



Republic of the Philippines  
**TARLAC STATE UNIVERSITY**  
**OFFICE OF THE PRESIDENT**

Romulo Boulevard, San Vicente, Tarlac City  
Tel. No. (045) 606-8101, (045) 606-8200

Official Website: <http://www.tsu.edu.ph> E-mail Address: [pres\\_office@tsu.edu.ph](mailto:pres_office@tsu.edu.ph)

Tarlac State University  
Records and Archives Unit No. 396

By/Date **AUG 09 2023**

Addendum to TSU Memorandum Circular  
No. **16**, s. **2023**  
August 8, 2023

**ADDITIONAL REMINDERS ON THE SUBMISSION FOR FACULTY  
POSITION RECLASSIFICATION THROUGH THE DBM-CHED JOINT  
CIRCULAR NO. 3, S. 2022**

All faculty applicants are further reminded of the following guidelines:

1. The submission of **soft copy** application will be until **August 15, 2023 at 11:59 PM only**. **Hard copy** submission will be until **August 15, 2023 at 6:00 PM only**. Late submissions will no longer be accepted and entertained.
2. The ISS Excel File shall be saved in this file format:  
**<TSU\_ISS\_Last Name\_First Name\_Middle Initial>**  
Example: **TSU\_ISS\_Dela Cruz\_Juan\_A**
3. Applicants shall submit their accomplished **Individual Summary Sheet (ISS)** in excel format together with the **hyperlink** of their personal **Google Drive** containing the scanned original and certified documentary evidence arranged per Key Results Area (KRA) to [hrdmo\\_nbc@tsu.edu.ph](mailto:hrdmo_nbc@tsu.edu.ph) with the subject format: **Last Name, First Name M.I.\_JC3 Cycle 1**.

Applicants shall set the **general access** of their personal google drive to "**Anyone on the internet with the link can view.**"

4. Hard copy submission shall be in **three green folders (original, duplicate and triplicate)**. Each folder shall contain the following documents arranged as follows:
  - a. Duly accomplished Request Form (Original),
  - b. Signed print out of the Individual Summary Sheet (ISS) and duly accomplished forms (Original),
  - c. Copies of supporting evidence arranged and properly tabbed per KRA, and
  - d. Print out of checklist of evidence submitted.

Folders shall be submitted at the Performance Management Unit of OHRDM thru Ms. Nikka Joyce C. Mañebog.

5. In relation to the JC3 required documentary evidence, the IEC will be accepting documentary evidence from herein attached **matrix of TSU equivalent documents**.

For the guidance and information of everyone.

**DR. ARNOLD E. VELASCO**  
President

CRITERIA	REQUIRED EVIDENCE
<b>KRA I - INSTRUCTION</b>	
<b>Criterion A – Teaching Effectiveness</b>	
1. Faculty Performance Evaluation by Students and Supervisor	
<b>Note:</b> If the newly appointed faculty comes from a Local University or College (LUC), private higher education institution, TESDA or DepEd school, their student and supervisor's evaluation prior to their appointment to the SUC shall not be considered.	
1.1 Student Evaluation (60%)	1. Copy of the final report on student evaluation rating of faculty per term; duly certified by the authorized official of the SUC.
a) If on <b>Study Leave</b>	1. Copy of approved study leave
<b>Note:</b> For faculty members who went on full time study leave during the evaluation period, they may use the student and supervisor's evaluation for the remaining semesters. The number of semesters on study leave shall be deducted from the divisor.	
b) If on <b>Sabbatical Leave</b> for the purpose of research or development of instructional material	1. Copy of board resolution approving the sabbatical leave for the purpose of doing research or development of instructional material.
<b>Note:</b> A faculty on sabbatical leave shall be evaluated similar to a faculty on study leave.	
c) If on <b>Maternity Leave</b>	1. Copy of approved maternity leave.
<b>Note:</b> A faculty on maternity leave shall be allowed one (1) semester without student evaluation. This semester will be removed from the divisor.	
1.2 Supervisor's Evaluation (40%)	1. Copy of the final report on supervisor's evaluation rating of faculty per term; duly certified by the authorized official of the SUC.
<b>Note:</b> Refer to notes Student Evaluation	
a) If on <b>Study Leave</b>	1. Copy of approved study leave
b) If on <b>Sabbatical Leave</b> for the purpose of research or development of instructional material	1. Copy of board resolution approving the sabbatical leave for the purpose of doing research or development of instructional material.
c) If on <b>Maternity Leave</b>	1. Copy of approved maternity leave.

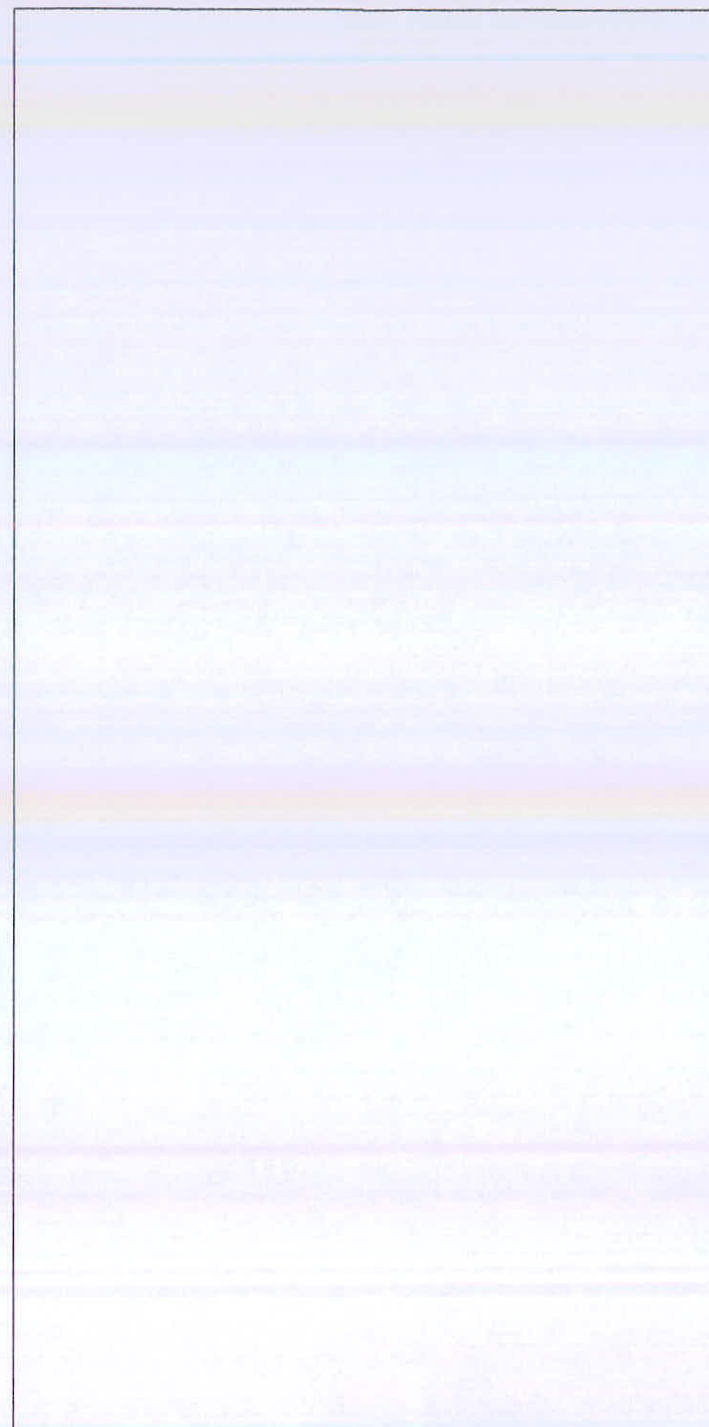
EQUIVALENT TSU DOCUMENTS
<ol style="list-style-type: none"> <li>Matrix of QCE on Teaching Effectiveness certified by HR, and</li> <li>Copy of Semestral QCE Result from the Automated Faculty Evaluation System</li> </ol>
<ol style="list-style-type: none"> <li>Matrix of QCE on Teaching Effectiveness noted by Dean and certified by HR, and</li> <li>Copy of Semestral QCE Result for Teaching Effectiveness</li> </ol>

