

FACULTY

	SUB-AREA	IPO RATING	IPO MEAN
	A. ACADEMIC FACULTY QUALIFICATIONS AND TEACHING EXPERIENCES		
	INPUTS		
1.	<p>Faculty members teaching general education courses are master's degree graduates.</p> <p>Rating Scale:</p> <p>5 - 100% of the faculty members teaching general education courses are Master's degree holders</p> <p>4 - 80% of the faculty members teaching general education courses are Master's degree holders</p> <p>3 - 60% of the faculty members teaching general education courses are Master's degree holders or 40% are Master's degree holders and 30% are finishing within one (1) year.</p> <p>2 - 40% of the faculty members teaching general education courses are Master's degree holders or 30% are Master's degree holders and 20% are finishing within one (1) year.</p> <p>1 - Less than 20% of the faculty members teaching general education courses are Master's degree holders</p>		
2.	<p>Faculty members who teach major courses possess appropriate graduate/post graduate degree qualifications.</p> <p>Rating Scale:</p> <p>5 -100% possess appropriate graduate/postgraduate degree qualifications.(MA or doctorate degree, minimum two (2) years industry experience, with at least 2 or more relevant trainings and seminars annually)</p> <p>4 - 80% possess appropriate graduate/postgraduate degree qualifications. (MA or doctorate degree, minimum two (2) years industry experience, with at least 2 or more relevant trainings and seminars annually)</p> <p>3 - 60% MA degree holder, with at least 2 or more relevant trainings and seminars</p> <p>2 - 40 % of the faculty are MA degree holder, with at least 1 relevant training and seminar</p> <p>1 - Lower than 20% of the faculty are MA degree holder, with at least 1 relevant training and seminar</p>		

3.	<p>Faculty members possess extensive teaching experience and/or industry practice in their fields of specialization.</p> <p>Rating Scale:</p> <p>5 - 70 % with a minimum of 5 years teaching experience/industry practice</p> <p>4 - 60% with 4 years teaching experience/industry practice</p> <p>3 - 50% with 3 years teaching experience/industry practice</p> <p>2 - 40% with 2 years teaching experience/industry practice</p> <p>1 - Less than 30% of the faculty have 1 year teaching experience/industry practice</p>		
4.	<p>Faculty members are affiliated with professional organizations in their fields of specialization.</p> <p>Rating Scale:</p> <p>5 - 100% of the faculty are affiliated with international and/or national professional organizations</p> <p>4 - 90% of the faculty are affiliated with international and/or national professional organizations</p> <p>3 - 80% of the faculty are affiliated with regional professional organizations</p> <p>2 - 70% with of the faculty are affiliated with local professional organizations</p> <p>1 - Lower than 60% of the faculty have no affiliation with professional organizations</p>		
		INPUTS MEAN	
		(20%)	
	PROCESSES:		
1.	Regular updating, monitoring and evaluation of faculty qualifications		
2.	Provision for Faculty Development Program: Scholarships, Trainings, Workshops, and Grants		
		PROCESSES MEAN	
		(30%)	
	OUTCOMES:		
1.	Faculty members demonstrate mastery of the subject matter and effective delivery of the learning competencies in their own field of expertise;		

2.	Faculty members are members or leaders of recognized professional organizations here and abroad.		
3.	The institution is able to comply with CHED's requirements, ASEAN requirements, and other international standards on faculty qualifications		
OUTCOMES MEAN (50%)			
	BEST PRACTICE/S: <hr/> <hr/> <hr/> <hr/> <hr/>		
Sub-Area Evaluation Rating			
	SUB-AREA	IPO RATING	IPO MEAN
	B. RECRUITMENT AND SELECTION		
	INPUTS:		
1.	<p>There are institutional policies on faculty selection as evidenced by the following documents:</p> <ul style="list-style-type: none"> a. Qualification Standards b. Ranking and Promotion Plan c. Ranking instrument d. Personnel Selection Board e. Published Administrative Code, University/College Code/ Manual of Regulations/ Faculty Manual, Flow Chart of HRMO <p>Rating Scale: 5 - all of the evidences are present 4 - four (4) of the evidences are present 3 - three (3) of the evidences are present 2 - two (2) of the evidences are present 1 - one (1) of the evidence are present</p>		

