

NBC 461 Operations Manual

for Common Criteria Evaluation (CCE)

and Qualitative Contribution Evaluation (QCE)

NBC 461 Zonal Center
Region II and Cordillera Administrative Region (CAR)

as of August 2011

FOREWORD

Position Classification and Compensation Scheme for Faculty Positions in State Universities and Colleges

Prior to the issuance of PD No. 985, State Universities and Colleges (SUC's) which were exempted from the coverage of National Position Classification and Compensation Plans adopted individual staff credentials and qualification, position, clarification and pay plans. The disparities in pay and compensation among similar comparable positions brought about by the different schemes adopted by the various SUC's gave rise to demoralization and dissention among the ranks of faculty members and further complicated the process of compensation administration in SUCs.

When the SUCs were placed within the ambit of PD No. 985, the need to rationalize the academic ranks/salaries/advancement of faculty members in the SUCs became apparent due to the application of varied faculty evaluation instruments. As early as 1982, the Philippine Association of State Universities and Colleges (PASUC), together the DBM, started deliberating on a scheme of upgrading/promoting qualified and deserving faculty members through a process of objective evaluation. These pave the way to the development and adoption of the Common Criteria for Evaluation (CCE) across programs and discipline which aimed to rationalize academic ranks and salaries.

National Compensation Circular (NCC) No. 33 was issued on January 2, 1985 with retroactive effect on July 1, 1984. This circular established the position classification and compensation scheme for faculty positions in SUCs. Since then, amendments of certain provisions including improvements of the CCE have been introduced through NCC No. 68, NCC No. 69 and the latest National Budget Circular (NBC) is a revision and an update of the NCC No. 461, Commission on Higher Education (CHED) - supervised Higher Education Institutions (HEIs), Technical Education and Skills Development Authority (TESDA)- supervised Technical Education Institutions (TEIs) and SUCs are covered.

Coverage

The Position Classification and Compensation Scheme For Faculty Positions (PCCFSP) covers all teaching positions involved in instruction, research, and extension activities in all SUCs, CHED-Supervised HEIs and TESDA-Supervised TEIs.

Common Criteria for Evaluation (CCE)

CCE is established which shall be the primary basis for recruitment, classification and promotion of a faculty. The CCE is a set of factors consisting of services and achievements which establishes the relative performance of a faculty in the institution for the period of evaluation through the application of a point system in determining faculty rank and sub-rank. The new CCE which was developed by the CHED and PASUC places more emphasis on advancement and performance rather than on educational classification.

The CCE Concept and Objectives

To implement a standardized PCCSFP, it is imperative for all faculties to pass through a CCE that can distinguish the different faculty ranks within institutions, across institutions and across discipline and fields. The CCE has the following objectives:

- To standardize faculty ranks among institutions;
- To rationalize the salary rate appropriate to a faculty rank;
- To have an instrument for generating the faculty profile across SUCs, HEIs, and TEIs;
- To serve as basis for policy decisions for accelerated faculty development; and
- To motivate the faculty a upgrade his/her rank and compensation by improving his/her academic qualifications, achievement and performance.

Qualitative Contribution Evaluation (QCE)

In addition to CCE, promotions to higher rank and sub-rank shall be subject to Qualitative Contribution Evaluation (QCE). QCE is the process of determining the eligibility of faculty for the particular rank or sub-rank indicated by the CCE.

Qualitative Contribution (QC) is the continuous improvement towards excellence by a faculty member in all four (4) functional areas of the institution, namely: instruction, research, extension and production.

- For those seeking promotion for higher sub-rank of Instructor and Assistant Professor, the QC shall be on Teaching Effectiveness.
- For those seeking promotion to the Associate Professor rank, the QC shall be on any two (2) functional areas chosen by the candidates prior to any assessment year.
- For those seeking promotion to the Professor rank, the QC shall be in any three (3) functional areas chosen by the candidate prior to any assessment year.

For the QC of Instructors and Assistant Professor, a common evaluation instrument is prepared by a joint committee of CHED, PASUC and TESDA. The evaluation is done by the faculty concerned, his/her peers, his/her supervisor and his/her student beneficiaries.

