



CHED ADMINISTRATIVE ORDER (CAO)

No. 01
Series of 2023

SUBJECT : IMPLEMENTING GUIDELINES ON THE EVALUATION, REVIEW, AND APPROVAL PROCESS OF THE DBM-CHED JOINT CIRCULAR NO. 3, SERIES OF 2022

The Department of Budget and Management (DBM) and the Commission on Higher Education (CHED) issued Joint Circular (JC) No. 3, series of 2022 on October 18, 2022 to establish and prescribe the criteria and guidelines for the reclassification of faculty positions in state universities and colleges (SUCs).

To ensure uniform implementation of the evaluation process across all SUCs and the Evaluation Committees, the following implementing guidelines on the Evaluation, Review, and Approval Process of the Joint Circular is hereby adopted and promulgated by virtue of Commission en banc Resolution No. 193-2023 and Resolution No. 420-2023, to wit:

ARTICLE I
DESIGNATION OF REGIONAL CENTERS AND CENTERS FOR EVALUATION AND ACCREDITATION

Section 1. Designation of Regional Centers for the Regional Evaluation Committees

- a. In every Region, an SUC shall be designated by the Commission as the **Regional Center (RC)**. The RC shall serve as the temporary repository of the hard copies of application documents of the faculty with Instructor I up to Associate Professor V, and College or University Professor ranks; also, the venue for the in-person validation activities of the **Regional Evaluation Committee (REC)** and the **Certification Committee (CC)**.
- b. The RC shall be managed by a Secretariat to be designated by the SUC President and will be composed of three (3) staff, one (1) of whom will be designated as the Lead Secretariat and the other two (2) as members.

- c. The RC Secretariat shall have the following duties and responsibilities:
1. Receive and keep in safe storage the hard copies of the application documents of faculty from all SUCs within the Region. These documents shall be made available for perusal by the Evaluation Committee members during the on-site validation activities of the REC.
 2. Coordinate with the Secretariats of the Institutional Evaluation Committee (IEC), Regional Evaluation Committee (REC), and Certification Committee (CC) for the schedule of validation activities to be held at the Regional Center.
 3. Assist the Secretariats of the REC & CC for the logistics and other necessary arrangements.

Section 2. Location of the Regional Centers

The Regional Center shall be based in an SUC within the Region that complies with the following conditions:

- a. Adequate and secured storage space to temporarily keep the documents of the applicant faculty from all SUCs in the Region.
- b. Accessible transport systems that would enable the members of the evaluation committees to travel to and from during the scheduled evaluation activities.
- c. Available secured meeting rooms with 24-hour access to a strong, reliable internet connection, water, and electricity.

Section 3. Designation of Evaluation and Accreditation Center (EA Center) for the Evaluation and Accreditation Committees

- a. In every Zone identified by the Commission, an SUC shall be designated by the Commission as the **Evaluation and Accreditation Center (EA Center)**. The EA Center shall serve as the temporary repository of the hard copies of application documents of the faculty for the Professor ranks, and also the venue for the on-site validation activities of the **Evaluation and Accreditation Committee (EAC)**.
- b. The EA Center shall be managed by a Secretariat to be designated by the SUC President and will be composed of three (3) staff, one (1) of whom will be designated as the Lead Secretariat and the other two (2) as members.



- c. The EA Center Secretariat shall have the following duties and responsibilities:
1. Receive and keep in safe storage the hard copies of the application documents of faculty from all SUCs within the Zone. These documents shall be made available for perusal by the Committee members during the on-site validation activities of the EAC.
 2. Coordinate with the Secretariats of the Institutional Evaluation Committee (IEC) and Evaluation and Accreditation Committee (EAC) for the schedule of validation activities to be held at the EA Center.
 3. Assist the Secretariat of the EAC for the logistics and other necessary arrangements.

Section 4. Location of the Evaluation and Accreditation Centers

The EA Center shall be based in an SUC within the Zone that complies with the following conditions:

- a. Adequate and secured storage space to temporarily keep the documents of the applicant faculty from all SUCs in the Region.
- b. Accessible transport systems that would enable the members of the evaluation committees to travel to and from during the scheduled evaluation activities.
- c. Available secured meeting rooms with 24-hour access to a strong, reliable internet connection, water, and electricity.

ARTICLE II PHASE I: INSTITUTIONAL EVALUATION COMMITTEE (IEC)

Section 5. Detailed guidelines for the Institutional Evaluation, Item #1.2.

- a. The written request of the faculty for position reclassification shall use the prescribed template (Faculty Request Form 1). Duly signed request form shall be submitted in original to the IEC.
- b. The faculty shall accomplish the excel forms that will sum up to the faculty's Individual Summary Sheet (ISS), saving it with a file name following the format:
<SUC acronym_ISS_Last Name_First Name_Middle Initial>
(sample: UCLA_ISS_Rizal_Jose_P). The original printout of the ISS must be signed by the faculty and submitted to the IEC.



- c. For the 2023 evaluation cycle, the SUC Faculty Position Reclassification System (SFPRS) will be used for the automated system of submission. However, if the SUC facilities is not capable of supporting the automated system, the SUC has the option to use the excel forms for submission. If using the automated system of submission, the faculty shall only generate a printout of the ISS and submit to the IEC the original signed copy.
- d. Each link to the evidence in the ISS Form must correspond to a single document only. Link to a folder containing several documents are not allowed.

Section 6. Detailed guidelines for the Institutional Evaluation, Item #1.3.

- a. The IEC shall ensure that the documents submitted during the previous evaluation cycles are no longer included in the submissions for this evaluation period. This also applies to the documents submitted by the faculty during his/her application for the institutional promotion system.
- b. The total points per indicator and per KRA shall be rounded to the nearest hundredth value. For example: a score of 3.418 shall be rounded to 3.42; a score of 3.413 rounded to 3.41.
- c. However, in computing for the final weighted points (sum of 4 KRAs), the scores will be rounded to the nearest whole number. For example: a score of 43.41 shall be rounded to 43; a score of 43.51 shall be rounded to 44.
- d. If there are changes in the points as a result of the evaluation of the IEC, the updated ISS shall be printed, returned to the faculty concerned to have it acknowledged and signed as evidence of the faculty's agreement to the changes. This version of the ISS shall be submitted to the evaluation committee (i.e. REC/EAC/CC). If no change of points in the ISS as submitted by the faculty, the IEC shall use the same printed ISS and signs the IEC portion of the ISS.
- e. After evaluation, the IEC shall create a google drive as a repository for the soft copies of ISS of the pre-qualified faculty members. This google drive shall be shared with the evaluation committee upon submission of the hard copies of the OSS for the Committees.

Section 7. Detailed guidelines for the Institutional Evaluation, Item #1.6.

The submission by the IEC to the REC shall be through the CHED Regional Director.



Section 8. Detailed guidelines for the Institutional Evaluation, Items #1.7 and #1.8.

The submission by the IEC to the EAC and the CC shall be through the CHED Office of Institutional Quality Assurance and Governance (OIQAG) using the OSS for EAC (OSS_EAC) and OSS for CC (OSS_CC), for the distribution/assignments to the different Committees.

Section 9. Update on the Institutional Evaluation, Item #1.9

Within five (5) calendar days after submission of OSS to the evaluation Committees, the IEC shall submit all hard copies of the documentary evidence submitted by the faculty to the Regional Center for the Instructor I up to the Associate Professor V and the College or University Professor ranks, and to the EA Center for the Professor I-VI ranks. These documents shall be made available for the members of the Evaluation Committees during the in-person validation activities.

ARTICLE III PHASE 2: REGIONAL EVALUATION COMMITTEE (REC)

Section 10. Updates on the Regional Evaluation, Item #1.1

- a. The Secretariat for the Regional Evaluation Committee (REC) shall be composed of the following:
 1. Two (2) staff from the SUC whose faculty is being evaluated; and
 2. Two (2) technical staff from the CHED Regional Office.
- b. The duties and responsibilities of the Secretariat includes the following:
 1. Preparation and dissemination of notice of meetings, minutes of meetings, evaluation proceedings, correspondence, and other related documents;
 2. Provides logistical and administrative support to the REC during meetings, onsite/remote evaluation and validation in coordination with the IEC and RC Secretariats; and
 3. When necessary, assist in the checking of the completeness and validation of the forwarded documentary evidence from the IEC.
 4. The Secretariat directly reports to the Chair of the Committee.
- c. If during a scheduled meeting of the REC and the CHEDRO Director has to attend another official function, the CHEDRO Director may designate a technical staff from the CHEDRO to represent him/her as the Committee Chair.



- d. Depending on the volume of documents to be evaluated, the CHED Regional Director may engage additional technical staff from the CHEDRO to assist in the validation of documents.

Section 11. Updates on the Regional Evaluation, Item# 1.2

- a. If excel form was used for submission, the soft copies of the documentary evidence submitted by each faculty shall be shared with the members of the REC, but the hard copies shall be stored and made available for review at the Regional Center.
- b. If there is evidence that was not considered by the REC and has a material effect on the overall score of the faculty, the REC shall reflect it in the ISS of the concerned faculty.
- c. If there are changes in the points as a result of the evaluation by the REC, the updated ISS shall be printed and returned to the IEC for presentation to the faculty concerned. As evidence that the faculty agrees to the changes, the revised ISS shall be acknowledged and signed by the faculty concerned. This version of the ISS shall be returned to the REC.
- d. If there is no change of points in the ISS as submitted by the faculty, there is no need to reprint, the REC shall use the same printed ISS and sign the REC portion of the ISS.

Section 12. Detailed guidelines for the Regional Evaluation, Item# 1.3

- a. If the REC agrees to conduct the validation of scores based on the physical documentary evidence (hard copies), the REC Members shall meet at the Regional Center to access the documents.
- b. If the REC agrees to conduct a remote validation of evidence, the Secretariat shall arrange for the teleconferencing platform to be used by the Committee.
- c. During a remote validation activity, the Secretariat shall ensure that the electronic files of the documentary evidence submitted by the faculty are available to all members of the REC.

