

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



**CHED MEMORANDUM ORDER**

No. 29  
Series of 2012

**SUBJECT : Implementing Guidelines for the Identification, Support and Development of Centers of Excellence and Centers of Development for the Political Science 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 396<sup>th</sup> Commission en banc Resolution No. 197-2012 dated 25 July 2012 and for the purpose of establishing Centers of Excellence and Centers of Development that serve as potent catalysts in political science education needed for the development of world-class scholarships, nation building and national development, the following criteria and implementing guidelines for the identification, support and development of COEs and CODs for the Political Science program 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). All HEIs offering the political science program are hereby recognized as agencies needed to train political scientist to constitute the bases for the development of a genuinely democratic polity.

**B. DEFINITION OF A CENTER OF EXCELLENCE AND CENTER OF DEVELOPMENT FOR POLITICAL SCIENCE EDUCATION**

1. *Center of Excellence* - a unit within any higher education institution with the following characteristics:
  - a. Must be accredited Level III for the program by an accrediting agency under the Coordinating Council on Accreditation (CCA) or its equivalent as defined in CMO 9, series of 2003, otherwise known as "Addendum to CMO 36, series of 1998 entitled "Policies and Standards for Graduate Education";
  - b. Must have an updated alumni profile and active alumni programs;

- c. Must be university-based;
  - d. Must have evidence of innovations/improvement on instruction and involvement in research and community extension;
  - e. Must have academic and research output recognized both locally and internationally; and
  - f. Must have strong local, national and international linkages.
2. **Center of Development** - a unit within any higher education institution with the following characteristics:
- a. Must be at least accredited Level II for the program by an accrediting agency under the Coordinating Council on Accreditation (CCA) or its equivalent as defined in CMO 9, series of 2003, otherwise known as "Addendum to CMO 36, series of 1998 entitled "Policies and Standards for Graduate Education";
  - b. Must be at least college-based;
  - c. Must have a strong potential to develop its faculty in research;
  - d. Must have an updated alumni profile and active alumni programs;
  - e. Must have innovative output; and
  - f. Must have strong local and national extension and linkages.

### C. 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 the discipline;
3. Provide technical assistance to agencies/institutions within its geographical area of coverage;
4. Undertake other activities/projects necessary in developing quality education in the specific discipline by sharing developmental programs.

For COEs and CODs:

1. Accelerate the development of the discipline through strategic developmental programs and projects;
2. Enhance the quality of instructional program 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)

### A. For Centers of Excellence (COE):

The COEs shall be identified in accordance with the following criteria:

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

### B. For Centers of Development (COD):

The CODs shall be identified in accordance with the following criteria:

CRITERIA	WEIGHT
<b><i>I. INSTRUCTIONAL QUALITY (45%)</i></b>	
A. Administration	6%
B. Faculty	10%
C. Curriculum	7%
D. Laboratories, Facilities and Equipment	6%
E. Library	5%
F. Student Support System	4%
G. Student Performance	4%
H. Graduate Profile/ Employment of Graduates/ Tracer Study/	3%
<b><i>TOTAL</i></b>	<b>45%</b>
<b><i>II. RESEARCH AND PUBLICATIONS (30%)</i></b>	
A. Research Output by Students	6%
<b><i>TOTAL</i></b>	<b>30%</b>
<b><i>III. EXTENSION AND LINKAGES (20%)</i></b>	
A. Academic Linkages	5%
B. Outreach Programs	10%
C. Participation as Speakers/Resource Persons in National and	5%



International Conferences	
<b>TOTAL</b>	<b>20%</b>
<b>IV. INSTITUTIONAL QUALIFICATIONS (5%)</b>	
A. Level II Accreditation or equivalent	3%
B. Peer assessment as COD	2%
<b>TOTAL</b>	<b>5%</b>
<b>GRAND TOTAL</b>	<b>100%</b>

The 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 Political Science shall be considered open upon issuance of these implementing guidelines.
2. The CHED Office of Programs and Standards (OPS) will conduct zonal orientations, after which it will issue a memorandum with attached application form (**Annex B**), informing HEIs offering the Political Science program 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.
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 Political Science (TCPS) for evaluation and shortlisting.

