary provisions.

This Administrative Manual sets forth the institutional commitment to ethical conduct, while the comprehensive rules, standards of behavior, rights and responsibilities, and disciplinary procedures are fully detailed in a separate Code of Conduct Manual, which shall be observed by all members of the College community.

Provide a link to the Code of Conduct Manual

5.15 Separation, Retirement and Clearance

This Office/Unit manages all processes related to employee separation, retirement, and clearance. It ensures compliance with administrative, financial, and legal requirements to facilitate smooth and orderly employee exits. Detailed processes and policies are provided in the institution's Separation and Retirement Guidelines and Clearance Procedures.

Employees may be separated through:

5.15.1 Resignation (Voluntary Separation)

A. General Policy

Notice Requirement (Legal Basis)

In accordance with Article 300 (formerly Article 285) of the Labor Code of the Philippines, an employee who resigns without just cause shall serve a written notice of resignation at least thirty (30) days in advance, unless a different notice period is provided in the employment contract or is expressly approved by Management.

An employee may resign without prior notice only for just causes recognized by law, including but not limited to serious insult, inhuman or unbearable treatment, commission of a crime against the employee, or other analogous causes.

Failure to comply with the required notice period may result in appropriate consequences in accordance with law and the terms of the employment contract**, without prejudice to the employee's right to final pay and lawful benefits.**

Explanatory Note to Employees (Optional Inclusion)

The 30-day notice period is intended to allow the College sufficient time to ensure continuity of operations, particularly in instructional and administrative functions. Employees are encouraged to coordinate closely with their supervisors and the Human Resource Office to facilitate a smooth transition and proper turnover of responsibilities.

Resignation is a voluntary act initiated by the employee to sever the employment relationship. Employees are encouraged to comply with contractual and policy requirements to ensure orderly transition and continuity of operations.

B. Notice Requirement

1. An employee intending to resign shall submit a **written notice of resignation** to the Human Resource Office through the immediate supervisor **at least thirty (30) days** prior to the intended effective date, unless a different period is stipulated in the employment contract or approved by Management.
2. Failure to observe the required notice period may result in the employee being held liable for damages, if warranted, in accordance with law and contract.

C. Resignation Prior to Contract Completion

1. Employees under a **fixed-term or contractual appointment** who resign before the expiration of their contract shall be subject to the terms and conditions of their employment contract.
2. The College may require the employee to explain the reason for early resignation and may impose contractual consequences, if any, consistent with law and the principle of non-diminution of benefits.

E. Acceptance of Resignation

Resignations shall be subject to **formal acceptance by Management**, without prejudice to the employee's right to resign under the law.

5.15.2 Retirement Policy

Legal Basis

This Retirement Policy is anchored on Republic Act No. 7641, which amended Article 287 of the Labor Code of the Philippines, now renumbered as Article 302, and other applicable labor laws and regulations governing retirement in the private sector.

Policy Statement

ABC College recognizes the right of employees to retire with dignity and security. Retirement shall be implemented in accordance with Republic Act No. 7641 (Article 302 of the Labor Code), the institution's approved retirement policy or plan, and the terms of the employee's employment contract or applicable agreements, whichever is more favorable to the employee.

Coverage

This policy shall apply to **all teaching and non-teaching personnel** of ABC College, unless otherwise exempted by law.

Retirement Age

1. **Optional Retirement**
   An employee may retire upon reaching **sixty (60) years of age**, provided he or she has rendered at least **five (5) years of service** with the institution.
2. **Compulsory Retirement**
   An employee shall be compulsorily retired upon reaching **sixty-five (65) years of age**.

Retirement Benefits

2. **With Institutional Retirement Plan**
   Where the College has an approved retirement plan, retirement benefits shall be granted in accordance with the terms and conditions of such plan, provided that the benefits are **not less than those prescribed by law**.
3. **In the Absence of a Retirement Plan**
   In the absence of an approved institutional retirement plan, the employee shall be entitled to retirement pay equivalent to **at least one-half (½) month salary for every year of service**, as provided under **Republic Act No. 7641 / Article 302 of the Labor Code**.

For purposes of computation, **one-half (½) month salary** shall mean:

- Fifteen (15) days salary;
- One-twelfth (1/12) of the 13th month pay; and

- The cash equivalent of not more than five (5) days of service incentive leave.

