



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**MEMORANDUM FROM THE OFFICE OF THE OPSD DIRECTOR**

**F O R : THE PRESIDENTS/HEADS OF HIGHER EDUCATION INSTITUTIONS (HEIs)  
APPLYING FOR CENTER OF EXCELLENCE/CENTER OF DEVELOPMENT  
(COE/COD) IN INFORMATION TECHNOLOGY**

**SUBJECT : SUBMISSION OF ORGANIZED APPLICATION DOCUMENTS OF COE/COD  
IN INFORMATION TECHNOLOGY BASED ON SET OF GUIDELINES, FORMS  
AND PROCEDURES**

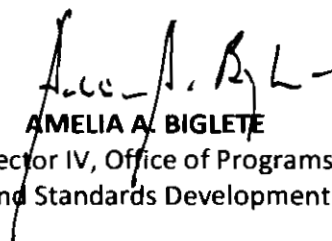
**D A T E : 30 June 2015**

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The Technical Panel for Information and Technology Education (TPITE) prepared a Set of Guidelines, Forms and Procedures for the accurate and timely evaluation of applications for Center of Excellence/Center of Development in Information Technology Education.

In this connection, the Deans/Chairs of the IT program of the applicant HEIs are requested to attend the orientation meeting on the set of guidelines and procedures as well as the proper accomplishment of the prescribed application forms to be held on **July 13, 2015** at CHED Auditorium, 2/F HEDC Bldg., C.P. Garcia Ave., UP Diliman, Quezon City.

For more details and confirmation of attendance, please contact Ms. Kat Catapang at telephone numbers (02) 709-4379 and (02) 441-1228.

  
**AMELIA A. BIGLETE**  
Director IV, Office of Programs  
and Standards Development

cc: CHEDRO Directors and Supervisors-In-Charge

C:\PDD\COE-COD\Memo - Submission of Applications for COE/COD in IT - without.doc



# INFORMATION TECHNOLOGY

## CENTERS OF EXCELLENCE/CENTERS OF DEVELOPMENT

### DOCUMENTATION GUIDELINES

\*All submitted documents will be kept strictly confidential.

#### INSTRUCTIONAL QUALITY

##### 1. FACULTY (24 points)

- a. For each ITE faculty member
  - i. TOR or Diploma or Certificate of graduation
  - ii. Appointment letter or contract (indicating whether the Faculty is Full time or Part time)
  - iii. Proof of Industry immersion (certificate)
  - iv. Proof of Research involvement in a project that involved software development (appointment letters)
  - v. Proof of professional certification from industry
  
- b. Report that summarizes everything in part (a), categorized by status (full time and part time).
 

Fields of the table:

  - i. Name
  - ii. All degrees obtained (with graduation year, HEI); NOTE: On-going not included
  - iii. Status (Full time, part time); NOTE: List all full time faculty members first
  - iv. Industry experience (Company, role, inclusive years)
  - v. Research that involved software development (Project title, role, inclusive years)
  - vi. Certifications

NOTE: For TESDA Certifications, only NC IV will be counted.
  
- c. Faculty loading/ Plantilla for the last term of school year 2014-2015 (certified by administration)
  
- d. Report of Number of enrolled students in ITE programs for the last term of school year 2014-2015
  
- e. Report of Number of enrolled students in the HEI for the last term of school year 2014-2015
  
- f. Proof of Faculty Development initiatives (past 5 years)

##### 2. LABORATORIES (7 points)

- a. Research Laboratory (1.5 points)
  - i. List of research laboratories with faculty affiliation per laboratory.
  - ii. List of equipment per research laboratory.
  - iii. Pictures of research laboratories.
  