#### B. Initial Paper Evaluation

The TCPS shall conduct the initial paper evaluation of all COE/COD applications. Once all applications have been completely evaluated, the TCPS 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. Every applicant institution should be informed of the result of the preliminary evaluation.

#### C. Ocular Inspection

1. The OPS shall organize a Technical Review Committee (TRC) to visit the shortlisted schools.



1. The TRC shall be composed of one or two (1 or 2) members of the TCPS, 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.
2. 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.
3. The CHEDRO shall inform the HEI to prepare an updated set of documents relative to the evaluation.
4. At the end of the ocular inspection, the TRC shall prepare a report to be submitted to the TCPS.

#### **A. Identification**

1. TCPS shall prepare a shortlist of HEIs that meet the selection criteria based on the evaluation report of the TRC.
2. The TCPS shall recommend an HEI to be a COE for Political Science if it attains an overall rating of at least 95% and to be a COD if it attains an overall rating of at least 90%.
3. The TCPS shall recommend COEs and CODs to the CHED Commission en banc (CEB), within thirty (30) days after the completion of ocular inspection.

#### **B. Notification of COEs/CODs**

1. Upon approval by the CEB, the list of identified COEs and CODs for Political Science 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. COE 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 Political Science discipline
    - 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/students 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

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.

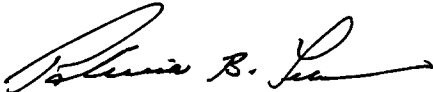
**V. Duration of the Status as COEs/CODs**

The designation as COEs/CODs for Political Science 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 31<sup>st</sup> day of July 2012.

  
**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson



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

Criteria	PTS	Operational Indicators of COE	Operational Indicators of COD
<b>A. Instructional Quality (45%)</b>			
a. Administration (4)	4	The Department chair or the administrator (e.g., coordinator, head) in charge of the political science curriculum must hold a doctorate degree in the discipline or a directly relevant field.	The Department chair or the administrator (e.g., coordinator, head) in charge of the political science curriculum must hold a doctorate degree in the discipline or a directly relevant field.
<b>b. Faculty (20)</b>			
1. Qualification (10)	5	At least 10 full-time faculty members, all of whom have a graduate degree. For those offering a graduate program, at least five (5) of the faculty members should have a disciplinary or relevant doctorate degree.	A least five (5) full-time faculty members, more than half with graduate degrees
	3	All the full-time faculty should have participated in national and international conferences as paper presenters and/or discussants	All the full-time faculty should have participated in national or international conferences as paper presenters and/or discussants
	2	All the full time faculty members must be members of reputable national (i.e., PPSA or PSPA) and international professional organizations (e.g., APSA, IPSA, APISA, AAS)	All the full time faculty members must be members of reputable national (i.e., PPSA or PSPA) and international professional organizations (e.g., APSA, IPSA, APISA, AAS)
<b>2. Performance (10)</b>			
> Teaching Quality	2	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.
	3	All teachers handle courses that they are formally specialized in or exhibit a track record of research or relevant professional experience. Only graduate degree holders must teach in the graduate program, those with Master's degree for the masteral program, those with doctorate degrees for doctoral programs.	All teachers handle courses that they are formally specialized in or exhibit a track record of research or relevant professional experience. Only graduate degree holders must teach in the graduate program, those with Master's degree for the masteral program, those with doctorate degrees for doctoral programs.
	2	Faculty student ratio: 1:30 for the undergraduate; 1:10 for the graduate programs; 1:5 for graduate program advising	Faculty student ratio: 1:30 for the undergraduate; 1:10 for the graduate programs; 1:5 for graduate program advising
> National and international recognition	3	At least half (50%) of all the full-time faculty members should have received awards, fellowships, scholarships, and other forms of recognition from reputable national and international professional, grant-giving, or research organizations in the last five (5) years.	At least a fourth (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, grant-giving, or research organizations in the last five (5) years.
c. Curriculum (10)	10	Substantive coverage of the discipline of all its academic programs based on international standards as evidenced by the substance of the academic program descriptions and the quality of course syllabi, among others.	Substantive coverage of the discipline of all its academic programs based on national standards as evidenced by the substance of the academic program descriptions and the quality of course syllabi, among others.



