



**Gov. Alfonso D. Tan College**  
Maloro, Tanguib City

# FACULTY

## F – Performance Evaluation

- **Policy of Monitoring on  
Participation in Trainings,  
Meetings and others**

Permanent full time faculty members who conducted at least 3 quality researches with high impact to either industry, institution, local government, curriculum and instruction and community. Must have presented his/her paper in any national/international research fora.

#### 4.3. Benefits

The first publication expenses of the faculty will be paid by the institution.

#### 5.4. Incentives

1. The faculty will receive P25,000 for national publication in any CHED accredited research journals.

2. The faculty will receive P50,000 for international publication in any high-impact research journals.

#### 5.5. Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VPAA, duly endorsed by the Dean. Endorsement and approval process shall follow the university's organizational structure.

2. The application should be accompanied by the following:

- a. Application form
- b. Copy of the journal paper
- c. Proof of acceptance from the journal editor
- d. Call for Papers of conference/symposium

### 6. **Support for Participation in Local and National Conferences/Seminars/Trainings**

#### 6.1. Objectives

1. To upgrade the knowledge and skills of faculty members in their area of discipline.

2. To provide opportunities for faculty members to network with local and national researchers.

## 6.2. Strategy

Support for faculty members for their participation in conferences, seminars and trainings.

## 6.3. Eligibility

Full-time (permanent or probationary).

## 6.4. Benefits

Travel and conference subsidy:

1. Maximum of PhP2,000.00 to cover registration fee per day.

## 6.5. Policies

1. The theme of the conference must be in line with the faculty member's area of discipline.
2. Faculty absence while on official business shall be covered by existing college rules on faculty attendance.
3. The faculty member shall submit post-conference report/summary of activities to the VPAA Office within two (2) weeks upon return from the conference.
4. Regulations on disbursements, liquidation, and oversight shall follow relevant government accounting procedures.

## 6.6. Procedures

1. The faculty member initiates the process by writing a formal application addressed to the college President, duly endorsed by the VPAA recommended by the Institute Deans.
2. The application must be submitted to the VPAA Office at least one (1) month before the conference.

3. Application should be accompanied by the following:

- a. The applicant shall fill-up the travel accomplishment report.
- b. The applicant shall conduct echo seminar after the seminars/trainings/workshops attended.
- c. A copy of the invitation and program of the conference.
- d. A brief description of how the faculty member plans to manage the classes to be missed while on official business.

## **7. Support to Membership in Professional Organization**

### **7.1. Objectives**

- To provide faculty members the opportunity to network with professionals, industry practitioners and researchers in their field of discipline for possible collaboration in research and other academic/ professional pursuits.
- To upgrade the knowledge and skills of faculty members through the annual conference and meetings of professional organizations.

### **7.2. Eligibility**

1. Full-time Faculty Members (permanent or probationary) may avail of the annual membership fee.
2. Only permanent full time faculty members with the rank of Associate Professor and up may avail of the lifetime membership fee.

### **7.3. Benefits**

1. Annual membership fee at a maximum of Ph3,000.00 per professional organization
2. A lifetime membership fee at a maximum of PhP15,000.00 for local professional organization

3. A lifetime membership fee of a maximum of US\$500.00 for international professional organization

#### 7.4. Policies

For annual membership fee:

1. A faculty may avail of this incentive for 1 local and 1 international professional organizations. In case a faculty wishes to join an additional professional organization, he/she should present a paper in the organization's annual conference and meeting to be eligible for reimbursement of the membership fee.

2. The faculty should determine the quality of the professional organization he/she intends to be a member of.

3. Regulations on disbursements, liquidation and oversight shall follow relevant government accounting procedures.

For lifetime membership fee:

1. The faculty member must have presented at least five (5) papers (cumulative) in the organization's annual conference and meeting.

2. Only one (1) lifetime membership fee may be availed of.

3. The faculty should determine the quality of the professional organization he/she intends to be a member of.

4. Regulations on disbursements, liquidation and oversight shall follow relevant government accounting procedures.

#### 7.5 Procedures

1. The faculty member initiates the process by writing a formal application letter of intent to avail addressed to the College President, duly endorsed by the VPAA and being recommended by the Institute Dean.

2. Application should be accompanied by the following:

a. Application form

b. A completely filled out membership form from the professional organization

c. Print-outs/brochures that will determine the credentials of the professional organization

For lifetime membership, additional documents are required:

d. Copies of the organization's annual conference and meeting program/s showing the paper presentations of the faculty; or

## **8. Support to Advance Short-Term Courses**

### **8.1. Objectives**

- To advance the knowledge and competencies of faculty members on the state of the art or frontier of knowledge in their area discipline through advanced short terms courses.
- To provide opportunities for faculty members to network with top experts in their of discipline.

### **8.2. Eligibility**

Permanent full-time faculty member.

### **8.3. Benefits**

1. Tuition and other fees.
2. Reimbursement for books and other materials needed for a maximum amount of P5,000
3. Regular salary for the entire duration of the study.
4. The entire leave shall be credited towards years of continuous service, including years of service for purposes of promotion, service leave, sabbatical leave, research incentive and longevity benefits.