

Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Province of Rizal



PRODUCTION AND SERVICES OPERATIONS MANUAL

BOR Resolution No. 049-481-14

2014

PREFACE

The University Production and Services Manual contains policies that define the operation of production and services unit in the university which include among others governance, management, conduct and implementation of income generating projects as well as provision of professional services. Specifically it covers the production and services organizational objectives and structure, management of production services, implementing guidelines and policies, interface of production with instruction, research and extension services, product disposal and marketing, credit limit and payment scheme, hiring of equipment/technical and expert services, and project monitoring and evaluation.

This guidebook will serve as guide among stakeholders in the university in the judicious and systematic implementation, management, evaluation and monitoring of recognized production projects, professional services and other income generating ventures in the university. It also contains different forms that are commonly use in production and service related activities. These forms would somehow facilitate the uniform and timely submission of inventory, project status, sales and financial reports towards an effective and efficient project operation.

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HISTORY OF THE UNIVERSITY OF RIZAL SYSTEM

The University of Rizal System is a merger of two (2) state colleges and a University extension campus – the Rizal Polytechnic College, Rizal State College, and the Rizal Technological University extension campus. The Republic Act 9157 lapsed into law on August 11, 2001, established a State university in the province of Rizal to be known as the University of Rizal System, by integrating the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and Rizal Technological University-Antipolo Annex, all in the province of Rizal. On June 18, 2002, CHED Resolution No. 411-2002 was issued identifying Tanay Campus as the main campus of the University.

The Rizal National Agricultural School (RNAS) was established by Republic Act Number 1560 authored by Cong. Serafin Salvador, which was approved on June 16, 1956. RNAS was opened on May 27, 1959. It was chartered as a state college on June 24, 1983 by Batas Pambansa Bilang 622 authored by Assemblyman Frisco F. San Juan making it the first state college in the Province of Rizal known as Rizal College of Agriculture and Technology (RCAT). RCAT was later renamed Rizal State College (RSC) by virtue of Republic Act 7858 sponsored by Hon. Congressman Emigdio S. Tanjuatco, Jr. and approved by His Excellency Fidel V. Ramos on January 21, 1995.

The College is about 67 kilometers away from Metro Manila and accessible to all towns of Rizal through the Manila East Road or through Marikina-Infanta highway and is set atop an elevation of about 1,800 feet above sea level in the Sierra Madre Mountain range and is overlooking the scenic Laguna Lake and the surrounding lake towns.

Rizal Polytechnic College was first established as Morong High School on August 16, 1944. It was converted into Morong National High School on August 20, 1976 and to Morong National Comprehensive School on March 30, 1977. With the integration of Tomas Claudio Memorial Elementary School, it was converted into Morong National Comprehensive School, later renamed Rizal Technological and Polytechnic Institute on August 10, 1983 through Batas Pambansa Bilang 469. RTPI became a state college, the Rizal Polytechnic College on March 1, 1995 through Republic Act 7933. Through Board of Trustees Resolution No.06-13-98 dated February 12, 1998, RPC Cardona Research Extension was established.

At present the University operates with 10 campuses in the Province of Rizal, namely: URS Angono, Antipolo, Binangonan, Cainta, Cardona, Morong, Pililla, Rodriguez, Tanay and Taytay. It offers complete education from Kindergarten to Graduate School. The University implements a number of academic programs in the doctorate, masters, baccalaureate, non-degree and short-term courses. It also provides research, extension and production services as well as establishment of centers. The existence of the University caters to the needs of the stakeholders within and nearby provinces.

UNIVERSITY CHARTER (Republic Act No. 9157)

“An Act Establishing the University of Rizal System by Integrating the Existing State Colleges in the Province of Rizal and the Rizal Technological University-Antipolo Annex Appropriating Funds Therefor and For Other Purposes”

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. There is hereby established a State university in the Province of Rizal to be known as the University of Rizal System hereinafter referred to as the University, by integrating the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University – Antipolo Annex, all in the Province of Rizal. The main campus of the University shall be determined by the Commission on Higher Education.

Section 2. The University shall primarily offer higher professional and technical instructions and training in science and technology and promote research, extension, and production services, advanced studies and specialized training in all fields deemed relevant to the development goals of the Province of Rizal.

Section 3. A reasonably-sized laboratory school shall be allowed to remain and operate subject to the maintenance of a College of Education within the University. Likewise, the University may adopt public elementary and secondary schools in the Province of Rizal to serve as pilot centers for innovative teaching and learning strategies and approaches so operated and maintained under an appropriate memorandum of agreement between the University and the Department of Education, Culture and Sports (DECS).

Section 4. The University may open new branches/annexes in consortium with other academic institutions only within the Province of Rizal.

Section 5. The governing body of the University shall be the Board of Regents, hereinafter referred to as the Board, which shall be composed of the following:

- (a) The chairman of the Commission on Higher Education (CHED) chairman;
- (b) The president of the University, vice-chairman;
- (c) The chairman of the Committee on Education, Culture and Arts of the Senate or his/her representative, member;
- (d) The chairman of the Committee on Higher and Technical Education of the House of Representatives or his/her representative, member;
- (e) The regional director of the National Economic and Development Authority (NEDA), member;
- (f) The regional director of the Department of Science and Technology, member;

- (g) The president of the federation of faculty associations of the University, member;
- (h) The president of the federation of student councils or the student representative elected by the federation of student councils of the University, member;
- (i) The president of the federation alumni associations of the University, member, and;
- (j) Two (2) prominent citizens who have distinguished themselves in their professions or in their specializations, member;

The two (2) prominent citizens shall be chosen from among the list of at least five (5) qualified persons in the Province of Rizal, as recommended by a search committee constituted by the University president in consultation with the chairman of CHED based on normal standards and qualifications for the position.

The term of office of the representatives of the federations of faculty associations, student councils and alumni associations shall be coterminous with their respective term of office.

For the purpose of the provisions of this section, the associations of faculty, alumni, and student councils in each branch of the University shall organize themselves to form their respective federations, which in turn shall elect their federation officials;

The two (2) prominent citizens shall serve for a term of two (2) years.

Section 6. The Board shall promulgate and implement policies in accordance with the declared policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture and sports as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722.

Section 7. The Board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the Board of Directors of a corporation under existing laws.

