



4.3.5 Diversity, Equality and Inclusivity



In July 2024, the University of the Visayas (UV) took a significant step by establishing its Diversity, Equality, and Inclusivity (DEI) Office. This initiative was guided by the *Guidelines on the Establishment of Diversity, Equality and Inclusivity Office*, which emphasize that all members of the university community should have equitable access to academic and non-academic activities, regardless of ethnicity, religion, economic status, disability, immigration status, or gender.

The DEI Office was created to serve as an advisory body to the administration on matters of diversity and human rights. It is tasked with developing inclusive programs, monitoring compliance with national laws such as the Magna Carta for Women and the Safe Spaces Act, and ensuring that training on gender sensitivity, disability awareness, and cultural competence is consistently delivered. The office also provides mechanisms for reporting and addressing discrimination. A Grievance Policy was also set-up in order to help settle complaints and disputes in the university.

Since its establishment, the DEI Office has worked with campus organizations representing marginalized groups to promote equitable participation in campaign awareness and community outreach. It has also partnered with government agencies and NGOs to extend inclusive practices beyond the university.

By embedding inclusivity into governance, teaching, and outreach, UV has strengthened its identity as a safe and welcoming institution for diverse communities. By establishing such mechanisms, the university affirms its commitment to fostering a respectful, equitable, and empowering environment for all and it serves as a cornerstone for policies, programs, and actions that ensure every individual is valued and well-supported.

Evidence:

- MOA with NGOs
- Post Activity Report
- Guidelines on Establishment of Diversity and Inclusivity Office
- Grievance Policy

MEMORANDUM OF AGREEMENT

BETWEEN

UNIVERSITY OF THE VISAYAS AND LAMAC MULTI-PURPOSE COOPERATIVE

WHEREAS, the UNIVERSITY OF THE VISAYAS, a higher educational institution duly organized under the Laws of the Philippines with principal address at Mercado St, Toledo Toledo City, Cebu herein referred to as the FIRST PARTY, represented by Dr. Conrado E. Iñigo Jr., in his official capacity as the University President;

WHEREAS, LAMAC MULTI-PURPOSE COOPERATIVE, is a CDA registered, multi-sectoral and heavily diversified cooperative duly organized under the laws of the Philippines with principal address at Lamac, Pinamungajan, Cebu, herein referred to as the SECOND PARTY, represented by Ar. Richard M. Obaner, in his official capacity as the BOD Chairperson;

WHEREAS, the UNIVERSITY OF THE VISAYAS and the LAMAC MULTI-PURPOSE COOPERATIVE desire to enter into this **MEMORANDUM OF AGREEMENT** whereby both maintain close partnership to enhance mutual and sustainable instruction, learning, research, community extension, cooperation, and innovation.

NOW THEREFORE, for and in consideration of the foregoing premises UV and LMPC have agreed to the following:

First Party:

1. To implement the milk feeding program in partnership with the LMPC;
2. To work jointly during the conduct of community extension activities such as livelihood projects, and programs aligned to the UV Extension Framework;
3. To demonstrate in building and embracing a sustainable research culture and update the second party of the outputs;
4. To provide scholarship to two (2) qualified children of the farmers in the UV Toledo Campus; and
4. To promote the products of the second party to all stakeholders of UV.

Second Party:


1. To collaborate with the first party in the conduct of its extension services within the bounds of the Lamac Multi-Purpose Cooperative's Vision and Mission by allocating adequate bottles of milk every week for the milk feeding program;
2. To encourage the children of the Lamac Multi-Purpose Cooperative (LMPC) community to enroll and have their education at the campuses of the first party;
3. To cooperate in producing publishable multi-disciplinary researches and participate during research conventions or colloquia; and
4. To promote the services of the first party to all stake holders of Lamac Multi-Purpose Cooperative (LMPC).

The term of this agreement shall be three (4) years commencing from January 2024 to June 2028 with the option to renew on under such terms and conditions as may be mutually agreed upon. Should any of the party opt not to renew this agreement, written notices shall be given to another party one (1) month before the expiration of this agreement.

IN WITNESS WHEREOF, UV and LMPC have caused this agreement to be signed by their duly authorized representatives this 2nd day of February, 2024 at UV Main Campus, Colon Street, City of Cebu.


UNIVERSITY OF THE VISAYAS

First Party



DR. CONRADO E. INIGO JR.
President


LAMAC MULTI-PURPOSE COOPERATIVE

Second Party


AR. RICHARD M. OBANER
BOD, Chairman

WITNESSES:


DR. ANNA LOU C. CABUENAS


MS. JUSTINE LYNN C. LIMOCON

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES:
CEBU CITY.....)

BEFORE ME, FEB 26 2024 February, 2024 at the City of Cebu personally appeared.

<u>Name</u>	<u>I.D. #</u>	<u>Place of Issue</u>	<u>Date of Issue</u>
-------------	---------------	-----------------------	----------------------

DR. CONRADO E. INIGO JR.



AR. RICHARD M. OBANER



Known to me and to be the same persons who executed the foregoing agreement consisting of two (2) pages and they acknowledged to me that the same is their free act and of the institutions they represent.

FEB 26 2024

WITNESS MY HAND AND SEAL on the day, year and place first above written.

