



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

CHED MEMORANDUM ORDER

No. 16
Series of 2012

SUBJECT : Implementing Guidelines for the Identification, Support and Development of Centers of Excellence and Centers of Development for the Psychology Program

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In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994," and for the purpose of establishing Centers of Excellence and Centers of Development that serve as potent catalysts in psychology education needed for the development of world-class scholarships, nation building and national development, the following policies and standards are hereby adopted and promulgated by the Commission, thus:

I. RATIONALE

A. POLICY

Section 8 (f) of the "Higher Education Act of 1994" provides that the Commission develop Centers that can spearhead the nation's thrust toward development. It is, therefore, the policy of the Commission to promote quality and excellence in higher education by identifying, supporting and/or developing COEs/CODs in higher education institutions (HEIs). Thus, the program seeks to accelerate the development of teaching, research, and service/extension programs in psychology in higher education institutions.

B. COE/COD RESPONSIBILITIES AND MINIMUM EXPECTATIONS

For COEs:

1. Act as role models/leaders in the local, regional and national community by sharing best practices and initiating innovative approaches
2. Sustain and enhance research capabilities and upgrade professional or research graduate programs in psychology
3. Provide technical assistance to agencies/institutions primarily within its geographical area of coverage (e.g., technical consultancies, short-term trainings), and in other geographic regions, whenever possible

4. Undertake other activities/projects necessary in developing quality education in the specific discipline by sharing developmental programs (e.g., conducting practicum, developing modules)

For COEs and CODs:

1. Accelerate the development of the discipline through strategic developmental programs and projects
2. Enhance the quality of its instructional, research, and extensions programs through faculty development and upgrading of facilities, equipment and library holdings
3. Undertake basic and applied research on emerging trends and advancements in their field
4. Undertake extension and linkage projects through regional, national and international agreements on curricular activities and industry-academe collaborations

II. IDENTIFICATION CRITERIA (QUANTITATIVE AND QUALITATIVE)

The Centers of Excellence and Centers of Development shall be identified in accordance with the following minimum criteria:

CRITERIA	WEIGHT
<i>I. INSTRUCTIONAL QUALITY (45%)</i>	
A. Administration	3%
B. Faculty	20%
C. Curriculum	10%
D. ICT, Facilities and Equipment	3%
E. Library	4%
F. Student Support System	2%
G. Graduate Profile/ Employment of Graduates/ Tracer Study	3%
<i>TOTAL</i>	<i>45%</i>
<i>II. RESEARCH AND PUBLICATIONS (30%)</i>	
<i>TOTAL</i>	<i>30%</i>
<i>III. EXTENSION AND LINKAGES (20%)</i>	
<i>TOTAL</i>	<i>20%</i>
<i>IV. INSTITUTIONAL QUALIFICATIONS (5%)</i>	
<i>TOTAL</i>	<i>5%</i>
GRAND TOTAL	100%

The specific indicators for each criterion shall vary for COEs and CODs, and these details of the criteria and other guidelines are contained in “Annex A” hereof.



III. IDENTIFICATION PROCEDURE/PROCESS OF SELECTION

The identification of the COEs/CODs shall follow this procedure:

A. Application

1. Application for COE/COD in Psychology shall be considered open upon issuance of these implementing guidelines.
2. The CHED Office of Programs and Standards (OPS) will conduct national or zonal orientations, after which it will issue a memorandum with attached application form (see **Annex B**), informing HEIs offering the graduate programs in Psychology that it is accepting applications from potential COEs and CODs.
3. Interested HEIs shall submit to the CHED Regional Office (CHEDRO) concerned a letter of intent together with the pertinent documents to support the application. The supporting documents must exhibit evidence of compliance with the selection criteria as specified in the application form.
4. The CHEDRO then assesses the completeness of the documents submitted by the applicant HEIs and recommends those applications with complete and correct documents for evaluation by the OPS. Applications with incomplete and/or incorrect supporting documents shall be returned to the applicant HEIs by the CHEDRO.
5. The CHEDRO shall forward all applications with complete and correct documents to the OPS within 15 days after the deadline for the filing of application as specified herein.
6. The OPS shall endorse the applications to the Technical Committee for Psychology (TCP) under the Technical Panel on Social Science and Communications (TPSSC) for evaluation and shortlisting.

