



Republic of the Philippines  
OFFICE OF THE PRESIDENT

COMMISSION ON HIGHER EDUCATION

Commission on Higher Education  
OFFICIAL RELEASE  
CHED Central Office  
RECORDS SECTION  
C.P. Garcia Ave., U.P. Diliman, Q.C.

MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR

No. 787, series of 2023

TO : PRESIDENTS OF STATE UNIVERSITIES AND COLLEGES

SUBJECT : TEMPLATE FOR THE FACULTY SUBMISSION OF ADDITIONAL DOCUMENTS FOR THE PROFESSORIAL ACCREDITATION AND CERTIFICATION INTERVIEWS FOR SUC FACULTY POSITION RECLASSIFICATION

DATE : 9 OCTOBER 2023

Pursuant to the provisions of Annex III, of the DBM-CHED Joint Circular No. 3, series of 2022 on the Faculty Position Reclassification in SUCs; and CHED Administrative Order (CAO) No. 1, series of 2023, the accreditation and certification of professors and college/university professors shall be based on the professed field of the faculty applicant.

To facilitate the submission of information by the faculty who qualified for professorial accreditation or certification and to ensure that the required information is submitted, the following templates shall be used accordingly:

- a) Template of *Application Form for Professorial Candidate Accreditation*
- b) Template of *Application Form for College/University Professorial Candidate Certification*

The accomplished forms shall be submitted by the SUC to the Evaluation and Accreditation Committee (EAC) or the Certification Committee (CC), when the SUC returns the faculty-agreed Individual Summary Sheet (ISS) to the said Committees.

For any question or request for clarification regarding the templates, please directly coordinate with the OIQAG Secretariat at telephone number (02) 8441-1254 or email to [sucfacultyreclass@ched.gov.ph](mailto:sucfacultyreclass@ched.gov.ph).

For information and guidance.

  
ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO

Executive Director IV

Contact us: [executivedirector@ched.gov.ph](mailto:executivedirector@ched.gov.ph) / (+63) 998-592-1880

Give us Feedback: <https://bit.ly/OEDCCSS>



**Department of Budget and Management - Commission on Higher Education  
Joint Circular No. 3, Series of 2022 "Guidelines on the Reclassification of  
Faculty Position in State Universities and Colleges (SUCs)"**



**APPLICATION FORM FOR PROFESSORIAL CANDIDATE ACCREDITATION  
EVALUATION ON PROFESSED FIELD**

**Instruction:**

1. Fill in the *Application Form*. You may download this form here <https://tinyurl.com/freclassform>.
2. Provide the printed copy of the published research article.
3. For patent, attach the copy of the patent registration.
4. For creative works, attach the original work and/or other supporting documents related to the work.
5. For extension and production projects, attach the necessary original supporting documents.
6. Provide the Google link for all scanned original or certified true copy of evidences.

Name of Candidate: \_\_\_\_\_

Address: \_\_\_\_\_

**Contact Details**

Mobile No.: \_\_\_\_\_ Landline: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Institution (Full name of SUC) : \_\_\_\_\_

ISS Rating: \_\_\_\_\_

Professed field of Specialization for Accreditation: \_\_\_\_\_



**Department of Budget and Management - Commission on Higher Education  
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**Educational Qualification: (Baccalaureate or Post Baccalaureate Degree/Diploma Only)**

Degree (Spell out name of degree)	Institution	Year Graduated	Link to evidence

**Publications for the last four (4) years in an internationally-indexed journal**

Title	Journal Name and date of Publication	Indexing Body	Link to evidence

**Patents**

Title	Patent No.	Date Issued	Link to evidence



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**Creative Works**

Description/Title/Name	Date of Publication, Publisher and Other Details	Link to evidence

**Extension Projects**

Title of Project	Significant Contribution	Link to evidence

Additional Instruction on document preparation:

1. Prepare five (5) folders. The four (4) folders containing the photocopy of the evidences and One (1) folder containing the original copy or the certified true copy of evidences for listed qualifications/achievements on the *Application Form* for onsite validation. Properly label each section in each folder. The Professorial Candidate shall bring all 5 folders on the day of the Candidate's interview.
2. Photo documentation maximum of 2 pages each.
3. Submit this accomplished form together with a Curriculum Vitae maximum of five (5) pages only.

This is to affirm that all the information provided in this document for the purpose of my application for the Professorial Accreditation are all true and correct.

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Signature over printed name

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Date



**Department of Budget and Management - Commission on Higher Education  
Joint Circular No. 3, Series of 2022 "Guidelines on the Reclassification of  
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**APPLICATION FORM FOR COLLEGE/UNIVERSITY PROFESSORIAL CERTIFICATION  
EVALUATION ON PROFESSED FIELD**

**Instruction:**

1. Fill in the *Application Form*. You may download this form here <https://tinyurl.com/freclassform>.
2. Provide the printed copy of the published research article.
3. For patent, attach the copy of the patent registration.
4. For creative works, attach the original work and/or other supporting documents related to the work.
5. For extension and production projects, attach the necessary original supporting documents.
6. Provide the Google link for all scanned original or certified true copy of evidences.

Name of Candidate: \_\_\_\_\_

Address: \_\_\_\_\_

**Contact Details**

Mobile No.: \_\_\_\_\_ Landline: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Institution (Full name of SUC) : \_\_\_\_\_

ISS Rating: \_\_\_\_\_

Professed field of Specialization for Accreditation: \_\_\_\_\_



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This is to affirm that all the information provided in this document for the purpose of my application for the College/University Professorial Certification are all true and correct.

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Signature over printed name

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Date