



117TH BOARD OF REGENTS MEETING

BOR RESOLUTION NO. 168

Series of 2024

APPROVING THE AMENDMENTS TO THE IMPLEMENTING RULES AND REGULATIONS IN THE AVAILMENT OF FINANCIAL SUPPORT FROM THE FACULTY DEVELOPMENT FUNDS THE DETAILS OF WHICH ARE REFLECTED IN THE DOCUMENT HERETO ATTACHED AND MADE PART HEREOF.

WHEREAS, the Governing Board has the power, among others, "to enact rules and regulation not contrary to law, as may be necessary to carry out the purposes and university, as provided in Section 7 (a) of RA 9158;

WHEREAS, the Faculty Development Plan is designed to serve as a resource and guide for faculty concerning the evaluation of annual performance and career progression in the context of the mission of the Visayas State University and CHED-DBM accreditation standards;

WHEREAS, financial resource support is extended in order to assist with faculty development by providing funds for their participation in seminar-workshops and training-workshops, and presentation of papers in scientific conferences and symposia;

WHEREAS, Given the improvement in the capability of the faculty members and the need for support by the younger faculty members, the existing Rules and Regulations for the availment of Financial Support from the Faculty Development Fund need to be amended; the details of which are reflected in the document hereto attached and made part hereof;

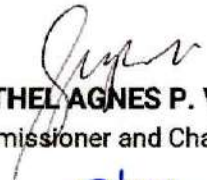
WHEREAS, the proposal was presented to the University Administrative Council at its meeting on November 21, 2024 and obtained favorable action;


NOW, THEREFORE, on motion, duly seconded, and unanimously approved, be it;

RESOLVED, as it is hereby resolved, that the Board of Regents of Visayas State University approves the amendments to the implementing rules and regulations in the availment of financial support from the faculty development funds, the details of which are reflected in the document hereto attached and made part hereof.

IN WITNESS of our approval thereof, we hereby affix our signatures this 17th day of December 2024 at the Commission on Higher Education, Diliman, Quezon City, Philippines.


VSU BOARD OF REGENTS


HON. ETHEL AGNES P. VALENZUELA
CHED Commissioner and Chairperson-designate



HON. PROSE IVY G. YEPES
VSU President and Vice Chairperson


HON. BERNADETTE REMALLA-MAYBITUIN
Representing Hon. **ALLAN PETER S. CAYETANO**
Chairperson, Senate Committee on Higher,
Technical and Vocational Education
Member, VSU BOR

HON. CARL NICOLAS C. CARI
Representing Hon. **MARK O. GO**
Chairperson, Committee on Higher & Technical
Education House of Representatives
Member, VSU BOR


HON. MEYLENE C. ROSALES
Regional Director, National Economic and
Development Authority Regional Office VIII
Member, VSU BOR

HON. ANDREW RODOLFO T. ORAIS
Regional Executive Director, Department of
Agriculture-RO8
Member, VSU BOR



HON. ERNESTO F. BULAYOG
Faculty Regent - VSU System Faculty Union of
Baybay Leyte
Member, VSU BOR


HON. OSCAR B. POSAS
President, VSU Federated Alumni Association
Member, VSU BOR


HON. RYAN C. ILAIDA
Student Regent - VSU Student Council Federation
Member, VSU BOR

Private Sector Representatives:

HON. ALAIN CHARLES J. VELOSO
Member, VSU BOR
Villaba, Leyte


HON. RUPERTO O. APARRI, III
Member, VSU BOR
Tacloban City, Leyte



EXECUTIVE SUMMARY

SUBJECT

PROPOSED AMENDMENTS TO THE IMPLEMENTING GUIDELINES IN THE AVAILMENT OF FINANCIAL SUPPORT FROM THE FACULTY DEVELOPMENT FUNDS

RATIONALE

As part of its faculty development plan and efforts to contribute to the scientific discourse, VSU has been extending support to its faculty members by way of providing funds for their participation in seminar workshops and training-workshops, and presentation of papers in scientific conferences and symposia. Given the improvement in the capability of the faculty members and the need for support by the young faculty, the existing guidelines for the Availment of Financial Support from the Faculty Development Fund need to be amended.

