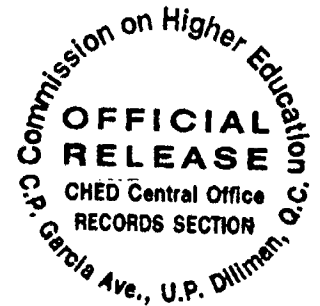




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
HEDC Bldg., C.P. Garcia Avenue, Diliman, Quezon City



CHED MEMORANDUM ORDER

No. 23,
Series of 2012

Subject: Criteria and Implementing Guidelines for the Identification, Support and Development of Centers of Excellence (COEs) and Centers of Development (CODs) for Philosophy 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", the CHED's policies and standards on the Centers of Excellence project, by virtue of the 395th Commission *en banc* Resolution No. 170-2012 dated July 16, 2012 and for the purpose of establishing Centers of Excellence and Centers of Development (COEs/CODs) that will serve as potent catalysts towards the development of a world-class program in Philosophy, the following criteria and implementing guidelines for the identification, support and development of COEs and CODs for the Philosophy program are hereby adopted and promulgated by the Commission, thus:

I. Rationale and Background

The implementation of the COE/COD project is pursuant to Section 8 (f) of Republic Act No. 7722, which provides that CHED shall "*identify, support and develop potential centers of excellence in program areas needed for the development of world-class scholarship, nation building and national development*". Thus, it became the policy of the Commission to promote quality and excellence in higher education by identifying, supporting and/or developing COEs and CODs for specific programs in higher education institutions (HEIs).

Consequently, the Philosophy program is therefore recognized as a program area needed for the development of world-class scholarship, nation building and national development.

The project aims to strengthen and further improve the quality of higher education degree programs in the country. The identified COEs/CODs are expected to become a resource to strengthen other schools in their localities and are envisioned to become centers of graduate education and research in the particular field of specialization.

The identification of COEs and CODs for Philosophy is expected to facilitate the attainment and fulfillment of the program's mission of providing professionally competent and morally upright Philosophy graduates who can deliver efficient and effective services in the academe and in the industry.

More importantly, it will help stimulate and expedite the utmost development of world-class, relevant and responsive Philosophy program under the Humanities Education.

II. Center of Excellence and Center of Development

Center of Excellence (COE) refers to a Philosophy program under a college or department within a higher education institution, which continuously demonstrates excellent performance in the areas of instruction, research and publication, extension and linkages and institutional qualifications. To be a Center of Excellence, the Philosophy program must earn a total score of at least 90 points using the criteria for COE in the four (4) major categories (Instructional Quality, Research and Publications, Extension and Linkages, and Institutional Qualifications).

Center of Development (COD) refers to a Philosophy program under a college or department within a higher education institution, which demonstrates the potential to become a Center of Excellence in the future. To be a Center of Development, the Philosophy program must earn a total score of at least 90 points using the criteria for COD in the four (4) major categories (Instructional Quality, Research and Publications, Extension and Linkages, and Institutional Qualifications).

The status of being a Center of Excellence or a Center of Development in Philosophy should not be misconstrued that such status applies to other programs offered by an institution.

III. Criteria

The Centers of Excellence and Centers of Development for the Philosophy program shall be selected in accordance with the following criteria:

CRITERIA	WEIGHT
<i>I. INSTRUCTIONAL QUALITY (45.00 POINTS)</i>	
A. PROGRAM ADMINISTRATION	5
B. FACULTY	15
C. CURRICULUM	10
D. LIBRARY	7
E. I.T. CAPABILITY	3
F. STUDENT SUPPORT SYSTEM	2
G. GRADUATE PROFILE	3
<i>TOTAL</i>	<i>45.00</i>



CRITERIA	WEIGHT
II. RESEARCH AND PUBLICATION (30.00 POINTS)	
A. RESEARCH UNIT AND FACILITIES	7.00
B. POOL OF QUALIFIED FACULTY	5.00
C. RESEARCH POLICY	3.00
D. RESEARCH AGENDA	3.00
E. PUBLICATION AND PRESENTATION IN CONFERENCES	7.00
F. RESEARCH BUDGET	5.00
TOTAL	30.00
III. EXTENSION AND LINKAGES (20.00 POINTS)	
A. ACADEMIC LINKAGES	8.00
B. SHARING OF RESOURCES	6.00
C. OUTREACH PROGRAMS	6.00
TOTAL	20.00
IV. INSTITUTIONAL QUALIFICATIONS (5.00 POINTS)	
A. MISSION/VISION/GOALS/ OBJECTIVES	3.00
B. NATIONAL/INTERNATIONAL RECOGNITION	2.00
TOTAL	5.00
GRAND TOTAL	100.00

The details of the criteria and other guidelines are contained in "Annex" hereof.

