



RATING INSTRUMENT TO EVALUATE APPLICANTS FOR TEACHING/FACULTY POSITION

(per BOR Resolution No. 89, s. 2018)

Criteria (additional criteria with highlight)	Points per Indicator	Maximum points	Total Points	Rating				
				Applicant 1	Applicant 2	Applicant 3	Applicant 4	Applicant 5
I. Academic background: degree finished (to be rated en banc based on documents submitted)			40					
a) PhD/doctoral degree: Appropriate major field	30	30						
Closely Related field	20							
Slightly related	10							
Masteral degree: Appropriate major field	20	20						
Closely Related field	15							
Slightly Related field	5							
Bachelors degree if there are no applicants with Master's degree)								
Appropriate major field	10	10						
Closely Related field	5							
Slightly Related	3							
b) Grade point average:		5						
1.0 – 1.25	5							
1.26 – 1.50	4							
1.51 – 1.75	3							
1.76 – 2.0	2							
2.0 and beyond	1							
c) Related additional graduate units: For every 3 units earned		5						
A higher relevant degree (not to exceed 5.0 points)	0.5							
A slightly relevant degree (not to exceed 2.5 points)	0.25							
II. Work experience (to be rated en banc) (instruction/research/extension/administrative designation):			10					
For every year of full-time academic service in SUCs, CHED-supervised	1.00							

HEI or TESDA-supervised TEI (teaching in college or doing research & extension functions)								
For every year of full-time academic service in institution of higher learning other than SUC, HEI or TEI	0.75							
For every year of full-time non-academic service but related experience	0.50							
III. Professional Development Achievement and honors (to be rated en banc)			10					
HONORS & AWARDS		2.5						
a) Undergraduate Honors: Summa cum laude	3.00							
Magna cum laude	2.00							
Cum laude	1.00							
b) Awards: (Scholarships) Doctorate	3.00							
Masteral	2.00							
Undergraduate (based on honors)	0.75							
Undergraduate (non-competitive)	0.50							
c) Recognition of achievement: International	1.00							
National/Regional	0.75							
Local	0.50							
TRAINING/SEMINAR WORKSHOPS		2.5						
a) For every one year of relevant training: International	1.00							
National	0.75							
Local	0.50							
b) For every 8 hours of relevant conferences, seminars workshops:								
International	0.25							
National	0.20							
Local	0.10							
c) For every expert services as lecturer/resource person or guest speaker in conferences, workshops, and/or training courses:		2.5						
International	1.00							
National	0.75							
Local	0.50							
d) Publication (for every scholarly research/monograph/educational technical articles in a technical/scientific/professional journal):		2.5						
International	1.00							
National	0.75							
Local	0.50							
V. Interview (rated individually by committee member using the Competency Assessment/Rating Form)			10					
VI. Teaching Demonstration (rated individually)		20	20					

(20% of the total points obtained in the teaching demo)								
Has adequate knowledge of the subject matter	10							
Gives clear statement of objectives and content is appropriate in satisfying these objectives	10							
Has poise and feels confident, delivers logical and organized presentation	8							
Emphasized key points and makes subject matter meaningful (through examples/analogies and/or illustrations)	8							
Demonstrates enthusiasm and interest in the subject matter	7							
Uses understandable vocabulary, speaks clearly and distinctly with appropriate pacing	10							
Can stir up interest and withhold attention of the audiences as well as encourages participatory discussion	10							
Answers questions directly with a sensation of accuracy	10							
Uses appropriate non-verbal communications (i.e. gestures, facial expressions, etc.) without annoying mannerisms, maintains eye contact	10							
Uses and handles teaching aids properly	7							
Utilizes time efficiently and punctual in ending topic presentation	5							
Summarizes the topic and gives appropriate applications	5							
VII. License/eligibility: not to exceed 5 points (to be rated en banc)			5					
Applicable License	5							
CSC Eligibility	3							
Skills training certificate (TESDA & similar trainings) per certificate	1							
VIII. Other Qualifications: Writing skills, computer literacy, drawing, statistical analysis, etc. (to be rated individually based on submitted documents or en banc)			5					
TOTAL			100					

Date of Screening/Evaluation

Name and Signature of Evaluator

*Note: 1) Background investigation (BI) will be conducted by the Department Personnel Committee to validate authenticity of submitted documents and other claims, as well as to give highlights on the applicant's past work performance as well as his/her attitude/character based on accounts of his/her past supervisors, co-workers or classmates and teachers. The result will be part of the requirements for hiring. It is not given points but it can help the unit decide whether to hire or not. Negative findings during the BI will be sufficient reason not to appoint the top ranking candidate.
2) For applicants with advanced degrees, average GPA will be computation separately for BS, MS, and PhD, then the overall average of the 3 will be obtained and used as basis in giving the rating.*