Doc. No. 16

Page No. 8

Book No. 3

Series of 2024

ATTY. JOSEF ROMEO A. MARQUEZ
Notary Public for Cebu City
Until December 31, 2025
Notarial Commission No. 029-22
Rm. 503, Sagorotel Bldg.,
North Reclamation Area, Cebu City
IBP No. 369-22 / Nov. 21, 2023 / Cebu
PTR No. CEB 2485272 / Nov. 13, 2023 / Cebu City
MCLE Compliance No. VIII-0002478 valid until April 14, 2028
Roll No. 81535

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This agreement, made by and between;

University of the Visayas, an accredited educational institution, organized and existing under the laws of the Philippines with main campus at Colon St., Cebu City, represented herein by its University President Dr. Conrado E. Iñigo Jr., hereinafter referred to as "UV".

and

Barangay Day-as, a duly organized local government unit under the laws of the Philippines within the City of Cebu, represented herein by its duly authorized Barangay Captain, Captain Hon. Freddie T. Esmas, hereinafter referred to as "Day-As".

WITNESSETH:

WHEREAS, UV is desirous of adopting sitio Tender Heart, a depressed area of Barangay Day-as, Cebu City;

WHEREAS, Day-as is a barangay adjacent to UV Main Campus with various needs that UV can provide thru its various colleges, departments, faculty, students and alumni.

WHEREAS, Day-as gratefully accepts the assistance that UV offers to provide its residents thru UV'S community extension activities, programs, and services.

NOW THEREFORE, for and in consideration of the foregoing premises UV and DAY-AS have agreed to the following:

1. UV will adopt a depressed area identified as sitio Tender Heart to be the recipient of its community extension services of Barangay Day-as
2. UV will provide to the adopted sitio volunteers (faculty, staff, students, and alumni) and coordinate with its LGU, NGO, Private, and Government partners for its needs in:
 1. Health and Wellness
 2. Ecology and Spirituality
 3. Arts, Culture, and Literacy
 4. Resiliency, Law, and Order
 5. Technology and Livelihood
3. UV will conduct research work on the different services given to DAY-AS to further improve and strengthen the activities, projects, and programs.
4. DAY-As will extend assistance and provide protection to the UV Faculty, Staff, Students and Alumni within its boundaries and allow access to, and the use of, whatever facilities it has for the above purposes.

The term of this agreement shall be one (1) year commencing from November 28, 2024 to November 28, 2025 with the option to renew under such terms and conditions as may be mutually agreed upon. Should any of the party opt not to renew this agreement, written notices shall be given to another party one (1) month before the expiration of this agreement.

IN WITNESS WHEREOF, UV and DAY-As have caused this agreement to be signed by their duly authorized representatives this 28th day of November 2024, at the University of the Visayas - Main Campus.

UNIVERSITY OF THE VISAYAS

BARANGAY DAY-AS

DR. CONRADO E. INIGO JR.
University President

HON. FREDDIE T. ESMAS
Barangay Captain

WITNESSES:

1. Dr. Anna Lou G. Cabuenas

1. Hon. Marilyn C. Pielago

2. Dr. Rosemarie C. Español

2. Hon. Carmencita F. Entoma

3. Mr. Elmer S. Ocaba

3. Hon. Candice Mabitad

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CEBU CITY

BEFORE ME, this 29th day of November 2024, at the University of the Visayas main campus personally appeared:

I.D. (s) No.

Date of Issue

Place of Issue

DR. CONRADO E. INIGO JR.

HON. FREDDIE T. ESMAS

Known to me and to be the same persons who executed the foregoing agreement consisting of two (2) pages, including this page and they acknowledged to me that the same is their free act and of the institutions they represent.

WITNESS MY HAND AND SEAL on the day, year and place first above written.

Doc. No. u/

Page No. 14

Book No. _____

Series of 2024

ATTY. RAUL E. PATUAL
Notary Public Cebu City
Until DECEMBER 31, 2026
PTR no. 2728931 Issued on 11/20/2024 at Cebu City
IBP lifetime Member No. 0/936
Commission No. 020-25
MCLE VIII05079
9-D Lungsod ng Cebu City



University of the Visayas

POST ACTIVITY REPORT

Partnership between University of the Visayas and Lamac Multipurpose Cooperative

Activity Title	: Milk Feeding Program Launching
Date	: April 21, 2025
Number of Milk Distributed	: 1,100 milk bottles (within 8 weeks)
Number of Recipients	: 20 Children
Age Group of Recipients	: 3-7 years old

PRE-IMPLEMENTATION PHASE



Representatives from the University of the Visayas–Main Campus, UV Toledo Campus, and Lamac Multi-Purpose Cooperative gathered on July 22, 2024, in Lamac, Pinamungajan, to review the existing Memorandum of Agreement between UV and LAMAC.