IV. Process of Selection and Identification

The Commission shall identify COE and COD for the Philosophy program upon recommendation of the Technical Panel for Humanities Education (TPHUE) based on the foregoing criteria. Higher education institutions offering the Philosophy program (whether; Civil / Ecclesiastical/Pre Divinity Philosophy Program inclusive of undergraduate, Masters and Ph.d. Program) that have the intention and/or the potential of becoming a COE or COD for the program must submit application together with the pertinent documents through the CHED Regional Offices (CHEDROs) **not later than August 15, 2012**. Applications submitted beyond the prescribed date shall not be considered.

A. Application Phase

1. Application for COE/COD in Philosophy shall be considered open upon issuance of these implementing guidelines.
2. The Commission will conduct zonal orientations, after which, will issue a Memorandum with attached application form, informing higher education institutions (HEIs) offering the Philosophy program, that it is now accepting applications for 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 for the last **three (3) years** to support the application. The supporting documents must exhibit evidence of compliance with the selection criteria.
4. HEIs must specify in a letter of intent whether they are applying for a COE or COD.
5. 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.
6. The following shall form part of the application and shall be submitted by the applicant HEIs to the CHEDRO:
 - a. *Letter of application addressed to the Commission through the CHEDRO Director;*
 - b. *Accomplished application form;*
 - c. *Required supporting documents as indicated in "Annex" hereof.*
7. 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.
8. The Secretariat of the Technical Panel for Humanities Education (TPHUE) shall consolidate all applications forwarded by the CHEDRO and submits the same to the Technical Panel for evaluation and short-listing.

B. Initial Paper Evaluation

The TPHUE shall conduct the initial paper evaluation of all COE/COD applications. Once all applications have been completely evaluated, the Technical Panel prepares and submits the short-list to the OPS of the potential COEs/CODs, together with the proposed schedules of ocular inspection.

C. Ocular Inspection

The OPS shall create inspection teams composed of at least two (2) members of the TPHUE, OPS Director-in-charge and two (2) members of the TPHUE Secretariat. The teams will evaluate/validate the documents submitted by the applicant HEIs.

D. Identification

1. *The Technical Panel shall submit the result of evaluation to the Commission through the OPS within thirty (30) days after the completion of ocular inspection of all applicant HEIs.*



2. The Technical Panel shall recommend an HEI to be a COE for Philosophy if it attains an over-all rating of 90 points and above using the criteria for COE in the evaluation.
3. The Technical Panel shall recommend an HEI to be a COD for Philosophy if it attains an over-all rating of 90 points using the criteria for COD in the evaluation.
4. Upon approval by the Commission, the list of identified COEs and CODs for Philosophy shall be released through the issuance of a CMO.

V. Grants and Benefits

Identified COEs/CODs for the Philosophy program are entitled to the following grants and benefits:

1. Priority in the selection of CHED institutional partners with regards to CHED developmental projects;
2. Entitlement to other non-monetary subsidies and awards such as:
 - a. faculty scholarships for graduate studies;
 - b. priority for CHED research grants;
 - c. consideration for conversion to University Status; identification as autonomous or deregulated status
3. Financial assistance –

COEs and CODs that would like to **avail of financial assistance/support** from CHED must submit project proposals. The CHED will evaluate the proposals and based on the evaluation, decides on whether or not financial assistance will be granted.

VI. Roles and Responsibilities of Identified COEs and CODs

Identified COEs/CODs for the Philosophy program shall have the following roles and responsibilities:

For Identified COEs:

1. Act as role models / leaders in Philosophy education program;
2. Sustain and enhance research capabilities and upgrade professional or research graduate programs in Philosophy;
3. Provide assistance to agencies / institutions within its geographical area of coverage;
4. Undertake activities / projects necessary in developing quality Philosophy education program;
5. Accelerate the development of the Philosophy program through strategic developmental agenda and projects;



6. Develop quality instructional program through faculty development and upgrading of facilities and library holdings;
7. Undertake basic and applied research activities on emerging trends and developments in the field of Philosophy; and
8. Undertake extension and linkages through consortia and industry-academe collaborations.

For Identified CODs:

1. Accelerate the development of the Philosophy program through strategic developmental agenda and projects;
2. Develop quality instructional program through faculty development and upgrading of facilities and library holdings;
3. Undertake basic and applied research on emerging trends and developments in the field of Philosophy;
4. Undertake extension and linkages through consortia and industry-academe collaborations; and
5. Establish linkages with COEs in Philosophy to further improve instructional and research capabilities to undertake research in the said program.

