



28 January 2022

MEMORANDUM CIRCULAR NO. 13

Series of 2022

**T O: All Faculty Concerned
College Personnel Committee
VSU NBC 461 Evaluation Committee**

R E: NBC 461 – 8th Cycle

In connection with the implementation of the NBC 461 8th cycle, you are hereby directed to start preparing the documents following the NBC 461 – 7th Cycle Common Criteria Guidelines (Attachment A).

Individual faculty shall submit the following completely accomplished forms and evidences in a folder (arranged in order below) to the College Evaluation Committee on or before February 10, 2022 who shall do the preliminary evaluation:

1. Printout of NBC 461 7th cycle, if applicable
2. Summary Sheet – Attachment B
3. PASUC Common Criteria Evaluation Form – Attachment C
4. Personal Data Sheet (PDS) NBC 461 – Attachment D
5. Supporting evidences (with codes per criteria)

Thereafter, the College Evaluation Committee shall submit the said documents to the VSU Institutional Evaluation Committee c/o ODHRM on or before Feb. 18, 2022 who shall do the review and estimation of the funding requirement for salary differential in CY 2022 for urgent submission to DBM/PASUC/CHED.

Please be informed, however, that according to the advise of PASUC, the said NBC 461 – 7th Cycle Guidelines is still under review by CHED Technical Working Group which may come up with a revised Guidelines that will be used as final document for the 8th cycle evaluation.

For your guidance and immediate compliance.


EDGARDO E. TULIN
President

Coverage

The Position Classification and Compensation Scheme For Faculty Positions (PCCFSP) covers all teaching positions involved in instruction, research, and extension activities in all SUCs, CHED-Supervised HEIs and TESDA-Supervised TEIs.

Common Criteria for Evaluation (CCE)

CCE is established which shall be the primary basis for recruitment, classification and promotion of a faculty. The CCE is a set of factors consisting of services and achievements which establishes the relative performance of a faculty in the institution for the period of evaluation through the application of a point system in determining faculty rank and sub-rank. The new CCE which was developed by the CHED and PASUC places more emphasis on advancement and performance rather than on educational classification.

The CCE Concept and Objectives

To implement a standardized PCCSFP, it is imperative for all faculties to pass through a CCE that can distinguish the different faculty ranks within institutions, across institutions and across discipline and fields. The CCE has the following objectives:

- To standardize faculty ranks among institutions;
- To rationalize the salary rate appropriate to a faculty rank;
- To have an instrument for generating the faculty profile across SUCs, HEIs, and TEIs;
- To serve as basis for policy decisions for accelerated faculty development; and
- To motivate the faculty a upgrade his/her rank and compensation by improving his/her academic qualifications, achievement and performance.

Qualitative Contribution Evaluation (QCE)

In addition to CCE, promotions to higher rank and sub-rank shall be subject to Qualitative Contribution Evaluation (QCE). QCE is the process of determining the eligibility of faculty for the particular rank or sub-rank indicated by the CCE.

PROCESSING OF NBC 461 DOCUMENTS

1. A letter of request to process should be submitted indicating the number of folders and names to be processed.
2. An institution code is assigned for easier identification
3. Folders are numbered as they are encoded and the member corresponds to the permanent record number in the computer program
4. Folders are arranged by rank sampling, to ensure that the required format was followed
5. Evaluation forms, PDS and Summary Sheet should be accomplished completely; all data information entries /scores should be written legibly in ink
6. Corresponding points should be indicated in specific documents; all supporting documents are certified relevant for easier tracing points
7. Credits or earned points should be summed up considering the maximum points in each section/subsections; institutional evaluators/reviewers shall affix their signatures in the summary sheet
8. The final draft released to the Institution should be shown and validated by all faculty members concerned. The faculty member should affix his/her signature beside the "points earned" column as proof that he/she confirms his/her final credits and equivalent rank earned for the period/cycle within fifteen (15) working days. The faculty members who refused to sign the final draft will be excluded from the final print out to facilitate the promotion of the majority of the faculty members. The signed final draft shall be the basis for printing the final NBC 461 print-out.
9. The final print-out is subject for approval for final printing by the Zonal Center Director
10. The SUCs and TESDA schools shall be reminded to submit the original final print-out to their Personnel Department for Special Plantilla preparation as basis for the release of NOSCA from the DBM.

RECTIFICATION PERIOD

In case of rectification, the authorized representative of the institution should present a letter of request from the head of institution. The original print-out is required for proper cancellation of entries there in. Another print-out containing the corrected data of faculty members whose points have been rectified will be issued.

Rectification shall be done only once within the period of three (3) months after the release of the final print-out. Beyond three months, rectification shall no longer be honored by the Zonal Center. No additional documents for additional point for rectification purposes shall be accepted.

Rectification after cycle evaluation can only be done for 3 areas: Educational Qualification, Employment and Experience and Professional examinations.