Section 13. Detailed guidelines for the Regional Evaluation, Item# 1.6

- a. Upon receipt of the OSS from the REC, the SUC shall inform its faculty within three (3) working days, the results of the REC validation. Day 1 starts on the working day following the receipt of the OSS by the SUC. Example: the SUC President received the OSS on October 31, Tuesday; the following days November 1 and November 2 are non-working holidays. The day 1 of the 3-day

period starts on November 3, Friday; day 2 shall be November 6 Monday, and the last day of presentation of the results to the faculty is on November 7, Tuesday.

- b. If the REC validation resulted in a change in score, the REC shall revise the ISS of the concerned faculty and forward to the SUC as attachment to the REC-OSS.
- c. If the faculty agrees to the changes made by the REC, this faculty shall sign the revised ISS as evidence of that agreement. The IEC shall attach the signed ISS to the OSS from REC and send a copy to the CHED Regional Director for record purposes.
- d. If the faculty disagrees with the scores as recommended by the REC, this faculty must justify his/her disagreement and provide evidence for reconsideration within three (3) working days upon receipt of information from the IEC. The evidence to be submitted to the IEC must be evidence to support the faculty's claim of points for that particular criterion in question. The faculty is not allowed to submit evidence for a different criterion in order to earn additional points. The three (3) days period for submission of evidence as mentioned in item 1.6.1 means three (3) working days. Day 1 starts on the working day following the receipt of the ISS by the faculty (see example in item a).
- e. If the IEC did not find merit to consider the justification of the faculty, the recommendation of the REC will be followed and the faculty will be asked to sign the revised ISS.
- f. If the faculty still does not accept the changes and insists on his/her justification, the IEC shall request the faculty to sign in the acknowledgement portion of the revised ISS with notation that there is a pending appeal on a particular indicator. The IEC shall return the said ISS of the concerned faculty to the REC together with the justification provided by the faculty. The REC shall evaluate the justification and make its final recommendation within two (2) working days upon receipt of the documents. The REC shall revise its OSS with the notation that there was an unresolved item between the IEC and the faculty and the REC had made its final recommendation on the matter. This revised version of the OSS shall be submitted by the REC to the SUC President, replacing the first OSS.

ARTICLE IV PHASE 3: EVALUATION AND ACCREDITATION COMMITTEE (EAC)

Section 14. Detailed guidelines for the Evaluation and Accreditation Committee, Item #2.2

- a. If using the excel forms, the soft copies of the documentary evidence submitted by each faculty shall be shared with the members of the EAC, but the hard copies shall be stored and made available for review at the Evaluation and Accreditation Center.



- b. If there is evidence that was not considered by the EAC and has a material effect on the overall score of the faculty, the EAC shall reflect it in the ISS of the concerned faculty.
- c. If there are changes in the points as a result of the evaluation by the EAC, the updated ISS shall be printed and returned to the IEC for presentation to the faculty concerned. As evidence that the faculty agrees to the changes, the revised ISS shall be acknowledged and signed by the faculty concerned. This version of the ISS shall be returned to the EAC.
- d. If there is no change of points in the ISS as submitted by the faculty, there is no need to reprint, the EAC shall use the same printed ISS and sign the EAC portion of the ISS.

**Section 15. Detailed guidelines for the Evaluation and Accreditation Committee,
Item #2.3**

- a. If the EAC agrees to conduct the validation of scores using the actual documentary evidence (hard copies), the EAC Members shall meet at the EA Center to access the said documents.
- b. If the EAC agrees to conduct a remote validation of evidence, the Secretariat shall arrange for the teleconferencing platform to be used by the Committee.
- c. During a remote validation activity, the Secretariat shall ensure that the electronic files of the documentary evidence submitted by the faculty are available to all members of the EAC.

**Section 16. Detailed guidelines for the Evaluation and Accreditation Committee,
Item #2.6**

- a. Upon receipt of the OSS from the EAC, the SUC shall inform within three (3) working days its faculty, especially those with changes in their ISS made by the EAC, for confirmation. Day 1 starts on the working day following the receipt of the OSS by the SUC. Example: the SUC President received the OSS on October 31, Tuesday; the following days November 1 and November 2 are non-working holidays. The day 1 of the 3-day period starts on November 3, Friday; day 2 shall be November 6 Monday, and the last day of presentation of the results to the faculty is on November 7, Tuesday.
- b. If the faculty agrees to the changes made by the EAC, this faculty shall sign the revised ISS and the IEC shall endorse the duly signed ISS to the EAC. If the faculty disagrees with the scores as recommended by the EAC, this faculty must justify his/her disagreement and provide evidence for reconsideration within three



(3) working days upon receipt of information from the IEC. The evidence to be submitted must be an evidence to support the faculty's claim of points for that particular criterion in question. The faculty is not allowed to submit evidence for a different criterion in order to earn additional points. The three (3) days period for submission of evidence as mentioned in item 1.6.1 means three (3) working days. Day 1 starts on the working day following the receipt of the ISS by the faculty (see example in item a).

- c. If the IEC did not find merit to consider the justification of the faculty, the recommendation of the EAC will be followed and the faculty will be asked to sign the ISS.
- d. If the faculty still does not accept the changes and insists on his/her justification, the IEC shall request the faculty to sign in the acknowledgement portion of the revised ISS with notation that there is a pending appeal on a particular indicator. The IEC shall return the said ISS of the concerned faculty to the EAC together with the justification provided by the faculty. The EAC shall evaluate the justification and make its final recommendation within two (2) working days upon receipt of the documents. For faculty with current Professor rank, the final OSS to be prepared by the EAC shall bear the notation that there was an unresolved item between the IEC and the faculty prior to the final recommendation of the EAC to the SUC President.

Section 17. Updates on the Evaluation and Accreditation Committee, Item #2.8

- a. The final OSS to be prepared by the EAC shall be two (2): there is a separate OSS for the faculty who are already Professors and qualified for reclassification to a higher Professor sub-rank, and a separate OSS for those who qualified for a Professor rank for the first time.
- b. The OSS for those Professors who qualified to a higher sub-rank shall be submitted to the SUC President for approval of the Governing Board.
- c. The OSS of those who qualified for the first time shall be used by the EAC as reference for the screening process prior to the accreditation interview.

Section 18. Updates on the Evaluation and Accreditation Committee, Item #2.9 – Screening for Interview

- a. Faculty members who qualified for the first time to a Professor rank based on the scores earned, shall undergo a documentary screening process to be done by the EAC Members. For this purpose, the faculty concerned shall submit the following additional documents to the EAC through its Secretariat:



1. Curriculum Vitae (CV) indicating the professed field or discipline where he/she would want to be evaluated as a Professor; educational qualifications; research involvements and publications; extension projects and activities, and major contribution/s of the faculty in the field or discipline (maximum of 5 pages); and
2. Copy of the recent solely authored paper publications in internationally-indexed journals that are related to the professed field of specialization (WoS, Scopus & ACI in the past 4 years). In lieu of the required publication, the faculty may submit Patent Certificate issued by the Intellectual Property Office of the Philippines. Utility model or industrial design certificates shall not be considered to substitute for publication or patent.
3. For the 2019 – 2023 evaluation period, consideration shall be given for main or lead authorship in publications to qualify for professorial accreditation or certification.
 - b. The screening process shall involve a documentary review of the faculty's engagements in extension projects, research outputs, and publications (sole authorship only, at least one) that are relevant to the professed field of expertise. The screening shall commence after the faculty's scores in the ISS have been validated.
 - c. Those who passed the screening process shall be scheduled for interview. Those who did not pass the screening process shall be recommended for the Associate Professor V position.
 - d. The interview for accreditation shall start with a short presentation by the faculty (maximum of 5 minutes) to the Committee stating why he/she should be accredited to a Professor rank.
 - e. The Accreditation shall be based on the professed field of specialization and with consideration of the doctorate degree of the faculty.

ARTICLE IV PHASE 3: CERTIFICATION COMMITTEE (CC)

Section 19. Detailed guidelines for the Certification Committee for Item #3.1 – Composition of the Committee

- a. The Secretariat for the Committee shall be composed of three (3) technical staff from OIQAG, one (1) of whom shall act as the Lead Secretariat.



1. Preparation / dissemination of notice of meetings, minutes of meetings, evaluation proceedings, correspondence, and other related documents;
2. Provides logistical and administrative support to the CC during meetings, onsite/remote evaluation and validation in coordination with the Secretariats of RC and IECs; and
3. When necessary, assist in the checking of the completeness of the submitted documentary evidence from the IEC.

Section 20. Detailed guidelines for the Certification Committee, Item #3.2

- a. If using the excel forms, the soft copies of the documentary evidence submitted by each faculty shall be shared with the members of the CC, but the hard copies shall be stored and made available for review at the Regional Center.
- b. If there is evidence that was not considered by the CC and has a material effect on the overall score of the faculty, the CC shall reflect it in the ISS of the concerned faculty.
- c. If there is no change of points in the ISS as submitted by the faculty, there is no need to reprint, the CC shall use the same printed ISS and sign the CC portion of the ISS.

Section 21. Detailed guidelines for the Certification Committee, Item #3.3

- a. If the CC agrees to conduct the validation of scores based on the actual documentary evidence (hard copies), the CC Members shall meet at the Regional Center to access the said documents.
- b. If the CC agrees to conduct a remote validation of evidence, the Secretariat shall arrange for the teleconferencing platform to be used by the Committee.
- c. During a remote validation activity, the Secretariat shall ensure that the electronic files of the documentary evidence submitted by the faculty are available to all members of the CC.

Section 22. Detailed guidelines for the Certification Committee, Item #3.6

- a. Upon receipt of the OSS from the CC, the SUC shall inform within three (3) working days its faculty whose ISS were made changes by the CC, for confirmation. Day 1 starts on the working day following the receipt of the OSS by



the SUC. Example: the SUC President received the OSS on October 31, Tuesday; the following days November 1 and November 2 are non-working holidays. The day 1 of the 3-day period starts on November 3, Friday; day 2 shall be November 6 Monday, and the last day of presentation of the results to the faculty is on November 7, Tuesday.

