



**Gov. Alfonso D. Tan College**

**Maloro, Tanguib City**

# **FACULTY**

## **B – Recruitment and Selection**

### **•Qualification Standards**

## CHAPTER 4. PERSONNEL MANAGEMENT SYSTEMS AND STANDARDS

### I. QUALIFICATION STANDARDS

#### GENERAL POLICY

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

#### POLICIES

I. Hereunder are the minimum qualification standards for appointment to faculty positions in the College:

| POSITION TITLE        | SG | EDUCATION  | EXPERIENCE   | TRAINING                      | RESEARCH OUTPUT   | COMMUNITY EXTENSION SERVICE         | ELIGIBILITY   |
|-----------------------|----|--|--|-------------------------------|---|-------------------------------------|---|
| Instructor I          | 12 | Master's Degree in the area of specialization or its allied/related fields | None   | None                          |   |                                     | None required; RA 1080 (for courses requiring BAR or BOARD eligibility) |
| Instructor II         | 13 | Master's Degree in the area of specialization or its allied/related fields | 1 year relevant experience                             | 8 hours of relevant training  | <ul style="list-style-type: none"> <li>Local research and national presented Research</li> <li>Action/Applied Research in any Discipline</li> </ul> | Participation to outreach program   | None required; RA 1080 (for courses requiring BAR or BOARD eligibility) |
| Instructor III        | 14 | Master's Degree in the area of specialization or its allied/related fields | 2 years of relevant experience + VS Performance Rating | 16 hours of Relevant Training | <ul style="list-style-type: none"> <li>Local research and national presented Research</li> <li>Action/Applied Research in any Discipline</li> </ul> | -outreach Program<br>-participative | None required; RA 1080 (for courses requiring BAR or BOARD eligibility) |
| Assistant Professor I | 15 | Master's Degree in the area of specialization or its allied/related fields | 3 years of relevant experience + VS Performance Rating | 24 hours of Relevant Training | <ul style="list-style-type: none"> <li>Local research and national presented Research</li> <li>Action/Applied Research in any Discipline</li> </ul> | -outreach Program<br>-participative | None required; RA 1080 (for courses requiring BAR or BOARD eligibility) |
| Assistant             | 16 | Master's   | 4 years of   | 24 hours of                   | Local research  | -outreach                           | None required;  |

|                            |  |  |                               |  |                             |   |
|----------------------------|--|--|-------------------------------|--|-----------------------------|---|
| Professor<br>II            | Degree in the area of specialization or its allied/related fields          | relevant experience + VS Performance Rating            | Relevant Training             | <ul style="list-style-type: none"> <li>• Unpublished and national presented Research</li> <li>• Action/Applied Research in any Discipline</li> </ul>                           | Program -co-initiator       | RA 1080 (for courses requiring BAR or BOARD eligibility)                |
| Assistant Professor<br>III | Master's Degree in the area of specialization or its allied/related fields | 4 years of relevant experience + VS Performance Rating | 24 hours of relevant training | <ul style="list-style-type: none"> <li>• Local research</li> <li>• Unpublished and national presented Research</li> <li>• Action/Applied Research in any Discipline</li> </ul> | -outreach Program Initiator | None required; RA 1080 (for courses requiring BAR or BOARD eligibility) |
| Assistant Professor<br>IV  | Master's Degree in the area of specialization or its allied/related fields | 5 years of relevant experience + VS Performance Rating | 24 hours of relevant training | <ul style="list-style-type: none"> <li>• Local research</li> <li>• Unpublished and national presented Research</li> <li>• Action/Applied Research in any Discipline</li> </ul> | -outreach Program initiator | None required; RA 1080 (for courses requiring BAR or BOARD eligibility) |
| Associate Professor I      | MA + 9 units Doctorate   | 6 years of relevant experience + VS Performance Rating | 40 hours of relevant training | <ul style="list-style-type: none"> <li>• Action/Applied Research</li> <li>• Published Research</li> </ul>  | Civic Welfare Service       | None required; RA 1080 (for courses requiring BAR or BOARD eligibility) |
| Associate Professor II     | MA + 21 units Doctorate  | 6 years of relevant experience + VS Performance Rating | 40 hours of relevant training | <ul style="list-style-type: none"> <li>• Community-Based Action Research</li> <li>• Published Research</li> </ul>  | Civic Welfare Service       | None required; RA 1080 (for courses requiring BAR or BOARD eligibility) |
| Associate Professor III    | MA + 33 units Doctorate  | 6 years of relevant experience + VS Performance Rating | 40 hours of relevant training | <ul style="list-style-type: none"> <li>• Community-Based Action Research</li> <li>• Published Research</li> </ul>  | Civic Welfare Service       | None required; RA 1080 (for courses requiring BAR or BOARD eligibility) |
| Associate Professor IV     | MA + 45 units Doctorate  | 7 years of rel. experience + VS Performance Rating     | 40 hours of Relevant training | <ul style="list-style-type: none"> <li>• Community-Based Action Research</li> <li>• Published Research</li> </ul>  | Civic Welfare Service       | None required; RA 1080 (for courses requiring BAR or BOARD eligibility) |
| Associate Professor V      | MA + Doctoral Academic Units Completed                                     | 7 yrs of rel. experience + VS Performance              | 40 hours of Relevant training | <ul style="list-style-type: none"> <li>• Community-Based Action Research</li> <li>• Published</li> </ul>   | Civic Welfare Service       | None required; RA 1080 (for courses requiring BAR or BOARD eligibility) |

