



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



**CHED MEMORANDUM ORDER**

No. 32

Series of 2012

**SUBJECT : Implementing Guidelines for the Identification, Support and Development of Centers of Excellence (COE) and Centers of Development (COD) for the Sociology 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 397<sup>th</sup> Commission en banc Resolution No. 223-2012 dated 06 August 2012 and for the purpose of establishing Centers of Excellence (COEs) and Centers of Development (CODs) that serve as potent catalysts in sociology and social science education needed for the development of world-class scholarships, nation building and national development, the following implementing guidelines for the identification, support and development of COEs and CODs for the sociology 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 sociology program are hereby recognized as agencies needed to train graduates who will contribute to the production and transmission of knowledge generated from social research that is informed by economic, political and socio-cultural events in the local and global arena.

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

1. **Center of Excellence** - a unit within any higher education institution with the following characteristics:
  - a. Must be accredited Level III by an accrediting body recognized by CHED;
  - 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 by an accrediting body recognized by CHED;
  - 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 (e.g., technical consultancies, short-term trainings)
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 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)**

For Centers of Excellence:

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

CRITERIA	POINTS
<b><i>I. INSTRUCTIONAL QUALITY (45%)</i></b>	
A. Administration	3
B. Faculty	20
C. Curriculum	10
D. Information and communication technology capability, facilities and equipment	3
E. Library	4
F. Student Support System	2
G. Graduate Profile	3
<b>TOTAL</b>	<b>45</b>
<b><i>II. RESEARCH AND PUBLICATIONS (30%)</i></b>	
<b>TOTAL</b>	<b>30</b>
<b><i>III. EXTENSION AND LINKAGES (20%)</i></b>	
<b>TOTAL</b>	<b>20</b>
<b><i>IV. INSTITUTIONAL QUALIFICATIONS (5%)</i></b>	
<b>TOTAL</b>	<b>5</b>
<b>GRAND TOTAL (100%)</b>	<b>100</b>



### For Centers of Development:

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

CRITERIA	POINTS
<b><i>I. INSTRUCTIONAL QUALITY (45%)</i></b>	
A. Administration	3
B. Faculty	20
C. Curriculum	10
D. Information and communication technology capability, facilities and equipment	3
E. Library	4
F. Student Support System	2
G. Graduate Profile	3
<b>TOTAL</b>	<b>45</b>
<b><i>II. RESEARCH AND PUBLICATIONS (30%)</i></b>	
<b>TOTAL</b>	<b>30</b>
<b><i>III. EXTENSION AND LINKAGES (20%)</i></b>	
<b>TOTAL</b>	<b>20</b>
<b><i>IV. INSTITUTIONAL QUALIFICATIONS (5%)</i></b>	
<b>TOTAL</b>	<b>5</b>
<b>GRAND TOTAL (100%)</b>	<b>100</b>

The details of the criteria and other guidelines are contained in “**Annex A**” hereof.

### V. IDENTIFICATION PROCEDURE/PROCESS OF SELECTION

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

#### A. Application

1. Application for COE/COD in Sociology shall be considered open upon issuance of these implementing guidelines.
2. The CHED Office of Programs and Standards (OPS) will conduct national or zonal orientation, after which it will issue a memorandum with attached application form (**Annex B**), informing HEIs offering the Sociology 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 Sociology (TCS) for evaluation and shortlisting.

#### B. Initial Paper Evaluation

The TCS shall conduct the initial paper evaluation of all COE/COD applications. Once all applications have been completely evaluated, the TCS 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. The OPS shall organize a Technical Review Committee (TRC) to visit the shortlisted schools.
2. The TRC shall be composed of one or two (1 or 2) members of the TCS, 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 TCS.

### D. Identification

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

### E. Notification of COEs/CODs

1. Upon approval by the CEB, the list of identified COEs and CODs for Sociology 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.

## VI. 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 sociology 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/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
    - 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.

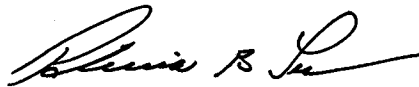
**VII. Duration of the Status as COEs/CODs**

The designation as COEs/CODs for Sociology 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.

**VIII. Effectivity**

This order shall take effect immediately.

