



Republic of the Philippines
Department of Labor and Employment
National Capital region

Code of Good Practices for the
Non-Academic Personnel of the
Education Industry Tripartite
Council



DOLE-NCR-TRIPARTITE INDUSTRIAL PEACE COUNCIL
Education Industry Tripartite Council (EITC)

EITC CODE OF GOOD PRACTICES

PREAMBLE

The non-academic personnel believes in the worth and dignity of the individual and in the basic human right to pursue his goals in accordance with the time honored principle of the rule of law. He recognizes that his primary responsibility is to guarantee equal education opportunity for all within the framework of our democratic heritage which demands unyielding commitment to excellence and the pursuit of truth.

The non-academic personnel uphold the freedom to learn and to teach and pledges, therefore, to practice his profession with prudence and humility according to the highest standards of professional ethics.

Conscious of the heavy and continuing responsibility the non-academic personnel allows himself to be judged by his colleagues and those authorized by the School and by the State, in accordance with the provisions of this Code.

ARTICLE 1

COMMITMENT TO THE STUDENT

The non-academic personnel consider, as his major responsibility, the expeditious, accurate and speedy delivery of services to the students and clients.

In discharging this responsibility, the non-academic personnel:

1. shall not, without just cause, restrain the student in his pursuit of learning or deny him access to the services provided by the institution.
2. shall not deliberately suppress or distort subject matter or information/data.
3. shall not discuss or interpret any Administration policy which has not been officially released for comment or publication.
4. shall not use the office or any forum in the School to ventilate his personal grievances or discuss matters, personal or official that involve his life or that of his colleagues or officials of the School, unless in connection with academic discussion.
5. shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.

6. shall conduct himself in a manner that he does not expose the student to ridicule, embarrassment, humiliation or harassment.
7. shall not discriminate against any student for reasons of gender, status, race, color or creed or deny him discriminatory benefits, consideration or advantage under any academic program which has been designed for all without exception.
8. shall not use professional relationship with students for private advantage, gain or profit.
9. shall not solicit any contribution from students, parents, fellow personnel or other persons without prior written permission from proper School authority.
10. shall not conduct social activities, fund raising campaigns or similar undertakings without prior written permission from proper School authority.
11. shall not accept gifts or favors from students which impair professional judgment.
12. shall keep information that has been obtained in the course of professional service in confidence, unless disclosure is required by law.
13. shall provide accurate information regarding inquiries and reports; and
14. shall treat students/clients equally without discrimination and favor.

ARTICLE II

COMMITMENT TO THE PROFESSION AND TO PROFESSIONAL EMPLOYMENT PRACTICES

The non-academic personnel believes that the quality of their profession directly influences the nation and its citizens. This in turn is affected by the spirit and manner by which employment agreements are entered into between the personnel and the School.

As an employee, he exerts every effort to raise professional standards by:

- a) improving his service in order to provide the atmosphere and establish conditions for the proper exercise of professional judgment;
- b) attracting competent persons to careers in education; and

c) supporting the plans and programs of professional organizations.

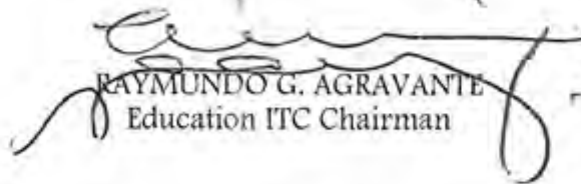
As a professional, he believes that his profession shall be practiced by qualified persons and that sound professional relationships with the School Administration are founded upon integrity, dignity, and mutual respect.

In fulfilling these obligations, the non-academic personnel:

1. shall not misrepresent the institution or organization with which he is affiliated and in all his utterances or publications, shall, at all times, take adequate measures to distinguish his view from those of his organization or institution or other persons, and to this end, shall make proper attributions.
2. shall not intentionally distort facts pertaining to educational matters.
3. shall not use institutional privileges for personal gain, enter into any contract with his institution for profit, or grant favors or give gifts to guarantee his tenure.
4. shall not discriminate anyone for reasons of race, color, gender, status or creed.
5. shall not directly or indirectly interfere with the rights and freedom of his colleagues to participate in the affairs of their association.
6. shall not use coercion or other means to influence professional decisions of colleagues.
7. shall not refuse to participate in professional inquiry when so requested by an appropriate body or authority.
8. shall not misrepresent his professional qualifications.
9. shall accept a position consistent with his professional qualifications and preparation.
10. shall abide strictly by the terms of his contract of appointment.
11. shall not delegate his assigned tasks unless with prior expressed authority and only to qualified personnel.
12. shall not permit commercial exploitation of his professional position.
13. shall use his allotted school time only for the purpose for which it is intended.
14. Shall make every effort to promote the good image of the institution among students and other clients.

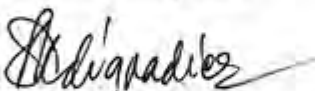
15. Shall commit to actively involve in community outreach programs approved by the school/institution.

Adopted this 23rd day of June 2011 at Manila, Philippines.


RAYMUNDO G. AGRAVANTE
Education ITC Chairman

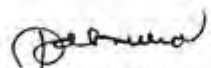
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Vice-Chairperson


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Arellano Univ. Faculty Union

LEONARDO F. MAGTOTO, JR.
CEU Faculty & Allied
Workers Union

HAIREEN MALAYANG
De La Salle Araneta Faculty
Society Union


PAUL NULLAN
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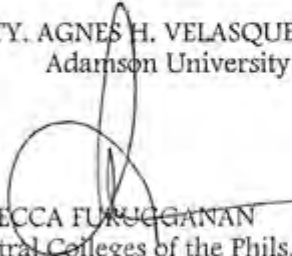
FRANCISCA VILLALOBOS
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FOR THE MANAGEMENT SECTOR:


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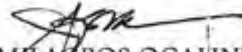

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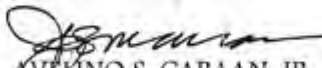

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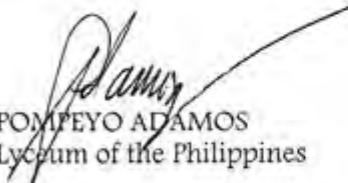
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Faculty Union

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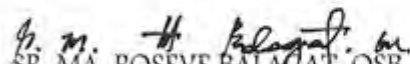
ALICIA A. CUISON
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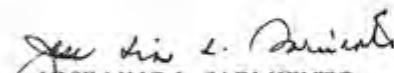
JESSTER B. FONSECA
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ANA A. ABERILLA
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DR. GIL GAMILLA
UST Faculty Union

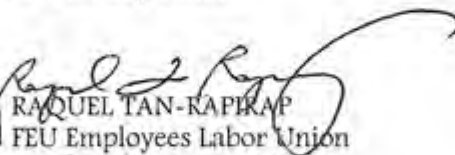

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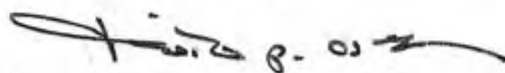
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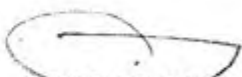
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