COMMON CRITERIA EVALUATION (CCE)

SPECIFIC GUIDELINES

A. CCE APPLICATIONS

All supporting documents shall be certified by the head of agency or his authorized representative as:

- True photocopy and
- Relevant

B. CRITERIA AND POINT SYSTEM

1.0 Educational Qualification.....85 pts.

1.1 Highest relevant academic degree or educational attainment

N.B In case of research-work graduate program, certified true copy of diploma and periodic evaluation of research from the supervisor/adviser shall be presented.

1.1.1	Doctorate	85
1.1.2	Master's Degree	65
1.1.3	Post Baccalaureate Degree (Law, Medicine),.....	65

N.B.: MD is considered doctorate if holder is licensed and teaching in the College of Medicine. LLB is considered a Master's Degree if holder is a bar passer and teaching professional subject/s in the College of Law.

1.1.4	Diploma Course (Above a Bachelor's Degree).....	55
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N.B. Diploma in line with the field of specialization

1.1.5	Bachelor's Degree	
	a. Four Years	45
	b. Exceeding years	45 plus 5 pts. for every year over 4 years.

N.B.: Graduates of Doctor of Veterinary Medicine (DVM), Engineering and DDM programs are considered bachelor's degree holders with additional points for years beyond 4.

1.2 Additional equivalent degree earned related to the present position

1.2.1	Master's Degree.....	4.0
1.2.2	Bachelor's Degree.....	3.0

NB: An additional equivalent and relevant degree earned related to the present position refers to another degree on the same level as the advanced degree that the faculty has already earned.

Relevance is the applicability of the degree to teaching and to the subjects the faculty is teaching, or the duties and functions other than teaching which the faculty performs, this also refers to the appropriate provisions from the CSC-MC and CMO of the respective programs.

Supporting Documents:

- Transcript of Records and/or Diploma
- Certificate of Authentication and Verification (CAV)

**For those who graduated in Private Higher Education Institutions, the Special Order Number should be reflected in the TOR or Diploma.*

**For SUCs, the BOR Resolution should be reflected in the TOR or Diploma*

Note: For degree obtained thru consortium, the faculty should present a MOA between the parties

NB: Special Order is the official and authentic measure of degree earned that is reflected in transcript of record. Date of graduation should not be the basis of crediting educational attainment earned.

1.3 Additional credits earned (maximum of 10 pts)

- 1.3.1 For every 3-unit credit earned towards an approved higher degree course.....1.0

Supporting Document:

- a. Transcript of Records (TOR) or Report of grades duly certified by the University Registrar

N.B Reports of grades will only be accepted in cases where the school does not issue Transcript of Records for uncompleted programs.

In case the degree was obtained from foreign institutions, the concerned faculty needs to present a certification issued by CHED that the degree is equivalent to bachelor's/master's/doctor's degree and that the said institution is classified as a reputable college or university.

2.0 Experience and Length of Service.....25pts.

2.1 Academic Experience

- 2.1.1 For every year of full-time academic service in a state institution of higher learning.....1.0

N.B .Academic service refers to teaching in college or doing research and extension functions. State institution of higher learning refers to a chartered SUC or TESDA-Supervised TEI, the main function and responsibility of which is tertiary education that offers degree program.

- 2.1.2. For every year of full-time academic service in an institution of higher learning other than SUCs, CHED-Supervised and TESDA Schools; service in a public or private research institution0.75

Supporting Document(s):

- a. Service Records
b. Appointment/Contract or Certificate of Employment (In the absence of service record for private institutions)

2.2 Administrative Experience

For every full-time year of administrative experience as:

- a. President..... 3.0
b. Vice President..... 2.5
c. Dean/Director/School Superintendent..... 2.0
d. Principal/Supervisor/Department Chairperson/ Head of Unit..... 1.5

N.B.: The experience and services of a faculty designated to an administrative position like Vice President, Dean, Director, etc., shall be credited only once , whichever is highest, within the period of his/her designation.

The credit for administrative experience is given to a faculty – rank holder designated to any administrative or supervisory position with line authority over at least four staff and programs. If the administrative experience is in a private institution of higher learning, multiply the credit point by .75. Associate Deans/Assistant deans, performing exactly the same responsibilities as the deans shall be given the same point as deans. This applies to SUCs with multi-campus.

Supporting Documents:

- a. Service Record
b. Appointment and /or designation
c. Organizational Structure which shows that the designee has at least 4 subordinates

2.3.1 For every year of relevant full-time professional and technical experience as:

- a. Manager/Entrepreneur/Consultant 1.5
- b. Supervisor/Head of Unit..... 1.0
- c. Rank and File..... .5

Note: For category C, only those position that requires Baccalaureate Degree should be considered.