- (a) To enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the State University;
- (b) To receive and appropriate all sums as may be provided, for the support of the University in the manner it may determine, in its discretion, to carry out the purposes and functions of the University;
- (c) To receive in trust legacies, gifts and donations of real and personal properties of all kinds and to administer and dispose the same when necessary for the benefit of the University and subject to the limitations, directions and instructions of the donors, if any. Such donations shall be exempt from the donor's tax and the same shall be considered as allowable deductions from the gross income of the donor, in accordance with the provisions of the National Internal Revenue Code, as amended;

- (d) To fix tuition fees and other necessary school fees and charges such as, but not limited to, matriculation fees, graduation fees, and laboratory fees, as the Board may deem proper to impose after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other incomes generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same funds for the use of the University.

Any provision of existing laws, rules and regulations to the contrary, notwithstanding, any income generated by the University from tuition fees and other charges, as well as from the operation of the auxiliary services and land grants, shall be retained by the University, and may be disbursed by the Board for instruction, research, extension, or other programs/projects of the University. Provided, that all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

If for reasons beyond its control, the University shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of said funds for any reasonable purpose which, in its discretion may be necessary and urgent for the attainment of the objectives and goals of the University.

- (e) To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- (f) To authorize the construction or repair of its buildings, machineries, equipment and other facilities, and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment. Purchases and other transactions entered into by the University through the Board shall be exempt from all taxes and duties;
- (g) To appoint upon recommendation of the president of the University, vice-presidents, deans, directors, heads of departments, faculty members and other officials and employees;
- (h) To fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the Revised Compensation and Position Classification System and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper, to grant them, at its discretion, leave of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- (i) To approve curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
- (j) To set policies on admission and graduation of students;

- (k) To award honorary degrees upon persons in recognition of outstanding contributions in the fields of education, public service, arts, science and technology, or in any field of specialization within the academic competence of the University; and to authorize the awarding of certificates for completion of non-degree and non-traditional courses;
- (l) To absorb non-chartered tertiary institutions within the Province of Rizal in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- (m) To establish research and extension centers where such will promote the development of the University;
- (n) To delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;
- (o) To delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;
- (p) To authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- (q) To collaborate with other governing boards of State colleges and universities within the province or region, under the supervision of the CHED in consultation with the Department of Budget and Management (DBM), the restructuring of the University to become more efficient, relevant, productive and competitive;
- (r) To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds of which will be used for the development and strengthening of the University;
- (s) To develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the University;
- (t) To develop academic requirements for institution capability building with appropriate institutions and agencies, public and private, local and foreign, and to appoint experts, specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- (u) To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open

learning, community laboratory, etc., for the promotion of greater access to higher education;

- (v) To establish policy guidelines and procedures for participative decision-making and transparency within the University;
- (w) To privatize, where most advantageous to the institution, management and non-academic services such as health, food, building or grounds or property maintenance and similar such other activities; and
- (x) To extend the term of the president of the University beyond the age of retirement but not later than the age of seventy (70) whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee;

Section 8. The Board of Regents shall regularly convene at least once every quarter. The chairman of the Board of Regents may call a special meeting whenever necessary: Provided, That members are notified in writing at least three (3) days prior to said meeting.

A majority of all members holding office shall consist a quorum for board meetings: Provided, That the chairman of the Board, or the president of the University is among those present in the meeting.

In the absence of the chairman of the CHED, a commission of the CHED, duly designated by him, shall represent him in the meeting: Provided, however, That during this meeting, the president of the University as vice-chairman shall be the presiding officer: Provided, further, That this proviso notwithstanding, the chairman of the CHED is hereby authorized to designated a CHED commissioner as the regular chair of the Board of Trustees, in which case said CHED commissioner shall as act as the presiding officer.

The members of the Board shall not receive compensation but shall be reimbursed for necessary expenses incurred in their attendance of meetings or in connection with their official business authorized by resolution of the Board, subject to pertinent existing laws and regulations.

Section 9. The administration of the University shall be vested in the president of the University who shall render full-time service. He shall be appointed by the Board upon recommendation of the Committee on Higher Education, in consultation with a duly constituted search committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term: Provided, however, That this proviso notwithstanding, in order to effect a smooth transition to a university, the chairman of the CHED shall appoint an officer-in-charge pending the appointment of the first University president.

In case of vacancy in the office of the president by reason of death, resignation, incapacity of the president to perform the functions of his office, the Board shall have

authority to designate an officer-in-charge of the University pending the appointment of a new president.

In case of vacancy in the office of the president as mentioned in the immediately preceding paragraph, his successor shall hold office for the unexpired term. If the successor shall serve for a period of more than two (2) years, then such shall be considered as one full term for the successor.

The powers and duties of the president of the University, in addition to those specifically provided in this Act, shall be those usually pertaining to the office of the president of similar universities.

The salary of the president of the University shall be in accordance with the Revised Compensation and Position Classification System and shall be comparable to that being received by similar educational institutions of like enrollment and standing.

Section 10. There shall be administrative council consisting of the president of the University as chairman, the vice-president(s), deans, directors and other officials of equal rank as members whose duty is to review and recommend to the Board policies governing the administration, management and development planning of the University.

Section 11. There shall be an academic council consisting of the president of the University, as chairman, the vice-president(s) and all members of the instructional staff with the rank of not lower than assistant professor, as members.

The academic council shall have the power to prescribe curricular offerings subject to the approval of the Board. It shall fix the requirements for admission to the University, as well as for graduation and the conferring of degrees, subject to review and/or approval by the Board through the President of the University. It shall also have the disciplinary powers over the students through the president within the limits prescribed by the rules of discipline, as approved by the Board.

Section 12. There shall be a secretary of the University who shall be appointed by the Board upon recommendation of the president of the University. He shall also be the secretary of the Board and shall keep such records of the University as may be determined by the Board.

Section 13. The Treasurer of the Philippines shall be the ex officio Treasurer of the University.

Section 14. No student shall be denied admission to the University by reason of sex, nationality, religion or political affiliation.

The University shall provide a scholarship program and other affirmative action programs to assist poor but deserving students to qualify for admission to the university.

Section 15. No religious opinion or affiliation shall be a matter of inquiry in the appointment of faculty members of the University. Provided, however, That no member of faculty shall teach for or against any particular church or religious sect.

Section 16. On or before the fifteenth (15th) day of the second month after the opening of the regular classes each year, the Board shall file with the Office of the President of the Philippines, through the Chairperson of the CHED and to both Houses of Congress, a detailed report on the progress, conditions and needs of the University.

Section 17. All the assets, fixed and movable, personnel and records of the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University, Antipolo Annex as well as liabilities or obligations are hereby transferred to the University of Rizal System: Provided, That the positions, rights and security of tenure of personnel therein employed under existing laws prior to absorption by the University are not impaired: Provided, further, That the incumbents of the positions shall remain in the same status until otherwise provided by the Board. All parcels of land belonging to the government, occupied by the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University – Antipolo Annex shall be declared the property of the University of Rizal System and shall be titled under that name: Provided, furthermore, That should the University cease to exist or be abolished or such parcels of land aforementioned be no longer needed by the University, the same shall be transferred to the Province of Rizal. However, the provincial government of Rizal can only utilize such land for its equivalent monetary values) for higher education purposes as mentioned in this Act.

