

CONTINUING PROFESSIONAL
DEVELOPMENT

POLICIES AND GUIDELINES



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- 2.3 Letter to the College President expressing availability to undertake a study leave for advanced training or studies;
 - 2.4 A description of the study objectives;
 - 2.5 Description of the work project after completion of studies that address institutional or higher education concerns;
 - 2.6 Program of study/timetable indicating academic load every term (i.e. 3 summers and 4 semesters for graduate; and 4 summers and 6 semesters for postgraduate; or the proportionate period, if studies have commenced before the grant).
 - 2.7 Medical certificate.
 - 2.8 Certification from the immediate officer and the Division Chair of the outstanding features in the applicant's performance and performance rating for the last two years.
3. Summer grantees when completing their degrees within a term may apply for study/leave/reduced load during the regular year subject to review by the CPDP Board and to the availability of funds and the provisions under sections on Grant Allocation and Assessment Criteria for Awarding Study Grants.

F. TERMS OF REFERENCE OF A GRANTEE

1. Devote full time to studies and not engage in activities that would unduly delay the completion of the degree.
2. Adhere to the approved program of study; take courses outside of the approved program only with the prior written approval of the President.
3. Observe decorum and moral behavior at all times.
4. Meet and maintain the grade required by the program pursued.
5. Submit his/her grades every semester/term to the Division Chair or Principal who shall report this progress to the President, through Channels.
6. Forfeit the grant upon failure to submit required grade/progress report.
7. Defer an award during the term she expects to give birth.
8. Satisfy grant requirements before assuming a deferred award.
9. Charge to his/her leave credits an extension of the study-leave for one term. In meritorious cases, subject to the availability of funds, the extended study leave may be funded to cover school fees/stipends/allowances and or replacement cost.
10. Reimburse all monies covered by the grant, salaries and other benefits if he/she fails to
 - 10.1 complete the approved study program within the stipulated period for no justifiable reasons;
 - 10.2 render the required return service.

III. SABBATICAL LEAVE

A. Purpose

A sabbatical leave is a special leave of at least three (3) months but more than one calendar year. It is granted to faculty members and administrative officials with doctoral degrees and academic rank

1. to revitalize/enhance academic or administrative competence, or
2. to contribute to the reserved knowledge or
3. to design or refine or operationalize plans, priorities/projects of the institution where otherwise, the projects may necessitate the hiring of consultancy services.

B. Qualification

1. At least with the rank of an Associate Professor

2. Has served for at least (10) years of continuous and exemplary service in a permanent/regular capacity in a government institution.
3. Has above average/very satisfactory performance.
4. Has not undergone training or availed of a study-leave or any leave of a personal nature for at least three months within the six-year period immediately prior to the sabbatic applied for.
5. Has demonstrated expertise to match the work program applied for and potential for enhancing competence.

C. Application

1. As a general rule, the applicant must submit an application for sabbatic leave to the CPDP Committee for recommendation to the President.
2. For those with regular teaching loads, the approval of the President and the confirmation by the Board of Trustees should be at least six months prior to a four to six-month leave and at least one (1) calendar year prior to a full calendar year leave.
3. The applicant must submit a study or work program to the Review Committee.
4. Funding for the work program and international airfare shall have been explicitly assured by the sponsoring agency if sabbatic leave is for post-doctoral studies, or research and/or will be spent out-country.
5. A sabbatical leave may be spent for post-doctoral studies, visitorship, secondment, lectureship or assistantship and sponsored by external agencies.

D. Allocation and Coverage

1. Sabbatic awards for any budget year shall not exceed a total of twelve (12) calendar months at anyone time.
2. A grantee is entitled to full monthly salary and mandated benefits.
3. A grantee on a lectureship, assistantship or secondment shall be on official time (monthly salary and mandated benefits) without prejudice to the honoraria/living allowances/stipends covered by the sponsoring agency. However, if basic monthly salary is explicitly within coverage of the sponsoring agency, the grantee is entitled only to the mandated benefits.
4. For research on a national or international level, a commutable assistance of 25,000 PhP may be granted subject to need and availability of internally/externally sourced fund.
5. For special projects, a commutable lump sum of 15,000 PhP may be awarded regardless of the duration of leave.

E. Terms of Reference

1. The grantee shall submit a quarterly progress report and a terminal report to the President.
2. For seven (7) months or more of sabbatic leave, a return service on full time basis for one year is required.
3. For less than seven (7) months, a return service on fulltime basis equivalent to the duration of the sabbatic leave is required.
4. Failure to render the required return service shall obligate the grantee to reimburse all monies granted, including salaries, benefits and assistance during the sabbatic leave.
5. Terms and conditions including coverage shall be so stated in a contract duly signed by the sabbatic leave grantee and the duly constituted officials of the College.

(Effective AY 2001-2002)