

**ANNEX II  
IMPLEMENTING GUIDELINES**

**A. General Guidelines**

1. Faculty shall be evaluated based on their accomplishments in the 4 Key Result Areas (KRAs) of Instruction; Research, Innovation, and Creative Work; Extension; and Professional Development within the evaluation period in accordance with the Evaluation Criteria.
2. Only the accomplishments of faculty within the evaluation period will be given corresponding points. However, for first time applicants and those who did not apply in the last evaluation cycle, their relevant accomplishments prior to the current evaluation period will be considered and given corresponding points.
3. The point/s received by the faculty for each KRA will be computed based on the weight/s assigned to the current rank of the faculty. The final score will determine the number of sub-ranks that will be granted to the faculty.
4. All declarations shall be supported by appropriate documentary evidence as stipulated in Annex I.
5. Faculty members who are on secondment, special detail, study leave, maternity leave or sabbatical leave during the evaluation period shall be allowed to apply for reclassification provided that the increase in salary shall take effect upon their actual report to duty. Faculty members who are on secondment or special detail, may be reclassified based on their accomplishments and performance while on secondment or special detail provided that they are recommended by their respective departments/colleges.
6. The faculty who received a National or International Award by a recognized organization within the evaluation period shall be awarded automatic one sub-rank reclassification on top of the result of the evaluation.

**Specific Guidelines****I. KRA 1 – INSTRUCTION (100 points)**

A faculty may earn a total of 100 points from Criterion A, B and C. The maximum allowable points for each criterion are broken down as follows:

- Criterion A = 60 points
- Criterion B = 30 points
- Criterion C = 10 points

**A. Criterion A – Teaching Effectiveness (maximum of 60 points)**

This pertains to the faculty member's ability to organize teaching-learning processes to enable students to maximize their learning potentials and/or the delivery of instruction that eventually results in academic excellence.

**1. Student Evaluation for Faculty (55 points)**

- a. A faculty member should be evaluated by the students in each of his/her classes every semester for six (6) semesters.
- b. A minimum of thirty (30) students in each class shall evaluate the faculty. If the number of students is less than 30, all the students in the class are required to evaluate the faculty. For classes with large number of students, the SUCs shall use random sampling to select the respondents.
- c. During the transition period (2016-2019), the SUCs shall use their existing student evaluation instrument for teaching effectiveness. In the subsequent evaluation cycle, the SUC shall use the prescribed template (Form \_\_\_) for student evaluation.
- d. The equivalent points can be calculated by using the formula below:

$$\text{Points} = \text{OR (Overall Rating)} \div 5 \times 55$$

Where:

**OR** = is the average of the six (6) semester averages of student evaluation for faculty rating

**5** = is the highest possible rating that can be obtained by the faculty.

**55** = is maximum points that can be earned from the criterion.

Sample Computation:

	AY - 01		AY - 02		AY - 03	
	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem
Semestral Averages	4.75	4.87	4.5	4.25	4.85	4.9
Overall Rating	<b>4.69</b>					

$$\begin{aligned}
 \text{Points} &= \text{OR} \div 5 \times 55 \\
 &= 4.69 \div 5 \times 55 \\
 &= 0.94 \times 55 \\
 &= \mathbf{51.55}
 \end{aligned}$$

e. For faculty on maternity leave, the divisor will be six (6) semesters. The faculty shall be evaluated by the students for the remaining months before or after the maternity leave. The student evaluation for this period will be counted as full.

f. For faculty on study leave, the divisor to be used in the computation of the average will be the number of semesters before and/or after the study leave was implemented within the evaluation period.

Illustration:

	AY - 01		AY - 02		AY - 03	
	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem
Semestral Averages	4.75	On Study Leave	On Study Leave	On Study Leave	4.85	4.90
Overall Rating	$(4.75+4.85+4.90)/3 = 4.83$					

$$\begin{aligned} \text{Points} &= \text{OR} \div 5 \times 55 \\ &= 4.83 \div 5 \times 55 \\ &= 0.97 \times 55 \\ &= \mathbf{53.35} \end{aligned}$$

g. For newly hired faculty who joined the SUC within the evaluation period, the faculty will have the option to apply for reclassification or wait for the next evaluation period wherein all his/her accomplishments during the period will still be considered. However, if the faculty still decided to apply for reclassification, the divisor that will be used in the computation of the average will be six (6) semesters.