CRITERIA	REQUIRED EVIDENCE
<b>Criterion B – Curriculum and Instructional Materials Development</b>	
1. For every instructional material developed and approved for use.	
1.1 Sole author of a textbook	<ol style="list-style-type: none"> <li>1. Copy of cover page, title page, table of contents, copyright page (if copyrighted) and about the author page (if available); <b>AND</b></li> <li>2. Copy of approval for use by the SUC's instructional materials development committee, book review committee, academic council or its equivalent; <b>AND</b></li> <li>3. Copy of the syllabus or course guide where the textbook is listed in the references or course materials; duly approved by the SUC; <b>AND</b></li> <li>4. Copy of the latest list of library holdings where the textbook is listed; duly certified by the librarian.</li> </ol>
1.2 Co-author of a textbook	<ol style="list-style-type: none"> <li>1. Copy of cover page, title page, table of contents, copyright page (if copyrighted) and about the author page (if available), <b>AND</b></li> <li>2. Copy of approval for use by the SUC's instructional materials development committee, book review committee, academic council or its equivalent; <b>AND</b></li> <li>3. Copy of the syllabus or course guide where the textbook is listed in the references or course materials; duly approved by the SUC, <b>AND</b></li> <li>4. Copy of the latest list of library holdings where the textbook is listed, duly certified by the librarian, <b>AND</b></li> <li>5. Original copy of the certification of percentage contribution signed by all the co-authors of the textbook, duly certified by the dean.</li> </ol>
1.3 Sole author of a textbook chapter	<ol style="list-style-type: none"> <li>1. Copy of cover page, title page, table of contents, copyright page (if copyrighted), about the author page (if available) and chapter page; <b>AND</b></li> <li>2. Copy of approval for use by the SUC's instructional materials development committee, book review committee, academic council or its equivalent; <b>AND</b></li> <li>3. Copy of the syllabus or course guide where the textbook is listed in the references or course materials; duly approved by the SUC; <b>AND</b></li> <li>4. Copy of the latest list of library holdings where the textbook is listed; duly certified by the librarian.</li> </ol>
1.4 Co-author of a textbook chapter	<ol style="list-style-type: none"> <li>1. Copy of cover page, title page, table of contents, copyright page (if copyrighted), about the author page (if available) and chapter page, <b>AND</b></li> <li>2. Copy of approval for use by the SUC's instructional materials development committee, book review committee, academic council or its equivalent; <b>AND</b></li> </ol>

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CRITERIA	REQUIRED EVIDENCE
	<ol style="list-style-type: none"> <li>3. Copy of the syllabus or course guide where the textbook is listed in the references or course materials, duly approved by the SUC, <b>AND</b></li> <li>4. Copy of the latest list of library holdings where the textbook is listed, duly certified by the librarian; <b>AND</b></li> <li>5. Original copy of the certification of percentage contribution signed by all the co-authors of the textbook chapter, duly certified by the dean.</li> </ol>
<p>1.5 Sole author of a manual/module</p> <p><b>Note:</b> Manual/module should be in a complete set per course.</p>	<ol style="list-style-type: none"> <li>1. Copy of cover page, title page, table of contents, copyright page (if copyrighted) and About the Author page (if available), <b>AND</b></li> <li>2. Copy of approval for use by the SUC's instructional materials development committee, book review committee, academic council or its equivalent; <b>AND</b></li> <li>3. Copy of the syllabus or course guide where the set of manual/module is listed in the references or course materials, duly approved by the SUC.</li> </ol>
<p>1.6 Co-author of a manual/module</p> <p><b>Note:</b> Manual/module should be in a complete set per course.</p>	<ol style="list-style-type: none"> <li>1. Copy of cover page, title page, table of contents, copyright page (if copyrighted) and About the Author page (if available), <b>AND</b></li> <li>2. Copy of approval for use by the SUC's instructional materials development committee, book review committee, academic council or its equivalent; <b>AND</b></li> <li>3. Copy of the syllabus or course guide where the set of manual/module is listed as reference or course materials, duly approved by the SUC; <b>AND</b></li> <li>4. Original copy of the certification of percentage contribution signed by all the co-authors of the manual/module, duly certified by the dean.</li> </ol>
<p>1.7 Multimedia Teaching Materials</p> <p><b>Note:</b> Multimedia Teaching Materials should be in a complete set per course.</p>	<ol style="list-style-type: none"> <li>1. Soft copy of the multimedia teaching materials (if not printable), <b>AND</b></li> <li>2. Copy of approval for use by the SUC's instructional materials development committee, book review committee, academic council or its equivalent; <b>AND</b></li> <li>3. Copy of the syllabus or course guide where the set of multimedia teaching materials are listed as one of the references or course materials, duly approved by the SUC; <b>AND</b></li> <li>4. For output with two (2) or more claimants, original copy of the certification of percentage contribution signed by all the co-authors of the multimedia teaching materials; duly certified by the dean.</li> </ol>
<p>1.8 Testing Materials</p>	<ol style="list-style-type: none"> <li>1. Original certification from the appropriate SUC committee that the faculty has contributed to the testing material; <b>AND</b></li> </ol>



CRITERIA	REQUIRED EVIDENCE
	2. Copy of evidence that testing material has been validated, reliability tested, and verified by the authorized body within the institution; <b>AND</b> 3. Copy of evidence that the testing material has been approved for use at the College or Institutional level.
2. Academic programs developed or revised and implemented 2.1 Lead 2.2 Contributor  <div data-bbox="100 422 571 845" style="border: 1px solid black; padding: 5px;"> <p><b>Notes:</b> Contribution of Faculty in the Development of New or Revision of Existing Academic Degree Programs Includes any the following:</p> <ul style="list-style-type: none"> <li>• Preparation of feasibility study;</li> <li>• Benchmarking activities with local and/or international HEIs;</li> <li>• Gathering feedback and inputs from potential employers and other stakeholders;</li> <li>• Setting/Revising of learning objectives and learning outcomes;</li> <li>• Development/Revision of curriculum, including curriculum mapping; and</li> <li>• Other related activities</li> </ul> </div> <div data-bbox="100 853 571 941" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> All revisions that were done in compliance with the instructions from CHED are not considered.</p> </div>	1. Copy of certification signed by the academic unit head indicating the specific contribution and the role of the faculty in the development or revision of academic degree program as specified in Items 2.1.1.1 and 2.1.2.1, Annex II (page 6) of DBM-CHED JC No. 3, s. 2022; <b>AND</b> 2. Copy of the board approval for the implementation of the new or revised academic degree program in the SUC.
<b>Criterion C – Special/Capstone Projects, Thesis, Dissertation and Mentorship Services</b>	
1. For every service rendered to students/ group of students as adviser and panel member in doctoral dissertation and master's and undergraduate theses. 1.1 Adviser 1.2 Panel	1. Copy of the Approval Sheet
2. For every service rendered to a student/group of students as a mentor.	1. Copy of the appointment/designation as mentor for a student or a team of students; <b>AND</b> 2. Copy of the award certificate or photo of the trophy, plaque or medal received by student/group of students mentored; <b>AND</b> 3. Copy of the profile of the organizer; <b>AND</b> 4. Copy of the mechanics of the award or competition which indicates the major awards or winners.