Salient revisions of the proposal:

1. Under general guidelines, 5.2 Under this policy, a faculty member could avail of the FDP twice in a fiscal year only; once in a scientific gathering or workshop held abroad, and once in a scientific gathering and workshop held in the country.
2. 5.3 Priority shall be given to those: a. Having a paper to present b. Whose participation is required for renewal of professional license c. Junior faculty members (Assistant Professor IV and below) who need more exposure and training in their respective fields.
3. 5.5 The faculty's participation is based on the approved FDP of the academic unit;

Any revisions in an approved policy shall be subject to Board approval, hence this proposal.

LEGAL BASIS

- RA No. 8292, Section 4 (a)
- CHED Memorandum Order No. 29, s. 2009 - Faculty development has been consistently identified as a key factor in improving quality of education and consequently, student learning.
- CMO No. 40, s. 2008 - Requiring faculty members of higher education institutions to have at least a master's degree relevant to their field or discipline.

DESCRIPTION OF THE PROPOSAL

The proposal seeks the Governing Board's approval of the proposed consolidated amendments to the existing VSU Scholarship Policies

ENDORSEMENT

The University Administrative Council (UADCO) endorsed approval during its meeting on November 21, 2024.

ATTACHMENT

- Proposal

Title of Proposal: PROPOSED AMENDMENTS TO THE IMPLEMENTING GUIDELINES IN THE AVAILMENT OF FINANCIAL SUPPORT FROM THE FACULTY DEVELOPMENT FUNDS ¹

Rationale

As part of its faculty development plan and efforts to contribute to the scientific discourse, VSU has been extending support to its faculty members by way of providing funds for their participation in seminar-workshops and training-workshops, and presentation of papers in scientific conferences and symposia. Given the improvement in the capability of the faculty members and the need for support by the young faculty, the existing Rules and procedures for the Availment of Financial Support from the Faculty Development Fund need to be amended.

Existing Guidelines	Proposed Revision	Justification
<p>The Faculty Development Fund (FDP) of the university is an annual budget allocation to provide financial support to the faculty in the following activities: a) paper presentation in local, regional, national or international professional and scientific for a, and b.) participation in relevant trainings, short courses, conferences, conventions, seminar-workshops, and symposiums. Since fund is limited, there is a need to establish policies or guidelines on how to avail of such fund, to ensure proper and equitable utilization.</p>	<p>1.0 Background</p> <p>To improve its visibility in the scientific discourse and as part of its capability development program, VSU sends its faculty to scientific conferences, training workshops and seminars. Thus, annually, it allocates a budget, known as Faculty Development Fund (FDF) to provide support to faculty members on the following activities: a) paper presentation in local, regional, national or international professional and scientific fora, and b.) participation in relevant trainings, short courses, conferences, conventions, seminar-workshops, and symposiums. Since fund is limited, there is a need to establish policies or guidelines on how to avail of such fund, to ensure proper and equitable utilization.</p>	<p>For clarity.</p>

¹BOR Resolution No. 25, s. 2017, dated April 27, 2017 - A Resolution Approving the Proposed Implementing Rules and Regulations in the Availment of Financial Support from Faculty Development Fund Upon Board Approval
BOR Resolution No. 165, s. 2018, dated October 4, 2018 - A Resolution Approving the Proposed Amendments to Existing Guidelines on the Availment of Financial Assistance from the Faculty Development Fund

	<p>2.0 PURPOSE</p> <p>To policy is issued to widely disseminate the amended rules and guidelines on the availment of financial support from the faculty development funds to qualified faculty members to ensure uniform policy interpretation, and effective and efficient implementation thereof.</p>	For clarity.
	<p>3.0 COVERAGE</p> <p>These rules and guidelines shall apply to VSU faculty on permanent and temporary status only.</p>	To identify qualified faculty members
	<p>4.0 EXCLUSIONS</p> <p>The following teaching personnel are excluded from the coverage of the policy:</p> <p>4.1. Part time Instructors under Contract of Service</p> <p>4.2. Substitute Instructors</p>	To identify who are excluded in the coverage
<p>GUIDELINES:</p> <ol style="list-style-type: none"> 1. Only faculty members holding regular and temporary appointment are eligible to avail of the fund. 2. Attendance or presentation of research/extension outputs in a professional or scientific forums, shall be charged to the faculty's, research and extension fund, except when: <ol style="list-style-type: none"> a. The research has already been long completed and the project has no more funds; b. The research is VSU-Funded which does not have a budget for this purpose. 3. Priority shall be given to those: <ol style="list-style-type: none"> a. Having a paper to present 	<p>5.0. GENERAL GUIDELINES</p> <p>5.1. Only faculty members holding permanent and temporary appointment are eligible to avail of the fund.</p> <p>5.2. Same</p> <p>Under this policy, a faculty member could avail of the FDF twice in a fiscal year only; once in a scientific gathering or workshop held abroad, and once in a scientific gathering and workshop held in the country.</p> <p>5.3. Priority shall be given to those:</p> <ol style="list-style-type: none"> a. Having a paper to present 	<p>This is proposed given the limited budget for the FDF.</p> <p>The Committee considers the ranks of Asst.</p>