Illustration:

	AY - 01		AY - 02		AY - 03	
	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem
Semestral Averages	-	-	-	4.75	4.85	4.90
Overall Rating	$(4.75+4.85+4.90)/6 = 2.42$					

$$\begin{aligned} \text{Points} &= \text{OR} \div 5 \times 55 \\ &= 2.42 \div 5 \times 55 \\ &= 0.48 \times 55 \\ &= \mathbf{26.4} \end{aligned}$$

## 2. Faculty with Two or Three Teaching Preparations per Semester (5points)

a. A faculty shall earn a total of 5 points for consistently having a teaching load of two (2) or three (3) preparations per semester for six (6) semesters. Please note that the teaching load and the number of preparations of a faculty per semester should be in accordance with the policies, standards and guidelines prescribed by CHED.

b. Five (5) points will be awarded to the faculty for every semester that meets the required number of teaching preparation. Otherwise, no point will be given for every semester that fails to meet the requirement.

c. Calculate the average points received for the six (6) semesters

	AY - 01		AY - 02		AY - 03	
	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem
Load	2 subjects	3 subjects	1 subject	3 subjects	1 subject	3 subjects
Points	5	5	0	5	0	5
Ave. Points	$(5+5+0+5+0+5)/6 = 3.33$					

d. For faculty on study leave, the divisor to be used in the computation of the average will be the number of semesters before and/or after the study leave was implemented within the evaluation period.

e. For newly hired faculty who came in within the evaluation period, the faculty will have the option to apply for reclassification or wait for the next evaluation period wherein all his/her accomplishments during the period will still be considered. However, if the faculty still decided to apply for reclassification, the divisor that will be used in the computation of the average will be six (6) semesters.

## B. Instructional Materials and/or Curriculum Developed (maximum of 30 points)

This pertains to the faculty member's ability to develop new instructional materials and other learning resources as well as formulate/revise new academic programs.

### 1. For Every Instructional Materials Developed

- a. Instructional material pertains to digital or printed textbooks, modules, laboratory manuals, workbooks, course books, and other similar materials developed by the faculty and approved by department or college for instructional purposes. Also included in this category are software, prototypes and computer aided instructional material for the implementation of flexible learning system in recognition of the outputs of faculty during the pandemic.
- b. A textbook is book which is an exposition of generally accepted principles in one (1) subject, intended primarily as a basis for instruction in a classroom or pupil-book-teacher situation (Item b, Section 3 of RA 8047).
- c. The modules, workbooks and multimedia materials should be in a complete set per subject.
- d. Author of textbook chapters includes editors who organizes the whole textbook or serves as a chapter writer.
- e. Testing Materials are standardized testing materials like departmental exams that are validated, reliability tested, secured, and externally verified.
- f. The subject matter covered in the instructional material should be within the discipline/s of the faculty member being evaluated.
- g. The instructional materials must be approved for use by the department/college.
- h. Each type of instruction material has a corresponding point as indicated in the Evaluation Criteria (Annex I).
- i. For outputs with two (2) or more claimants, the faculty involved shall declare his/her contribution in percentage. The respective points shall be calculated by multiplying the points allocated for the particular output by the percentage contribution of each faculty.

### Sample Computation:

Authors	Output	Points	% Contribution	computation	Pts Received
---------	--------	--------	----------------	-------------	--------------

Faculty A	1 Set of Module	16	60%	16 x 60%	9.6
Faculty B			40%	16 x 40%	6.4

## 2. Academic Programs Developed or Revised

This pertains to new academic degree programs developed by the faculty or existing academic degree programs revised by the faculty.

- a. The new academic degree program developed (programs not yet offered by the SUC) or existing academic program offered revised by the faculty must be approved for implementation by the governing board.
- b. Points will be given for every approved and implemented academic program developed/revised by the faculty within the evaluation period/cycle.
- c. For outputs with two (2) or more claimants, the faculty involved shall declare his/her contribution in the development/revision of the academic program as either the lead proponent or contributor.

## C. Criterion C – Special Projects, Capstone Projects, Thesis, Dissertation and Mentorship Services (maximum of 10 points)

This pertains to services rendered by the faculty as adviser, critic and/or panel member in doctoral dissertation, master's and undergraduate theses, and other mentorship services.

