



M E M O R A N D U M

No. 13, Series of 2024

DATE	:	12 September 2024
TO	:	Magsaysay College Community
RE	:	Formation of the Faculty Manual Revision Committee

In line with our commitment to continuously enhance and update institutional policies for the benefit of our faculty and in compliance with the Commission on Higher Education (CHED) guidelines, Civil Service Commission (CSC) regulations, and other relevant laws, we are pleased to announce the formation of the College Faculty Manual Revision Committee.

Committee Composition:

Chair:	Dr Arlyn A Padilla	<i>VP for Academic Affairs/BPEd Program Dean</i>
Co-chair:	Ms Nikisch C Deloso	<i>Community Club President</i>
Members:		
	1. Dr Rabel B Catayoc	<i>Dean, CBPA/VP Admin and Finance</i>
	2. Mr Don T Cahilog	<i>Director, Student Life and Formation</i>
	3. Mr Felix E Arcilla Jr	<i>Director, Research, Extension, and Journal Publication</i>
	4. Mr Elvin Salagantín	<i>Coordinator, QAA/TL</i>
	5. Ms Liezl C Escuyos	<i>LRC Head/CIMO Coordinator</i>
	6. Ms Jelyn S Sarong	<i>GEC Department Chair</i>
	7. Mr Brian S Camahay	<i>Program Chair, BPA</i>
	8. Mr Benjiemen T Dalagan	<i>Program Chair, BS-Entrep</i>
	9. Ms Aizabelle M Bejiga	<i>BPA, TL Coordinator</i>
	10. Ms Welyn M Asendiente	<i>BS-Entrep, TL Coordinator</i>
	11. Ms Justine Kate V Cahilog	<i>GEC, TL Coordinator</i>
	12. Ms Aicha Ellen A Balaba	<i>Prof-Ed, Coordinator</i>

The Committee shall be tasked with reviewing, revising, and updating the current Faculty Manual to ensure that it reflects the latest CHED directives, CSC regulations, applicable labor laws, and best practices in the field of higher education. The revised manual shall also address recent changes in institutional policies, teaching practices, faculty welfare, and rights and responsibilities.

The Committee will:

- review the existing Faculty Manual in alignment with CHED policies, CSC regulations, and other pertinent laws;
- propose necessary amendments and updates, with special attention to provisions on academic freedom, faculty development, compensation, benefits, promotion, and disciplinary actions;
- ensure compliance with institutional goals and strategic directions; and
- submit the final revised manual to the Office of the President for approval.

We trust that the Committee will carry out its duties with diligence and thoroughness. The cooperation of all concerned individuals is highly encouraged to facilitate this important task.

Thank you for your attention and cooperation.

La Omnipresencia de Dios!

(Sgd)

Ricky S Tadlip, PhD
College President