



17 May 2022


MEMORANDUM NO. 502
Series of 2022

T O: All Concerned Faculty
R E: NBC 461 8th Evaluation Cycle

This is to inform you that the Department of Budget and Management and the Commission on Higher Education issued a Joint DBM-CHED Circular No. 1, Series of 2022 dated April 27, 2022 addressed to all Heads of State Universities and Colleges and Directors of DBM and CHED Regional Offices and received by this office on May 17, 2022. This said circular is the **Guidelines for the Implementation of the 8th Evaluation Cycle of the National Budget Circular (NBC) No. 461, Series of 1998**. Attached, please find the said circular.

Further, this office has issued Memo No. 16, s. 2022 instructing the VSU Institutional CCE and QCE Evaluation Committee to proceed with the evaluation to fast track and comply with the prescribed timeline.

Please be guided accordingly.


EDGARDO E. TULIN
President



**DEPARTMENT OF BUDGET AND MANAGEMENT
COMMISSION ON HIGHER EDUCATION**

JOINT CIRCULAR NO. 01, series of 2022

Date: April 27, 2022

**TO : ALL HEADS OF STATE UNIVERSITIES AND COLLEGES
DIRECTORS OF DBM AND CHED REGIONAL OFFICES**

**SUBJECT : GUIDELINES FOR THE IMPLEMENTATION OF THE
8th EVALUATION CYCLE OF THE NATIONAL BUDGET
CIRCULAR (NBC) NO. 461, SERIES OF 1998**

1.0 Purpose

This Joint Circular is issued pursuant to Special Provisions No.2 under the Miscellaneous Personnel Benefits Fund of the FY 2022 General Appropriations Act (GAA) and the Veto Message from the President on Annex A, page 814, specifically stated as:

*Article XXXIX - MISCELLANEOUS PERSONNEL BENEFITS FUND:
2. Implementation of National Budget Circular (NBC) No. 461. The amount of One Hundred Million Pesos (P100,000,000) appropriated herein shall be used for the implementation of Cycle 8 and Cycle 9 periods of NBC No. 461: Provided, that the existing NBC No. 461 Implementing Guidelines shall be used for the cycle 8 promotion. Any new guidelines shall be prospectively applied.*

VETO MESSAGE: Further, MPBF, Special provision No. 2, "Implementation of National Budget Circular (NBC) No. 461," Volume I-B, page 758, shall be subjected to the guidelines to be issued jointly by the Commission on Higher Education and the DBM which shall govern the implementation of the 8th and 9th cycles under the subject NBC.

Based on Republic Act 8292, the Governing Boards of State Universities and Colleges have the power to fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget compensation laws governing hour of service. Corollary, reclassification which would entail adjustment of the salaries of faculty members is within the exclusive power of the Governing Board of the State Universities and Colleges concerned.

2.0 Definition

Reclassification of faculty position is defined as an advancement of a faculty position from one rank/sub-rank to another rank/sub-rank through an evaluation of the achievement and performance of the faculty during a particular period of time using a standard set of criteria.

Whereas, Faculty Promotion is the advancement of a career employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary [2017 ORAOHRA, Revised 2018].

3.0 Coverage and Exemption

- 3.1 This Joint Circular shall apply to all faculty members with permanent plantilla positions in state universities and colleges (SUCs) with at least an earned master's degree, except faculty members of the University of the Philippines and the Mindanao State University System which are governed by their own promotion/reclassification guidelines.
- 3.2 The evaluation period covers the faculty accomplishment from July 1, 2016 to June 30, 2019 or the 8th cycle of NBC 461, including past accomplishments that were not submitted for evaluation during previous cycles.
- 3.3 Documents that were submitted for the Institutional Merit Promotion System within the period July 1, 2016 to June 30, 2019, shall no longer earn points for the position reclassification, but shall only be processed for recording in the NBC 461 system.
- 3.4 Those who were accredited as Professors in the 7th cycle but were not implemented shall be reevaluated for the period of 8th cycle and will be given the rank equivalent to points earned, and the accreditation from the 7th cycle will be used.
- 3.5 Evaluation covering from July 1, 2019 onwards shall be guided by the new set of criteria and guidelines to be issued jointly by DBM and CHED.



4.0 Implementing Guidelines and Procedures

- 4.1** The Common Criteria for Evaluation (CCE) of NBC 461 8th evaluation cycle shall be implemented based on the original guidelines except for the following:

4.1.1 All credentials that are used as bases for recruitment shall no longer earn points such as undergraduate degree earned.

4.1.2 Educational Qualification

Only relevant master's degrees in the area of specialization of its allied related fields shall earn points. Allied or related fields or programs to master's degrees shall be determined from relevant CHED Memorandum Orders on policies, standards and guidelines for academic programs.

- 4.1.3** For every scholarly research/ monograph/educational technical article in a technical/scientific/professional journal including electronic and digital journals.

