

**ANNEX I  
EVALUATION CRITERIA**

CRITERIA	POINTS	SOURCES OF EVIDENCE
<b>KRA I - INSTRUCTION</b>	<b>100</b>	
<b>Criterion A – Teaching Effectiveness</b>	Maximum of 60	
1. Student Evaluation for Faculty	55	<ul style="list-style-type: none"> <li>Summary of Average Student Evaluation for Faculty with computed average using <b>Template-JC__KRAI.A1.</b></li> </ul>
2. Faculty with two or three teaching preparations per semester	5	<ul style="list-style-type: none"> <li>Copy of duly signed teaching/faculty assignment/load per semester for six (6) semesters</li> </ul>
<b>Criterion B – Curriculum and/or Instructional Materials Developed</b>	Maximum of 30	
1. For every instructional material developed and approved for use. 1.1 Sole author of a textbook 1.2 Co-author of a textbook 1.3 Sole author of a textbook chapter 1.4 Co-author of a textbook chapter 1.5 Sole author of a manual/module 1.6 Co-author of a manual/module 1.7 Multimedia teaching materials 1.8 Testing Materials	<p>30</p> <p>% contribution</p> <p>10</p> <p>% contribution</p> <p>16</p> <p>% contribution</p> <p>16</p> <p>10</p>	<ul style="list-style-type: none"> <li>Copy of instructional material/s developed (e.g. textbook, manual, module, materials for the implementation of flexible learning);</li> <li>Copy of approval for the use of the instructional material/s in the institution (e.g. governing board resolution, memorandum, official letter, etc.); and</li> <li>Copy of documentation of the peer review process</li> <li>For output with multiple authors - Certification from all the authors showing their respective percentage contributions in the development of the instructional material using <b>Template-JC__KRAI.B1</b></li> </ul>
2. Academic programs developed/ revised and implemented 1.1 Lead Proponent 1.2 Contributor	<p>10</p> <p>5</p>	<ul style="list-style-type: none"> <li>Copy of approval for the implementation of the developed and/or revised academic degree program (e.g. governing board resolution, memorandum, official communication, etc.).</li> <li>For output with multiple contributors - copy of certification from the academic unit head indicating the role of the faculty (lead or contributor) in the development and/or revision of the academic degree program using <b>Template-JC__KRAI.B2</b></li> </ul>
<b>Criterion C – Special Projects, Capstone Projects, Thesis, Dissertation and Mentorship Services</b>	Maximum of 10	

CRITERIA	POINTS	SOURCES OF EVIDENCE																				
<p>1. For every service rendered to students/ group of students as adviser, critic and panel member in doctoral dissertation, master's and undergraduate theses, and other mentorship services.</p> <p>1.1 Adviser 1.2 Critic 1.3 Panel 1.4 Mentor</p>	<p><b>S/CP</b> – Special/Capstone Project <b>UGT</b> – Undergraduate Thesis <b>MT</b> – Master's Thesis <b>DD</b> – Doctorate Dissertation</p> <table border="1" data-bbox="692 405 957 562"> <thead> <tr> <th>S/CP</th> <th>UGT</th> <th>MT</th> <th>DD</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>5</td> <td>8</td> <td>10</td> </tr> <tr> <td>2</td> <td>2</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>1</td> <td>2</td> <td>2</td> </tr> <tr> <td colspan="4" style="text-align: center;">3</td> </tr> </tbody> </table>	S/CP	UGT	MT	DD	3	5	8	10	2	2	4	5	1	1	2	2	3				<p><b>For Special Projects, Capstone Project, Thesis or Dissertation:</b></p> <ul style="list-style-type: none"> <li>• Copy of appointment as adviser, critic or panel member (memorandum, notice, appointment letter, invitation, etc.); and</li> <li>• Copy of signed approval document of the special project, capstone project, thesis, or dissertation of students.</li> </ul> <p><b>For Mentoring:</b></p> <ul style="list-style-type: none"> <li>• Copy of appoint/designation as mentor of a student or a team of students; and</li> <li>• Copy of the awards/certificate received by students mentored</li> </ul>
S/CP	UGT	MT	DD																			
3	5	8	10																			