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University of the Visayas

Project Management Framework



University of the Visayas
TOLEDO CITY CAMPUS

Project Management Framework			
Name of College/Department: University of the Visayas- Toledo			
Name of Project/Activity	"Milk Feeding Program for Children in Adopted Barangay"		
Project Team Leaders	Mercenisa C. Piala Campus Administrator		Signature:
	Maria Fe Camaso OIC-Dean, COED		Date:
	Cirilo Adorable OIC-Dean, CBA		Date:
	Manisa Barbado OIC-Dean, CCJE		Date:
Project Team Members	Arvin Gutang COMEX Representative Loi Canino	Signature:	Date:

Tasks/Activities	Responsible Person/s	February- May 2024			
		Month 1	Month 2	Month 3	Month 4
Pre- Implementation Phase					
Meeting with the Partnered Organization	UV Admin/ COMEX Director				
Signing of MOA	UV Admin/ COMEX Director				
Meeting with the Adopted Barangay and Council	Deans Arvin Gutang Jimylyn Nable				
Identification of Beneficiaries (Children)	Barangay Health Worker Representative Arvin Gutang				
Orientation with the Parents of the Beneficiaries	Arvin Gutang Loi Canino Jimylyn Nable Maria Fe Camaso Barangay Representatives				

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University of the Visayas

Community Extension Program



University of the Visayas
TOLEDO CITY CAMPUS



COMMUNITY EXTENSION PROGRAM

Project: "Milk Feeding Program for Children in Adopted Barangay"

Introduction

The purpose of the Milk Feeding Program is to meet the children's nutritional needs in then adopted barangay. Through this initiative, we intend to provide regular access to milk, a vital source of essential nutrients, to children in the community.

Objectives

- To improve the nutritional status of children in the adopted barangay.
- To promote healthy growth and development among children through regular milk consumption.
- To raise awareness about the importance of proper nutrition and its impact on child development within the community.
- To initiate advocacy campaigns towards attainment of sustainable development goals especially for no poverty, zero hunger, good health well-being and gender equality. (based on Rotterdam Declaration, FAO).

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Milk Feeding Program Orientation



With 20 target beneficiaries with their parents held at the University of the Visayas.

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IMPLEMENTATION PHASE

Launching of the Project



University of the Visayas COLLEGE OF EDUCATION

COMMUNITY EXTENSION PROGRAM

Date: April 21, 2023

MILK FEEDING PROJECT LAUNCHING

A. Prayer and National Anthem----- 8:30 AM

B. OPENING REMARKS----- 9:00 AM

-Ms. Maria Fe A. Camaso, OIC-Dean (College of Education)

C. Health Talk/Feeding Schedule----- 9:15 AM

-Ms. Jimilyn C. Nable, COMEX Representative (College of Education)



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University of the Visayas

Together with representatives with LAMAC Multipurpose Cooperative, UV TOLEDO Faculty, Staff, Students.



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Beneficiaries Profile

SURVEY QUESTIONNAIRE Profiling of Beneficiaries												
Name		Age Month/Days/Year	Grade/ Year Level	Gender	Order in the Family	Number of Siblings	School attended	Height	Weight	Sickness/Illness (past two months)	Hospitalization record	Reasons
1.		5 years old November 8, 2019		Male	3	4		93.5	12.9	None	None	
2.		3 years old October 2, 2021		Male	4	4		84.8	10.7	None	None	
3.		6 years old August 14, 2017	Grade 1	Female				102	14.7	Cough		
4.		5 years old April 25, 2019	Kinder 2	Male				99.6	12.9	Cough, Cold		
5.		5 years old/October 26, 2019		Male	3	4		98.2	14.7		None	
6.		3 years old		Male	4	4		95.5	13.5	None	None	
7.		3 years old/		Female				87.8	9.8			
8.		9 years old	Grade 3	Male	1	5	South City Central School			Fever		
9.		4 years old/April 17, 2019	Day Care	Male	4	4	Sangi Day Care Center	96.5	13.3	Yes	Pneumonia	
10.		3 years old/ March 22, 2020		Female				88	11.4			

Name		Height	Weight	New Wt.	Updated Wt.
1.		93.5	12.9	15.5	16
2.		84.8	10.7	13	13.5
3.		102	14.7	14.5	14.8
4.		99.6	12.9	12.9	13.3
5.		98.2	14.7		
6.		95.5	13.5	13.5	13.7
7.		87.8	9.8	15.2	16

		96.5	13.3		
		88	11.4	11.4	11.9
		91.4	12.3		
		80	10.5		11.2
		103.5	13.7		14
		102.3	13.9		14
		102.1	16		16.5
		95.5	15.3		15.6
		75	10.2		10.6
		82	9.7		10.6
		86	11.6		12.8
		83.5	11.5		12

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BMI Records of the Kids

Based on the BMI records collected after the 8-week milk feeding program, the children's weights increased. This data was monitored and recorded by our volunteers in collaboration with the Barangay Health Workers.

		80	10.5		11.2
		103.5	13.7		14
		102.3	13.9		14
		102.1	16		16.5
		95.5	15.3		15.6
		75	10.2		10.6
		82	9.7		10.6
		86	11.6		12.8
		83.5	11.5		12



University of the Visayas

Tools used for the Survey

Parent's Consent

Dear Parent/s,

Greetings of peace and prosperity!

I am writing to request your permission for your child, to participate in the Community Extension Project "Milk Feeding Program" and survey on the personal profiling of beneficiary.

The study project aims to improve the nutritional status of children in the adopted barangay, promote healthy growth and development among children through regular milk consumption, and raise awareness about the importance of proper nutrition and its impact on child development within the community.

Please note that all information collected will be kept strictly confidential and will only be used for research purposes. No identifiable information will be disclosed in any reports or publications resulting from this study. Participation in this survey is voluntary, and your child has the right to withdraw from the study at any time without any consequences. If you grant permission for your child to participate.

If you have any questions or concerns about the study or your child's participation, please do not hesitate to contact me the institution. Additionally, if you would like to review any materials related to the study, such as the survey questions or consent forms, please let me know, and I will be happy to provide them to you.