|                      |    |                 |   |  |  |   |   |
|----------------------|----|-----------------|---|--|--|---|---|
|                      |    |                 | Rating  |  | Research   |   |   |
| Professor I          | 24 | Doctoral Degree | 8 yrs of rel. experience + VS Performance Rating  | 72 hours of Relevant training                            | • Scientific, Educational, Technical, Technological Research | Significant Contribution to Community Development | None required; RA 1080 (for courses requiring BAR or BOARD eligibility) |
| Professor II         | 25 | Doctoral Degree | 8 yrs of rel. experience + VS Performance Rating  | 72 hours of Relevant training                            | • Scientific, Educational, Technical, Technological Research | Significant Contribution to Community Development | None required; RA 1080 (for courses requiring BAR or BOARD eligibility) |
| Professor III        | 26 | Doctoral Degree | 9 yrs of rel. experience + VS Performance Rating  | 72 hours of Relevant training                            | • Scientific, Educational, Technical, Technological Research | Significant Contribution to Community Development | None required; RA 1080 (for courses requiring BAR or BOARD eligibility) |
| Professor IV         | 27 | Doctoral Degree | 9 yrs of rel. experience + VS Performance Rating  | 72 hours of Relevant training                            | • Scientific, Educational, Technical, Technological Research | Significant Contribution to Community Development | None required; RA 1080 (for courses requiring BAR or BOARD eligibility) |
| Professor V          | 28 | Doctoral Degree | 10 yrs of rel. experience + VS Performance Rating | 72 hours of Relevant training                            | • Scientific, Educational, Technical, Technological Research | Significant Contribution to Community Development | None required; RA 1080 (for courses requiring BAR or BOARD eligibility) |
| College Professor    | 29 | Doctoral Degree | Holds Special Designation                         | Locally and National Recognized for Academic Achievement | • Funded Research (Local and National International Level)   | Significant Contribution to National Development  | None required; RA 1080 (for courses requiring BAR or BOARD eligibility) |
| University Professor | 30 | Doctoral Degree | Holds Special Designation                         | Locally and National Recognized for Academic Achievement | • Funded Research (Local and National International Level)   | Significant Contribution to National Development  | None required; RA 1080 (for courses requiring BAR or BOARD eligibility) |

## II. RECRUITMENT, SELECTION AND APPOINTMENT

### RECRUITMENT AND APPOINTMENT

#### GENERAL POLICY

The policies, rules and procedures to be observed in the recruitment and appointment of faculty and academic staff are as follows:

#### POLICIES

1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the position.

|                      |    |                 |   |  |  |   |   |
|----------------------|----|-----------------|---|--|--|---|---|
|                      |    |                 | Rating  |  | Research   |   |   |
| Professor I          | 24 | Doctoral Degree | 8 yrs of rel. experience + VS Performance Rating  | 72 hours of Relevant training                            | • Scientific, Educational, Technical, Technological Research | Significant Contribution to Community Development | None required, RA 1080 (for courses requiring BAR or BOARD eligibility) |
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| Professor IV         | 27 | Doctoral Degree | 9 yrs of rel. experience + VS Performance Rating  | 72 hours of Relevant training                            | • Scientific, Educational, Technical, Technological Research | Significant Contribution to Community Development | None required, RA 1080 (for courses requiring BAR or BOARD eligibility) |
| Professor V          | 28 | Doctoral Degree | 10 yrs of rel. experience + VS Performance Rating | 72 hours of Relevant training                            | • Scientific, Educational, Technical, Technological Research | Significant Contribution to Community Development | None required, RA 1080 (for courses requiring BAR or BOARD eligibility) |
| College Professor    | 29 | Doctoral Degree | Holds Special Designation                         | Locally and National Recognized for Academic Achievement | • Funded Research (Local and National International Level)   | Significant Contribution to National Development  | None required, RA 1080 (for courses requiring BAR or BOARD eligibility) |
| University Professor | 30 | Doctoral Degree | Holds Special Designation                         | Locally and National Recognized for Academic Achievement | • Funded Research (Local and National International Level)   | Significant Contribution to National Development  | None required, RA 1080 (for courses requiring BAR or BOARD eligibility) |

## II. RECRUITMENT, SELECTION AND APPOINTMENT

### RECRUITMENT AND APPOINTMENT

#### GENERAL POLICY

The policies, rules and procedures to be observed in the recruitment and appointment of faculty and academic staff are as follows:

#### POLICIES

1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the position.

2. Transferees from other state or local universities and colleges may be admitted at their present faculty rank in the absence of qualified faculty members in the College.

3. Qualification standards for faculty members shall be those as provided in GADTC New Merit System.

4. If a faculty member is appointed as College President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank.

5. The statuses of appointment for the members of the faculty are the following:

a. **Permanent** appointment shall be issued to a person who meets the qualification standards established for the faculty rank or academic staff position subject to a probationary period which shall be for four (4) consecutive semesters.

Probationary period refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF).

b. **Temporary** appointment may be issued, subject to the provisions of Civil Commission Memorandum Circular No. 25, s. 2017 and other existing policies, to a person when there are no available qualified faculty in the region, place or locality as certified by the appointing authority.