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

Criteria	PTS	Operational Indicators of COE	Operational Indicators of COD
		Existence of undergraduate, masteral, and doctoral program in the discipline for at least ten (10) years.	Existence of undergraduate program in the discipline and masteral program in the discipline or an inclusive field for at least five (5) years.
d. Information technology capability, facilities, equipment (4)	4	Leased line connection to the Internet, with guaranteed regular faculty and student access	Leased line connection to the Internet, with guaranteed regular faculty and student access
		Sufficient computing resources in the University, with licensed/open source software	Sufficient computing resources in the University, with licensed/open source software
e. Library (4)	4	- Library with the most recent edition of international and local journals and	- Library that meets the minimum requirements for Political Science (As per CMO Nos. 31 and 32, serie of 2011)
		At least 1,500 titles in the discipline, half of which were published in the last six (6) years	At least 1,000 titles in the discipline, half of which were published in the last six (6) years
		Complete and updated (all the issues over the last ten years) collection (digitized or hard copy) of basic refereed/abstracted international (i.e., American Political Science Review, World Politics) and national (i.e., Philippine Political Science Journal, Philippine Journal of Public Administration) professional journals	Complete and updated (all the issues over the last ten years) collection (digitized or hard copy) of basic national (i.e., Philippine Political Science Journal, Philippine Journal of Public Administration) professional journals and at least one of the refereed/abstracted international journals.
f. Graduate Profile (3)	3	At least one (1) Ph.D. graduate over the last five (5) years and at least one (1) M.A. graduate in the last three (3) years	At least one (1) MA graduate in the last three (3) years
<b>B. Research and Publication (30%)</b>	<b>30</b>	2/3 of the full-time faculty should have produced a scholarly or research output in the last five years; with half of the faculty having published their papers in refereed international journal	1/2 of the full-time faculty should have produced a scholarly or research output in the last five years; with half of the faculty having published their papers in refereed international journal
<b>C. Extension and Linkages (20%)</b>		Extensive linkage or network of the department with foreign and national higher education institutions, research organizations, government agencies, and non-governmental organizations	Extensive linkage or network of the department with foreign and national higher education institutions, research organizations, government agencies, and non-governmental organizations
	5	to further improve the conduct of the curriculum (5)	to further improve the conduct of the curriculum (8)
	6	conduct joint research (6)	conduct joint research (4)
	3	conduct training (3)	conduct training (5)
	4	provide policy inputs (4)	provide policy inputs (2)
	2	provide consulting service (2)	provide consulting service (1)
<b>D. Institutional Qualifications (5%)</b>	<b>5</b>	The programs offered must have been voluntarily accredited and deemed as excellent based on formal peer assessment, or at least by the Technical Committee for Political Science.	The programs offered must have been voluntarily accredited and deemed as above standard based on formal peer assessment, or at least by the Technical Committee for Political Science.





**Republic of the Philippines  
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**APPLICATION FORM FOR CENTERS OF EXCELLENCE (COEs)  
AND CENTERS OF DEVELOPMENT (CODs) FOR POLITICAL SCIENCE**

**Instructions:** Please fill up completely this form and attach all necessary supporting documents.  
This must be submitted to the CHED Regional Office on or before 5:00 p.m., July 15, 2012.

There should be one set of application for the program applied for. All annexes should be properly labeled.