- b. If the faculty agrees to the changes made by the CC, this faculty shall sign the revised ISS and the IEC shall endorse the duly signed ISS to the CC. If the faculty disagrees with the scores as recommended by the CC, this faculty must justify his/her disagreement and provide evidence for reconsideration within three (3) working days upon receipt of information from the IEC. The evidence to be submitted must be an evidence to support the faculty's claim of points for that particular criterion in question. The faculty is not allowed to submit evidence for a different criterion in order to earn additional points. The three (3) days period for submission of evidence as mentioned in item 1.6.1 means three (3) working days. Day 1 starts on the working day following the receipt of the ISS by the faculty (see example in item a).
- c. If the IEC did not find merit to consider the justification of the faculty, the recommendation of the CC will be followed and the faculty will be asked to sign the ISS.
- d. If the faculty still does not accept the changes and insists on his/her justification, the IEC shall request the faculty to sign in the acknowledgement portion of the revised ISS with notation that there is a pending appeal on a particular indicator. The IEC shall return the said ISS of the concerned faculty to the CC together with the justification provided by the faculty. The CC shall evaluate the justification and make its final recommendation within two (2) working days upon receipt of the documents. The final OSS to be prepared by the CC shall bear the notation that there was an unresolved item between the IEC and the faculty prior to the final recommendation of the CC to the SUC President.

Section 23. Detailed guidelines for the Certification Committee, Item #3.8

In addition to the documents specified in Section 1.2 - Page 1 of Annex III, all faculty who qualified for the College or University Professor Rank shall submit the following to the IEC:

1. Curriculum Vitae (CV), including the professed field or discipline where he/she would want to be evaluated as a University Professor, educational qualifications, research involvements and publications, extension projects and activities, and major contribution/s of the faculty in the field or discipline (maximum of 5 pages); and



2. Copy of the recent solely authored paper publications in internationally-indexed journals that are related to the professed field of specialization (WoS, Scopus & ACI in the past 5 years). In lieu of the required publication, the faculty may submit Patent Certificate issued by the Intellectual Property Office of the Philippines. Utility model or industrial design certificates shall not be considered to substitute for publication or patent. For the 2019-2023 cycle, main authorship or lead authorship for publications shall be considered.

Section 24. Detailed guidelines for Certification Committee, Item 3.9

1. The Certification shall start with a short presentation (maximum of 5 minutes) by the faculty explaining to the CC why he/she should be certified as a College or University Professor.
2. The Certification shall be based on the professed field of specialization with consideration of the doctorate degree of the faculty.

Section 25. Detailed guidelines to Section 12 of the Joint Circular - Funding Source

1. The SUCs shall pay for the application fees of their own faculty to cover the expenses of the Evaluation Committees and the Regional and EAC Centers. For this purpose, the SUC Governing Board shall approve the budgetary requirement as recommended by the SUC President to fully subsidize the expenses for the evaluation and validation activities of the committees.
2. The amount to be paid and its distribution shall be as follows:

Application Fee per faculty		Distribution		Faculty Position Reclassification Fee
Instructor I up to Associate Professor V	P533.50	90% reclassification fee 10% admin cost		75% - REC Member 25% - Secretariat
Professor I - VI	Phase I: Documentary Validation	P899.00	90% reclassification fee 10% admin cost	75% - EAC Member 25% - Secretariat
	Phase II: Documentary Screening on professed field	P2,255.00	90% reclassification fee 10% admin cost	75% - EAC Member 25% - Secretariat
	Phase III: Accreditation Interview	P1,000.00	For the EAC members who conducted the interview	Distributed among the EAC members
College/ University Professor	Phase I: Documentary Validation	P2,500.00	90% reclassification fee 10% admin cost	75% - CC Member 25% - Secretariat
	Phase II: Certification Interview	P2,000.00	For the CC member who conducted the interview	Distributed among the CC members

*Admin cost shall be used to cover the operational expenses of the RCs & EA Centers (wages, office supplies, utilities)



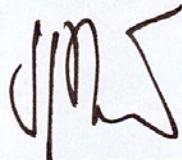
3. Payments for Position Reclassification fees and administrative costs shall be made within ten (10) days after the receipt by the SUC concerned of the final OSS.
4. The expenses for transportation, meals and accommodation of the REC, EAC, and CC Members and Secretariats during the conduct of on-site validation activities shall be arranged and paid for by the SUC whose evaluation results are being validated. The Secretariats of the concerned Committees shall make the necessary coordination and arrangements with the IEC Secretariat of the SUC concerned.

Section 26. Other additional guidelines for the Evaluation Committees

1. As reference for the validation of scores earned by applicant faculty, attached to this CAO is the list of required documentary evidence for each KRA and indicator (see Annex I). This document can also be used by the faculty as reference for their submissions.
2. To further guide the evaluation Committees, the reference for the coverage period of acceptable documentary evidence for those who are first time to be evaluated and those who did not apply for reclassification during the last evaluation cycle is annexed to this CAO. (see Annex II). Included in this document is the guideline for the consideration of student and supervisor evaluations for faculty who went on approved sabbatical or maternity leave.

For guidance and compliance of all concerned.

Issued on this 1st day of August, 2023 in Quezon City, Philippines.



J. PROSPERO E. DE VERA III, DPA
Chairman 

1st EVALUATION CYCLE FOR FACULTY POSITION RECLASSIFICATION
Based on DBM-CCHED Joint Circular No. 3, series of 2022

LIST OF DOCUMENTARY EVIDENCES

CRITERIA	REQUIRED EVIDENCE
KRA I - INSTRUCTION	
Criterion A – Teaching Effectiveness	
1. Faculty Performance Evaluation by Students and Supervisor	
<p>Note: If the newly appointed faculty comes from a Local University or College (LUC), private higher education institution, TESDA or DepEd school, their student and supervisor's evaluation prior to their appointment to the SUC shall not be considered.</p> <p>Reference: Item 4.c, Section 4 (Page 3) of DBM-CCHED JC No. 01, s. 2023</p>	
1.1 Student Evaluation (60%)	<ol style="list-style-type: none"> 1. Copy of the final report on student evaluation rating of faculty per term; duly certified by the authorized official of the SUC.
a) If on Study Leave	<ol style="list-style-type: none"> 1. Copy of approved study leave
<p>Note: For faculty members who went on full time study leave during the evaluation period, they may use the student and supervisor's evaluation for the remaining semesters. The number of semesters on study leave shall be deducted from the divisor.</p> <p>Reference: Item 3.1, Annex II (page 4) of DBM-CCHED JC No. 3, s. 2022</p>	
b) If on Sabbatical Leave for the purpose of research or development of instructional material	<ol style="list-style-type: none"> 1. Copy of board resolution approving the sabbatical leave for the purpose of doing research or development of instructional material.
<p>Note: A faculty on sabbatical leave shall be evaluated similar to a faculty on study leave.</p> <p>Reference: Item 5, Section 4 (Page 3) of DBM-CCHED JC No. 01, s. 2023</p>	
c) If on Maternity Leave	<ol style="list-style-type: none"> 1. Copy of approved maternity leave.
<p>Note: A faculty on maternity leave shall be allowed one (1) semester without student evaluation. This semester will be removed from the divisor.</p>	



CRITERIA	REQUIRED EVIDENCE
1.2 Supervisor's Evaluation (40%) Note: Refer to notes on Student Evaluation	1. Copy of the final report on supervisor's evaluation rating of faculty per term; duly certified by the authorized official of the SUC.
a) If on Study Leave b) If on Sabbatical Leave for the purpose of research or development of instructional material c) If on Maternity Leave	1. Copy of approved study leave 1. Copy of board resolution approving the sabbatical leave for the purpose of doing research or development of instructional material. 1. Copy of approved maternity leave.
Criterion B – Curriculum and Instructional Materials Development	
1. For every instructional material developed and approved for use.	
1.1 Sole author of a textbook	1. Copy of cover page, title page, table of contents, copyright page (if copyrighted) and about the author page (if available); AND 2. Copy of approval for use by the SUC's instructional materials development committee, book review committee, academic council or its equivalent; AND 3. Copy of the syllabus or course guide where the textbook is listed in the references or course materials; duly approved by the SUC; AND 4. Copy of the latest list of library holdings where the textbook is listed; duly certified by the librarian.
1.2 Co-author of a textbook	1. Copy of cover page, title page, table of contents, copyright page (if copyrighted) and about the author page (if available), AND 2. Copy of approval for use by the SUC's instructional materials development committee, book review committee, academic council or its equivalent; AND 3. Copy of the syllabus or course guide where the textbook is listed in the references or course materials; duly approved by the SUC, AND 4. Copy of the latest list of library holdings where the textbook is listed, duly certified by the librarian, AND 5. Original copy of the certification of percentage contribution signed by all the co-authors of the textbook, duly certified by the dean.
1.3 Sole author of a textbook chapter	1. Copy of cover page, title page, table of contents, copyright page (if copyrighted), about the author page (if available) and chapter page; AND 2. Copy of approval for use by the SUC's instructional materials development committee, book review committee, academic council or its equivalent; AND 3. Copy of the syllabus or course guide where the textbook is listed in the references or course materials; duly approved by the SUC; AND