✓ *N.B. The experience should be prior to his entry into the academe.*

Supporting Document(s):

- a. Service Record/Service Contract
- b. Appointment and/ or designation
- c. SEC/DTI registration for entrepreneur
- d. MOA or Contract of Service for Consultant

2.3.2 For every year of experience in the public and private basic institution:

- a. Basic Education Teacher.....0.50
- b. Cooperating Teacher..... .0.75

Supporting Document(s):

- a. Appointment/Designation
- b. Service Record for Basic Education Teachers

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

3.1 Discoveries, patented inventions, innovations, publications and other creative Works..... (maximum of 30 points)

- 3.1.1. For every cost and time saving innovation, patented invention and creative work as well as discovery of an educational, technical, scientific and/or cultural value.....2 to 7 pts.

Sub-categories under 3.1.1 are as follows:

A. Inventions

These are original patented works which have direct contribution to education, science and technology.

- If patented - 7 points for Philippine Intellectual Property Office registered
- Utility Model (UM) - 5 points for Philippine Intellectual Property Office registered

N.B. Credit points are divided equally among two or more individuals claiming credit for the same invention

Evidence of utility must be presented

Supporting Document(s):

- a. Patent Certificate
- b. UM Certificate

Credit points are divided equally among two or more individuals claiming credit for the same invention

B. Discoveries

A discovery must be the first of its kind or not of common knowledge. It shall be the result or product of the research of an individual or a group of faculty.

<u>Criteria</u>	<u>Points</u>
1. Originality, educational impact, documentation	60% of 7 (.6 x 7)
2. Evidence of wide dissemination e.g. exhibits, publication	40% of 7 (.4 x 7)

N.B.: Where there are more than one proponent, the points are to be divided equally among them. If only one factor (e.g., [1]) is satisfied, credit is awarded only for that factor.

Supporting Documents:

- Full description of the discovery
- Confirmation of an international or national agency/ organization/association of experts
- Evidences of dissemination and utilization

C. Creative work has to satisfy one or more of the following criteria:

1. Originality	25% of 2- 7 pts.
2. Acceptability and recognition	25% of 2- 7 pts.
3. Relevance and value	25% of 2- 7 pts.
4. Documentation and evidence of dissemination	25% of 2- 7 pts.

Supporting Documents:

- Full description of the creative work
- Evidences that shall satisfy the criteria for evaluation
- Appropriate certification from the duly organized committee establishing the value of the output
- Score sheets of the organized accreditation committee

N.B.: The scale of 2- 7 is distributed on the basis of competitiveness, thus-

<i>International</i>	<i>7</i>
<i>National</i>	<i>5</i>
<i>Institutional</i>	<i>2</i>

Credits are divided among two or more claimants. Examples of creative works are published articles, literary items, musical compositions and /or arrangement, painting sculpture and other performing arts.

An Accredited body which consists of experts in the field of creative works shall be created by the SUC/TEI to evaluate the said work.

D. Research results and innovations consist of improvements / modifications made on existing design, process or product.

The criteria for rating and the points for each criterion are:

1. Use of indigenous materials	20% of 2-7 pts.
2. Relevance and value to education, science and technology	20% of 2-7 pts.
3. Cost/time/energy/saving	20% of 2-7 pts.
4. Acceptability of peers	20% of 2-7 pts.
5. Dissemination/documentation	20% of 2-7 pts.

Supporting Documents:

- Full description of research/innovation
- Evidence that shall satisfy the criteria for evaluation

3.1.2. For every published book: original, edited or compiled, copy righted/ published within the last ten years, 2nd editions and succeeding editions will be credited like the original book if there is a major revision of the contents of the book evidenced by the granting of new copy right and new ISBN.

- a. As single author.....3-7
- b. As reviewer.....1-4
- c. As translator.....1-4
- d. As editor.....1-3
- e. As compiler.....1-2

N.B. Points are to be divided equally among authors.

The factors and their weights are:

1. Textbooks, including Science and Technology and Reference Books

Role	Tertiary	High School	Elementary
Author/s	7 pts.	5 pts.	3 pts.
Reviewer	4	2	1
Translator	4	2	1
Editor	3	2	1
Compiler	2	1	1

N.B. The credit points should be given based on the date when the copyright and the ISBN were awarded. In case of group role, the total credits shall be equally divided among the members
Published books referred to in this item are: Textbooks, Science & Technology and Reference Books.

The manuscript should pass through a review body of the institution before it will be printed to be considered a book.

Supporting Documents:

- a. Copy of the book with copyright and ISBN
- b. Certification from the Book Review Committee of the SUC/TEI
- c. Certification of Copyright

3.1.3 For every scholarly research/ monograph/Educational technical articles in a technical/Scientific/professional journal including electronic and digital journals included in the lists of CHED, ISI, Harvard, SCUPUS and other journals of sterling reputation for international and national. Local journals refers to Institutional research-based publications (excluded are campus and departmental publications)

- a. International.....5
- b. National......3
- c. Local......2

N.B. Research published in journals not mentioned above, but refereed shall be considered local. Only full paper will be given credit points. Even if the research is international if not recognized by CHED, ISI, Harvard and Scopus, it will be considered as local with 2 point-credits.