2.	<p>The faculty selection board is composed of:</p> <ol style="list-style-type: none"> 1. School Head or representative 2. Academic Head or representative 3. HR Officer 4. Faculty Representative 5. Dean or its equivalent <p>Rating Scale:</p> <p>5 - participated by all of the mentioned officials</p> <p>4 - participated by any of the four (4) of the mentioned officials</p> <p>3 - participated by any of the three(3) of the mentioned officials</p> <p>2 - participated by any of the two(2) of the mentioned officials</p> <p>1 - participated by any one (1) of the mentioned officials</p>		
		INPUT MEAN (20%)	
	PROCESSES:		
1.	The minimum requirements of the Civil Service Commission and the University criteria/standards are taken into consideration in the recruitment, selection and hiring of faculty members.		
2.	<p>The faculty selection process gives due consideration on the following:</p> <ol style="list-style-type: none"> a. Academic qualification (Education) b. Professional Licensure/Eligibility c. Teaching Experience d. Trainings and Seminars e. Professional Experience f. Teaching Competencies g. Oral and written communication h. Research capability i. Community Extension Activities j. Technical competencies, if applicable k. Character l. Personality m. Health 		
2.	The Local Chief Executive appoints all employees of the institution.		
1.	The institution observes the criteria for recruitment, selection, and hiring		
2.	The institution implements employment policies.		

PROCESSES MEAN (30%)			
	OUTCOMES:		
1.	Presence of highly qualified applicants		
2.	Presence of functional faculty researchers		
3.	Competent faculty members were employed		
4.	Existence of Selection and Recruitment Policy		
OUTCOMES MEAN (50%)			
	BEST PRACTICE/S: <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>		
Sub-Area Evaluation Rating			
	SUB-AREAS	IPO RATING	IPO MEAN
	C. RANKING AND PROMOTION		
	INPUTS		
1.	There is a faculty ranking and promotion system used by the institution.		
2.	There is a career pathing and succession plan for the faculty		

3.	<p>The length of the probationary period is in accordance to Civil Service Commission standards</p> <p>Rating Scale: 5 - CSC standards are strictly implemented 4 - CSC standards are mostly implemented 3 - CSC standards are moderately implemented 2 - CSC standards are partially implemented 1 - CSC standards not implemented</p>		
4.	<p>There are procedures for the termination of employment.</p> <p>As indicated in the Administrative Code, Faculty Manual and other supporting details</p> <p>Rating Scale: 5 – The institution strictly observes and implements functional procedures for the termination of employment. 4 - The institution mostly observes and implements functional procedures for the termination of employment. 3 -The institution moderately observes and implements functional procedures for the termination of employment. 2 - The institution partially observes and implements functional procedures for the termination of employment. 1 - The institution does not observe and implement no functional procedures for the termination of employment.</p>		
5.	<p>There are procedures for the dismissal of faculty including due process.</p> <p>As indicated in the Administrative Code, Faculty Manual and other supporting details</p> <p>5 - The institution strictly observes and implements functional procedures for the dismissal of faculty including due process. 4 - The institution mostly observes and implements functional procedures for the dismissal of faculty including due process.</p>		

	3 - The institution moderately observes and implements functional procedures for the dismissal of faculty including due process. 2 - The institution partially observes and implements functional procedures for dismissal of faculty including due process. 1 - The institution does not observe and implement functional procedures for dismissal of faculty including due process.		
INPUTS MEAN (20%)			
	PROCESSES:		
	Institutionalization of the following: a. Merit, Ranking and Promotion Plan b. Career Pathing Plan c. Succession Plan		
PROCESSES MEAN (30%)			
	OUTCOMES:		
1	List of promoted and regularized faculty members		
2	Due process observed		
3	Low rate of faculty turnover		
4	Career Pathing and Succession Plan		
OUTCOMES MEAN (50%)			
	BEST PRACTICE/S: _____ _____ _____ _____ _____		
Sub-Area Evaluation Rating			