- b. Quality of research output using the research laboratory (1.5 points)



- i. List of research publications, presentations or reports aligned with each research laboratory (arranged by research laboratory and year).
  - ii. Each laboratory will get 0.25 points for every research presentation/publication/report from January 1, 2010.
- c. Instructional Laboratory (1.5 points)
- i. List of instructional laboratories with complete specs of all equipment in each laboratory.
  - ii. Pictures of instructional laboratories.
- d. Quality of course portfolio (1.5 points)
- i. Three (3) representative course portfolio (with laboratory component) that will include the following:
    - 1. Syllabus
      - i. Course description
      - ii. Course outcomes with performance indicators
      - iii. Topics
      - iv. List of teaching and learning activities that supports the attainment of course outcomes
      - v. Grading system
      - vi. References
    - 2. Sample of Midterm and Final exams or equivalent requirement
    - 3. Sample learning materials
    - 4. Sample machine problems
    - 5. Sample assessment rubrics
  - ii. Each complete sample portfolio gets 0.5 points.
- e. Access to internet bandwidth (1 point)
- i. Report on the total number of students enrolled in the HEI (not just ITE students).
  - ii. **Contract with ISP/s.**
3. LIBRARIES (3 points)
- a. Print collection (1 point)
- i. Numbered list of professional books with accession numbers sorted by course and arranged from more recent to least recent per course.
  - ii. Complete numbered list of all professional books arranged from most recent to least recent.
  - iii. At least 1 recent book [2010-2015] per knowledge area/course, minimum of 60 books.

No. of programs	Minimum Requirement		COD/COE Requirements
	Minimum # of titles	Recent (2010-2015)	No. of titles (2010-2015)
1	150*	30	60
2	225	45	90
3	300	60	120

\* 30 courses x 5



- b. Electronic Holdings/Online Subscription (1 point)  
Contract of paid subscription to online databases (collection of books, journals)
- c. Library Development Program (3 points)  
List of implemented activities as part of the library development program for the last 5 years using the template below:

School Year	Activities	Status/Updates
	1.	
	2.	

4. CURRICULUM (1 point)
- a. Curriculum, Curriculum map, list of electives (0.5 point)
- b. One (1) sample course portfolio (without laboratory component) that will include the following (0.5 point):
- i. Syllabus
    1. Course description
    2. Course outcomes with performance indicators
    3. Topics
    4. List of teaching and learning activities that supports the attainment of course outcomes
    5. Grading system
    6. References
  - ii. Sample of Midterm and Final exams or equivalent requirement
  - iii. Sample learning materials
  - iv. Sample assessment rubrics
5. PROGRAM ADMINISTRATION (2 points)
- a. Experienced and effective program heads (deans, chairs, coordinators) (1 point)
- i. Unit organizational chart
  - ii. Appointment letters of the program heads
  - iii. Copy of Diploma or TOR of the program heads
  - iv. CVs/profile of the program heads
- b. Review/ Achievement Report on implemented Unit Strategic/Development plan (last five years) aligned with the VM of HEI. (1 point)
6. STUDENT SUPPORT (2 points)
- a. Availability of study centers. (1 point)  
Evidences required: A report describing the available learning commons in the school; Pictures of the Learning commons facilities (NOTE: learning commons should have dedicated rooms/halls for group discussions and should have Internet access)  
Scoring: 0 (no learning commons); 1.0 (with learning commons)
- b. Student-faculty consultations. (0.5 point)  
Evidences required: School Policy on Student-Faculty Consultations; Proof of the student-faculty consultations  
Scoring: 0 (no evidence); 0.5 (with evidence)



- c. Co-curricular programs. (0.5 point)  
 Evidences required: Extensive co-curricular programs for ITE students as evidenced by awards or recognitions of institution-wide/regional/national category or election to national position.  
 Scoring: 0.25 (institution-wide); 0.5 (regional/national/international)

7. IT CAPABILITY (2 points)

Student Information System (2 points)

- i. Executive Summary or Systems Description
- ii. Screenshots

8. GRADUATE PROGRAMS (3 points)

(Masters offering - 2 points; PhD offering - 1 point)

- i. CHED Recognition for private non-autonomous schools.
- ii. Graduate Programs must adhere to CMO on ITE Graduate programs (include curricula)
- iii. List of Graduates of the ITE graduate programs in the last five (5) years (2010-2014)

9. GRADUATE PROFILE (0.5 point)

Per program:

- i. Official report on the number of graduates (2010-2014)
- ii. Profile of 5% of graduates (2010-2014):  
 \*\*\* Name, position, employer, and contact details.