CRITERIA	REQUIRED EVIDENCE
1.4 Co-author of a textbook chapter	<p>4. Copy of the latest list of library holdings where the textbook is listed; duly certified by the librarian.</p> <p>1. Copy of cover page, title page, table of contents, copyright page (if copyrighted), about the author page (if available) and chapter page, AND 2. Copy of approval for use by the SUC's instructional materials development committee, book review committee, academic council or its equivalent; AND 3. Copy of the syllabus or course guide where the textbook is listed in the references or course materials, duly approved by the SUC, AND 4. Copy of the latest list of library holdings where the textbook is listed, duly certified by the librarian; AND 5. Original copy of the certification of percentage contribution signed by all the co-authors of the textbook chapter, duly certified by the dean.</p>
1.5 Sole author of a manual/module Note: Manual/module should be in a complete set per course. Reference: Item 1.2, Annex II (page 5) of DBM-CCHED JC No. 3, s. 2022	<p>1. Copy of cover page, title page, table of contents, copyright page (if copyrighted) and About the Author page (if available), AND 2. Copy of approval for use by the SUC's instructional materials development committee, book review committee, academic council or its equivalent; AND 3. Copy of the syllabus or course guide where the set of manual/module is listed in the references or course materials, duly approved by the SUC.</p>
1.6 Co-author of a manual/module Note: Manual/module should be in a complete set per course. Reference: Item 1.2, Annex II (page 5) of DBM-CCHED JC No. 3, s. 2022	<p>1. Copy of cover page, title page, table of contents, copyright page (if copyrighted) and About the Author page (if available), AND 2. Copy of approval for use by the SUC's instructional materials development committee, book review committee, academic council or its equivalent; AND 3. Copy of the syllabus or course guide where the set of manual/module is listed as reference or course materials, duly approved by the SUC; AND 4. Original copy of the certification of percentage contribution signed by all the co-authors of the manual/module, duly certified by the dean.</p>
1.7 Multimedia Teaching Materials Note: Multimedia Teaching Materials should be in a complete set per course. Reference: Item 1.2, Annex II (page 5) of DBM-CCHED JC No. 3, s. 2022	<p>1. Soft copy of the multimedia teaching materials (if not printable), AND 2. Copy of approval for use by the SUC's instructional materials development committee, book review committee, academic council or its equivalent; AND 3. Copy of the syllabus or course guide where the set of multimedia teaching materials are listed as one of the references or course materials, duly approved by the SUC; AND</p>

CRITERIA	REQUIRED EVIDENCE
	4. For output with two (2) or more claimants, original copy of the certification of percentage contribution signed by all the co-authors of the multimedia teaching materials; duly certified by the dean.
1.8 Testing Materials	1. Original certification from the appropriate SUC committee that the faculty has contributed to the testing material; AND 2. Copy of evidence that testing material has been validated, reliability tested, and verified by the authorized body within the institution; AND 3. Copy of evidence that the testing material has been approved for use at the College or Institutional level.
2. Academic programs developed or revised and implemented 2.1 Lead 2.2 Contributor	1. Copy of certification signed by the academic unit head indicating the specific contribution and the role of the faculty in the development or revision of academic degree program as specified in Items 2.1.1.1 and 2.1.2.1, Annex II (page 6) of DBM-CHED JC No. 3, s. 2022; AND 2. Copy of the board approval for the implementation of the new or revised academic degree program in the SUC.
<p>Notes: Contribution of Faculty in the Development of New or Revision of Existing Academic Degree Programs Includes any the following:</p> <ul style="list-style-type: none"> • Preparation of feasibility study; • Benchmarking activities with local and/or international HEIs; • Gathering feedback and inputs from potential employers and other stakeholders; • Setting/Revising of learning objectives and learning outcomes; • Development/Revision of curriculum, including curriculum mapping; and • Other related activities <p>References: Items 2.1.1.1 and 2.1.2.1, Annex II (page 6) of DBM-CHED JC No. 3, s. 2022</p>	
<p>Note: All revisions that were done in compliance with the instructions from CHED are not considered.</p>	
Criterion C – Special/Capstone Projects, Thesis, Dissertation and Mentorship Services	
1. For every service rendered to students/group of students as adviser and panel member in doctoral dissertation and master's and undergraduate theses. 1.1 Adviser 1.2 Panel	1. Copy of the Approval Sheet



CRITERIA	REQUIRED EVIDENCE
2. For every service rendered to a student/group of students as a mentor.	<ol style="list-style-type: none"> 1. Copy of the appointment/designation as mentor for a student or a team of students; AND 2. Copy of the award certificate or photo of the trophy, plaque or medal received by student/group of students mentored; AND 3. Copy of the profile of the organizer; AND 4. Copy of the mechanics of the award or competition which indicates the major awards or winners.
KRA II - RESEARCH, INNOVATION AND/OR CREATIVE WORK	
Criterion A – Research Outputs Published	
1. For every scholarly research paper/ educational or technical article and other outputs published in book, and refereed and internationally-indexed monograph, conference proceeding, technical/scientific/ professional journal.	
1.1 Sole Author of a Book	<ol style="list-style-type: none"> 1. Evidence of Published Book; AND <ol style="list-style-type: none"> 1.1. Copy of cover page, title page, table of contents, copyright page (if copyrighted) and about the author page (if available); OR 1.2. Link to the published book 2. Copy of evidence that the book has undergone peer-review, evaluation or its equivalent.
1.2 Co-author of a Book	<ol style="list-style-type: none"> 1. Evidence of Published Book, AND <ol style="list-style-type: none"> 1.1. Copy of cover page, title page, table of contents, copyright page (if copyrighted) and about the author page (if available); OR 1.2. Link to the published book 2. Copy of evidence that the book has undergone peer-review, evaluation, or its equivalent, AND 3. Original copy of the certification of percentage contribution signed by all the authors, duly certified by the research director or its equivalent.



CRITERIA	REQUIRED EVIDENCE
<p>1.3 Sole Author of a Journal Article</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Articles should be published in journals listed in the following international indexing databases: Scopus, ASEAN Citation Index, and Web of Science. 2. Articles written in Filipino that are not publishable in journals that are listed in the database of international indexing bodies but published in local peer-reviewed journal shall be considered. 3. Journal publication as a research output requirement of the faculty to earn a graduate degree shall not be considered. If the publication is not a requirement to earn the graduate degree, this shall be considered. <p>References:</p> <ul style="list-style-type: none"> • Item 1.2.1 and 1.2.2, Annex II (page 8) of DBM-CCHED JC No. 3, s. 2022 • Section 10 (page 5) of DBM-CCHED JC No. 01, s. 2023 	<ol style="list-style-type: none"> 1. Evidence of Published Journal Article, AND <ol style="list-style-type: none"> 1.1. Printout of the journal article published in internationally indexed journal, OR 1.2. Link to the published journal article <p>Additional requirement for journal article publication of the thesis or dissertation of the faculty.</p> <ol style="list-style-type: none"> a. Certification from the registrar of the delivering institution that the publication is not a requirement for the graduate degree of the faculty.
<p>1.4 Co-author of a Journal Article</p> <p>Note: Refer to notes in item 1.3. Sole Author of a Journal Article.</p>	<ol style="list-style-type: none"> 1. Evidence of Published Journal Article, AND <ol style="list-style-type: none"> 1.1. Printout of the journal article published in internationally indexed journal, OR 1.2. Link to the published journal article 2. Original copy of the certification of percentage contribution signed by all the authors; duly certified by the research director or its equivalent.
<p>1.5 Sole Author of Book Chapter</p>	<ol style="list-style-type: none"> 1. Evidence of Published Book Chapter, AND <ol style="list-style-type: none"> 1.1. Copy of cover page, title page, table of contents, copyright page (if copyrighted), chapter page and about the author page (if available), OR 1.2. Link to the published book 2. Copy of evidence that the book has undergone peer-review, evaluation or its equivalent.
<p>1.6 Co-author of a Book Chapter</p>	<ol style="list-style-type: none"> 1. Evidence of Published Book Chapter, AND <ol style="list-style-type: none"> 1.1. Copy of cover page, title page, table of contents, copyright page (if copyrighted), chapter page and about the author page (if available), OR 1.2. Link to the published book 2. Copy of evidence that the book has undergone peer-review, evaluation or its equivalent; AND 3. Original copy of the certification of percentage contribution signed by all the authors, duly certified by the research director or its equivalent.

CRITERIA	REQUIRED EVIDENCE
1.7 Sole Author of Monograph	<ol style="list-style-type: none"> 1. Copy of cover page, title page, table of contents, copyright page (if copyrighted) and About the Author page (if available), AND 2. Copy of the evidence that the monograph has undergone peer-review, evaluation, or its equivalent.
1.8 Co-author of a Monograph	<ol style="list-style-type: none"> 1. Copy of cover page, title page, table of contents, copyright page (if copyrighted) and About the Author page (if available), AND 2. Copy of evidence that the monograph has undergone peer-review, evaluation, or its equivalent; AND 3. Original copy of the certification of percentage contribution signed by all the authors, duly certified by the research director or its equivalent.
1.9 Other Peer-reviewed Scholarly Output Notes: Outputs may include but not limited to the following: commissioned research, policy papers, maps, ethnographic/field/research notes/data from field work transcribed in International phonetic alphabet (IPA), articles in academic magazine, case studies, full paper published in conference proceedings, and translation of scholarly work. Reference: Item 1.5, Annex II (page 9) of DBM-CCHED JC No. 3, s. 2022	<ol style="list-style-type: none"> 1. Evidence of Other Peer-Reviewed Scholarly Work, AND <ol style="list-style-type: none"> 1.1. Copy of the scholarly output, OR 1.2. Link to the peer-reviewed scholarly output, if available online 2. Copy of the evidence that the scholarly output has undergone peer-review, evaluation or its equivalent.
2. For every research output translated into project, policy or product. 2.1 Sole Researcher 2.2 Contributor	<p>A. FOR RESEARCH OUTPUT TRANSLATED INTO PROJECT OR PRODUCT THAT WAS IMPLEMENTED BY THE SUC</p> <ol style="list-style-type: none"> 1. Copy of the abstract, conclusion and recommendation pages of the research that was translated into project or product; AND 2. Evidence of Approval for Implementation <ol style="list-style-type: none"> 2.1. Copy of board approval of the project proposal or product development proposal; OR 2.2. Copy of the special order that the project proposal or product development proposal was approved for implementation, signed by the President/Chancellor. <p>B. FOR RESEARCH OUTPUT TRANSLATED INTO PROJECT OR PRODUCT THAT WAS IMPLEMENTED BY ANOTHER AGENCY OR ORGANIZATION</p> <ol style="list-style-type: none"> 1. Copy of the abstract, conclusion and recommendation pages of the research that was translated into project or product; AND 2. Copy of notarized MOA/MOU or signed Contract Agreement confirmed by the SUC board or President/Chancellor wherever applicable; AND

