

Bachelor of Science in Environmental Science



BAGONG PILIPINAS



AREA II

Parameter D: RANK AND
TENURE

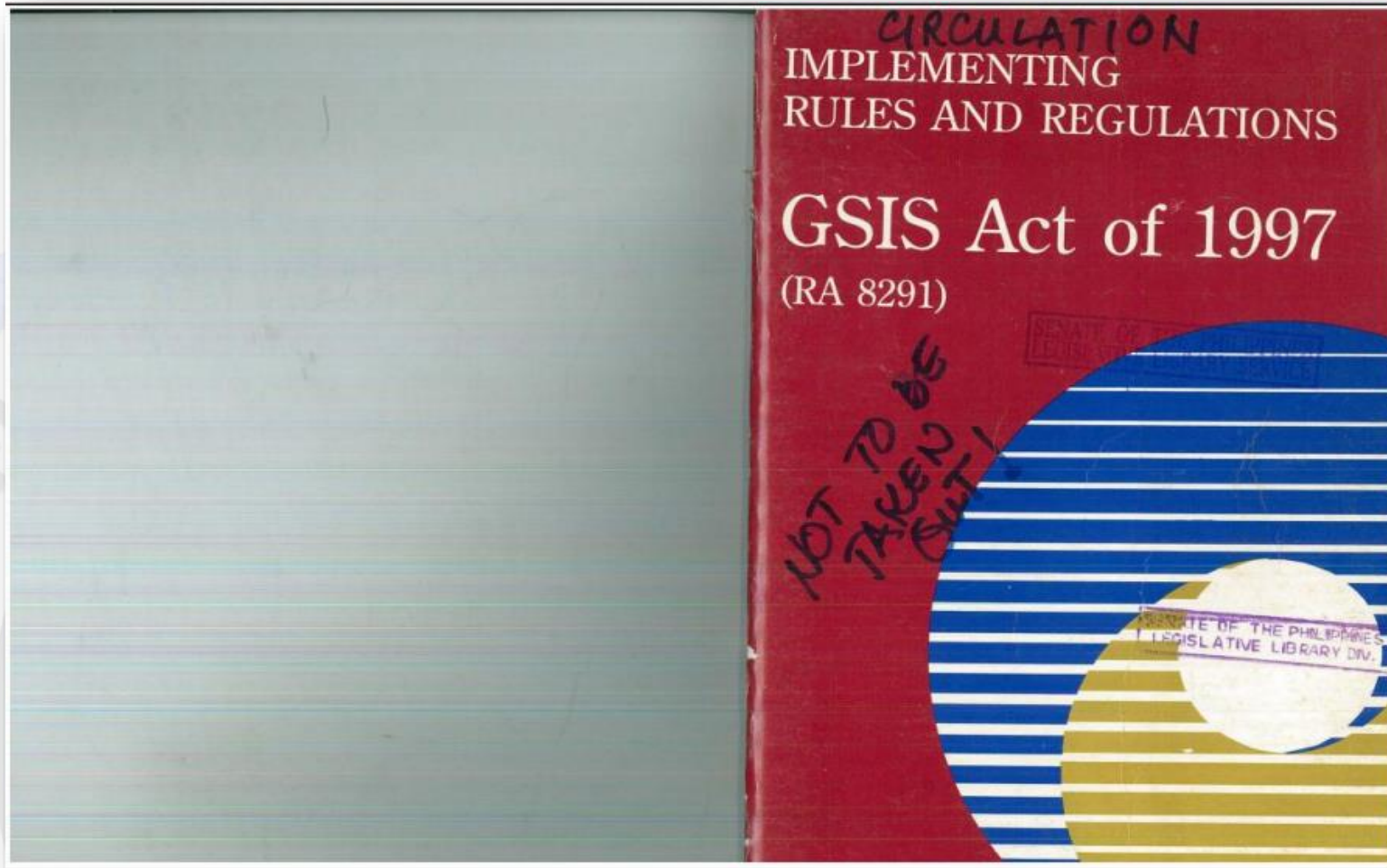
IMPLEMENTATION

I.2 |

Retirement, Separation or termination benefits are implemented in accordance with institutional and government (CSC, GSIS/DBM) Policies and Guidelines



I.2. Retirement, Separation or termination benefits are implemented in accordance with institutional and government (CSC, GSIS/DBM) Policies and Guidelines





Contributions Made	Benefit Duration
1 year but less than 3 years	2 months
3 or more years but less than 6 years	3 months
6 or more years but less than 9 years	4 months
9 or more years but less than 11 years	5 months
11 or more years but less than 15 years	6 months

"The first payment shall be equivalent to two (2) monthly benefits. A seven-day (7) waiting period shall be imposed on succeeding monthly payments.