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CRITERIA	REQUIRED EVIDENCE
<b>KRA II - RESEARCH, INNOVATION AND/OR CREATIVE WORK</b>	
<b>Criterion A – Research Outputs Published</b>	
1. For every scholarly research paper/ educational or technical article and other outputs published in book, and refereed and internationally-indexed monograph, conference proceeding, technical/scientific/ professional journal.	
1.1 Sole Author of a Book	1. Evidence of Published Book; <b>AND</b> 1.1. Copy of cover page, title page, table of contents, copyright page (if copyrighted) and about the author page (if available); <b>OR</b> 1.2. Link to the published book 2. Copy of evidence that the book has undergone peer-review, evaluation or its equivalent.
1.2 Co-author of a Book	1. Evidence of Published Book, <b>AND</b> 1.1. Copy of cover page, title page, table of contents, copyright page (if copyrighted) and about the author page (if available); <b>OR</b> 1.2. Link to the published book 2. Copy of evidence that the book has undergone peer-review, evaluation, or its equivalent, <b>AND</b> 3. Original copy of the certification of percentage contribution signed by all the authors, duly certified by the research director or its equivalent.
1.3 Sole Author of a Journal Article  <div data-bbox="107 1045 593 1524" style="border: 1px solid black; padding: 5px;"> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>Articles should be published in journals listed in the following international indexing databases: Scopus, ASEAN Citation Index, and Web of Science.</li> <li>Articles written in Filipino that are not publishable in journals that are listed in the database of international indexing bodies but published in local peer-reviewed journal shall be considered.</li> <li>Journal publication as a research output requirement of the faculty to earn a graduate degree shall not be considered. If the publication is not a requirement to earn the graduate degree, this shall be considered.</li> </ol> </div>	1. Evidence of Published Journal Article, <b>AND</b> 1.1. Printout of the journal article published in internationally indexed journal, <b>OR</b> 1.2. Link to the published journal article  Additional requirement for journal article publication of the thesis or dissertation of the faculty. <ol style="list-style-type: none"> <li>Certification from the registrar of the delivering institution that the publication is not a requirement for the graduate degree of the faculty.</li> </ol>

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CRITERIA	REQUIRED EVIDENCE
<p>1.4 Co-author of a Journal Article</p> <p><b>Note:</b> Refer to notes in item 1.3. Sole Author of a Journal Article.</p>	<ol style="list-style-type: none"> <li>1. Evidence of Published Journal Article, <b>AND</b> <ol style="list-style-type: none"> <li>1.1. Printout of the journal article published in internationally indexed journal, <b>OR</b></li> <li>1.2. Link to the published journal article</li> </ol> </li> <li>2. Original copy of the certification of percentage contribution signed by all the authors; duly certified by the research director or its equivalent.</li> </ol>
<p>1.5 Sole Author of Book Chapter</p>	<ol style="list-style-type: none"> <li>1. Evidence of Published Book Chapter, <b>AND</b> <ol style="list-style-type: none"> <li>1.1. Copy of cover page, title page, table of contents, copyright page (if copyrighted), chapter page and about the author page (if available), <b>OR</b></li> <li>1.2. Link to the published book</li> </ol> </li> <li>2. Copy of evidence that the book has undergone peer-review, evaluation or its equivalent.</li> </ol>
<p>1.6 Co-author of a Book Chapter</p>	<ol style="list-style-type: none"> <li>1. Evidence of Published Book Chapter, <b>AND</b> <ol style="list-style-type: none"> <li>1.1. Copy of cover page, title page, table of contents, copyright page (if copyrighted), chapter page and about the author page (if available), <b>OR</b></li> <li>1.2. Link to the published book</li> </ol> </li> <li>2. Copy of evidence that the book has undergone peer-review, evaluation or its equivalent; <b>AND</b></li> <li>3. Original copy of the certification of percentage contribution signed by all the authors, duly certified by the research director or its equivalent.</li> </ol>
<p>1.7 Sole Author of Monograph</p>	<ol style="list-style-type: none"> <li>1. Copy of cover page, title page, table of contents, copyright page (if copyrighted) and About the Author page (if available), <b>AND</b></li> <li>2. Copy of the evidence that the monograph has undergone peer-review, evaluation, or its equivalent.</li> </ol>
<p>1.8 Co-author of a Monograph</p>	<ol style="list-style-type: none"> <li>1. Copy of cover page, title page, table of contents, copyright page (if copyrighted) and About the Author page (if available), <b>AND</b></li> <li>2. Copy of evidence that the monograph has undergone peer-review, evaluation, or its equivalent; <b>AND</b></li> <li>3. Original copy of the certification of percentage contribution signed by all the authors, duly certified by the research director or its equivalent.</li> </ol>
<p>1.9 Other Peer-reviewed Scholarly Output</p> <p><b>Notes:</b> Outputs may include but not limited to the following: commissioned research, policy papers, maps, ethnographic/field/research notes/data from field work transcribed in International phonetic alphabet (IPA), articles in academic magazine, case studies, full paper published in conference proceedings, and translation of scholarly work.</p>	<ol style="list-style-type: none"> <li>1. Evidence of Other Peer-Reviewed Scholarly Work, <b>AND</b> <ol style="list-style-type: none"> <li>1.1. Copy of the scholarly output, <b>OR</b></li> <li>1.2. Link to the peer-reviewed scholarly output, if available online</li> </ol> </li> <li>2. Copy of the evidence that the scholarly output has undergone peer-review, evaluation or its equivalent.</li> </ol>