CRITERIA	REQUIRED EVIDENCE
	<p>3. Copy of certification from the agency or organization that the project was implemented or the product was developed or reproduced.</p> <p>C. FOR RESEARCH OUTPUT TRANSLATED INTO PRODUCT OR POLICY THAT WAS IMPLEMENTED BY A DULY REGISTERED MICRO, SMALL AND MEDIUM ENTERPRISE (MSME)</p> <ol style="list-style-type: none"> 1. Copy of the abstract, conclusion and recommendation pages of the research that was translated into product or policy; AND 2. Copy of signed written agreement for the product development or adoption of the policy; AND 3. Photo of the developed product or a copy of evidence showing implementation of the adopted policy. <p>D. FOR RESEARCH OUTPUT TRANSLATED INTO PROJECT OR PRODUCT THAT WAS FUNDED BY ANOTHER AGENCY OR ORGANIZATION BUT IMPLEMENTED BY THE SUC.</p> <ol style="list-style-type: none"> 1. Copy of the abstract, conclusion and recommendation pages of the research that was translated into project or product; AND 2. Copy of notarized MOA/MOU or signed Contract Agreement confirmed by the SUC board or President/Chancellor wherever applicable; AND 3. Copy of certification from the authorized official of the SUC that the project was implemented or the product was developed or reproduce. <p>E. FOR RESEARCH OUTPUT TRANSLATED INTO POLICY THAT WAS ADOPTED BY GOVERNMENT AGENCIES OR PRIVATE ORGANIZATIONS</p> <ol style="list-style-type: none"> 1. Copy of the abstract, conclusion and recommendation pages of the research that was translated into project or product; AND 2. COPY of the notarized MOA/MOU with the agency or private organization who will adopted the policy or Contract of Agreement confirmed by the board or by the President/Chancellor, wherever applicable; AND 3. Evidence of Implementation. <ul style="list-style-type: none"> 3.1. Copy of certification from the agency or private organization that the policy, as the result of the research, was adopted; OR 3.2. Copy of the ordinance from the Local Government Units (LGUs), adopting the policy recommendation of the research output.



CRITERIA	REQUIRED EVIDENCE
<p>3. For every research publication cited 3.1 Local Author (max - 40 pts) 3.2 International Author (max - 60 pts)</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. The cited journal article of the faculty should be published in an internationally-indexed journal. 2. The journal article where the publication of the faculty was cited should also be published in an internationally-indexed journal. 3. All citations, regardless of whether the author who cited is from the Philippines (local) or from another country (international), the citation shall be considered as international. <p>References:</p> <ul style="list-style-type: none"> • Item 3, Annex II (page 9) of DBM-CCHED JC No. 3, s. 2022 • Section 12 (page 5) of DBM-CCHED JC No. 01, s. 2023 	<ol style="list-style-type: none"> 1. Evidence of Citation, AND <ol style="list-style-type: none"> 1.1. Copy of evidence that the research publication has been cited by other authors in internationally indexed journal publications within the evaluation cycle; OR 1.2. Link to the website of the international indexing body where the citation report of the faculty is displayed. 2. Copy of completed list of authors other than self who cited the publication of the faculty based on the prescribed form.
Criterion B – Inventions	
1. For every patented invention, innovation, as well as creative work; of educational, technical, scientific and/or cultural value.	
1.1 Patentable Inventions, Utility Models and Industrial Design	
1.1.1 Invention Patent <ul style="list-style-type: none"> • Sole Inventor 	<p>A. FOR ACCEPTANCE</p> <ol style="list-style-type: none"> 1. Copy of certification of acceptance of application from Intellectual Property Office of the Philippines (IPOPHL).
<p>Note: The faculty shall earn the points equivalent to the most current stage of patenting within the evaluation period.</p> <p>Reference: Item 3, Section 13 (page 6) of DBM-CCHED JC No. 01, series of 2023</p>	<p>B. FOR PUBLICATION</p> <ol style="list-style-type: none"> 1. Copy of notice of publication of application from IPOPHL. <p>C. FOR GRANT</p> <ol style="list-style-type: none"> 1. Copy of invention patent certification from IPOPHL. If the patent is under the name of the institution: <ol style="list-style-type: none"> a. Copy of invention patent certification from IPOPHL, AND b. Copy of Special Order signed by the president indicating the name/s of faculty members involved in the creation of the invention.
<ul style="list-style-type: none"> • Co-inventor <p>Note: Refer to notes in Sole Inventor</p>	<p>A. FOR ACCEPTANCE</p> <ol style="list-style-type: none"> 1. Copy of certification of acceptance of application from IPOPHL.



CRITERIA	REQUIRED EVIDENCE
	<p>2. Original copy of the certification of percentage contribution signed by all inventors, duly certified by the research director or its equivalent.</p> <p>B. FOR PUBLICATION</p> <ol style="list-style-type: none"> 1. Copy of notice of publication of application from IPOPHL. 2. Original copy of the certification of percentage contribution signed by all inventors, duly certified by the research director or its equivalent. <p>C. FOR GRANT</p> <ol style="list-style-type: none"> 1. Copy of invention patent certification from IPOPHL. 2. Original copy of the certification of percentage contribution signed by all inventors, duly certified by the research director or its equivalent. <p>If the patent is under the name of the institution:</p> <ol style="list-style-type: none"> a. Copy of invention patent certification from IPOPHL, AND b. Copy of Special Order signed by the president indicating the name/s of faculty members involved in the creation of the invention.
1.1.2 Utility Model	
<ul style="list-style-type: none"> • Sole Inventor 	<ol style="list-style-type: none"> 1. Copy of utility model certificate from IPOPHL. <p>If the UM is under the name of the institution:</p> <ol style="list-style-type: none"> a. Copy of UM certification from IPOPHL, AND b. Copy of Special Order signed by the president indicating the name/s of faculty members involved in the creation/design of the UM.
<ul style="list-style-type: none"> • Co-inventor 	<ol style="list-style-type: none"> 1. Copy of utility model certificate from IPOPHL, AND 2. Original copy of the certification of percentage contribution signed by all the Inventors, duly certified by the research director or its equivalent. <p>If the UM is under the name of the institution:</p> <ol style="list-style-type: none"> a. Copy of Utility Model certification from IPOPHL, AND b. Copy of Special Order signed by the president indicating the name/s of faculty members involved in the creation/design of the Utility Model.
1.1.3 Industrial Design	
<ul style="list-style-type: none"> • Sole Inventor 	<ol style="list-style-type: none"> 1. Copy of industrial design certificate from IPOPHL. <p>If the Industrial Design is under the name of the institution:</p> <ol style="list-style-type: none"> a. Copy of Industrial Design certification from IPOPHL, AND



CRITERIA	REQUIRED EVIDENCE
	b. Copy of Special Order signed by the president indicating the name/s of faculty members involved in the creation/design of the Industrial Design.
<ul style="list-style-type: none"> • Co-inventor 	<ol style="list-style-type: none"> 1. Copy of industrial design certificate from IPOPHL, AND 2. Original copy of the certification of percentage contribution signed by all the Inventors, duly certified by the research director or its equivalent. If the Industrial Design is under the name of the institution: <ol style="list-style-type: none"> a. Copy of Industrial Design certification from IPOPHL, AND b. Copy of Special Order signed by the president indicating the name/s of faculty members involved in the creation/design of the Industrial Design.
<p>1.2 Commercialized Patented Product</p> <p>1.2.1 Local</p> <p>1.2.2 International</p> <div data-bbox="136 932 710 1280" style="border: 1px solid black; padding: 5px;"> <p>Notes:</p> <ol style="list-style-type: none"> 1. Local refers to patented products that are commercialized in any area within the Philippines. 2. International refers to patented products commercialized at least in one (1) country outside the Philippines. <p>Reference: Item 1.3, Annex II (page 10) of DBM-CCHED JC No. 3. s. 2022</p> </div>	<p>A. IF THE PRODUCT IS COMMERCIALIZED BY ANOTHER PARTY</p> <ol style="list-style-type: none"> 1. Copy of signed licensing agreement, AND 2. Copy of Certificate of Product Registration (CPR) or Certificate of Product Notification (CPN) from Food and Drug Administration (FDA), whichever is applicable; AND 3. Copy of License to Operate (LTO). <p>B. IF THE PRODUCT IS COMMERCIALIZED BY THE SUC</p> <ol style="list-style-type: none"> 1. Copy of Certificate of Product Registration (CPR) or Certificate of Product Notification (CPN) from Food and Drug Administration (FDA), whichever is applicable; AND 2. Copy of License to Operate (LTO).
2. For every non-patentable invention, innovation, as well as creative work; of educational, technical, scientific and/or cultural value.	
<p>2.1 Copyrighted and utilized software products</p> <p>2.1.1 New Software products</p>	
<ul style="list-style-type: none"> • Sole Developer 	<ol style="list-style-type: none"> 1. Evidence of Software Copyright, AND <ol style="list-style-type: none"> 1.1. Copy of copyright certificate of the software (computer program) from IPOPHL or the National Library of the Philippines; OR 1.2. If the copyright is under the name of the institution: Copy of copyright certificate and Special Order signed by the president for the faculty to develop the system or the software.