<p>b. Whose participation is required for renewal of professional license</p> <p>c. Junior faculty members who need more exposure and training in their respective fields.</p>	<p>b. Whose participation is required for renewal of professional license</p> <p>c. Junior faculty members (Assistant Professor IV and below) who need more exposure and training in their respective fields.</p>	<p>Professor and below as junior faculty. Occupying these categories are faculty members who are still building their track record. Therefore, they need support from the university. To ensure that the faculty's participation in the event is part of the capability development plan of the unit.</p>
<p>4. The topic or theme of the event should be relevant to the discipline or field of specialization of the faculty who will attend.</p>	<p>5.4. Same</p>	
<p>5. The event/activity and/or the organizing society is legitimate or is not included in the list of bogus or the so-called "predatory conferences" and predatory organizations" or when the papers presented in the conference are to be published by "predatory publishers". The VSU Scholarship and Fellowship Committee for Academic Staff (VSFC-AS) reserves the right to determine if the event, the organizers or the publisher are predatory or not, event, if there is a CHED endorsement.</p>	<p>5.5. The faculty's participation is based on the approved FDP of the academic unit.</p> <p>5.6. Same</p>	<p>For clarity.</p>
<p>6. Faculty Members who are officers of a private professional or scientific society hosting the event, who will attend as part of the organizing committee/working committees cannot be funded</p>	<p>5.7. Same</p>	