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CRITERIA	REQUIRED EVIDENCE
<p>2. For every research output translated into project, policy or product.</p> <p>2.1 Sole Researcher</p> <p>2.2 Contributor</p>	<p><b>A. FOR RESEARCH OUTPUT TRANSLATED INTO PROJECT OR PRODUCT THAT WAS IMPLEMENTED BY THE SUC</b></p> <ol style="list-style-type: none"> <li>1. Copy of the abstract, conclusion and recommendation pages of the research that was translated into project or product; <b>AND</b></li> <li>2. Evidence of Approval for Implementation               <ol style="list-style-type: none"> <li>2.1. Copy of board approval of the project proposal or product development proposal; <b>OR</b></li> <li>2.2. Copy of the special order that the project proposal or product development proposal was approved for implementation, signed by the President/Chancellor.</li> </ol> </li> </ol> <p><b>B. FOR RESEARCH OUTPUT TRANSLATED INTO PROJECT OR PRODUCT THAT WAS IMPLEMENTED BY ANOTHER AGENCY OR ORGANIZATION</b></p> <ol style="list-style-type: none"> <li>1. Copy of the abstract, conclusion and recommendation pages of the research that was translated into project or product; <b>AND</b></li> <li>2. Copy of notarized MOA/MOU or signed Contract Agreement confirmed by the SUC board or President/Chancellor wherever applicable; <b>AND</b></li> <li>3. Copy of certification from the agency or organization that the project was implemented or the product was developed or reproduced.</li> </ol> <p><b>C. FOR RESEARCH OUTPUT TRANSLATED INTO PRODUCT OR POLICY THAT WAS IMPLEMENTED BY A DULY REGISTERED MICRO, SMALL AND MEDIUM ENTERPRISE (MSME)</b></p> <ol style="list-style-type: none"> <li>1. Copy of the abstract, conclusion and recommendation pages of the research that was translated into product or policy; <b>AND</b></li> <li>2. Copy of signed written agreement for the product development or adoption of the policy; <b>AND</b></li> <li>3. Photo of the developed product or a copy of evidence showing implementation of the adopted policy.</li> </ol> <p><b>D. FOR RESEARCH OUTPUT TRANSLATED INTO PROJECT OR PRODUCT THAT WAS FUNDED BY ANOTHER AGENCY OR ORGANIZATION BUT IMPLEMENTED BY THE SUC.</b></p> <ol style="list-style-type: none"> <li>1. Copy of the abstract, conclusion and recommendation pages of the research that was translated into project or product; <b>AND</b></li> <li>2. Copy of notarized MOA/MOU or signed Contract Agreement confirmed by the SUC board or President/Chancellor wherever applicable; <b>AND</b></li> </ol>



CRITERIA	REQUIRED EVIDENCE
	<p>3. Copy of certification from the authorized official of the SUC that the project was implemented or the product was developed or reproduce.</p> <p><b>E. FOR RESEARCH OUTPUT TRANSLATED INTO POLICY THAT WAS ADOPTED BY GOVERNMENT AGENCIES OR PRIVATE ORGANIZATIONS</b></p> <p>1. Copy of the abstract, conclusion and recommendation pages of the research that was translated into project or product; <b>AND</b></p> <p>2. COPY of the notarized MOA/MOU with the agency or private organization who will adopted the policy or Contract of Agreement confirmed by the board or by the President/Chancellor, wherever applicable; <b>AND</b></p> <p>3. Evidence of Implementation.</p> <p>3.1. Copy of certification from the agency or private organization that the policy, as the result of the research, was adopted; <b>OR</b></p> <p>3.2. Copy of the ordinance from the Local Government Units (LGUs), adopting the policy recommendation of the research output.</p>
<p>3. For every research publication cited</p> <p>3.1 Local Author (max - 40 pts)</p> <p>3.2 International Author (max - 60 pts)</p> <div data-bbox="107 810 560 1155" style="border: 1px solid black; padding: 5px;"> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>The cited journal article of the faculty should be published in an internationally-indexed journal.</li> <li>The journal article where the publication of the faculty was cited should also be published in an internationally-indexed journal.</li> <li>All citations, regardless of whether the author who cited is from the Philippines (local) or from another country (international), the citation shall be considered as international.</li> </ol> </div>	<p>1. Evidence of Citation, <b>AND</b></p> <p>1.1. Copy of evidence that the research publication has been cited by other authors in internationally indexed journal publications within the evaluation cycle; <b>OR</b></p> <p>1.2. Link to the website of the international indexing body where the citation report of the faculty is displayed.</p> <p>2. Copy of completed list of authors other than self who cited the publication of the faculty based on the prescribed form.</p>
<b>Criterion B – Inventions</b>	
<p>1. For every patented invention, innovation, as well as creative work; of educational, technical, scientific and/or cultural value.</p>	
<p>1.1 Patentable Inventions, Utility Models and Industrial Design</p>	
<p>1.1.1 Invention Patent</p> <ul style="list-style-type: none"> <li>● Sole Inventor</li> </ul> <div data-bbox="107 1433 560 1525" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> The faculty shall earn the points equivalent to the most current stage of patenting within the evaluation period.</p> </div>	<p><b>A. FOR ACCEPTANCE</b></p> <p>1. Copy of certification of acceptance of application from Intellectual Property Office of the Philippines (IPOPHL).</p>

CRITERIA	REQUIRED EVIDENCE
	<p><b>B. FOR PUBLICATION</b></p> <p>1. Copy of notice of publication of application from IPOPHL.</p> <p><b>C. FOR GRANT</b></p> <p>1. Copy of invention patent certification from IPOPHL. If the patent is under the name of the institution:</p> <p>a. Copy of invention patent certification from IPOPHL, <b>AND</b></p> <p>b. Copy of Special Order signed by the president indicating the name/s of faculty members involved in the creation of the invention.</p>
<p>● Co-inventor</p> <div data-bbox="100 523 577 635" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> The faculty shall earn the points equivalent to the most current stage of patenting within the evaluation period.</p> </div>	<p><b>A. FOR ACCEPTANCE</b></p> <p>1. Copy of certification of acceptance of application from IPOPHL.</p> <p>2. Original copy of the certification of percentage contribution signed by all inventors, duly certified by the research director or its equivalent.</p> <p><b>B. FOR PUBLICATION</b></p> <p>1. Copy of notice of publication of application from IPOPHL.</p> <p>2. Original copy of the certification of percentage contribution signed by all inventors, duly certified by the research director or its equivalent.</p> <p><b>C. FOR GRANT</b></p> <p>1. Copy of invention patent certification from IPOPHL.</p> <p>2. Original copy of the certification of percentage contribution signed by all inventors, duly certified by the research director or its equivalent. If the patent is under the name of the institution:</p> <p>a. Copy of invention patent certification from IPOPHL, <b>AND</b></p> <p>b. Copy of Special Order signed by the president indicating the name/s of faculty members involved in the creation of the invention.</p>
<p>1.1.2 Utility Model</p>	
<p>● Sole Inventor</p>	<p>1. Copy of utility model certificate from IPOPHL. If the UM is under the name of the institution:</p> <p>a. Copy of UM certification from IPOPHL, <b>AND</b></p> <p>b. Copy of Special Order signed by the president indicating the name/s of faculty members involved in the creation/design of the UM.</p>
<p>● Co-inventor</p>	<p>1. Copy of utility model certificate from IPOPHL, <b>AND</b></p> <p>2. Original copy of the certification of percentage contribution signed by all the Inventors, duly certified by the research director or its equivalent.</p>

Certification from the Director of OTDTC indicating that the faculty member is the maker of the invention (No prior policy of issuing special orders to faculty inventors)

Certification from the Director of OTDTC indicating that the faculty member is a co-maker of the invention

Certification from the Director of OTDTC indicating that the faculty member is the maker of the utility model

