



11 March 2024

MEMORANDUM CIRCULAR NO. 47  
Series of 2024

T O: All Faculty Members

R E: CHED-DBM Joint Circular 03 s. 2022 Reminders

In order for all VSU faculty to properly prepare for the 2026 second cycle of faculty position reclassification under CHED-DBM Joint Circular 03 s. 2022, please be advised of the following, so that issues and problems encountered in the first cycle will not recur, and ensure success in the evaluation:

1. A copy of all completely signed MOA/MOU entered by the faculty, by the department, or the college, should be furnished to the Office of the President for confirmation by the Board of Regents during the BOR's next quarterly meeting. Do not wait for the OP to ask for a copy. Since the President is the final signatory of all MOA/MOU, the OP should always be provided with a copy.
2. **Prior to accepting an invitation** to peer-review an article for publication, secure first an authorization from the President thru the Vice President for Academic Affairs, or Vice President for Research, Extension and Innovation, and endorsed by the Department Head and College Dean. Indicate in the authorization the title of the article to be reviewed, and the journal. Attach a copy of the invitation. **Just make sure you are not reviewing for a predatory journal.**
3. **Prior approval** for paper presentations and attendance to seminars, trainings, conferences, symposia, etc. should be obtained from the VSU Fellowship and Scholarship Committee for Academic Staff (VSFC-AS), BEFORE attending the event. Always keep your copy of the excerpt of the minutes of the VSFC-AS approving your attendance/participation. If you get direct instruction from the President to attend an event, keep a copy of the invitation with the President's marginal notation directing you to attend. Also please keep a copy of your Travel Order (TO) as additional supporting document because not all those who are approved for attendance, do actually attend.
4. Ensure that you only join legitimate organizations and attend non-predatory conferences. Don't waste your paper by presenting it in a predatory conference especially if held abroad, as the CHED-IAS definitely will not issue a certificate of legitimacy. **Always remember that predatory organizations host predatory conferences, produce predatory journals, and grant predatory awards, including the so-called "awards for sale".**
5. Publish only in legitimate, peer-reviewed, non-predatory journals. Always make sure to keep a copy of the entire process of peer-review done on your paper BEFORE the paper

gets published. As much as possible publish only in **Scopus, Web of Science and ASEAN Citation (ACI)-indexed journals** to earn higher points. However always check that the journal has not been delisted in the aforementioned indexing bodies.

6. Prepare and submit research and extension proposals so that you will be able to conduct research and extension activities, and consequently present your outputs in seminars and conferences, and publish them too.
7. Make sure that all your course syllabi and learning guides are reviewed and approved for use by the instructional materials review committee. Check that the dates of review and approval are BEFORE the start of the semester when the materials are being used in class.
8. Finally, always try your best to perform well in your duties and responsibilities as a faculty member. Remember that your ratings in the Teaching Performance Evaluation by Students (TPES) and the Faculty Performance Evaluation by Supervisor (FPES) count much in KRA I-Teaching Effectiveness.

God bless everyone!



**DANIEL LESLIE S. TAN**  
OIC-President