



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

STATEMENT OF UNDERTAKING

Last Name			
First Name			
Middle name			
Field of Specialization			
College/Department			
Effectivity of Temporary Appointment		Expiration of Temporary Appointment	

I understand and agree that, as a temporary faculty member of the (*insert department/college*), I must satisfactorily comply and undertake the following as conditions for my continued employment at the Batangas State University:

1. Complete the academic program of the degree _____ on or before _____ to comply with the minimum requirements set forth by the CHED and CSC and/or assure passing the Board/Licensure Examination;
2. Maintain the commitment and dedication to the (*insert program*) while completing the program of study;
3. Maintain a regular updating and reporting of activity to the Human Resource Management Office relative to the completion of the program of study; and
4. Provide support to the (*insert program*) to ensure the quality of education and services that can be provided to students and stakeholders;
5. I fully understand that my continued employment with the University is subject to existing laws, rules and regulations and that the same is subject to the need of the University of my field of specialization. In the event that it has been duly determined by the University that there is no longer need of my field of specialization due to, among others, low number of enrollees or change in curriculum, I understand that my appointment may not be renewed.

I am further aware that the University may:

1. Accommodate the faculty member in any of its available scholarship programs provided that the latter satisfactorily complies with the requirements of the said scholarship grant;
2. Consider the undersigned faculty for permanent position observing the provisions of CSC Memorandum Circular (MC) No. 06, series of 2007 in connection with CSC Resolution No. 07-0629 dated 04 April 2007 which provides, thus:

“1. The position involved should be published in compliance with Item 8 of CSC MC No. 20, s. 2002, which provides that a position occupied by a temporary employee should be published and posted every 6 months reckoned from the date the position was last published ;

2. If upon publication, there are qualified applicants other than the temporary employee, the appointing authority shall require the temporary employee to undergo Personnel Selection Board (PSB) screening together with other applicants;

3. If upon publication there are no other qualified applicants, the appointing authority may decide to appoint the temporary employee, provided the latter’s performance rating is at least Satisfactory.

a. If the performance rating is at least Satisfactory, the temporary employee shall be required to undergo PSB screening and probationary period

b. If the performance rating is Very Satisfactory or higher, the temporary employee shall be exempted from PSB screening and probationary period.

c. The temporary employee should present to the appointing authority proofs of meeting the deficiencies (such as certificate of eligibility or proof of meeting the education, training and/or experience requirements)”;

I also understand that the aforesaid consideration shall only be applied in conformity with existing Civil Service laws, rules and regulations absent violation of any Civil Service laws, rules and regulations. It is also understood that the same shall only be applied after the faculty member has successfully completed his Master’s Degree Program and/or after passing the required Board/Licensure Examination and submission of proof of the same.

3. Require the faculty member to submit a report to monitor the activities undertaken relative to the completion of the academic program.

I further commit and agree to exert all our efforts to attain the objectives of the University through the performance of my responsibilities as provided herein.

Faculty Member, _____
Date: _____
Place: _____

Conforme:

Dr. TIRSO A. RONQUILLO
President, Batangas State University
Date: _____
Place: _____