Please indicate your consent for your child's participation in this study by signing and returning the enclosed consent form.

Thank you for considering this request. Your support and cooperation are greatly appreciated and invaluable to the success of this study.

Sincerely,

Maria Fe A. Camaso
DIC-Dean, College of Education
COMEX Project Representative

Acknowledgement:

I, Maryanna Oyo, hereby grant permission for my child, to participate in the study titled "[Title of the Study]" conducted by the University of the Visayas City campus. I have read and understood the provided information about the study, its purpose, procedures, and potential risks and benefits. I understand that participation in this study is voluntary, and my child has the right to withdraw at any time consequences.

I hereby give my consent for my child to participate in the research study as described above.

Parent's Signature: [Signature]
Date: 02-24-2024

Survey Questionnaire
BMI Profiling of Beneficiaries

Personal Information

Name: Angel Mae Oyo Age (Year/ Month/ days) 6-5-14-17
Grade/ Year Level: Grade 1 2024 Gender: Female
Order in the Family: _____ Number of Siblings: [Redacted]
School Attended: Grade 1
Height: 102 Weight: 19.7

Sickness/ illness (past two months): breakfast fish utan, ubo

Hospitalization record: _____
Reasons: _____

Usual food to eat in the morning: breakfast fish utan
Usual food to eat at school: lumpia, sugarcane
Do you drink milk? yes How often? _____
Usual sleeping time: 7: PM

Feeding at School? _____
Foods served: _____
How often? _____

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Other Supporting Evidence



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Version No: 01	Guideline Title: ESTABLISHMENT OF DIVERSITY, EQUALITY AND INCLUSIVITY OFFICE	
Effectivity Date: July 15, 2024		
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1.0 Objective

The University of the Visayas (UV) is committed to fostering an inclusive, respectful and equitable academic environment where all members of the University committee—students, senior leaders, faculty members, non-teaching personnel and other stakeholders—feel valued, respected and supported.

To strengthen this commitment, UV shall establish a Diversity and Equality Committee, Office and/or Officer responsible for guiding, implementing and monitoring institutional efforts on diversity, equity, inclusion, and human rights.

2.0 Scope

This guideline applies to all stakeholders on the establishment of Diversity and Equality Committee, Office and/or Officer in the main and satellite campuses.

3.0 Guidelines

3.1. Mandate of the Diversity and Equality Committee/Office

The Committee/Office shall:

3.1.1. Advise the administration and governing body on diversity, equality and HR policies, strategic directions and institutional practices.

3.1.2. Develop, implement and evaluate programs and initiatives promoting diversity, equity, inclusion and human rights.

3.1.3. Facilitate training and capacity-building for students, faculty, senior leaders and non-teaching personnel on topics such as gender sensitivity, anti-discrimination, inclusive education, disability awareness and cultural competence.

3.1.4. Create mechanisms for reporting, addressing and preventing discrimination, harassment and inequalities on campus.

3.1.5. Monitor compliance with relevant national laws (e.g. Anti-Discrimination, Safe Spaces Act, Magna Carta for Women, etc.), CHED guidelines, issuances and institutional policies.


3.1.6. Promote an inclusive campus culture through advocacy, research, partnerships and community engagement.

3.2. Composition of the Committee

As the Committee is formed, its composition is as follows:

3.2.1. A Chairperson appointed by the University Administration.



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3.2.2. Representatives from:

- 3.2.1. Administration.
- 3.2.2. Director of Student Affairs and Services Center.
- 3.2.3. Faculty Club/Association.
- 3.2.4. Director of Human Resources Department.
- 3.2.5. Director of the Student Records and Management Dep't.
- 3.2.6. Campus Organizations representing marginalized groups.
- 3.2.7. Secretariat to support documentation and coordination.

The Committee shall strive for balanced representation, ensuring gender and sectoral diversity.

3.3. Functions and Responsibilities

3.3.1. Policy Development

3.3.1.1. Draft, review and recommend diversity, equality, inclusivity-HR policies for adoption by the University's governing body.

3.3.1.2. Establish guidelines on non-discrimination, reasonable accommodation, inclusive language and equitable access to opportunities.

3.3.2. Program Implementation

3.3.2.1. Organize campaigns, workshops, conferences and awareness events.

3.3.2.2. Provide academic and non-academic support for underrepresented and marginalized groups.

3.3.3. Training and Capacity Building


3.3.3.1. Lead regular training for faculty, non-teaching personnel and student leaders.

3.3.3.2. Ensure that diversity, equality, inclusivity-HR orientation is integrated into student onboarding and faculty development programs.

3.3.4. Case Handling and Support

3.3.4.1. Oversee or coordinate with designated offices regarding complaints of discrimination or harassment.

3.3.4.2. Ensure confidentiality, sensitivity and fairness in handling reports.

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3.3.4.3. Recommend interventions, restorative practices or disciplinary actions as necessary.

3.3.5. Research and Monitoring

3.3.5.1. Conduct periodic campus climate surveys.

3.3.5.2. Prepare annual reports and recommendations for continuous improvement.

3.3.5.3. Evaluate the impact of diversity, equality, inclusivity-HR initiatives.

3.4. Establishment of the Diversity and Equality Office/Officer

3.4.1. Office Responsibilities

3.4.1.1. Serve as the permanent unit overseeing diversity, equality, inclusivity-HR initiatives.

3.4.1.2. Coordinate with all academic and academic support offices.

3.4.1.3. Maintain accessible channels for information, reporting and support services.

3.4.2. Officer Qualification

3.4.2.1. Must have training or relevant experience in diversity, equity, inclusion, human rights, guidance, social sciences, psychology or related fields.