Section 18. All accounts and expenses of the University shall be audited by the Commission on Audit or its duly authorized representative.

Section 19. The heads of bureaus and offices of the national government are hereby authorized to loan or transfer upon request of the president of the University, such apparatus, equipment or supplies as may be needed by the University and to detail employees for duty therein when in the judgment of the bureau or office, such apparatus, equipment, supplies or services of such employees can be spared without serious detriment to the public service. Employees so detailed shall perform such duties as required of them by the president of the University, and the time so employed shall be counted as part of their regular services.

Section 20. The amount necessary for the implementation of this Act shall be charged against the current year's appropriations of the Rizal State College, the Rizal Polytechnic College and the Rizal Technological University – Antipolo Annex. Thereafter, such sums as may be necessary for the continued operation and maintenance of the University of Rizal System shall be included in the annual General Appropriations Act.

Section 21. Sections 1, 4 and 22 of Republic Act No. 8365 are hereby repealed. All other laws, presidential decrees, executive orders, rules and regulations contrary or

inconsistent with the provisions of this Act are hereby repealed, amended, or modified accordingly.

Section 22. Within a period of one (1) school year after the approval of this Act, the CHED is hereby empowered to define and design the process of reorganization and restructuring of the University.

Section 23. If for any reason, any part or provision of this Act is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

Section 24. This Act shall take effect fifteen (15) days upon publication in the Official Gazette.

Approved.

(SGD.) AQUILINO Q. PIMENTEL, JR
President of the Senate

(SGD.) FELICIANO BELMONTE, JR.
Speaker of the House of Representatives

This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on June 7, 2001 and June 7, 2001 respectively.

(SGD.) LUTGARDO B. BARBO
Secretary of the Senate

(SGD.) ROBERTO P. NAZARENO
Secretary General
House of Representatives

APPROVED:

GLORIA MACAPAGAL-ARROYO
President of the Philippines

Lapsed into law on August 11, 2001
Without the signature of the President,
in accordance with Article VI, Section 27 (1) of the Constitution.

UNIVERSITY SEAL

(As per Board Resolution No. 07-080-03 adopted during the Special Meeting held on December 4, 2003)



Map of Rizal	The service area and location of the University
Rope	The people from all walks of life who support and ideally carry the name of the University in mind, heart and in deeds
Pillar	The school as a citadel of learning providing knowledge and guidance developing values and shedding light on the minds and hearts of the learners
Diploma	The achievement for all the efforts of the students, the parents, the staff, Administration, the alumni and the community to attain quality education
Gear	The technology innovations which unify and facilitate the operational management of the University as a system
Orbit	Shows the continuous development of the individual as a learner and the University as an avenue of community development and nation building. It also symbolizes excellence in the four-fold functions of the University as Instruction, Research, Community and Extension
Leaves	The aim of the University for academic excellence and progress. Furthermore, it exhibits the component of agriculture as an instrument in the upliftment of productivity and the quality of life of the people
2001	The year when Republic Act No. 9157 lapsed into law
Globe	The challenges of global education
Wide space	The prospects of the University in providing relevant and responsive course offerings and community service

UNIVERSITY OF RIZAL SYSTEM

(As per Board Resolution No. 042-390-13 adopted during the 42nd Regular Meeting held on March 14, 2013)

VISION

The leading University in human resource development, knowledge and technology generation and environmental stewardship

MISSION

The University of Rizal System is committed to nurture and produce upright and competent graduates and empowered community through relevant and sustainable higher professional and technical instruction, research, extension and production services.

CORE VALUES

R	Responsiveness
I	Integrity
S	Service
E	Excellence
S	Social Responsibility

URS BRAND

“Nurturing tomorrow’s noblest”

URS BRANDING SYMBOL

The GIANTS

GOALS

Quality and Excellence
Relevance and Responsiveness
Access and Equity
Efficiency and Effectiveness

URS VECTOR



BOR Resolution No. 042-390-13

Administrative Council Resolution No. 02-007-13

Executive Committee Resolution No. 25, Series of 2013

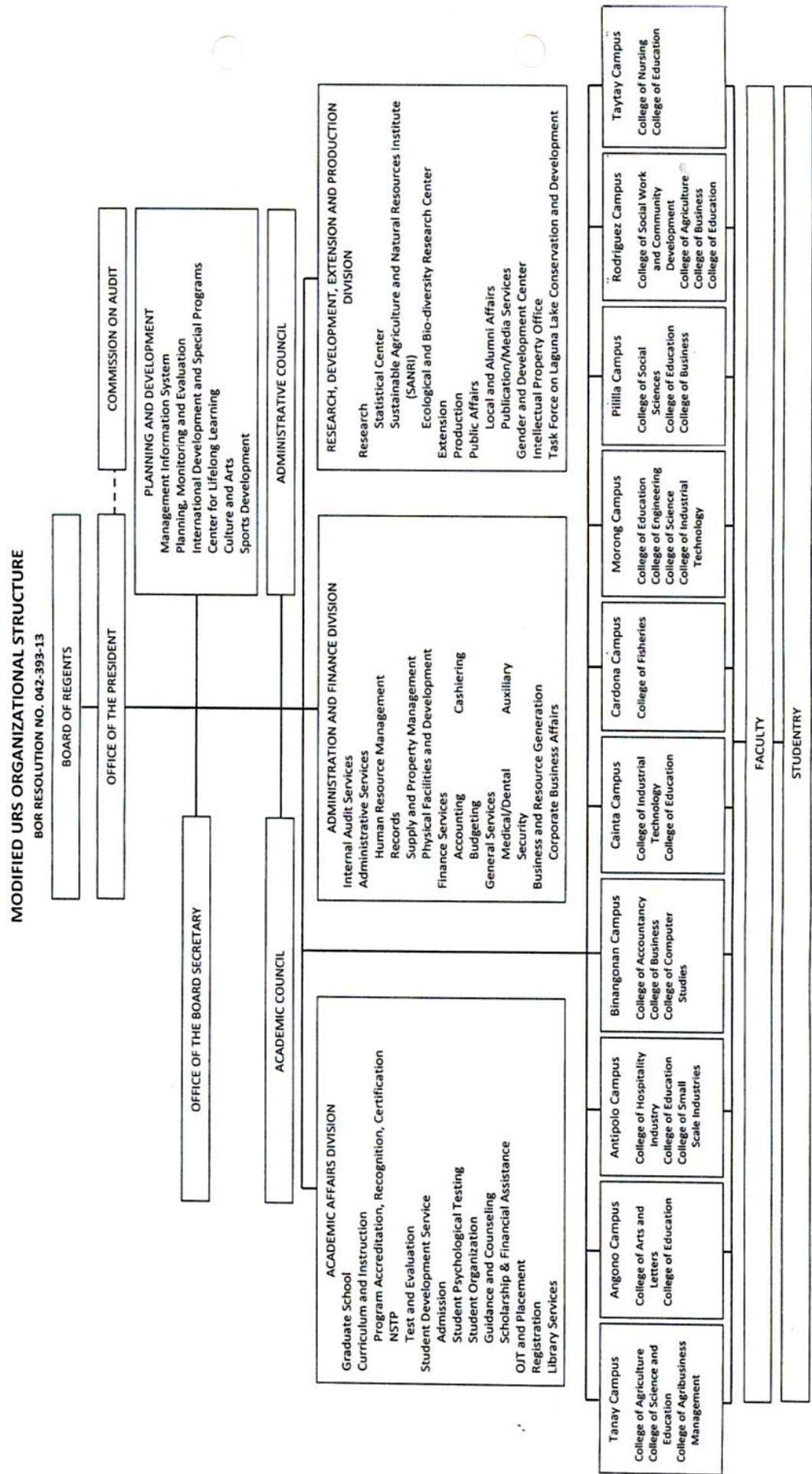
(Date of Official Commencement of Use: September 16, 2013)