Temporary appointment may be issued until the required master's degree is met/complied with within 12 months or 1 year from the date of issuance of the temporary appointment.

The renewal of temporary appointment issued in the absence of qualified faculty shall be limited to five (5) times only reckoned from the issuance of the first temporary appointment provided that the result of the performance evaluation is at least very satisfactory in the last rating period.

Appointees under temporary status do not have security of tenure and may be separated from the service with or without cause. As such, this shall not be considered illegally terminated and, hence, not entitled to claim back wages and/or salaries and reinstatement.

The employment or service of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the 12-month period by qualified eligible or even by non-eligible.

A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal or replacement.

- c. A **contractual** appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, which is not true with contractual appointment.

- d. A **part-time** appointment may be issued to a regular plantilla position, either as permanent, if the requirements of the position are met, or as temporary, if one of the requirements is not met.

Part-time appointment to a regular plantilla position is different from part-time teaching covered by a contract of service or a job order. The former is submitted to the CSC as it involves appointment to a regular plantilla position, only that the work is part-time.

Service under a part-time appointment is considered government service and forms part of the faculty member's service record.

On the other hand, part-time teaching covered by a contract of service or a job order does not give rise to employer-employee relationship between the College and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or a job order is not entitled to benefits enjoyed by government employees.

The appointing authority shall appoint faculty member based on criteria established by the college.

## **PROCEDURES ON RECRUITMENT AND APPOINTMENT**

*The College shall recruit and appoint its faculty members in accordance with the following procedures:*

1. The College shall create a "Faculty Selection Board" herein referred to as the Board. This body shall assist the Appointing Authority in selecting applicants or candidates for appointment to faculty positions/ranks.



2. The members of the Board created in are the following:
  - a. The Vice President for Academic Affairs as Chairman,
  - b. The Dean where the vacancy exists;
  - c. The Human Resource Management (HRM) Officer as the board Secretary, who shall continuously make an inventory of all vacant positions and coordinate with the institute Dean in determining qualified insiders who may be considered for appointment. He/She shall keep records of the proceedings of the Board and maintain all records or documents, keeping them in readiness for inspection and audit by the Civil Service Commission;
  - d. Faculty and Staff Club President;
  - e. A ranking faculty member chosen by the College President;
  - f. Program of the Institute to which the appointee will be assigned; and
  - g. A ranking professor whose specialization is in line with the nature of the teaching position to be filled who shall be chosen by the Dean needing such expertise.
3. The Board shall make its activities and decisions as transparent as possible by coordinating with the HRM Office.
4. The HRMO shall list candidates aspiring for the vacant position, either from within or outside the College.
5. The HRMO shall conduct preliminary evaluation of the qualifications of all candidates. Those initially found qualified shall undergo further assessment such as written examination, skills test, interview and others. After which, a selection line-up shall be prepared and posted in three (3) conspicuous places in the college for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
6. The HRMO shall notify all applicants of the outcome of the preliminary evaluation.
7. The HRMO shall submit the selection line-up to the Board for its deliberation en banc.
8. The Board shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level or positions, evaluate and deliberate en banc the qualifications of those listed in the selection line-up.



9. The Board shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the Appointing Authority will be guided in choosing the candidates who can efficiently perform the duties and responsibilities of the position to be filled. This evaluation report should not only specify whether the candidates meet the qualification standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidates' preference of assignment should be mentioned in the report.

The evaluation report should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment in terms of performance, education and training, experience and outstanding accomplishments, and other relevant criteria.

The evaluation report should be submitted to the Appointing Authority who shall make the official recommendation to the Board of Trustees for confirmation.

10. The governing board shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking candidates deemed most qualified for appointment to the vacant position.

The top five ranking candidates, however, should be limited to those whose overall point scores are comparatively at par based on the comparative assessment.

To determine candidates who are comparatively at par, the FSB shall set reasonable difference or gap between point scores of candidates for appointment.

11. The Appointing Authority shall issue the appointment in accordance with the provisions of the GADTC Merit Selection Plan approved by the governing board and submitted to the CSC.

12. The HRMO shall post a notice announcing the appointment of an employee in three (3) conspicuous places in the College a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.

*Not a Standard*

## Chapter 7

### **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 (SUCs) which were exempted from the coverage of the National Position Classification and Compensation Plans adopted individual staff credentials and qualifications, position classification and pay plans. The disparities in pay and compensation among similar comparable positions brought about by the different schemes adopted by the various SUCs gave rise to demoralization and dissension 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 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 with the DBM, started deliberating on a scheme of upgrading/promoting qualified and deserving faculty members through a process of objective evaluation. This paved the way to the development and adoption of a Common Criteria for Evaluation (CCE) across programs and disciplines 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) No. 461. NBC No. 461 is a revision and an update of NCC No. 69 which was exclusively for the faculty positions in SUCs. Under NBC 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.

#### **7.1 Coverage**

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

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**7.2 Common Criteria for Evaluation**

As part of the PCCSFP, a 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 qualifications.

**7.2.1 The CCE Concept and Objectives**

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

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

**7.2.2 The Point System**

The CCE point system in determining faculty rank and sub-rank is as follows:

**7.2.2.1 Major Factors and Maximum Points**

| Factors                   | Maximum Number of Points |
|---------------------------|--------------------------|
| Educational Qualification | 85                       |

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|  |            |
|--|------------|
| Experience and Professional Services             | 25         |
| Professional Development, Achievement and Honors | 90         |
| <b>TOTAL</b>                                     | <b>200</b> |

The specific factors and guidelines for determining credit points are in Annex A of this Chapter.