10. GRADUATE TRACER (0.5 point)

- a. Graduate tracer report for the last 5 years (2010 to 2014).

**RESEARCH AND PUBLICATION (7 points)**

1. INTERNALLY FUNDED APPLICATIONS DEVELOPMENT AND RESEARCH PROJECTS (7 points)

Applications Development, Minimum: Php 100,000.00

Research Projects, Minimum: Php 100,000.00

Note: Proportion of salary of faculty investigators for the credit unit load assigned as equivalent research load may be considered as part of the budget; Websites are not counted; Institutional Laboratory Development is not counted

- a. On-going research/ applications development (1 point)
  - i. Budget Approval or MOA
  - ii. Project Proposal with Timeline and deliverables
- b. Completed (3 points)
  - i. Budget Approval or MOA
  - ii. Project terminal reports with successful results



- c. Publications from on-going or completed projects listed above (3 points)
  - i. Copy of full paper with clear proof of publication in Conference proceedings or journals
  - ii. Copy of full paper with clear proof of publication in SCI/ISI/Scopus indexed Conference proceedings or journals

2. EXTERNALLY FUNDED APPLICATIONS, DEVELOPMENT, AND RESEARCH PROJECTS (7 points)

Applications Development, Minimum: Php 100,000.00  
 Research Projects, Minimum: Php 100,000.00

Note: Salaries of faculty investigators are not counted; Websites are not counted; Institutional Laboratory Development is not counted

- a. On-going research/ applications development (1 point)
    - i. Budget Approval or MOA
    - ii. Project Proposal with Timeline and deliverables
  - b. Completed (3 points)
    - i. Budget Approval or MOA
    - ii. Project terminal reports with successful results
  - c. Publications from on-going or completed projects listed above (3 points)
    - i. Copy of full paper with clear proof of publication in Conference proceedings or journals
    - ii. Copy of full paper with clear proof of publication in SCI/ISI/Scopus indexed Conference proceedings or journals
3. PUBLICATION (7 points)
- a. Copy of full paper with clear proof of publication in refereed Conference proceedings or journals
  - b. Copy of full paper with clear proof of publication in SCI/ISI/Scopus indexed Conference proceedings or journals
  - c. For each book or book chapter, provide copy of book cover, title page, table of contents, and copyright page.
  - d. For papers published in their own HEI/College journals, the editorial board or board of referees of the journal must include known IT specialists from outside the HEI.

NOTE: Please do not include vanity publications and publications in predatory journals and conferences (Beall's blacklist).

4. PRESENTATION (7 points)
- a. Copy of full paper with clear proof of presentation in a Conference
  - b. Evidence: Certificate of Presentation or Official Conference Program

NOTE: Internal HEI/College conferences are not counted

5. Commercialization Initiatives for IT products developed by IT faculty and/or students (2 points)
- a. IT products (Hardware, Software, Systems) with business model or proof that supports the use of the IT products by the target clients (company, other HEIs, government offices)



- b. Company startup involving faculty and/or students as evidenced by business registration.
- c. Proof of IP Registration for patents, utility models, and the like.
- d. Proof of number of downloads for Mobile Apps (Minimum of 100 downloads).
- e. Proof of licensing or sale of IP.

### EXTENSION AND LINKAGES

#### 1. Academic Linkages (6 points)

- a. Summary using the following template for each partner HEI:

Name of Partner HEI		
Year (from 2007)	Activity (e.g., curriculum and research)	Persons involved (e.g., faculty, students, staff)
2007		
2008		
...		
2015		

- b. Include evidences for each activity.
- c. MOA/MOU or correspondences (email and the like) for each linkage.
- d. Summary using the following template for Professional Organization/Journal (at least National)

National/International Professional Organization/Journal	Persons Involved	Position/Role	Duration/Term of Office

NOTE: Appointments/certificate for each record

- e. Summary using the following template for National/International Conference Steering/Program/Organizing Committee

Conference	Persons Involved	Position/ Role	Dates, Venue

NOTE: Appointments/certificates for each record.