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

CHED Government Recognition No. for the area/program applying for COE/COD status:  
\_\_\_\_\_ Date Issued: \_\_\_\_\_

Total enrolment in the area/program applying for COE/COD status: \_\_\_\_\_

Total student enrollment of the HEI: \_\_\_\_\_

**I. INSTRUCTIONAL QUALITY (Maximum Points-45)**

**A. Criterion 1 - Administration (Maximum Points-4)**

1. Does the department chair or the administrator (e.g., coordinator, head) in charge of the political science program hold a doctorate degree in the discipline or a related field? ( ) Yes ( ) No

**Documentation Required:**

*Annex A. Certified true copy of the appointment of the Department/Division Chair/Administrator (original to be presented during ocular inspection)*

*Annex B. Certified true copy of diploma or transcript of records of department chair or administrator (original to be presented during ocular inspection)*

**B. Criterion 2 - Faculty (Maximum Points-20)**

**1. Faculty Qualifications**

- a. For applicants for the Center of Excellence (COE), does the Department have at least ten (10) full-time faculty members, all of whom have a graduate degree, and at least five (5) of whom have a relevant (i.e., International Relations (Foreign Service and International Studies), Public Administration) doctorate degree? For those applying for Center of Development (COD), does the Department have at least five (5) full time faculty members, half of which must have a relevant doctorate degree? ( ) Yes ( ) No

**Documentation Required:**

*Annex C. List of all current full-time faculty members with subjects taught, highest degree attained and institution that granted the degree, number of years of service in the institution*

*Annex D. Certified true copy of diploma or transcript of records of all full-time faculty members*

- b. Have all the full-time faculty participated in national and international conferences in the last three (3) years as paper presenters and/or discussants?  
( ) Yes ( ) No

**Documentation Required:**

*Annex E. List of all full time faculty members and conferences attended in past three academic years, indicating the form of participation in the conferences (e.g., paper presenter, discussant)*

- c. Are all the full time faculty members of reputable national (i.e., PPSA or PSPA) and international professional organizations (e.g., APSA, IPSA, APISA, AAS)? ( ) Yes ( ) No

**Documentation Required:**

*Annex F. Documents certifying membership in reputable professional organizations of every full-time faculty member*

**2. Faculty Performance**

- a. Is there a system for the periodic evaluation of teaching-learning, by superiors, peers, and students, in place and effectively used for purposes of improving instruction/learning? ( ) Yes ( ) No

**Documentation Required:**

*Annex G. A summary of student, peer and self-evaluation ratings of all major subjects for the last five (5) years certified by the Dean and the Director of the Personnel Department or its equivalent (original of individual evaluation to be presented during ocular inspection)*

- b. Do all teachers handle courses that they are formally specialized in or exhibit a track record of research or relevant professional experience? ( ) Yes ( ) No
- c. Does the department comply with the rule that only graduate degree holders must teach in the graduate program, those with Master's degree for the masteral program, those with doctorate degrees for doctoral programs? ( ) Yes ( ) No

**Documentation Required:**

*Annex H. Plantilla for the last Academic Year and the current semester/term indicating the subjects handled by all faculty members*

- d. Does the Department meet the ideal faculty-student ratio: 1:30 for the undergraduate; 1:10 for the graduate programs; 1:5 for graduate program advising? ( ) Yes ( ) No

**Documentation Required:**

*Annex I. Table showing the faculty-student ratio at the undergraduate and graduate level as attested to by the Department Chair and Dean.*

- e. Are at least half (50%) of all the full-time faculty members recipients of awards, fellowships, scholarships, and other forms of recognition from reputable national and international professional, grant-giving, or research organizations in the last five (5) years? ( ) Yes ( ) No



Prepare table as follows:

**International awards, citations and scholarships received by your faculty**

Name of Faculty Recipient	Title of Award	Awarding Body	Date Awarded

**National awards, citations and scholarships received by your faculty**

Name of Faculty Recipient	Title of Award	Awarding Body	Date Awarded

**Documentation Required:**

*Annex J. Certified true copies of international and national awards, citations and scholarships received by faculty (original to be presented during ocular inspection)*

**C. Criterion 3 – Curriculum (Maximum Points-7)**

- Do the curricula (from undergraduate to graduate programs) substantively cover the discipline based on international standards as evidenced by the substance of the academic program descriptions and the quality of course syllabi, among others?  
 Yes  No

**Documentation Required:**

*Annex K. All curricular documents (program prospectus, syllabi)*

- For applicants for the COE, have the undergraduate, masteral, and doctoral program existed for at least ten (10) years? For COD applicants, have the undergraduate and masteral program in Political Science existed for at least five (5) years?  Yes  No