**7.2.2.2 Point Allocation Under NBC No. 461**

| Faculty Rank                 | Sub-Rank | SG | Point Bracket |
|------------------------------|----------|----|---------------|
| Instructor                   | I        | 12 | 65 – Below    |
|                              | II       | 13 | 66 – 76       |
|                              | III      | 14 | 77 – 87       |
| Assistant Professor          | I        | 15 | 88 – 96       |
|                              | II       | 16 | 97 – 105      |
|                              | III      | 17 | 106 – 114     |
|                              | IV       | 18 | 115 – 123     |
| Associate Professor          | I        | 19 | 124 – 130     |
|                              | II       | 20 | 131 – 137     |
|                              | III      | 21 | 138 – 144     |
|                              | IV       | 22 | 145 – 151     |
| Professor                    | V        | 23 | 152 – 158     |
|                              | I        | 24 | 159 – 164     |
|                              | II       | 25 | 165 – 170     |
|                              | III      | 26 | 171 – 176     |
|                              | IV       | 27 | 177 – 182     |
|                              | V        | 28 | 183 – 188     |
| College/University Professor | VI       | 29 | 189 – 194     |
|                              |          | 30 | 195-200       |

7.2.2.2.1 The highest rank that can be allowed in HEIs and TEIs is Associate Professor V.

7.2.2.2.2 The quota for the rank of Professor shall be 20% of the total number of faculty positions of each SUC.

## **7.3 Qualitative Contribution Evaluation**

7.3.1 In addition to the 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 a faculty candidate for the particular rank and sub-rank indicated by the CCE.

7.3.2 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.

7.3.2.1 For those seeking promotion to the higher sub-rank of Instructor and Assistant Professor, the QC shall be on Teaching Effectiveness.

7.3.2.2 For those seeking promotion to the Associate Professor rank, the QC shall be in any two (2) functional areas chosen by the candidate prior to any assessment year.

7.3.2.3 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.

7.3.3 For the QC of Instructors and Assistant Professors, 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.

7.3.4 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 ratee's client, by the direct supervisor, by the stakeholders in the completed projects, and by his/her external and internal communities.

## **7.4 Accreditation**

Accreditation is a screening process for validating the eligibility of a faculty candidate to the rank of Associate Professor or Professor. The process involves written exams and interviews, particularly on substantive issues/questions related to the field of specialization/ discipline of the candidate.

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7.8.1.2.4 Transformation of research recommendations to public policy benefiting the country's training of science graduates or significant contribution to manpower development and/or science and technology, practical application of research results in industrial or commercial projects and/or undertakings; and

7.8.1.2.5 Such other criteria which the Accreditation Committee may require as may be warranted by new developments in science and technology.

7.8.1.3 Professional standing - This refers to the level of acceptance and recognition in the academic community in terms of professional, moral and ethical integrity.

7.8.2 The appointment to Professor ranks shall be subject to the following requirements:

7.8.2.1 CCE points of at least 159;

7.8.2.2 Earned doctorate, in the case of Professors IV to VI, where a doctorate is not normally part of career preparation, or where such doctoral program is rare as determined by CHED, the doctoral requirement may be waived, provided that the candidate has an appropriate master's degree, and has earned 20 points in the following areas:

7.8.2.2.1 Books, monograms, compendiums, and major bodies of published work;

7.8.2.2.2 Scientific articles in publications of international circulation, and other works of similar nature;

7.8.2.2.3 Discoveries, inventions and other significant original contributions;

7.8.2.2.4 Research recommendations transformed to public policy benefiting the country;

7.8.2.2.5 Supervision, tutoring or coaching of graduate scientists and technologists; and

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7.8.2.2.6 Research results applied or utilized in industrial and/or commercial projects or undertaking.

7.8.2.3 QC in at least 3 of the 4 functional areas; and

7.8.2.4 Accreditation by a committee of experts constituted by PASUC for candidates entering the Professor rank for the first time.

### **7.8.3 Limitations**

The following guidelines set the limitations for appointment to Professor ranks:

7.8.3.1 The number of Professor positions shall not exceed 20% of the total number of faculty positions in the SUC concerned; and

7.8.3.2 An applicant who fails in the accreditation process including those who qualify as Professors but are in excess of the quota for Professor ranks shall be appointed to the position of Associate Professor V.

## **7.9 Appointments to College/University Professor Ranks**

7.9.1 The following are deemed qualified for appointment as College/University Professors:

7.9.1.1 Deserving faculty members, occupying Professor positions who satisfy the qualification for accreditation under item 7.9.5 hereof and duly accredited by the PASUC Accreditation Committee;

7.9.1.2 SUC Presidents and Vice-Presidents or their equivalents who opt to receive the basic salary pertaining to their assigned academic rank under the CCE, and those who opt to return to teaching due to their resignation/retirement not for cause before the expiration of their fixed terms of office provided that they have complied with the requirements prescribed for College/University Professors; and

7.9.1.3 SUC Presidents/Vice-Presidents who opt to return to teaching after the expiration of their fixed terms of office



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may be appointed as College/University Professors subject to the provisions of NBC No. 461, insofar as pertinent, in addition to the slots available for deserving faculty members.