In Philippine myths, a legendary figure named Bernardo Carpio is a giant. He had a strength that was similar to that of Hercules of the Greek mythology. Giants or commonly called as Titans were a primeval race of powerful duties and the descendants of Earth and Sky that ruled during the legendary golden age. They were immortal beings of incredible strength and stamina and were also the first pantheon god and goddesses. Giants possessed overwhelming physique and power beyond human capacity. The basic form of the legend is that Bernardo Carpio, a being of great strength, is trapped in between two great rocks in the Mountains of Montalban. Accordingly, he is keeping the mountains from crashing into each other (similar to the Greek titan Atlas holding up the sky). When Carpio shrugs his shoulder, an earthquake occurs.

As an “icon” in the URS Vector, Bernardo Carpio depicts that the enslaving poverty and oppressing ignorance will be replaced with freedom and happiness through perseverance and education. The Giant in its colossal glory is at the center while lifting the word “Giants” with the name/acronym of the University written at the top. The brusque and masculine demeanor of the Giant represents the excellence and greatness of the institution and holds the URS core values. Giants are undefeatable and will always RISE to persevere odds and challenges. The state-of-trance-expression of the giant bordering from rage and duress conveys the feeling of “I’ll give all my bests to strive Greatness and Excellence.”

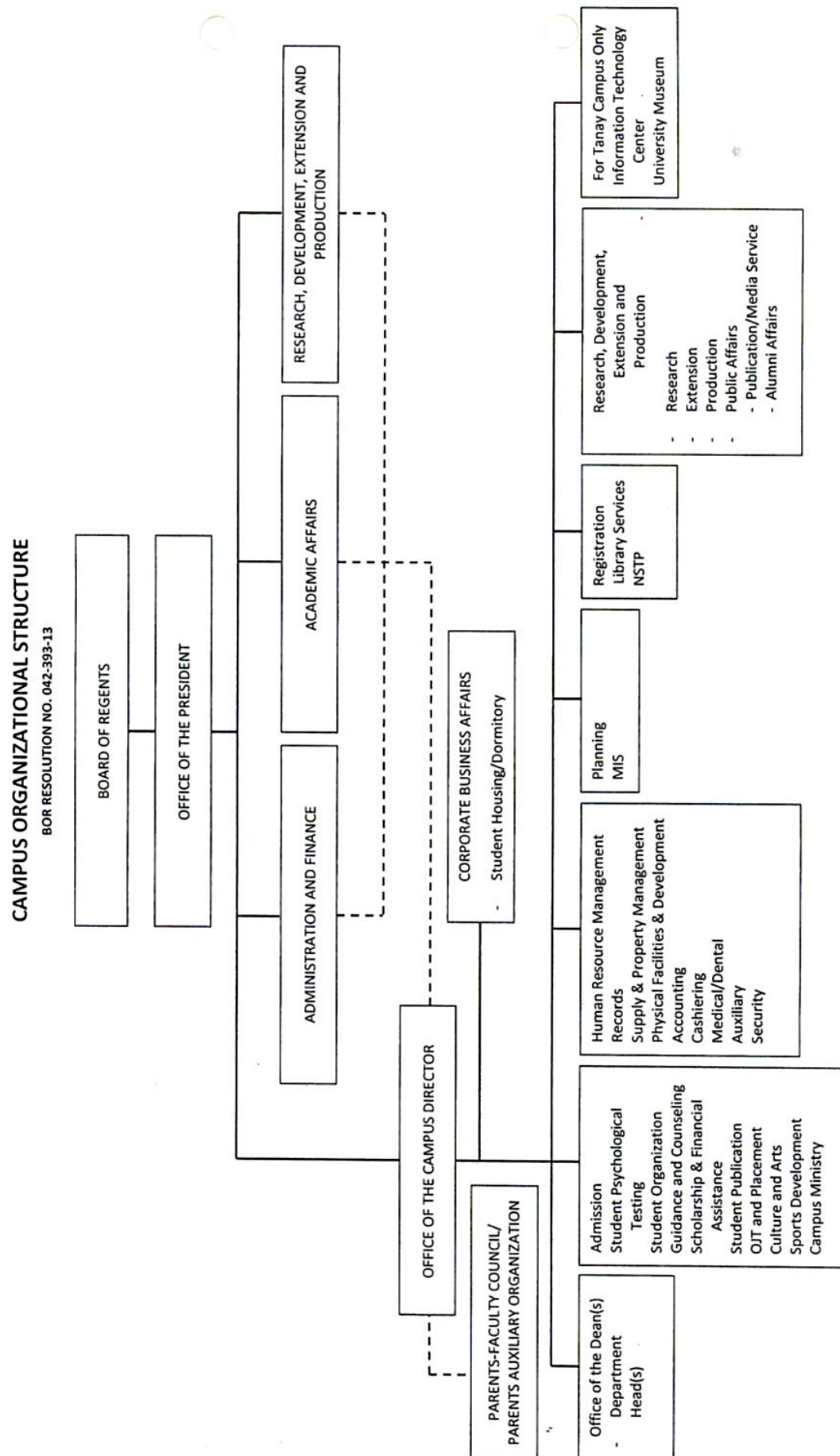
“Go, Go, Go Mighty Giants!”