	SUB-AREA	IPO RATING	IPO MEAN
	D. FACULTY LOADING		
	INPUTS		
1	<p>The institution has clear policies on faculty loading that complies with the minimum requirements of the Commission on Higher Education in terms of the following:</p> <ul style="list-style-type: none"> ▪ Academic Qualifications ▪ Field of Specialization ▪ Number of Preparations ▪ Number of Units of Teaching Loads; and <p>Administrative Support</p>		
1.	<p>The institutional system on faculty loading contains specific provisions for faculty with additional responsibilities which includes the following:</p> <ul style="list-style-type: none"> a. Rewards b. Service credits c. Honorarium d. Points for promotions e. Ranking, recognitions 		
INPUTS MEAN (20%)			
	PROCESSES:		
1.	<p>Ratio of full time to part time faculty is 7 is to 3 as shown in the Summary of teaching assignment duly signed by the designated authority.</p> <p>Rating Scale</p> <p>5 - 70% of the faculty members are full-time teachers</p> <p>4 - 60% of the faculty members are full-time teachers</p> <p>3 - 50% of the faculty members are full-time teachers</p> <p>2 - 40% of the faculty members are full-time teachers</p> <p>1 - 30% of the faculty members are full-time teachers</p>		
3.	<p>The faculty members teach their major and minor fields of specialization.</p> <p>Rating Scale:</p> <p>5 - 75% of the members of the faculty are given teaching assignments only in their major and minor fields of specialization.</p> <p>4 - 65% of the members of the faculty are given teaching</p>		

	<p>assignments only in their major and minor fields of specialization.</p> <p>3 - 50% of the members of the faculty are given teaching assignments only in their major and minor fields of specialization.</p> <p>2 - 30% of the members of the faculty are given teaching assignments only in their major and minor fields of specialization.</p> <p>1 - 20% of the members of the faculty are given teaching assignments only in their major and minor fields of specialization.</p>		
4.	<p>Full-time faculty teaching load per week is in accordance with acceptable standards.</p> <p>Rating Scale:</p> <p>5 - 75% of the faculty members have 21 units maximum load</p> <p>4 - 65% of the faculty members have 24 units maximum load</p> <p>3 - 50% of the faculty members have 27 units maximum load</p> <p>2 - 35% of the faculty members have 30 units maximum load</p> <p>1 - 10% of the faculty members have more than 30 units maximum load</p>		
5.	<p>Faculty with concurrent or special designations are given the following rewards and incentives:</p> <ol style="list-style-type: none"> Equivalent teaching units Service credits Honorarium Points for promotion, Ranking or recognitions <p>Rating Scale:</p> <p>5 - All of the mentioned items for incentives are present</p> <p>4 - four of the mentioned items for incentives are present</p> <p>3 - three of the mentioned items for incentives are present</p> <p>2 - two of the mentioned items for incentives are present</p> <p>1 - no provision for incentives exhibited</p>		
6.	<p>Some faculty members are given special assignments such as:</p>		

	a. Program/Project Coordinator/Member b. Chairmanship c. Student Organization Advisorship d. Other special tasks		
		PROCESSES MEAN (30%)	
	OUTCOMES:		
1.	Faculty load complies with CHED requirements.		
		OUTCOMES MEAN (50%)	
	BEST PRACTICE/S: 		
Sub-Area Evaluation Rating			

	SUB-AREA	IPO RATING	IPO MEAN
	E. PROFESSIONAL PERFORMANCE AND SCHOLARLY WORK		
	INPUTS		
1.	The institution has clear policies and programs on research that promotes research capability and engagements.		
2.	The institution has specific budget for research such as: <ul style="list-style-type: none"> a. Incentives for research engagements; b. Support for research presentation; and c. Support for research publications. 		
INPUTS MEAN (20%)			