<p>from the FDF, unless they have papers to present. Faculty members acting as adviser or escort of students attending/presenting a paper or competing in a conference cannot also be supported by the FDF.</p> <p>7. Only one faculty member per academic department shall be allowed to attend, except, under the following cases wherein more may attend as determined by the VSFC-AS:</p> <ul style="list-style-type: none"> a. The event is only held locally or within the Visayas region b. The persons attending have papers to present, or are invited as resource persons/plenary speakers c. Attendance entails no cost to the university. <p>However, if more will be attending from the same department, it should be clearly stipulated in the recommendation that there will be faculty members left to take over the teaching responsibilities of the attendees: ODI Form I. Arrangement for classes Missed, shall be attached to the travel Order (TO) once the request is approved.</p> <p>8. More than one faculty per department shall be allowed to attend, even if there is no paper to present, provided that:</p> <ul style="list-style-type: none"> a. The faculty who will attend has a professional license and is teaching courses in a licensed program b. The conference/seminar/symposium/forum and the organizers are accredited by PRC as CPD-granting, as certified by the PRC or other certifying bodies. 	<p>5.8. Same</p> <p>However, if more faculty members will be attending from the same department, it should be clearly stipulated in the recommendation that there will be faculty members left to take over the teaching responsibilities of the attendees: ODI Form I. Arrangement for classes Missed, shall be attached to the travel Order (TO) once the request is approved.</p> <p>5.9. Same</p>	<p>To reflect the official name of the VSU campuses.</p>
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<p>c. For those who will attend have to conduct classes in advance or upon return, or assign other remaining faculty members to take over their classes, as certified by the department head.</p> <p>For departments offering licensed programs, the faculty needs to attend a number of required seminars or conferences in order for them to earn CPD points for renewal of their license.</p> <p>9. For attendance to International events held outside the country, support can be given only:</p> <p>If the training is not free, or if it only covers accommodation and meals, a maximum of P 50,000 if within Asia, and P50,000 + \$1000 if in the USA, Europe or Oceania can be granted.</p> <p>If free, local travel to and from Manila (transportation and per diem) shall be granted.</p> <p>Participation is subject to the following:</p> <ol style="list-style-type: none"> a similar kind of training is not available or not offered locally the faculty recommended has not yet participated in a similar training elsewhere the training is very much related to the field of specialization and nature of work of the faculty a maximum of only two participants from the whole university, and not from the same department are allowed per year. The same person cannot attend trainings abroad for 2 successive years, unless the 2nd training is free or externally funded. 	<p>5.10. Same</p>	
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<p>f. The faculty will attend conduct make up classes in advance or upon return, or assign a faculty to take over his/her classes, as certified by the department head, endorsed by the dean.</p> <p>g. All other documentary requirements for travels abroad required by Malacañang, CHED and VSU will be fully complied with.</p> <p>10. A faculty member can only go once in a year (paper presentation or training). He/she may be allowed to attend again if attendance is free or if funded externally.</p> <p>11. A faculty member can be allowed to present a paper abroad, charged to the university, if:</p> <ul style="list-style-type: none"> a. he/she is the principal researcher/investigator of the research, or b. part of the team who conducted the research where the paper was derived, or c. if the paper is part of his/her own research conducted in the university, or d. thesis of his/her student but such thesis is part of his/her research project <p>If the paper has more than one author, only one of the authors is allowed to go.</p> <p>12. Travel for visa application is allowed for a maximum of 3 days if in Manila, and 2 days if in Cebu. However, this is only granted if the country where the event is he'd requires a Visa.</p> <p>13. A faculty of the main campus who wishes to avail of financial support from the FDF shall write a request to the President thru the Chair of the VSIJ Scholarship and Fellowship Committee (VSFC)V</p>	<p>5.11. Same</p> <p>5.12. Same</p> <p>5.13. Same</p> <p>5.14. Same</p>	
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<p>The letter shall be recommended for approval by the Department Head/institute Director, and the College Dean.</p> <p>14. For those in the satellite campuses, the request shall be addressed to and acted only by the Personnel Committee of the campus, if the event is only local or within the region. For national or international events, the VSFC-AS shall act on the request.</p> <p>15. The request shall indicate the relevance of the faculty's attendance to his/her work or field of specialization, the specific financial support requested and total cost estimate. The following shall be attached to the request:</p> <ol style="list-style-type: none"> Letter of invitation to the forum or activity. Acceptance or confirmation letter from the organizers of the activity. CHED endorsement for national or international, fora held in the Philippines. Acknowledgment Form from OVPI (main campus) or the College Dean (external campuses) that the faculty has submitted a Travel Report and other documents referred to in No. 14 fir his/her latest availment of the FDF. <p>16. Cost of registration for private-sponsored events shall follow the prevalling COA allowable rate. Any excess shall be shouldered personally by the attendee. For government-sponsored events, actual cost of registration, may be allowed.</p> <p>17. Personnel Committees of academic departments shall monitor attendance of their</p>	<p>5.15. For those in the component campuses, the request shall be addressed to and acted only by the Personnel Committee of the campus, if the event is only local or within the region. For international events, the VSFC-AS shall act on the request.</p> <p>5.16. Same</p> <p>5.17. Same</p> <p>5.18. Same</p>	<p>For clarity.</p>
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	<p>6.0. Separability Clause:</p> <p>If any provision of these guidelines or part thereof is held invalid or unconstitutional, the remainder of the provisions not otherwise affected shall remain valid and subsisting.</p>	
	<p>7.0. Repealing Clause</p> <p>All guidelines and other issuance, or parts thereof inconsistent with these guidelines are hereby repealed, modified, or amended accordingly.</p>	
	<p>8.0. Effectivity</p> <p>The implementation of amended guidelines on availment of financial support from the faculty development funds shall be effective after the Board of Regents approval.</p>	

Submitted by:


HONEY SOFIA V. COLIS
 Director, HRMO


ROTACIO S. GRAVOSO
 VP for Academic Affairs &
 Chairperson, VSFC-AS

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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Visayas State University
Visca, City of Baybay, Leyte 6521 A
Philippines

Office of the Secretary of the University
And of the Board of Regents

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, City of Baybay, Leyte

BOR RESOLUTION NO. 25, s. 2017

A RESOLUTION APPROVING THE PROPOSED IMPLEMENTING RULES AND REGULATIONS IN THE AVAILMENT OF FINANCIAL SUPPORT FROM THE FACULTY DEVELOPMENT FUND EFFECTIVE UPON BOARD APPROVAL

WHEREAS, Republic Act 9158 converted the then Visayas State College of Agriculture (ViSCA) into a state university, the Leyte State University, on 11 August 2001 and was later renamed Visayas State University (VSU) by virtue of R.A. 9437;