Articles must be researched-based. Commentaries, opinions, editorials are not credited. Publications in Magazines, newspapers/bulletins of information, abstracting journals, annual reports are not accepted. Published research should only be credited once. Abstracts are not given credit.

THESIS/DISSERTATION IF PUBLISHED AS MENTIONED ABOVE SHOULD BE RE-PACKAGED to be considered a research

Supporting Document(s):

- a. Copy of the journal with ISSN
- b. Proof of circulation for local journals

3.1.4 For every instructional manual (IM)/ audio-visual (Maximum of 10 points)..... 1

N.B. Credits are divided among two or more claimants

Supporting Documents:

- a. Copy/ sample of material
- b. Certificate of utilization
- c. Course Syllabus
- d. Evidence of circulation such as receipts of sale, IPRO clearance for institutional circulation
- e. Approval for institutional use by the instructional material review body

Under this items are modules, laboratory manuals, and operation manuals, work books, course books approved by department or college for instructional purposes. Also included in this category are software, prototypes and Computer aided instructional materials. Submission under this category should cover the course content per syllabus. **Excluded** from this category of outputs are compilation of lecture notes, lesson plans, powerpoint presentations, transparencies, handouts, and other materials not particularly included.

3.2 For expert services, training and active participation in professional/technical activities
(maximum of 30 points)

3.2.1 Training and seminars (maximum of 10 points)

3.2.1.1 For every training course with a duration of at least one month not to exceed the full credit
(P=No. of days/30)

a. International	5
b. National	3
c. Local	2

3.2.1.2 For participation in conferences, seminars, workshops relevant to one's field or assignment

Supporting Documents:

- a. Certificate of Attendance/ Appreciation/ Participation
 - b. Letter of invitation and copy of the program
 - c. Travel Order/Memorandum Order
- ** Travel Order is not required for new entrants**

N.B. Participation under this item is based on five working days and points are pro-rated as follows:

International	=	0.6/day not to exceed 3 points
National/Regional	=	0.4/day not to exceed 2 points
Local	=	0.2/day not to exceed 1 point

Less than a day(half day) training cannot be considered as seminar

3.2.2 Expert service rendered (maximum of 20 points)

3.2.2.1 For serving as a short-term consultant /expert in an activity of an educational, technological, professional scientific or cultural nature (foreign or local) sponsored by government or other agencies.

International	5
National.....	3
Local.....	2

Supporting Documents:

- a. Memo of Agreement or contract between the institution and the contracting party, or office order pertaining to the consultancy work
- b. Acknowledgment of output

Participation under this item involves expert services in one's area of specialization.

3.2.2.2a For services rendered as trainer, coordinator, lecturer, resource person or guest speaker in conferences, workshops, and/or training courses for professionals

International.....	5
National.....	3
Local.....	2

Supporting Documents:

- a. Certificate of appreciation/recognition
- b. Invitation and copy of the program
- c. Copy of the lecture/presentation

- NB:
- For Paper Presentation, an indorsement from the head of institution or his duly authorized representative allowing the faculty to present must be submitted. This is not however, applicable to new faculty whose previous employment does not provide indorsements
 - Echo trainings/seminars are not included. Graduate school speakership are not included under this category if it is part of the degree of the faculty.
 - Presentors who are not author or co-author of the paper will not be given credit
 - Professional refers to same discipline/peer of the speaker and the audience

3.2.2.3. For expert services as adviser in doctoral dissertation, master's and undergraduate thesis, or their equivalents as requirement's for the completion of academic programs (maximum of 10 points)

Doctoral dissertation	1.00
Master's thesis	0.50
Undergraduate thesis	0.25

Supporting Documents:

- a. Approval Sheet
- b. Certificate of Teaching Load

N.B. Equivalent requirement such as case study, feasibility study, terminal research paper, project study should be a terminal requirement for the degree.

Services as adviser is credited only if advising is outside the full-time equivalent (FTE) load of the adviser as certified by the Registrar/ Dean. An undergraduate thesis should be a degree requirement. A copy of the faculty load sheet signed by the Dean shall serve as a supporting document.

3.2.2.4. For certified services as member of the Board of Examiners in the Professional Regulations Commission (PRC) or in the Civil Service Commission (CSC)..... 1.00

Supporting Documents:

- a. Appointment or contract
- b. Identification card

NB: Proctoring in CS exams are not considered in this section.

3.2.2.5. For every year of expert services in accreditation/ quality assurance work as member of the Board of Director, Accreditor, Member of the Technical Committee or Consultant Group in regional or national agencies.....1.00

Supporting Documents:

- a. Appointment/designation/invitation from the accrediting body
- b. Proof of acknowledgment of output

- 3.2.2.6 For every year of expert service per discipline as testing officer in trade skills certification.....1/field of specialization

Supporting Documents:

- a. Certificate of Trade Skill Examiner
- b. Results of the examinations conducted

- 3.2.2.7. For every year of services as coach /trainer of the students in official activities and adviser of accredited students organization not to exceed 1 point per year.....1.00

N.B. For purposes of pro-rating, a year is at least 251 days, not to exceed 12 months. Intramurals and other school-wide activities are not considered. The credit points are given only for inter-institutional or inter-agency competition.