Thereafter, any vacancy arising from the retirement/resignation of a faculty member appointed as College/ University Professor, shall not be filled until such time that the SUC President/Vice-President similarly appointed as College/University Professor has retired/resigned from the government service.

7.9.2 The following are the requirements for appointment as College/University Professor:

7.9.2.1 CCE points of at least 195;

7.9.2.2 Earned doctorate;

7.9.2.3 Professorial accreditation, in case of a faculty;

7.9.2.4 A pass from a Screening Committee, duly constituted by PASUC; and

7.9.2.5 QC in at least 3 out of the 4 functional areas.

7.9.3 Limitations

The following guidelines set the limitations for appointment as College or University Professor:

7.9.3.1 Only one position of College Professor, per college, is authorized for every 6 years, the total of which shall not exceed the number of authorized colleges and external campuses of the respective SUC;

7.9.3.2 Only one position of University Professor, per University, is authorized for every 6 years, the total of which shall not exceed 5% of the total number of accredited full professors in the university concerned; and

7.9.3.3 The classification of existing College Professor positions at SG-29 whose incumbents were appointed based on the previous point allocation under NCC No. 69 shall be coterminous with the incumbents. Hence, upward movements of incumbents of positions of College

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Professor, SG-29, to the new rank of College/University Professor, SG-30, is not automatic. The salary grade of incumbents thereof who were accredited under NCC No. 69 shall remain at SG-29 until they qualify as College/University Professor based on the point allocation under NBC No. 461.

### **7.9.4 Screening Process**

Upon recommendation by the institution head concerned, all candidates for the rank of College/University Professor shall undergo screening by an independent body, to be organized by the Philippine Association of State Universities and Colleges (PASUC).

### **7.9.5 Qualifications for Accreditation as College/University Professor**

7.9.5.1 He/She must be an outstanding scholar and scientist as shown in the quality of his/her publications and researches in his/her principal field of study and in allied fields; or he/she must have manifested outstanding performance in his/her executive leadership role.

7.9.5.2 He/She must have expert knowledge in one field or division and familiar with at least one other subject within another division.

7.9.5.3 He/She must be known for intellectual maturity and objectivity in his/her judgment.

7.9.5.4 He/She must have a high reputation among his/her colleagues and other scholars for his/her mastery of the subject of his/her specialization.

7.9.5.5 Recognition and esteem could be manifested in the following ways:

7.9.5.5.1 His/her contributions to the advancement of his/her fields of specialization are recognized by colleagues, here and abroad.

7.9.5.5.2 He/She is published in the most respected learned journals in his/her field of specialization.

7.9.5.5.3 His/Her works are worldly acclaimed and

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provoke spirited discussions among scholars, often from various disciplines.

7.9.5.5.4 He/She is often invited to other universities and scholarly gatherings for the originality of his thoughts.

7.9.5.5.5 He/She is accorded various forms of honors (awards, chairs, titles, etc.).

**7.10 Conversion of Teaching and Teaching-Related Positions in CHED-supervised HEIs and TESDA-supervised TEIs Integrated into SUCs**

7.10.1 To preclude position downgrading implications, the existing teaching/teaching related positions integrated with the staffing pattern of newly converted SUCs shall be initially converted/retitled to their lateral equivalent SUC faculty positions based on salary grades without the need for prior evaluation under NBC No. 461.

Examples:

| <u>From</u>                          | <u>To</u>                      |
|--------------------------------------|--------------------------------|
| Secondary School Principal II, SG-19 | Associate Professor I, SG-19   |
| Master Teacher II, SG-17             | Assistant Professor III, SG-17 |
| Head Teacher III, SG-15              | Assistant Professor I, SG-15   |

7.10.2 All positions of Teacher I, SG-10, Teacher II, SG-11, and Teacher III, SG-12, shall be automatically converted/retitled to Instructor I, SG-12.

7.10.3 The initial faculty ranks shall serve as bases for future movements/promotions to higher level positions. Should the ensuing evaluation under NBC No. 461 result in the downgrading of the initial ranks, the faculty concerned shall retain his/her assigned rank and salary grade at conversion until he/she qualifies for a higher rank.

7.10.4 Teaching positions handling laboratory classes in teacher education courses may be converted/retitled to faculty positions provided they serve as critic teacher in such teacher education courses and each attends to at least three (3) practicum students at the senior level.

## 7.11 Role of Agencies in the Implementation of NBC No. 461

### 7.11.1. Role of SUCs, HEIs and TEIs

The heads of SUCs, HEIs and TEIs shall submit the Personal Services Itemization and Plantilla of Personnel (PSIPOP).

reflecting the modifications in rank/sub-rank and the corresponding salary adjustments of faculty members concerned together with the CCE Computer Print-out and pertinent evaluation documents.

### 7.11.2. Role of DBM

The DBM Regional Offices (ROs) shall verify and post-audit the PSIPOP. The DBM ROs shall then prepare the Notice of Organization, Staffing and Compensation Action (NOSCA) reflecting the changes in the rank/sub-rank and salaries of faculty members concerned in the respective institution.

## 7.12 Evaluation Cycle

As a matter of policy, the evaluation may be undertaken every odd year for SUCs. In the case of HEIs and TEIs, the evaluation may be undertaken every even year.