#### 2. Industry – Academe Linkages (8 points)

- a. Summary using the following template for each company/ industry organization:



Name of Partner Company/ Industry Organization		
Year (from 2007)	Activity (e.g., design of curriculum, research, training)	Persons involved (e.g., faculty, students, staff)
2007		
2008		
...		
2015		

- b. Include evidences for each activity.
- c. MOA/MOU or correspondences (email and the like) for each linkage.
- d. Summary using the following template for Government Linkage:

Government Agency/Unit (e.g., CHED)	Activity (e.g., Designated as Zonal Research Center)	Duration

NOTE: Evidence for each record

- e. Summary for position in ITE Body (Regional, National, International)

ITE Body (e.g., TPITE, TC, TWG, Government Advisory Group, PSIA Technical Council)	Persons Involved	Position	Duration

Note: The following are excluded: CODITE/CDITE

### 3. IT OUTREACH PROGRAMS (6 points)

- a. Summary template for IT Outreach activities

Beneficiaries and Number	Activity (e.g., Computer Literacy, Systems Development, Hosting of Website,	Dates, Venue

Note: NSTP activities, paid services, non-IT related activities are not counted; Activities of the same type are counted as 1 activity.





## b. Summary template for Hosting of ITE-related National/ International Conference

Conference Name	Date	Venue

**INSTITUTIONAL QUALIFICATIONS**

## 1. Accreditation Process (2 points)

- a. Proof of accreditation (e.g., Certificate of Accreditation) per program

NOTE: BSIM and BSIS are considered as the same program.

## 2. National / International Recognition (1.5 points)

- a. Proof of International recognitions of specific ITE program
- b. Proof of National Institutional recognitions (ISO, Autonomous, Deregulated, Institutional Accreditation, etc.)
- c. Proof of Individual recognitions related to academic/scholarly achievements

NOTE: COE/COD designations are not counted.

Program recognition for non ITE programs are not counted.

## 3. IT Enabled Processes (1.5 points)

For each software system:

- i. Executive summary or systems description
- ii. Screenshots





# INFORMATION TECHNOLOGY CENTERS OF EXCELLENCE ASSESSMENT INSTRUMENT

Region: \_\_\_\_\_

## ASSESSMENT INSTRUMENT (DETAILED) Paper Evaluation

<b>INSTITUTION</b>		<b>TOTAL POINTS</b>
<b>Branch (for systems)</b>		
<b>Department / College</b>		
<b>Address</b>		
<b>Dean / Head of Program</b>		

CRITERIA (Specific Area)	WEIGHT	BREAKDOWN	REMARKS (Criteria Description)	SUB POINTS	POINTS
<b>FACULTY</b>	24.00				
Number of students		—			
Number of FT faculty members		—			
Number of FT faculty members with at least master's degree		—			
Number of PT faculty members		—			
<b>Academic Qualifications</b>					
FT Faculty members with at least Masters Degree (aligned and allied Degree)		12.00	(number of FTE faculty with at least masters degree / total number of FTE faculty) * 12 pts.		
<b>Other Qualifications</b>		12.00			
Faculty Development Initiatives		2.00	With implemented faculty development plan with achieved outcomes (0.5 point for each achieved objective, such as publication, graduate degrees, study leave with pay, awards)		
Faculty - Student Ratio		4.00	total # of FTE teachers/(total # of students/40)* 4 pts.		
Faculty with PhD		4.00	[(1 count for aligned; 0.75 for allied; 0.50 for non-allied) / total number of FTE faculty] * 8 pts.		
Faculty Industry Experience		2.00	(total number of FTE with industry experience or certification / total number of FTE faculty)* 2 pts.		
<b>Sub-Total (Faculty)</b>					

*Comments by evaluator:*

<b>LABORATORIES</b>	7.00				
<b>Research Laboratory</b>		1.50	(No. of dedicated research computers / No. of FTE faculty members) * 1.5 pts.		
		1.50	Quality of Research output using the research laboratory		
<b>Instructional Laboratory</b>		1.50	(No. of dedicated instructional computers / (Total number of students in ITE/3)) * 1.5 pts.		
		1.50	Quality of course portfolio used in the instructional laboratory		
<b>Access to the Internet (bandwidth)</b>		1.00	Use: Total bandwidth in Mbps / No. of students 5 to less than 10 kbps = 0.5 pts. and above = 1 pt		
<b>Sub-Total (Laboratories)</b>					

