



Gov. Alfonso D. Tan College
Maloro, Tanguib City

FACULTY

B – Recruitment and Selection

- **Ranking Instrument**



Promotional Instrument Tool

NAME _____

		Points	Maximum
1	Educational Qualifications		
	1.1	Master in	
	1.2	DOCTORATE DEGREE	
	1.3		
	SubTotal		85
2	Experience and Professional Services		
	2.1		
	2.2	Full Time Academic	
		Administrative Designation (College Statistician/Head, Research	
	2.3		
	2.4	skilled workers	
	SubTotal		25
3	Professional Development Achievement & honor		
	3.1		
	3.2.1	Trainings and Seminars	
	3.2.2	Expert Services	
	3.4	awards of distinction(top 10 LET national)	
	3.5	Outreach	
	3.6	Professional Examinations	
	SubTotal		90
OVERALL TOTAL			

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.

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 institute 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.

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 Teacher1.5
- b. Basic Education Teacher.....1.0

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

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

- 3.1.1 For every cost and time-saving1 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.

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
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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 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)

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

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.)	
	<ul style="list-style-type: none"> 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.)	
3.2.1.3	For participation in conferences, seminars, workshops <ul style="list-style-type: none"> a. International.....3 d. National.....2 e. Local.....1 	
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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> a. International.....5 b. National.....3 c. Local.....2 	
3.2.2.3	For expert services as adviser in doctoral dissertation, masteral and undergraduate theses (maximum of 10 pts.) <ul style="list-style-type: none"> 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.)	
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	
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

CHAPTER V THE FACULTY

All faculty members, who are formally engaged in actual teaching service and/or research assignments, either on full time or part time basis, shall be considered as members of the faculty of GADTC

1.1. Faculty Classification

In the context of the faculty categories, load refers to the faculty member's total teaching units and/or non-teaching duties with unit's equivalents on terms specified by the Institute Dean approved by the Vice President of the Academic Affairs. Accordingly, a faculty member may be either full time or Part time

1.1.1. Full time Faculty

These are faculty members who are hired on a full-time basis and whose main functions include instruction, research, extension services, and production in pursuance of the vision-mission of the College.

He/she must have an academic load of not more than twenty four (24) units or the equivalent administrative functions within the institute.

1.1.1.1. Eighteen (18) units of the twenty four (24) units load is intended for academic teaching; and

1.1.1.2. Six (6) units of the twenty four (24) units load is intended for research and other academic functions.

Teaching is the major activity of full-time faculty members who shall teach their major/specialized disciplines. Teaching assignment shall be made by the Dean and shall be endorsed by the VP for Academic Affairs to the College President for approval.

1.1.2. Appointment to the position of Instructor shall be subject to the following requirements:

1.1.2.1. A Master's Degree in the area of Specialization;

1.1.2.2. A Bachelor's Degree with academic honors such as summa, magna cum laude, or cum laude or one belonging to the first ten in the appropriate Board

Examination provided the appointment shall be temporary. He/she is given two years to finish the appropriate Master's degree.

1.2. Part-time Faculty

These are faculty members employed to teach on a term basis (semester or summer). He/she teaches a maximum of fifteen (15) unit academic load. They receive remuneration on an hourly rate. Though their presence is required during class hours only, they are also expected to undertake assigned tasks and spend time to conduct research, improve and augment productivity, and promote and develop extension services in pursuance of the vision-mission of the College.

1.4. FUNCTIONS

1.4.1. Teaching. Teaching , the primary function of every faculty member means facilitating the transfer of knowledge , skills and values to the students with authority and direction. It is the principal activity in the university geared toward the development of analytical and creative faculties, of the students. It embraces specific responsibilities such as student consultation, academic advising and all other programs that facilitate the process of learning.

1.4.1. Instructional Responsibilities:

1.4.1.1. Prepare syllabi in connection with members, of his/her College. Copies of the course outline based on approved syllabi should be disturbed to the students during the first week of classes

1.4.1.2. Meet classes regularly, start and end classes on time. Before leaving the classroom students should see to it that chalkboard /whiteboards are clean, chairs are in proper order, lights, electric fans and/air-conditioning units are turned off.

1.4.1.3. Manage class effectively and efficiently:

1.4.1.3.1. Established a conducive climate to faster learning in the classroom

1.4.1.3.2. Lead students to discover their potentials and develop proper attitude, habits and aspirations:

2.1.9. The applicant's General weighted average shall be given equivalent points.

2.1.10. For non-academic applicants, other competencies will cover 10% of the total score which will be determined by the office head where the applicant will be designated.

2.1.11. The Personnel Selection Board may prescribe other devices to effectively determine the most competent and qualified applicant

2.1.12. The board after determining the rank of the qualified applicants shall forward the list to the College President who is the appointing authority for final selection and acceptance.

3. Composition of the Personnel Selection Board

Section 10. The Vice President for Academic Affairs (VPAA) and the Vice President for Administration and Finance (VPAF) shall serve as chairman for academic and administration search respectively.

3.1. The members of the Personnel Selection Board are the following, VPAA, Dean or its equivalent of the institute where the vacancy exists, faculty representative (e.g. program head) in the institute where the vacancy exists, and the Human Resource Management Officer.

3.2. The members of the Personnel Selection Board for non-academic applicants are the following, VPAF, Head of office or its equivalent where the vacancy exists, Human Resource Management Officer.