4.1.3.1 For articles published in a CHED accredited journal and/or those listed in international indexing bodies such as Web of Science (WoS), Scopus, ASEAN Citation Index (ACI) and other journals of a sterling reputation, nationally or internationally (considered as international publication). Journals with sterling reputation are journals published for a long period of time; the peer reviewers have published works in refereed journals included in the list of international indexing bodies. The zonal centers where CHEDRO Director or his/her authorized representative is a member shall determine the reputation of the published articles, guided by CHED issuances. **5 points**

4.1.3.2 For articles published in a refereed institutional research based that are not included in the above-mentioned indexing bodies (considered as local publication). **2 points**

Note: The geographic scoping of International, National, and Local could not be ascertained anymore since most of these journals have digital copies and its circulation is not limited by a defined geographic space or boundary. The National Scope is not applicable anymore.



4.1.4 Participation in Conferences, Seminars and Workshops

Only conference(s), seminar(s), and workshop(s) endorsed by CHED and other government agencies; organized and conducted by CHED-recognized private HEIs, professional organizations, accrediting bodies, and PASUC, will earn points, provided that the faculty shall be duly authorized by the President/SUC Governing Board to attend such conference, seminar, or workshop.

4.1.5 Membership in Professional Organizations

Only membership in professional organizations which are aligned with the faculty's field or area of specialization will be given points.

Membership in the faculty association, alumni association, or similar association or organization shall not be considered.

4.2 The Qualitative Contribution Evaluation (QCE) for 8th cycle shall be governed by the provisions set forth in NBC 461, except for the following:

4.2.1 Evaluation of Teaching Effectiveness

4.2.1.1 All faculty in the department will be considered as peers and will do the evaluation.

4.2.1.2 If the faculty of the department is less than 5, include faculty from related disciplines who are familiar with the activities of the faculty being evaluated to complete the minimum number of 5 evaluators.

4.2.2 A faculty should have a complete Qualitative Contribution Evaluation (QCE) for six (6) semesters in order to qualify for reclassification, except for the following:

4.2.2.1 Faculty members who went on study leave for less than three (3) years within the evaluation period, who will use the QCE results of the remaining semesters.

4.2.2.2 Faculty members whose hiring is after 2016 but within a year before 2019 and cannot complete the six semesters, who will use the QCE results of the remaining semesters.

4.2.2.3 Faculty members who were on study leave for the entire evaluation period, who will use the QCE results of the previous semesters prior to the study leave.

4.2.2.4 Former SUC Presidents who return to their academic rank or assume higher academic rank after the end of their term, who will use the QCE results of the previous semesters prior to their presidency.



Note: No need for re-evaluation of QCE for those who have already undertaken the same from 2016-2019.

4.3 Limitation on Reclassification

4.3.1 The reclassification of faculty shall be limited only to a maximum of six (6) sub-ranks except for the following cases:

4.3.1.1 Faculty members who were not evaluated during the 6th and 7th cycle and who were evaluated in the 7th cycle but the promotion was not implemented;

4.3.1.2 Faculty members who qualified for the professor rank and accredited but were not implemented due to late submission of print-outs during the 7th cycle;

4.3.1.3 Faculty members who qualified for the professor rank but were not yet accredited during the 7th cycle but were accredited in the 8th cycle;

4.3.1.4 Faculty members who were appointed in administrative positions but have done significant work, such as prolific researches; substantial amount of patented inventions, copyrighted works;

4.3.1.5 Faculty members who earned his/her doctorate degree within the 8th evaluation period and with prolific researches or substantial amount of patented inventions, copyrighted works.

4.4 Evaluation

The evaluation process shall be governed by the provisions of NBC No. 461 with the inclusion of the following:

4.4.1 The CHEDRO Director or authorized representative shall become part of the Zonal Center for the review of the Common Criteria for Evaluation (CCE) and the Regional Accreditation Committee (RAC) for the accreditation of professors.

4.4.2 Prior to the submission to the DBM, the Governing Board shall approve the reclassification as supported by the final printout.

4.4.3 To validate the evaluation results indicated in the final printout, the Governing Board may constitute an independent committee that will conduct a review of the printout. The report of this committee may be used by the Governing Board to determine the appropriate number of sub-ranks that will be awarded to the faculty.



4.5 Timeline

- 4.5.1 Issuance of this Joint Circular would serve as an advisory to the SUCs and Zonal Centers to proceed with the evaluation of documents.
- 4.5.2 Submission of final printout and other supporting documents to the DBM for NOSCA for faculty rank of Instructor I up to Associate Professor V will be on or before August 30, 2022.
- 4.5.3 Submission of final printout, accreditation, and other supporting documents to the DBM for NOSCA for the Professor Ranks will be on or before October 30, 2022.

5.0 Repealing Clause

Any and all provisions of circulars, rules, and regulations or parts thereof which are inconsistent with this Circular are hereby repealed and/or modified accordingly.

6.0 Resolution of Cases


Issues and concerns that may arise in the implementation of this Joint Circular, shall be resolved by the DBM and/or CHED, whichever is applicable.

7.0 Effectivity

This Joint Circular shall take effect immediately upon issuance.


TINA ROSE MARIE L. CANDA
Officer-in-Charge, DBM




J. PROSPERO E. DE VERA III
Chairman, CHED 