



CHED MEMORANDUM ORDER

No. 52

Series of 2012

SUBJECT : Implementing Guidelines for the Identification, Support and Development of Centers of Excellence (COE) and Centers of Development (COD) for the Social Work 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 393rd Commission en banc Resolution No. 131-2012 dated 11 June 2012 and for the purpose of establishing Centers of Excellence (COEs) and Centers of Development (CODs) that serve as potent catalysts in Social Work 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 Social Work 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 Social Work 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 SOCIAL WORK EDUCATION

1. *Center of Excellence* - a unit within any higher education institution with the following characteristics:
 - a. Must have a Social Work program in existence for at least ten (10) years;
 - b. Must have an alumni association and a process/system of alumni registry;
 - 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 outputs recognized both locally and internationally;
 - f. Must have strong local, national and international linkages; and
 - g. Must have a passing rate of at least 90% in the licensure exam for the last five (5) years.

2. *Center of Development* - a unit within any higher education institution with the following characteristics:
 - a. Must have a Social Work program in existence for at least five (5) years;
 - b. Must be at least college-based;

- c. Must have a strong potential to develop its faculty in research;
- d. Must have an alumni association and a process/system of alumni registry;
- e. Must have innovative outputs; and
- h. Must have strong local and national extension and linkages
- i. Must have a passing rate of at least 85% in the licensure exam for the last five (5) years.

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)

The COE/COD shall be identified in accordance with the following criteria:

CRITERIA	POINTS
<i>I. INSTRUCTIONAL QUALITY (45%)</i>	
A. Administration	5
B. Faculty	20
C. Curriculum	8
D. Information and communication technology capability, facilities and equipment	3
E. Library	4
F. Student Support System	2
G. Graduate Profile	3
TOTAL	45
<i>II. RESEARCH AND PUBLICATIONS (30%)</i>	
TOTAL	30
<i>III. EXTENSION AND LINKAGES (20%)</i>	
TOTAL	20
<i>IV. INSTITUTIONAL QUALIFICATIONS (5%)</i>	
TOTAL	5
GRAND TOTAL (100%)	100

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 Social Work 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 Social Work program that it is accepting applications from potential COEs and CODs.
3. Interested HEIs shall submit to the CHED Central Office (CHEDCO), Office of Programs and Standards (OPS) 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 CHED OPS 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 TCSW. Applications with incomplete and/or incorrect supporting documents shall be notified and requested to submit lacking/appropriate documents.
5. The OPS shall endorse the applications to the Technical Committee for Social Work (TCSW) for evaluation and shortlisting.

B. Initial Paper Evaluation

The TCSWW shall conduct the initial paper evaluation of all COE/COD applications. Once all applications have been completely evaluated, the TCSWW 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, if needed.

C. Ocular Inspection (if needed)

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 TCSWW, one (1) representative from the OPS and one (1) representative from the CHEDRO.
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. At the end of the ocular inspection, the TRC shall prepare a report to be submitted to the TCSWW.

D. Identification

1. The TCSW shall prepare a shortlist of HEIs that meet the selection criteria based on the evaluation report of the TRC.
2. The TCSW shall recommend an HEI to be a COE/COD for Social Work if it attains an overall rating of at least 90% in their respective sets of criteria.
3. The TCSW shall recommend COEs and CODs to the CHED Commission en banc (CEB), within a maximum of ninety (90) days after the receipt of the application.

E. Notification of COEs/CODs

1. Upon approval by the CEB, the list of identified COEs and CODs for Social Work 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 support such as:
 - a. **Institutional Support** -
 - i. **Program Evaluation** - review and evaluation of existing program
 - ii. **Capacity Building** - seminars, workshops, conferences for continuing education related and relevant to the Social Work 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, foreign fellowships, visiting professors, 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 Support**
 - i. Faculty Development (for Graduate and Post 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.