VII. Duration of the Status as COEs/CODs

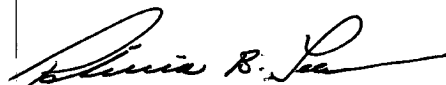
The designation as COEs / CODs for Philosophy shall be for a period of three (3) years. If at any point based on the monitoring by CHED, the COE/COD is found not fulfilling its functions/responsibilities and/or not maintaining compliance with the criteria as COE/COD, the designation shall be revoked.

VIII. EFFECTIVITY:

All CHED issuances or part thereof inconsistent with the provision in this CMO shall be deemed modified or repealed.

This order shall take effect immediately.

Quezon City, Philippines July 26, 2012.



PATRICIA B. LICUANAN, Ph.D.
Chairperson



“Annex”

**TECHNICAL PANEL FOR HUMANITIES
Technical Committee for Philosophy**

**CRITERIA for the SELECTION of CENTERS of EXCELLENCE (COEs)
and CENTERS OF DEVELOPMENT (CODs) in PHILOSOPHY**

A. Qualitative Criteria

Criteria	Operational Indicators of COE	Operational Indicators of COD
<p>I. Instructional quality (45 points)</p> <p>1.1 Administration</p> <p>1.1.1 Chair</p> <p>1.1.2 Support Staff</p> <p>1.1.3 Organizational Development</p> <p>1.2 Faculty</p> <p>1.2.1 Qualifications</p>	<ul style="list-style-type: none"> ➤ Full-time tenured faculty member ➤ Holder of a doctoral degree in Philosophy ➤ Teaching experience of at least five (5) years and administrative experience of at least three (3) years ➤ Full-time ➤ At least a college degree holder ➤ Must have a clearly delineated organizational structure ➤ For graduate program/s, at least six (6) full-time faculty members should have Ph.D. degrees in Philosophy. ➤ For undergraduate programs, at least 6 of the faculty members should have PhD 	<ul style="list-style-type: none"> ➤ Full-time tenured faculty member ➤ Holder of at least a doctoral degree in Philosophy ➤ Teaching experience of at least three years (3) and administrative experience of at least one (1) year ➤ Full-time ➤ At least a college degree holder ➤ Must have a clearly delineated organizational structure ➤ For HEIs that offer MA program/s in Philosophy, at least 3 full-time faculty members should have Ph.D. degrees in Philosophy ➤ For undergraduate programs, faculty members should have Master's



Criteria	Operational Indicators of COE	Operational Indicators of COD
1.2.2 Performance	<p>degrees or are PhD candidates and the rest should have Master's degrees or are MA candidates</p> <ul style="list-style-type: none"> ➤ At least 85% rating by students of faculty performance of the most recent faculty evaluation ➤ Peer evaluation of the faculty members or its equivalent whenever available ➤ Participation of faculty members as resource speakers or paper presenters in regional, national or international conferences ➤ Organizing workshops, seminars, lecture series, conferences, and membership and leadership in philosophical organizations, consultancies, 	<p>degrees or are MA candidates</p> <ul style="list-style-type: none"> ➤ At least 80% rating by students of faculty performance of the most recent faculty evaluation ➤ Peer evaluation of the faculty members or its equivalent whenever available ➤ Participation of faculty members as resource speakers or paper presenters in regional or national conferences
1.3 Curriculum	<ul style="list-style-type: none"> ➤ Substantive coverage of the discipline in the undergraduate curriculum and a distinctive area of specialization in the graduate curriculum. <p><i>(Substantive – means covering the major branches of Philosophy which should include Metaphysics, Logic, Epistemology, History of Philosophy, Value Theories, Eastern Philosophies)</i></p>	<ul style="list-style-type: none"> ➤ Substantive coverage of the curriculum.