2	2	4	5																			
1	1	2	2																			
3																						
<p><b>KRA II - RESEARCH, INNOVATION AND/OR CREATIVE WORK</b></p>	<p><b>100</b></p>																					
<p><b>Criterion A – Research Outputs Published</b></p>	<p>Maximum of 100</p>																					
<p>1. For every scholarly research paper/educational or technical article and other outputs published in book, and refereed and internationally-indexed monograph, conference proceeding, technical/scientific/ professional journal.</p> <p>1.1 Sole Author of a Book 1.2 Co-author of a Book 1.3 Sole Author of a Journal Article 1.4 Co-author of a Journal Article 1.5 Sole Author of Book Chapter 1.6 Co-author of a Book Chapter 1.7 Sole Author of Monograph 1.8 Co-author of a Monograph 1.9 Other Peer-reviewed Scholarly Output</p> <p>2. For every translational research or research translated into project</p> <p>2.1 sole researcher/project leader of research that was translated into project 2.2 researcher/project member</p>	<p style="text-align: center;">100</p> <p style="text-align: center;">% contribution</p> <p style="text-align: center;">50</p> <p style="text-align: center;">% contribution</p> <p style="text-align: center;">35</p> <p style="text-align: center;">% contribution</p> <p style="text-align: center;">100</p> <p style="text-align: center;">% contribution</p> <p style="text-align: center;">10</p> <p style="text-align: center;">35</p> <p style="text-align: center;">% contribution</p>	<ul style="list-style-type: none"> <li>• Copy of published research output; or</li> <li>• Copy of the page where the name of the author, the date published, the title of the book, journal, monograph, etc. are indicated; and</li> <li>• Copy of documentation of the peer review process</li> <li>• For output with multiple authors - copy of certification from all the authors showing their respective contributions (in percentages) in the published research using <b>Template-JC__KRAII.A1</b></li> </ul> <ul style="list-style-type: none"> <li>• Copy of the executive summary of the research/es translated into project;</li> <li>• Copy of MOA with the implementing agency or board resolution approving the implementation of the project; and</li> <li>• Copy of terminal report for completed project or interim report for ongoing project.</li> </ul>																				
<p><b>Criterion B – Inventions</b></p>	<p>Maximum of 100</p>																					
<p>1. For every patented invention, innovation, as well as creative work; of educational, technical, scientific and/or cultural value.</p> <p>1.1 Patentable Inventions, Utility Models and Industrial Design</p> <p>1.1.1 Invention Patent</p> <ul style="list-style-type: none"> <li>• Sole Inventor</li> <li>• Co-inventor</li> </ul> <p>1.1.2 Utility Model</p> <ul style="list-style-type: none"> <li>• Sole Inventor</li> <li>• Co-inventor</li> </ul> <p>1.1.3 Industrial Design</p> <ul style="list-style-type: none"> <li>• Sole Inventor</li> </ul>	<p>Stages of Patenting</p> <p><b>A</b> – Acceptance <b>P</b> – Publication <b>G</b> – Grant</p> <table border="1" data-bbox="692 1760 957 1861"> <thead> <tr> <th>A</th> <th>P</th> <th>G</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>20</td> <td>80</td> </tr> <tr> <td colspan="3" style="text-align: center;">% contribution</td> </tr> </tbody> </table> <p style="text-align: center;">10</p> <p style="text-align: center;">% contributions</p> <p style="text-align: center;">5</p>	A	P	G	10	20	80	% contribution			<ul style="list-style-type: none"> <li>• Copy of certification from IPOPHL for <b>Acceptance</b>.</li> <li>• Copy of Notice of Publication from IPOPHL for <b>Publication</b>.</li> <li>• Copy of Patent/UM/ID certificate issued by IPOPHL for <b>Grant</b>.</li> <li>• For output with multiple inventors – copy of certification from all the inventors showing their respective contributions (in percentages) in the development of the invention using <b>Template-JC__KRAII.B1</b></li> </ul>											
