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[https://www.mpspc.edu.ph/images/POLICIES/ADMIN\\_AND\\_MANAGEMENT/Manuals/College\\_Code.pdf](https://www.mpspc.edu.ph/images/POLICIES/ADMIN_AND_MANAGEMENT/Manuals/College_Code.pdf)

Mountain Province State University has always upheld the power of labor and employment that are significantly part of its core values. It advocates decent work and education opportunities to all students and employees. The university respects and acknowledges the rights of its employees, both full-time and part-time, and never forced anyone to do any tasks or render overtime involuntarily and under the threat of any penalty. With approved office work hours, paid overtime, and incentives, employees are able to enjoy work-life balance. This avoids mental and physical health issues, increases productivity, ensures healthy relationships among co-workers, and persona growth.

<p style="text-align: center;"><b>Chapter XVIII</b> <b>WORKING HOURS SERVICE REPORT AND FACULTY WORKLOAD</b></p> <p><b>Article 78 - Working Hours</b></p> <p><b>Section 1.</b> Officers, non-teaching personnel, and members of the faculty on continuous duty shall render not less than eight (8) hours a day for five (5) days a week or a total of forty (40) hours a week exclusive of time spent for lunch. Such hours shall be from eight o'clock in the morning to twelve o'clock noon and from one o'clock to five o'clock in the afternoon on all days except Saturdays and holidays.</p> <p>Any deviation from the provisions of this section shall be subject to the approval of the College President in accordance with existing laws.</p> <p><b>Section 2.</b> It shall be the duty of each head of department or division to require all members of the faculty and non-teaching personnel under him to observe strictly the prescribed working hours.</p> <p><b>Section 3.</b> When the nature of the duties to be performed or the interest of the public service so requires the College President, may extend the daily hours of work including Saturday, Sundays and holidays for any or all of the faculty members and non-teaching personnel and such extension shall be without additional compensation unless otherwise provided for by law.</p>
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Generated from: Merit System for Faculty Policy (Chapter 5. Working Hours) – existing policy.

[https://www.mpspc.edu.ph/images/POLICIES/FACULTY\\_STAFF\\_DEVELOPMENT/Manuals/Merit\\_System\\_for\\_Faculty.pdf](https://www.mpspc.edu.ph/images/POLICIES/FACULTY_STAFF_DEVELOPMENT/Manuals/Merit_System_for_Faculty.pdf)

<p style="text-align: center;"><b>CHAPTER 5. WORKING HOURS</b></p> <p style="text-align: center;"><b>GENERAL POLICY</b></p> <p>Faculty members, except those covered by special laws, shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch. The forty hours a week may include time for teaching, student consultation, research and extension work, and other activities relevant to teaching, e.g. preparation of lessons, checking of papers, etc., which shall be left to the discretion of the governing board of the College.</p>
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