CRITERIA	REQUIRED EVIDENCE
	2. Copy of certification from the end-user/s for the utilization of the software product.
<ul style="list-style-type: none"> • Co-developer 	<ol style="list-style-type: none"> 1. Evidence of Software Copyright, AND <ol style="list-style-type: none"> 1.1. Copy of copyright certificate of the software (computer program) from IPOPHL or the National Library of the Philippines; OR 1.2. If the copyright is under the name of the institution: Copy of copyright certificate and Special Order signed by the president for the faculty to develop the system or the software. 2. Copy of certification from the end-user/s for the utilization of the software product. 3. Original copy of the certification of percentage contribution signed by all the developers, duly certified by the research director or its equivalent.
2.1.2 Updated Software products	
<ul style="list-style-type: none"> • Sole Developer 	<ol style="list-style-type: none"> 1. Evidence of Software Copyright, AND <ol style="list-style-type: none"> 1.1. Copy of copyright certificate of the software (computer program) from IPOPHL or the National Library of the Philippines; OR 1.2. If the copyright is under the name of the institution: Copy of copyright certificate and Special Order signed by the president for the faculty to develop the system or the software. 2. Copy of certification from the end-user/s for the utilization of the software product; AND 3. Copy of evidence of new features added in the software product.
<ul style="list-style-type: none"> • Co-developer 	<ol style="list-style-type: none"> 1. Evidence of Software Copyright, AND <ol style="list-style-type: none"> 1.1. Copy of copyright certificate of the software (computer program) from IPOPHL or the National Library of the Philippines; OR 1.2. If the copyright is under the name of the institution: Copy of copyright certificate and Special Order signed by the president for the faculty to develop the system or the software. 2. Copy of certification from the end-user/s for the utilization of the software product; AND 3. Copy of evidence of new features added in the software product, AND 4. Original copy of the certification of percentage contribution signed by all the developers, duly certified by the research director or its equivalent.
2.2 New plant variety or animal breeds developed, or new microbial strains	



CRITERIA	REQUIRED EVIDENCE
isolated, that are propagated or reproduced	
2.2.1 Sole developer	<p>A. FOR PLANT VARIETY</p> <ol style="list-style-type: none"> 1. Copy of Certificate of Plant Variety Protection issued by the National Plant Variety Protection Board; AND 2. Copy of certification from the municipal agriculturist or its equivalent that the new variety been propagated. <p>B. FOR CROP VARIETY</p> <ol style="list-style-type: none"> 1. Copy of Crop Variety Registration Certificate issued by the National Seed Industry Council; AND 2. Copy of certification from the municipal agriculturist or its equivalent that the new variety has been propagated. <p>C. FOR MICROBIAL STRAIN</p> <ol style="list-style-type: none"> 1. Certificate of deposit from the Philippine National Collection of Microorganism (PNCM). 2. Copy of certification from the laboratory other than the laboratory of the SUC that the strain has been cultured. <p>D. FOR ANIMAL BREED</p> <ol style="list-style-type: none"> 1. Copy of Certification of breed from authorized government agency or organization. 2. Copy of certification from the municipal agriculturist or its equivalent that the new breed/species has been bred/spawned.
2.2.2 Co-developer	<p>A. FOR PLANT VARIETY</p> <ol style="list-style-type: none"> 1. Copy of Certificate of Plant Variety Protection issued by the National Plant Variety Protection Board; AND 2. Copy of certification from the municipal agriculturist or its equivalent that the new variety, breed or strain has been propagated; AND 3. Original copy of the certification of percentage contribution signed by all the developers, duly certified by the research director or its equivalent. <p>B. FOR CROP VARIETY</p> <ol style="list-style-type: none"> 1. Copy of Crop Variety Registration Certificate issued by the National Seed Industry Council; AND 2. Copy of certification from the municipal agriculturist or its equivalent that the new variety, breed or strain has been propagated; AND 3. Original copy of the certification of percentage contribution signed by all the developers, duly certified by the research director or its equivalent. <p>C. FOR MICROBIAL STRAIN</p> <ol style="list-style-type: none"> 1. Certificate of deposit from the Philippine National Collection of Microorganism (PNCM).



CRITERIA	REQUIRED EVIDENCE
	<p>2. Copy of certification from the laboratory other than the laboratory of the SUC that the strain has been cultured.</p> <p>3. Original copy of the certification of percentage contribution signed by all the developers, duly certified by the research director or its equivalent</p> <p>D. FOR ANIMAL BREED</p> <ol style="list-style-type: none"> 1. Copy of Certification of breed from authorized government agency or organization. 2. Copy of certification from the municipal agriculturist or its equivalent that the new breed/species has been bred/spawned. 3. Original copy of the certification of percentage contribution signed by all the developers, duly certified by the research director or its equivalent.
<p>Criterion C – Creative Works</p> <p>Note: Creative work outside the discipline of the faculty shall be considered as long as it is supported by the SUC and it has brought recognition to the institution</p> <p>Reference: Item C, Annex II (pages 11) of DBM-CCHED JC No. 3, series of 2022</p>	
<p>1. For every creative work created, performed, presented, exhibited, or published.</p>	
<p>1.1 New Creative Performing Art Work (music, dance and theatre)</p>	<ol style="list-style-type: none"> 1. Printed copy of the new creative performing artwork; AND 2. Copy of copyright certificate issued by the National Library of the Philippines (NLP) or IPOPHL.
<p>1.1.1 Performance of own work</p> <p>Note: Only the first performance will be counted.</p> <p>Reference: Item 1.1.4.2, Annex II (pages 12) of DBM-CCHED JC No. 3, series of 2022</p>	<ol style="list-style-type: none"> 1. Copy of invitation letter to perform from a reputable organizer; AND 2. Copy of the program of activity; AND 3. Evidence that the creative work was created by the faculty; AND 4. Photo/video of the actual performance; AND 5. Short description of the performance
<p>1.1.2 Performance of work of other</p> <p>Note: Refer to notes in Performance of own work</p>	<ol style="list-style-type: none"> 1. Copy of invitation letter to perform from a reputable organizer; AND 2. Copy of the program of activity; AND 3. Evidence that the creative work was created by others; AND 4. Photo/video of the actual performance; AND 5. Short description of the performance



CRITERIA	REQUIRED EVIDENCE
<p>1.2 Exhibition (visual arts, architecture, film, multimedia)</p> <p>Note: Only the first exhibition will be counted Reference: Item 1.2.3 Annex II (pages 12) of DBM-CCHED JC No. 3, series of 2022</p>	<ol style="list-style-type: none"> Evidence of Participation: <ol style="list-style-type: none"> Copy of letter of acceptance; OR Copy of letter of invitation for exhibition; AND Photo/video of the creative work in the exhibit; AND Copy of the profile of the organization hosting the exhibit.
<p>1.3 Juried or Peer-Reviewed Designs (e.g. architecture, engineering, industrial design)</p>	<ol style="list-style-type: none"> Evidence of Participation in Juried or Peer-Reviewed Designs, AND <ol style="list-style-type: none"> Copy of letter of acceptance; OR Copy of letter of invitation. Copy of evidence that the creative work has been juried or peer-reviewed; AND Copy of the profile of the organization hosting the activity.
<p>1.4 Literary publications</p> <p>1.4.1 Novel</p> <p>1.4.2 Short story</p> <p>1.4.3 Essay</p> <p>1.4.4 Poetry</p>	<ol style="list-style-type: none"> Evidence of Literary Publication <ol style="list-style-type: none"> Copy of the published literary work in reputable presses and publishers; OR Copy of the cover page, title page and table of contents.
<p>KRA III – EXTENSION SERVICES</p>	
<p>Criterion A – Service to the Institution</p>	
<p>1. For every successful linkages/networking/partnership activity:</p> <p>Note: These are contributions of the faculty in coordinating with various organizations such as professional organizations, government and non-governmental organizations, industries, people's organizations, higher education institutions among others; that led to the successful partnership. Reference: Item 1.1 Annex II (pages 13) of DBM-CCHED JC No. 3, series of 2022</p>	<ol style="list-style-type: none"> Copy of approval to enter into partnership by the board or President/Chancellor of the SUC; AND Evidence of Partnership, AND <ol style="list-style-type: none"> Copy of notarized MOA/MOU, containing the activities, deliverables and timeline; OR For MOA/MOU that has no activities indicated: Copy of the notarized MOA/MOU and copy of the corresponding project proposal, duly signed by the proponents. Evidence of Successful Implementation of the MOA/MOU, AND <ol style="list-style-type: none"> Copy of evidence that the activities specified in the MOA/MOU have been conducted; OR Copy of implementation report or activity terminal report received by appropriate office of the SUC. Copy of certification from the President or the concerned Vice President that the partnership was initiated by the faculty and implemented successfully.
<p>2. Total contribution to income generation.</p> <p>2.1. Below 6 million</p> <p>2.2. Above 6 million to 12 million</p> <p>2.3. Above 12 million</p>	<p>A. Income from Commercialization of Products or Technology</p> <ol style="list-style-type: none"> Copy of financial reports showing income generated from the sale of products developed by the faculty, duly certified true and correct by the accountant, AND



CRITERIA	REQUIRED EVIDENCE
	<p>2. Copy of certification signed by the Chief Administrative Officer or its equivalent acknowledging the faculty's contribution to income generation.</p> <p>B. Grants received by the SUC from funding agencies through Project Proposal</p> <ol style="list-style-type: none"> 1. Copy of notice of transfer allocation (NTA) of funds downloaded from the account of the funding agency to the account institutions, AND 2. Copy of certification signed by the Chief Administrative Officer or its equivalent acknowledging the faculty's contribution to income generation through grants. <p>C. Income from projects with industries</p> <ol style="list-style-type: none"> 1. Copy of financial reports showing income generated from project with industries, duly certified true and correct by the accountant. 2. Copy of certification signed by the Chief Administrative Officer or its equivalent acknowledging the faculty's contribution to income generation through projects with industries.
Criterion B – Service to the Community	
1. Professional/Expertise-based Services	
<p>1.1 For Services in Accreditation, Evaluation, Assessment Works, and other related Educational Quality Assurance Activities.</p> <p>1.1.1 Local 1.1.2 International</p> <p>Note: Points will be earned for every agency or organization that is engaged by the faculty and not by the number of deployments. Reference: Item 1.1.2 Annex II (pages 14) of DBM-CCHED JC No. 3, series of 2022</p>	<ol style="list-style-type: none"> 1. Copy of appointment from the organization or agency; AND 2. Copy of proof of engagement; AND 3. Copy of authorization from the President to participate in the activity.
<p>1.2 For Services as Judge/Examiner for local/international research awards and academic competitions</p> <p>1.2.1 Research Awards 1.2.2 Academic Competitions</p>	<ol style="list-style-type: none"> 1. Copy of official invitation; AND 2. Copy of proof of engagement; AND 3. Copy of profile of the organizer; AND 4. Copy of authorization from the President or concerned Vice President of the institution per engagement.