B. Initial Paper Evaluation

The TCP and TPSSC shall conduct the initial paper evaluation of all COE/COD applications. Once all applications have been completely evaluated, the TPSSC prepares and submits to the OPS, copy furnished the CHEDROs, the shortlist of the potential COEs/CODs, together with the proposed schedules of ocular inspection.

C. Ocular Inspection

1. In cases when there is a need to validate the accuracy of certain information in the applicant's documents, the OPS shall organize a Technical Review Committee (TRC) to visit the shortlisted schools whose information needs to be validated. In case, the documents are all in order and there is no need to validate their accuracy, the TCP and TPSSC may opt not to conduct an ocular inspection.
2. The TRC shall be composed of one or two (1 or 2) members of the TCP, one (1) representative from the OPS and one (1) representative from the CHEDRO. An orientation meeting shall be initially provided to the TRC prior to the ocular visit.
3. The OPS shall inform the HEI through the CHEDRO about the schedule of the ocular inspection at least one (1) week prior to the visit.



4. The CHEDRO shall inform the HEI to prepare an updated set of documents relative to the evaluation.
5. At the end of the ocular inspection, the TRC shall prepare a report to be submitted to the TCP.

D. Identification

1. The TCP shall prepare a shortlist of HEIs that meet the selection criteria based on the evaluation report of the TRC.
2. The TCP shall recommend an HEI to be a COE for Psychology if it attains an overall rating of at least 85% and to be a COD if it attains an overall rating of at least 85% of their corresponding set of criteria.
3. The TCP shall recommend COEs and CODs to the CHED Commission en banc (CEB), within thirty (30) days after the completion of ocular inspection; in case, no ocular inspections are required, the TCP shall recommend the COEs and CODs within thirty (30) days after the shortlisting of applicants.

E. Notification of COEs/CODs

1. Upon approval by the CEB, the list of identified COEs and CODs for Psychology shall be released through the issuance of a CHED Memorandum Order (CMO).
2. The OPS, through the CHEDRO, shall notify the HEI of the CEB decision.

IV. GRANTS AND BENEFITS

The COEs/CODs are entitled to the following grants and benefits:

1. Certificate of COE/COD shall be awarded to the selected HEI.
2. COEs and CODs may request funding and/or nonmonetary subsidies and awards such as:
 - a. **Institutional Financial Support** -
 - i. **Program Evaluation** - review and evaluation of existing program
 - ii. **Capacity Building** - seminars, workshops, conferences for continuing education related and relevant to the psychology
 - iii. **Curricular Benchmarking**- workshops on best practices; harmonization with global standards
 - iv. **Extension and Linkages** - national and international linkage with reputable institutions such as faculty/student exchange, collaborative research, etc.
 - v. **Upgrading of Facilities, Equipment and Library Collection** - acquisition of state-of-the-art facilities and equipment, printed and digital library collection including computer-based reference materials, psychological tests, computer software for research and statistical purposes, etc.



vi. **Instructional Materials Development** - development of modules, teaching guides and manuals including those for distance education

b. Individual Financial Support

- i. Faculty Development (for Graduate Studies)
- ii. Thesis/Dissertation
- iii. Training Fellowships
- iv. Other Forms of Funding

COEs and CODs that would like to **avail of funding/support** from the CHED must submit project proposals for evaluation and approval.

3. COEs and CODs shall be given priority as CHED institutional partners for CHED developmental projects.

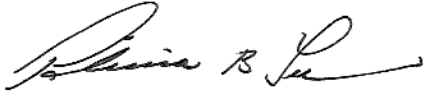
V. Duration of the Status as COEs/CODs

The designation as COEs/CODs for Psychology shall be for a period of three (3) years but shall be revoked at any point if, based on the monitoring by the CHED, found not fulfilling its functions/responsibilities and/or not maintaining compliance with the criteria for COE/COD.

VI. Effectivity

This order shall take effect immediately.

