



Gov. Alfonso D. Tan College
Maloro, Tanguib City

FACULTY

G- Faculty

Development Program

- **Faculty Development
Program**

CHAPTER X

FACULTY DEVELOPMENT PROGRAM

In order to achieve the objective of bringing about highly educated and professionalized manpower resources, the College shall develop and implement a continuous program of training and development and scholarships program for its faculty. Selection of participants/grantees to trainings seminars/scholarship grants shall be based on actual needs of the College for specialization and enhancement of competence, taking into consideration the development program thrusts and development plan of the institution.

1. Support in Scholarship and Privileges

1.1. Faculty Initiated Scholarships. Faculty may scout his/her scholarship to the approval of the College President recommended by the VP for Academic Affairs coordinated by the College HRMO.

GADTC Faculty Scholarship Assistance Program for CHED Scholar Grantees

Procedures on the Application for Grant

1.1. The faculty applies in writing to the College President through channels at least 6 months before he/she intends to enroll for action of the MANCOM.

1.2. The applicant must be informed of the action on his request.

1.2.1. Criteria for Candidates

1.2.1.1. They must be faculty members and have served the College for at least two (2) years.

1.2.1.2. They must still have sufficient time to serve the College after completion of the sought degrees as stipulated in their contract prior to retirement.

1.2.1.3. They must be qualified for admission to the Institute of Graduate Studies.

1.2.1.4. They must enroll in the fields of study that are within the priority needs of the College.

1.2.1.5. They must have obtained a very satisfactory work performance rating in the year preceding the application for the study grant.

1.2.2. The study grant shall consist of the following:

1.2.2.1. 7,500 per month (transportation/lodge/allowance, etc.)

1.2.2.2. 2,500 book allowance per semester

1.2.2.3. Book allowance must be supported by receipts after the end of the semester/trimester/summer. This is a prerequisite to the release of book allowance for the next semester/trimester/summer

1.2.2.4. Thesis aid (refer to Board Resolution 2011-06-15)

1.2.3. Obligation of the Grantees

1.2.3.1. o sign an appropriate contract of return service (a semester is equivalent to Two Year return Service).

1.2.3.2. To reimburse the College the equivalent cost if he/she fails to finish the degree as specified in the contract and in the event of failure to return and serve the College.

2. Support during the conduct of Research

The Institution will provide 70% of the total research expenses as financial assistance.

3. Support for Paper Presentations in Conferences

3.1. Objectives

1. To encourage faculty members to engage in high quality research that would result in journal publications.

2. To provide opportunities for faculty members to network with international and local researchers for possible collaboration in research and other academic pursuits.

3.2. Strategy

Support for faculty members who present papers in international and local conferences.

3.3. Eligibility

Faculty members who meet the following criteria may apply for the incentive.

3.6. 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 Dean

2. The application must be submitted to the VPAA Office at least two (2) weeks prior to the conference.

3. Application should be accompanied by the following:

- a. Application form
- b. A copy of the abstract, the program or Call for Papers of the conference/symposium to be participated in, and proof of paper acceptance or copy of invitation to deliver the keynote presentation or as an invited speaker.
- c. An itinerary or outline of conference activities, including arrival and departure dates, and as well as when the faculty member expects to return to his/her work in the College.
- d. A brief description of how the faculty member plans to manage the classes to be missed while on official business.

4. Support for Publication in Pre-selected High-Impact Journals

4.1. Objectives

- To guide the faculty in choosing high-impact research journals for the publication of the faculty research outputs
- To allow faculty members to network with international circles of researchers and college professors for possible collaborations for themselves, for their departments or laboratories/institutes, or for the entire college.

4.2. Eligibility

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.

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.



GOV. ALFONSO D. TAN COLLEGE

Maloro, Tuguegarao City



INSTITUTE OF BUSINESS AND FINANCIAL SERVICES

Faculty Development Plan

First Semester - A.Y. 2018 - 2019

FACULTY	DEGREE/ PROGRAM	AY 2018-2019		AY 2019- 2020		AY 2020-2021		AY 2021-2022		AY 2022-2023	
		1st Sem	2nd Sem	1st Sem	2nd Sem	1st Sem	2nd Sem	1st Sem	2nd Sem	1st Sem	2nd Sem
Calatrava, Lovely Marygold	AB-History	21 units									
Cartajenas, Diego	MBA	9 units									
Caruana, Jevanie	Bachelor of Laws	44 units									
Concepcion, Jordine	Bachelor of Laws	60 units									
Cuizon, Christian Louie	MBA (full-pledge)										
Dela Sierra, Venice Mae	MBA (full-pledge)										
Daguman, Ilyn	DBA (CAR)	48 units									
Donque, Caryl Jean											
Elesterio, Ryan Ram	MBA	18 units									
Emong, Edryl											
Palad, Emiree											
Pondoc, Luciano	Med (full-pledge)										
Reyes, Rodolfo	MBA (full-pledge)										
Sabellano, Nelyjoy	MBA (full-pledge)										
Sarno, Nova Joy	MBA	27 units									

Legend: ☐ - Expected year to finish the Degree/ Program

Prepared:

ILYN R. DAGUMAN, MBA
Dean, Institute of Business and Financial Services

Noted:

LOVE H. FALLOKAN, MSCRIM
VP for Academic Affairs



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First Semester - A.Y. 2018 - 2019

