

CONSULTANCY CONTRACT: BASIC TERMS AND CONDITIONS

1. The consultant may be tasked to take part in the drafting and formulation of compliance processes, procedures and strategies, on all matters of law, circular, order, rule, regulation, directive or policy, affecting MMSU, issued by government agencies particularly the CHED, COA, CSC, DBM, the GPPB and the PNP. For this purpose, and for records purposes. consultations and queries shall be made formally in writing, clearly indicating the issue/s and/or concern/s. subject matter thereof.
2. The consultant shall have direct and active role in the functional operations, administration and management of the MMSU COL, consisting of one or a combination of the following:
 - a) Address all MMSU COL issues and concerns, particularly matters of instruction, academe. management, operations and finance.
 - b) Make sure government laws. orders and circular affecting the MMSU COL, are complied with and reportorial requirements submitted on time.
 - c) Oversee student admission processes and directly supervise law students' compliance with the rules and policies of MMSU and the MMSU COL, including the enforcement and implementation thereof.
 - d) Draft and implement schedule of classes for each semester.
 - e) Make sure the MMSU COL has a roster of qualified law faculty, and at the beginning of each semester, see to it that each law subject/course offered is assigned to a qualified law faculty, documented by a formal written appointment.
 - f) In case a law faculty is unable to continue with an assigned course/subject, or no qualified law faculty is willing or able to handle a course/subject. the consultant shall take over, in order to preserve and maintain the continuity and stability of the law program, and for the sake of the law students. In such a case. the consultant shall be entitled to the prevailing honorarium for MMSU COL faculty, in accordance with MMSU rules and policies.
 - g) Make sure all needed, books, reference materials and other library needs. including goods. supplies, services, equipment, repairs and infrastructure works are listed, procured and delivered/completed on time.
 - h) Collect and collate course/subject syllabi, outlines and related materials submitted by the members of the law faculty.
 - i) At the end of each semester, make sure off grades are forthcoming and submitted on time.
 - j) Coordinate all activities and tasks of the COL, such as those in the MMSU academic calendar and those related to graduation and conduct of bar exam preparations.
 - k) Recommend ways and means to improve the law program, law student interests and welfare, and whenever necessary, bar examination preparations and performance.
 - l) Keep abreast of all relevant directives or issuances from the Supreme Court of the Philippines and the Legal Education Board, relevant to the MMSU COL.
 - m) Initiate the establishment and the maintenance, of relevant linkages.
 - *) Perform other operational tasks, relevant, proper or necessary under the premises.

PUBLICATION & POSTING: UNIVERSITY CONSULTANT

MMSU is looking to engage a law professional with knowledge and exposure in the operations, administration and management of a State University, with the following minimum background, experience and credentials:

1. Broad and extensive knowledge and hands-on experience in the operations and management of a *State* University, as well as, the implementation, application and/or compliance with government laws, circulars, orders, regulations, directives and policies, particularly those issued by the CHED, COA, CSC, DBM, the GPPB and the PNP.
2. Broad and extensive knowledge and hands-on experience in the application, compliance and/or implementation of the requirements for the offering of a law program, and the operations and maintenance of a college of *law*, particularly those issued by the Supreme Court of the Philippines and the Legal Education Board (LEB).
3. The above knowledge on experiences acquired via active, functional and direct affiliation in an administrative/managerial capacity and/or as faculty of law, for at least ten (10) years, completed within the last preceding year.
4. A member of the Philippine Bar for at least 25 years, and possess the qualifications required of a Dean of Law.

Responsibilities of the Consultant.

The consultant shall be on call during the duration of the consultancy. Consultant may be 'called upon to take part in problem solving, and in the formulation and drafting of managerial strategies. Essentially, consultant shall have direct and hands-on involvement and participation in the day-to-day operations of the MMSU College of Law. Other terms and conditions shall be detailed in the consultancy contract.

Consultancy Fee

The consultant shall be entitled to a monthly consultancy fee of P60,000.00, payable within the first five (5) days of the month immediately following the month of service, without the necessity of demand. The consultant shall not be entitled to any benefit.

However, in case the consultant is tasked to travel by reason of his role, the consultant shall be entitled to reimbursement of the costs and expenses of such travel, up to the extent allowed by law or policy.

Duration/Period:

The duration/period of this consultancy shall be from June 2020 to December 2020: it may be renewed or extended upon the agreement of both parties.