For the QC of Associate Professors and Professors, a common evaluation instrument is prepared by a joint committee of CHED and PASUC. The evaluation is done by the rate's client, by the direct supervisor, by the stakeholders in the completed projects, and by his/her external and internal communities.

COMMON CRITERIA EVALUATION (CCE) SPECIFIC GUIDELINES

A. CCE APPLICATIONS

All supporting documents shall be certified by the head of agency or his authorized representative as

- True photocopy and
- Relevant

B. CRITERIA AND POINT SYSTEM

1.0 Educational Qualification.....85 pts.

1.1 Highest relevant academic degree or educational attainment

N.B In case of research-work graduate program certified true copy of diploma and periodic evaluation of research from the supervisor/adviser shall be presented.

1.1.1	Doctorate		85
1.1.2	Master's Degree		65
1.1.3	LLB, MD		65

*N.B.: MD is considered a doctorate if holder is licensed and teaching in a College of medicine
LLB is considered Masters Degree if holder is a bar passer and teaching professional subject.*

Supporting Document(s):

- a. Transcript of Records and
- b. Diploma/Certificate
- c. Special Order (in case of those who graduated in Private Higher Education Institutions)

the date of release should be within the cycle period

1.1.4	Diploma Course (Above a Bachelor's Degree).....	55
1.1.5	Bachelor's Degree	
	a. Four Years	45
	b. Exceeding years	45 plus 5 pts. For every year over 4 years.

N.B.: Graduates of DVM, Engineering and DDM programs are considered bachelors degree holders with additional points for years beyond 4.

1.1.6 SPECIAL COURSES

a.	3- years post secondary course.....	30
b.	Special Courses (Non- degree).....	25

Supporting Document(s):

- a. Transcript of Records and
- b. Diploma/ Certificate

1.2 Additional equivalent degree earned related to the present position

1.2.1	Master's Degree.....	4.0
1.2.2	Bachelor's Degree.....	3.0

NB: *An additional equivalent and relevant degree earned related to the present position refers to another degree on the same level as the advanced degree that the faculty has already earned.*

Relevance is the applicability of the degree to teaching and to the subjects the faculty is teaching, or the duties and functions other than teaching which the faculty performs.

1.3 Additional credits earned (maximum of 10 pts)

- 1.3.1 For every 3-unit credit earned towards an approved higher degree course.....1.0

N.B Reports of grades will only be accepted in cases where the school does not issue Transcript of Records for uncompleted programs.

Supporting Document(s):

- a. Transcript of Records or
- b. Report of grades from the Registrar’s Office

2.0 Experience and Length of Service.....25pts.

2.1 Academic Experience

- 2.1.1 For every year of full-time academic service in a state institution of higher learning.....1.0

N.B .Academic service refers to teaching in college or doing research and extension functions. State institution of higher learning refers to a chartered SUC or TESDA-Supervised TEI whose main function and responsibility is tertiary education and which offers degree program.

- 2.1.2. For every year of full-time academic service in an institution of higher learning other than SUCs, and TESDA-Supervised TEIs; service in a public or private research institution0.75

Supporting Document(s):

- a. Service Records
- b. Appointment/Contract

2.2 Administrative Experience

- 2.2.1 For every full-time year of administrative experience as:

- a. President.....3.0
- b. Vice President.....2.5
- c. Dean/Director/School Superintendent.....2.0
- d. Principal/Supervisor/Department Chairperson/Head of Unit.....1.5

N.B.: The experience and services of a faculty designated to an administrative position like Vice President, Dean, Director, etc., shall be credited only once , whichever is highest, within the period of his/her designation.

The credit as head of unit is given to a faculty-rank holder designated to any administrative or supervisory position.