A	P	G																				
10	20	80																				
% contribution																						

CRITERIA	POINTS	SOURCES OF EVIDENCE
<ul style="list-style-type: none"> <li>• Co-inventor</li> </ul> 1.2 Commercialized Patented Product <ul style="list-style-type: none"> <li>1.2.1 Local</li> <li>1.2.2 International</li> </ul>	% contribution  5 (max = 20) 10 (max = 30)	<ul style="list-style-type: none"> <li>• Copy of licensing agreement, license to operate (LTO), certificate of product registration (CPR) from FDA, or similar permits issued by relevant regulatory agencies for commercialized patent product.</li> </ul>
2. For every non-patentable invention, innovation, as well as creative work; of educational, technical, scientific and/or cultural value. <ul style="list-style-type: none"> <li>2.1 Copyrighted and utilized software products               <ul style="list-style-type: none"> <li>2.1.1 New Software products                   <ul style="list-style-type: none"> <li>• Sole Developer</li> <li>• Co-developer</li> </ul> </li> <li>2.1.2 Updated Software products                   <ul style="list-style-type: none"> <li>• Sole Developer</li> <li>• Co-developer</li> </ul> </li> </ul> </li> <li>2.2 Varieties (e.g. plants and other crops) developed and propagated               <ul style="list-style-type: none"> <li>2.2.1 Sole developer</li> <li>2.2.2 Co-developer</li> </ul> </li> </ul>	10 % contribution  4 2  10 % contribution	<ul style="list-style-type: none"> <li>• Copy of copyright registration certificate from IPOPHL; and</li> <li>• Copy of certificate of utilization from end-user/s for software products.</li> <li>• For output with multiple developer – Copy of certification from all the developers showing their contribution (in percentage) in the output using <b>Template-JC __ KRAII.B2</b></li> <li>• Copy of certification of plant variety from DTI, Bureau of Plant Industries, or other authorized agencies; and</li> <li>• Copy of certification from farm owners/breeders has been propagated, specifying the number of farms where the variety has been propagated.</li> <li>• For output with multiple developer – Copy of certification from the all the developer showing their contribution (in percentage) in the development of the plant variety using <b>Template-JC __ KRAII.B3</b></li> </ul>
<b>Criterion C – Creative Works</b>	Maximum of 100	
1. For every creative work created, performed, presented, exhibited, and published. <ul style="list-style-type: none"> <li>1.1 New Form of Creative Work</li> <li>1.2 Creative Performing Art Work (music, theater and dance)               <ul style="list-style-type: none"> <li>1.2.1 Performance of own work</li> <li>1.2.2 Performance of work of others</li> </ul> </li> <li>1.3 Exhibition (visual arts, architecture, film, multimedia)</li> <li>1.4 Literary publications               <ul style="list-style-type: none"> <li>1.4.1 Novel</li> <li>1.4.2 Short story</li> <li>1.4.3 Essay</li> <li>1.4.4 Poetry</li> </ul> </li> <li>1.5 Juried or peer-reviewed designs (e.g. architecture, engineering, fine arts, industrial design)</li> </ul>	20  20 10  20  20 10 10 10  20	<ul style="list-style-type: none"> <li>• Copy of invitation letter from a reputable organizer, program, and pictures of performance for <b>Creative Performing Arts</b>.</li> <li>• Copy of letter of acceptance or letter of invitation and pictures of the creative work in the exhibit for <b>Exhibition</b></li> <li>• Copy of the publication where the title of the literary work, name of the author, and the date published are indicated.</li> <li>• Copy or photo and documentation of the <b>Peer-Reviewed Design</b>.</li> <li>• Copy of documentation of the peer review process</li> </ul> <p><b>For Recognized Creative Works by Faculty in non-related disciplines</b></p> <ul style="list-style-type: none"> <li>• Copy of the creative work;</li> <li>• Copy or photo of the awards or recognition from external body; and</li> <li>• Copy of proof that the creative work was supported by the institution.</li> </ul>