### 1. For Every Service as Adviser, Critic, Panel and Mentor

- a. The academic program where the faculty will serve as adviser, critic or panel must have a Certificate of Program Compliance (COPC). This will not be applicable during the transition period but will be required in the succeeding evaluations.
- b. For services as adviser, the special project, capstone, thesis or dissertation of the student must have been completed and approved in order to earn points.
- c. For mentorship, the student or team of students being mentored should have won national/international academic and other co-curricular competitions as representative of the institution.
- d. The points for the services rendered differ depending on the type of service and level of students served as indicated in the evaluation criteria (Annex I).

## II. KRA II – RESEARCH, INNOVATION AND CREATIVE WORK (100 points)

A faculty may earn a combination of points from criterion A, B and C for a maximum of 100 points. Each criterion has a maximum of 100 points.

### A. Criterion A – Research Outputs Published (maximum of 100 points)

This refers to 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.

#### 1. For Every Scholarly Research and other Outputs

- a. Book as defined by the United Nations Educational Scientific and Cultural Organization (UNESCO), a printed non-periodical publication of at least forty-

eight (48) pages, exclusive of cover pages, published in the country and made available to the public (Item A, Section 3 of RA 8047). It does not include textbooks, fictional and coffee table books. It must be peer-reviewed and published in reputable presses/publishers.

- b. Journal Articles must be refereed and internationally indexed. Journal Articles in Filipino that are not internationally-indexed but peer-reviewed and with a track record will be considered.
- c. Only research output published within the evaluation period will be accepted.
- d. For output with two (2) or more claimants, the faculty involved shall declare his/her contribution in percentage using a prescribed template. The respective points shall be calculated by multiplying the points allocated for the particular output by the percentage contribution of each faculty.

**Sample Computation:**

Authors	Output	Points	% Contribution	computation	Points Received
Faculty A	Journal Article	50	70%	50 x 70%	35
Faculty B			30%	50 x 30%	15

- e. For first time ratees, the coverage of evaluation for research output is within the last 5 years. For those who have been rated previously, the coverage of the research output is within the evaluation period.
- f. Other peer-reviewed scholarly output may include but not limited to the following: commissioned research, policy papers, maps, ethnographic/field/research notes/data from field work transcribed in International phonetic alphabet (IPA), articles in academic magazine, case studies, papers published in conference proceedings (should be full paper) as applicable to the program, and translation of scholarly work).

**2. For every translational research**

- a. These are researches conducted by the faculty which are later translated into projects.
- b. There should be evidence that the project was based on the research conducted by the faculty.

**B. Criterion B – Inventions (maximum of 100 points)**

This refers to patentable and non-patentable inventions, innovations, as well as creative work; of educational, technical, scientific and/or cultural value.

**1. Patentable Inventions, Utility Models and Industrial Designs**

- a. For Invention Patent, points shall be awarded for each stage of the patent approval process. The stages of patenting include: 1) Acceptance of Application, 2) Publication, and 3) Grant. The points for each stage not cumulative
- b. for Utility Models and Industrial Designs, only the Patent Grant will be given points.
- c. For output with two (2) or more claimants, the faculty involved shall declare his/her contribution in percentage using a prescribed template. The respective points shall be calculated by multiplying the points allocated for the particular output by the percentage contribution of each faculty.

**Sample Computation 1:**

Authors	Output	Points	% Contribution	computation	Pts. Received
Faculty A	Acceptance of Patent Application	10	60%	10 x 60%	6
Faculty B			40%	10 x 40%	4

**Sample Computation 2:**

Authors	Output	Points	% Contribution	computation	Pts Received
Faculty C	Grants of Invention Patent	80	70%	80 x 70%	56
Faculty D			30%	80 x 30%	24

- d. Local refers to patented products commercialized within the Philippines while International refers to patented products commercialized at least in one (1) county outside the Philippines.
- e. Local Commercialized Patented Products shall have a maximum of 20 points while International Commercialized Patented Products shall have a maximum of 30 points.

**2. Non-Patentable Inventions**

- a. New and updated software products should be both copyrighted and utilized to be considered.
- b. Only updated software products with new functionality will be considered.
- c. New varieties of plants and other crops should be developed and propagated to earn points.
- d. The faculty shall declare his/her contribution in the development of plant variety.
- e. For output with two (2) or more claimants, the faculty involved shall declare his/her contribution in percentage using a prescribed template. The respective points shall be calculated by multiplying the points allocated for the particular output by the percentage contribution of each faculty.