Supporting Document(s):

- a. Service Record
- b. Appointment and /or designation
- c. Organizational Structure which shows that the designee has atleast 7 subordinates

2.3 Industrial/Agricultural Experience

2.3.1 For every year of relevant full-time professional and technical experience as:

- a. Manager/Entrepreneur/Consultant1.5
- b. Supervisor/Head of Unit.....1.0
- c. Rank and File0.5

Supporting Document(s):

- a. Service Record/Service Contract
- b. Appointment and/ or designation
- c. SEC/DTI registration for entrepreneur

2.3.2 For every year of experience in the public and private institution as:

- a. Cooperating Teacher.....0.75
- b. Basic Education Teacher.....0.50

Supporting Document(s):

- a. Certification for Cooperating Teachers
- b. Service Record for Basic Education Teachers

3.0 Professional Development Achievement and Honor.....90 pts.

3.1 Discoveries, patented inventions, innovations, publications and other creative works (maximum of 30 points)

- 3.1.1. For every cost and time saving innovation, patented invention and creative work as well as discovery of an educational, technical, scientific and/or cultural value.....2 to 7 pts.

Sub-categories under 3.1.1 are as follows:

A. Inventions

These are original patented (or must have patent pending) works which have direct contribution to education, science and technology. The basis for the weight is the patent score.

Supporting Document(s):

- a. Patent
- b. Certificate of patent pending

Criteria

If patented - 7 points for World Intellectual Property Organization (WIPO) administered patent
- 5 points for Philippine Intellectual Property Office administered patent

If patent pending – No point

Utility Model (UM) - 5 points for World Intellectual Property Organization (WIPO) administered UM
- 3 pts for Philippine Intellectual Property Office administered UM

No more local inventions

N.B.: Per invention or discovery, the following additional criteria and points allocations are prescribed:

- *Commercial utility on:*

- *An international scale*
- *A national scale*
- *An institutional scale*
- *The accrediting bodies for these factors on the international and national scale are:*
 - Science and Technology - DOST*
 - Education - CHED*

-For the institutional level, a University Committee shall accredit.

B. Discoveries

A discovery must be the first of its kind or not of common knowledge. It shall be the result or product of the research of an individual or a group of faculty.

<u>Criteria</u>	<u>Points</u>
1. Originality, educational impact, documentation	60% of 7 (.6 x 7)
2. Evidence of wide dissemination e.g. exhibits, publication	40% of 7 (.4 x 7)

N.B.: Where there are more than one proponent the points are to be divided equally among them. If only one factor (e.g., [1]) is satisfied, credit is awarded only for that factor.

Supporting Document(s):

- Full description of the discovery
- Confirmation of an international or national agency/ organization/association of experts
- Evidences of dissemination and utilization

C. Creative work has to satisfy one or more of the following criteria:

1. Originality	25% of 2- 7 pts.
2. Acceptability and recognition	25% of 2- 7 pts.
3. Relevance and value	25% of 2- 7 pts.
4. Documentation and evidence of dissemination	25% of 2- 7 pts.

Supporting Document(s):

- Full description of the creative work
- Evidences that shall satisfy the criteria for evaluation
- Appropriate certification from the duly organized committee establishing the value of the output

N.B.: The scale of 2- 7 is distributed on the basis of competitiveness, thus-

<i>International</i>	<i>7</i>
<i>National</i>	<i>5</i>
<i>Institutional</i>	<i>2</i>

Credits are divided among two or more claimants. Examples of creative works are literary items, musical compositions and /or arrangement, painting sculpture and other performing arts.

D. Research results and innovations consist of improvements / modifications and made on existing design, process or product.

The criteria for rating and the points for each criterion are:

1. Use of indigenous materials	20% of 7 pts.
2. Relevance and value to education, science and technology	20% of 7 pts.
3. Cost/time/energy/saving	20% of 7 pts.
4. Acceptability of peers	20% of 7 pts.
5. Dissemination/documentation	20% of 7 pts.

Evidences/ proofs to support the points must be presented for B, C

Supporting Document(s):

- Full **manuscript** of the research/ creative work
- Evidences that shall satisfy the criteria for evaluation

E. For the institutional level, a University Committee created to evaluate creative works and innovations must be formed to give the initial evaluation for these claims.

- 3.1.2. For every published book: original, edited or compiled, copy righted/ published within the last ten years
- a. As single author.....3-7
 - b. As co-author2-5
 - c. As reviewer.....1-4
 - d. As translator.....1-4
 - e. As editor.....1-3
 - f. As compiler.....1-2

The factors and their weights are:

1. Textbooks, including Science and Technology and References

<u>Role</u>	<u>Tertiary</u>	<u>High School</u>	<u>Elementary</u>
Single Author	7 pts.	5 pts.	3 pts.
Co-Author	5	3	2
Reviewer	4	2	1
Translator	4	2	1
Editor	3	2	1
Compiler	2	1	1

N.B. Credits shall be divided by the number of claimants

2nd editions and succeeding editions will be credited like the original book if there is a major revision of the contents of the book evidenced by the granting of new copy right and new ISBN.