A fraction of at least **six (6) months** shall be considered as **one (1) whole year** of service.

Retirement Procedure

1. Employees intending to avail of **optional retirement** shall submit a **written notice of intent to retire** to the Human Resource Office within the period prescribed by institutional policy.
2. The Human Resource Office shall verify eligibility, compute benefits, and coordinate with concerned offices for processing and release of retirement benefits.
3. Employees subject to **compulsory retirement** shall be formally notified by Management prior to the effective date of retirement.

Clearance and Final Pay

- The release of retirement benefits and final pay shall be subject to the completion of the **institutional clearance process** and settlement of all accountabilities.

CHAPTER 6 – ACADEMIC OPERATIONS

Academic operations of Samar Colleges, Inc. cover the planning, implementation, supervision, and evaluation of instructional programs for Basic Education, tertiary Education and Advanced Education, as applicable. The detailed academic policies, standards, procedures and guidelines governing each level are contained in their respective Academic Manuals, which shall serve as the primary references for academic implementation, while this Administrative Manual provides the overarching governance and administrative framework for all academic units.

Provide a link to the Manuals for Basic Education, Tertiary Education and Graduate School

CHAPTER 7 - STUDENT SUPPORT AND MANAGEMENT SERVICES

All detailed policies, guidelines, procedures, and standards related to student life—including admission, student rights and responsibilities, academic policies, discipline, campus activities, services, and welfare—are comprehensively presented in the Student Manual. This Administrative Manual recognizes the Student Manual as the primary reference document governing all student-related matters.

In addition, all student-related functions performed by the Office of Student Affairs and Services (OSAS) and its affiliated units—covering student development, welfare programs, guidance and counseling, Library Services, Medical/Dental Services, co-

curricular activities, discipline, and support services—are also governed by the policies and procedures outlined in the Student Manual.

Provide a link to the OSAS Manual

CHAPTER 8 - FINANCIAL AND ASSET MANAGEMENT

This chapter establishes the financial, budgetary, accounting, and asset management policies of Samar Colleges, Inc. These policies ensure the efficient, transparent, and accountable use of institutional resources in support of the College's mission, vision, strategic goals, and quality assurance commitments.

All financial activities shall adhere to generally accepted accounting principles (GAAP), internal control standards, applicable labor laws, CHED/DepEd regulations, and institutional policies approved by the Board of Trustees.

8.1 Principles of Financial Management

Samar Colleges, Inc., adopts the following principles to guide its financial administration:

1. Transparency and Accountability: Accurate and timely financial reporting, clear documentation, and traceable transactions shall be maintained at all times.
2. Efficiency and Economy: Financial decisions shall promote optimal use of institutional resources, preventing waste, duplication, or misuse.
3. Internal Control and Risk Management: All financial and asset movements must comply with established controls to reduce fraud, errors, and operational risks.
4. Compliance with Laws and Regulations: All transactions shall follow statutory requirements (e.g., BIR, labor laws, data privacy, applicable education regulations).

5. Strategic Resource Allocation: Financial planning must support institutional priorities, quality assurance initiatives, and sustainable growth.

8.2 Budgeting and Resource Allocation

8.2.1 Annual Budget Preparation

The annual budget shall be prepared by the Finance Office with the Office of the President.

8.2.2 Budget Review and Approval

1. Initial review by the VP for Finance Services
2. Consolidation by the Finance Office

3. Final approval by the School President and the Board of Trustees.

8.2.3 Budget Utilization

Funds must be used strictly according to approved allocations. Any realignment must be:

- Justified in writing
- Endorsed by the VP for Finance
- Approved by the President (or BOT for major adjustments)

8.3 Financial Controls and Accounting Procedures

8.3.1 Cash Management

- All cash collections must be officially receipted.
- Daily collections must be deposited intact to the College's authorized bank accounts.
- Petty cash funds shall be limited and liquidated regularly.