"All accumulated unemployment benefits paid to the employee during his entire membership with the GSIS shall be deducted from voluntary separation benefits.

"The GSIS shall prescribe the detailed guidelines in the operationalization of this section in the rules and regulations implementing this Act.

"RETIREMENT BENEFITS

"SEC. 13. *Retirement Benefits.* – (a) Retirement benefit shall be:

"(1) the lump sum payment as defined in this Act payable at the time of retirement plus an old-age pension benefit equal to the basic monthly pension payable monthly for life, starting upon expiration of the five-year (5) guaranteed period covered by the lump sum; or

"(2) cash payment equivalent to eighteen (18) months of his basic monthly pension plus monthly pension for life payable immediately with no five-year (5) guarantee.

"(b) Unless the service is extended by appropriate authorities, retirement shall be compulsory for an employee at sixty-five (65) years of age with at least fifteen (15) years of service: *Provided*, That if he has less than fifteen (15) years of service, he may be allowed to continue in the service in accordance with existing civil service rules and regulations.

"SEC. 13-A. *Conditions for Entitlement.* – A member who retires from the service shall be entitled to the retirement benefits enumerated in paragraph (a) of Section 13 hereof. *Provided*, That:

- (1) he has rendered at least fifteen (15) years of service;
- (2) he is at least sixty (60) years of age at the time of retirement; and
- (3) he is not receiving a monthly pension benefit from permanent total disability.

"SEC. 14. *Periodic Pension Adjustment.* – The monthly pension of all pensioners including all those receiving survivorship pension benefits shall be periodically adjusted

as may be recommended by the GSIS' actuary and approved by the Board in accordance with the rules and regulations prescribed by the GSIS.

"PERMANENT DISABILITY BENEFITS

"SEC. 15. *General Conditions for Entitlement.* – A member who suffers permanent disability for reasons not due to his grave misconduct, notorious negligence, habitual intoxication or willful intention to kill himself or another, shall be entitled to the benefits provided for under Sections 16 and 17 immediately following, subject to the corresponding conditions therefor.

"SEC. 16. *Permanent Total Disability Benefits.* – (a) If the permanent disability is total, he shall receive a monthly income benefit for life equal to the basic monthly pension effective from the date of disability: *Provided*, That:

- (1) he is in the service at the time of disability; or
- (2) if separated from the service, he has paid at least thirty-six (36) monthly contributions within the five (5) year period immediately preceding his disability, or has paid a total of at least one hundred eighty (180) monthly contributions, prior to his disability: *Provided, further*, That if at the time of disability, he was in the service and has paid a total of at least one hundred eighty (180) monthly contributions, in addition to the monthly income benefit, he shall receive a cash payment equivalent to eighteen (18) times his basic monthly pension: *Provided, finally*, That a member cannot enjoy the monthly income benefit for permanent disability and the old-age retirement simultaneously.

"(b) If a member who suffers permanent total disability does not satisfy conditions (1) and (2) in paragraph (a) of this section but has rendered at least three (3) years service at the time of his disability, he shall be advanced the cash payment equivalent to one hundred percent (100%) of his average monthly compensation for each year of service he paid contributions, but not less than Twelve Thousand Pesos (P12,000) which should have been his separation benefit.

"(c) Unless the member has reached the minimum retirement age, disability benefit shall be suspended when:

- "(1) he is reemployed; or
- "(2) he recovers from his disability as determined by the GSIS, whose decision shall be final and binding; or
- "(3) he fails to present himself for medical examination when required by the GSIS.

"(d) The following disabilities shall be deemed total and permanent:

- "(1) complete loss of sight of both eyes;
- "(2) loss of two (2) limbs at or above the ankle or wrist;
- "(3) permanent complete paralysis of two (2) limbs;



1.2 Promotion and Advancement

1.2.1 Levels of Appointment

1.2.1.1 Entry to faculty position shall be as Instructor I.

1.2.1.2 A first time appointee to a faculty position who does not fully meet the job specification stipulated in the Merit System shall be issued temporary appointment prescribing an employment period of one (1) semester. A permanent appointment may be issued at any stage or point within the period, when the appointee shall have been fully qualified; otherwise the temporary appointment may be terminated on or before the end of the semester. (Merit System Section 11.2.1.2.8)

1.1.5.1.3 The College President shall approve the appointment for positions with a Salary Grade (SG-18) and below. Positions with salary grade higher than 18 shall be approved by the Chairman of the Board of Trustees.