CRITERIA	REQUIRED EVIDENCE
	<p>If the UM is under the name of the institution:</p> <ol style="list-style-type: none"> <li>a. Copy of Utility Model certification from IPOPHL, <b>AND</b></li> <li>b. Copy of Special Order signed by the president indicating the name/s of faculty members involved in the creation/design of the Utility Model.</li> </ol>
1.1.3 Industrial Design	
<ul style="list-style-type: none"> <li>● Sole Inventor</li> </ul>	<ol style="list-style-type: none"> <li>1. Copy of industrial design certificate from IPOPHL. If the Industrial Design is under the name of the institution:               <ol style="list-style-type: none"> <li>a. Copy of Industrial Design certification from IPOPHL, <b>AND</b></li> <li>b. Copy of Special Order signed by the president indicating the name/s of faculty members involved in the creation/design of the Industrial Design.</li> </ol> </li> </ol>
<ul style="list-style-type: none"> <li>● Co-inventor</li> </ul>	<ol style="list-style-type: none"> <li>1. Copy of industrial design certificate from IPOPHL, <b>AND</b></li> <li>2. Original copy of the certification of percentage contribution signed by all the Inventors, duly certified by the research director or its equivalent. If the Industrial Design is under the name of the institution:               <ol style="list-style-type: none"> <li>a. Copy of Industrial Design certification from IPOPHL, <b>AND</b></li> <li>b. Copy of Special Order signed by the president indicating the name/s of faculty members involved in the creation/design of the Industrial Design.</li> </ol> </li> </ol>
1.2 Commercialized Patented Product	<b>A. IF THE PRODUCT IS COMMERCIALIZED BY ANOTHER PARTY</b>
1.2.1 Local	1. Copy of signed licensing agreement, <b>AND</b>
1.2.2 International	2. Copy of Certificate of Product Registration (CPR) or Certificate of Product Notification (CPN) from Food and Drug Administration (FDA), whichever is applicable; <b>AND</b>
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Local refers to patented products that are commercialized in any area within the Philippines.</li> <li>2. International refers to patented products commercialized at least in one (1) county outside the Philippines.</li> </ol>	3. Copy of License to Operate (LTO). <b>B. IF THE PRODUCT IS COMMERCIALIZED BY THE SUC</b>
	<ol style="list-style-type: none"> <li>1. Copy of Certificate of Product Registration (CPR) or Certificate of Product Notification (CPN) from Food and Drug Administration (FDA), whichever is applicable; <b>AND</b></li> <li>2. Copy of License to Operate (LTO).</li> </ol>
2. For every non-patentable invention, innovation, as well as creative work; of educational, technical, scientific and/or cultural value.	

<p>Certification from the Director of OTDTC indicating that the faculty member is a co-maker of the utility model</p>
<p>Certification from the Director of OTDTC indicating that the faculty member is the maker of the industrial design</p>
<p>Certification from the Director of OTDTC indicating that the faculty member is a co-maker of the industrial design</p>

CRITERIA	REQUIRED EVIDENCE
2.1 Copyrighted and utilized software products	
2.1.1 New Software products	
<ul style="list-style-type: none"> <li>● Sole Developer</li> </ul>	<ol style="list-style-type: none"> <li>1. Evidence of Software Copyright, <b>AND</b> <ol style="list-style-type: none"> <li>1.1. Copy of copyright certificate of the software (computer program) from IPOPHL or the National Library of the Philippines; <b>OR</b></li> <li>1.2. If the copyright is under the name of the institution: Copy of copyright certificate and Special Order signed by the president for the faculty to develop the system or the software.</li> </ol> </li> <li>2. Copy of certification from the end-user/s for the utilization of the software product.</li> </ol>
<ul style="list-style-type: none"> <li>● Co-developer</li> </ul>	<ol style="list-style-type: none"> <li>1. Evidence of Software Copyright, <b>AND</b> <ol style="list-style-type: none"> <li>1.1. Copy of copyright certificate of the software (computer program) from IPOPHL or the National Library of the Philippines; <b>OR</b></li> <li>1.2. If the copyright is under the name of the institution: Copy of copyright certificate and Special Order signed by the president for the faculty to develop the system or the software.</li> </ol> </li> <li>2. Copy of certification from the end-user/s for the utilization of the software product.</li> <li>3. Original copy of the certification of percentage contribution signed by all the developers, duly certified by the research director or its equivalent.</li> </ol>
2.1.2 Updated Software products	
<ul style="list-style-type: none"> <li>● Sole Developer</li> </ul>	<ol style="list-style-type: none"> <li>1. Evidence of Software Copyright, <b>AND</b> <ol style="list-style-type: none"> <li>1.1. Copy of copyright certificate of the software (computer program) from IPOPHL or the National Library of the Philippines; <b>OR</b></li> <li>1.2. If the copyright is under the name of the institution: Copy of copyright certificate and Special Order signed by the president for the faculty to develop the system or the software.</li> </ol> </li> <li>2. Copy of certification from the end-user/s for the utilization of the software product; <b>AND</b></li> <li>3. Copy of evidence of new features added in the software product.</li> </ol>
<ul style="list-style-type: none"> <li>● Co-developer</li> </ul>	<ol style="list-style-type: none"> <li>1. Evidence of Software Copyright, <b>AND</b> <ol style="list-style-type: none"> <li>1.1. Copy of copyright certificate of the software (computer program) from IPOPHL or the National Library of the Philippines; <b>OR</b></li> <li>1.2. If the copyright is under the name of the institution: Copy of copyright certificate and</li> </ol> </li> </ol>

<p>Certification from the Director of OTDTC indicating that the faculty member is the developer of the software</p>
<p>Certification from the Director of OTDTC indicating that the faculty member is a co-developer of the software</p>
<p>Certification from the Director of OTDTC indicating that the faculty member is the developer of the software</p>
<p>Certification from the Director of OTDTC indicating that the faculty member is the developer of the software</p>

CRITERIA	REQUIRED EVIDENCE
	<p>Special Order signed by the president for the faculty to develop the system or the software.</p> <ol style="list-style-type: none"> <li>2. Copy of certification from the end-user/s for the utilization of the software product; <b>AND</b></li> <li>3. Copy of evidence of new features added in the software product, <b>AND</b></li> <li>4. Original copy of the certification of percentage contribution signed by all the developers, duly certified by the research director or its equivalent.</li> </ol>
2.2 New plant variety or animal breeds developed, or new microbial strains isolated, that are propagated or reproduced	
2.2.1 Sole developer	<p><b>A. FOR PLANT VARIETY</b></p> <ol style="list-style-type: none"> <li>1. Copy of Certificate of Plant Variety Protection issued by the National Plant Variety Protection Board; <b>AND</b></li> <li>2. Copy of certification from the municipal agriculturist or its equivalent that the new variety been propagated.</li> </ol> <p><b>B. FOR CROP VARIETY</b></p> <ol style="list-style-type: none"> <li>1. Copy of Crop Variety Registration Certificate issued by the National Seed Industry Council; <b>AND</b></li> <li>2. Copy of certification from the municipal agriculturist or its equivalent that the new variety has been propagated.</li> </ol> <p><b>C. FOR MICROBIAL STRAIN</b></p> <ol style="list-style-type: none"> <li>1. Certificate of deposit from the Philippine National Collection of Microorganism (PNCM).</li> <li>2. Copy of certification from the laboratory other than the laboratory of the SUC that the strain has been cultured.</li> </ol> <p><b>D. FOR ANIMAL BREED</b></p> <ol style="list-style-type: none"> <li>1. Copy of Certification of breed from authorized government agency or organization.</li> <li>2. Copy of certification from the municipal agriculturist or its equivalent that the new breed/species has been bred/spawned.</li> </ol>
2.2.2 Co-developer	<p><b>A. FOR PLANT VARIETY</b></p> <ol style="list-style-type: none"> <li>1. Copy of Certificate of Plant Variety Protection issued by the National Plant Variety Protection Board; <b>AND</b></li> <li>2. Copy of certification from the municipal agriculturist or its equivalent that the new variety, breed or strain has been propagated; <b>AND</b></li> <li>3. Original copy of the certification of percentage contribution signed by all the developers, duly certified by the research director or its equivalent.</li> </ol> <p><b>B. FOR CROP VARIETY</b></p>