	PROCESSES:		
	<p>The institution provides support for research and publication through allocation of a budget for the following:</p> <ul style="list-style-type: none"> a. Honorarium; b. Deloading; c. Service credits; and d. Seminars and trainings on research. <p>Rating Scale: 5 - all of the mentioned supports are provided 4 - three (3) of the mentioned supports are provided 3 - two (2) of the mentioned supports are provided 2 - one (1) of the mentioned support are provided 1 - no support provided for research and publication</p>		
1.			
2			
PROCESSES MEAN (30%)			
	OUTCOMES:		
1	Faculty members have research output		
1.	<p>Research Journal publication</p> <p>Rating Scale: 5- The institution has published two (2) or more research journal in one academic year. 4 - The institution has published two (2) research journals in one academic year. 3 - The institution has published one (1) or more research journal in one academic year. 2- The institution has a research journal but was not published. 1 - The institution has an on-going research journal.</p>		

2.	There are faculty members who published books or instructional material/s.		
		OUTCOMES MEAN (50%)	
	BEST PRACTICE/S: <hr/> <hr/> <hr/> <hr/> <hr/>		
Sub-Area Evaluation Rating			
	SUB-AREA	IPO RATING	IPO MEAN
	F. PERFORMANCE EVALUATION		
	INPUTS		
1	The institution has a system that: 1.1. Monitors submission of academic requirements such as syllabi, grades and the like 1.2. Monitors faculty participation in trainings, meetings and other institutional activities/ services		
52	There is provision for faculty evaluation by the students, peers, self and immediate superiors		
6.	There are professional involvement and training of faculty as evidenced by the following: a. Affiliation to professional organizations; b. Conduct of seminars and trainings; c. Participation in civic organizations; and d. Participation as Presenter/ Lecturer/ Facilitator/ Panelist/ Evaluator. Rating Scale: 5 - All of the evidences mentioned are present. 4 - Three (3) of the evidences mentioned are present. 3 - Two (2) of the evidences mentioned are present. 2 - One (1) of the evidences mentioned is present.		

	1 - No evidence of professional involvement and trainings		
		INPUTS MEAN (20%)	
	PROCESSES:		
1	The institution regularly conducts performance evaluation of faculty members using standardized instrument duly understood by the faculty that includes teaching competencies, research and community involvement		
		PROCESSES MEAN (30%)	
	OUTCOMES:		
7	<p>Attitudes and values of the faculty members are demonstrated in the following:</p> <ul style="list-style-type: none"> a. Strict adherence to policies, rules and regulations and protocol; b. Punctuality; c. Courtesy; d. Participation to school activities/ meetings; and e. Initiative in organizing programs and projects. <p>Rating Scale: 5 - All of the items mentioned are demonstrated. 4 - Four (4) of the items mentioned are demonstrated. 3 - Three (3) of the items mentioned are demonstrated. 2 - Two (2) of the items mentioned are demonstrated. 1 - One (1) of the items mentioned is demonstrated.</p>		
8.	<p>Compliance with administrative requirements are evident in the following submissions:</p> <ul style="list-style-type: none"> a. Submission of syllabi; b. Table of specifications; c. Test questions with answer key; d. Monthly attendance of students before the specified date of submission; and e. Grades and other academic reports. <p>Rating Scale: 5 - All of the items mentioned are complied. 4 - Four (4) of the items mentioned are complied. 3 - Three (3) of the items mentioned are complied. 2 - Two (2) of the items mentioned are complied. 1 - One (1) of the items mentioned is complied.</p>		
4.	The teachers instructional materials and references are:		

	<ul style="list-style-type: none"> a. updated; b. well-researched materials; c. variety of sources; d. innovative resources; and e. supplementary materials. <p>Rating Scale:</p> <p>5 - All of the criteria mentioned are observed.</p> <p>4 - Four (4) of the criteria mentioned are observed.</p> <p>3 - Three (3) of the criteria mentioned are observed.</p> <p>2 - Two (3) of the criteria mentioned are observed.</p> <p>1 - One (1) of the criteria mentioned is observed.</p>		
2.	<p>Mastery of the subject matter as evidenced by the following:</p> <ul style="list-style-type: none"> a. There is a wide range of knowledge of the topic; b. Information related to the topic are updated; c. References are complete; and d. High degree of fluency originality and confidence are demonstrated. <p>Rating Scale:</p> <p>5 -All of the evidences mentioned are observed.</p> <p>4 -Three (3) of the evidences mentioned are observed.</p> <p>3- Two (2) of the evidences mentioned are observed.</p> <p>2 -One (1) of the evidences mentioned is observed.</p> <p>1 - No evidence of mastery of the subject matter is observed.</p>		
3.	<p>Class Preparation as evidenced in the following:</p> <ul style="list-style-type: none"> a. Personality and physical appearance; b. Punctuality and attendance; c. Possession of tools and supplies; and d. Use of appropriate instructional materials/technology needed and basic knowledge on their use. <p>Rating Scale:</p> <p>5 - All of the evidences mentioned are observed.</p> <p>4 - Three (3) of the evidences mentioned are observed.</p> <p>3 - Two (2) of the evidences mentioned are observed.</p> <p>2 - One (1) of the evidence mentioned is observed.</p>		