Supporting Document(s):

- a. Office Order'
- b. Proof of output

3.3. Membership in professional organizations/honor societies and honor received (maximum of 10 pts.)

3.3.1. For current individual membership in relevant professional organization(s)

- a. Learned society
 - Full member.....2.0
 - Associate member.....1.0
- b. Honor society.....1.0
- c. Scientific society.....1.0
- d. Professional
 - Officer1.0
 - Member.....0.5

N.B. Membership will be credited only once per organization.

Learned society is an organization where the members are chosen by invitation and in recognition of their being considered learned in a scientific area of knowledge, e.g. National Research Council

Honor Society is a society of academic scholars, e.g. Phi Delta Kappa, Gamma Sigma Delta.

Professional/ Scientific organizations are national bodies or professional practitioners in a specific field or science, e.g. Philippine Inventors Society for Mechanical Engineers, PIChE

Faculty association is considered a professional organization

A copy of the Constitution and By Laws of the organization may be required to check whether the organization falls under any of the above mentioned category/classification of relevant professional organization

Supporting Documents:

- a. Certificate of membership/ Identification card/ Official receipt of membership
- b. Official receipt of membership with SEC registration No.
- c. Proof of Active membership (Certificate that the faculty is an active member)

3.3.2. For academic honors earned:

3.3.2.1. Undergraduate Degree

- a. Summa cum Laude.....5
- b. Magna cum Laude.....3
- c. Cum Laude.....1

3.3.2.2. Graduate Degree

- a. Highest Honors/ With Distinction.
Or equivalent.....3

Supporting Document:

- a. A certificate or copy of a permanent record of the school

3.3.3. Scholarship/ Fellowship. This may be degree or non- degree granting.

a. International, competitive	
Doctorate.....	5
Master's.....	4
Non- degree.....	3
b. International, non- competitive	
Doctorate.....	3
Master's.....	2
Non-degree.....	1
c. National/Regional, competitive	
Doctorate.....	3
Master's.....	2
Non-degree.....	1
d. National/ Regional, non-competitive	
Doctorate.....	2
Master's.....	1
e. Local, competitive or	
Non- competitive.....	1

N.B.: Competitive means the use of a selection/screening process or scheme for awarding a scholarship.

Supporting Documents:

- a. Certificate of scholarship/ fellowship award
- b. Proof of completion of fellowship program or activity/
Transcript of Records
- c. Scholarship contract/ agreement

3.4 Awards of distinction received in recognition of achievement in relevant areas of specification/profession and/or assignment of faculty concerned (maximum of 10 points)

International	5
National/ Regional	3
Local	2

Supporting Documents:

- a. Plaque of Recognition or copy of citation
- b. Criteria for the selection
- c. Proof of competition
- d. SEC Registration for local organization

N.B.: There should be evidence of search/ competition. The award-giving body must have recognized mandate to search and confer the award or recognition.

Only awards that concerns intellectual and with highest category should be given credits and should be competitive in a particular field of specialization

Service awards are considered local awards. The credits are given for 10,20,30,40 years of service per circular of the Commission Civil Service (we may consider 15, 25, 35.)

The awards of distinction granted by organizations like NSTP, GSP, BSP, Red Cross, Barangay Offices and other Civic, Cultural, Religious Community, including Non-Government Organizations are classified as Community Outreach.

The awarding body must be recognized, reputable organization relevant to the field of specialization/ assignment of the awardees.

In case of research award, the following conditions where award is applicable should be complied:

- 1) It should be Institutional (University wide, not departmental);
- 2) Only Best Paper in Research is credited, Best Poster and Best in Paper Presentation are not given credit;
- 3) Must be competitive in nature

3.5 Community Outreach (maximum of 5 points)

- 3.5.1 For every year of participation in service-oriented projects in the community.....1.0

Supporting Document(s):

- a. An Office Order pertaining to the services rendered
- b. Certificate/ Acknowledgement of Completion of project or activity

These are activities related to participation in community projects on top of official duties and are voluntary in nature, with no additional compensation received. One year is operationalized to be equivalent to at least 251 days, not to exceed 12 months per program per clientele.

Examples are voluntary services in scouting, cooperative, Red Cross, Kabataang Barangay, etc.

Activities undertaken as officer/ member of any professional, social, educational or other similar organizations which had already been credited in this instrument shall no longer be considered.

3.6. Professional examinations

- 3.6.1 For every relevant licensure and other professional examinations passed
(maximum of 10 pts.)