## 7.13 Additional Compensation for Faculty

### 7.13.1 Honoraria for Teaching Overload

Faculty members are entitled to honoraria for services rendered in excess of the regular teaching load. Honoraria shall be based on the Prime Hourly Teaching Rate (PHTR) which shall be computed as follows:

#### 7.13.1.1 For undergraduate program

$$\text{PHTR} = \frac{\text{AR}}{\text{W}} \times \text{T} = \frac{\text{AR}}{1600} \times 1.25 = 0.000781 \text{ AR}$$

Where:

AR = annual salary rate of each faculty proposed to be paid honoraria

T = 1.25 or 125% of the faculty's remuneration for services in excess of 6 hours of actual teaching per day but not more than 2 hours

#### **7.13.1.2 For graduate program**

7.13.1.2.1 For faculty members with Bachelor's degrees and with special vocational preparation

$$\text{PHTR} = \frac{\text{AR}}{1,296} \times 1.5 = 0.0012 \text{ AR}$$

7.13.1.2.2 For faculty members with Master's degrees

$$\text{PHTR} = 0.0014 \text{ AR}$$

7.13.1.2.3 For faculty members with Doctorate Degrees

$$\text{PHTR} = 0.0015 \text{ AR}$$

#### **7.13.1.3 Reduced Teaching Load for Faculty Assigned with Workload Other than Teaching**

In the determination of the load of a faculty who is given assignments other than teaching, the following allowable percentage weights are adopted:

- 25% of the official time of faculty members concerned shall be credited to actual teaching load; and
- 75% of the official time of faculty members concerned shall be allotted for workload other than teaching in connection with research and extension functions, or as a Dean/Department Head or Director.

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**7.13.2 Representation and Transportation Allowances (RATA)**

Faculty members who are designated as Vice- Presidents/Deans/ Directors/Department Heads are authorized RATA based on their rank equivalence at the rates provided in the annual General Appropriations Act (GAA).

**7.13.2.1 Vice-Presidents**

| SUC Level | Rank Equivalence                   |
|-----------|------------------------------------|
| 4         | Bureau Director                    |
| 3         | Assistant Bureau Director          |
| 2         | Bureau Regional Director           |
| 1         | Bureau Assistant Regional Director |

**7.13.2.2 Deans equivalent to Assistant Bureau Regional Director**

7.13.2.2.1 Designated Dean of the Graduate School with at least a Master of Arts/Master of Science Program with 15 faculty members.

7.13.2.2.2 Designated Deans of Colleges with at least four (4) degree programs and a teaching complement of 40 full-time faculty members.

In case the SUC cannot meet the minimum number of programs required, it may still be entitled to a Dean, if it meets the following:

| No. of Programs | No. of Full-Time Faculty Members |
|-----------------|----------------------------------|
| 4               | 40                               |
| 3               | 50                               |
| 2               | 60                               |
| 1               | 70                               |

**7.13.2.3 Directors/Department Heads equivalent to Chiefs of Division**

7.13.2.3.1 Designated Director of Research Services, with at least P500,000 appropriation for research service function; when no authorized research function in the GAA, the

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SUC to have at least 10 research projects with a total cost of P500,000 per annum.

7.13.2.3.2 Designated Director of Extension Services, with at least P500,000 appropriation for extension service function; when no authorized extension services function in the GAA, the SUC to have at least 10 extension services projects with a total cost of P500,000 per annum.

7.13.2.3.3 Designated Director of Auxiliary Services, provided the SUC has a yearly income from its operations of at least P60,000 and at least 7 personnel involved in such income generating projects.

7.13.2.3.4 Designated Director of each satellite campus/branch/center/institute, duly mandated by law, provided each campus/branch/center/institute has a complete administrative staff, i.e., at least a budget officer, an accountant/bookkeeper, an administrative officer/administrative assistant, a supply officer/property custodian, a cashier/dispersing officer and other support positions such as clerks, janitors and security guards and at least 1,000 students in the tertiary level.

7.13.2.3.5 Designated Director of Student Affairs Services for SUCs with at least 4,000 college students.

7.13.2.3.6 Designated Department Heads of different departments/colleges, each one having at least 4 degree programs with each program differentiated from each other by 33% (the distinction of the programs to be certified by the CHED).

### **7.13.3 Compensation of faculty/non-faculty members designated as Vice- Presidents (VP)**

7.13.3.1 Faculty and non-faculty members who are designated as VPs shall be entitled to the difference between their



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present salaries and the 1<sup>st</sup> step of the salary grade of the VP positions corresponding to the level of the SUCs concerned. Said salary differentials shall form part of their actual salaries as designated VPs. The year-end benefits (YEB) and retirement and life insurance premiums (RLIP) shall be adjusted accordingly during their periods of designation.

**7.13.3.2** A designated VP who is already receiving a salary higher than the 1<sup>st</sup> step of a permanent VP position shall only be entitled to the corresponding RATA for the position. In no case shall the designee's basic salary plus the salary differential exceed the hiring rate prescribed for a permanent VP position for the particular SUC level.

**7.13.3.3** The aggregate salary received during the designation cannot be used as previous salary for purposes of future appointment. It shall not be considered for purposes of the computation of terminal leave benefits (TLB).