CRITERIA	REQUIRED EVIDENCE
<p>1.3 For services rendered as a short-term consultant/expert in an activity of an educational, technological, professional, scientific or cultural nature (foreign or local) sponsored by a private organization or government.</p> <p>1.3.1 Local 1.3.2 International</p> <p>Note: This includes services as editor, peer-reviewer, statistician, and evaluators of proposals, adjunct faculty, and technical experts (technical panel, technical committee, task force, technical working groups) of government agencies, among others. Reference: Item 1.3.2 Annex II (pages 15) of DBM-CCHED JC No. 3, series of 2022</p>	<ol style="list-style-type: none"> 1. Evidence as Short Term Consultant, AND <ol style="list-style-type: none"> 1.1. Copy of contract of service, appointment or its equivalent; OR 1.2. Copy of official invitation. 2. Evidence of Engagement, AND <ol style="list-style-type: none"> 2.1. Copy of certificate of appreciation/recognition; OR 2.2. Copy of project report submitted to and received by the organization. 3. Copy of authorization from the President/Chancellor or concerned Vice President of the institution.
<p>1.4 For services through media as:</p> <p>1.4.1 Writer of occasional newspaper column</p>	<ol style="list-style-type: none"> 1. Copy of compiled newspaper articles (maximum of 10 articles).
<p>1.4.2 Writer of regular newspaper column</p>	<ol style="list-style-type: none"> 1. Copy of compiled articles of regular column
<p>1.4.3 Host of TV/Radio Program</p> <p>Note: For radio stations operated by the SUCs, should be NTC registered</p>	<ol style="list-style-type: none"> 1. Copy of contract, invitation letter, or similar documents
<p>1.4.4 Guesting as technical expert for TV or radio program/print media/online media</p> <p>Note: for this particular indicator, online media refers to the online platform of newspaper companies, TV networks, and radio stations. References: Section 22 (page 8) of DBM-CCHED JC No. 01, series of 2023</p>	<ol style="list-style-type: none"> 1. Copy of Invitation letter; AND 2. Evidence of Guesting. <ol style="list-style-type: none"> 2.1. Copy of certificate of appreciation/recognition or similar documents; OR 2.2. Link to the online video recording of the interview
<p>1.5 For every hour of training course/seminar/ workshop conducted as Resource Person/Convener/Facilitator/Moderator/Keynote Speaker/ Plenary Speaker/Panelist</p> <p>1.5.1 Local 1.5.2 International</p> <p>Note: The engagement should be related to field of specialization of the faculty</p>	<ol style="list-style-type: none"> 1. Copy of invitation letter; AND 2. Copy of program; AND 3. Copy of certificate of appreciation or similar documents; AND 4. Evidence of Authorization. <ol style="list-style-type: none"> 4.1. For local engagement: Copy of authorization from the President/Chancellor, Vice President, Campus Director/Campus Dean of the SUC; OR 4.2. For engagement with international travel: Copy of board approval; 4.3. For faculty on approved study leave: No need for authorization



CRITERIA	REQUIRED EVIDENCE
2. Institutional Social Responsibility	
2.1. For every service-oriented project in the community participated in including advocacy initiatives. 2.1.1. Lead/Head of Extension/Production Activity 2.1.2. Participant of Extension/Production Activity	1. Copy of attendance sheet; AND 2. Evidence of role of the faculty, AND 2.1. Copy of appointment or designation as head or participant of the extension activity; OR 2.2. Copy of approved operational plan or activity proposal which indicates the role of the faculty 3. Copy of narrative or terminal report duly noted by the Director/Coordinator of extension office.
Criterion C – Relevance and Quality of Extension Services	
1. Client Satisfaction Rating for Outreach and Extension Projects	1. Copy of summary of client satisfaction rating for outreach/extension projects certified by the extension head/director of the SUC
Criterion D – Bonus Criterion	
1. For Administrative Designation 1.1 Institutional Level 1.1.1 President or OIC President 1.1.2 Vice-President 1.1.3 Chancellor 1.1.4 Vice-Chancellor 1.1.5 Campus Director/Administrator 1.1.6 Faculty Trustee/Regent 1.1.7 Office Director 1.1.8 University/College Secretary 1.1.9 Project Head 1.1.10 Institution-level Committee • Chair • Member 1.2 College/Department Level 1.2.1 Dean 1.2.2 Associate Dean 1.2.3 College Secretary 1.2.4 Department Head 1.2.5 Program Chair/Project Head 1.2.6 Department-level Committee • Chair • Member	1. Copy of appointment or designation with effectiveness period; AND 2. Evidence of Accomplishment: 2.1. Copy of accomplishment report duly submitted to the authorized immediate supervisor; OR 2.2. For Faculty Trustee/Regent: Copy of annual report of the faculty association. If the organizational structure of the SUC is not aligned with the JC, the Board may determine the equivalent designation and submit: a. Board approved matrix of designation equivalency
Note: 1. Points will be earned for at least one year of designation within the evaluation period. 2. If the faculty held more than one administrative position during the evaluation period, only one shall be credited, whichever is highest. Reference: Items 1.1 and 1.2, Annex II (pages 17) of DBM-CCHED JC No. 3, s. 2022	



CRITERIA	REQUIRED EVIDENCE
KRA IV - PROFESSIONAL DEVELOPMENT	
Criterion A – Involvement in Professional Organizations	
<p>1. For current individual membership and active role/contribution in relevant, recognized/ registered professional organization, learned/ honor/scientific society.</p> <p>Note: In order to earn points, the faculty should show proof of contribution such as being an officer, event organizer, project implementor and committee member.</p> <p>Reference: Items 1.3, Annex II (pages 18) of DBM-CHED JC No. 3, series of 2022</p>	<p>For Local Organizations</p> <p>1. For Professional organizations that are accredited by Philippine Regulation Commission (PRC),</p> <p>1.1. Copy of proof of membership in professional organization (Certificate of membership, Identification Card, etc.); AND</p> <p>1.2. Copy of certification of engagement, role, assignment from the head of the organization.</p> <p>2. For existing national organizations prior to the evaluation period and holding annual conferences/conventions or general assembly shall provide the following evidences:</p> <p>2.1. Copy of proof of membership in professional organization (Certificate of membership, Identification Card, etc.); AND</p> <p>2.2. Copy of certification of engagement, role, assignment from the head of the organization; and</p> <p>2.3. Copy of profile of the organization (Founding Officers, List of Current Set of Officers, VMG, Qualifications for Membership, evidence of Activities conducted during the evaluation period; AND</p> <p>2.4. SEC Registration of the organization</p> <p>For International Professional Organizations:</p> <p>1. Copy of proof of membership in professional organization (Certificate of membership, Identification Card, etc.); AND</p> <p>2. Copy of certification of engagement, role, assignment from the head of the organization; AND</p> <p>3. Copy of profile of the organization (Founding Officers, List of Current Set of Officers, VMG, Qualifications for Membership, evidence of Activities conducted during the evaluation period, AND</p> <p>4. Link to the website of the organization.</p>
Criterion B – Continuing Development	
<p>1. Educational Qualifications</p> <p>1.1 For every post-master diploma/ certificate</p> <p>1.2 For every post-doctorate diploma/ certificate</p> <p>1.3 For additional master's degree</p>	<p>A. For graduate degrees/certificates earned locally:</p> <p>1. Original Certification, Authentication, & Verification (CAV) of the degree.</p> <p>B. For graduate degrees/certificates earned internationally through personal expense or a</p>

CRITERIA	REQUIRED EVIDENCE
<p>1.4 For doctorate degree or additional doctorate degree</p>	<p>foreign-funded scholarship that is not authorized by the SUC:</p> <ol style="list-style-type: none"> 1. Copy of diploma; AND 2. Copy of certificate of equivalency issued by CHED. <p>C. For international graduate degrees/certificates earned through a scholarship approved by the SUC:</p> <ol style="list-style-type: none"> 1. Copy of diploma; AND 2. Copy of scholarship contract with SUC approval. <p>D. For local graduate degrees/certificates completed under CHED Scholarship but the credentials are withheld due to unsettled fees:</p> <ol style="list-style-type: none"> 1. Copy of certificate of graduation OR copy of certificate of pending issuance of credentials due to unsettled fees of the funding agency/institution
<p>2. For every participation in conferences, seminars, workshops, industry immersion</p> <p>2.1 Local 2.2 International</p>	<ol style="list-style-type: none"> 1. Copy of the certificate of participation; AND 2. Evidence of Approval: <ul style="list-style-type: none"> 2.1. Copy of approval from the President/Chancellor/Campus Directors/Dean for virtual and in person conferences, seminars, workshops and industry immersions conducted within the Philippines; OR 2.2. For conferences, seminars, workshops and industry immersion requiring international travel with local funding: <ul style="list-style-type: none"> 2.2.1. Copy of the board's approval; OR Copy of the President's approval; AND 2.2.2. evidence that this is a delegated function of the board to the President.
<p>3. For every paper presentation in conferences</p> <p>3.1. Local 3.2. International</p>	<ol style="list-style-type: none"> 1. Evidence of Acceptance for Presentation, AND <ol style="list-style-type: none"> 1.1. Copy of invitation letter to present the paper; OR 1.2. Copy of the letter of acceptance of paper. 2. Copy of certificate of participation as paper presenter; AND 3. Evidence of Approval. <ul style="list-style-type: none"> 3.1. Copy of approval from the SUC President/Chancellor for virtual and in person conferences conducted within the Philippines; OR 3.2. For conferences requiring international travel with local funding: <ul style="list-style-type: none"> 3.2.1. Copy of the board's approval; OR 3.2.2. Copy of the President's approval; AND evidence that this is a delegated function of the board to the President.