WHEREAS, Section 7. Paragraph (b) of R.A. 9158 empowers the Governing Board "to receive and appropriate all sums as may be provided for the support of the University in the manner it may determine, in its discretion, to carry out the purposes and functions of the University";

WHEREAS, Section 10 of Republic Act No. 9158 - The Administrative Council - stipulates the powers of the Administrative Council to wit: "... It shall have the power to review and recommend to the Board policies governing the administration, management and development planning of the University";

WHEREAS, the Faculty Development fund (FDF) of the University is an annual budget allocation to provide financial support to the faculty in the following activities: 1) paper presentation in local, regional, national, international professional and scientific fora; and 2) participation in relevant trainings, short courses, conferences, conventions, seminars, workshops, and symposia;

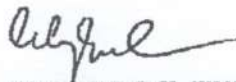
WHEREAS, in view of the fact that the FDF is limited, there is a need to establish policies or guidelines on how to avail of such fund, to ensure proper and equitable utilization; and

WHEREAS, the proposal was discussed by the University Administrative Council (UADCO) on the occasion of the 123rd UADCO Meeting held last 10 April 2017 at the 2/F, Center for Continuing Education (CEC) Building, VSU Main Campus, City of Baybay, Leyte and is strongly endorsing the proposal to the VSU Board of Regents for APPROVAL, as presented.

VSU BOARD OF REGENTS



HON. J. PROSPERO E. DE VERA III
CHED Commissioner and Chairperson
VSU-Board of Regents




HON. EDGARDO E. TULIN, JR.
Vice Chairman and President, VSU

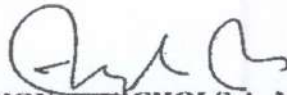
HON. FRANCIS JOSEPH G. ESCUDERO
Chair, Committee on Education, Arts & Culture
Senate of the Philippines


HON. ANN K. HOFER
Chair, Committee on Higher & Tech. Educ.
House of Representatives

Represented by:

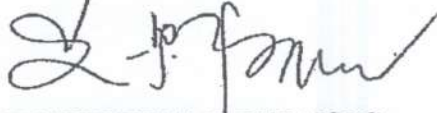
ABSENT
HON. JOSE CARLOS L. CARI


HON. BONIFACIO G. UY
Regional Executive Director
National Economic & Dev. Authority-ROS
Gov't. Center, Palo, Leyte


HON. U-NICHOLS A. MANALO
Regional Executive Director
Department of Agriculture-ROS
Tacloban City


HON. MARK MICHAEL O. UNLU-CAY
Student Regent - VSU System
VSU, Visca, City of Baybay, Leyte

ABSENT
HON. DEOGRACIAS E. PERNITEZ
President, VSU Federated Alumni Assn.
VSU, Visca, City of Baybay, Leyte


HON. ERNESTO F. BULAYOG
Faculty Regent - VSU Faculty Association
VSU, Visca, City of Baybay, Leyte

IMPLEMENTING RULES AND REGULATIONS IN THE AVAILMENT OF FINANCIAL SUPPORT FROM THE FACULTY DEVELOPMENT FUND

The Faculty Development Fund (FDF) of the university is an annual budget allocation to provide financial support to the faculty in the following activities: a) paper presentation in local, regional, national or international professional and scientific fora, and b) participation in relevant trainings, short courses, conferences, conventions, seminars, workshops, and symposia. Since the fund is limited, there is a need to establish policies or guidelines on how to avail of such fund, to ensure proper and equitable utilization.

GUIDELINES:

1. Only faculty members holding regular or temporary appointments are eligible to avail of the fund.
2. Attendance or presentation of research/extension outputs in a professional or scientific forum, shall be charged to the faculty's research/extension project fund, except when:
 - a. the research has already been long completed and the project has no more funds.
 - b. the research is VSU-funded which does not have a budget for this purpose
3. Priority shall be given to those:
 - a. having a paper to present
 - b. whose participation is required for renewal of professional license
 - c. junior faculty members who need more exposure and training in their respective fields
4. The topic or theme of the event should be relevant to the discipline or field of specialization of the faculty who will attend.
5. The event/activity and/or the organizing society is legitimate or is not included in the list of bogus or the so-called "predatory conferences" and "predatory organizations" or when the papers presented in the conference are to be published by "predatory publishers". The VSU Scholarship and Fellowship Committee for Academic Staff (VSFC-AS) reserves the right to determine if the event, the organizers or the publishers are predatory or not, even if there is a CHED endorsement.
6. Faculty members who are officers of a private professional or scientific society hosting the event, who will attend as part of the organizing committee/working committees cannot be funded from the FDF, unless they have papers to present. Faculty members acting as adviser or escort of students attending/presenting a paper or competing in a conference cannot also be supported by the FDF.
7. Only one faculty member per academic department shall be allowed to attend, except under the following cases wherein more may attend as determined by the VSFC-AS:
 - a. the event is only held locally or within the Visayas region
 - b. the persons attending have papers to present, or are invited as resource persons/plenary speakers
 - c. attendance entails no cost to the university