Issued this 26th ^{June} day of 2012, Quezon City, Philippines


PATRICIA B. LICUANAN, Ph.D.
Chairman



TECHNICAL COMMITTEE FOR PSYCHOLOGY
CRITERIA FOR THE SELECTION OF CENTERS OF EXCELLENCE (COEs)
AND CENTER OF DEVELOPMENT (CODs)

Criteria	PTS	Operational Indicators of COE	Operational Indicators of COD
A. Instructional Quality (45%)			
a. Administration (3)	3	The unit must be separate academic unit for Psychology (i.e., it cannot be a Social Science or Behavioral Science unit), with a Chair or head of the psychology unit, and/or an administrator in-charge of its academic programs who holds a PhD in Psychology.	The unit must be separate academic unit for Psychology (i.e., it cannot be a Social Science or Behavioral Science unit), with a Chair or head of the psychology unit, and/or an administrator in-charge of its academic programs who holds a PhD in Psychology.
b. Faculty (20)	4	There are at least 10 full-time tenured faculty members, all of whom have a graduate degree in psychology; and there at least 5 full-time tenured faculty members with a PhD in Psychology.	There are at least 5 full-time tenured faculty members, all of whom have a graduate degree in psychology; and there at least 3 full-time tenured faculty members with a PhD in Psychology.
	4	All the full-time faculty members should have participated in national and international conferences as paper presenters in the past 5 years.	All the full-time tenured faculty members should have participated in national or international conferences as paper presenters in the past 5 years.
	4	25% of the full-time tenured faculty members must have served as officers of reputable national (i.e., PAP, PSSP, etc.) and international professional organizations of psychology.	10% of the full-time tenured faculty members must have served as officers of reputable national (i.e., PAP, PSSP, etc.) and international professional organizations of psychology.
	4	A system for the periodic evaluation of teaching-learning, by superiors, peers, and students, should be in place and effectively used for purposes of improving instruction/learning.	A system for the periodic evaluation of teaching-learning, by superiors, peers, and students, should be in place and effectively used for purposes of improving instruction/learning.
	4	At least 25% of all the full-time faculty members should have received awards, fellowships, scholarships, and other forms of recognition from reputable national and international professional organizations.	At least 10% of all the full-time faculty members should have received awards, fellowships, scholarships, and other forms of recognition from reputable national and international professional organizations.
c. Curriculum (10)	5	Existence of undergraduate, masters, and doctoral program in psychology for at least 10 years.	Existence of undergraduate, masters, and doctoral program in psychology for at least 5 years.
	5	The graduate programs offer at least four areas of specialization within the various subareas of psychology.	The graduate programs offer at least two areas of specialization within the various subareas of psychology.



TECHNICAL COMMITTEE FOR PSYCHOLOGY
CRITERIA FOR THE SELECTION OF CENTERS OF EXCELLENCE (COEs)
AND CENTER OF DEVELOPMENT (CODs)