Criteria	Operational Indicators of COE	Operational Indicators of COD
<p>1.4 Library</p> <p>1.5 Information Technology Capability</p> <p>1.6 Student Support System</p> <p>1.7 Graduate Profile</p>	<p>➤ Library with a complete collection of primary works, a substantial collection of secondary sources in Philosophy (East and West), and access/subscription to at least twelve (12) of the most recent editions of international and local journals inclusive of refereed on-line journals.</p> <p>➤ Access to internet/wi-fi facilities</p> <p>➤ Existence of an active Philosophical organization of students, system of mentoring/advising students</p> <p>➤ Exemplary achievements/performance of graduates primarily, in the field of Philosophy and secondarily, in the allied courses (i.e., in publication, the academe, law, media and religious life)</p>	<p>➤ Library that meets the minimum requirements for the discipline (<i>per CHED Memorandum Order No. 44, s. 1997</i>) and have access/subscriptions to at least six (6) of the most recent editions of international and local journals inclusive of refereed on-line journals.</p> <p>➤ Access to internet/wi-fi facilities</p> <p>➤ Existence of an active Philosophical organization of students system of mentoring/advising students</p> <p>➤ Achievements/performance of graduates in the field of Philosophy</p>
<p>II. Research and Publication</p>	<p>➤ All graduate school faculty must have published books, or research monographs, or academic articles in reputable / refereed journals in the last ten (10) years</p>	<p>➤ Half of the graduate school faculty must have published books, research monographs or academic articles in reputable / refereed journals in the last ten (10) years</p>
<p>III. Extension and Linkages</p>	<p>➤ Existence of visiting professors or faculty exchange</p>	<p>➤ Existence of visiting professors or faculty exchange</p>



Criteria	Operational Indicators of COE	Operational Indicators of COD
	<ul style="list-style-type: none"> ➤ Collaborative research ➤ Sharing of resources ➤ Extension services ➤ Outreach program 	
IV. Institutional Qualifications	<ul style="list-style-type: none"> ➤ Vision and Mission statements must be clear and achievable 	<ul style="list-style-type: none"> ➤ Vision and Mission statements must be clear and achievable



B. Quantitative Criteria

CRITERIA	RATING (POINTS)		
	A. INSTRUCTIONAL QUALITY		
a. Administration		5	
a.1 Chair of the Department	3		
a.2 Support Staff	1		
a.3 Organizational Structure of the Department	1		
b. Faculty		15	
b.1 Performance	8		
b.2 Qualifications	7		
c. Curriculum		10	
d. Library		7	
e. Information Technology		3	
f. Student Support System		2	
g. Graduate Profile		3	
B. RESEARCH AND PUBLICATIONS			30
C. LINKAGES AND EXTENSION			20
D. INSTITUTIONAL QUALIFICATIONS			5
TOTAL			100

1. THE UNIVERSITY OF HIGHER EDUCATION
 2. THE UNIVERSITY OF HIGHER EDUCATION
 3. THE UNIVERSITY OF HIGHER EDUCATION
 4. THE UNIVERSITY OF HIGHER EDUCATION
 5. THE UNIVERSITY OF HIGHER EDUCATION



APPLICATION FORM/CHECKLIST OF APPLICATION DOCUMENTS FOR COE/COD IN PHILOSOPHY

Name of Institution :	<hr/>	
Address :	<hr/> <hr/>	
Program :	<hr/>	
Application :	COE <input type="checkbox"/>	COD <input type="checkbox"/>

I. INSTRUCTIONAL QUALITY

1.1 Administration

1.1.1 Chair's Profile (Y/N):	<input type="checkbox"/>
1.1.2 Support Staff (Y/N):	<input type="checkbox"/>
1.1.3 Organizational Development Department's Operational Structure (Y/N):	<input type="checkbox"/>

1.2 Faculty

1.2.1 Faculty Profile (Y/N):	<input type="checkbox"/>
No. of Ph.D.	<hr/>
No. of Ph.D. Candidates:	<hr/>
No. of MA	<hr/>
No. of MA Candidates:	<hr/>
1.2.2 Performance	
Profile of Faculty Evaluation for the last three (3) years (Y/N):	<input type="checkbox"/>
Paper Presentation in:	
International	<input type="checkbox"/>
Regional	<input type="checkbox"/>
National	<input type="checkbox"/>
Attendance to Conferences:	
International	<input type="checkbox"/>
Regional	<input type="checkbox"/>
National	<input type="checkbox"/>

1.3 Curriculum

Updated Curriculum Revision (Y/N):	<input type="checkbox"/>
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1.4 Library

No. of books

Primary sources (East)

Primary sources (West)

Secondary sources (East)

Secondary sources (West)

General References

Subscription to Journals

Published journals

Internet journals

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1.5 Information Technology Capability (Y/N):

1.6 Student Support System

Student Philosophy Organization Profile (Y/N):

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1.7 Graduate Profile

Graduate Student Profile (Y/N):

Publications (Y/N):

Attendance to Conferences (Y/N):

II. RESEARCH AND PUBLICATIONS

Publications for the past ten (10) years

No. of books:

No. of articles:

No. of other academic papers:

III. EXTENSION AND LINKAGES

Institutional Linkages (Y/N):

Department Linkages (Y/N):

Collaborative Research

National:

Regional:

International:

IV. INSTITUTIONAL QUALIFICATIONS

Academic program consistent with Mision/Vision (Y/N):

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