



Republic of the Philippines
City of Malolos, Bulacan
BULACAN STATE UNIVERSITY
Office of the Vice President for Academic Affairs
EDUCATIONAL DEVELOPMENT OFFICE

PROPOSED GUIDELINES ON THE FACULTY IMMERSION PROGRAM OF BULACAN STATE UNIVERSITY

INTRODUCTION

Immersion learning/training is defined as the learning that occurs as a result of immersion in a particular environment. Therefore, it is characterized as an environment-related and environment-preparative method that employs aspects of multiple learning methods in addition to its unique environmentally dependent features.¹

Everybody knows that the industry work environment has changed dramatically during the last two decades, more specifically in the latter years, in the advent of Industrial Revolution 4.0 that requires the academe to come up with programs that will meet its requirement through Education 4.0. Prospective employees need to learn about industry-relevant topics, to understand and be able to operate in a context-oriented manner, to think innovatively, and to develop and utilize good communication and interpersonal skills through teamwork and networking. The need was realized by the then CHED Commissioner Patricia Licuanan and said, "Academe-industry partnerships will enable the country's higher education institutions to be updated with the latest trends and keep up with the demands of both the private and public sectors."²

Given the uncertainty of the situation due to the pandemic brought about by COVID 19, we need to respond positively. Learning and school operations has to continue. Schools and universities need to deliver what is expected from them and accept the challenges and turn those into opportunities. We still need to help and guide our students along the way and prepare them not only for licensure examinations but most especially to the world of work and be globally competitive. The attainment of which depends largely on the skills, qualifications and competencies of the faculty. Hence the need for faculty members of the university to ignite and sustain innovative teaching practices that are updated and aligned with the need of the industry and the context of the present through faculty immersion.

It is within these context that this proposal is being made and suggested. Moreover, faculty immersion program is part of the agenda in the University's Medium Term Development Program under S.G. 3 of Goal 1 and from which the bases of this proposal are as follows:

1. CMO No. 13, s. 2016- Implementing Guidelines for Industry Partnerships under the Sectoral engagements Component of the IRSE Grants
2. BulSU New Faculty Manual, Chapter VI-Faculty Development Program
3. IATF Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines.

A. OBJECTIVES:

1. To upgrade the faculty qualifications and competencies by acquiring a deeper understanding of industry production;
2. To improve delivery of training and classroom teaching practices through industry visits and immersions in host establishments/companies/institutions locally and abroad.
3. To help the faculty in the acquisition of deeper understanding of industry practices, systems and management techniques in an international and even in local settings.
4. To align classroom instruction in the framework of Industrial Revolution 4.0.



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B. QUALIFICATIONS OF APPLICANTS TO THE PROGRAM:

1. Must be permanent or temporary status. In the absence of a regular faculty teaching subject/s that require an immersion activity, non-regular faculty can be eligible provided that he/she satisfies the qualifications for temporary status.
2. Preferably holders of a master's or a doctoral degree relevant to his/her teaching discipline.
3. Must have at least two years of teaching experience in the University and/or with at least 18 units of teaching loads.
4. Must have earned Very Satisfactory performance ratings for two (2) consecutive years (or four [4] semesters), prior to application specifically on the subject that require an immersion and updating.
5. Must be in good health as attested to by the University physician.
6. Must have shown and proven a good working attitude and manners in the University before the application for immersion.
7. Must be willing to be subjected to the prevailing guidelines and implementation of effective quarantine health protocols and proper isolation procedures especially on the governing rules in the place of the host institution/industry/company.
8. In cases, when an academic unit has no qualified faculty for B1 or B2, the dean can nominate a candidate provided that he/she can justify his/her decision.

C. REQUIRED DOCUMENTS FOR SUBMISSION

1. A letter of application address to the University president with a filled-out application form from HR and FSDP as attachment.
2. Recommendation from the Dean certifying that the applicant has the qualifications and potentials to avail the program.
3. Certification from the Executive Vice President and the Chancellor that the chosen immersion program is a priority area.
4. Original Medical Certificate signed by the University physician.
5. Copy of a MOA or Tripartite Agreement between BulSU, Sectoral partner or the host institution/industry/company and the faculty **containing the following conditions:**
 - 5.1 **The University and the host institution/industry/company shall not be liable for any injury, illness or death that the faculty trainee may sustain in the conduct of the immersion as evident by an Affidavit of Waiver bearing the signature of the faculty trainee.**
 - 5.2 **But in the case that the faculty trainee unintentionally met an accident or accrued a COVID-19 infection while on-training, both the host and the University may share responsibilities in extending help for the medical expenses and other provisions thereof, thereby avoiding confusion as to each party's obligations.**
6. Valid passport for international immersion program.