8.3.2 Disbursement Controls

All disbursements must be:

- Supported by complete documents
- Certified correct by the requesting office
- Checked and verified by the Finance Office
- Approved by authorized signatories based on approval levels

8.3.3 Payroll Administration

Payroll shall be processed based on:

- Verified attendance
- Approved overtime/undertime
- Deductions (statutory and institutional)
- Approved salary schedules and HR records

8.3.4 Financial Reporting

The Finance Office shall prepare:

- Monthly financial statements
- Quarterly budget utilization reports
- Annual audited financial statements

These reports shall be submitted to the President and Board of Trustees

8.3 Procurement and Property Management

8.4.1 Procurement Planning

All units shall submit their annual procurement plans based on approved budgets and institutional priorities.

8.4.2 Procurement Process

Procurement must follow:

- Transparency
- Competitive sourcing
- Value-for-money principles
- Proper documentation

8.4.3 Standard procurement steps include:

1. Requisition
2. Canvassing/quotation
3. Evaluation
4. Approval
5. Purchase
6. Delivery and inspection
7. Payment

8.4.4 Property and Procurement Management Office (PPMO)

PPMO shall:

- Ensure compliance with procurement policies
- Maintain records of purchases and contracts
- Perform inspections and acceptance of deliveries
- Coordinate with Finance for payments

8.5 Asset and Property Management

8.5.1 Classification of Assets

Institutional assets include:

- Buildings and facilities
- Equipment and machinery
- ICT assets
- Furniture and furnishings
- Vehicles
- Learning resources
- Other institutional properties

8.5.2 Inventory and Asset Recording

The Property Office shall:

- Maintain an updated inventory
- Tag and record all accountable properties

- Monitor distribution and custodianship
- Issue property acknowledgment receipts (PAR)

8.5.3 Use, Care, and Custodianship

Employees are responsible for:

- Proper care and handling of assigned equipment
- Preventing loss or damage
- Immediately reporting issues or defects

8.5.4 Asset Movement

Any transfer, reassignment, or disposal must be:

- Documented
- Verified by Property Office
- Approved by authorized officials

8.5.5 Disposal of Property

Unserviceable assets may be disposed of through:

- Public auction
- Donation
- Recycling
- Other approved disposal methods

Disposal must be properly documented and approved.

CHAPTER 9 – QUALITY ASSURANCE AND CONTINUOUS IMPROVEMENT

This chapter outlines Samar Colleges, Inc., commitment to maintaining and enhancing the quality of its academic programs, administrative processes, and stakeholder services. It presents the framework and policies that guide systematic monitoring, evaluation, and improvement efforts, ensuring that the institution remains responsive, effective, and aligned with both internal goals and external standards.

9.1 Quality Management Framework

Samar Colleges, Inc., is committed to excellence in all its academic and administrative functions. The College adopts a comprehensive Quality Management Framework that aligns with international standards and best practices, ensuring systematic planning, implementation, monitoring, and continuous improvement of processes to achieve institutional goals and stakeholder satisfaction. This framework serves as the foundation for sustaining high-quality education and services.

9.2 Internal Quality Audits

To maintain and enhance institutional quality, Samar Colleges, Inc., conducts regular Internal Quality Audits. These audits systematically evaluate compliance with established standards, policies, and procedures across all departments. The audits identify strengths, areas for improvement, and ensure corrective measures are implemented promptly. Internal audits are an essential tool for transparency, accountability, and continuous enhancement of institutional performance.

9.3 Client Satisfaction and Feedback Mechanisms

Samar Colleges, Inc. values the perspectives of its stakeholders, including students, parents, employees, and partners. The College maintains effective Client Satisfaction and Feedback Mechanisms to collect, analyze, and respond to feedback. These mechanisms ensure that client concerns and suggestions inform policy revisions, service improvements, and foster an environment of open communication and mutual respect.

9.4 Corrective and Preventive Actions

Samar Colleges, Inc., systematically addresses non-conformities and potential issues through its Corrective and Preventive Action policy. When deviations from standards or processes occur, appropriate corrective actions are initiated to rectify the problem and prevent recurrence. Similarly, preventive actions identify and mitigate risks before they affect quality or compliance. This proactive approach supports sustained institutional effectiveness and compliance.

9.5 Compliance with Regulatory and Accrediting Bodies

Samar Colleges, Inc., commits to full compliance with the requirements, standards, and guidelines prescribed by all relevant Regulatory and Accrediting Bodies. The institution continuously monitors and updates its policies, programs, and practices to meet or exceed these standards, ensuring legitimacy, recognition, and quality assurance in all its educational and administrative functions.