3.4.2.2. Should possess demonstrated commitment to advocacy and inclusive practices.


3.5. Coordination and Collaboration

The Committee/Office shall collaborate with:

- Administration.
- Student Affairs and Services Center.
- Guidance Office.
- Human Resource Department.
- Campus organizations and student government.
- Government agencies (e.g. CHED, DSWD, etc.)
- External partners, NGO and community groups.

3.6. Accountability and Reporting

The Committee/Office shall submit an annual report to the University President and to the Administration or Governing Board summarizing activities, challenges and recommendations.

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The University shall ensure transparency by disseminating key policies and reports to the academic and non-academic community.

3.7. Funding and Resources

The University shall allocate adequate financial and administrative resources to support the effective functioning of the Committee/Office, including:




- Budget for programs and trainings.
- Dedicated workspace.
- Staff and Student Assistants.
- Access to professional development initiatives.


4.0 Review of the Guideline

This guideline shall be reviewed every three (3) years, or earlier as needed, to align with evolving educational standards, legal requirements and institutional priorities.

5.0 Approvals

- 4.1. The Diversity, Equality and Inclusivity Office shall prepare budgets with supporting documents and shall be endorsed to the Chief Finance and Administration Office for review and approval.
- 4.2. Approvals pertaining to the conduct of activities related to diversity, equality and inclusivity shall be from the office of Chief Finance and Administration Office.

Prepared by:	Recommended by:
 Dr. Albim Y. Cabatingan Director, Quality Mgt. Systems Office	 Dr. Rosemarie Cruz-Español, CPA Chief Finance and Admin. Officer
Approved by:  Dr. Conrado C. Lim, Jr. Chief Executive Officer	

VERSION NO. 1	MANUAL TITLE FINANCE AND ADMINISTRATIVE MANUAL	DOCUMENT NO. FAM 3.07
	DOCUMENT NAME GRIEVANCE POLICY	REVISION NO. 0
		EFFECTIVITY DATE AUGUST 1, 2022
		PAGE NO. 1 of 12

1.0 Objectives

- 1.1 To resolve incidents, complaints, and employees' concerns and ensure that it is handled in an appropriate, fair, transparent, and timely manner with principles of natural justice.
- 1.2 To maintain a healthy workplace that encourages collaboration, cooperation, and communication.

2.0 Scope


This policy shall apply in the Main and its Satellites Campuses.

3.0 Policies

- 3.1 There shall be a five-member Grievance Committee designated by the University President subject to re-appointment every academic year, to wit:

	Academic Related	Non-Academic Related
Chair	Legal Officer	Legal Officer
Member	Chief Academic Officer	Chief Finance and Administrative Officer
	SASC Director	2 Directors from Non-Academic Department
	College Dean	Director, HR Operations
	Director, HR Operations	

- 3.2 The following allegations shall be lodged with the Grievance Committee for investigation:
 - 3.2.1 Sexual Harassment
 - 3.2.2 Fraud and Corruption
 - 3.2.3 Theft
 - 3.2.4 Dishonesty
 - 3.2.5 Tampering and falsification of records
 - 3.2.6 Conflict of Interest
 - 3.2.7 Any other allegation that requires the establishment of facts
- 3.3 The Grievance committee shall conduct the official investigation and shall recommend appropriate sanctions or disciplinary measures to the University President for approval.
- 3.4 The notice of decision signed by the University President shall be prepared and served to the interested parties.
- 3.5 If the President vetoed the recommendation, the President shall notify the Grievance Committee the reasons. The decision of the President is final.


VERSION NO. 1	MANUAL TITLE FINANCE AND ADMINISTRATIVE MANUAL	DOCUMENT NO. FAM 3.07
	DOCUMENT NAME GRIEVANCE POLICY	REVISION NO. 0
		EFFECTIVITY DATE AUGUST 1, 2022
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3.6 Due process shall be observed following the level of investigation, to wit:


3.6.1 Initial Level	Concerned Head of the Department
3.6.2 Second Level	HR Director-Operations
3.6.3 Third Level	Grievance Committee
3.6.4 Fourth Level-decision	Office of the President