**Documentation Required:**

*Annex L. Certified true copy of the permit/recognition granted by the University Board or CHED for the offered programs?*

3. Is the curriculum updated regularly and reflective of current developments, trends and innovations in Political Science? ( ) Yes ( ) No

If yes, how often? \_\_\_\_\_

When was the curriculum last updated? \_\_\_\_\_

**Documentation Required:**

*Annex M. Copy of present curriculum and copies of previous curricula starting 2002 accompanied by curriculum flowchart*

4. Does the curriculum (for each program offered) exceed the minimum CHED requirements? ( ) Yes ( ) No

If yes, by how many units? \_\_\_\_\_

Please give breakdown of units in your curriculum beyond CHED requirements

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5. Does your curriculum incorporate innovative approaches to teaching and learning? ( ) Yes ( ) No

Please specify innovative approaches to teaching and learning adopted for the program

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6. Is the syllabus for each course in the curriculum updated and reflective of current trends in both theory and practice? ( ) Yes ( ) No

7. Is teaching methodology innovative? ( ) Yes ( ) No

8. Are reference materials current? ( ) Yes ( ) No

**Documentation Required:**



**D. Criterion 4 - Laboratories, Facilities and Equipment (Maximum Points-7)**

1. Is the computer laboratory equipped with Internet access? ( ) Yes ( ) No

Please specify the number of computers in the laboratory, computer-to-student ratio, hardware specifications and licensed software installed

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**Documentation Required:**

*Annex O. Official receipts or proofs of purchase or donation of equipment and licenses to software (original to be presented during ocular inspection)*

*Annex P. Certified true copy of the receipt or agreement for Internet connection subscription (original to be presented during ocular inspection)*

*Annex Q. Pictures of laboratory, facilities and equipment*

2. Does the program have sufficient multimedia and presentation equipment/facilities? ( ) Yes ( ) No

Please give breakdown of multimedia and presentation equipment/facilities

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3. Is a technician assigned full time to maintain the laboratory, facilities and equipment? ( ) Yes ( ) No

**Documentation Required:**

*Annex R. Certified true copy of 201 file of technician (original to be presented during ocular inspection)*

**E. Criterion 5 - Library (Maximum Points-5)**

1. Does the library have the most recent editions of local and international journals, textbooks, reference books and collection of classical works in the Political Science? ( ) Yes ( ) No

Please check

\_\_\_ More than ten (10) titles available per major subject, at least half of which have been published within the last five (5) years

\_\_\_ For those applying for Center of Excellence (COE), at least 1,500 titles in the discipline, half of which were published in the last six (6) years. For those applying for Center of Development (COD), at least 1,000 titles in the discipline, half of which were published in the last six years

\_\_\_ For those applying for Center of Excellence--Complete and updated (all the issues over the last ten [10] years) collection (digitized or hard copy) of basic

refereed/abstracted international (i.e., American Political Science Review, World Politics) and national (i.e., Philippine Political Science Journal, Philippine Journal of Public Administration) professional journals. For those applying for COD--complete and updated (all the issues over the last ten [10] years) collection (digitized or hard copy) of basic national (i.e., Philippine Political Science Journal, Philippine Journal of Public Administration) professional journals and at least one (1) of the refereed/abstracted international journals.

\_\_\_ Library facilities adequate to seat at least 15% of the student population at any given time, library environment conducive to study

\_\_\_ At least one (1) full-time professional librarian for every five hundred (500) students

2. Does the library collection include print, multimedia materials and electronic subscriptions? ( ) Yes ( ) No

3. Does the HEI have a computerized university library system? ( ) Yes ( ) No

**Documentation Required:**

*Annex S. Enrolment data, indicating student population of the entire HEI, broken down by school and program certified by the Registrar and the President*

*Annex T. Student registration data, broken down by class, indicating student enrollment in each class certified by the Registrar and the Dean*

*Annex U. Summary of the number and qualifications of library staff*

*Annex V. List of professional books (author, title, year of publication and publisher) available in the library classified according to the course in the syllabi certified by the Chief Librarian and Dean (books ready to be shown during ocular inspection)*