CHAPTER 10 – LEGAL COMPLIANCE AND ETHICAL STANDRDS

This chapter affirms Samar Colleges, Inc., dedication to upholding all applicable laws, regulations, and ethical principles in its operations. It emphasizes the importance of legal compliance, data privacy, respectful workplace conduct, avoidance of conflicts of interest, and accountability to foster a culture of integrity and trust within the institution.

10.1 Compliance with Laws and Regulations

ABC College strictly adheres to all applicable local, national, and international laws, rules, and regulations governing its operations. The institution ensures that policies, programs, and activities are aligned with legal requirements to maintain legitimacy, protect stakeholder rights, and uphold its responsibilities as an educational institution.

10.2 Data Privacy and Confidentiality

The College is committed to protecting the privacy and confidentiality of personal data of students, employees, partners, and other stakeholders in accordance with the **Data**

Privacy Act of 2012 (RA 10173) and its implementing rules. All personnel shall handle information responsibly, ensuring data security, lawful processing, and restricted access to sensitive information.

10.3 Anti-Sexual Harassment and Safe Spaces Policy

ABC College provides a safe, respectful, and inclusive environment free from sexual harassment and discrimination. The institution strictly enforces its **Anti-Sexual Harassment and Safe Spaces Policy**, which prohibits any form of sexual harassment and promotes awareness, prevention, and appropriate redress mechanisms in compliance with Republic Act No. 11313 and related laws.

10.4 Conflict of Interest

All employees and officers of ABC College are required to avoid situations where personal interests conflict or appear to conflict with their duties and responsibilities. Disclosure of any potential conflicts of interest must be made promptly, and appropriate measures shall be taken to manage or eliminate such conflicts to preserve the integrity and reputation of the institution.

10.5 Ethical Standards and Accountability

Samar Colleges, Inc., upholds the highest standards of ethics and professionalism in all its dealings. All personnel are expected to demonstrate integrity, transparency, and accountability. Violations of ethical standards shall be subject to appropriate investigation and sanctions as provided in institutional policies and applicable laws.

CHAPTER 11 – AMMENDMENTS AND FINAL PROVISIONS

This chapter defines the procedures for the review, amendment, and updating of this Administrative Manual. It ensures that the document remains current, applicable, and legally sound while providing provisions for its effective implementation and continuity, even in the event that certain parts are invalidated**.**

11.1 Review and Updating of the Manual

This Administrative Manual shall be reviewed periodically to ensure its relevance, accuracy, and compliance with evolving laws, policies, and institutional needs. Reviews shall be conducted by designated committees or offices as authorized by the School President.

11.2 Amendments and Revisions

Amendments or revisions to this Manual may be proposed by any authorized personnel or committee and shall require the approval of the School President and, when necessary, the Board of Directors. All approved changes shall be communicated promptly to all stakeholders.

11.3 Separability Clause

If any provision of this Manual is declared invalid or unconstitutional by a competent authority, the remaining provisions shall continue in full force and effect.

11.4 Effectivity

This Administrative Manual shall take effect immediately upon approval by the School President and the Board of Directors and shall supersede any previous manuals or related policy documents. All employees and stakeholders shall be informed of its provisions and expected compliance.

REFERENCES

Since this is the first issuance of the Samar Colleges, Inc. Administrative Manual, no internal references are cited. The following external laws, policies, and regulatory issuances have been used as the primary legal bases for the development of this Manual:

1. Republic Act No. 7722 - Higher Education Act of 1994
   Establishes the mandate of the Commission on Higher Education (CHED) and its authority over higher education institutions.

2. Republic Act No. 7796 - Technical Education and Skills Development Act of 1994 (if applicable to TVET programs)
   Provides for TESDA's regulatory and supervisory functions over technical-vocational programs.

3. Labor Code of the Philippines (Presidential Decree No. 442, as amended) Governs employment relations, conditions of work, employee discipline, and labor standards applicable to all employees of the Institution.

4. Civil Code of the Philippines (Republic Act No. 386) Provides general provisions on contracts, liabilities, and obligations applicable to institutional transactions and operations.