Issued this 16<sup>th</sup> day of August, 2012

  
PATRICIA B. LICUANAN, Ph.D.  
Chairperson



**TECHNICAL COMMITTEE FOR SOCIOLOGY**  
**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>			
<b>a. Administration (3)</b>	3	The Department chair or the administrator (e.g., coordinator, head) in charge of the Sociology curriculum must hold a doctorate degree in Sociology.	The Department chair or the administrator (e.g., coordinator, head) in charge of the Sociology curriculum must hold a doctorate degree in Sociology.
<b>b. Faculty (20)</b>	4	There are at least five (5) full-time tenured faculty members, all of whom have a PhD degree in Sociology.	There are at least three (3) full-time tenured faculty members, all of whom have a graduate degree in Sociology.
	3	All teachers handle courses that they are formally specialized in or exhibit a track record of research, publication, and other relevant professional experience.	All teachers handle courses that they are formally specialized in or exhibit a track record of research, publication, and other relevant professional experience.
	2	Only those with at least a Master's degree teach in the undergraduate and masteral programs, and only those with doctorate degrees teach in the doctoral program.	Only those with at least a Master's degree teach in the undergraduate and masteral programs, and only those with doctorate degrees teach in the doctoral program.
	2	A system for the periodic evaluation of teaching-learning, by administrators, 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 administrators, peers, and students, should be in place and effectively used for purposes of improving instruction/learning.
	3	All full-time faculty members should have participated in national and international conferences as paper presenters in the past 5 years.	All full-time tenured faculty members should have participated in national or international conferences as paper presenters in the past 5 years.
	3	At least 50% of all full-time faculty members should have received awards, fellowships, scholarships, and other forms of recognition from reputable national and international professional organizations.	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.
	3	Twenty-five percent (25%) of full-time tenured faculty members must have served as officers of national and international professional organizations of Sociology, or any of its specialty areas or closely-related disciplines.	Ten percent (10%) of full-time tenured faculty members must have served as officers of reputable national and international professional organizations of Sociology, or any of its specialty areas or closely-related disciplines.
<b>c. Curriculum (10)</b>	5	Existence of undergraduate, masters, and doctoral programs in Sociology for at least ten (10) years.	Existence of undergraduate, masters, and doctoral programs in Sociology for at least five (5) years.
	5	The graduate programs offer at least four areas of specialization within the various subareas of Sociology.	The graduate programs offer at least two areas of specialization within the various subareas of Sociology
<b>d. Information technology capability, facilities, and equipment (3)</b>	3	Students and faculty members have access to a computer laboratory/facility with licensed or open source statistical and other relevant software.	Students and faculty members have access to a computer laboratory/facility with licensed or open source statistical and other relevant software.



**TECHNICAL COMMITTEE FOR SOCIOLOGY**  
**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>e. Library (4)</b>	2	The library has a complete and updated (all the issues over the last ten years) collection (digitized or hard copy) of basic refereed/abstracted international and local journals in sociology and related fields.	The library has a complete and updated (all the issues over the last five years) collection (digitized or hard copy) of basic refereed/abstracted international and local journals in sociology and related fields
	2	The library has least 1,500 books/titles in sociology and related fields, at least half of which were published in the last five (5) years.	The library has at least 1,000 books/titles in sociology and related fields, at least half of which were published in the last five (5) years.
<b>f. Student Support System (2)</b>	2	The unit (or the university/college) must have counseling and other student services for the students enrolled in the Sociology programs.	The unit (or the university/college) must have counseling and other student services for the students enrolled in the Sociology programs.
<b>g. Graduate Profile (3)</b>	3	At least one (1) PhD graduate and at least six (6) MA graduates in the last five (5) years.	At least three (3) MA graduates in the last five (5) years.
<b>B. Research and Publication (30%)</b>	10	At least 75% of full time tenured/permanent faculty members have published monographs and books (in reputable presses) and articles in refereed journals in the last five (5) 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 5 years.
	10	At least 25% of the full time tenured/permanent faculty members have published articles in ISI/SCOPUS journals in the last 5 years.	At least 10% of the full time tenured/permanent faculty members have published articles in ISI/SCOPUS journals in the last 5 years.
	10	The total volume of publications of full-time tenured faculty in the last five years is at least twice the number of full-time tenured faculty.	The total volume of publications of the full-time tenured faculty in the last five years is at least 1.5 times the number of full-time tenured faculty.
<b>C. Extension and Linkages (20%)</b>	15	Completed at least five (5) seminars, workshops, field schools, and continuing education/training programs in the past five (5) years.	Completed at least five (5) seminars, workshops, field schools, and continuing education/training programs in the past five (5) years.
	5	At least ten (10) local and five (5) international linkages with Sociology-related agencies in the past five (5) years.	At least five (5) local and two (2) international linkages with Sociology-related agencies in the past five (5) years.
<b>D. Institutional Qualifications (5%)</b>	5	The unit must have been recognized by external agencies (e.g., international or national certification/accreditation, recognition as COE/COD).	The unit must have been recognized by external agencies (e.g., international or national certification/accreditation, recognition as COE/COD).