1.1.5.1.4 In cases of lateral entry and promotion, at the discretion of the President the rules on Chapter 7 of National Budget Circular 461 shall be adhered to.

1.2.2 General Guidelines

1.2.2.1 Faculty may be considered for promotion to a higher faculty rank/ sub-rank based on their CCE (Common



Criteria Evaluation) rank and QCE (Qualitative Contribution for Evaluation) points pursuant to the provisions and specific guidelines of pertinent National Budget Circulars, i.e. NBC No. 461.

- 1.2.2.2 Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
- 1.2.2.3 Positions belonging to the closed career system are exempted from the three salary grade limitation on promotion.
- 1.2.2.4 A faculty member who is on local or foreign scholarship, training grant, maternity leave, and secondment may be considered for promotion. For this purpose, the performance ratings to be considered shall be the two ratings immediately prior to the start of scholarship or training grant, maternity leave or upon official return to duty.
- 1.2.2.5 The College may prescribe other criteria, i.e. relevance of higher degree, psychological and physical fitness, among others, for the promotion to a higher faculty rank or position that it may deem necessary, to achieve quality and excellence in its academic programs, and overall college operations.



Chapter 5: Benefits, Incentives, Privileges, and Awards

5.1 Benefits

5.1.1 GSIS Benefits

Faculty members on permanent and temporary status are automatically members and are covered by the following GSIS benefits:

- Retirement
- Separation
- Compulsory Life Insurance
- Sickness Income Benefit
- Medical Benefits
- Death, Accidental Death and Burial Benefits
- Survivorship Benefits
- Cash Surrender Value

5.1.2 GSIS Loans

- Emergency Calamity Loan
- Housing Loan
- Consolidated Loan
- Policy Loan
- Education

ZSCMST



5.1.3 *Leave Benefits in General*

- Vacation Leave
- Sick Leave
- Maternity Leave
- Paternity Leave
- Terminal Leave

5.1.4 *PAG-IBIG (Home Development Mutual Fund)*

PAG-IBIG or the Home Development Mutual Fund aims to provide employees with integrated nationwide savings and housing credit system.

- Short Term Loan
- Expanded Housing Loan Programs

5.1.5 *Employees Compensation Program*

In the event of work-related injury or death, a member is given adequate, tax-exempt income benefit and medical or related benefits.

- Temporary Total Disability (TTD)
- Permanent Partial Disability (PPD)
- Permanent Total Disability (PTD)
- Death Benefit
- Funeral Benefits
- Medical/ Related Services
- Rehabilitation Services



5.1.7 Proportional Vacation Pay

Proportional Vacation Pay (PVP) refers to compensation of teaching personnel during Christmas and summer vacation computed in proportion to the number of days they have served during the school year. (See appendix F, CSC Res No. 98-3142, s. 1998, Administrative Code of 1987).

5.1.8 Welfare Fund/Provident Fund

(See appendix G, DBM Circular on Rules, Regulations, and Procedure on the Establishment and Administration of Funds in Philippine Government) c/o finance dept and DBM BUDGET CIRCULAR 2008-3, June 20, 2008)

5.1.9 Annual Medical and Dental Services

To include free: flu vaccine, chest x-ray, fasting blood sugar, electrocardiogram (ECG or EKG) test, urinalysis, lipid profile test and other tests as may be required subject to availability of funds.

5.2 Incentives

5.2.1 Basic Incentives

- Personal Emergency Relief Allowance (PERA)
- Year-End Bonus and Cash Gift
- Clothing Allowance
- Productivity Incentive (PIB)
- Length of Service Incentive (Longevity Incentive)
- Performance Based Bonus (PBB)

5.2.2 Employees Organization/Union incentive (Collective Negotiating Agreement CNA Bonus)



5.3 Study Grants

- Professional Development Incentive Program (PDIP)
- Tuition Fee Waiver
- Scholarship (Study Leave with Pay)
 - Local
 - International

5.4 Faculty Evaluation and Awards

5.4.1 Evaluation

Under the provision of NBC 461 is done every odd year.