- a. Engineering, Accounting, Medicine, Law, Teacher's Board, etc.....5
- b. Career Executive Service Officers Examination /
Career Service Executive Examination.....3
- c. Diplomate Specialty Board Exam.....3
- d. Subspecialty Board Exam, Seaman Certificate;
Master Electrician/Master Plumber Certificate,
Plant Mechanic Certificate.....2
- e. Professional Organization/IT Proficiency Certification.....2
- f. National Certificates (NC)/Trade Skill Certificates.....1/level

N.B. *Other Civil Service eligibilities are not considered.*

Section b is only applicable to the faculty- rank holders designated to supervisory/executive positions.

IT Proficiency certifications are for programs administered by the international IT propriety Companies and the national Computer Center (NCC) and the Philippine National Information Technology Standards (PHILNITS)

Eligibilities must be appropriate for the position.

Supporting Documents:

- a. Certificate of Licensure
- b. Rating Slip
- c. Skills Certificate/Identification Card

**VISAYAS STATE UNIVERSITY
SUC**



Name of Faculty: _____
Present Rank: _____

College/Campus: _____
Department/Unit: _____

**PASUC COMMON CRITERIA FOR EVALUATION OF FACULTY
NBC 461 - CYCLE 8
2016-2019**

SUMMARY OF POINTS

MAJOR COMPONENTS	MAXIMUM POINTS	PREVIOUS POINTS AS OF JUNE 30, 2016	ADDITIONAL POINTS AS OF JUNE 30, 2019	TOTAL CCE POINTS	QCE POINTS
1.0 Educational Qualification	85				
2.0 Experience and Length of Service	25				
3.0 Professional Dev. Achievement and Honors	90				
TOTAL	200				
		(Academic Rank)		(Academic Rank)	

College/Unit Evaluation Committee

Chairperson: _____

Members: _____

Institutional Evaluation Committee

Chairperson: _____

Members: _____



**PASUC COMMON CRITERIA FOR EVALUATION OF FACULTY (NBC 461)
CYCLE 8**

COMPONENTS		EVALUATOR'S RATING		VERIFIER'S RATING	
		RS	EP	RS	EP
1.0 EDUCATIONAL QUALIFICATION 85 pts					
1.1 Highest relevant academic degree or educational attainment					
1.1.1	Doctorate Degree	85			
1.1.2	Master's Degree	65			
1.1.3	Post Baccalaureate Degree (LLB, MD)	65			
1.1.4	Diploma Course (above a Bachelor's Degree)	55			
1.1.5	Bachelor's Degree				
	a. Four Years	45			
	b. Exceeding Four years (45 plus 5 pts for every year over 4 years)	45+5			
1.2 Additional equivalent degree earned related to the present position					
1.2.1	Master's Degree	4.00			
1.2.2	Bachelor's Degree	3.00			
1.3 Additional credits earned (maximum of 10 pts)					
1.3.1	For every 3-unit credit earned towards an approved higher degree course	1.00			
2.0 EXPERIENCE AND LENGTH OF SERVICE 25 pts					
2.1 Academic Experience					
2.1.1	For every year of full-time academic service in a state institution of higher learning	1.00			
2.1.2	For every year of full time academic service in an institution of higher learning other than SUCs, CHED-Supervised and TESDA Schools, service in public or private research institution	0.75			
2.2 Administrative Experience					
2.2.1	For every full-time year of administrative experience as:				
	a. President	3.00			
	b. Vice-President	2.50			
	c. Dean/Director/School Superintendent	2.00			
	d. Principal/ Supervisor/Department Chairperson/Head of unit	1.50			
2.3 Industrial / Agricultural Experience					
2.3.1	For every year of full-time professional and technical experience as:				
	a. Manager/Entrepreneur/Consultant	1.50			
	b. Supervisor/Head of Unit	1.00			
	c. Rank and File	0.50			
2.3.2	For every year of experience in the public & private institution as:				
	a. Cooperating Teacher	0.75			
	b. Basic Education Teacher	0.50			
COMPONENTS		EVALUATOR'S RATING		VERIFIER'S RATING	
		RS	EP	RS	EP
3.0 PROFESSIONAL DEVELOPMENT ACHIEVEMENT AND HONORS 90 pts					
3.1 Innovations, patented inventions, publications, & other creative work (maximum of 30 pts)					
3.1.1	For every cost & time saving				

