### CHAPTER 2 SCOPE

positions or ranks in the faculty such as the following: This Merit System shall cover all closed career positions of the LCU. These are the

FACULTY RANK	SUB-RANKS
Instructor	III-II
<b>Assistant Professor</b>	I-IV
<b>Associate Professor</b>	I-V
Professor	I-V
College Professor	
University Professor	

# CHAPTER 3. DEFINITION OF TERMS

- 2 Trustees/Regent or the University President authorized by law to issue appointments. Appointing Authority - the Local Chief Executive (LCE) as chairman of the Board of
- Ö government units. of all chartered local colleges and universities established by Association of Local Colleges and Universities (ALCU) - the recognized organization the different local
- 1 based on highly technical qualifications; (2) opportunity for advancement to higher merit and fitness to be determined as far as practicable by competitive examination or Career Service - positions in the civil service characterized by (1) entrance based on career positions; and (3) security of tenure.
- ٩ Closed Career Position - any position in the faculty staff of the LCU
- P Community Extension Service - any development-oriented program or provided internally or externally by the University/College. Service
- -Supreme Court conducted bar examinations, or TESDA conducted crafts and trades examinations. Professional Regulation Commission (PRC) departments or agencies with the assistance of or in coordination with the CSC, or the Service Commission, or other examinations jointly designed and coordinated by the technical qualifications or other tests of merit and fitness conducted by the Civil determined as far as practicable by competitive examination, or based on highly Eligibility - refers to the result of passing a merit and fitness test which may conducted board examinations, the
- ĝ9 who are directly engaged in teaching, research and extension services. Faculty - regular plantilla-based set of people of the LCU appointed to a faculty rank
- 7 pursuant to applicable laws, rules and regulations. Assistant Professor, and Instructor positions, which is further classified into sub-ranks Faculty Rank the classification of faculty into Professor, Associate Professor,
- = University/College President in 5 Ħe Faculty selecting applicants for Selection Board. This recommendation to body shall assist The the

LCU Ment System

positions/ranks. governing board, which shall confirm appointments of faculty members ð

- دسشم accredited non-governmental organizations, local or foreign. FTDC - refers to the Faculty Training and Development Committee. This body shall be responsible for selecting and recommending faculty members who should attend specific training programs conducted by the LCU or by government agencies or duly FTDC - refers to the Faculty Training and Development Committee.
- 4 of academic full load plus quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers, and research and extension services). Full Timer - regular faculty members occupying permanent plantilla positions and rendering an equivalent of forty (40) hours of work a week. The 40 hours may consist of academic full load plus
- H test papers, and research and extension services), the total of which is forty (40) hours Full Load - consists of a number of hours spent in teaching or academic units plus quasi-teaching/administrative duties (consultation, preparation of lesson, checking of
- colleges, it is called the Board of Trustees (BOI). chartered local universities, it is called the Board of Regents (BOR). For chartered local Governing Board - refers to the highest policy-making body of a chartered LCU. For
- 5 the local government unit in the province, city, municipality or barangay. LCU - refers to the Local College or University established through an ordinance by
- 0 members in the LCU. governs the selection, utilization, training, retention and discipline of the faculty Merit System - a personnel system in which comparative merit or achievement
- þ service is not considered government service.) position or hired through a contract of service or a job order whose work is part-time Part Timer (A contract of service or job order part timer is not a government employee as his/her - a teaching staff member who is either occupying a regular plantilla
- P CIVIL SERVICE. Personnel Action - any action denoting the movement or progress of personnel in the
- F performance of faculty members for organizational effectiveness. be an organized, methodical and standardized system of evaluating the individual refers to the performance evaluation system for faculty positions/ranks. It shall
- ĮĄ. physical characteristics and personality traits required for the performance of the job or which shall include education, experience, training, civil service eligibility, and Qualification Standards - is a statement of the minimum qualifications for a position,

bar/board laws ranks; however, RA 1080 shall be required if the subjects to be taught are covered by The civil service eligibility can be dispensed with for appointment to faculty

~ evaluation in accordance with the common criteria and point allocation as may be Rank - refers to academic rank or sub-rank assigned to a member of the faculty after

LCU Merit System

prescribed from time to time by a duly authorized agency.