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D. POLICIES:

1. The program shall always be under the mandates of the host country/institution/industry/company regarding the implementation of quarantine protocols and proper isolation procedures.
2. The program being applied for must belong to the priority concerns and thrust of the 1) Regional Development Council; and 2) University.
3. The course/program to be applied for immersion must be vertically articulated with the degree and the courses the applicant is handling.
4. Depending on the nature of the course/program can be remotely virtually/online or in a physical set up.
5. The applicant may file only in the program and field of specialization approved by the University.
6. There must be an existing or to be crafted Memorandum of Agreement (MOA) with the host or donor countries/organizations/institutions with provisions for the following:
 - a. all MOAs must specify that all parties will conform to these guidelines contain hereto;
 - b. ensure the provision and access to and use of partner institution/company/industry's facilities, equipment and other resources;
 - c. clear policies to protect the rights and welfare of the faculty;
 - d. assurance that the workplace is a conducive and safe learning and training environment;
 - e. expenses like insurance and allowances;
 - f. a prerogative for the University and the faculty applicant to create, negotiate and enter into individual agreements with the host/institution/industry/company which may include sections on confidentiality, non-disclosure and intellectual property agreements, if deemed necessary, but at the same time ensure that the faculty will have sufficient freedom to use acquired industry experience for improved classroom instruction (CMO 13, s. 2016, Article 3.5)³;
 - g. flexibility of the engagement upon the discretion of the university and the faculty on the number of hours to be on-site and being purely online;
 - h. industry partner must cover equipment and other costs incurred due to the conduct of projects during the duration of the immersion (CMO 13, s. 2016, Article 4.5c);
 - i. both host institution/industry/company and the University share responsibility for ensuring the safety and health of the faculty trainee;
7. The immersion program must be and if possible be done during semestral break or midyear break so as not to interfere with the regular classes.
8. The faculty grantee must maintain an up-to-date profile and report to the FSDP office.
9. The grantee must submit an evaluation and comprehensive narrative report at the end of the training to the EVP and FSDP offices.
10. The faculty grantee must conduct an immersion sharing after the training to his/her colleagues.
11. The faculty grantee shall serve the University for one year for every semester of immersion/training and any fraction thereof.
12. In case the faculty grantee fails to render the required service, obligation shall pay back the amount granted to him/her by the University.
13. The immersion grant shall be covered by a contract between the faculty grantee and the University.



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14. Expenses and stipend shall be provided by the University on the duration of the immersion program if and only the host or donor organizations/institution/industry will not provide for those.
15. The prohibitions of Executive Order No. 77 entitled "Prescribing Rules and Regulations and rates of Expenses for Official Local and Foreign Travels of Government Personnel" shall be applied, specifically, section 17:b on "Scholarships, Fellowships, Trainings, and Studies Abroad" stating:

Expenses of government agencies related to such travels abroad shall be limited only to pre-departure expenses since donor countries/organizations/institutions shall pay for airfares, school/training fees, accommodations, health insurance, and stipend. In cases where airfares and clothing allowance will not be shouldered by the donors, the government agency concerned may pay the same, subject to the provisions of the *memoranda of agreement* or any similar document that may be entered into by and between the donor and the said agency, and of this Order.
16. Good planning, combined with effective and timely Monitoring and Evaluation plays a major role in ensuring the effectiveness of the Immersion program. Monitoring and Evaluation helps improve processes and systems, and examines intended and unintended results and impacts.

In this aspect, the offices of the EVP and the University Chancellors being the Implementation and Operation units shall craft the Monitoring and Evaluation rules and shall provide the EDO of a copy for the crafting of future possible program and policy recommendations.

***Approved by the University Executive Committee during its EXECOM Meeting dated December 15, 2020 at the College of Education Library

¹Borbye L. et. al. (2009). *Industry Immersion Learning. Real-Life Industry Case-Studies in Biotechnology and Business*. Copyright © 2009 WILEY-VCH Verlag GmbH & Co. KGaA, Weinheim ISBN: 978-3-527-32408-8. Retrieved from https://application.wiley-vch.de/books/sample/3527324089_c01.pdf

²Ronda R. A. (2017). *Education and Home/Immersion pushed to address work-skills mismatch*. Philstar GLOBAL. Retrieved from <https://www.philstar.com/other-sections/education-and-home/2017/10/11/1747808/immersion-pushed-address-work-skills-mismatch>

³Implementing Guidelines for Industry Partnerships under the Sectoral Engagements Component of the IRSE Grants. Retrieved from <https://ched.gov.ph/cmo-13-s-2016-2>