Criteria	PTS	Operational Indicators of COE	Operational Indicators of COD
d. Information technology capability, facilities, equipment (3)	3	Students and faculty members have access to (a) an experimental psychology laboratory with functional equipment, (b) at least 10 duly licensed psychological tests, and (c) a computer lab/facility with licensed or open source statistical and other relevant software.	Students and faculty members have access to (a) an experimental psychology laboratory with functional equipment, (b) at least 10 duly licensed psychological tests, and (c) a computer lab/facility with licensed or open source statistical and other relevant software.
e. Library (4)	3	Subscriptions to at least 500 national and international refereed journals in psychology, with access to current full-text articles.	Subscriptions to at least 300 national and international refereed journals in psychology, with access to current full-text articles.
	1	At least 1,500 books/titles in psychology, at least half of which were published in the last 5 years.	At least 1,000 books/titles in psychology, at least half of which were published in the last 5 years
f. Student Support System (2)	2	The unit (or the university/college) must have counseling and other student services for the students enrolled in the psychology programs.	The unit (or the university/college) must have counseling and other student services for the students enrolled in the psychology programs.
g. Graduate Profiles (3)	3	At least 10 PhD graduates and at least 20 MA graduates in the last 5 years	At least 10 MA graduates in the last 5 years
B. Research and Publication (30%)	10	At least 50% of the full time tenured/permanent faculty members have published monographs and books (in reputable presses) and articles in refereed journals in the last 10 years.	At least 50% of the full time tenured/permanent faculty members have published monographs and books (in reputable presses) and articles in refereed journals in the last 10 years.
	10	At least 25% of the full time tenured/permanent faculty members have published articles in ISI/SCOPUS journals in the last 10 years.	At least 10% of the full time tenured/permanent faculty members have published articles in ISI/SCOPUS journals in the last 10 years.
	10	The total volume of publications of the full-time tenured faculty in the last five years is greater than 5 times the number of full-time tenured faculty.	The total volume of publications of the full-time tenured faculty in the last five years is greater than 5 times the number of full-time tenured faculty.
C. Extension and Linkages (20%)	15	Completed at least 10 seminars, workshops, continuing education/training programs and other development programs in psychology in the past 5 years.	Completed at least 5 seminars, workshops, continuing education/training programs and other development programs in psychology in the past 5 years.
	5	At least 10 local and 10 international linkages with psychology-related agencies in the past 5 years.	At least 10 local and 10 international linkages with psychology-related agencies in the past 5 years.
D. Institutional Qualifications (5%)	5	The unit must have been recognized by external agencies (e.g., international or national certification/accreditation, recognition as COE/COD, etc.)	The unit must have been recognized by external agencies (e.g., international or national certification/accreditation, recognition as COE/COD, etc.)

NOTE: Applicant must score at least 90 pts to be selected as COE

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**COMMISSION ON HIGHER EDUCATION
TECHNICAL COMMITTEE FOR PSYCHOLOGY**

**APPLICATION FORM
CENTER OF EXCELLENCE/CENTER OF DEVELOPMENT**

Objectives of this assessment:

The objectives of the CHED's Center of Excellence and Center of Development (COE/COD) Program for Psychology are to "identify, support and develop potential units of excellence in program areas needed for the development of world-class scholarship, nation building and national development" (RA 7722). Thus, the program seeks to accelerate the development of teaching, research, and service/extension programs in psychology in higher education institutions.

This assessment instrument seeks to put together an accurate picture of the unit's capacity to take the lead in initiating and sustaining programs that would help accelerate the development of teaching, research, and service/extension programs in psychology in the various colleges and universities in the country. As such, the assessment instruments take into account two main considerations:

- (a) the various resources within the unit that can be applied towards this goal; these resources include: the faculty expertise, the curricular programs, laboratories and libraries and other related student services; and
- (b) the track record of the unit in undertaking productive training, research, and other development programs.

The minimum qualifications for the selection of COE/COD are specified in Annex A.

Instructions:

1. This assessment instrument shall be provided beforehand. The unit should provide all the necessary supporting documents to show that the unit meets the minimum requirements.
2. The instrument must be accomplished electronically. It is a locked form in MS Word. Blank form fields for answers are provided. Text fields are configured for unlimited number of characters. Form fields for numbers will only accept numerical answers up to three (3) digits.
3. Six (6) hard copies shall be submitted to the CHED. Each copy should contain the accomplished instrument and all the other required attachments.
4. Items in this instrument are cross-referenced to the accompanying Standards for the Selection of COEs and CODs for Psychology.
5. The unit may highlight specific strengths in the form by providing explanatory notes. In addition, other explanatory notes may be provided to clarify any aspect of the assessment form.
6. The period covered by the assessment for each standard is specified in the form.

Assessment, Scoring and Selection Process:

1. Applicants that meet the criterion, would be awarded full points for the criterion. Applicants that do not meet any specific criterion indicated in Annex A shall be given zero (0) for that criterion.
2. The selection of COE and COD shall be determined by using the cut-off score of 85%.