**Sample Computation:**

Authors	Output	Points	% Contribution	computation	Points Received
Faculty A	New Software	10	65%	10 x 65%	6.5
Faculty B			35%	10 x 35%	3.5

**C. Criterion C – Creative Works (maximum of 100 points)**

This refers to creative work performed, presented, exhibited, or published. Creative work includes but is not limited to literature, artwork, music, dance, drama, productions, architecture, and games and apps. (taken from ISA Self-Evaluation Document).

**1. Creative Works Performed, Presented, Exhibited, and Published**

1. Performance must be in a venue organized by a reputable organization.
2. Only the first performance will be counted.
3. Exhibition and Published output should be peer-reviewed.

Creative work outside the discipline of the faculty shall be considered as long as it is supported by the SUC and it has brought recognition to the institution.

**III. KRA 3 – EXTENSION (100 points)**

A faculty may earn a total of 100 points from Criterion A, B and C. The maximum allowable points for each criterion are broken down as follows:

Criterion A = 30 points

Criterion B = 50 points

Criterion C = 20 points

**A. Criterion A – Service to the Institution (maximum of 50 points)**

This pertains to the services rendered to the institution by a faculty who is designated to an administrative position and has forged successful partnerships and linkages with various stakeholders that benefited the institution.

**1. Administrative Designation**

This refers to the services rendered by the faculty as designated member of the administration during the evaluation period.

- a. This item does not apply to “plantilla” administrative positions.
- b. Chairmanship/membership in Committees that is inherent to his/her designated position will not be considered. (for example, the Vice Presidents, Deans, and Office Directors are automatic members of the Administrative Council)
- c. The creation of the committee/s where the faculty is designated as chair/member should be approved by the board of the SUC.
- d. There should be evidence of active involvement in the committees where the faculty is involved in.
- e. Fraction of academic year will be evaluated proportionately (10 months per Academic Year)

**2. Networking and Linkages**

- a. The partnership should be approved by the board.
- b. The partnership should be formalized through a Memorandum of Agreement (MOA).
- c. There should be evidence of implementation and benefits derived by the SUC from the partnership.

**3. Contribution in income generation**

- a. The income should be attributed only from to the patented product.
- b. The income generated should be during the evaluation period.

**B. Criterion B – Service to the Community (maximum of 30 points)**

This refers to the technical/professional/ expert services rendered by the faculty to the community. The term “community” can be broadly defined to include among others: academic community, professional community, and geographic community.

**1. For Services in accreditation, evaluation and assessment.**

- a. For the purpose of this guidelines, “engagement” is defined as the appointment and deployment of a faculty for accreditation, evaluation, or assessment work by a recognized agency/organization within the evaluation period.
- b. Points will be given for every agency/organization that engages the faculty.

**Illustration 1:**



Faculty A was appointed and deployed 2 times by Local Agency X. Faculty A has no engagements with other Local Agency. Thus, Faculty A will receive 8 points.

**Illustration 2:**

Faculty B was appointed and deployed once by Local Agency Y. Faculty was also appointed and deployed by Local Agency Z twice. Since Faculty B has engagements with 2 Local Agencies, he/she will receive 16 points.

- c. International includes, but not limited to, ASEAN Quality Assurance Network (AQAN), ASEAN University Network (AUN), and Asia Pacific Quality Network (APQN).
- d. National includes, but not limited to, the following:
  - Local Accrediting Agencies
    - Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCU)
    - Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU)
    - Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA)
    - Association of Christian Schools, Colleges and Universities-Accrediting Council, Inc. (ACSCU-ACI)
    - Association of Local Colleges and Universities–Commission on Accreditation (ALCUCOA)
    - Philippine Technological Council (PTC)
    - PCS Information and Computing Accreditation Board (PICAB)
  - Government Agencies
    - CHED-related evaluations/assessments including Technical Panels (TPs), Regional Quality Assurance Team (RQAT), Technical Assessors, Institutional Sustainability Assessment (ISA) Assessor, etc.
    - Department of Trade and Industry – Philippine Quality Award PQA Assessor

**2. For Services as Judge/Examiner for local/international awards and academic competitions**

- a. Points will be given for every agency/organization that engages the faculty.
- b. The awards and/or competition should be sponsored by a recognized agency/organization.