URS ORGANIZATIONAL STRUCTURE

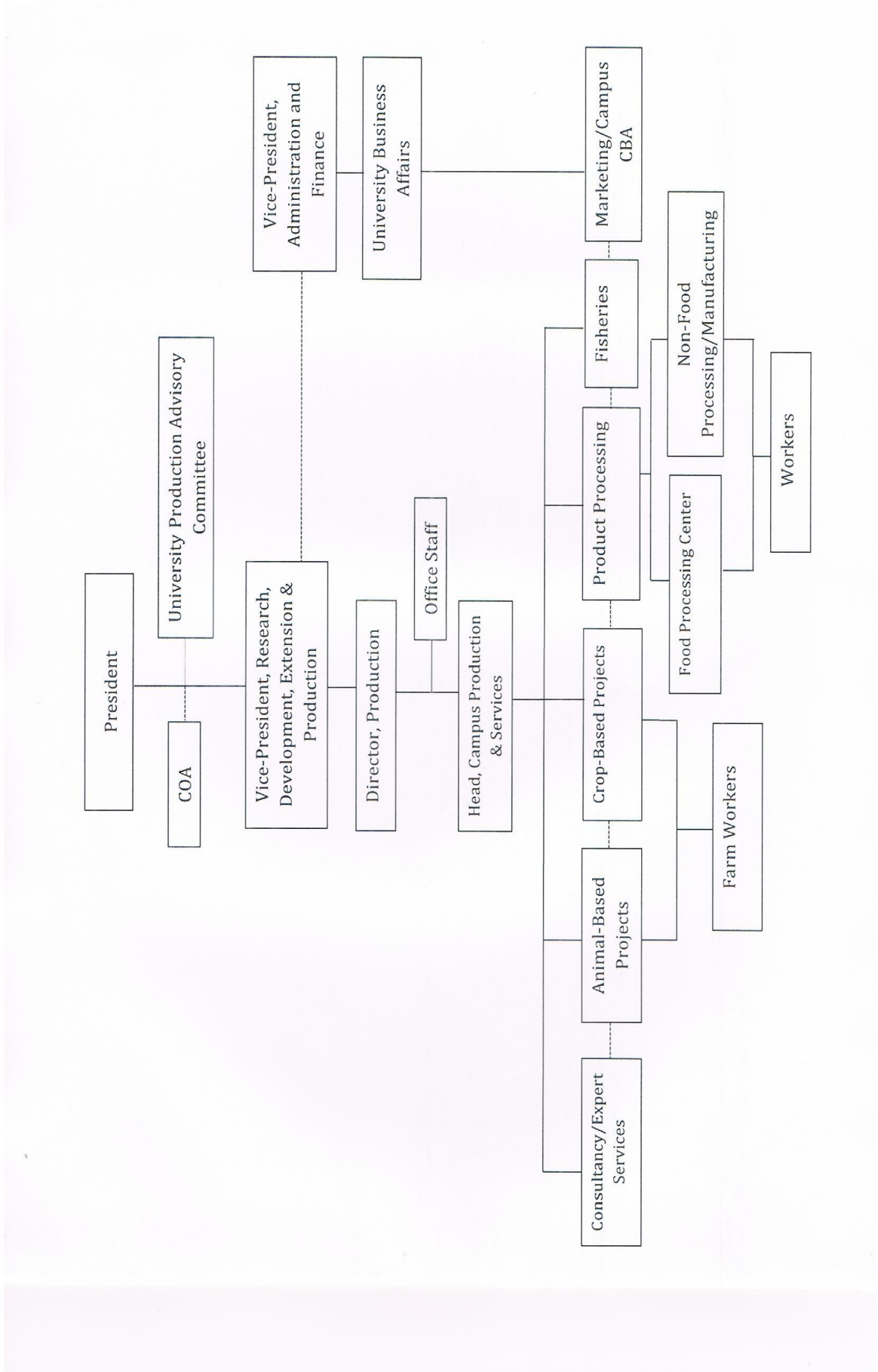


“Nurturing Tomorrow’s Noblest”

CAMPUS ORGANIZATIONAL STRUCTURE



PRODUCTION ORGANIZATIONAL STRUCTURE



1. RATIONALE

Republic Act 8292, otherwise known as the “Higher Education Modernization Act of 1997,” granted State Universities and Colleges self-governing status in terms of fiscal autonomy allowing them to generate funds to augment finances. Pursuant to the Act, SUCs save all income generated from tuition and other fees including those derived from entrepreneurial activities.

This prompted the University of Rizal System to enhance the University income generation and the Office of Production and Services Unit was created and tasked to boost income generation through the establishment and development of income generating projects/SMEs and services as well as to work hand in hand with other units to help in achieving the University Vision and Mission.

2. PRODUCTION AND SERVICES UNIT OBJECTIVES

Generally, Production and Services Unit aims to generate income for the institution to enable flexibility in financial management and attain fiscal autonomy.

Specifically, the Unit shall:

- 2.1 Enhance income generation of the University through the establishment of SMEs/production projects and services;
- 2.2 Facilitate the implementation of various income generating projects of the University to support instruction research and extension services;
- 2.3 Promote product development and value adding activities and services to increase marketability;
- 2.4 Offer technical and professional services and other resources to people, business, farms, and other stakeholders as ways of resource generation.

3. PRODUCTION AND SERVICES ORGANIZATIONAL STRUCTURE

3.1 Organization

The University of Rizal System shall provide production services through the University Production and Services Management Committee (UPSMC) who shall act as the governing body in relation to the Production and Services Unit operation.

The University Production and Services Management Committee (UPSMC) shall have the following composition:

- Chair : Vice-President for Research, Development, Extension and Production Services
- Vice-Chair : Vice-President for Administration and Finance
- Members : Vice-President for Academic Affairs
- Production and Services Directors
- Internal Auditor
- Budget officer
- Business Specialist (Faculty/Staff)

The UPSMC secretary shall be designated by the Chairman.