Supporting Document(s):
a. Copy of the book

3.1.3 For every ~~scholarly research/ monograph/~~ Educational technical articles in a technical/Scientific/professional journal.

<i>International</i>	5
<i>National</i>	3
<i>Local</i>	2

N.B. Articles must be research-based. Commentaries, Opinions, editorials are not credited. Publications in Magazines, news papers/ bulletins of information, annual reports are not accepted.

3.1.4 For every inst

Supporting Document(s):
a. Copy of the journal with ISSN

Supporting Document(s):
a. Copy/ sample of material
b. Certificate of utilization material

Under this items are modules, laboratory manuals, and operation manuals, work books, teaching guides approved by department or college for instructional purposes. Also included in this category are software, prototypes and Computer aided instructional materials. Submission under this category should cover the course content per syllabus.

<u>ROLE</u>	<u>CREDIT</u>
Single author or maker	Full -1pt
Co-author, co-maker	Half -0.5pt

3.2 For expert services, training and active participation in professional/technical activities
(maximum of 30 points)

3.2.1 Training and seminars (maximum of 10 points)

3.2.1.1 For every training course with a duration of at least one year (pro-rated for less than a year in accordance with formula $P = [(No. \text{ of Days})/251] \times \text{full credit}$ and not to exceed the full credit.)

a. International		5
b. National		3
c. Local		2

N.B. Such training must be relevant to one’s assignment/field. One year is twelve months inclusive of summer term.

** DBM Circular No. 2002-1*

3.2.1.2 For certified relevant field training (maximum of 5 points.)
1/120 hrs.

N.B. For certified industrial, agro-industrial or fishery and technology- based training.

Supporting Document(s):
a. Certificate of Completion/Participation / Attendance

3.2.1.3 For participation in conferences, seminars, workshops

Supporting Document(s):
a. Certificate of Attendance/ Appreciation/ Participation
b. Letter of invitation and copy of the program
c. Travel Order/Memorandum Order

N.B. Participation under this item is based on five working days and points are pro-rated as follows:

International	=	0.6/day not to exceed 3 points
National/Regional	=	0.4/day not to exceed 2 points
Local	=	0.2/day not to exceed 1 point

Less than a day(half day) training cannot be considered as seminar

3.2.2 Expert service rendered (maximum of 20 points)

3.2.2.1 For serving as a short-term consultant /expert in an activity of an educational, technological, professional scientific or cultural nature (foreign or local) sponsored by government or other agencies.

International		5
National		3
Local		2

Supporting Document(s):
a. Memo of Agreement/ Contract/ Office Order pertaining to the consultancy work
b. Approved accomplishment report of the activity/ project signed by the right officials.

3.2.2.2 For services rendered as trainer, coordinator, lecturer, resource person or guest speaker in conferences, workshops, and/or training courses for professionals

International.....	5
National.....	3
Local.....	2

N.B. For tertiary or higher level only.

Supporting Document(s):

- a. Certificate of appreciation/recognition
- b. Letter of invitation and copy of the program
- c. For trainer/lecturer/resources person, copy of training design/lecture
- d. For coordinator, his/her role and things done should be stipulated and copy of the program and terminal report
- e. Travel Order/Memorandum Order.

3.2.2.3. For expert services as adviser in doctoral dissertation, masteral and undergraduate thesis (maximum of 10 points)

Doctoral dissertation	1.00
Master’s thesis	0.50
Undergraduate thesis	0.25

Supporting Document(s):

- a. Faculty load sheet signed by the Dean
- b. Certification from the Dean/Registrar that the advising is outside the full-time equivalent (FTE) load of the adviser

N.B. Services as adviser is credited only if advising is outside the full-time equivalent (FTE) load of the adviser as certified by the Registrar/ Dean. An undergraduate thesis should be a degree requirement. A copy of the faculty load sheet signed by the Dean shall serve as a supporting document.