**3. For Services as Short-term Consultant**

- a. Points will be given every engagement at any time during the cycle.
- b. This includes services as editor and reviewer.

**4. For Services as Writer of newspaper column, Host of a television or radio program, or as Invited Expert for television, radio, print or online media.**

- a. For writer of occasional newspaper column, points will be given per published column article but the maximum points that can be earned is 10.
- b. For writer of a regular newspaper column, points will be given per regular column.
- c. For host of TV/Radio program, points will be given per program.

- d. For guesting as technical expert, point will be given per guesting but the maximum points that can be earned is 10.

**5. For Services as Resource Person/Convenor/Facilitator/ Moderator/Keynote Speaker/Plenary Speaker/Panelist**

- a. Points will be given for every hour of service as Resource Person/Convenor/Facilitator/Moderator/Keynote Speaker/ Plenary Speaker/Panelist

**6. For Every Participation to Service-Oriented Projects or Production Activities.**

- a. Points will be given for every participation in service-oriented extension project or production activities by the faculty.
- b. The faculty should declare his/her role as either the head of the project or a participant to the project.
- c. A faculty could earn a maximum of 20 points as head of the project and 20 points as a participant of the project.

**C. Criterion C – Relevance of Extension (maximum of 20 points)**

The Outreach and Extension programs of SUCs should be relevant and responsive to the needs of the community it serves.

**1. Satisfaction Rating for Outreach and Extension Project**

They will be requested to rate the extension project as a whole using the Instrument for Extension Program Client Satisfaction (appendix\_\_\_\_\_)

**IV. KRA 4 – PROFESSIONAL DEVELOPMENT (100 points)**

A faculty may earn total of 100 points from Criterion A to E (for new entrants) or Criterion C to E (for existing faculty). The points for each criterion are broken down as follows:

- Criterion A = 10 points
- Criterion B = 10 points
- Criterion C = 20 points
- Criterion D = 60 points
- Criterion E = 20 points

**A. Criterion A – Academic Services (maximum of 10 points)**

This pertains to the academic experience of newly hired faculty member from private higher education institutions.

- a. This criterion is only applicable to newly hired faculty members from private HEIs who have not yet undergone reclassification (new entrants).
- b. The faculty may earn points for every year of academic services in a private higher education institution.

**B. Criterion B – Industry Experience (non-academic organization) (maximum of 10 points)**

This pertains to the experience of newly hired faculty members from the industry.

- a. This criterion is only applicable to faculty members from the industry who have not yet undergone reclassification (new entrants).
- b. The faculty may earn points for every year of industry experience.

**C. Criterion C – Involvement in Professional Organizations (maximum of 20 points)**

This pertains to the membership and active involvement of faculty members in professional organizations.

- a. Professional organization does not include Faculty Association
- b. Aside from membership in professional organizations, the faculty should show proof of contribution such as being an officer, event organizer, project implementor, etc.
- c. Points will be granted for every membership with contribution in professional organization

**D. Criterion D – Continuing Development (maximum of 60 points)**

**1. Additional Degrees Earned by the Faculty**

- a. The faculty may earn points for every additional degree earned within the evaluation period. However, the maximum points that can be earned is 40.
- b. Only degrees earned within the area of specialization or allied fields of the faculty will be counted. Honorary degrees are not considered.
- c. For newly hired faculty members who have not yet undergone the evaluation process, additional masters (aside from the master's degree earned as a minimum requirement), post-master's diploma, and/or doctorate degree earned by the faculty before entering the institution shall be counted.

**2. Participation in Conferences, Seminars, Workshops, industry immersion, and other capacity building activities**

- a. The capacity building activity participated in must be relevant to the faculty's field or assignment.
- b. Half day activities shall not be considered.

**3. Paper Presentations in Conferences**

- a. A faculty may earn points for every paper presentation in conferences conducted within the evaluation period. However, the maximum points that can be earned is 10.

**E. Criterion E – Awards and Recognition (maximum of 20 points)**

This pertains to award of distinction received by the faculty in recognition of achievement in relevant areas of specialization/profession and/or assignment of the faculty concerned.

**1. Awards and Recognitions**

These are awards and recognitions received by the faculty in the areas of instruction, research, extension, production and other areas such as administration and quality assurance