5. Republic Act No. 8293 – Intellectual Property Code of the Philippines Guides policies on institutional documents, data protection, and proprietary information.

6. Republic Act No. 10173 – Data Privacy Act of 2012 Sets the legal framework for the protection of personal and sensitive information in all institutional processes and recordkeeping.

7. CHED Memorandum Orders (CMOs) relevant to administration, governance, academic programs, and institutional quality assurance (e.g., CMO No. 46, series of 2012 on typology and outcomes-based quality assurance).

8. Department of Education (DepEd) Orders and Memoranda, for matters relating to basic education operations (if applicable to your school's Basic Education Department).

9. Government Procurement Reform Act (Republic Act No. 9184) and Implementing Rules and Regulations (IRR), as **reference** for procurement standards and internal purchasing procedures.

10. Republic Act No. 11032
    Ease of Doing Business and Efficient Government Service Delivery Act of 2018 Provides guidelines on process standardization, efficiency, and service delivery, relevant to administrative operations.

11. ISO 9001:2015 Quality Management System Standards Serves as a framework for the development of procedures, work instructions, risk-based thinking, and continuous improvement systems.

These references serve as the foundation for the policies, systems, and procedures contained in this Administrative Manual.

Acknowledgment

Samar Colleges, Inc. extends its appreciation to all administrators, academic leaders, office heads, and staff who contributed their time, expertise, and institutional

knowledge to complete the first edition of the Administrative Manual. This Manual is a product of collaborative effort and shared commitment to strengthening governance, promoting operational excellence, and supporting the continuous improvement of our institution.

APPENDICES

The following appendices form an integral part of the Samar Colleges, Inc., Administrative Manual. They provide supplemental documents, templates, and reference materials that support the implementation of the policies and procedures contained in this Manual.

Appendix A

Organizational Structure

- Samar Colleges, Inc., Organizational Chart
- Office-Level Organizational Charts (President, VPs, Deans, Principal, Administrative Units)

Appendix B

Document Control Forms

- Document Control Cover Sheet Template
- Document Revision History Form
- Document Request and Change Form
- Master List of Controlled Documents Template

Appendix C

Standard Forms (Administrative)

- Leave Application Form
- Overtime / Compensatory Time-Off Request Form
- Travel Order / Authority to Travel
- Request for Office Supplies / Materials
- Incident Report Form
- Visitor's Log / External Communication Form
- General Services Request Form
  (*Note: Actual forms may be attached or provided as separate controlled documents.*)

Appendix D

HR Management Forms

- Personnel Data Sheet
- Recruitment Request Form
- Evaluation and Ranking Forms
- Performance Appraisal Forms
- Notice of Appointment Template
- Clearance Form
- Exit Interview Form

Appendix E

Financial and Procurement Forms

- Purchase Request (PR)
- Request for Quotation (RFQ)
- Purchase Order (PO)
- Disbursement Voucher (DV)

- Inventory and Stock Card Templates
- Property Acknowledgement Receipt (PAR)
- Waste/Obsolete Property Disposal Form

Appendix F

Work Instruction (WI) Template**

A prescribed format to be used by all offices in preparing their Work Instructions, including:

- Purpose
- Scope
- Definitions
- Responsibilities
- Procedure Steps
- Required Documents
- Records Generated

(*For ISO compliance, WIs shall be controlled documents under the DCCO.*)

Appendix G

Process Flow Diagrams

- Basic Administrative Processes
- Hiring and Onboarding Process
- Student Transaction Referral Flow
- Procurement Cycle
- Property Custodianship and Disposal Flow
- Finance Transaction Flow (Billing, Collection, Disbursement)

Appendix H

Codes, Manuals, and Related Institutional Documents**

(Referenced but not included)

- Code of Conduct and Discipline Manual
- Student Manual
- Faculty Manual
- Basic Education Manual
- Quality Assurance Manual (if applicable)

Appendix I

List of Legal and Regulatory References**

A consolidated listing of all external legal bases and regulatory issuances used in preparing this Manual.

Appendix J

Directory of Offices

- Contact details
- Office locations
- Office hours

(*helpful for institutions preparing for ISO audits.*)

Appendix K

Glossary / Definitions of Terms (If not placed in Chapter I)**

- Technical and administrative terms used throughout the Manual.

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