<p>innovation, patented invention & creative work as well as discovery of an educational, technical, scientific and/or cultural value</p> <p>3.1.2 For every published book: original, edited, or compiled, copyrighted/published within the last ten years</p> <p>3.1.2.1 as single author</p> <p>3.1.2.2 as reviewer</p> <p>3.1.2.3 as translator</p> <p>3.1.2.4 as editor</p> <p>3.1.2.5 as compiler</p> <p>3.1.3 For every scholarly research, monograph educational and/ or technical article published in a technical/ scientific/ professional journal</p> <p>a. International</p> <p>b. National/ Regional</p> <p>c. Local</p> <p>3.1.4 For every instructional manual audio-visual materials developed and approved for use (maximum of 10pts)</p> <p>3.2 For expert services, training and active participation in professional/ technical activities (maximum of 30 pts)</p> <p>3.2.1 Training & Seminars (max of 10pts)</p> <p>3.2.1.1 For every training course with a duration of at least one month not to exceed the full credit $P=[(no. of days)/30]$</p> <p>a. International</p> <p>b. National/Regional</p> <p>c. Local</p> <p>3.2.1.2 For participation in conferences, seminars, workshops</p> <p>a. International (0.6/day)</p> <p>b. National (0.4/day)</p> <p>c. Local (0.2/day)</p>	2-7 pts				
	3-7				
	1-4				
	1-4				
	1-3				
	1-2				
	5				
	3				
	2				
	1				
	5				
	3				
	2				
	3				
	2				
	1				

COMPONENTS		EVALUATOR'S RATING		VERIFIER'S RATING	
		RS	EP	RS	EP
3.2.2	Expert Services Rendered (maximum of 20 pts)				
	3.2.2.1 For serving as a short-term consultant/expert in an activity of an educational, technological, professional scientific or cultural nature (foreign or local) sponsored by the government or other agencies				
	a. International	5			

b. National/Regional	3				
c. Local	2				
3.2.2.2 For services rendered as coordinator, lecturer, resource person or guest speaker in conferences, workshops, and/or training courses for professionals					
a. International	5				
b. National/Regional	3				
c. Local	2				
3.2.2.3 For expert services as Adviser in doctoral dissertations, masteral and undergraduate thesis (max of 10pts)					
a. Doctoral Dissertation	1.00				
b. Masteral thesis	0.50				
c. Undergraduate thesis	0.25				
3.2.2.4 For certified services as member of the Board of Examiners in the Professional Regulations Commission(PRC) or in the Civil Service Commission CSC	1.00				
3.2.2.5 For every year of expert services in accreditation /quality assurance work as member of the Board of Directors, Accreditor, member of the Technical Committee or Consultant Group in regional or national Agencies	1.00				
3.2.2.6 For every year of expert service per discipline as testing officer in trade skill certification skill certification	1.00				
3.2.2.7 For every year of service as coach/trainer of students in official activities adviser of accredited student organization	1.00				

COMPONENTS		EVALUATOR'S RATING		VERIFIER'S RATING	
		RS	EP	RS	EP
3.3 Membership in Professional organizations/ honor societies and honors received (maximum of 10 pts)					
3.3.1 For current individual membership in relevant professional organizations					
a. Learned Society					
Full Member	2.00				
Associate Member	1.00				
b. Honor Society	1.00				
c. Scientific Society	1.00				
d. Professional					
Officer	1.00				
Member	0.50				
3.3.2 For academic honors earned					
3.3.2.1 Undergraduate Degree					
a. Summa Cum Laude	5.00				
b. Magna Cum Laude	3.00				
c. Cum Laude	1.00				

3.3.2.2 Graduate Degree	Highest Honors/ With Distinction, or Equivalent	3.00				
3.3.3 Scholarship/Fellowship	This may be degree or non-degree granting					
a. International, Competitive	Doctorate	5.00				
	Master's	4.00				
	Non-Degree	3.00				
b. International, Non-competitive	Doctorate	3.00				
	Master's	2.00				
	Non-Degree	2.00				
c. National/Regional, Competitive	Doctorate	3.00				
	Master's	2.00				
	Non-Degree	1.00				
d. National/Regional, Non-competitive	Doctorate	2.00				
	Master's	1.00				
e. Local, Competitive or Non-competitive		1.00				

COMPONENTS		EVALUATOR'S RATING		VERIFIER'S RATING	
		RS	EP	RS	EP
3.4 For every awards of distinction received in recognition of achievement in relevant areas of specialization/ profession and/or assignment of the faculty concerned					
a. International	5.00				
b. National	3.00				
c. Local	2.00				
3.5 Community Outreach (maximum of 5 points)					
3.5.1 For every year of participation in service-oriented projects in the community	1.00				
3.6 Professional Examination					
3.6.1 For every relevant licensure and other professional examinations passed (maximum of 10 pts)					
a. Engineering, Accounting, Medicine, Law, Teacher's Board, etc.	5.00				
b. Career Executive Service Officer's Examination / Career Service Executive Examination	3.00				
c. Diplomate Specialty Board Exam	3.00				
d. Subspecialty Board Exam, Seaman Certificate; Master Electrician/ Master Plumber Certificate, Plant Mechanic Certificate	2.00				
e. Professional Organization/ IT Proficiency Certification	2.00				
f. National Certificates (NC) / Trade Skill Certificates	1.00				



**Philippine Association of State Universities & Colleges
Zonal Computerization Center for Region 8**

Visayas State University
Visca, Baybay City, Leyte 6521-A, Philippines

PERSONAL DATA SHEET NBC-461

NOTE: THIS FORM WILL BE FILLED OUT BY THE FACULTY MEMBERS OF A STATE COLLEGE / UNIVERSITY

INSTRUCTIONS:

1. FILL OUT THIS FORM ACCURATELY AND LEGIBLY. TYPEWRITTEN OR HANDWRITTEN, REFER TO ATTACHED NOTES OR DETAILS.
2. FOR ADDITIONAL SPACE USE THE SAME SIZE OF BOND PAPER. FOLLOW THE SAME FORMAT.
3. SIGNATURE IS NEEDED ON EACH PAGE.