- = change in its duties and responsibilities. of a change in its duties and responsibilities sufficient to warrant placing the position in a different class, or as a result of a reevaluation of a position without a significant Reclassification - involves a change in the classification of a position either as a result
- V. Recruitment - the process of searching for and attracting potential applicants through announcements, assessments and related procedures to select the most qualified applicant for appointment to an appropriate position in the faculty.
- \* Research Output - relevant scientific, technical, educational studies made
- × Selection - the process of thoroughly screening qualified applicants for certain positions to determine the most qualified among them or to rank them based on their qualifications and professional potentials.
- × Teaching Experience - refers to the acquired number of years of service and quality of teaching performance.
- N positions with similar salary grade assignments. upgrading refers to a class or positions and is not applied in individual cases. A class is upgraded in view of its perceived relative worth as compared to other classes of Upgrading - involves the reallocation of the salary grade assignment of positions to a higher salary grade without change in its duties and responsibilities. The term

# CHAPTER 4. PERSONNEL MANAGEMENT SYSTEMS AND STANDARDS

# QUALIFICATION STANDARDS

-

#### GENERAL POLICY

such other issuances that may henceforth be issued. The qualification standards for appointment and other personnel actions for faculty members shall be those provided under the ALCU Unified Merit System and

#### POLICIES

-Hereunder are the minimum qualification standards for appointment to faculty positions in the LCUs:

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LCU Merit System

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# II. RECRUITMENT, SELECTION AND APPOINTMENT

# A. RECRUITMENT AND APPOINTMENT

### GENERAL POLICY

The LCU shall establish its own internal policies, procedures and guidelines for the recruitment and appointment of faculty members, which shall be submitted to the CSC for approval.

The established LCU policies and procedures on recruitment and appointment of faculty shall be in accordance with the following Civil Service policies and procedures:

#### **POLICIES**

- Recruitment shall be limited to those who meet the minimum requirements prescribed for the position.
- Ņ Transferees from other state or local universities and colleges may be



SO SO. 6

## MEMORANDUM CIRCULAR

5 DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES CONSTITUTIONAL BODIES;

SUBJECT Education Requirement for Faculty Positions in State Universities and Colleges (SUCs) and Local Colleges and Universities (LCUs)

and LCUs: the minimum education requirement for the following faculty positions in SUCs Pursuant to CSC Resolution No. 1200638 dated April 17, 2012, the Commission amends CSC Memorandum Circular No. 19, s. 2005 dated Universities and Colleges and Local Colleges and Universities) and adopts November 3, 2005 (Model Merit Systems for Faculty Members of State Memorandum Circular No. 19, s. 2005 dated

Instructor I to III (SUCs & LCUs)  Assistant Professor I to IV (SUCs)  Assistant Professor I (LCUs)  Master's degree of the local specialization of the local specialization of the local special spec	Faculty Positions
Master's degree in the area of specialization	Education Requirement

State Universities and Colleges and Local Colleges and Universities The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in the

newspaper of general circulation. publication This Memorandum Circular shall take effect fifteen (15) days after the ation of CSC Resolution No. 1200638 dated April 17, 2012 in a

Isco T Chairman DUQUE III, MD, MSc

QUIN 0 t.jų 2002

CSC Resolution No. 1200638 detect April 17, 2012 was published on May 11, 2012 in Philippine Star

IRD Dad In a Race to Serve: Responsive,  $^Accessible$ ,  $^Courteous$  and  $^E$ ffective Public Service

THOSE Ruilding



MC No. 22, s. 2016

# MEMORANDUM CIRCULAR

TO

ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, GOVERNMENT; AND COLLEGES GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS BUREAUS ORIGINAL ASO CHARTERS; AND STATE LOCAL AGENCIES COVERNMENT S S ゴボ UNIVERSITIES NATIONAL

SUBJECT Amendment of CSC MC No. 10, s. 2012 on the Education Requirement for Faculty Positions in State Universities and Colleges and Local Universities and Colleges

Commission amends CSC Memorandum Circular No. 10 series of 2012 on the education requirement for faculty positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs), as follows: Pursuant to CSC Resolution No. 1600839 promulgated on 26 July 2016, the

The education requirement for the following faculty positions/ranks in SUCs and LUCs is a master's degree in the area of specialization or its allied courses based on the CHED Memorandum Orders (CMO) on the policies, standards and guidelines of the subject course:

For LUCs: Instructor I to III Assistant Professor I	For SUCs: Instructor I to III Assistant Professor I to IV	Faculty Positions/Ranks
fields	Master's degree in the area of	Education Requirement

Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate

In a Real Colon to the Norve: Lesponsive, Accessible, Courteaus and Offselive Public Service

and LUCs is primarily a master's degree in the program to which the item of the faculty position/rank belongs. The education requirement for the above faculty positions/ranks in SUCs

for undergraduate or graduate programs shall be considered appropriate The allied or related fields or programs to the Master's degree which can be determined from the relevant CMOs on policies, standards and guidelines education requirement for the faculty positions/ranks in that program.

degree should not be an issue as the point of consideration is the master's LUCS, In the recruitment and promotion of faculty members in the degree and not the undergraduate degree of the candidate. vertical articulation of the master's degree with the undergraduate SUCs and

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)

Education Requirement

Instructor I (Business Administration)

Master's degree in Business Administration or in any of its allied programs as shown in CMO No. 39, s. 2006

Assistant Professor I (Information Technology)

Master's degree in Computer Science or in any of its allied programs as shown in CMO No. 53, s. 2006

N For faculty positions for professional courses/subjects of a particular board program, program or in allied or related fields1 The education requirement shall be master's degree in the

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)

Education Requirement

Instructor II (Accountancy)

Master's degree in Accountancy or in any of its allied programs as shown in CMO No. 3, s. 2007

<sup>&</sup>lt;sup>1</sup> The eligibility requirement is appropriate RA 1080 per Item 1, Section 35, Article VIII of CHED Memorandum Order No. 40 s. 2008 (Manual of Operations for Private Higher Education (MORPHE) of 2008.



# QUALIFICATION STANDARDS Amendment of CSC MC No. 10, s. 2012

in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) **Education Requirement for Faculty Positions** 

> Number: 1600839

Promulgated: 之下

RESOLUTION

and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x" responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit establish a career service and adopt measures to promote morale, Civil Service Commission, as the central personnel agency of the Government, WHEREAS, Section 3, Article IX (B) of the 1987 Philippine Constitution provides that efficiency, integrity,

constitutional and statutory provisions in the merit system for all levels and ranks in the Civil Service; (Administrative Code of 1987), provides that the Commission shall administer and enforce the WHEREAS, Section 12(1), Chapter 3, Title I (A), Book V of Executive Order No.

to officers and employees towards professional growth and foster the career system in the of 1987, qualification standards shall be used, among others, as guides in appointments and other personnel actions to be administered in such manner as to continually provide incentives WHEREAS, under Section 22(1), Chapter 5 Title I, Book V of the Administrative Code

promulgating CSC Resolution No. 051404 dated October 6, 2005 which was circularized through CSC Memorandum Circular (MC) No. 19, s. 2005 dated November 3, 2005. Said Model Merit System for SUCs and LUCs included the qualification standards for appointment to faculty positions/ranks in the SUCs and LUCs; universities WHEREAS, the Commission adopted the Model Merit System for faculty members universities and colleges (SUCs) and local universities and colleges (LUCs)

WHEREAS, the Commission on Higher Education (CHED), in its Memorandum Order No. 40, s. 2008 dated July 31, 2008, adopted and promulgated the Manual of Regulations for Private Higher Education (MORPHE) of 2008 which shall be applicable to all private higher education institutions operating under authority of the CHED. In particular, Item 1, Section 35 (Minimum Faculty Qualifications), Article VIII (Internal Organization: Academic and Non-Academic Personnel) provides, as follows:

faculty in a higher education institution shall be as follows: Minimum Faculty Qualifications. The minimum qualifications of

- 1) For undergraduate programs
- 0 to regulation by the Commission [CHED]. Holder of a master's degree, holder of a professional license requiring at least a bachelor's degree may be qualified to teach. Any deviation from this requirement will be subject least a bachelor's degree for the profe specific fields where there is dearth of where applicable, a holder of appropriate professional license requiring at to teach mainly in his/her major field and professional courses. holders of Master's degree, However,

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TOCK Building, IBP Road, Constitution Hills, 1126 Quezon City. 2011-10-20-01-129-20-11-10-20 O esceptible webinatile exceptor phro WINE SEE WIND