COMMISSION ON HIGHER EDUCATION
TECHNICAL COMMITTEE FOR PSYCHOLOGY

APPLICATION FORM
CENTER OF EXCELLENCE/CENTER OF DEVELOPMENT IN PSYCHOLOGY
20__ - 20__

GENERAL INFORMATION

Discipline applied for: Psychology
 Designation applied for: ___ Center of Excellence ___ Center of Development
 Name of Institution: _____
 Address: _____
 Name of Chair/Director: _____
 Tel / Fax: _____
 Email: _____

MINIMUM QUALIFICATIONS

INSTRUCTIONAL QUALITY (45%)

A. Administration

ORGANIZATIONAL STRUCTURE OF THE UNIT

Please attach organizational chart of the unit that reflect the relationship of the unit to other academic units (departments/colleges) in the higher education institution, and that reflects the various leadership/administrative offices within the unit. The names of the persons occupying the administrative positions should be listed and their highest completed degree should be specified in the chart.

(Please indicate the label of the attachment: _____)

B. Faculty

For all the criteria related to faculty, include ALL full-time tenured/permanent faculty members from SY2007-08 to SY2011-12; please include those who have retired, but have served during the inclusive period.

B.1. Educational Credentials Of Full-Time Tenured/Permanent Faculty

List of full time tenured/permanent faculty members in the unit (from 2007-2012) and their highest completed degree with area of specialization, and university from which highest degree was obtained. Note: Please sort the list by the degree level (PhD>MA/MS>BA/BS) then by the names of faculty alphabetically per degree level. Please consider only the highest degree completed (units or candidate status should not be included).

Name of faculty member (list only full time tenured/ permanent faculty members)	Degree(s), specialization, university
(1)	
(2)	
(3)	



B.5. Professional recognition by national/international groups

List of full time tenured/permanent faculty members in the unit (from 2007-2012) and all their awards, honors, prizes, fellowships, scholarships, and other recognition given by national and international agencies. Please do not include school/university-based awards.

Name of faculty member (list only full time tenured/ permanent faculty members)	Title of recognition, date awarded, agency/ organization that gave the award
(1)	
(2)	
(3)	

Summary of recognition	Number	%
a) Number of faculty members with professional recognition by national/international groups		

C. GRADUATE DEGREE PROGRAMS OF THE UNIT

Degree program(s) offered: List only graduate degrees and specialization, if appropriate, and the year when the degree program was first offered. It is important to identify the various areas of specialization offered within each graduate degree program.

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D. INFORMATION TECHNOLOGY CAPABILITY, FACILITIES, EQUIPMENT

- Please list all laboratory facilities and equipment, psychological assessment facilities and equipment, computer laboratories, software used for psychology teaching and research, and other relevant learning resources that are *currently* available and used. For psychological tests and software, please ensure that all listed items are properly licensed to the unit or to the higher education institution.

Learning Resource (Laboratory, Facility, Equipment, Psychological Test, Software, etc.)	Year installed/ established	Uses (pls. Tick)		Course(s) where learning resource is used (undergrad or grad)
		Teaching	Research	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	



E. LIBRARY

Please attach a complete list of all psychology journals to which your higher education institution has a current (print or online) subscription. Please list the journal alphabetically and indicate which journals are indexed in Thomson ISI and Elsevier SCOPUS by marking these journals with an asterisk. Include only online journal subscriptions with full-text access.

(Please indicate the label of the attachment: _____)

Please attach a complete list of all psychology books in the university library. For purposes of this analysis, list only those books that are directly related to the various subareas of psychology; please do not include books in disciplines outside psychology, even if they are related to psychology. Please list the books alphabetically and indicate the year of publication.

(Please indicate the label of the attachment: _____)

F. STUDENT SUPPORT SERVICES

Please attach a document explaining the available student services (e.g., counseling, scholarship, etc.) that are available for the psychology students in the unit.

(Please indicate the label of the attachments: _____)

G. GRADUATE PROFILE

Please attach a complete listing of all students who completed their graduate degrees from SY2006-07 to SY2010-2012. Please indicate the name, degree obtained, and year of graduation of each student.

(Please indicate the label of the attachments: _____)

RESEARCH AND PUBLICATION (30%)

10. SCHOLARLY PUBLICATIONS

- Include ALL full-time tenured/permanent faculty members from SY2007-08 to SY2011-12; Please include those who have retired, but have served during the inclusive period.

