

Bachelor of Science in Environmental Science



BAGONG PILIPINAS

AREA II. FACULTY

Parameter E: Faculty Development

IMPLEMENTATION

I.4 |

Selection of deserving faculty to be granted scholarships, fellowships, seminars, conferences and/or training grants is done objectively.



Zamboanga State College of Marine Sciences and Technology

FACULTY MANUAL



2020 Edition

Illustration taken from Freepik.com



6.6 Duration of the Program and Extension

1. As a general rule, the Master's Program will be taken for two (2) years, the Doctorate Program for three (3) years or as may be required by the program.

2. Depending on the merits on a case-to-case basis, an extension for a maximum of one (1) year to two (2) years to finish the **scholarship or fellowship grant shall be granted under justifiable instances, cases, or reasons as may be determined by the HRDC;** provided that the grantee shall forward a letter-request to the College President through the HRDC at least one (1) month before the expiration of the prescribed duration with the following attached documents:

- a. A letter of endorsement from the thesis/ dissertation adviser and approved by responsible school officials of the institution where the grantee is enrolled;
- b. An original copy of grades from the start to the latest semester enrolled in;
- c. Gantt chart of the remaining schedule of activities; other documents as may be required by the HRDC.

3. Denial or disapproval of said request by HRDC may be appealed to the College President, whose decision is final.



6.7 Scholarship Grant Requirements

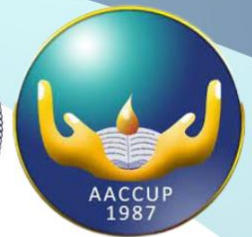
6.7.1 Qualifications

Qualifications and other requirements for the grant of College funded graduate, postgraduate and training grants, and favorable endorsement to externally source scholarship grants and fellowships:

1. The employee:

- a) occupies a PSISOP-listed position on permanent status;
- b) has served the college for at least one year;
- c) is admitted in Universities and Colleges authorized by the Institution, and
- d) is willing to sign a Contract for Return Service specified at 2 and 3 years of every year of the grant availed for master's and doctorate programs, respectively, or to pay in fully the total expenses incurred for the fellowship grant in case he or she fails to earn the corresponding degree.

2. Research personnel on contractual hire may be allowed to participate in training courses provided that the expenditures are integral component of the project.



3. The employee should not be more than 50 years old.

IT-literate and graduate studies-capable employees should be prioritized.

4. The employee must have good performance records as evidenced by his/her accomplishment.

6.7.2 Procedure in applying for an internally-funded scholarship grant

1. The faculty scholarship applicant submits a letter of intent to the President at least one semester prior to enrollment in the program. A Letter of Admission from the university/college where the faculty member will study and the cost of the program must be attached with the letter.

2. The Dean where the faculty applicant is assigned certifies the applicant's inclusion in the Faculty Development Plan (FDP) and endorses the evaluated application to the Vice President for Academic Affairs (VPAA).

3. The Vice President for Academic Affairs endorses the application to the HRDC.


4. HRDC after review and assessment of the submitted documents endorses the application to the Vice President for Administration and Finance for evaluation and funding.



5. The Vice President for Administration and Finance (VPAF) shall evaluate the financial component of the scholarship and shall endorse the application to the Human Resource Management Office (HRMO), and HRDC.

6. The HRDC shall evaluate the submitted documents and prepare the appropriate resolution for the final action of the College President.

 Republic of the Philippines
Department of Science and Technology
Science Education Institute
Service. Excellence. Innovation.

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24 February 2020

MS. FRANK T ACOT JR.
GREENVILLE PH. II B3, CALUMPANG
GENERAL SANTOS CITY, SOUTH COTABATO 9500


Dear **MS. ACOT**:

Congratulations for having qualified for the graduate (MS/PhD) scholarship award under the DOST-SEI Accelerated Science & Technology Human Resource Development Program (ASTHRDP) effective Second Semester of AY 2019-2020.

Kindly coordinate with **Dr. Ephinne B. Mielillo**, ASTHRDP-NSC Project Leader at the **Mindanao State University-Iligan Institute of Technology** at telephone number/s (063) 221-4068 for the schedule of the Orientation on Scholarship Policies and Signing of the Scholarship Agreement.

Thank you.

Very truly yours, .


JOSETTE T. BIYO, Ph.D.
Director

Please bring the following documents during the signing of the Scholarship Agreement:

1. Photocopy of Passport/Any Government Issued ID
2. Photocopy of Certificate of Registration/Form 5
3. Copy of Grades (for Lateral Entrant)
4. Approved Program of Study (for the determination of the duration of scholarship)
5. If employed, Approved Leave of Absence from employer or head of agency while on scholarship
6. Lacking documents:

1st and 2nd Levels, Science Heritage Building
DOST Compound, General Santos Avenue
Bicutan, Taguig City, Philippines, 1631
URL: <http://www.sei.dost.gov.ph>

Direct Lines: (632) 837-1359, 839-0081, 837-1333
839-0083, 839-0085, 839-0082, 839-0084
Trunk Lines: (632) 837-2071 to 82 local 2380-2389
Telefax: (632) 839-0086, 837-1924, 839-0241, 837-0749
837-0056, 837-0057, 837-1925, 837-1926

Here attached with the DOST-Notice of Scholarship Grant for
Ms. Frank T. Acot Jr.