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

NOTE: Applicant must score at least 90 points to be selected as COD.



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

**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 Sociology 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 sociology 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 sociology 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. Three (3) CDs shall be submitted to the CHED. Each CD should contain the electronic file of the accomplished instrument, all FIS files, 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 Sociology.
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. Partial points maybe awarded for criterion not fully met.
2. The selection of COE and COD shall be determined by using the cut-off score of 90%.







<p><b>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.</b></p> <p><i>Note: Please sort the list by the degree level (PhD&gt;MA/MS&gt;BA) 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).</i></p>	
Name of faculty member (list only full time tenured/permanent faculty members)	Degree(s), specialization, university

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

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: \_\_\_\_\_)

**ORGANIZATIONAL STRUCTURE OF THE UNIT**

**A. Administration**

**MINIMUM QUALIFICATIONS (45%)**

**MINIMUM QUALIFICATIONS**

Discipline applied for: \_\_\_\_\_  
 Sociology \_\_\_\_\_  
 Center of Excellence \_\_\_\_\_  
 Center of Development \_\_\_\_\_

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

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

Name of Chair/Director: \_\_\_\_\_

Tel / Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**GENERAL INFORMATION**

**APPLICATION FORM**  
**CENTER OF EXCELLENCE/CENTER OF DEVELOPMENT IN SOCIOLOGY**  
 20\_\_ - 20\_\_

<b>Summary of educational credentials</b>	Number	%
a) Number of faculty members with BA Sociology		
b) Number of faculty members with BA not in Sociology		
c) Number of faculty members with MA Sociology		
d) Number of faculty members with MA not in Sociology		
e) Number of faculty members with PhD Sociology		
f) Number of faculty members with PhD not in Sociology		

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

<b>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.</b>	
<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.

<b>Summary of paper presentations of faculty members</b>	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 professional organizations of sociology**

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

<b>Summary of leadership positions held by faculty members</b>	Number	%
Number of faculty members who served as officers in international/national professional organizations of sociology		

**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 identity 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: \_\_\_\_\_)

**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

Summary of recognition	Number	%
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, computer laboratories, software used for sociology/ social science teaching and research, and other relevant learning resources that are currently available and used. For software used for sociology/social science teaching and research, please ensure that all listed items are properly licensed to the unit or to the higher education institution.

Learning Resource (Laboratory, Facility, Equipment, 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 journals in sociology and related fields 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 sociology books in the university library. For purposes of this analysis, list only those books that are directly related to the various subareas of sociology; please do not include books in disciplines outside sociology, even if they are related to sociology. 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 sociology 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 SY2007-08 to SY2011-2012. 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.

<b>List of full time tenured/permanent faculty members in the unit (from 2007-2012) and all their scholarly publications (books, monographs, journal articles) from 2001-2011. Please follow the APA format for citations in listing the publications.</b>	
Name of faculty member (list only full time tenured/ permanent faculty members)	Listing of publications (with full APA format citation)

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 2007-2011.
- 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 2007-2011.
- 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	Faculty Development

**INSTITUTIONAL QUALITY (5%)**

**12. INSTITUTIONAL ACCREDITATION/CERTIFICATION**

- Please attach a document indicating the current certification or accreditation status of the sociology 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.

**CERTIFICATION**

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

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

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