3.2 Functions

3.2.1 University Production and Services Management Committee (UPSMC)

The UPSMC shall:

- 3.2.1.1 Determine investment priorities;
- 3.2.1.2 Ensure that production projects are available to support instructions, research and extension activities;
- 3.2.1.3 Set performance standards in the management of production projects;
- 3.2.1.4 Formulate financial management guidelines in accordance with accounting and auditing rules and regulations;
- 3.2.1.5. Evaluate financial soundness, viability and sustainability of production projects and shall recommend appropriate action to the University President.
- 3.2.1.6 Provide appropriate trainings to production staff to enhance project performance;
- 3.2.1.7 Recognize production personnel with very satisfactory performance by giving incentives;
- 3.2.1.8 May create a Sub-Committee whenever found necessary to perform specific function; and
- 3.2.1.9 Recommend for the hiring of consultant like Veterinarian, Expert in Product Development/Packaging, and others to assist the Production Unit.

3.2.2 UPSMC Chairman

The UPSMC Chairman shall:

- 3.2.2.1 Preside UPSMC meeting;
- 3.2.2.2 Manage and supervise the operation of the production projects of the University through the Production Director;
- 3.2.2.3 Recommend to the University President plans and policies for the enhancement of production projects physically, financially and managerial aspect;

- 3.2.2.4 Prepare and submit periodic report to the office of the University President;
- 3.2.2.5 Endorse to the University President projects proposals for the establishment of SMEs and services in the University; and
- 3.2.2.6 Recommend the acquisition of production supplies and equipment as well as service requirements;

3.2.3 Production and Services Director

The Production and Services Director shall:

- 3.2.3.1 Physically supervise and monitor the operation of the University production projects as well as marketing of products;
- 3.2.3.2 Prepare and submits reports;
- 3.2.3.3 Assist in the performance evaluation of production projects;
- 3.2.3.4 Endorse to the UPSMC Chairman relative to the request for the acquisition of farm supplies and equipment as well as service request;
- 3.2.3.5 Strengthen the Production projects operation by recommending policies to UPSMC;
- 3.2.3.6 Receive project proposals and endorses to the UPSMC for appropriate action;
- 3.2.3.7 Coordinate the use of production projects for instructional, research and extension activities of the University;
- 3.2.3.8 Conduct regular meetings with Project Managers and Field Workers to determine the status and needs of production projects;
- 3.2.3.9 Promote harmonious relationships among Production and Services Unit personnel, Project Managers and Field Workers as well as in other University offices;
- 3.2.3.10 Promote product development and value adding activities;

3.2.3.11 Delegate and assign duties, responsibilities, authority and powers to colleagues and subordinates as may be allowed by existing issuances; and

3.2.3.12 Perform other duties as delegated by higher authorities.

3.2.4 Head, Campus Production and Services Unit

The Head, Campus Production and Service Unit shall:

3.2.4.1 Plan and implement approved plans of the unit based on the university strategic plans;

3.2.4.2 Prepare annual budgetary requirement of the unit;

3.2.4.4 Coordinate production activities in the campus;

3.2.4.5 Prepare and submit progress and accomplishment reports of the unit;

3.2.4.6 Initiate and promote production activities at the campus level in coordination with the RDEP Division;

3.2.4.7 Encourage the participation of Campus Faculty and Staff in production activities;

3.2.4.8 Receive project proposal and endorse it to Campus Director for appropriate action;

3.2.4.9 Assist faculty/staff in the preparation of proposals and facilitate submission of packaged production projects to potential funding agencies/ organizations;

3.2.4.10 Sustain and strengthen existing linkages and establish new partnership/collaboration on RDEP undertakings; and

3.2.4.11 Perform other functions as deemed necessary and require by higher authorities.

3.2.5 Project Manager

The Project Manager shall:

3.2.5.1 Physically manage and supervise his/her IGP project;

3.2.5.2 Request supplies and equipment requirements of the project;

- 3.2.5.3 Formulate and recommends policies for project development;
- 3.2.5.4 Evaluate the performance of field worker/s assigned in the project;
- 3.2.5.5 Seek approval of product disposal (selling);
- 3.2.5.6 Facilitate the delivery of products to the Campus CBA;
- 3.2.5.7 Coordinate with various Units relative to the offering and hiring/utilization of services;
- 3.2.5.8 Determine product and services prices and fees and seek approval to the UPSMC for approval and implementation;
- 3.2.5.9 Check the reports submitted by production workers;
- 3.2.5.10 Responsible for the safety of all the resources of the projects; and
- 3.2.6.11 Perform other functions as required by higher authorities.

4. GENERAL POLICIES AND GUIDELINES ON THE OPERATION AND MANAGEMENT OF THE PRODUCTION SERVICES

4.1 Management of the Production Services

The Production and Services Unit shall focus on the food production, non-food production, value-adding activities, consultancy rental of university resources/equipment and hiring of services.

Specifically, the production projects and services are:

4.1.1 Animal-Based Production

4.1.1.1 Swine

4.1.1.2 Broiler

4.1.1.3 Goat

4.1.1.4 Fishery

4.1.1.5 Others

4.1.2 Crop-Based Production

4.1.3 Product Processing

4.1.3.1 Food Processing

- Milk and Meat Processing
- Fruit and Vegetables Processing
- Others

4.1.3.2 Non-Food Processing

- Soap Production
- Office Mates
- Others

4.1.4 Services

4.1.4.1 Laboratory Services

- Food Testing
- Soil and Water Testing
- Others

4.1.4.2 Product Packaging

4.1.4.3 Professional

4.1.4.4 Technical/Experts

4.1.4.5 Consultancy

4.1.4.6 Farm Equipment

The rate of consultancy, professional and technical/experts services shall be based on per hour rate using the DBM formula or based on the agreement entered between the consultant and the consultee.

Hiring of farm equipment shall be based on the per hour rate based on the agreement made by the University and the party applying to hire farm equipment.

4.2 Implementing Guidelines and Policies

- 4.2.1 Generally, the University shall establish Small and Medium Scale Enterprises wherein 100,000 to 500,000 pesos investment shall be considered as small enterprise while 500,001 pesos and above investment shall be considered as medium scale enterprise. While investment of 99,999 pesos and below will be considered as Campus/College operated projects.
- 4.2.2 All income generating activities under the Production Unit are subjected to the University policies and guidelines.
- 4.2.3 Production projects are those projects with approved project proposal. Moreover, hiring of expert services/consultancies and University equipment are part of Production Unit operation.
- 4.2.4 Unless, otherwise provided by law, and/or resolution from the Board of Regents, production projects activities shall maintain a revolving fund for the purpose. Transaction shall be maintained/recorded in separate revolving fund book and bank account.
- 4.2.5 All products will be delivered to the CBA for marketing. Corresponding receipt shall be issued upon delivery and shall be recorded in the books/reports intended for the purpose.
- 4.2.6 Hiring of University equipment and expert services shall be facilitated by the Production Unit through the Campus RDEP Head with coordination with the College/Unit managing the equipment. Appropriate forms shall be first facilitated and accomplished prior to the approval of the Campus RDEP Head.
- 4.2.7 All the Colleges within the Campuses shall submit to the Campus RDEP Head the list of Campus equipment and technical/professional expert for consultanship being offered.
- 4.2.8 University earnings derived from production projects shall be recorded in prescribed government account chart.
- 4.2.9 Purchases of the needed supplies, materials and equipment shall be governed by established government accounting and auditing procedures.
- 4.2.10 The financial/sales report shall be submitted on the 4th day of the month to comply with the requirement of the Accounting Unit of the University.
- 4.2.11 Proceeds from production projects income shall be shared by the University, RDEP, Campus, College, Project Manager, Farm Worker, Capital Build-up as stated in sharing schemes.

