

ANNEX III

EVALUATION, REVIEW, ACCREDITATION AND APPROVAL PROCESS

Phase I – EVALUATION PROCESS

A. Institutional Evaluation Committee (IEC)

1. The Institutional Evaluation Committee (IEC) shall be constituted and appointed by the respective Governing Board of SUCs. Its composition shall be the following:
 - a) The SUC Vice President for Academic Affairs as the Chair
 - b) A Dean who shall be nominated by the SUC's Council of Deans or its equivalent
 - c) Two (2) faculty representatives from different ranks
 - d) HRMO/HRMD representative
 - e) Secretariat will be constituted by the SUC
2. IEC receives applications for reclassification from its faculty members. The following are the required documents to be submitted by the applicant faculty to the IEC:
 - a. Written request for position reclassification.
 - b. Duly accomplished Faculty Position Reclassification Form;
 - c. Supporting documentary evidence based on the list of possible evidence in Annex I. Documentary evidence shall be prepared both in hard copies and in soft copies. Hard copies are to be submitted to the IEC and the soft copies are saved in the faculty's google drive that will be shared with the Evaluation Committees in case of a remote evaluation and validation activity.
3. IEC conducts preliminary evaluation of the submissions and prepare a summary sheet of the points earned by every faculty based on the evaluation criteria in Annex I.
4. IEC prepares an Overall Summary Sheet (OSS) of points earned by all applicant faculty based on the template to be provided by CHED. There shall be two (2) separate Overall Summary Sheets: one for all faculty who met the points required for Instructor up to Associate Professor positions, and another one for all faculty who met the points for the Professor position.
5. The OSS shall be printed in two (2) copies each and must be signed by all members of the IEC.
6. Submission of the OSS for Instructor up to Associate Professor positions: the SUC President shall submit one (1) original copy to the Regional

Evaluation Committee (REC) and keep the other original copy in its file for future reference.

7. Submission of the OSS for Professor positions: the SUC President shall submit one (1) original copy to the Zonal Evaluation and Accreditation Committee (ZEAC) and keep the other original copy in its file for future reference.
8. All documentary evidence submitted in hard copies shall be retained in the SUC for reference until the results of the evaluations have been implemented. The soft copies of the documentary evidence in the faculty google drive shall be shared with the members of the REC and ZEAC for the remote validation purposes.

Phase II – REVIEW, VALIDATION, AND ACCREDITATION PROCESSES

B. Regional Evaluation Committee (REC)

1. The Regional Evaluation Committee (REC) shall be constituted and appointed by CHED. Its composition shall be the following:
 - a) CHED Regional Director as the Chair
 - b) Two (2) Higher Education experts who are not connected with any of the SUCs within the Region
 - c) Representative of the IEC of the SUC whose faculty are being evaluated
 - d) Secretariat will be an SUC to be designated by the Commission
2. The REC shall review and validate the scores as shown in the Overall Summary Sheets (OSS) that were submitted by the SUC Presidents within the Region for the Instructor up to the Associate Professor positions.
3. The Committee may agree to conduct an on-campus validation of documentary evidence or via remote validation using available teleconferencing application such as zoom, google teams, etc.
4. The REC shall prepare a Validated OSS and its recommendations per SUC. The Validated OSS per SUC with recommendations from the REC shall be printed in two (2) copies and must be signed by all members of the REC.
5. The REC Chair shall submit one (1) original copy of its recommendations supported by the Validated OSS to the SUC President, and keeps the other original copy of the recommendations and Validated OSS in the file of the CHED Regional Office for future reference.

The SUC shall inform its faculty on the results of the REC's validation and ask the faculty to sign in their individual summary sheet to signify their agreement to the results. If a faculty disagrees to results, this faculty must justify his/her disagreement and provide evidence for the adjustments of the scores. The IEC shall reevaluate the documents of this faculty and forward recommendation to the REC.

6. The REC shall review/reevaluate the results of the faculty who will disagree to the initial result and was able to submit additional evidence that would warrant the REC's reevaluation. The final result of the reevaluation will be forwarded to the SUC for the final decision of its Governing Board.
7. The review/reevaluation of the results will be done only once by the REC for a particular faculty.

C. Zonal Evaluation and Accreditation Committee (ZEAC)

1. The Zonal Evaluation and Accreditation Committee (ZEAC) shall be constituted and appointed by CHED for every evaluation cycle. There will be five (5) ZEACs which shall be composed of three (3) SUCs per zone. Its composition shall be the following:
 - a) CHED Director from the relevant Central Office as the Chair
 - b) Four (4) Higher Education Experts not connected to any of the SUCs within the zone
 - c) Secretariat will be an SUC to be designated by the Commission
2. The ZEAC shall review and validate the scores as shown in the Overall Summary Sheets (OSS) that were submitted by the SUC Presidents within the Region for the Professor positions.
3. The Committee may agree to conduct an on-campus evaluation and validation of documentary evidence or via remote validation using available teleconferencing application such as zoom, google teams, etc.
4. The ZEAC shall validate the scores in the Overall Summary Sheet (OSS) submitted by the SUC President and prepare a Validated OSS and its recommendations per SUC. The Validated OSS per SUC with recommendations from the ZEAC shall be printed in two (2) copies and must be signed by all members of the ZEAC.
5. ZEAC Accreditation shall be required for faculty applicants who qualified to a Professor rank for the first time. This process shall be done after the scores in the OSS have been validated. ZEAC accreditation is not required if the faculty applicant is already holding a Professor position and qualifies to a higher sub-rank of that position.