Name:	
Date of Birth:	Contact Number:
Civil Status:	
Home Address:	
Mailing Address:	
College:	
Department:	
Present Rank/Sub Rank:	
Status of Appointment:	
Annual Salary:	
Date of Last Appointment:	

1.0 EDUCATIONAL QUALIFICATION

1.1 Highest relevant academic degree or educational attainment and additional equivalent degree earned related to the present position.

DEGREE EARNED	SPECIALIZATION	INSTITUTION	YEAR OBTAINED

1.2 Additional credits earned towards an appropriated higher degree

BACCALAUREATE	MASTERAL	DOCTORAL

2.0 EXPERIENCE AND LENGTH OF SERVICE

Service Record (includes full time teaching, research, extension service, administrative experience and industrial experience)

INCLUSIVE DATES	POSITION HELD	INSTITUTION/ADDRESS

3.0 PROFESSIONAL DEVELOPMENT, ACHIEVEMENT AND HONORS

3.1 Innovations, patented inventions, inventions with patent pending, publications and other creative works.

NATURE OF INNOVATIONS/INVENTIONS	PATENT NUMBER	YEAR PATENTED

3.1.2 – 3.1.5 Published books, research, monographs, articles, instructional manual, workbooks, films, compositions.

Nature (books, articles, films Instructional materials)	Complete Title	Role	Publisher	Date of Publication

3.2 Expert Services, Training and Active Participation in professional/technical activities

3.2.1 Training Courses and Seminars (including academic, technical, industrial, agro-industrial and fishery training)

A. Training

Title of Training	Sponsoring Agency	LEVEL (Int'l, Nat'l, Reg'l Local, Inst'l)	Inclusive Dates

B. Conference, seminars, etc.

Title of Conference	Sponsoring Agency	Inclusive Dates

3.2.2 Expert Services

A. Consultancy

Nature/ Area of Consultancy	Country	Sponsoring Agency	Inclusive Dates

B. Active Participation in training, workshops, conference, as coordinator, lecturer, resource person, guest speaker.

Title of Conference Seminars, Workshop, etc.	Nature of Participation	Sponsoring Agency	Inclusive Dates

C. For expert services as adviser in doctoral dissertation and masteral thesis.

Title of Paper	Nature	Inclusive Dates

D. For certified services (includes reviewers/examiner in PRC or CSC, accreditation work, trade skill certification, service as coach/trainer, adviser of student organization)

Nature/Area	Company/Agency	Inclusive Dates

3.3 Membership in professional organization/honors societies and honors received.

3.3.1 Membership in professional/honor societies

	Name of Organization			Date of Membership		

3.3.2 Academic honors received.

	Honors Received		Degree Obtained		Institution	Address	

3.3.3 Scholarship/Fellowship

	Title of Scholarship	Nature (Competitive: Int'l/Nat'l/Reg'l/Local) Non Competitive: Int'l/Nat'l/Reg'l/Local	Sponsoring Agency	Inclusive Dates	

3.4 Awards of Distinction received in recognition of achievement in relevant areas of specialization profession/assignment

	Title of Award of Distinction	Field of Services		Grantee Organization	Level: Int'l/Nat'l/Reg'l/ Local/Inst'l	

3.5 Community Outreach: Service oriented projects participated in the community.

Name of Projects	Participation/Service	Sponsoring Agency	Inclusive Dates

3.6 Professional Examinations.

Title of Examination	Rating	Date

E. Research recommendation transformed to public benefiting to the country and other creative works.

Complete Title of Research	Level: Int'l/Nat'l/Reg'l/ Local/Inst'l	Sponsoring Agency	Inclusive Dates

F. Supervision, tutoring, or coaching of graduate scientist and technologies

Nature/Area of Supervision/ Tutoring/Coaching	Country	Sponsoring Agency	Level: Int'l/Nat'l/Reg'l/ Local/Inst'l	Inclusive Dates

G. Research results applied or utilized in industrial and/or commercial projects or undertaking

Complete Title of Research			Level: Int'l/Nat'l/Reg'l/ Local/Inst'l	Sponsoring Agency	Inclusive Dates

I hereby certify to the correctness and accuracy of the statements.

Signature of Faculty Member

Subscribed and Sworn to before me this _____ day of _____ affiant exhibiting to me his/her Residence Certificate No. _____ issued at _____ on _____

Administrative Officer