3.2.2.4. For certified services as member of the Board of Examiners in the Professional Regulations Commission (PRS) or in the Civil Service Commission (CSC)..... 1.00

Supporting Document(s):

- b. Appointment or contract
- c. Identification card

3.2.2.5. For expert services in accreditation/ quality assurance work as member of the Board of Director, Accreditor, Member of the Technical Committee or Consultant Group in regional or national agencies.....1.00

Supporting Document(s):

- a. Appointment/designation/invitation from the accrediting body
- b. Certificate of Appreciation/ Recognition

3.2.2.6 For expert service as testing officer in trade skills certification.....1.00/year/ field of specialization

Supporting Document(s):

- a. Certificate of Recognition
- b. Certificate from TESDA that the trade skill was conducted/proof of service rendered

N.B. The services should be rendered with a duly constituted body in charge/recognize to undertake skill testing and certification, and with the permission of the mother agency.

3.2.2.7. For services as coach /trainer of the students in official activities and adviser of accredited students organization not to exceed 1 point per year.....1.00

N.B. For purposes of pro-rating, a year is at least 251 days, not to exceed 12 months.

Supporting Document(s):
a. Accomplishment Report

3.3. Membership in professional organizations/honor societies and honor received (maximum of 10 pts.)

3.3.1. For current individual membership in relevant professional organization(s)

- a. Learned society
 - Full member.....2
 - Associate member.....1
- b. Honor society.....1.0
- c. Scientific society.....1.0
- d. Professional
 - Officer1.0
 - Member.....0.5

N.B. Membership will be credited only once per organization.

Learned society is an organization where the members are chosen by invitation and in recognition of their being considered learned in a scientific area of knowledge, e.g. National Research Council, Honor Society is a society of academic scholars, e.g. Phi Delta Kappa, Gamma Sigma Delta.

Professional/ Scientific organizations are national bodies or professional practitioners in a specific field or science, e.g. Philippine Inventors Society for Mechanical Engineers

The PDS of the faculty shall be filed for the purpose of checking if the membership was already credited.

Supporting Document(s):
a. Certificate of membership/ Identification card/ Official receipt of membership

3.3.2. For academic honors earned:

- 3.3.2.1. Undergraduate Degree
 - a. Summa cum Laude.....5
 - b. Magna cum Laude.....3
 - c. Cum Laude.....1
- 3.3.2.2. Graduate Degree
 - a. Highest Honors/ With Distinction.
Or equivalent.....3

Supporting Document(s):
a. A certificate or copy of a permanent record of the school

3.3.3. Scholarship/ Fellowship. This may be degree or non- degree granting.

- a. International, competitive
 - Doctorate.....5
 - Master's.....4
 - Non- degree.....3

- b. International, non- competitive
 - Doctorate.....3
 - Master’s.....2
 - Non-degree.....1
- c. National/Regional, competitive
 - Doctorate.....3
 - Master’s.....2
 - Non-degree.....1
- d. National/ Regional, non-competitive
 - Doctorate.....2
 - Master’s.....1
- e. Local, competitive or Non- competitive.....1

N.B.: Competitive means the use of a selection/screening process or scheme for awarding a scholarship.

Supporting Document(s):

- a. Certificate of scholarship/ fellowship award
- b. Proof of completion of fellowship program or activity/ Transcript of Records
- c. Scholarship contract/ agreement

3.4 For every award of distinction received in recognition of achievement in relevant areas of specification/profession and/or assignment of faculty concerned

	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
International	5	3	2
National/ Regional	3	2	
Local	2		

Supporting Document(s):

- a. A copy of citation
- b. Criteria for the selection
- c. Proof of competition

N.B.: There should be evidence of search/ competition. The award-giving body must have recognized mandate to search and confer the award or recognition.

Service awards are considered local awards. The credits are given for 10,20,30,40 years of service per circular of the Commission Civil Service (we may consider 15, 25, 35.)

The awards of distinction granted by organizations like NSTP, Red Cross, Barangay Offices and other Civic, Cultural, Religious Community, including Non-Government Organizations are classified as Community Outreach.

The awarding body must be recognized, refutable organization relevant to the field of specialization/ assignment of the awardees.