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CRITERIA	REQUIRED EVIDENCE
	<ol style="list-style-type: none"> <li>1. Copy of Crop Variety Registration Certificate issued by the National Seed Industry Council; <b>AND</b></li> <li>2. Copy of certification from the municipal agriculturist or its equivalent that the new variety, breed or strain has been propagated; <b>AND</b></li> <li>3. Original copy of the certification of percentage contribution signed by all the developers, duly certified by the research director or its equivalent.</li> </ol> <p><b>C. FOR MICROBIAL STRAIN</b></p> <ol style="list-style-type: none"> <li>1. Certificate of deposit from the Philippine National Collection of Microorganism (PNCM).</li> <li>2. Copy of certification from the laboratory other than the laboratory of the SUC that the strain has been cultured.</li> <li>3. Original copy of the certification of percentage contribution signed by all the developers, duly certified by the research director or its equivalent</li> </ol> <p><b>D. FOR ANIMAL BREED</b></p> <ol style="list-style-type: none"> <li>1. Copy of Certification of breed from authorized government agency or organization.</li> <li>2. Copy of certification from the municipal agriculturist or its equivalent that the new breed/species has been bred/spawned.</li> <li>3. Original copy of the certification of percentage contribution signed by all the developers, duly certified by the research director or its equivalent.</li> </ol>
<p><b>Criterion C – Creative Works</b></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Creative work outside the discipline of the faculty shall be considered as long as it is supported by the SUC and it has brought recognition to the institution</p> </div>	
<ol style="list-style-type: none"> <li>1. For every creative work created, performed, presented, exhibited, or published.</li> </ol>	
<ol style="list-style-type: none"> <li>1.1 New Creative Performing Art Work (music, dance and theatre)</li> </ol>	<ol style="list-style-type: none"> <li>1. Printed copy of the new creative performing artwork; <b>AND</b></li> <li>2. Copy of copyright certificate issued by the National Library of the Philippines (NLP) or IPOPHL.</li> </ol>
<ol style="list-style-type: none"> <li>1.1.1 Performance of own work</li> </ol> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Only the first performance will be counted</p> </div>	<ol style="list-style-type: none"> <li>1. Copy of invitation letter to perform from a reputable organizer; <b>AND</b></li> <li>2. Copy of the program of activity; <b>AND</b></li> <li>3. Evidence that the creative work was created by the faculty; <b>AND</b></li> <li>4. Photo/video of the actual performance; <b>AND</b></li> <li>5. Short description of the performance</li> </ol>

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CRITERIA	REQUIRED EVIDENCE
<p>1.1.2 Performance of work of other</p> <p><b>Note:</b> Only the first performance will be counted</p>	<ol style="list-style-type: none"> <li>1. Copy of invitation letter to perform from a reputable organizer; <b>AND</b></li> <li>2. Copy of the program of activity; <b>AND</b></li> <li>3. Evidence that the creative work was created by others; <b>AND</b></li> <li>4. Photo/video of the actual performance; <b>AND</b></li> <li>5. Short description of the performance</li> </ol>
<p>1.2 Exhibition (visual arts, architecture, film, multimedia)</p> <p><b>Note:</b> Only the first exhibition will be counted</p>	<ol style="list-style-type: none"> <li>1. Evidence of Participation:               <ol style="list-style-type: none"> <li>1.1. Copy of letter of acceptance; <b>OR</b></li> <li>1.2. Copy of letter of invitation for exhibition; <b>AND</b></li> </ol> </li> <li>2. Photo/video of the creative work in the exhibit; <b>AND</b></li> <li>3. Copy of the profile of the organization hosting the exhibit.</li> </ol>
<p>1.3 Juried or Peer-Reviewed Designs (e.g. architecture, engineering, industrial design)</p>	<ol style="list-style-type: none"> <li>1. Evidence of Participation in Juried or Peer-Reviewed Designs, <b>AND</b> <ol style="list-style-type: none"> <li>1.1. Copy of letter of acceptance; <b>OR</b></li> <li>1.2. Copy of letter of invitation.</li> </ol> </li> <li>2. Copy of evidence that the creative work has been juried or peer-reviewed; <b>AND</b></li> <li>3. Copy of the profile of the organization hosting the activity.</li> </ol>
<p>1.4 Literary publications</p> <p>1.4.1 Novel</p> <p>1.4.2 Short story</p> <p>1.4.3 Essay</p> <p>1.4.4 Poetry</p>	<ol style="list-style-type: none"> <li>1. Evidence of Literary Publication               <ol style="list-style-type: none"> <li>1.1. Copy of the published literary work in reputable presses and publishers; <b>OR</b></li> <li>1.2. Copy of the cover page, title page and table of contents.</li> </ol> </li> </ol>
<b>KRA III – EXTENSION SERVICES</b>	
<b>Criterion A – Service to the Institution</b>	
<p>1. For every successful linkages/ networking/ partnership activity:</p> <p><b>Note:</b> These are contributions of the faculty in coordinating with various organizations such as professional organizations, government and non-governmental organizations, industries, people's organizations, higher education institutions among others; that led to the successful partnership.</p>	<ol style="list-style-type: none"> <li>1. Copy of approval to enter into partnership by the board or President/Chancellor of the SUC; <b>AND</b></li> <li>2. Evidence of Partnership, <b>AND</b> <ol style="list-style-type: none"> <li>2.1. Copy of notarized MOA/MOU, containing the activities, deliverables and timeline; <b>OR</b></li> <li>2.2. For MOA/MOU that has no activities indicated: Copy of the notarized MOA/MOU and copy of the corresponding project proposal, duly signed by the proponents.</li> </ol> </li> <li>3. Evidence of Successful Implementation of the MOA/MOU, <b>AND</b> <ol style="list-style-type: none"> <li>3.1. Copy of evidence that the activities specified in the MOA/MOU have been conducted; <b>OR</b></li> <li>3.2. Copy of implementation report or activity terminal report received by appropriate office of the SUC.</li> </ol> </li> </ol>

1. ANY ONE of the following:
  - 1.1. Board resolution
  - 1.2. Endorsement from the President
  - 1.3. Request Letter to enter into partnership approved by the President
  - 1.4. Project Proposal approved by the President