	1 - There is no evidence of class preparation on the part of the teacher.		
1.	<p>Teaching competence can be seen in:</p> <p>Accomplishment of program and course objectives as indicated in the syllabi with expected student outcome/s.</p> <p>Rating Scale:</p> <p>5 - Accomplishment of program and course objective is far exceeded, and consistent with the syllabi as shown by:</p> <ul style="list-style-type: none"> a. Creation of multiple opportunities for students to interact and share ideas b. Objectives, learning activities and assessments are aligned and support each other c. Objectives of learning outcomes were the central element of the presentation and discussion d. Designed elements are appropriately adopted to the course level, size and position within the curriculum and characteristics of students in the class <p>4 - Accomplishment of program and course objective is exceeded and consistent with the syllabi as shown by:</p> <ul style="list-style-type: none"> a. Objectives appropriately focus on content b. Objectives focus on disciplinary skill and development c. Course activities are part of the class and aligned to achieve course objectives <p>3 – Program and course objectives are met and show minimal consistency with the syllabi</p> <p>2 – Program and course objective are met but inconsistent with the syllabi</p> <p>1 – Program and course objectives specified in the syllabi are not met and inconsistent.</p>		
1.	<p>Academic requirements submitted</p> <p>Rating Scale:</p> <p>5- 100% of the faculty members submits academic requirement on time</p> <p>4- 75% of the faculty members submits academic requirements on time</p> <p>3- 50% of the faculty members submits academic requirements on time</p>		

	2- 25% of the faculty members submits academic requirements on time 1- Below 25% of the faculty members submits academic requirements on time		
2.	Participated in trainings, seminars, meeting and other institutional activities or services Rating Scale: 5- 100% of the faculty members participated 4- 75% of the faculty members participated 3- 50% of the faculty members participated 2- 25% of the faculty members participated 1- Below 25% of the faculty members participated		
3.	Demonstrate excellent instructional competence as shown by: a. submission of academic requirements such as syllabi, grades and the like. b. attendance in training, seminar and meeting obtained. c. faculty members obtained at least very satisfactory (VS) performance rating or higher. d. no derogatory records as evidenced by pending or decided cases. Rating Scale: 5- 100% demonstrated excellent instructional competence 4- 75% demonstrated excellent instructional competence 3- 50% demonstrated excellent instructional competence 2- 25% demonstrated excellent instructional competence 1- Below 25% demonstrated excellent instructional competence		
OUTCOMES MEAN (50%)			
	BEST PRACTICE/S: _____ _____ _____ _____ _____		
Sub-Area Evaluation Rating			
	SUB-AREA	IPO RATING	IPO MEAN
	G. FACULTY DEVELOPMENT PROGRAM		

	INPUTS		
1.	<p>The institution has Faculty Development Program as shown by the following:</p> <ul style="list-style-type: none"> a. budget; b. trainings and seminars; c. financial assistance; d. honorarium; e. scholarships; f. service credits; g. leave credits; and h. career advancement/ promotion. <p>Rating Scale: 5 - All items mentioned are present 4 - Six (6) of the items mentioned are present 3 - Four (4) of the items mentioned are present 2 - Two (2) of the items mentioned are present 1 - One (1) of the items mentioned is present</p>		