3.5 Community Outreach (maximum of 5 points)

- 3.5.1 For every year of participation in service-oriented projects in the community.....1

Supporting Document(s):
a. An Office Order pertaining to the services rendered
b. Certificate/ Acknowledgement of Completion of project or activity

N.B.: Activities undertaken as officer/ member of any professional, social, educational, or similar organization shall no longer be considered.

These are activities related to participation in community projects on top of official duties and are voluntary in nature, with no additional compensation received. One year is operationalized to be equivalent to at least 251 days, not to exceed 12 months per program per clientele.

Examples are voluntary services in scouting, cooperative, Red Cross, Kabataang Barangay, etc.

Activities undertaken as officer/ member of any professional, social, educational or other similar organizations which had already been credited in this instrument shall no longer be considered.

3.6. Professional examinations (PRC, DOLE, TESDA, CSC)

- 3.6.1 For every relevant licensure and other professional examinations passed (maximum of 10 pts.)
- a. Engineering, Accounting, Medicine, Law, Teacher’s Board, etc.....5
 - b. Career Executive Service Officers Examination / Career Service Executive Examination.....3
 - c. Marine Board/ Seaman Certificate; Master Electrician/Master Plumber Certificate, etc.; Plant Mechanic Certificate; Professional Radio Operator Certificate.....2
 - d. Other trade skill certificates.....1

N.B. Other Civil Service eligibilities are not considered.
Section b is only applicable to the faculty- rank holders designated to supervisory/executive positions.

Supporting Document(s):
a. Certificate of Licensure
b. Rating Slip
c. Skills Certificate/Identification Card

ADDITIONAL GUIDELINES FOR PLACEMENT AND PROMOTION

1.0 INSTRUCTOR I – Entry Level, total of CCE points is 65

2.0 APPOINTMENT TO THE POSITION OF INSTRUCTOR II AND ASSISTANT PROFESSOR IV shall be subjected to the following requirements:

- CCE points of at least of 66 points for the higher sub-rank of the Instructor position and at least 88 points for the Assistant Professor position
- Earned Master's Degree for Assistant Professor II to IV
- Qualitative Contributions in instructions, otherwise known as Teaching Effectiveness. Annex 1 includes the standards and guidelines for the appropriate evaluation of the same.

3.0 APPOINTMENT TO THE POSITION OF ASSOCIATE PROFESSOR

Appointment to the position of Associate Professor shall be subject to the following requirements:

- CCE points of at least 124
- Earned Master's degree
- Qualitative contributions in instruction, also known as Teaching Effectiveness

4.0 APPOINTMENT TO THE POSITION OF PROFESSOR

Appointment to the position of Professor shall be subject to the following requirements:

- CCE points of at least 159
- Earned Doctorate for Professor IV to VI
- Qualitative contributions in the following areas:

Research	=	50%
Any one or a combination Of other areas (Instruction, Extension, Production)	=	50%

N.B. A candidate who fails to satisfy all the requirements shall be appointed to the position of Associate Professor V.

- In cases where a doctorate is not normally part of career preparation, or where such doctoral program is rare, the doctorate requirement may be waived provided that the candidate has an appropriate master's degree, has at least 159 CCE points(including educational qualification) and has earned at least 20 points in the following areas.
 - Books, monographs, compendiums and major bodies of published work;
 - Scientific articles in publications of international circulation, and other works of similar nature;
 - Discoveries, inventions and other significant original contributions;
 - Research recommendations transformed to public policy benefiting the country;
 - Supervision, tutoring, or coaching of graduate scientist and technologies; and
 - Research results applied or utilized in industrial and/or commercial projects or undertaking

- QC in at least 3 of the 4 areas; and
- Accreditation by a committee or experts duly constitutes by PASUC for candidates entering the Professor rank for the first time.

N.B . The members of the accreditation committee are recognized experts in the area of specialization of the faculty applying for accreditation. An applicant who fails in the accreditation process shall be appointed to the position of Associate Professor V.

LIMITATIONS

Quota- 20% of the total number of faculty positions
The rank is not applied in TESDA.