*Comments by evaluator:*



CRITERIA (Specific Area)	WEIGHT	BREAKDOWN	REMARKS (Criteria Description)		POINTS
<i>Institutional Quality continued...</i> <b>LIBRARIES</b>	3.00				
<i>Printed Collection</i>		1.00	Updated collection of of printed materials including textbooks and reference materials covering all knowledge areas in the curricula		
<i>Electronic Holdings/Online Subscription</i>		1.00	Substantial electronic collection such as electronic library or paid subscription to online databases		
<i>Library Development Program</i>		1.00	Presence of implemented development program for the last 5 years, including library systems, facilities, resources and services.		
			<b>Sub-Total (Libraries)</b>		
<i>Comments by evaluator:</i>					
<b>CURRICULUM</b> <i>Syllabus (OBE)</i>	1.00		Quality of course portfolio for all courses (including OBE)		
			<b>Sub-Total (Curriculum)</b>		
<i>Comments by evaluator:</i>					
<b>PROGRAM ADMINISTRATION</b>	2.00				
<i>Experienced and effective program heads</i>		1.00	proportionate to the number of program heads including the dean		
<i>Strategic / Development Plan aligned with Graduate Outcomes</i>		1.00	Presence of strategic / development plan aligned with Graduate Outcomes		
			<b>Sub-Total (Program Administration)</b>		
<i>Comments by evaluator:</i>					
CRITERIA (Specific Area)	WEIGHT	BREAKDOWN	REMARKS (Criteria Description)		POINTS
<i>Institutional Quality continued...</i> <b>STUDENT SUPPORT</b>	2.00				
<i>Availability of Study Centers</i>		1.00	Presence of effectively utilized learning commons		
<i>Student - Faculty Consultations</i>		0.50	Extensive quality student - faculty consultations / tutorials		
<i>Co-curricular Programs</i>		0.50	Extensive quality co - curricular programs for students		
			<b>Sub-Total (Student Support)</b>		
<i>Comments by evaluator:</i>					
<b>IT CAPABILITY</b> <i>Student Information System</i>	2.00		Including enrolment and grades system		
			<b>Sub-Total (IT Capability)</b>		
<i>Comments by evaluator:</i>					



<b>GRADUATE PROGRAMS</b> Masters Offering PhD Offering	3.00	2.00 1.00	Effective and compliant ITE master's programs Effective and compliant ITE doctorate programs		
<b>Sub-Total (Graduate Programs)</b>					
<i>Comments by evaluator:</i>					
<b>GRADUATE PROFILE</b> Attainment of program outcomes	0.50	0.50	Based on interview of graduates		
<b>Sub-Total (Graduate Profile)</b>					
<i>Comments by evaluator:</i>					
<b>GRADUATE TRACER</b>	0.50		Existence of tracer system of graduates		
<b>Sub-Total (Graduate Tracer)</b>					
<i>Comments by evaluator:</i>					
<b>SUB-TOTAL INSTITUTIONAL QUALITY</b>					

CRITERIA (Specific Area)	WEIGHT	BREAKDOWN	REMARKS (Criteria Description)		POINTS
INTERNALLY FUNDED APPLICATIONS, DEVELOPMENT AND RESEARCH PROJECTS	7.00	1.00	Includes faculty and students projects (maximum 10.00 points)		
		3.00	On-going research projects (0.25 point per project)		
		3.00	Completed research terminal reports (0.50 point per report)		
		3.00	Publications or conference papers (0.50 per paper)		
<b>Sub-Total (Internal Funding)</b>					
<i>Comments by evaluator:</i>					
EXTERNALLY FUNDED APPLICATIONS, DEVELOPMENT AND RESEARCH PROJECTS	7.00	1.00	Includes students and faculty projects (maximum 10.00 points)		
		3.00	On-going research projects (0.25 point per project):(no double counting of publication)		
		3.00	Completed research terminal reports (0.50 point per report):(no double counting of publication)		
		3.00	Publications or conference papers (0.50 per paper) 1.00 point for each SCt, ISI, Scopus Indexed paper. (no double counting of publication)		
<i>Comments by evaluator:</i>					