3.7 Code of Conduct


Classification of Violations	Severity	Disciplinary Measures				
		1	2	3	4	5
Section 1. Performance of Work						
1. 2 times tardiness within the payroll cycle	Minor	VW	WW	15S	30S	D
2. 4 times tardiness within the payroll cycle	Minor	WW	15S	30S	D	
3. 6 times tardiness within the payroll cycle	Major	15S	30S	D		
4. 8 times tardiness within the payroll cycle	Grave	31S	D			
5. 10 times tardiness within the payroll cycle	Grave	D				
1. 2 times consecutive unexcused absences within the payroll cycle	Minor	VW	WW	15S	30S	
2. 4 times consecutive unexcused absences within the payroll cycle	Minor	WW	15S	30S	D	
3. 6 times consecutive unexcused absences within the payroll cycle	Major	15S	30S	D		
4. 8 times consecutive unexcused absences within the payroll cycle	Grave	31S	D			
5. 10 times consecutive unexcused absences within the payroll cycle	Grave	D				
6. 2 times failure to clock in/clock out within the payroll cycle	Minor	VW	WW	15S	30S	
7. 4 times failure to clock in/clock out within the payroll cycle	Minor	WW	15S	30S	D	
8. 6 times failure to clock in/clock out within the payroll cycle	Major	15S	30S	D		
9. 8 times failure to clock in/clock out within the payroll cycle	Grave	31S	D			
10. 10 times failure to clock in/clock out within the payroll cycle	Grave	D				
11. 2 times failure to file the official business/ unauthorized business outside the university within the official work hours within the payroll cycle	Minor	VW	WW	15S		
12. 4 times failure to file the official business/ unauthorized business outside the university within the official work hours within the payroll cycle	Minor	WW	15S	30S		

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13. 6 times failure to file the official business/ unauthorized business outside the university within the official work hours within the payroll cycle	Major	15S	30S	D		
14. 8 times failure to file the official business/ unauthorized business outside the university within the official work hours within the payroll cycle	Grave	31S	D			
15. 10 times failure to file the official business/ unauthorized business outside the university within the official work hours within the payroll cycle	Grave	D				
16. Unauthorized absence from work during work hours	Minor	WW	15S	30S	D	
17. Absence without office leave beyond five (3) consecutive working days	Minor	WW	15S	30S	D	
18. Absence without office leave beyond five (5) consecutive working days	Major	15S	30S	D		
19. Absence without office leave beyond ten (10) consecutive working days	Grave	D				
20. Failure to notify the Head/HR on its Absence without office leave beyond five (5) consecutive working days	Grave	D				
21. Insubordination or deliberately refusing to follow legitimate orders of superiors	Major	15S	30S	D		
22. Insubordination/willful disobedience	Major	15S	30S	D		
23. Leaving school sponsored training sessions without permission ahead of time	Major	15S	30S	D		
24. Failure to follow standard operating procedures	Minor	WW	15S	30S	D	
25. Smoking in the university premises	Major	15S	30S	D		
26. Sleeping during office hours	Minor	WW	15S	30S	D	
27. Failure to submit laboratory/medical exams as required for the business permit and other regulatory requirements	Major	15S	30S	D		
28. Undue delay in accomplishing an assigned tasks with serious and adverse	Major	15S	30S	D		
29. Gross negligence in performance of one's duty, or gross dereliction of duty resulting in damage, loss and negative implication to the business of the university	Grave	D				
Section 2: Dishonesty						
1. Misappropriation or unauthorized removal of school funds	Grave	D				

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2. Robbery, theft, pilferage, unauthorized removal or possession of school property or that belonging to a co-employee or third persons	Grave	D				
3. Tampering, falsifying school documents or records or forging signatures to obtain material gain through fraudulent means	Grave	D				
4. Knowingly submitting fraudulent expense report	Grave	D				
5. Giving false or misleading information about one's self in the application or data forms like date of birth, civil status, educational attainment, employment or working experiences.	Grave	D				
6. Giving untruthful or concealing material facts in an investigation	Grave	D				
7. Using school materials or equipment to do unauthorized work for personal gain	Grave	31S	D			
8. Wearing unauthorized ID; mutilating, disfiguring, making unauthorized alteration or markings on one's ID	Grave	D				
9. Submitting medical or laboratory results other than the employee's true results	Grave	D				
10. Malingering or not reporting for work, feigning sickness	Grave	D				
11. Knowingly harbouring infectious or contagious diseases which may endanger the health of fellow employees	Grave	D				
12. Falsification of school records/documents or forging another person's signature	Grave	D				
13. Reporting to work under the influence of liquor; drinking intoxicating beverages during working time	Grave	D				
Section 3: Data Privacy	Grave					
1. Posting internal communication in the social media with sensitive information such as but not limited to administrative signatories, grades, and other sensitive information covered under Data Privacy Law, that threaten personnel, students and the university's confidential information.	Major	15S	30S	D		
2. Posting in the social media the delegation of deliverables, tasks, compliances and non-compliances of specific personnel, both teaching and non-teaching, and all other matters that shall be properly discussed internally and professionally in the university.	Major	15S	30S	D		

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3. Data breaches, non-disclosure and other confidentiality related issues	Major	15S	30S	D		
4. Revealing or divulging confidential information and other people's personal data or assisting/facilitating entry of other persons to obtain the said information	Grave	D				
5. Removal of records from office without proper authority resulting to substantial loss or damage to the university	Grave	D				
6. Disclosing to unauthorized persons or in unauthorized manner the confidential client information and violating the confidentiality required by the nature of client's affairs and/or transactions	Grave	D				
7. Hacking of computer systems and unauthorized access of information	Grave	D				
8. Removal of computer parts to gain access of unauthorized information and destroy access of records	Grave	D				
9. Revealing or divulging confidential information and other people's personal data or assisting/facilitating entry of other persons to obtain the said information	Grave	D				
10. Publishing, posting, leaking or disseminating through any means (including but not limited to mass media and social media) any information that is considered sensitive or strictly confidential and are not meant for public consumption	Grave	D				
Section 4: Improper Conduct and Behavior						
1. Failure to wear the prescribed uniform and IDs						
a. 2 times in a week	Minor	VW	WW	15S	30S	
b. 4 times in a week	Minor	WW	15S	30S	D	
c. 6 times in a week	Major	15S	30S	D		
d. 8 times in a week	Grave	31S	D			
e. 10 times in a week	Grave	D				
2. Horseplay or unruly conduct as to cause disorder, disrupt work or create scandal	Minor	WW	15S	30S	D	
3. Gambling, betting, conducting lotteries or committing similar acts within school premises	Major	15S	30S	D		
4. Accepting bribe or anything of value in exchange for a job, preferential treatment in biddings, or harbouring work assignment	Major	15S	30S	D		