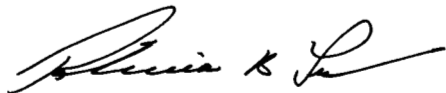
V. Duration of the Status as COEs/CODs

The designation as COE/COD for Social Work shall be for a period of three (3) years. It may be revoked at any point if, based on the monitoring and evaluation by the CHED, the HEIs concerned fail to (a) fulfill their functions/responsibilities and/or (b) maintain compliance with the criteria for COE/COD.

VI. Effectivity

This order shall take effect immediately.

Issued this 20th day of December, 2012


PATRICIA B. LICUANAN, Ph.D.
Chairperson



TECHNICAL COMMITTEE FOR SOCIAL WORK
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 (5)	5	The Department chair or the administrator (e.g., coordinator, head) in charge of the Social Work curriculum must hold a post graduate degree in Social Work or in closely-related disciplines, is a registered Social Worker with a valid license, with at least five (5) years teaching experience and a member of the professional association of Social Work educators..	The Department chair or the administrator (e.g., coordinator, head) in charge of the Social Work curriculum must hold a post graduate degree in Social Work or in closely-related disciplines, is a registered Social Worker with a valid license, with at least three (3) years teaching experience and a member of the professional association of Social Work educators..
b. Faculty (20)			
	4	There are at least five (5) full-time tenured faculty members, all of whom have a post graduate degree, are registered Social Workers with a valid license and members of the professional association of Social Work educators.	There are at least three (3) full-time tenured faculty members, all of whom have a post graduate degree, are registered Social Workers with a valid license and members of the professional association of Social Work educators.
	2	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.	Only those with at least a Master's degree teach in the undergraduate and masteral programs.
	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.
	2	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.
	2	All faculty members, tenured or otherwise, must have engaged in social work practice for at least five (5) years.	All faculty members, tenured or otherwise, must have engaged in social work practice for at least three (3) years.
	3	Twenty-five percent (25%) of full-time tenured faculty members must have served as officers of national and international professional organizations of Social Work, 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 Social Work, or any of its specialty areas or closely-related disciplines.
	20		



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

Criteria	PTS	Operational Indicators of COE	Operational Indicators of COD
c. Curriculum (8)	4	Existence of undergraduate and masteral programs in Social Work for at least ten (10) years.	Existence of undergraduate and, masteral programs in Social Work for at least five (5) years.
	2	The curriculum incorporates innovative approaches to teaching and learning	The curriculum incorporates innovative approaches to teaching and learning
	2	The curriculum is reviewed on a periodic basis in consultation with social work stakeholders.	The curriculum is reviewed on a periodic basis in consultation with social work stakeholders.
d. Information technology capability, facilities, and equipment (3)	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.
e. Library (4)	2	The library has a complete and updated, all the issues over the last five (5) years, collection (digitized or hard copy) of basic refereed/abstracted international and local journals in Social Work and related fields.	The library has a complete and updated, all the issues over the last three (3) years, collection (digitized or hard copy) of basic refereed/abstracted international and local journals in Social Work and related fields
	2	The library has least 1,500 books/titles in Social Work 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 Social Work and related fields, at least half of which were published in the last five (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 Social Work programs.	The unit (or the university/college) must have counseling and other student services for the students enrolled in the Social Work programs.
g. Graduate Profile (3)	1	At least ten (10) MSSW graduates in the last five (5) years.	At least five (3) MSSW graduates in the last five (5) years.
	2	Must have a passing rate of at least 90% in the licensure exam for the last five (5) years	Must have a passing rate of at least 85% in the licensure exam for the last five (5) years
B. Research and Publication (30%)	7.5	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 five (5) years.
	7.5	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.
	3	At least three (3) classroom-related researches, jointly conducted by faculty and students, published in a nationally or internationally refereed journal in the last five (5) years.	At least one (1) classroom-related researches, jointly conducted by faculty and students, published in a nationally or internationally refereed journal in the last three (3) years.



