



COLLEGE CODE

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Chapter XIX CODE OF CONDUCT AND ETHICAL STANDARDS

Article 81 - General Provisions

Section 1. All College personnel shall observe the rules implementing the provisions of Section 12 of Republic Act 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees."

Section 2. The rules shall be interpreted in the light of the Declaration of Policy found in Section 2 of the Code.

"It is the policy of the State to promote high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives and uphold public interest over personal interest."

Article 82 - Administrative Discipline

Section 1. No officer, faculty member or non-teaching personnel of the College shall be suspended or dismissed except for cause as provided by law and after due process.

Section 2. The provisions of the Civil Service Law and Rules and Regulations of Administrative Discipline, Revised Rules on Administrative Cases shall apply in proceedings against Polytechnic personnel.

Chapter XX COMPLAINTS AND GRIEVANCE MACHINERY

Article 83 - General Provisions

Section 1. Any faculty member or non-teaching personnel of the College shall have the right to present his complaints and grievance to management, which shall be resolved as expeditiously as possible in accordance with Polytechnic policies and procedures.

Section 2. A College grievance committee shall be created in accordance with existing laws and regulations.

Section 3. The Grievance Machinery of the Polytechnic shall be observed in matters of complaints and grievances.

Chapter XXI EMPLOYEE ORGANIZATIONS AND ASSOCIATIONS

Article 84 - General Provisions

Section 1. All College personnel may form, join or assist employees' organization of their own choosing for the furtherance and protection of their interests. They can also form in conjunction with appropriate government authorities, labor management committee work councils and other forms of workers participation scheme to achieve the same objectives, provided that their objectives are not inimical to the interest of the College and the government. They shall submit to the College President a copy of their constitution and by-laws and a list of the officers and members.

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province



PERSONNEL POLICY MANUAL

2015

2004-3 (Conversion of Positions Performing Staff/Nontechnical Functions.
(Appendix I)

10. EMPLOYEE RELATIONS

10.1 Nepotism

CSC MC No. 53, s 1990 reclassifies nepotism as a grave offense punishable by dismissal.

1. As determined by the Governing Board, members of the immediate family of MPSPC employees will not be hired if:

- a) One member would have the authority or practical power to supervise, hire, remove or discipline the other;
- b) One member would be responsible for financially auditing the work of another;
- c) One member would handle confidential material which might create the appearance of improper or inappropriate access to that material by the other.

If two employees in such positions become so related to one another, one must be transferred to another department where the reporting, auditing or supervisory relationship does not exist or where the employees are not reporting directly to the same supervisor.

If a transfer cannot be accomplished due to an unavailability of an open position, one of the employees must resign. The decision as to which employee will transfer or resign will be made in the first instance by the employee involved.

If the employees do not decide which employee will transfer or resign within 15 days after becoming related to one another, the President, with the approval of the Selection Board shall determine which employee will transfer or resign based on the best interest of MPSPC.

10.2 Conflicts of Interest

MPSPC expects that employees will perform their duties conscientiously, honestly and in accordance with the best interests of the College. Employees must not use their position or the knowledge gained as a result of their position for private or personal advantage.

Conflicts of interest, real or apparent, the acceptance of gratuitous and outside employment relating to services normally provided by the College, is

deemed to adversely affect employee performance and is therefore subject to disciplinary action.

No employee shall have any financial interest in any contract, service or other work performed by the College, nor personally benefit directly or indirectly from any contract, purchase, sale, or service between the College and any person or entity.

Further, *RA 6713 (The Code of Conduct and Ethical Standards for Public Officials and Employees and its Implementing Rules and Regulations)* mandates government employees to file statements, assets, liabilities and disclosure of business interests and financial connections.

10.3 Harassment

MPSPC prohibits any form of physical, verbal, or sexual harassment of any of its employees in the work place by any person.

Also, MPSPC adopts the Policy on Sexual Harassment in the Workplace (*CSC MC No. 19, s. 1994*) and the *Implementing Rules and Regulations on RA 7877 (An Act Declaring Sexual Harassment Unlawful in the Environment, Education or Training Environment and for Other Purposes)*.

All actions taken to resolve complaints of harassment shall be confidential. Retaliatory action against an employee who charges harassment will be subject to appropriate sanctions, up to and including termination.

11. Amendment

For purposes of congruency and relevance, this manual may be amended through the recommendation of the Director of Supply and Property Management to the College President who will endorse the same for the deliberation and subsequent approval of the Administrative Council.

12. Repealing Clause

All other guidelines of the same purpose, issued in full or in part by the College, if any, contrary to or inconsistent with any provisions of this manual is hereby repealed, modified or amended accordingly.

13. Separability Clause

If there are any provisions in this manual, or application of such provisions to any circumstance, is found to be invalid and unlawful, the other provisions not affected thereby shall remain valid and subsisting.