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5. Unauthorized use of school materials, supplies and equipment for private/ personal use	Major	15S	30S	D		
6. Reporting to work under the influence of liquor; drinking intoxicating beverages during working time	Major	15S	30S	D		
7. Posting undesirable, revealing photos, videos and other info graphic materials which are disturbing, provoking and improper to the expected conduct of professionalism.	Major	15S	30S	D		
8. Using vulgar, obscene or abusive language; threatening or provoking others to a fight, whether oral or written	Major	15S	30S	D		
9. Unauthorized vending, soliciting, lending or collecting money within school premises	Major	15S	30S	D		
10. Quarreling within office premises and even outside if work-related	Grave	D				
11. Spreading rumors or gossips against the employee and the university	Grave	D				
12. Failure to treat clients, superiors and co-worker with due civility	Grave	D				
13. Unauthorized or improper use of university's resources, facilities and equipment including but limited to vehicles whether or not there is a loss or damage	Grave	D				
14. Deliberate destruction or damage to university's facilities and/or property	Grave	D				
15. Unauthorized use of university's name for personal gain resulting to loss, damage of reputation and other negative consequences	Grave	D				
16. Any act or omission resulting to substantial loss, damage, injury, which put the university in jeopardy and/or risk of substantial damage, loss inquiry	Grave	D				
17. Fighting within school premises	Grave	D				
18. Falsification of school records/documents or forging another person's signature	Grave	D				
19. Causing serious injuries to superiors, co-employees or other persons within school premises whether committed or through negligence; uttering false, fictitious or malicious statements against the school, or its officers	Grave	D				
20. Borrowing or receiving money or commission from students or persons having business transactions with the school	Grave	D				

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21. Giving false testimony or presenting of fabricated evidence in any investigation of a serious violation	Grave	D				
22. Soliciting or receiving money, gift or other benefits in consideration of the performance of an act prejudicial to school interest	Grave	D				
23. Holding unauthorized meetings or caucuses; engaging in political activities such as political discussion, distributing political materials, campaigning or soliciting support or endorsement of a cause or ideology	Grave	D				
24. Robbery, theft, pilferage, unauthorized removal or possession of school property or that belonging to a co-employee or third persons	Grave	D				
25. Going out with students to dining out, drinking sprees, outing, and conduct of co- or non-curricular activities outside the school without administrative permission, among others.	Grave	D				
26. Demanding, collecting, receiving, or borrowing money from students, in any amount and for any reason	Grave	D				
Section 5: Sexual Harassment						
1. Illicit relationship or sexual misdemeanor causing negative consequences in the workplace	Grave	D				
2. Sexual harassment, immoral conduct and indecent acts including acts of lasciviousness, exhibition of lewd and pornographic materials	Grave	D				
3. Engaging in sexual, virtual, physical, or intimate relationships with students from UV (or even non-UV students, when necessary) that morally threatens both personnel and the university.	Grave	D				
4. Unwelcome Sexual Advances	Grave	D				
5. Repeated sexually oriented kidding, teasing, joking or flirting	Grave	D				
6. Graphic commentary about an individual's body, sexual prowess or sexual deficiencies	Grave	D				
7. Leering, Whistling, touching, pinching, brushing against another body	Grave	D				
8. Displaying objects that are sexual in nature	Grave	D				
9. Sexual assault and rape	Grave	D				

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10. Persistent and unwanted attempts to change an educational or professional relationship to a personal or intimate one	Grave	D				
Section 6: Security and Safety						
1. Concealing Defective Work	Minor	WW	15S	30S	D	
2. Reporting to work under the influence of liquor; drinking intoxicating beverages during working time	Major	15S	30S	D		
3. Unauthorized possession of firearms, deadly weapons and/or dangerous prohibited drugs within the university premises	Grave	D				
4. Disregarding health, safety and security rules resulting to loss, damage and risk to employees or its clients	Grave	D				
5. Assisting or allowing any outsider to enter school premises without undergoing the security checks in the entry points resulting to risk in the safety of the employees and the stakeholders;	Grave	D				
6. Causing serious injuries to superiors, co-employees or other persons within school premises whether committed or through negligence; uttering false, fictitious or malicious statements against the school, or its officers	Grave	D				
7. Unauthorized possession of picklocks, false keys, master keys, and similar devices which can open doors, windows, lockers, cabinet or the like within the school premises	Grave	D				
8. Possessing, selling or supplying illegal drugs or reporting to work under the influence of drugs	Grave	D				
9. Insulting, threatening with bodily harm, or showing disrespect or discourtesy to a superior or school official as well as visitors	Grave	D				
10. Sabotage, destruction of school property	Grave	D				
11. Inciting, instigating, provoking or participating in any riot or disorder, work slowdowns or engaging in concerted activities not duly authorized	Grave	D				
12. Planting/fabricating evidence for the purpose of imputing a crime against another	Grave	D				
13. Accepting bribe or anything of value in exchange for a job, preferential treatment in biddings, or harboring work assignment	Grave	D				