2.	<p>There is an orientation/ reorientation program for all faculty which includes the institution's mission statements and its philosophy, institutional strategies and policies.</p> <p>Rating Scale:</p> <p>5 – the institution conducts orientation/ reorientation program every semester</p> <p>4 - the institution conducts orientation/ reorientation program once a year</p> <p>3 - the institution conducts orientation/ reorientation program every other year</p> <p>2 - the institution conducts orientation/ reorientation program as the need arises</p> <p>1 - the institution does not conduct orientation/ reorientation program</p>		
3.	<p>3. 1 The institution has a specialized in-service training for faculty members in the form of:</p> <p>a. seminars;</p> <p>b. workshops; and</p> <p>c. educational tour/ benchmarking and the like.</p> <p>Rating Scale:</p> <p>5 – All of the items mentioned are present and conducted every semester</p> <p>4 – Two (2) of the items mentioned above are present and conducted every semester</p> <p>3 – One (1) of the items mentioned is present and conducted every semester</p> <p>2 – All of the items mentioned are present and conducted once a year</p> <p>1 – One or two (1or 2) of the items mentioned are present and conducted once a year</p>		
	3.2 There are formal study opportunities for faculty member		
4.	There is membership in professional organizations		

5.	<p>The institution has financial support for faculty development program outside the school.</p> <p>Rating Scale: 5 - The institution grants 100% financial support 4 - The institution grants 80% financial support 3 - The institution grants 60% financial support 2 - The institution grants 40% financial support 1 - The institution grants 20% financial support</p>		
6.	<p>There are opportunities available to the full-time faculty in the graduate and post graduate programs as follows:</p> <p>6.1 scholarships/ grants and fellowship 6.2 research 6.3 seminars and training</p>		
7.	<p>There are faculty and committee meetings such as:</p> <p>a. Institutional meeting b. College meeting c. Department meeting d. Committee / Project meeting</p> <p>Rating Scale: 5 – All of the mentioned meetings are conducted 4 – Three (3) of the mentioned meetings are conducted 3 – Two (2) of the mentioned meetings are conducted 2 – One (1) of the mentioned meetings is conducted 1 – No meetings conducted</p>		
		INPUTS MEAN (20%)	
	PROCESSES:		
1.	The institution proposes a budget for Faculty Development Program		
2.	The institution solicits the approval of the Faculty Development Program		
3.	The institution monitors the faculty meeting and attendance of faculty in meetings, seminars and other training program.		
		PROCESSES MEAN (30%)	

	OUTCOMES:		
1.	<p>The budget for Faculty Development Programs was implemented.</p> <p>Rating Scale:</p> <p>5 - The institution strictly implements 100% of the budgeted faculty development program</p> <p>4 -The institution strictly implements 80% of the budgeted faculty development program</p> <p>3 - The institution strictly implements 60% of the budgeted faculty development program</p> <p>2 - The institution strictly implements 40% of the budgeted faculty development program</p> <p>1 - The institution strictly implements 20% of the budgeted faculty development program</p>		
2.	Meetings regularly held		
3.	In service training regularly conducted		
4	<p>Faculty Scholarships</p> <p>Rating Scale:</p> <p>5 – 10% of the regular faculty members are granted study opportunities as shown by scholarship in the graduate and post-graduate programs through the different sponsoring agencies such as CHED, DOST, CSC, and others.</p> <p>4 – 8% of the regular faculty members are granted study opportunities as shown by scholarship in the graduate and post-graduate programs through the different sponsoring agencies such as CHED, DOST, CSC, and others.</p> <p>3 – 5% of the regular faculty members are granted study opportunities as shown by scholarship in the graduate and post-graduate programs through the different sponsoring agencies such as CHED, DOST, CSC, and others.</p> <p>2 – 2% of the regular faculty members are granted study opportunities as shown by scholarship in the graduate and post-graduate programs through the different sponsoring agencies such as CHED, DOST, CSC, and others.</p>		

	1 – 1% of the regular faculty members are granted study opportunities as shown by scholarship in the graduate and post-graduate programs through the different sponsoring agencies such as CHED, DOST, CSC and others.		
--	--	--	--