NAME OF THE FACULTY	DEGREE	AREAS				
		KNOWLEDGE	RESEARCH	EXTENSION	INSTRUCTION	MANAGEMENT
1. Calatrava, Lovely Mary Gold	BSBA - HRDM	<input type="checkbox"/> MBA within 2 ½ years <input type="checkbox"/> Computer Based Literacy NC 11 holder within 1 year	Capability Building on Research Basics specifically on how to write a research and formulating questions	Willing to engage/involve in the community	<input type="checkbox"/> Training/ Seminar on Teaching strategies and methods, art of questioning, assessment of learning, OBTL development, TOS making in relation to OBE	<input type="checkbox"/> Time management
2. Cartajenas, Diego Jr.	BSOA	<input type="checkbox"/> MBA within 2 years <input type="checkbox"/> Bookkeeping NC 111 holder within 1 year	Capability Building on Research Basics specifically on how to write a research and formulating questions	Willing to engage/involve in the community	<input type="checkbox"/> Training/seminar about machine shorthand and art of questioning, teaching methods/strategies, assessment of learning, OBTL development, TOS making in relation to OBE	<input type="checkbox"/> Office ethics, personality development and public relations
3. Concepcion, Jordine	BSC - Marketing	<input type="checkbox"/> MBA within 2 ½ years	Capability Building on Research Basics	Willing to engage/involve in the community	<input type="checkbox"/> Training on the integration of outcomes-based	<input type="checkbox"/> Time management


		<input type="checkbox"/> LIB within 2 ½ years	specifically on how to write a research and formulating questions		activities in the classroom <input type="checkbox"/> Training/ seminar on Teaching methods/strategies, art of questioning, assessment of learning, OBTL development, TOS making in relation to OBE	
4. Corpuz, Felvys	BSBA - MM	<input type="checkbox"/> MBA within two (2) months <input type="checkbox"/> Bookkeeping NC 111 holder within 1 year	Difficulties in data analysis, ANOVA, Correlational and etc.	Willing to engage/involve in the community	<input type="checkbox"/> How to integrated student activities in tertiary way/ approach	<input type="checkbox"/> Temper management <input type="checkbox"/> Art of counselling for students
5. Cuizon, Christian Louie	MBA BSBA - HRDM	<input type="checkbox"/> LET passer within 2 years	Capability Building on Research Basics specifically on how to write a research and formulating questions	Willing to engage/involve in the community	<input type="checkbox"/> How to give effective motivation to students <input type="checkbox"/> Training/ seminar on Teaching methods/strategies, art of questioning, assessment of learning, OBTL development, TOS making in relation to OBE	<input type="checkbox"/> Seminar - Workshop on Personality Development and Public Relations including Office Ethics
6. Dela Sierra, Venice Mae	MBA BS Accounting Technology	<input type="checkbox"/> MPA within 3 years	Capability Building on Research Basics specifically on how to write a	Willing to involve in the community but need to develop the interpersonal skills	<input type="checkbox"/> Student engagement in the classroom in a lively way	<input type="checkbox"/> Time management, Seminar - Workshop on Personality Development and

			research, formulating questions and coming up with a good research title		<input type="checkbox"/> Training/ seminar on Teaching methods/strategies, art of questioning, assessment of learning, OBTL development, TOS making in relation to OBE	Public Relations including Office Ethics
7. Donque, Caryl Jean	BSBA- FM	<input type="checkbox"/> MBA within 3 years <input type="checkbox"/> Bookkeeping NC III holder within 1 year	Research Capability building that starts from the basic on research	Willing to engage/involve in the community	<input type="checkbox"/> Training/ seminar on Teaching methods/strategies, art of questioning, assessment of learning, OBTL development, TOS making in relation to OBE	<input type="checkbox"/> Seminar - Workshop on Personality Development and Public Relations including Office Ethics
8. Elesterio, Ryan Ram	BSBA - HRDM	<input type="checkbox"/> Masters within 2 years <input type="checkbox"/> BSCS/BSIT within 6 years	Capability Building on Research Basics specifically on how to write a research and formulating questions	Willing to engage/involve in the community	<input type="checkbox"/> Training/ Seminar on teaching methods, art of questioning, classroom management, assessment of learning, OBTL development, TOS making in relation to OBE	<input type="checkbox"/> Seminar - Workshop on Personality Development and Public Relations including Office Ethics
9. Emong, Edryl	BSBA - MM	<input type="checkbox"/> Masters within 2 years <input type="checkbox"/> TM	Have background in research but with difficulty in	Willing to engage/involve in the community	<input type="checkbox"/> Training/ seminar on Teaching methods/strategies, art of questioning,	<input type="checkbox"/> Seminar - Workshop on Personality Development and

			formulating questions		making in relation to OBE	
13. Sabellano, Nelyjoy	MBA BSBA - MM	<input type="checkbox"/> DPE within 1 month <input type="checkbox"/> LPT within 1 year <input type="checkbox"/> DM/DBA within 5 years	Difficulty in research methodology and data analysis	Development on interpersonal skills	<input type="checkbox"/> Training/ seminar on Teaching methods/strategies, art of questioning, assessment of learning, OBTL development, TOS making in relation to OBE	<input type="checkbox"/> Seminar - Workshop on Personality Development and Public Relations including Office Ethics <input type="checkbox"/> Time management
14. Sarno, Nova Joy	BSBA - HRDM	<input type="checkbox"/> Masters within 1 ½ years <input type="checkbox"/> CS eligible within 1 year <input type="checkbox"/> Bookkeeping NC 111 holder within 1 year	Capability Building on Research Basics specifically on how to write a research and formulating questions	Willing to engage/involve in the community	<input type="checkbox"/> Training/ seminar on Teaching methods/strategies, art of questioning, assessment of learning, OBTL development, TOS making in relation to OBE	<input type="checkbox"/> Time management <input type="checkbox"/> Seminar - Workshop on Personality Development and Public Relations including Office Ethics

Prepared:

Noted:


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