CRITERIA	REQUIRED EVIDENCE
<p>1.3 For services rendered as a short-term consultant/expert in an activity of an educational, technological, professional, scientific or cultural nature (foreign or local) sponsored by a private organization or government.</p> <p>1.3.1 Local 1.3.2 International</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> This includes services as editor, peer-reviewer, statistician, and evaluators of proposals, adjunct faculty, and technical experts (technical panel, technical committee, task force, technical working groups) of government agencies, among others.</p> </div>	<ol style="list-style-type: none"> <li>1. Evidence as Short Term Consultant, <b>AND</b> <ol style="list-style-type: none"> <li>1.1. Copy of contract of service, appointment or its equivalent; <b>OR</b></li> <li>1.2. Copy of official invitation.</li> </ol> </li> <li>2. Evidence of Engagement, <b>AND</b> <ol style="list-style-type: none"> <li>2.1. Copy of certificate of appreciation/recognition; <b>OR</b></li> <li>2.2. Copy of project report submitted to and received by the organization.</li> </ol> </li> <li>3. Copy of authorization from the President/Chancellor or concerned Vice President of the institution.</li> </ol>
<p>1.4 For services through media as:</p>	
<p>1.4.1 Writer of occasional newspaper column</p>	<ol style="list-style-type: none"> <li>1. Copy of compiled newspaper articles (maximum of 10 articles).</li> </ol>
<p>1.4.2 Writer of regular newspaper column</p>	<ol style="list-style-type: none"> <li>1. Copy of compiled articles of regular column</li> </ol>
<p>1.4.3 Host of TV/Radio Program</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> For radio stations operated by the SUCs, should be NTC registered</p> </div>	<ol style="list-style-type: none"> <li>1. Copy of contract, invitation letter, or similar documents</li> </ol>
<p>1.4.4 Guesting as technical expert for TV or radio program/print media/online media</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> for this particular indicator, online media refers to the online platform of newspaper companies, TV networks, and radio stations.</p> </div>	<ol style="list-style-type: none"> <li>1. Copy of Invitation letter; <b>AND</b></li> <li>2. Evidence of Guesting. <ol style="list-style-type: none"> <li>2.1. Copy of certificate of appreciation/recognition or similar documents; <b>OR</b></li> <li>2.2. Link to the online video recording of the interview</li> </ol> </li> </ol>
<p>1.5 For every hour of training course/seminar/ workshop conducted as Resource Person/Convener/Facilitator/ Moderator/Keynote Speaker/ Plenary Speaker/Panelist</p> <p>1.5.1 Local 1.5.2 International</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> The engagement should be related to field of specialization of the faculty</p> </div>	<ol style="list-style-type: none"> <li>1. Copy of invitation letter; <b>AND</b></li> <li>2. Copy of program; <b>AND</b></li> <li>3. Copy of certificate of appreciation or similar documents; <b>AND</b></li> <li>4. Evidence of Authorization. <ol style="list-style-type: none"> <li>4.1. For local engagement: Copy of authorization from the President/Chancellor, Vice President, Campus Director/Campus Dean of the SUC; <b>OR</b></li> <li>4.2. For engagement with international travel: Copy of board approval;</li> <li>4.3. For faculty on approved study leave: No need for authorization</li> </ol> </li> </ol>
<p><b>2. Institutional Social Responsibility</b></p>	

<ol style="list-style-type: none"> <li>3. ANY ONE of the following: <ol style="list-style-type: none"> <li>3.1. Project Proposal approved by the President</li> <li>3.2. Endorsement from the President</li> <li>3.3. Travel Order</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>4.1. ANY ONE of the following: <ol style="list-style-type: none"> <li>4.1.1. Special Order</li> <li>4.1.2. Travel Order</li> <li>4.1.3. Project Proposal approved by the President</li> <li>4.1.4. Endorsement from the President/VP/Director/Dean</li> </ol> </li> </ol>
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CRITERIA	REQUIRED EVIDENCE
2.1. For every service-oriented project in the community participated in including advocacy initiatives. 2.1.1. Lead/Head of Extension/Production Activity 2.1.2. Participant of Extension/Production Activity	1. Copy of attendance sheet; <b>AND</b> 2. Evidence of role of the faculty, <b>AND</b> 2.1. Copy of appointment or designation as head or participant of the extension activity; <b>OR</b> 2.2. Copy of approved operational plan or activity proposal which indicates the role of the faculty in the activity. 3. Copy of narrative or terminal report duly noted by the Director/Coordinator of extension office.
<b>Criterion C – Relevance and Quality of Extension Services</b>	
1. Client Satisfaction Rating for Outreach and Extension Projects	1. Copy of summary of client satisfaction rating for outreach/extension projects certified by the extension head/director of the SUC
<b>Criterion D – Bonus Criterion</b>	
1. For Administrative Designation 1.1 Institutional Level 1.1.1 President or OIC President 1.1.2 Vice-President 1.1.3 Chancellor 1.1.4 Vice-Chancellor 1.1.5 Campus Director/Administrator 1.1.6 Faculty Trustee/Regent 1.1.7 Office Director 1.1.8 University/College Secretary 1.1.9 Project Head 1.1.10 Institution-level Committee • Chair • Member 1.2 College/Department Level 1.2.1 Dean 1.2.2 Associate Dean 1.2.3 College Secretary 1.2.4 Department Head 1.2.5 Program Chair/Project Head 1.2.6 Department-level Committee • Chair • Member	1. Copy of appointment or designation with effectivity period; <b>AND</b> 2. Evidence of Accomplishment: 2.1. Copy of accomplishment report duly submitted to the authorized immediate supervisor; <b>OR</b> 2.2. For Faculty Trustee/Regent: Copy of annual report of the faculty association.  If the organizational structure of the SUC is not aligned with the JC, the Board may determine the equivalent designation and submit: a. Board approved matrix of designation equivalency
<b>Note:</b> 1. Points will be earned for at least one year of designation within the evaluation period. 2. If the faculty held more than one administrative position during the evaluation period, only one shall be credited, whichever is highest. 3. The board may determine the equivalent designation	