Self Survey Form 2015

4.	<p>Updated membership in professional organization</p> <p>Rating Scale:</p> <p>5 – 100% of the faculty are members of professional organizations as shown by their valid ID, certificates, and/or official receipts</p> <p>4 – 80% of the faculty are members of professional organizations as shown by their valid ID, certificates, and/or official receipts</p> <p>3 – 60% of the faculty are members of professional organizations as shown by their valid ID, certificates, and/or official receipts</p> <p>2 – 40% of the faculty are members of professional organizations as shown by their valid ID, certificates, and/or official receipts</p> <p>1 – 20% of the faculty are members of professional organizations as shown by their valid ID, certificates, and/or official receipts</p>		
		OUTCOMES MEAN (50%)	
	<p>BEST PRACTICE/S:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
Sub-Area Evaluation Rating			
	SUB-AREA	IPO RATING	IPO MEAN
	H. FACULTY RELATIONSHIPS		
	INPUTS		
1.	<p>There is a faculty association that provides for the personal and professional growth of its members, and promotes faculty welfare through the following activities/programs:</p> <p>a. sports and wellness activities</p> <p>b. scholarship</p> <p>c. sponsorship</p> <p>d. financial rewards for exemplary/commendable performances</p> <p>e. financial aid in case of wedding, retirement, sickness, disability, death</p> <p>f. team building activity</p> <p>g. spiritual activity</p> <p>h. special day celebration (Family day, Teachers day)</p>		

	<p>Rating Scale: 5 – All of the items mentioned are provided 4 – Six (6) of the items mentioned are provided 3 – Four (4) of the items mentioned are provided 2 – Two (2) of the items mentioned are provided 1 – One (1) of the items mentioned is provided</p>		
2	<p>There is good faculty relationship with the administration as evidenced in the following practices:</p> <ul style="list-style-type: none"> a. involvement of the faculty in the formulation/revision of the institution's purposes and objectives b. involvement in the academic and administrative policy-making c. practice of principle of academic freedom d. dialogue and open communication between the faculty and administration e. involvement of the faculty in the grievance committee <p>Rating Scale: 5 - All of the mentioned items are practiced 4 - Four (4) of the mentioned items are practiced 3 - Three (3) of the mentioned items are practiced 2 - Two (2) of the mentioned items are practiced 1 - One (1) of the mentioned items is practiced</p>		
3.	<p>There is faculty- students relationship as evidenced in the following</p> <ul style="list-style-type: none"> a. Faculty members are responsive to students' needs. b. Faculty members are available for academic advising and consultations. c. Faculty members participate in co-curricular/extra-curricular activities. d. Faculty members respond positively to grievances expressed by students. e. Faculty members are accessible to students. <p>Rating Scale: 5 - All of the mentioned items are evident 4 - Four (4) of the mentioned items are evident</p>		

	3 - Three (3) of the mentioned items are evident 2 - Two (2) of the mentioned items are evident 1 - One (1) of the mentioned items is evident		
4.	There is relationship with other sectors as evidenced in the following: a. Faculty members have healthy relationships with the non-academic personnel. b. Faculty members actively participate in school projects and services.		
INPUTS MEAN (20%)			
	PROCESSES:		
1.	The institution supports Faculty Association programs and activities		
2.	The institution provides opportunities for faculty to have harmonious relationship with the administration, students and other stakeholders.		
PROCESSES MEAN (30%)			
	OUTCOMES:		
1.	Faculty Association activities and programs are conducted		
2.	Faculty activities and program with the administration/ students/ other stakeholders are conducted.		
OUTCOMES MEAN (50%)			
	BEST PRACTICE/S: 		
Sub-Area Evaluation Rating			
	SUB-AREA	IPO RATING	IPO MEAN
	I. SALARIES AND FRINGE BENEFITS (Consistent with Civil Service Commission Regulations)		
	INPUTS		
1.	Faculty members receive their salaries regularly.		