6. For Professor faculty who qualified to a higher sub-rank of the Professor position: one (1) original copy of the validated OSS with ZEAC recommendations shall be submitted to the Governing Board of the SUC through its President. The other original copy shall be kept in the file of CHED for future reference and database.

The SUC shall inform its faculty on the results of the ZEAC’s validation and ask the faculty to sign in their individual summary sheet to signify their agreement to the results. If a faculty disagrees to results, this faculty must justify his/her disagreement and provide evidence for the adjustments of the scores. The IEC shall reevaluate the documents of this faculty and forward recommendation to the ZEAC.

7. The ZEAC shall review/reevaluate the results of the faculty who will disagree to the initial result and was able to submit additional evidence that would warrant the ZEAC’s reevaluation. The final result of the reevaluation will be forwarded to the SUC for the final decision of its Governing Board.
8. The review/reevaluation of the results will be done only once by the ZEAC for a particular faculty.
9. For faculty who qualified for a Professor rank for the first time, the accreditation process shall be as follows:

- 9.1. After the ZEAC validation of scores, the applicant faculty will be invited to an interview by the members of the Committee. This may be done face-to-face or via a video interviewing platform.

- 9.2. The interviewee shall be rated based on the following criteria:

Criteria	Rating
a) Depth and breadth of area of expertise	35%
b) General knowledge/ current issues/ general issues	15%
c) Communication skills/ articulation of conceptual ideas/ ability to express	10%
d) Leadership potential/ ability to influence people	10%
e) Professional and technical assistance to government and non-government agencies	30%
Total	100%
The passing rating is 85% with no rating lower than 75%	
<i>(average of the ZEAC members)</i>	

- 9.3. The faculty who met the passing rating shall be granted an accreditation by the ZEAC.

- 9.4. The faculty who failed to get a passing rating, accreditation will not be granted and this faculty will be awarded the Associate Professor V position.
- 9.5. The accredited faculty applicants for the Professor rank shall be endorsed by the ZEAC to the Governing Board of the SUC through its President. The endorsement shall be supported by one (1) copy of the signed print out of the validated OSS and the certification of accreditation.

D. National Certification Committee for College and University Professors (NCC)

1. The **National Certification Committee for College and University Professors (NCC)** shall be constituted and appointed by CHED for every evaluation cycle. The NCCCUP shall evaluate all faculty who qualified for the college or university professor ranks. Its composition shall be the following:
 - a) Chair: SUC President to be identified by the Commission
 - b) Vice-Chair: President of a private HEI to be identified by the Commission
 - c) Two (2) Higher Education Experts to be identified by the Commission
 - d) Secretariat will be from the CHED Office of Institutional Quality Assurance and Governance-Quality Assurance Division (OIQAG-QAD)
2. The NCC shall review and validate the scores as shown in the Overall Summary Sheets (OSS) that were submitted by the SUC Presidents within the Region for the College or University Professor positions.
3. The certification process of the faculty for the college or university professor ranks shall include interview session by the NCC members. The interview shall cover the following:

Criteria	Rating
a) Leadership potential/ ability to influence people	30%
b) Professional and technical assistance to government and non-government agencies	30%
c) Other factors that may be determined by the NCC Members	40%
Total	100%
The passing rating is 85% with no rating lower than 80%	
<i>(average of the NCC members)</i>	

4. The faculty who met the passing rating shall be issued Certification by the NCC. Faculty who failed to get a passing rating, Certification shall not be issued and this faculty will be awarded the Professor VI position.
5. The NCC shall prepare its report on the results of its certification process and forward to the SUC through its President.

E. SUC Governing Board (SUC-GB)

1. The respective SUC Governing Board (GB) shall act on the evaluation results submitted by the REC and the ZEAC and make final decisions through a Board Resolution.

Phase III – SUBMISSION TO DBM AND CSC

1. The SUC President shall submit the following to the Department of Budget and Management Regional Office (DBM-RO):
 - a) GB Resolution of its final decision on the evaluation results;
 - b) Printout of the Validated Overall Summary Sheet;
 - c) Plantilla of Personnel; and
 - d) Salary Adjustments
 - e) Funding source as certified by the Chief Accountant and Head of the Agency
2. The DBM shall issue the NOSCA which shall be the basis of the SUC for the preparation of appointment to be submitted to the Civil Service Commission.