**7.13.3.4** During the period of designation, the VP shall continue to be entitled to step increment in his/her regular position but not as VP. In case his/her step increment in his/her lower position overtakes the 1<sup>st</sup> step of the VP position, he/she shall be allowed to receive the higher salary.

**7.13.3.5** In the event that the designation, being of a temporary nature, is revoked by the Governing Board of the SUC concerned, he shall revert to his/her salary in his/her regular position plus any step increment he/she earned during the period of designation.

### **7.13.4 Night Pay of Faculty/Non-Faculty of the Polytechnic University of the Philippines (PUP)**

**7.13.4.1** The PUP is authorized by law to compensate its faculty and non-faculty including those from outside of the University for night services rendered on top of their regular services.

The night service is considered as a separate and distinct program from the regular 8-hour service. The night pay does not partake of the nature of overtime

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pay which is not part of basic salary. The night pay partakes more of the nature of basic salary, as a matter of right for recompense of services rendered in the night program of the University.

7.13.4.2 The night pay, therefore, is integrated into the basic salaries of the University's employees for purposes of retirement benefits. This authority, however, is applicable only to PUP.

### **7.13.5 Step Increment of Faculty Members**

7.13.5.1 In cases of promotion or movements from one rank/sub-rank to another, the step increment earned by a faculty member in his/her previous faculty rank cannot be carried over to his/her salary in the higher level faculty rank. His/Her next step increment shall be reckoned from the date of his/her appointment to the higher level faculty rank.

7.13.5.2 In case of conversion of a teaching position to a faculty rank, the step increment earned by a teacher in his/her previous position cannot also be carried over to the converted faculty rank. His/Her step increment shall be reckoned from the date of his/her appointment to the newly converted faculty rank.

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**Annex A**

**Specific Factors and Guidelines for Determining Credits Points  
Under the Common Criteria for Evaluation**

**1. Educational Qualifications ----- 85 pts.**

**1.1 Highest relevant academic degree or educational attainment with  
the following maximum points credits**

|       |                        |    |
|-------|------------------------|----|
| 1.1.1 | Doctorate Degree ..... | 85 |
| 1.1.2 | Master's Degree .....  | 65 |
| 1.1.3 | LLB and MD .....       | 65 |

The MD shall be considered a Doctorate degree if the holder is teaching in a College of Medicine

|       |  |    |
|-------|--|----|
| 1.1.4 | Diploma course (above a bachelor's degree).. | 55 |
| 1.1.5 | Bachelor's degree (4 years) .....            | 45 |

In the case of a Bachelor's degree which is more than 4 years, additional credit of 5 points is given for every year over 4 years

**1.1.6 Special Courses**

- 3-year post secondary course.....30
- 2-year post secondary course.....25

**1.2 Additional equivalent and relevant degree earned**

|       |                                   |   |
|-------|-----------------------------------|---|
| 1.2.1 | Additional Master's degree.....   | 4 |
| 1.2.2 | Additional Bachelor's degree..... | 3 |

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.

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For example, a holder of an M.S. in Math acquired a degree in M.S. Physics. However, an M.A. holder, who acquired 2 bachelor degrees like A.B., BSE, shall be credited only for his/her M.A. degree.

**1.3 Additional credits earned**

1.3.1 For every 3 units earned toward a higher approved degree course (maximum of 10 pts.) .....1

**2. Experience and Professional Services----- 25 pts.**

The services and experiences of a faculty who is 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.

2.1 For every year of full-time academic..... 1  
service in a state institution of higher learning

Academic service refers to teaching in college or doing research and extension functions.

A year means at least 2 semesters.

Full-time service means the official full-time equivalent load (FTEL) hours of actual teaching or its equivalent in other functions approved by the institution's Board of Regents/Board of Trustees.

State institution of higher learning refers to a chartered SUC, CHED-Supervised HEI or TESDA-Supervised TEI whose main function and responsibility is tertiary education and which offers degree programs.

2.2 For every year of full-time academic.....0.75  
service in an institution of higher learning other than SUCs, CHED-Supervised HEIs and TESDA-Supervised TEIs; service in a public or private research institution

Academic service refers to teaching in the tertiary level in an institution of higher learning which is not a SUC, CHED-Supervised HEI or TESDA- Supervised TEI, or doing research on a professional level in a research institution.

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2.3 For every year of administrative designation as:

- a. President.....3.0
- b. Vice-President.....2.5
- c. Dean/Director/School Superintendent.....2.0
- d. Principal/Supervisor/Department.....1.0  
Chairperson/Head of Unit

2.4 For every year of full-time industrial/agricultural/teaching experience as:

- a. Engineer, Plant/Farm Manager.....1.5
- b. Technician.....1.0
- c. Skilled Worker.....0.5

2.5 For every year of experience as:

- a. Cooperating Teacher.....1.5
- b. Basic Education Teacher.....1.0

3. Professional Development Achievement and Honors.....90 pts.

3.1 Innovations, patented inventions, publications and other creative works (maximum of 30 pts.)

- 3.1.1 For every cost and time-saving .....1 to 7  
innovation, patented invention  
and creative work as well as  
discovery of an educational,  
technical, scientific and/or  
cultural value

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.