	<p>Rating Scale:</p> <p>5 - All faculty members receive their salaries on time</p> <p>4 - All faculty members receive their salaries 1 day after the payday</p> <p>3 - All faculty members receive their salaries 2 days after the payday</p> <p>2 - All faculty members receive their salaries 3 days after the payday</p> <p>1 - All faculty members receive their salaries 4 or more days after the payday</p>		
2.	<p>There is an existence of policy on salary and other fringe benefits duly approved by the BOR and is consistent with the Department of Budget and Civil Service Rules related to the following:</p> <p>a. Vacation pay;</p> <p>b. Salary adjustment/increment;</p> <p>c. Honorarium;</p> <p>d. Productivity incentive allowance;</p> <p>e. Overtime pay; and</p> <p>f. Clothing allowance/ other related allowances.</p> <p>Rating Scale:</p> <p>5 – Existence of all of the benefits mentioned above</p> <p>4 – Existence of four (4) of the benefits mentioned</p> <p>3 – Existence of three (3) of the benefits mentioned</p> <p>2 – Existence of Two (2) of the benefits mentioned</p> <p>1 – Existence of One (1) of the benefits mentioned</p>		
3.	<p>The institution has policies for leaves in accordance with the Civil Service Rules such as:</p> <p>a. Vacation Leave;</p> <p>b. Study Leave;</p> <p>c. Sabbatical;</p> <p>d. Service Leave;</p> <p>e. Sick Leave; and</p> <p>f. Other special leave privileges like funeral/ mourning leave, graduation leave, enrolment leave, wedding/ anniversary leave, birthday leave, hospitalization leave, relocation leave for a maximum of 3 days within a</p>		

	<p>calendar year.</p> <p>Rating Scale: 5 - All of the policies mentioned are provided 4 - Five (5) of the policies mentioned are provided 3 - Four (4) of the policies mentioned are provided 2 - Three (3) of the policies mentioned are provided 1 - One/ Two (1 or 2) of the policies mentioned is/are provided</p>		
5.	<p>The institution has provisions for the following:</p> <p>a. Retirement program; b. Terminal leave; c. Monetization of leave credits; and d. Cash surrender value.</p> <p>Rating Scale: 5 - All the items mentioned are provided 4 - Three (3) of the items mentioned are provided 3 - Two (2) of the items mentioned are provided 2 - One (1) of the items mentioned is provided 1 - None of the items mentioned is provided</p>		
6.	<p>The faculty enjoy the other mandatory benefits such as:</p> <p>a. Medical benefits ; b. Loan and housing under PAG-IBIG; c. Loan and Housing under GSIS; and d. City and institutional benefit.</p> <p>Rating Scale: 5 - All the items mentioned are provided 4 - Three (3) of the items mentioned are provided 3 - Two (2) of the items mentioned are provided 2 - One (1) of the items mentioned is provided 1 - None of the items mentioned is provided</p>		
		INPUTS MEAN (20%)	
	PROCESSES:		
1.	The institution set up a system for leave administration like ledger and leave form.		

2.	The institution audits leave credit.		
3.	The institution facilitates mandatory and fringe benefits within the prescribed period.		
4.	The institution facilitates the payroll on time.		
PROCESSES MEAN (30%)			

Self Survey Form 2015

	OUTCOMES:		
1.	Facilitated payroll, mandatory benefit and different fringe benefit on time.		
2.	System of leave administration is formulated and implemented.		
3.	Conducted regular audit of leave credits.		
		OUTCOMES MEAN (50%)	
	BEST PRACTICE/S: _____ _____ _____ _____ _____		
Sub-Area Evaluation Rating			

Documents, Information and Exhibits Needed

1. Diploma
2. Official Transcript of Records (TOR)
3. Certificate of attendance to trainings/seminars (aligned to the fields of specialization)
4. Certificate of Employment of the employee from the previous employer
5. National Certifications/Licenses and board rating
6. Rating Form for Academic Qualification
7. Copy of the research output or abstract
8. Appointment papers of hired employees
9. Ranking System/Merit and Promotion System duly attested by the Civil Service Commission
10. Certificate of participation in community involvement, photo documentation
11. Vertical Articulation
12. Membership ID/ Certificate or any evidence of active membership of professional organization
13. Board Resolutions on rank and tenure, and others that concern the faculty
14. Bulletins/display boards where important legislations, memoranda, directives and circulars on fringe benefits are posted
15. Class records
16. Class schedule for the current semester and for the two (2) preceding semesters
17. Code of Professional Ethics/R.A. 6713 and other pertinent CSC issuances
18. Faculty Development Program