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14. Unauthorized use of lockers belonging to others	Grave	D				
15. Vandalism like writing, carving, etching, painting or posting writings or drawings or other similar acts that tend to deface school property	Grave	D				
16. Entering or attempting to enter restricted areas, or aiding others in entering or attempting to enter restricted areas	Grave	D				
17. Unauthorized/improper use of computers and peripheral equipment, including unauthorized removal of parts thereof	Grave	D				
18. Possessing, selling or supplying illegal drugs or reporting to work under the influence of drugs	Grave	D				
Section 7: Safety and Housekeeping						
1. Improper disposal of waste/garbage materials	Minor	WW	15S	30S	D	
2. Tampering with fire-fighting equipment	Grave	31S	D			
3. Unauthorized posting, writing or removing any written notice or information from school bulletin board	Minor	WW	15S	30S	D	
4. Failure to submit or observe security requirements such as routine inspection before entering and leaving school premises	Minor	WW	15S	30S	D	
5. Spitting, littering or urinating in unauthorized places	Minor	WW	15S	30S	D	
Section 8: Mass/social media and Communication						
1. Publishing, posting, leaking or disseminating false or malicious statements through any means including but not limited to mass media or social media which will put the university's name or its employees in bad light	Grave	D				
2. Conflict of interest resulting to damage or loss to the business of the university including but not limited to:	Grave	D				
a. Engaging or being involved in any undertaking that places or could place the employee/employer in direct conflict with his responsibilities	Grave	D				
b. Engaging or being involved in activities that will require the personal time, attention and direct personal involvement which	Grave	D				

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adversely affect the performance of their jobs and the business of the university						
3. Initiating, leading, involving, participating, or carrying out any activity that in general is detrimental to the name, integrity, and best interest of the university.	Grave	D				
4. Criminal offense punishable by law	Grave	D				
Section 9: Workplace Health and Safety						
1. Refusal to adhere the health and safety standards such as wearing of facemasks or PPEs, signing of health declaration, temperature checking, physical distancing, quarantine and other health protocols	Minor	WW	15S	30S	D	
2. Non-submission of the required medical certificate upon return to work from sick leave or as required upon resumption to ensure health and safety for all employees	Minor	WW	15S	30S	D	
3. Dishonesty in answering the health questionnaire such as symptoms, contact with COVID-19 patients and other information that may threaten the health and safety of other employees	Grave	D				
4. Insubordination and willful disrespect to the implementing health, safety and security officer for workplace prevention, precautionary measures and control of COVID-19 in the University	Minor	WW	15S	30S	D	
5. Repeated violations on the health protocols for over 10 times	Minor	WW	15S	30S	D	

3.8 Disciplinary Measures


Disciplinary Measures	Code	Severity of Offense	Description
Verbal Warning	VW	Minor	Verbal information provided to an employee that she has violated a rule in the university, and such violation shall not continue
Written Warning	WW	Minor	A formal written notice to an employee regarding his violation of the policies in the university

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Suspension	S	Major	Loss of work and wages for a specific period of not more than 30 days depending on the severity of offense.
Dismissal	D	Grave	Employee shall be dismissed from employment for a specific violation depending on its frequency or severity

3.9 Classification of Offenses and Penalty

Classification of Offense	Code	Description	Penalty
Minor Offense	MNOF	Refers to less serious offenses with limited to no negative implication to the nature of the business of the university	The penalty for minor offenses shall range from verbal to written warning without suspension.
Major Offense	MJOF	Affects multiple persons and the integrity of the university	The penalty for major offense shall range from written warning to notice of suspension of not more than thirty (30 days) to dismissal from employment.
Grave	GROF	Refers to acts with administrative, civil and criminal cases with serious implication to the integrity and nature of the business of the university	The penalty for grave offense shall range of thirty (31) days suspension to dismissal from employment

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4.0 Narrative Procedures

Person Responsible	Activities
Concerned Head of the Department	1. Filing of Incident Report 2. Initial Conference with the employee 3. Recommend action to the HR Director-Operations for further investigation
Director, HR Operations	1. Issue the Notice to Explain and conduct further investigation or dialogue with the concerned employee 2. Make a summary and findings of the case 3. Elevate to the grievance committee, when necessary, upon approval of the request for further investigation
Grievance Committee	4. Convene and conduct the formal investigation process to further establish the facts of the case 5. Submit findings and recommended disciplinary measures to the President for approval
President	6. Review and takes action on the recommendation of the Grievance Committee
Chair of the Grievance Committee	7. Sends show-cause memorandum to the person for investigation.
Concerned Employee	8. Responds to the Show-Cause Memorandum.
Grievance Committee	9. Convenes and conducts the official investigation. 10. Recommends appropriate sanctions or disciplinary measures to the President & CEO.
President	11. Evaluates and approve the recommendation of the Grievance Committee.
Chair of the Grievance Committee	12. Prepare a Notice of Decision upon approval of the recommendation. 13. Sends the Notice of the Decision to the Human Resources Department.
Director, HR Operations	14. Executes the Notice of Decision. 15. Sends copy of the Notice of Decision to the complainant.

5.0 List of Forms

5.1 Notice to Explain