CRITERIA	REQUIRED EVIDENCE
<p>Criterion C – Awards and Recognition</p> <p>1. For every award of distinction received in recognition of achievement in relevant areas of specialization/profession and/or assignment of the faculty concerned.</p> <p>1.1 Institutional 1.2 Local (City, Municipality, Province) 1.3 Regional (In-country)</p> <p>Note: For institutional PRAISE awards, the guidelines must be approved by the Civil Service Commission (CSC).</p>	<p>1. Evidence of the Award/Recognition, AND</p> <p>1.1. Copy of certificate of recognition/award; OR 1.2. Photo of plaque, trophy, medal, or other similar items</p> <p>2. Copy of profile of the organization; AND</p> <p>3. Copy of criteria and mechanics of the award/competition</p>
<p>*Criterion D – Bonus Indicators for Newly Hired Faculty</p> <p>1.1. For every year of full-time academic service in an institution of higher learning as:</p> <p>1.1 President 1.2 Vice President/ Dean/Director 1.3 Department/ Program Head 1.4 Faculty member</p> <p>2. For every year of industry experience (non-academic organization) in:</p> <p>2.1. Managerial/ Supervisory Position 2.2. Technical and Skilled 2.3. Support/Administrative Staff</p> <p>Note: The industry experience must be related to the field of discipline of the department where the faculty belongs. Reference: Section 32 (page 11) of DBM-CBED JC No. 01, s. 2023</p>	<p>1. Evidence of employment, AND</p> <p>1.1. Copy of service record; OR 1.2. Certificate of employment; OR 1.3. Notice of appointment/designation; OR 1.4. Similar documents</p> <p>2. Copy of brief job description.</p> <p>1. Evidence of employment, AND</p> <p>1.1. Copy of service record; OR 1.2. Certificate of employment; OR 1.3. Notice of appointment/designation; OR 1.4. Similar documents</p> <p>2. Copy of brief job description.</p>



1st EVALUATION CYCLE FOR FACULTY POSITION RECLASSIFICATION
Based on DBM-CHED Joint Circular No. 3, series of 2022

Applicable Coverage Period of Accomplishments and Acceptable Evidence for
 Newly Appointed Faculty and Existing Faculty who did not apply during the NBC 461 8th Evaluation Cycle

CRITERIA	Newly Appointed Faculty	Existing faculty who did not apply during the NBC 461 8 th Evaluation Cycle
KRA I - INSTRUCTION		
Criterion A – Teaching Effectiveness		
1. Faculty Performance Evaluation by Students and Supervisor	Evaluation results while teaching in an SUC from July 1, 2019 to July 31, 2023.	Evaluation results from July 1, 2019 to July 31, 2023.
Criterion B – Curriculum and Instructional Materials Developed		
1. For every instructional material developed and approved for use.	All IMs developed provided that the approval for use in an SUC was done within July 1, 2019 to July 31, 2023.	All IMs developed provided that the approval for use in the SUC was done within July 1, 2016 to July 31, 2023.
2. Academic programs developed or revised and implemented	Academic programs developed, revised and implemented in an SUC within July 1, 2019 to July 31, 2023.	Academic programs developed, revised and implemented in an SUC within July 1, 2016 to July 31, 2023.
Criterion C – Special/Capstone Projects, Thesis, Dissertation and Mentorship Services		
1. For every service rendered to students/ group of students as adviser and panel member in doctoral dissertation and master's and undergraduate theses.	Services as adviser, panel or mentor in SUC programs from July 1, 2019 to July 31, 2023.	Services as adviser, panel or mentor in SUC programs from July 1, 2019 to July 31, 2023.
KRA II - RESEARCH, INNOVATION AND/OR CREATIVE WORK		
Criterion A – Research Outputs Published		
1. For every scholarly research paper/ educational or technical article and other outputs published in book, and refereed and internationally-indexed monograph, conference proceeding, technical/scientific/ professional journal.	All research outputs within the last 5 years (July 1, 2018 to July 31, 2023)	Research outputs within July 1, 2016 to July 31, 2023
2. For every research output translated into project, policy or product.	All research outputs translated into project, policy or product; provided that the implementation was conducted within the last 5 years (July 1, 2018 to July 31, 2023)	Research outputs translated into project, policy or product, provided that the implementation was conducted within July 1, 2016 to July 31, 2023.



CRITERIA	Newly Appointed Faculty	Existing faculty who did not apply during the NBC 461 8 th Evaluation Cycle
3. For every research publication cited	Citations within the last 5 years (July 1, 2018 to July 31, 2023).	Citations within July 1, 2016 to July 31, 2023.
Criterion B – Inventions		
1. For every patented invention, innovation, as well as creative work; of educational, technical, scientific and/or cultural value.	All patents, utility models and industrial designs	Inventions, utility models and industrial designs within July 1, 2016 to July 31, 2023
2. For every non-patentable invention, innovation, as well as creative work; of educational, technical, scientific and/or cultural value.		
2.1 Copyrighted and utilized software products	All copyrighted and utilized non-patentable inventions.	Copyrighted non-patentable inventions, utilized within July 1, 2016 to July 31, 2023.
2.2 New plant variety or animal breeds developed, or new microbial strains isolated, that are propagated or reproduced	All new plant variety/animal breeds/new microbial strains developed or isolated that are propagated or reproduced.	New plant variety/animal breeds/new microbial strains developed or isolated that are propagated or reproduced within July 1, 2016 to July 31, 2023.
Criterion C – Creative Works		
1. For every creative work created, performed, presented, exhibited, or published.		
1.1 New Creative Performing Art Work (music, dance and theatre)	All copyrighted performing artwork.	All performing artwork copyrighted within July 1, 2016 to July 31, 2023.
1.1.1 Performance of own work	All first time performance of own work.	First time performance of own work within July 1, 2016 to July 31, 2023.
1.1.2 Performance of work of other	All first time performance of work of others.	First time performance of work of others within July 1, 2016 to July 31, 2023.
1.2 Exhibition (visual arts, architecture, film, multimedia)	All first time exhibited artwork	First time exhibited artwork within July 1, 2016 to July 31, 2023.
1.3 Juried or Peer-Reviewed Designs (e.g. architecture, engineering, industrial design)	All Juried or Peer-Reviewed Designs	Juried or Peer-Reviewed Designs within July 1, 2016 to July 31, 2023.
1.4 Literary publications 1.4.1 Novel 1.4.2 Short story 1.4.3 Essay 1.4.4 Poetry	All literary publications	Literary publications published within July 1, 2016 to July 31, 2023.
KRA III – EXTENSION SERVICES		
Criterion A – Service to the Institution		
1. For every successful linkages/ networking/ partnership activity:	All successful linkages between within July 1, 2019 to July 31, 2023	Successful linkages within July 1, 2016 to July 31, 2023

CRITERIA	Newly Appointed Faculty	Existing faculty who did not apply during the NBC 461 8 th Evaluation Cycle
2. Total contribution to income generation for the 3-year period. 2.1. Below 6 million 2.2. Above 6 million to 12 million 2.3. Above 12 million	Contribution to the SUC's income generation from July 1, 2019 to July 31, 2023	Contribution to the SUC's income generation from July 1, 2016 to July 31, 2023
Criterion B – Service to the Community		
1. Professional/Expertise-based Services	All professional/expertise-based services and engagements	Professional/expertise-based services and engagements from July 1, 2016 to July 31, 2023
2. Institutional Social Responsibility		
2.1. For every service-oriented project in the community participated in including advocacy initiatives. 2.1.1. Lead/Head of Extension or Production Activity 2.1.2. Participant of Extension or Production Activity	All participation in SUC-organized extension and outreach activities from July 1, 2019 to July 31, 2023	Participations in SUC-organized extension and outreach activities from July 1, 2016 to July 31, 2023
Criterion C – Relevance and Quality of Extension Services		
1. Client Satisfaction Rating for Outreach and Extension Projects	Client satisfaction rating results of SUC-organized outreach and extension activities from July 1, 2019 to July 31, 2023.	Client satisfaction rating results of SUC-organized outreach and extension activities from July 1, 2019 to July 31, 2023.
Criterion D – Bonus Criterion		
1. For Administrative Designation	Highest administrative designation in the SUC within July 1, 2019 to July 31, 2023.	Highest administrative designation in the SUC within July 1, 2016 to July 31, 2023.
KRA IV - PROFESSIONAL DEVELOPMENT		
Criterion A – Involvement in Professional Organizations		
1. For current individual membership and active role/contribution in relevant, recognized/ registered professional organization, learned/ honor/scientific society.	All membership with active involvement in professional organizations	Membership with active involvement in professional organization from July 1, 2016 to July 31, 2023.
Criterion B – Continuing Development		
1. Educational Qualifications	All earned post-master's diploma/certificate, post-doctorate degree, doctorate degree and additional master's and doctorate degree	Post-master's diploma/certificate, post-doctorate degree, doctorate degree and additional master's and doctorate degree earned within July 1, 2016 to July 31, 2023.

CRITERIA	Newly Appointed Faculty	Existing faculty who did not apply during the NBC 461 8 th Evaluation Cycle
2. For every participation in conferences, seminars, workshops, industry immersion	All participations in relevant conferences, seminars, workshops and industry immersions	Participations in relevant conferences, seminars, workshops and industry immersions from July 1, 2016 to July 31, 2023.
3. For every paper presentation in conferences	All paper presentations	Paper presentations from July 1, 2016 to July 31, 2023.
Criterion C – Awards and Recognition		
1. For every award of distinction received in recognition of achievement in relevant areas of specialization/ profession and/or assignment of the faculty concerned.	All institutional, local and regional awards and recognitions.	Institutional, local and regional awards and recognitions received from July 1, 2016 to July 31, 2023.
Criterion D – Bonus Indicators for Newly Hired Faculty		
1. For every year of full-time academic service in an institution of higher learning as: 1.1 President 1.2 Vice President/ Dean/Director 1.3 Department/ Program Head 1.4 Faculty member	All years of academic experience.	Not applicable.
2. For every year of industry experience (non-academic organization) in: 1.1 Managerial/ Supervisory Position 1.2 Technical and Skilled 1.3 Support/Administrative Staff	All years of industry experience.	Not applicable.