6.3 General Guidelines

1. All HRD programs of ZSCMST shall be awarded primarily in the interest and service of its stakeholders, secondarily in relation to the needs of and impact of the said program to the College, and lastly for professional and personal enhancement of the concerned faculty.

2. The Human Resource Development Committee (HRDC) shall be composed of Senior Managers which may include but not limited to the following officials: Vice Presidents, Deans, Directors, Faculty Club President, Chief Administrative Officer, Immediate Supervisor and a resource person who may be invited on a need basis. The HRMO Head (who will serve as secretariat) will have no voting powers.

3. With the exception of competitive scholarship, fellowship, training, and exchange program, the Human Resource Development Committee (HRDC) is tasked to review and validate all applications for scholarship grant. The HRDC will submit a recommendation to the College President for presentation to the College Board and subsequent approval.

4. **The scholarship, fellowship, or trainings applied for must be part of the College HRD priorities.**

5. ZSCMST shall pay the salary including other employment benefits and all other entitlements including clothing allowance



due to the grantee during the duration of the scholarship, fellowship, training, or exchange program if such are not provided for by the sponsoring agency.

6. Except when specially identified in the invitation letter, selection of attendees to seminars, conferences, workshop, short-term courses and training shall be determined by the College President or his duly authorized representative; provided that the scope of said seminars, conferences, workshop, short-term courses and trainings is along the field of specialization and/or relevant to the work, position and/or designation of the attendee.



Republic of the Philippines
ZAMBOANGA STATE COLLEGE OF MARINE SCIENCES AND TECHNOLOGY
Fort Pilar Zamboanga City 7000
Tel No: (062) 992-3092 Telefax (062) 991-0777 website: <http://www.zscmst.edu.ph>



OFFICE OF THE COLLEGE PRESIDENT

MEMORANDUM: Unnumbered
Series 2024

TO : DR. ROCELYN RUBIA-ALABATA
: MS. AHASMARIE C. PASION

VISITING LECTURER
MS. CLEOPHAS BALANDRA
MR. CHRISTIAN C. ALATAN

SUBJECT : TO ATTEND THE 2024 REGIONAL CHEMISTRY EDUCATION
CONFERENCE

FROM : RODRICK D. TRIO
OIC College President

DATE : November 26, 2024

You are hereby directed **TO ATTEND THE 2024 REGIONAL CHEMISTRY EDUCATION CONFERENCE ON OFFICIAL BUSINESS** to be held from November 27 to 29, 2024 at the Grand Astoria Hotel, Zamboanga City.

A Registration fee of ₱2,500.00 will be charged against College Regular Fund 164 fund subject to the usual accounting rules and regulations.

Prompt liquidation of funds received and the submission of certificate of appearance are required upon completion of the symposium/training.

Failure to comply with the requirements in the preceding paragraph shall be sufficient cause for denial or disapproval of subsequent symposium/training.

Furthermore, you are advised to confirm your attendance (if required) upon receiving this memorandum. And please inform your respective Dean, Director, and Unit Head regarding your participation to the said event.

For your compliance.

Copy furnished:

President's Office
Accounting
HRMO
File



2024 REGIONAL CHEMISTRY EDUCATION CONFERENCE

Advances and Trends in Chemistry and Chemistry Education and Its Pivotal Role for Sustainable Development and Innovation

The Philippine Association of Chemistry Teachers (PACT)
Zamboanga Peninsula (ZamPen) Chapter Inc.

In collaboration with

The Integrated Chemists of the Philippines-ZamPen Chapter (ICP-ZamPen)

Certificate of Participation

is presented to

Ahasmarie C. Pasion

for actively participating in the 2024 Regional Chemistry Education Conference held on November 27-29, 2024 at the Grand Astoria Hotel, Zamboanga City, Philippines.

Given this 29th day of November 2024 at Grand Astoria Hotel, Zamboanga City, Philippines.

This conference is worth
15 PRC CPD Units for Licensed Professional Teachers (LPT)
Program No. PROG-2024-87606
Accreditation No. PTR-2019-277-5781

18 PRC CPD Units for Licensed Chemists and Chemical Technicians
Program No. PROG-2024-91931
Accreditation No. PTR-2019-277-497


SHEEVA YACOB-SADDALANI, RCh, MSc, Ed.D.
President, ICP ZamPen Chapter


REYNANTE E. AUTIDA, RCh, Ph.D.
President, PACT- ZamPen Chapter Inc.

Attached herewith are the memorandum and the certification of one of the faculty participants, Ms. Ahasmarie C. Pasion.