PUBLICATION	7.00		0.5 point for refereed articles, proceedings, books, or book chapters (no double counting), 1.00 point for each SCI, ISI, Scopus Indexed paper. (no double counting of publication)		
			<b>Sub-Total (Publication)</b>		
<i>Comments by evaluator:</i>					
PRESENTATION IN CONFERENCES	7.00		0.5 point - local/international per presentation (maximum of 7 points): no double counting		
			<b>Sub-Total (Presentation)</b>		
<i>Comments by evaluator:</i>					
COMMERCIALIZATION INITIATIVES	2.00		0.50 point per start-up or commercialized IT product (maximum of 5.00 points) *commercialized IT product used by an external institution		
			<b>Sub-Total (Publication)</b>		
<i>Comments by evaluator:</i>					

**SUB-TOTAL RESEARCH**

CRITERIA (Specific Area)	WEIGHT	BREAKDOWN	REMARKS (Criteria Description)		POINTS
ACADEMIC LINKAGES	6.00		1 point per linkage with HEIs within the last 5 years (pro-rated) a. Each linkage must result to three (3) activities for the last five (5) years. b. Linkage must be evidenced by documentation on student exchange, faculty exchange, joint research and the like (that involved ITE faculty and/or students). 0.1 point for each position per year per person in national IT organization/journal 0.1 point for each engagement per year per person for national/international conference steering/program/organizing committee		
			<b>Sub-Total (Academic Linkages)</b>		
<i>Comments by evaluator:</i>					
INDUSTRY - ACADEME LINKAGES	8.00		1 point per linkage with industry/government agency for the last 5 years (pro-rated) a. Each linkage must result to three (3) activities for the last five (5) years (OJT activities are not included) b. Linkage must be evidenced by documentation on research collaboration, projects, trainings, immersion programs and the like (that involved ITE faculty and/or students). 0.1 point for each position in an ITE body, (regional, national, international)		



				<b>Sub-Total (Industry Linkages)</b>	
<i>Comments by evaluator:</i>					
IT OUTREACH PROGRAMS	6.00		0.25 point each activity within the last 8 years (pro-rated)  0.25 point per hosting of national or international conference/event. only ITE related programs will be considered. e.g., IT trainings, seminars, workshops conducted by the faculty/students maximum of 6 points		
				<b>Sub-Total (Outreach)</b>	
<i>Comments by evaluator:</i>					

**SUB-TOTAL EXTENSION AND LINKAGES**

CRITERIA (Specific Area)	WEIGHT	BREAKDOWN	REMARKS (Criteria Description)		POINTS
ACCREDITATION PROCESS	2.00		School must have undergone accreditation process (gets full points) provided 1 of each program (1 point per CHED recognized or international accrediting agency (may include ISO))  maximum of 2 points		
				<b>Sub-Total (Accreditation)</b>	
<i>Comments by evaluator:</i>					
NATIONAL / INTERNATIONAL RECOGNITION	1.50		If any of the programs with international recognition or the national institutional recognition gets full points  Includes individual recognitions (0.50 each) maximum of 1.50 point		
				<b>Sub-Total (Recognition)</b>	
<i>Comments by evaluator:</i>					
CRITERIA (Specific Area)	WEIGHT	BREAKDOWN	REMARKS (Criteria Description)		POINTS
IT - ENABLED PROCESSES	1.50		Presence of IT enabled administrative processes (0.50 per area) e.g., financial processes, human resources, and other admin processes (no double counting)		
				<b>Sub-Total (Accreditation)</b>	
<i>Comments by evaluator:</i>					

**SUB-TOTAL INSTITUTIONAL QUALIFICATIONS**



**EVALUATED BY:** (TPITE Member / TASKFORCE COE member / COE EVALUATOR)

Name and Signature	Date

Name and Signature	Date

Name and Signature	Date

**ATTESTED BY:** (CHED-CO Representative)

**CHED-CO Representative**

Name and Signature	Date

II COD-COE Instrument as of June 29, 2015