5.0 APPOINTMENT TO THE POSITION OF COLLEGE /UNIVERSITY PROFESSOR

- Coverage

The following are deemed qualified for entitlement to the appointment as College Professor/ University Professor:

Deserving faculty members occupying Professor position duly accredited by the PASUC Accreditation Committee who have complied satisfactorily with all the requirements.

SUC/CHED executives who opt to receive their basic salary pertaining to their assigned academic rank under the CCE, provided that they complied with the requirements mentioned under Part V hereof and those who opt to return to the academic rank due to their resignation/ retirement, not for cause before the expiration of their fixed term of office.

- Requirements:

1. CCE points.....195-200
2. Earned Doctorate
3. A rating of “PASSED” from a screening committee duly constituted by PASUC
4. Professorial accreditation incase of the faculty

Qualitative contributions in the following areas:

- | | | |
|--|---|-----|
| ○ Research | = | 50% |
| ○ Any one or a combination of other areas (Instruction, Extension, Production) | = | 50% |

N.B. A candidate who fails to satisfy all the requirements shall be appointed to the position of Professor VI.

- Limitations

Only one (1) position of College Professor per College shall be authorized for every six (6) years, the total of which shall not exceed the number of authorized colleges and external campuses of the respective SUC.

Only two (2) position of University Professor (one Faculty and one SUC Executive) per University shall be authorized for every six (6) years, the total of which shall not exceed five percent (5%) of the total number of accredited full professor in the University concerned.

- Mechanics and Processes

Upon recommendation by the institution Head concerned, all candidates for the rank of College Professor and University Professor shall undergo screening by an independent body, to be organized by PASUC.

- Qualifications for Accreditation as College/University Professor

1. He must be an outstanding scholar and scientist as shown in the quality of his publications and researches in his principal field of study and in the allied fields; or he must have manifested performance of his executive leadership role.
2. He must expert knowledge in one field or division and familiar with at least one other subject within another division.
3. He must be known for intellectual maturity and objectivity in his judgment.
4. He must have a high reputation among his colleagues and other scholars for his mastery of the subject of his specialization
5. Recognition and esteem could be manifested in any of the following ways:
6. His contributions to the advancement of his field of specialization are recognized by colleagues, here and abroad.
7. He is published in the most respective learned journals in his field of specialization.
8. His works are widely acclaimed and provoke spirited discussion among scholars, often from various disciplines
9. He is often invited to other universities and scholarly gatherings for the originality of his thoughts
10. He is accorded various forms of honors (awards, chairs, titles, etc.

GUIDELINES FOR IMPLEMENTING ANNEX 4
(SPECIAL CCE AREAS FOR SUC PRESIDENT)

I. PURPOSE

To provide guidelines on the implementation of the Special CCE Areas for SUC Presidents for purposes of availing the College/ University Professor rank.

II. COVERAGE

These guidelines shall cover all Presidents of State Universities and Colleges.

III. GENERAL GUIDELINES

1. All claims for CCE points shall be supported by the appropriate and pertinent primary documents. Second documents shall not be accepted except in situations where the [primary documents have been lost or damaged through force majeure.

- 1.1 All supporting documents shall bear the certification of authenticity by the Chairman of the Board of Regents/Trustees or his authorized representative.

- 1.2 The certification should read as follows:

Certified True Copy of the Original.

Chairman, Board of Regents/ Trustees (or Authorized Official)

2. The Personal Data Sheet (PDS) accomplished and submitted for evaluation shall be subscribed and sworn to before the Chief Administrative Officer.
3. SUC Presidents shall be awarded credit points for his accomplishments within the period of his incumbency.

IV. PROCEDURAL GUIDELINES

The following shall be observed:

1. SUC President shall accomplish the form (PDS) and attach all the necessary supporting documents.
2. PASUC shall form the National Evaluation Committee, composed of:
 - PASUC President or PASUC Vice President
 - Representative of DBM
 - Representative of CHED
3. The National Evaluation Committee, sitting en banc, shall validate the evaluation results and submit the same to the PASUC Main Office.
4. PASUC Main Office shall issue the Official Printout signed by the PASUC President.
5. SUC Presidents shall avail of this evaluation only once until their retirement from the service.
6. SUC President must obtain a total of 180- 200 points to qualify for a College/University Professor rank.
7. SUC President who fail to qualify as College/University Professor in the Special CCE may undergo evaluation using the regular CCE/QCE under NBC No. 461.
8. Qualified SUC President shall undergo screening as College/University Professor by the National Screening Committee as organized By PASUC.