<b>KRA III – EXTENSION</b>	<b>100</b>	

CRITERIA	POINTS	SOURCES OF EVIDENCE
<b>Criterion A – Service to the Institution</b>	Maximum of 50	
1. For every year of administrative designation as:		<ul style="list-style-type: none"> <li>• Copy of Appointment or Designation with effectivity period (e.g. memorandum order, appointment letter, board resolution, notice of designation, etc.); and</li> <li>• Copy of minutes of meetings or other documents showing participation in the activities of the Institution-level or Department-level Committees.</li> </ul>
1.1 University/College Level (Institutional Level)		
1.1.1 Vice-President	15	
1.1.2 Chancellor	10	
1.1.3 Vice-Chancellor	8	
1.1.4 Campus Director/Administrator/Head	8	
1.1.5 Office Director	6	
1.1.6 Univ./Col. Secretary	6	
1.1.7 Project Head	4	
1.1.8 Institution-level Committee		
• Chair	3	
• Member	2	
1.2 College/Institute Level		
1.2.1 Dean	6	
1.2.2 Associate Dean	5	
1.2.3 College Secretary	3	
1.2.4 Dept Head	4	
1.2.5 Program Chair/Project Head	3	
1.2.6 Department-level Committee		
• Chair	2	
• Member	1	
2. For every successful linkages/networking activity:	5	<ul style="list-style-type: none"> <li>• Copy of Board Resolution approving the partnership;</li> <li>• Copy of MOA;</li> <li>• Copy of implementation reports; and</li> <li>• Copy of documents showing the benefits derived from the partnership.</li> </ul>
3. Contribution in income generation (total income during the 3-year period)	Below 1M - 2 pts 1M & Above - 5 pts  <i>*for adjustment based on actual figures from SUCs</i>	<ul style="list-style-type: none"> <li>• Copy of financial reports showing the income generated by the patented product developed by the faculty during the evaluation period.</li> <li>• Points for faculty is based on the participation</li> </ul>
<b>Criterion B – Service to the Community</b>	Maximum of 30	
1. Professional/Expertise-based Services		
1.1 For Services in Accreditation, Evaluation, Assessment Works, and other related Educational Quality Assurance Activities.		<ul style="list-style-type: none"> <li>• Copy of appointment from the organization/agency with effectivity period (notice, letter, special order, memorandum, etc.);</li> <li>• Copy of official invitation; and</li> <li>• Copy of certificate of attendance or similar documents</li> </ul>
1.1.1 International	10	
1.1.2 National	8	
1.2 For Services as Judge/Examiner for local/international research awards and academic competitions		<ul style="list-style-type: none"> <li>• Copy of proof of engagement (official invitation, certificate of appreciation, etc.)</li> </ul>
1.2.1 Research Awards	2	
1.2.2 Academic Competitions	1	
1.3 For services rendered as a short-term consultant/expert in an activity of an educational, technological,		<ul style="list-style-type: none"> <li>• Copy of contract of service; and</li> <li>• Copy of MOA</li> </ul>

CRITERIA	POINTS	SOURCES OF EVIDENCE
professional, scientific or cultural nature (foreign or local) sponsored by a private organization or government, or as adjunct faculty 1.3.1 International 1.3.2 National	10 8	
1.4 For services through media as: 1.4.1 Writer of occasional newspaper column 1.4.2 Writer of regular newspaper column 1.4.3 Host of TV/Radio Program 1.4.4 Guesting as technical expert for TV or radio program/print media/online media	2 (max=10) 10 10 1 (max = 10)	<ul style="list-style-type: none"> <li>• Copy of the newspaper article for <b>writer of occasional newspaper column</b></li> <li>• Copy of compiled articles for <b>writer of regular newspaper column.</b></li> <li>• Copy of contract or agreement, invitation letter, etc. for <b>host of TV/Radio program</b></li> <li>• Copy of Invitation letter for <b>guesting as technical expert</b></li> </ul>