5.4.2 Evaluation Criteria

Under the provision of NBC 461 two major criteria are used in the evaluation of faculty:

- i. Common Criteria for Evaluation
- ii. Qualitative Criteria for Evaluation

5.5 Awards

Pursuant to the provisions of Rule X of the Omnibus Rules implementing Book V of the Executive Order No. 292. The Employee Incentive Award System of the Zamboanga State College of Marine Sciences and Technology is hereby established.

I. Objectives

A. General



June 23, 2020

JAIME G. JALON, Ph.D
President
This College



Sir

Greetings!

The opportunity of being a part of the Zamboanga State College of Marine Sciences and Technology for thirty-eight years (38) has surmounted in achieving the impossibilities in both my personal and professional life, making me the kind of person that I am today. With all of these, I will forever beholden myself to the institution.

Despite of the willingness and spirit to continue rendering services to my Alma Mater, the corporeal is slowly deteriorating in which it is becoming deterrence to efficiently and effectively deliver quality services that the institution deserves.

After a thorough assessment and discernment of the over-all situation, I deemed that it is but the time to self-efface reality. Hence, it is my earnest intent to express my intention to retire effective August 10, 2020 for me to accomplish other responsibilities outside of the institution beneficial to my family.

Working in the institution for thirty-eight (38) years has prompted me to have an enormous growth in my personal and professional life. I will forever be grateful for the opportunity given to me by this institution as this is where my bread and butter emanates. I pray that the institution will be blessed and will remain steadfast under your leadership in the coming years.

Thank you very much. May this merit your kind consideration and approval. God bless.

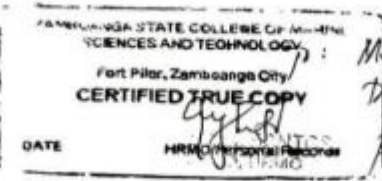
Respectfully yours,

cc
MRS. CARIDAD C. OCHOA
Faculty

6/23/2020

Approved:

[Signature]
6/23/2020



6/23/2020
Mr. Enno *[Signature]*
Dr. C. *[Signature]*
Rk. *[Signature]*
Attendant and Granger - Shanks

A retirement letter from faculty member Ms. Caridad C. Ochoa to Dr. Jaime G. Jalón, Dean of Zamboanga State College of Marine Sciences and Technology, dated June 23, 2020.



Republic of the Philippines
ZAMBOANGA STATE COLLEGE OF MARINE SCIENCES AND TECHNOLOGY
 Fort Pilar, Zamboanga City
 Tel No.: (062) 993-2615 Telefax: (062) 991-0777 website: <http://www.zscmst.edu.ph>



02 August 2019

DR. JAIME G. JALON
 President
 Zamboanga State College of Marine
 Sciences and Technology
 Fort Pilar, Zamboanga City

Dear Dr. Jalon,

Greetings of PEACE!

This is to inform your good office that for months now I have been contemplating early retirement. After more than 30 years of dedicated service as college teacher, I am finally setting October 31, 2019 as the day when I shall begin a life of leisure.

I have always dreamed of staying in the service until the ripe age of sixty-five. However, age and health have taken their toll. I feel the need to heed to the advice of close family members to give due attention to my health, especially.

I am therefore, tendering this letter of retirement with the fervent hope that it will be favorably acted upon. By the way, may I request the computation of my leave credits and be advised on how I may benefit from it.

As I leave, I would like to thank the College for all the opportunities it has accorded me. Thank you very much.

Very truly yours,

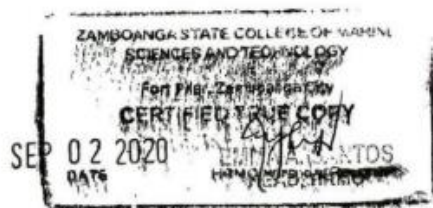
Elizabeth L. Jamiro
ELIZABETH L. JAMIRO
 Associate Professor V

8/2/19

To: Mr. Beach Ormigue
 Mr. Alvin Reyes
 Mr. Mickey Gris
 Dr. Catherine Martinez
 Please attend to this concern.

Thanks -

JJ



A retirement letter from Associate Professor V Elizabeth L. Jamiro to Dr. Jaime G. Jalon, President of Zamboanga State College of Marine Sciences and Technology, dated August 2, 2019.