- 4.2.12 Pricing of products shall be determined by the project manager and shall be approved by the UPSMC. However, prices are subject to change based on the condition of prices of inputs used in the project.
- 4.2.13 Faculty and farm workers are entitled to enjoy sharing of the net income when the project obtained an annual return on investment of 16% and above. However, the corresponding amount on their shares should not be higher than 50% of their annual basic salary.
- 4.2.14 The UPSMC has the right to terminate the service of the project manager and/or worker whenever negligence was found after investigation.
- 4.2.15 Engagement of manager shall be covered with MOA with the University to determine their respective responsibilities and accountabilities.
- 4.2.16 Project Managers may be allowed to establish a cash advance amounting to 10,000.00 to defray immediate purchases. This is subject to Government rules and regulation.
- 4.2.17 Payment of account for faculty and staff shall be through salary deduction every payday using the existing policy.

5. INTERFACING PRODUCTION WITH INSTRUCTION, RESEARCH AND EXTENSION SERVICES

The University Production Unit commits its resources to support the Instruction, Research, and Extension Services of the University through:

5.1. Production and Instruction

The Production Director and the Campus Production Head are only entitled for deloading. However, Project Managers are not entitled to deloading but will receive incentives as stated in Table 2.

5.1.1 Teaching Load

As shown in table 1, the Production Director and Head, Campus Production and Services Unit shall be given 6 units and 18 units teaching load respectively.

Table 1

Maximum Teaching Load

Distribution	Maximum Teaching Load
Production Director	6
Head, Campus Production Unit	18

5.2 Distribution of Income

To encourage establishment and enhancement of production projects/IGPs, the University shall allow the granting of incentives to production projects personnel. Table 2 shows the sharing scheme on net income derived from the production project while table 3 presents the distribution of professional fees derived from professional services.

Table 2

Distribution of Net Income from Production Projects

Distribution	Share (%)
University (Payment on Capital)	15
Production Unit	
<i>Equipment, Supplies and Materials</i>	15
Capital Build-up	40
Project Contingency Fund	5
Monetary Incentive:	25
<i>Project Manager</i>	
<i>Farm Worker/Labor</i>	
Total	100

Table 3

Distribution of Professional Fee Derived from Professional Services

Distribution	Share (%)
University	15
College (College maintenance)	25
Campus (Campus maintenance)	10
Expert	50
Total	100

5.3 Utilization of Production Areas for Instruction

- 5.3.1 Utilization of production areas for instructional purposes may be allowed provided the students and the Faculty-in-Charge will enter into agreement with the Production Unit.

The agreement shall cover the following:

- Rental of facilities
- Payment for utilities (water and electricity)
- Payment of any damage that may incurred during the conduct of the activities
- Utilization of Production Unit products such as bamboo culms, fruits, and others.

5.4 Utilization of Production Areas for Research and Extension

Production projects may accommodate research and extension undertakings of faculty researches/extensionists provided normal operation of said projects are not adversely affected.

6. PRODUCT DISPOSAL

To attain efficient product harvesting and disposal the following specific policies shall be considered:

- 6.1 Project workers shall seek approval to harvest/dispose products to the Project Manager prior to harvesting and disposal of the products.
- 6.2 Delivery of carcass shall be accompanied by slaughtering report in three copies (for campus CBA, Property Inspector, Project Manager copy).
- 6.3 Delivery receipts, in two copies (for Project Manager and campus CBA copy) shall be provided on every product/s delivery to the CBA. Delivery receipts shall be accomplished by the Project Manager and shall be acknowledged by the CBA personnel.
- 6.4 Any product shall not be allowed to pass the campus gates without presenting receipts to the guard on duty.
- 6.5 Products need to be packed shall be directly delivered to SANRI for packaging prior to its delivery to CBA.

7. FACULTY AND STAFF CREDIT LIMIT AND PAYMENT SCHEME

- 7.1 Faculty and staff members will not be allowed to take credit beyond the allowable credit limit.
- 7.2 Faculty and staff members of the University are only allowed for four thousand credit limit payable through salary deduction as shown below.
- | | |
|---------------|-----------------------------------|
| <500 | payable for single payday |
| 501 – 1,500 | payable for 2 consecutive pay day |
| 1,501 – 2,500 | payable for 3 consecutive pay day |
| 2,501 – 4,000 | payable for 4 consecutive pay day |
- 7.3 Faculty and Staff member shall not be granted credit unless 75% of the outstanding account is paid.

8. HIRING OF EQUIPMENT/TECHNICAL SERVICES AND EXPERT SERVICES

- 8.1 Payment of fees relative to the hiring of University equipment, technical and expert/professional services shall be based on the existing campus policies/rates.
- 8.2 University Equipment and Technical Services for Hire
- 8.2.1 Tractor;
 - 8.2.2 College of Industrial and Technology;
 - 8.2.3 College of Engineering (Morong and Tanay Campus);
 - 8.2.4 Motorpool Services; and
 - 8.2.5 Others.
- 8.3 Professional/Expert Services
- 8.3.1 Agriculture;
 - 8.3.2 Agriculture Engineering;
 - 8.3.3 Environmentalist; and
 - 8.3.4 Others.

9. PROJECT DAILY MONITORING REPORT

For proper project monitoring, the following farm records are needed to be accomplished daily by the project manager and staff.

9.1 Feed Consumption Report

Production Unit form No. 1

Date:		Project:		
Type of Feeds	Types of Animals	Qty	Feed Requirement/Day (kg)	Daily Feed Consumption (kg)
TOTAL				
FEED INVENTORY				
Types of Feeds		Qty	Remarks	
TOTAL				

Copy for: _____

Prepared by: _____

Date: _____

Checked and Verified by: _____

Date: _____

9.2 Breeding Record Report

Production Unit Form No. 2

Project:

Date Bred	Animal Number	Sire	Number of Service	Remarks

Copy for: _____

Attended by: _____

Date: _____

Noted by: _____

Date: _____

9.3 Farrowing, Kidding, Calving Report

Production Form No. 3

Animal Number	Date of Parturition	Number of Offspring		Remarks
		Live	Dead	
TOTAL				

Copy for: _____

Attended by: _____

Date: _____

Checked and Verified by: _____

Date: _____

9.4 Request for Product Harvesting/Disposal

Production Form No. 4

The following product/s/item/s is hereby requested for harvesting/disposal (selling)/slaughtering/packaging.