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**Criteria**

**Credits**

1. If patented  
Multiply patent score by weight assigned according to criterion of utility

2. If patent pending  
Multiply patent by weight according to utility

Per invention or discovery the following additional criteria and point allocations are prescribed:

Commercial utility on:

- an international scale.....7
- a national scale.....5
- institutional level .....2

The accrediting bodies for these factors on the international and national scale are:

- Science and technology .....DOST
- Education.....DECS/CHED/TESDA

For the institutional level, a University Committee shall be the accrediting body. The patent paper/document must be presented to ascertain patent score. Credit points are divided equally among 2 or more individuals claiming credit for the same invention.

**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.

**Criteria**

**Credits**

- 1. Originality, educational impact, documentation  
60% of 7 (0.6 x 7)
- 2. Evidence of wide dissemination, e.g. exhibits, publications  
40% of 7 (0.4 x 7)

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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.

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

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

3.1.2 For every published book, original, edited, or compiled, copyrighted/published within the last 10 years

- |                            |       |
|----------------------------|-------|
| a. As original author..... | 3 - 7 |
| b. As co-author.....       | 2 - 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:

Textbooks, including Science and Technology and references

| Role          | Tertiary | High School | Elementary |
|---------------|----------|-------------|------------|
| Single author | 7 pts.   | 5 pts.      | 4 pts.     |
| Co-author     | 5        | 3           | 2          |
| Reviewer      | 4        | 2           | 1          |
| Translator    | 4        | 2           | 1          |
| Editor        | 3        | 2           | 1          |
| Compiler      | 2        | 1           | 1          |

3.1.3 For every scholarly research/monograph/educational technical articles in a technical/scientific/professional journal

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



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3.1.4 For every instructional manual/audio-visual material developed and approved for use.....1-3

Under this item are approved and published sets of complete modules, laboratory manuals, operation manuals, workbooks, teaching guides, including software, prototype and computer-aided instruction materials. Syllabi, flip-charts, compiled copies of machine-copied documents, mock-ups are not considered under this item. Those which can be credited are approved by the department or college for instructional purposes.

| <u>Role</u>            | <u>Credit</u> |
|------------------------|---------------|
| Single author or maker | Full          |
| Co-author, co-maker    | Half          |

For credits to be granted, as sample of the material and a certification by the College/Department as to its usefulness and acceptability for instruction must be presented.

3.2 For expert services, training and active participation in professional/technical activities (Maximum of 30 pts.)

3.2.1 Training and Seminars (Maximum of 10 pts.)

3.2.1.1 For every training course with a duration of at least one year (Pro-rated for less than a year and not to exceed 10 pts.)

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

3.2.1.2 For certified industrial, agro-industrial ....1/120h or fishery training (maximum of 5 pts.) 120h

3.2.1.3 For participation in conferences, seminars, workshops

- a. International.....3
- b. National.....2
- c. Local.....1

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### 3.2.2 Expert services rendered (Maximum of 20 pts.)

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 the government or other agencies

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

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

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

3.2.2.3 For expert services as adviser in doctoral dissertations, masteral and undergraduate theses (maximum of 10 pts.)

|                               |      |
|-------------------------------|------|
| a. Doctoral dissertation..... | 1.00 |
| b. Masteral thesis .....      | 0.50 |
| c. Undergraduate thesis.....  | 0.25 |

3.2.2.4 For certified services as reviewer/examiner in the Professional Regulations Commission (PRC) or in the Civil Service Commission.....1

3.2.2.5 For expert services in accreditation work as member of the Board of Directors, member of the Technical Committee or Consultant Group.....1

3.2.2.6 For expert services in trade skill certification...1

3.2.2.7 For every year of service as coach/trainer in sports or adviser of student organization.....1

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

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**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   |
| c. Scientific Society..... | 1   |
| d. Professional            |     |
| Officer.....               | 1   |
| Member.....                | 0.5 |

**3.3.2 For undergraduate academic honors earned:**

|                      |   |
|----------------------|---|
| Summa Cum Laude..... | 5 |
| Magna Cum Laude..... | 3 |
| Cum Laude.....       | 1 |

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

|  |   |
|--|---|
| a. International, competitive            |   |
| Doctorate.....                           | 5 |
| Masteral.....                            | 4 |
| Non-Degree.....                          | 3 |
| b. International, non-competitive        |   |
| Doctorate.....                           | 3 |
| Masteral.....                            | 2 |
| Non-Degree.....                          | 2 |
| c. National/Regional, competitive        |   |
| Doctorate.....                           | 3 |
| Masteral.....                            | 2 |
| Non-Degree.....                          | 1 |
| d. National/Regional, non-competitive    |   |
| Doctorate.....                           | 2 |
| Masteral.....                            | 1 |
| e. Local, competitive or non-competitive |   |

**3.4 Awards of distinction received in recognition of achievements in relevant areas of specialization/profession and/or assignment of the faculty concerned**

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|  |   |
|--|---|
| a. International.....  | 5 |
| b. National/Regional.....  | 3 |
| c. Local.....  | 2 |
| 3.5 Community outreach (maximum of 5 points)   |   |
| 3.5.1 For every year of participation in service-oriented projects in the community.....   | 1 |
| 3.6 Professional examinations  |   |
| 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. Marine Board/Seaman Certificate; Master Electrician Certificate, Master Plumber Certificate, Plant Mechanic Certificate; Professional Radio Operator Certificate..... | 2 |
| c. Other trade skill certificate.....  | 1 |