V. FEES

The attendant fees, based on rates fixed by PASUC, shall be sourced from the funds of the concerned SUC.

VI. SPECIFIC FACTORS AND GUIDELINES IN DETERMINING CREDIT POINTS (MAXIMUM OF 200 POINTS)

NOTE: The Service Record should be submitted together with the other specific supporting documents.

A. Resource Generation

Program or activities resulting to acquisition of resources in the form of fees, charges and assessments, revenues, donation, contributions, grants, bequests, endowments, gifts, in cash and in kind, from various sources, domestic or foreign, for purposes relevant to their functions.

1. Grant- in- Aid (in cash)

Supporting Document(s)

- Memorandum of Agreement
- Certified True Copy of the Cheque

1.1 Foreign Donors.....1 point for every \$ 10,000.00
1.2 Local Donors.....1 point for every Php 500,000.00

2. SUC Corporation (Capitalization)

Supporting Document(s)

- BOR/BOT Resolution
- Memorandum of Agreement
- Certified True Copy of the Cheque

2.1 Seed Capital Granted by CHED.....1 point for every
DBP, and/or LBP Php 500,000.00
2.2 Seed Capital thru tie-up with.....1 point for every Private
partners
Php 500,000.00
2.3 Seed Capital from Income.....1 point for every
Php 500,000.00

3. Income Generated from Entrepreneurial Projects

(Two years after his/her incumbency as President).

Supporting Document(s)

- Certified Statement of ROI from the Director of Finance or the Chief Accountant

3.1 6-10 % ROI.....1 point
3.2 11-15 % ROI.....2 points
3.3 16-20 % ROI.....3 points
3.4 Higher than 20 %.....4 points

4. Donation/ Gifts

(During his/her incumbency as President)

Supporting Document(s)

- BOR/BOT Resolution (Acceptance of Donation)
- Memorandum of Agreement
- Certified True Copy of the Cheque

4.1 Cash.....1 point for Php 250,000.00
 4.2 In- kind.....1 point for Php 250,000.00

5. Tuition and Other School Fees

(During his/her incumbency as President)

.....1 point for every Php 2,500,000.00
 increase over the previous collection

Supporting Document(s)

- Certified Financial Statement from the Director of Finance or the Chief Accountant

B. Research Grants

(During his/her incumbency as President)

Supporting Document(s)

- Memorandum of Agreement or Equivalent
- Certified True Copy of the Cheque

1. Grants from Foreign Donors ...1 points for every \$10,000.00
2. Philippine Donors.....1 point for every Php 500,000.00

C. Extension Services

(During his/her incumbency as President)

Supporting Document(s):

- Memorandum of Agreement or Equivalent
- Certified True Copy of the Cheque.

1. Income generated through Extension Project
1 point for every Php 500,000.00

2. Number of Projects
 1-4.....1 point
 5-8.....2 points
 9-12.....3 points
 Higher than 12.....4 points

D. Linkages.

(During his/her incumbency as President)

Supporting Document(s)

- Memorandum of Agreement or Equivalent
- Certified True Copy of the Cheque

1. Local linkages.....1 point for every 1-3 linkages
2. Regional linkages.....2 points for every 1-3 linkages
3. National linkages.....3 points for every 1-3 linkages
4. International linkages.....4 points for every 1-3 linkages

E. Foreign Grants

(During his/r incumbency as President)

Supporting Document(s)

1. **Foreign Grants**.....1 point for every PhD grant
1 point for every 2 MS/MA grant
2. **Local Grants**.....1 point for every PhD grant
1 point for every MS/MA grant
3. **Scholarship Completed**.....2 points for every PhD graduated
1 point for every MS/MA graduated

(During his/her incumbency as President)

- Memorandum of Agreement or Equivalent
- Certified True Copy of the Cheque

1. **Foreign Grants**.....1 point for every \$10,000.00
or in kind
2. **Local Grants**.....1 point for every Php 500,000.00
cash in kind

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