List of full time tenured/permanent faculty members in the unit (from 2007-2012) and all their scholarly publications (books, monographs, journal articles) from 2001-2012. Please follow the APA format for citations in listing the publications.	
Name of faculty member (list only full time tenured/ permanent faculty members)	Listing of publications (with full APA format citation)
(1)	
(2)	
(3)	

Summary of recognition	Number	%
a) Number of faculty members with national/international scholarly publications and/or books/monographs from reputable publishers		
b) Number of faculty members with publications in ISI and/or SCOPUS journals		
c) Total number of all journal articles published by faculty members		
d) Total number of ISI/SCOPUS journal articles published by faculty members		
e) Total number of books/monographs published by faculty members		



EXTENSION AND LINKAGES (20%)

TRAINING AND DEVELOPMENT PROGRAMS

- Please provide a complete list of all seminars, workshops, training programs, continuing education programs, and other community development programs for the period 2007-2012.
- Please indicate the target beneficiary/participants of each program, the venue, and the duration and inclusive dates of implementation.

Title of program	Target beneficiaries/ participants	Venue	Dates of Implementation

INSTITUTIONAL LINKAGES

- Please provide a complete list of all linkages the unit has with other higher education institutions (local and international), government and non-government organizations, professional organizations, industries/companies, etc., from the period 2007-2012.
- Please indicate if the linkage is
 - formal (with MOU/MOA/contract/commission) or informal
 - for teaching, research, outreach, and/or faculty development

Name of External Organization (inclusive dates of linkage)	Nature		Purposes/Function			
	Formal	Informal	Teaching	Research	Extension	Fac. Dev't.

INSTITUTIONAL QUALITY (5%)

12. INSTITUTIONAL ACCREDITATION/CERTIFICATION

- Please attach a document indicating the current certification or accreditation status of the psychology programs of the unit, or any form of external recognition of the unit. Please clearly indicate the date of award of the certification, accreditation, or recognition.

(Please indicate the label of the attachments: _____)

WHAT IS THE UNIQUE ROLE OF YOUR UNIT? OTHER STATEMENTS, COMMENTS AND RECOMMENDATIONS YOU WISH TO ADD WITH REGARD TO YOUR APPLICATION.

Please type here.



Summary of educational credentials (note: Guidance & Counseling is not counted as Psychology or a subarea of psychology; list only the full time tenured/permanent faculty listed above)	Number	%
a) Number of faculty members with BA/BS Psychology		
b) Number of faculty members with BA/BS not in psychology		
c) Number of faculty members with MA/MS Psychology.		
d) Number of faculty members with MA/MS not in psychology.		
e) Number of faculty members with PhD Psychology (or subarea of psychology)		
f) Number of faculty members with PhD not in psychology		

B.2. Papers presented by full-time tenured faculty in national and international conferences

List of full time tenured/permanent faculty members in the unit (from 2007-2012) and all the papers they presented in national and international conferences. <i>Note: Please list names of faculty members alphabetically, and for each faculty member, list all the papers presented in chronological order, with the most recent conferences listed first.</i>	
Name of faculty member (list only full time tenured/ permanent faculty members)	Paper presented, name/title of conference, date and venue.
(1)	
(2)	
(3)	

Summary of paper presentations of faculty members	Number	%
Number of faculty members who presented papers in international/national conferences		

B.3. Full-Time Tenured Faculty who served as officers of national and international psychology organizations

List of full time tenured/permanent faculty members in the unit (from 2007-2012) and all the positions as officers of national and international psychology organizations <i>Note: Please list names of faculty members alphabetically, and for each faculty member, list all the positions in chronological order, with the most recent positions listed first.</i>	
Name of faculty member (list only full time tenured/ permanent faculty members)	Position, organization, inclusive dates of position
(1)	
(2)	
(3)	

Summary of officerships of faculty members	Number	%
Number of faculty members who served as officers in international/national psychology organizations		

B.4. Faculty evaluation system

Please attach the following documents:

- B.4.1 Copy of student evaluation form for faculty members (with instructions)
- B.4.2 Sample copies of summaries or reports of student evaluation forms for faculty members (you may hide the identify of the faculty members)
- B.4.3 Copy of policies and forms for evaluation of faculty members
- B.4.4 Sample copies of summaries or reports of faculty evaluation forms

(Please indicate the label of the attachments: _____)