1.5 For every hour of training course/ seminar/workshop conducted as Resource Person/Convenor/ Facilitator/ Moderator/Keynote Speaker/ Plenary Speaker/Panelist 1.5.1 International 1.5.2 National	2 1	<ul style="list-style-type: none"> <li>• Copy of invitation letter;</li> <li>• Copy of program; and</li> <li>• Copy of certificate of appreciation or similar documents</li> </ul>
<b>2. Institutional Social Responsibility</b>		
2.1 For every service-oriented project in the community participated in including advocacy initiatives. 2.1.1 Head of Extension or Production 2.1.2 Participant of Extension or Production	5 (max = 20 pts) 2 (max = 20 pts)	<ul style="list-style-type: none"> <li>• Copy of approval for the conduct of the outreach or extension activity/ project/ program (governing board resolution, memorandum, official communication, etc.);</li> <li>• Copy of appoint/designation as head of the activity/project/program; and</li> <li>• Copy of extension activity/project/ program report</li> </ul>
<b>Criterion C – Relevance of Extension</b>	Maximum of 20	
1. Satisfaction Rating for Outreach and Extension Projects	20	<ul style="list-style-type: none"> <li>• Summary of satisfaction/ evaluation ratings per evaluation period of the outreach and extension activities and its computed average using <b>Template-JC__KRAIII.C1.</b></li> </ul>
<b>KRA IV - PROFESSIONAL DEVELOPMENT</b>	<b>100</b>	
<b>Criterion A – Academic Experience</b>	Maximum of 10	
1. For every year of full-time academic service in a private institution of higher learning as: 1.1 Vice President/Dean/Director 1.2 Department/Program Head 1.3 Faculty member	3 2 1	<ul style="list-style-type: none"> <li>• Copy of service record, certificate of employment, notice of appointment/ designation or similar documents.</li> </ul>
<b>Criterion B – Industry Experience (non-academic organization)</b>	Maximum of 10	
1. For every year of industry experience in: 1.1 Managerial/Supervisory Position 1.2 Technical and Skilled 1.3 Support/Administrative Staff	3 2 1	<ul style="list-style-type: none"> <li>• Copy of service record, certificate of employment, notice of appointment/ designation or similar documents.</li> </ul>

CRITERIA	POINTS	SOURCES OF EVIDENCE
<b>Criterion C – Involvement in Professional Organizations</b>	Maximum of 20	
1. For current individual membership and active role/ contribution in relevant, recognized/registered professional organization, learned/honor/scientific society.	1	<ul style="list-style-type: none"> <li>• Copy of membership in professional organization (Certificate of membership, Identification Card, etc.); and</li> <li>• Copy of minutes of meeting, invitation letter, or any communication indicating the role or assignment of the faculty in the activity.</li> </ul>
<b>Criterion D – Continuing Development</b>	Maximum of 60	
1. For every post-master diploma/certificate	(max=40) 5	<ul style="list-style-type: none"> <li>• Copy of transcript of records, diploma or certificate.</li> </ul>
2. For every post-doctorate diploma/certificate	8	
3. For additional master's degree	10	
4. For doctorate degree or additional doctorate degree	15	
1. For every participation in conferences, seminars, workshops, industry immersion	(max=10)	<ul style="list-style-type: none"> <li>• Copy of the certificate of participation</li> </ul>
2.1 International	2	
2.2 National	1	
2. For every paper presentation in conferences	(max=10) 1	<ul style="list-style-type: none"> <li>• Copy of letter/certificate of acceptance</li> </ul>
<b>Criterion E – Awards and Recognition</b>	Maximum of 20	
1. For every award of distinction received in recognition of achievement in relevant areas of specialization/profession and/or assignment of the faculty concerned.		<ul style="list-style-type: none"> <li>• Copy of certificate of recognition/award</li> <li>• Copy of the picture of plaque, trophy, medal, or other similar items.</li> </ul>
1.1 International	4	
1.2 National/Regional	3	
1.3 Local	2	
1.4 Institutional	1	
2.		<ul style="list-style-type: none"> <li>•</li> </ul>