See equivalency matrix in a separate document

CRITERIA	REQUIRED EVIDENCE
<b>KRA IV - PROFESSIONAL DEVELOPMENT</b>	
<b>Criterion A – Involvement in Professional Organizations</b>	
<p>1. For current individual membership and active role/contribution in relevant, recognized/ registered professional organization, learned/ honor/scientific society.</p> <div data-bbox="103 432 562 560" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> In order to earn points, the faculty should show proof of contribution such as being an officer, event organizer, project implementor and committee member.</p> </div>	<p><b>For Local Organizations</b></p> <ol style="list-style-type: none"> <li>1. For Professional organizations that are accredited by Philippine Regulation Commission (PRC),               <ol style="list-style-type: none"> <li>1.1. Copy of proof of membership in professional organization (Certificate of membership, Identification Card, etc.); <b>AND</b></li> <li>1.2. Copy of certification of engagement, role, assignment from the head of the organization.</li> </ol> </li> <li>2. For existing national organizations prior to the evaluation period and holding annual conferences/conventions or general assembly shall provide the following evidences:               <ol style="list-style-type: none"> <li>2.1. Copy of proof of membership in professional organization (Certificate of membership, Identification Card, etc.); <b>AND</b></li> <li>2.2. Copy of certification of engagement, role, assignment from the head of the organization; and</li> <li>2.3. Copy of profile of the organization (Founding Officers, List of Current Set of Officers, VMG, Qualifications for Membership, evidence of Activities conducted during the evaluation period; <b>AND</b></li> <li>2.4. SEC Registration of the organization</li> </ol> </li> </ol> <p><b>For International Professional Organizations:</b></p> <ol style="list-style-type: none"> <li>1. Copy of proof of membership in professional organization (Certificate of membership, Identification Card, etc.); <b>AND</b></li> <li>2. Copy of certification of engagement, role, assignment from the head of the organization; <b>AND</b></li> <li>3. Copy of profile of the organization (Founding Officers, List of Current Set of Officers, VMG, Qualifications for Membership, evidence of Activities conducted during the evaluation period, <b>AND</b></li> <li>4. Link to the website of the organization.</li> </ol>
<b>Criterion B – Continuing Development</b>	
<ol style="list-style-type: none"> <li>1. Educational Qualifications               <ol style="list-style-type: none"> <li>1.1 For every post-master diploma/ certificate</li> <li>1.2 For every post-doctorate diploma/ certificate</li> <li>1.3 For additional master's degree</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li><b>A. For graduate degrees/certificates earned locally:</b> <ol style="list-style-type: none"> <li>1. Original Certification, Authentication, &amp; Verification (CAV) of the degree.</li> </ol> </li> <li><b>B. For graduate degrees/certificates earned internationally through personal expense or a</b></li> </ol>

CRITERIA	REQUIRED EVIDENCE
1.4 For doctorate degree or additional doctorate degree	<p><b>foreign-funded scholarship that is not authorized by the SUC:</b></p> <ol style="list-style-type: none"> <li>1. Copy of diploma; <b>AND</b></li> <li>2. Copy of certificate of equivalency issued by CHED.</li> </ol> <p><b>C. For international graduate degrees/certificates earned through a scholarship approved by the SUC:</b></p> <ol style="list-style-type: none"> <li>1. Copy of diploma; <b>AND</b></li> <li>2. Copy of scholarship contract with SUC approval.</li> </ol> <p><b>D. For local graduate degrees/certificates completed under CHED Scholarship but the credentials are withheld due to unsettled fees:</b></p> <ol style="list-style-type: none"> <li>1. Copy of certificate of graduation <b>OR</b> copy of certificate of pending issuance of credentials due to unsettled fees of the funding agency/institution</li> </ol>
2. For every participation in conferences, seminars, workshops, industry immersion 2.1 Local 2.2 International	<ol style="list-style-type: none"> <li>1. Copy of the certificate of participation; <b>AND</b></li> <li>2. Evidence of Approval:               <ol style="list-style-type: none"> <li>2.1. Copy of approval from the President/Chancellor/Campus Directors/Dean for virtual and in person conferences, seminars, workshops and industry immersions conducted within the Philippines; <b>OR</b></li> <li>2.2. For conferences, seminars, workshops and industry immersion requiring international travel with local funding:                   <ol style="list-style-type: none"> <li>2.2.1. Copy of the board's approval; <b>OR</b> Copy of the President's approval; <b>AND</b></li> <li>2.2.2. evidence that this is a delegated function of the board to the President.</li> </ol> </li> </ol> </li> </ol>
3. For every paper presentation in conferences 3.1. Local 3.2. International	<ol style="list-style-type: none"> <li>1. Evidence of Acceptance for Presentation, <b>AND</b> <ol style="list-style-type: none"> <li>1.1. Copy of invitation letter to present the paper: <b>OR</b></li> <li>1.2. Copy of the letter of acceptance of paper.</li> </ol> </li> <li>2. Copy of certificate of participation as paper presenter; <b>AND</b></li> <li>3. Evidence of Approval.               <ol style="list-style-type: none"> <li>3.1. Copy of approval from the SUC President/Chancellor for virtual and in person conferences conducted within the Philippines; <b>OR</b></li> <li>3.2. For conferences requiring international travel with local funding:                   <ol style="list-style-type: none"> <li>3.2.1. Copy of the board's approval; <b>OR</b></li> <li>3.2.2. Copy of the President's approval; <b>AND</b> evidence that this is a delegated function of the board to the President.</li> </ol> </li> </ol> </li> </ol>

<ol style="list-style-type: none"> <li>2.1. ANY ONE of the following:               <ol style="list-style-type: none"> <li>4.1.1. Approved Request for External Training,</li> <li>4.1.2. Travel Order,</li> <li>4.1.3. Request Letter approved by the President (Request to Attend or Request for Funding),</li> <li>4.1.4. Endorsement or routing slip from the President/VP/Director/Dean (for 2020-2021 only), <b>OR</b></li> <li>4.1.5. Memorandum from the President/ Learning and Development Implementers duly noted by VP</li> </ol> </li>   <li>3.1. ANY ONE of the following:               <ol style="list-style-type: none"> <li>3.1.1. Travel Order</li> <li>3.1.2. Request Letter approved by the President (Request to Participate or Request for Funding)</li> <li>3.1.3. Endorsement from the President/VP/Director/Dean</li> </ol> </li> </ol>
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CRITERIA	REQUIRED EVIDENCE
<p><b>Criterion C – Awards and Recognition</b></p> <p>1. For every award of distinction received in recognition of achievement in relevant areas of specialization/ profession and/or assignment of the faculty concerned.</p> <p>1.1 Institutional 1.2 Local (City, Municipality, Province) 1.3 Regional (In-country)</p> <p><b>Note:</b> For institutional PRAISE awards, the guidelines must be approved by the Civil Service Commission (CSC).</p>	<p>1. Evidence of the Award/Recognition, <b>AND</b></p> <p>1.1. Copy of certificate of recognition/award; <b>OR</b> 1.2. Photo of plaque, trophy, medal, or other similar items</p> <p>2. Copy of profile of the organization; <b>AND</b></p> <p>3. Copy of criteria and mechanics of the award/competition</p>
<p><b>*Criterion D – Bonus Indicators for Newly Hired Faculty</b></p>	
<p>1.1. For every year of full-time academic service in an institution of higher learning as:</p> <p>1.1 President 1.2 Vice President/ Dean/Director 1.3 Department/ Program Head 1.4 Faculty member</p>	<p>1. Evidence of employment, <b>AND</b></p> <p>1.1. Copy of service record; <b>OR</b> 1.2. Certificate of employment; <b>OR</b> 1.3. Notice of appointment/designation; <b>OR</b> 1.4. Similar documents</p> <p>2. Copy of brief job description.</p>
<p>2. For every year of industry experience (non-academic organization) in:</p> <p>2.1. Managerial/ Supervisory Position 2.2. Technical and Skilled 2.3. Support/Administrative Staff</p> <p><b>Note:</b> The industry experience must be related to the field of discipline of the department where the faculty belongs.</p>	<p>1. Evidence of employment, <b>AND</b></p> <p>1.1. Copy of service record; <b>OR</b> 1.2. Certificate of employment; <b>OR</b> 1.3. Notice of appointment/designation; <b>OR</b> 1.4. Similar documents</p> <p>2. Copy of brief job description.</p>

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