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

Criteria	PTS	Operational Indicators of COE	Operational Indicators of COD
	12	Research findings are utilized to engage in Social Work policy advocacy, developing innovative, integrative and culturally appropriate practice models, and contribute to defining the Filipino character of social work	Research findings are utilized to engage in Social Work policy advocacy, developing innovative, integrative and culturally appropriate practice models, and contribute to defining the Filipino character of social work
C. Extension and Linkages (20%)	10	Conducted at least ten (10) seminars, workshops, and continuing education/training programs in the last five (5) years with partner agencies, people's organization, local government units,	Conducted at least five (5) seminars, workshops, and continuing education/training programs in the last five (5) years with partner agencies, people's organization, local government units, etc.
	2	Has existing MOU with international schools of social work in the last three (3) years.	Has existing MOU with international schools of social work in the last three (3) years.
	5	Provision of institutional support to at least three (3) schools of social work (e.g., faculty development, curricular improvement, training, etc.) in the last five (5) years.	Provision of institutional support to at least one (1) school of social work (e.g., faculty development, curricular improvement, training, etc.) in the last five (5) years.
	3	Membership in national and international professional organizations (e.g., National Association for Social Work Education Inc., Asian Pacific Association for Social Work Education, International Association of Schools of Social Work, etc.)	Membership in national and international professional organizations (e.g., National Association for Social Work Education Inc., Asian Pacific Association for Social Work Education, International Association of Schools of Social Work, etc.)
D. Institutional Qualifications (5%)	5	The unit must have been recognized by external agencies (e.g., Professional Regulation Commission, international or national certification/accreditation, recognition as COE/COD).	The unit must have been recognized by external agencies (e.g., Professional Regulation Commission, 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 SOCIAL WORK**

**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 Social Work 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 Social Work 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 Social Work 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, 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 and submitted in five (5) hard copies with accompanying soft copies in CD.
3. Items in this instrument are cross-referenced to the accompanying Standards for the Selection of COEs and CODs for Social Work.
4. 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.
5. 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 may be awarded for criterion not fully met.
2. The selection of COE and COD shall be determined by using the cut-off score of 90%.

**COMMISSION ON HIGHER EDUCATION
TECHNICAL COMMITTEE FOR SOCIAL WORK**

**APPLICATION FORM
CENTER OF EXCELLENCE/CENTER OF DEVELOPMENT IN SOCIAL WORK
20__ - 20__**

GENERAL INFORMATION

Discipline applied for: Social Work
 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) 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

Summary of educational credentials	Number	%
a) Number of faculty members with BS Social Work		
b) Number of faculty members with BS not in Social Work		
c) Number of faculty members with MS Social Work		
d) Number of faculty members with MS/MA not in Social Work		
e) Number of faculty members with PhD Social Work		
f) Number of faculty members with PhD/Doctorate not in Social Work		



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.
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.

Name of faculty member (list only full time tenured/ permanent faculty members)	Paper presented, name/title of conference, date and venue.

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 professional organizations of Social Work

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
Note: Please list names of faculty members alphabetically, and for each faculty member, list all the positions in chronological order, with the most recent position listed first.

Name of faculty member (list only full time tenured/ permanent faculty members)	Position, organization, inclusive dates of position

Summary of leadership positions held by faculty members	Number	%
Number of faculty members who served as officers in international/national professional organizations of Social Work		

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.

D. INFORMATION TECHNOLOGY CAPABILITY, FACILITIES, EQUIPMENT

- Please list all laboratory facilities and equipment, computer laboratories, software used for Social Work/ social science teaching and research, and other relevant learning resources that are *currently* available and used. For software used for Social Work/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"/>	
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		<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 Social Work 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 Social Work books in the university library. For purposes of this analysis, list only those books that are directly related to the various subareas of Social Work; please do not include books in disciplines outside Social Work, even if they are related to Social Work. 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 Social Work 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: _____)

Please attach PRC certification regarding school performance in the annual licensure examination in the last five (5) years.

(Please indicate the label of the attachment: _____)

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 2001-2011. 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)

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		
f) Total number of researches with findings utilized to engage in Social Work policy advocacy, developing innovative, integrative and culturally appropriate practice models, and contribute to defining the Filipino character of social work		
g) Total number of classroom-related researches, jointly conducted by faculty and students, published in a nationally or internationally refereed journal in the last five (5) years.		

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 Social Work 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