- 0 For Physical Education: A holder of a degree in Bachelor of Science in Physical Education, or Bachelor of Science in Education, with major or minor in physical education, or any other bachelor's degree with certificate
- 0 Bachelor of Science, with major or minor in music, or any other bachelor's degree with certificate in music." For Music Education: A holder of a degree in Bachelor of Music,

which provides that the MORPHE of 2008 shall also be applicable to SUCs and LUCs as it is for private higher education institutions, further directing all SUCs and LUCs to comply with the provisions of the Manual; WHEREAS, the CHED issued Memorandum No. 30, s. 2009 dated September 9, 2009

requirement of Master's degree in the area of specialization to the faculty positions of Instructor I to III in SUCs and LUCs, Assistant Professor I to IV in SUCs and Assistant amended CSC MC No. 19, s. 2005 dated November 3, 2005 and set the minimum education Professor I in LUCs; WHEREAS, the Commission, through its Resolution No. 1200638 dated April 17, 2012

specialization; (3) conduct initial evaluation of the proposed amendments of Qualification Standards (QS) for faculty positions of SUCs/LUCs in relation to NBC 461 and submit recommendations to CSC; and (4) propose amendments to CSC MC No. 10, s. 2012 to WHEREAS, the CHED created the Technical Working Group on Vertical Articulation (TWG-VA) tasked to: (1) determine the allied fields per program as stated in CHED Memorandum Orders (CMOs) for the different disciplines and those to be proposed by the SUCs and LUCs to be submitted to the Technical Panel/Committee for consideration; (2) include allied fields; prepare the list of programs where there is dearth of holders of master's degree in the area of

WHEREAS, upon the recommendation of the TWG-VA, in its Resolution No. 02-2015 dated December 7, 2015, the CHED Commission en banc proposed "to request the CSC to clarify the 'Area of Specialization' as provided in CSC Memorandum Circular No. 10, series of 2012 and to include the Relevant/Allied Courses based on the list provided by CHED for master's degree requirement for faculty position in SUCs and LUCs".

"members of the law faculty are required to be holders of the degree of Master of Laws." The implementation of said rule shall be gradual such that law schools shall follow the required percentage of holders of the master of laws degree in the law faculty, as follows: the legal education system and to supervise the law schools in the country, in Resolution No. 2014-02 dated 10 December 2014 prescribing, among others, WHEREAS, the Legal Education Board (LEB), which is mandated by law to administer that the

- School Year 2017 2018 20% School Year 2018 2019 40% School Year 2019 2020 60% School Year 2020 2021 80%

WHEREAS, the CSC has been receiving various inquiries and requests for clarification on the policies regarding the education requirement for faculty members in SUCs and LUCs particularly on the vertical articulation of the master's degree to its undergraduate degree;

Para 2. Item 2 of LEB Resolution No. 2014-12 states that "In computing the percentage, those who are exempted from the rule shall be included."

as follows: WHEREFORE, the Commission RESOLVES to AMEND CSC Memorandum Circular 10, s. 2012 on the education requirement for certain faculty positions in SUCs and LUCs

The education requirement for the following faculty positions/ranks in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) is a master's degree in the area of specialization or its allied courses based on the CMO on the policies, standards and guidelines of the subject course:

Faculty Positions/Ranks	Education Requirement
For SUCs:	
Instructor I to III	
Assistant Professor I to IV	Master's degree in the area of specialization
For LUCs:	or its allied/related fields
Instructor I to III	
Assistant Professor I	

graduate programs Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or

position/rank belongs. The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master's degree in the program to which the item of the faculty

The allied or related fields or programs to the Master's degree which can be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate

#### Mustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)

Instructor I (Business Administration)

Assistant Professor I (Information Technology)

## Education Requirement

Master's degree in Business Administration or in any of its allied programs as shown in CMO No. 39, s. 2006

Master's degree in Computer Science or in any of its allied programs as shown in CMO No. 53, s. 2006

N For faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields<sup>2</sup>.

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)

Instructor II (Accountancy)

Professor I (Law)

Education Requirement

allied programs as shown in CMO No. 3, s. 2007 Accountancy or in any of its Master's degree in

Master of Law (Percentage of Faculty of Law shall follow the LEB Resolution No. 2014-02 dated 10 December 2014)

Commission in attesting appointments for the above positions in SUCs and LCUs The above qualification standards shall be the bases of the Civil Service

general circulation. This Resolution shall take effect fifteen (15) days from its publication in a newspaper of

Quezon City.

ALICIA dela ROSA-BALA

Chairperson

Primaticulal, ROBERT S. MARTINEZ Commissioner

VACANT

Commissioner

Attested By:

DOLORES/B. BONIFACIO Director IV

Commission Secretariat and Liaison Office

HCSCMCH042012.docs

<sup>&</sup>lt;sup>2</sup> The eligibility requirement is appropriate RA 1080 per Item 1. Section 35, Article VIII of CHED Memorandian Order No. 40, x, 2008 (Manual of Operations for Private Uigher Education (MORPHI), of 2008.