Product/Item	Qty (e.g. kg/pc)	Remarks
TOTAL		

Copy for: _____

Requested by: _____

Date: _____

Approved: _____

Date: _____

9.5 Product Delivery Report

Production Unit Form No. 5

Product/Item		Qty (e.g. kg/pc)	Remarks
TOTAL			

Copy for: _____

Delivered by: _____

Date: _____

Received by: _____

Date: _____

Noted by: _____

Date: _____

9.6 Mortality Report

Production Unit Form No. 6

Type of Animal	Qty	Cause of Death	Remarks

Copy for: _____

Reported by: _____

Date: _____

Verified and Documented by: _____

Date: _____

Noted by: _____

Date: _____

9.7 Chemicals, Medicine, Vaccine Consumption Report

Production Unit Form No. 7

Date	Project/Worker Involved	Chemical Used	Qty	Purpose	Verified By:

Copy for: _____

Noted by: _____

Date: _____

9.10 Fuel Consumption Report

FUEL CONSUMPTION REPORT
(Grass Cutter Operation)

Production Unit Form No. 10a

Date	Activity	Estimated Area Covered	Number of Liters Consumed/Tank Filled	Signature of Operator

Prepared by: _____
Project Manager

Date: _____

Noted by: _____

Date: _____

FUEL CONSUMPTION REPORT
(Tractor Operation)

Production Unit Dorm No. 10b

Date	Activity	Unit/Project Served	Name/Signature Unit Representative	Name/Signature of Operator

Prepared by: _____ Date: _____
Project Manager

Noted by: _____ Date: _____

FUEL CONSUMPTION REPORT
(Motorcycle Service Operation)

Production Unit Form No. 10c

Date of Tank Filling	Number of Litters Filled in Tank	Service Utilization	Signature of Operator

Prepared by: _____ Date: _____
Project Manager

Noted by: _____ Date: _____

9.11 Monthly Livestock Inventory Ledger

Production Unit Form No. 11

INVENTORY OF STOCK LEDGER (For the Month of ____)							
UNIVERSITY OF RIZAL SYSTEM							
Property and Equipment: ANIMAL							
Description: Swine							
Date	Reference	Quantity		Nature of Disposal	Date of Disposal	Balance Quantity	Signature of Accountable Officer
		Previous	Disposal				
	TOTAL						

For Property/Project/Accounting Unit Use

Prepared by: _____
Project Worker

Date: _____

Checked and Verified by: _____
Project Manager

Date: _____

Noted by: _____

Date: _____

9.12 Request for the Use of University Equipment and Technical Services and Professional Services.

Person/Agency Requesting: _____ Date: _____

Production Unit Form No. 12

Equipment/Services Needed/Nature of Work	When Needed			Person Involved/Expert	Corresponding Fee
	From	To			

Copy for: _____

Clearance from:

Shop In-Charge: _____	Remarks: _____
College/Unit Head: _____	Remarks: _____
Campus Cashier: _____	Remarks: _____
Campus Director: _____	Remarks: _____
Campus RDEP Head: _____	Remarks: _____
Production Director: _____	Remarks: _____

9.13 Gate Pass

GATE PASS

Production Unit Form No. 13

Receipt No.	Product	Quantity	Unit	Price/Unit	Amount	Remarks

Issued by:

Name

Designation

Checked by:

Guard on Duty

Date

10. Sales Report

11.1 Monthly Sales Report (Sales on Account)

Monthly Sales Report for the Month of _____, 2015

CI #	Date	Name	Project	Item	Qty	Unit	Unit Price	Amount	Total
	TOTAL								

Prepared by:

Noted by:

Campus CBA

10.2 Monthly Sales Report (Cash Sales)

Monthly Sales Report for the Month of _____, 2015

PR #	Date	Project	Item	Qty	Unit	Unit Price	Amount	Total
	TOTAL							

Prepared by:

Noted by:

Campus CBA

10.3 Summary of Sales for the Month of _____

Project	Item	Sales on Account	Cash Sales	Sub-total	Total
TOTAL					

Prepared by:

Noted by:

Campus CBA

Campus Production Head

Production Director

Note: The Office/Person prepared this report shall issue copy to the campus cashier, university accounting, campus production head, production director, project managers and dean of college of agriculture.

10.4 Accomplishment Report

10.4.1 Monthly Accomplishment Report

Proforma for Monthly Accomplishment Report

Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Tanay, Rizal

PRODUCTION UNIT ACCOMPLISHMENT REPORT
(for the Month of _____)

I. Introduction

II. Physical Accomplishment

III. Financial Accomplishment

A. Monthly Income Statement

Project: _____

Particular	Amount
Sales:	
Expenses:	
Income:	

Prepared by: _____

Noted by: _____

B. Monthly Summary of Income Statement

Project	Sales	Expenses	Income	Remarks
AP1				
AP2				
CP4				
TOTAL				

IV. Other Accomplishment

V. Problems Met

VI. Recommendation

“Nurturing Tomorrow’s Noblést”

10.4.2 Quarterly Accomplishment Report

Proforma for Quarter Accomplishment Report

Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Tanay, Rizal

PRODUCTION UNIT ACCOMPLISHMENT REPORT
(for the ____Quarter)

I. Introduction

II. Physical Accomplishment

III. Financial Accomplishment

A. First Quarter Income Statement

Project: _____

Particular	Amount
Sales:	
Expenses:	
Income:	

Prepared by: _____

Noted by: _____

B. First Quarter Summary of Income Statement

Project	Sales	Expenses	Income	Remarks
AP1				
AP2				
CP4				
TOTAL				

IV. Other Accomplishment

V. Problems Met

VI. Recommendation

10.4.3 Annual Accomplishment Report

Proforma for Annual Accomplishment Report

Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Tanay, Rizal

PRODUCTION UNIT ANNUAL ACCOMPLISHMENT REPORT

- I. Introduction
- II. Physical Accomplishment
- III. Financial Accomplishment

Annual Income Statement and Cost and Return on Investment

Project	Sales	Expenses	Income	ROI
AP1				
AP2				
CP4				
TOTAL				

- III. Other Accomplishment
- IV. Problems Met
- V. Recommendation