However, if more will attend from the same department, it should be clearly stipulated in the recommendation that there will be faculty members left to take over the teaching responsibilities of the attendees. ODI Form 1 - Arrangements for Classes Missed, shall be attached to the Travel Order (TO) once the request is approved.

international travel shall be allowed for only one participant. If there are more than one who wish to attend, the rest shall go on official time only. However they may avail of external funding sources such as CHED.

Travel for visa application is allowed for a maximum of 3 days if in Manila, and 2 days if in Cebu. However, this is only granted if the country where the event is held requires a visa.

9. A faculty of the main campus who wishes to avail of financial support from the FDF shall write a request to the President thru the Chair of the VSU Scholarship and Fellowship Committee (VSFC). The letter shall be recommended for approval by the Department Head/Institute Director, and the College Dean.
10. For those in the satellite campuses, the request shall be addressed to and acted only by the Personnel Committee of the campus, if the event is only local or within the region. For national or international events, the VSFC-AS shall act on the request.
11. The request shall indicate the relevance of the faculty's attendance to his/her work or field of specialization, the specific financial support requested and total cost estimate. The following shall be attached to the request:
 - a. Letter of invitation to the forum or activity.
 - b. Acceptance or confirmation letter from the organizers of the activity.
 - c. CHED endorsement for national or international fora held in the Philippines.
 - d. Acknowledgment Form from OVPI (main campus) or the College Dean (external campuses) that the faculty has submitted a Travel Report and other documents referred to in No. 14 for his/her latest availment of the FDF
12. Cost of registration for private-sponsored events shall follow the prevailing COA-allowable rate. Any excess shall be shouldered personally by the attendee. For government-sponsored events, actual cost of registration may be allowed.
13. Personnel Committees of academic departments shall monitor attendance of their faculty to such events to ensure all their faculty are given fair and equal opportunities for faculty development.
14. Upon return to the university, the faculty shall submit to the Office of the Vice President for Instruction (OVPI), copy furnished the Quality Assurance Center (QAC), the following:
 - a. Travel Report
 - b. Photocopy of the Certificate of Attendance/Participation/Completion
 - c. Photocopy of the Programme of Activities

For faculty from external campuses attending local or regional events, the above documents shall be submitted to the College Dean.

15. As required by the Civil Service Commission, performance of the faculty as a result of the training, short course or seminar-workshop conducted for at least three (3) days, shall be assessed by the department head six (6) months after the event, the assessment report of which shall be submitted on the 7th month to the OVPI, copy furnished the QAC, for the main campus, and to the College Dean for the external campuses, following the prescribed form/template. OVPI shall inform/remind the department head concerned of the date the report is due for submission.



VISAYAS
STATE UNIVERSITY

OFFICE OF THE UNIVERSITY/BOARD
SECRETARY
Visayas State University
Visca, Baybay City, Leyte PHILIPPINES
Phone/Fax: +63 53 563 7053
Email: secretary@vsu.edu.ph
Website: www.vsu.edu.ph

EXCERPT FROM THE APPROVED MINUTES OF THE
86th VSU Board of Regents Meeting
4 OCTOBER 2018

CHED Commissioner's Conference Room
CHED Central Office, C.P. Garcia Ave.,
UP Diliman, Diliman, Quezon City



Proposed Amendments to Existing Guidelines
on the Availment of Financial Assistance from
the Faculty Development Fund

The Board passed

BOR RESOLUTION NO. 165, s. 2018

A Resolution Approving the Proposed Amendments to Existing
Guidelines on the Availment of Financial Assistance from the Faculty
Development Fund, as presented (see attached approved proposal).

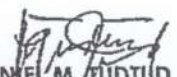
With Additional Correction:

5) Additional Support from CHED

The University will put up a mechanism whereby Paper Presentations
for Abroad will be thoroughly Screened before it is endorsed to CHED
for possible Financial Support.