*Annex W. List of subscriptions to professional magazines and periodicals certified by the Chief Librarian and Dean (periodicals ready to be shown during ocular inspection)*

*Annex X. Brief description of the online catalog software*

**F. Criterion 6 - Student Support System (Maximum Points-4)**

1. Does the HEI provide scholarships in the program? ( ) Yes ( ) No

**Documentation Required:**

*Annex Y. List of scholarships provided by the HEI and recipients of the scholarships for the last five (5) years certified by the Dean and Office of Student Affairs or its equivalent*

**G. Criterion 7 - Student Performance (Maximum Points-5)**

1. Does the program apply a retention grade of 2.25 or its equivalent to students? ( ) Yes ( ) No

**Documentation Required:**

*Annex Z. HEI resolution or similar document adopting a retention grade of 2.25 or its equivalent certified by the Dean (original to be presented during ocular inspection)*

*Annex AA. Student manual and prospectus for students indicating the retention grade*

**H. Criterion 8 - Graduate Profile (Maximum Points-3)**

1. For those applying for COE, has the Department graduated at least one (1) Ph.D. student over the last five (5) years and at least one (1) M.A. student in the last three (3) years; For those applying for COD, at least one (1) M.A. graduate in the last three (3) years? ( ) Yes ( ) No



**Documentation Required:**

*Annex AB. Record of graduates in the Master's and Doctor of Philosophy for Political Science programs from AY 2009-2010 to 2011-2012*

**II. RESEARCH AND PUBLICATIONS (Maximum Points-30)**

A. Has the Department met the relevant criterion below:

1. For those applying for COE-- 2/3 of the full-time faculty should have produced a scholarly or research output in the last five (5) years; with half of the faculty having published their papers in refereed international journal? ( ) Yes ( ) No
2. For those applying for COD-- 1/2 of the full-time faculty should have produced a scholarly or research output in the last five (5) years; with half of the faculty having published their papers in refereed international journal? ( ) Yes ( ) No

**Documentation Required:**

*Annex AC. List of full-time faculty members and publications in the last five (5) academic years*

*Annex AD. Copies of faculty publications in refereed international journals*

**III. EXTENSION AND LINKAGES (Maximum Points-20)**

A. The Department has an extensive linkage or network with foreign and national higher education institutions, research organizations, government agencies, and non-governmental organizations to:

1. further improve the conduct of the curriculum ( ) Yes ( ) No
2. conduct joint research ( ) Yes ( ) No
3. conduct training ( ) Yes ( ) No
4. provide policy inputs ( ) Yes ( ) No
5. provide consulting service ( ) Yes ( ) No

**Documentation Required:**

*Annex AE. Memoranda of Agreement/Contracts with partner agencies as a Department or of individual faculty members*

*Annex AF. Copies of research outputs, training manuals and evaluation of training, policy inputs*

B. Do faculty members undertake community or institution-based outreach programs?  
( ) Yes ( ) No

**Documentation Required:**

*Annex AG. List of community or institution-based outreach programs held in the last five (5) years certified by the Dean*

**IV. INSTITUTIONAL QUALIFICATIONS (Maximum Points-5)**

A. The programs offered must have been voluntarily accredited and deemed as excellent based on formal peer assessment, or at least by the Technical Panel on Political Science.

Accreditation Level of the Program Applied for as COE/COD: \_\_\_\_\_

Accreditation Valid up to: \_\_\_\_\_

Name of Accrediting Body: \_\_\_\_\_

**Documentation Required:**



*Annex AH. Certified true copy of the accreditation certificate (original to be presented during ocular inspection) or the results of a peer evaluation of the program (Note: The peer assessment is for SUCs. In the absences of a peer assessment, the Technical Committee may conduct the assessment based on the documents submitted for COE/COD recognition)*

**CERTIFICATION**

**I hereby declare, under penalty of perjury that the foregoing is true and correct.**

**Signed this** \_\_\_ day of \_\_\_\_\_, 2012 at \_\_\_\_\_.

\_\_\_\_\_  
**School President**

