



25 August 2018

**MEMORANDUM CIRCULAR NO. 66**  
Series of 2018

**T O: Department/Office Heads and Center Directors and Others Concerned**

**R E: Use of the BOR approved Criteria and Instrument in Evaluating Applicants for Faculty Positions and Conduct of Background Investigation**

The Board of Regents just approved the Revised Criteria and the RATING INSTRUMENT TO EVALUATE APPLICANTS FOR TEACHING/FACULTY POSITION per its BOR Resolution No. 89, s. 2018, a copy of the instrument is herewith attached.

Salient features of the revised instrument include: **a)** the conduct of the Background Investigation, the result of which should be part of the endorsement of the Department Personnel Committee in submitting the top five ranking candidates for the vacant faculty position and, **b)** conduct of the interview which should focus in assessing the competencies of applicants to ensure that the one being hired will possess the needed knowledge, skills and attitude of the new faculty.

In view of this and effective immediately, the revised criteria and rating instrument should be used in assessing candidates for faculty position. The Department Personnel Committees are hereby directed to conduct a background investigation of the top three (3) ranking candidates and the result of said BI should be incorporated in the endorsement of the ranking to be forwarded to the Academic Personnel Board.

For administrative positions, the BI shall be continuously performed by the Legal Officer.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President