BOARD ACTION : **APPROVED**
Date : 4 October 2018

Certified True and Correct:


DANIEL M. TUDTUD, JR.
Board Secretary V

OP
OATH
END
THIRD
Personal Officer
Financial Officer
Human Resources
Academic Officer

**PROPOSED AMENDMENTS TO EXISTING GUIDELINES ON THE AVAILMENT OF
FINANCIAL ASSISTANCE FROM THE FACULTY DEVELOPMENT FUND**

Existing Policy/Practice	Amendment	Justification
1. No specific policy. The practice is to release the thesis/dissertation support on reimbursement basis.	The thesis support of faculty shall be released in two tranches, subject to liquidation based on the usual accounting rules: 75% will be released after submission of a completely approved thesis/dissertation outline/proposal; the remaining 25% will be released after submission of the approved thesis/dissertation manuscript, and liquidation of the first tranche. This is an amendment to the existing policy of giving the grant on reimbursement basis. This policy will apply to all new scholars and is retroactive for previously approved scholars who have not yet availed of the grant.	A number of faculty scholars cannot immediately implement their thesis or dissertation due to financial constraint considering that the thesis fund is released on reimbursement basis. Many of them had to seek loans to be able to start their thesis. For CHED and DOST scholars, the thesis fund is given as an outright grant, in two tranches. Thus, the Committee agreed to adopt this scheme. This will not only help the scholar but also the university in ensuring that funds allocated for the year are utilized as required in the cash-based budgeting by DBM.
2. For attendance to seminars, symposia or conferences held outside of the Visayas, only one faculty per department can attend if there is no paper to present.	More than one faculty per department shall be allowed to attend, even if there is no paper to present, provided that: a. The faculty who will attend has a professional license and is teaching courses in a licensed program b. The conference/seminar/ symposium/forum and the organizers are accredited by PRC as CPD-granting, as certified by the PRC or other certifying bodies.	For departments offering licensed programs, the faculty needs to attend a number of required seminars or conferences in order for them to earn CPD points for renewal of their license.

	b. Those who will attend have to conduct classes in advance or upon return, or assign other remaining faculty members to take over their classes, as certified by the department head.	
3. Support for travels abroad is only for oral paper presentations. Support for trainings is granted if: a) the attendance is covered by a MOU/MOA between VSU and the institution abroad, and b) if the training is free or it does not entail cost to the university	<ul style="list-style-type: none"> • If the training is not free, or if it only covers accommodation and meals, a maximum of P50,000 if within Asia, and P50,000 + \$1000 if in the USA, Europe or Oceania can be granted. • If free, local travel to and from Manila (transportation and per diem) shall be granted. <p>Participation is subject to the following:</p> <ul style="list-style-type: none"> a. a similar kind of training is not available or not offered locally b. the faculty recommended has not yet participated in a similar training elsewhere c. the training is very much related to the field of specialization and nature of work of the faculty d. a maximum of only two participants from the whole university, and not from the same department, are allowed per year. e. The same person cannot attend trainings abroad for 2 successive years, unless the 2nd training is free or externally-funded. f. The faculty will attend conduct make up classes in advance or upon return, or assign a faculty to take over his/her classes, as certified by the department head, endorsed by the dean. g. all other documentary requirements for travels abroad required by Malacanang, CHED and VSU will be fully complied with. 	Not supporting participation in trainings abroad limits the opportunities for the faculty to be trained especially on advanced knowledge and skills that are offered only abroad.

4. For presentation of papers abroad, there is no specific policy on the number of times a faculty can be allowed in a year	A faculty can only go once in a year (paper presentation or training). He/she may be allowed to attend again if attendance is free or if funded externally.	To give chance to all faculty members to avail of the privilege and avoid monopoly by a few faculty
5. There is no specific policy on what research papers are allowed for presentation in conferences abroad.	<p>1. A faculty can only be allowed to present a paper abroad, charged to the university, if:</p> <ul style="list-style-type: none"> a) he/she is the principal researcher/investigator of the research, or b) part of the team who conducted the research where the paper was derived, or c) if the paper is part of his/her graduate thesis, or an output of his/her own research conducted in the university, or d) thesis of his/her student but such thesis is part of his research project <p>2. If the paper has more than one author, only one of the authors is allowed to go.</p>	To encourage faculty members to present their thesis/dissertation, and to push all faculty members to conduct their own research.