

**National Budget Circular No. 461
CCE Rating Sheet**

Name of University/College/School: _____
 Name of Faculty Member: _____
 Present Rank: _____

SPECIFIC FACTORS AND GUIDELINES FOR DETERMINING POINTS	Local Evaluation		Review Committee
	Self Rating (in pencil) ✓ box for supporting documents	Committee Rating (in permanent black ink) ✓ box for supporting documents	Rating (in permanent green ink) ✓ box for supporting documents
1.0 Educational Qualification _____ 85 pts.			
1.1 Highest relevant academic degree or educational attainment			
Supporting Document(s):			
a. Transcript of Records and/or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Diploma/Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>N.B In case of research-work graduate program, certified true copy of diploma and periodic evaluation of research from the supervisor/adviser shall be presented.</i>			
1.1.1 Doctorate 85	_____	_____	_____
1.1.2 Master's Degree 65	_____	_____	_____
1.1.3 LLB, MD 65	_____	_____	_____
<i>N.B.: MD is considered doctorate if holder is licensed and teaching in the College of Medicine. LLB is considered a Master's Degree if holder is a bar passer and teaching professional subject/s in the College of Law.</i>			
1.1.4 Diploma Course (Above a Bachelor's degree) 55 N.B. Diploma in line with the field of specialization	_____	_____	_____
1.1.5 Bachelor's Degree			
a. Four years 45	_____	_____	_____
b. Exceeding four years 45 plus 5 for every year over 4 years	_____	_____	_____
<i>N. B.: Graduates of Doctor of Veterinary Medicine (DVM), Engineering and DDM programs are considered bachelor's degree holders with additional points for years beyond 4.</i>			
1.2 Additional equivalent degree earned related to the present position			
Supporting Document(s)			
a. Transcript of Records and/or Diploma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Approved curriculum (as needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2.1 Master's Degree 4	_____	_____	_____
1.2.2 Bachelor's Degree 3	_____	_____	_____
1.3 Additional credits earned (maximum of 10 pts.)			
Supporting Document(s)			
a. Transcript of Records (TOR) or Report of grades duly certified by the University Registrar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3.1 For every 3-unit credit earned toward an approved higher degree course 1	_____	_____	_____
<i>N.B Reports of grades will only be accepted in cases where the school does not issue Transcript of</i>			

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<i>Records for uncompleted programs.</i>			
<i>In case the degree was obtained from foreign institutions, the concerned faculty needs to present a certification issued by CHED that the degree is equivalent to bachelor's/ master's/doctor's degree and that the said institution is classified as a reputable college or university.</i>			
2.0 Experience and Length of Service		25 pts.	
2.1 Academic experience			
Supporting Document(s):			
a. Service record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Appointment/Contract or Certificate of Employment (In the absence of service record for private institutions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1.1 For every year of full-time academic service in a state institution of higher learning 1.00			
N.B .Academic service refers to teaching in college or doing research and extension functions. State institution of higher learning refers to a chartered SUC or TESDA-Supervised TEI, the main function and responsibility of which is tertiary education that offers degree program.			
2.1.2 For every year of full-time academic service in an institution of higher learning other than SUC; service in a public or private research institution 0.75			
2.2 Administrative experience			
Supporting Document(s)			
a. Service record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Appointment and/or designation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Organizational Structure which shows that the designee has at least 4 subordinates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2.1 For every full-time year of administrative experience as:			
a. President	3.0	_____	_____
b. Vice President	2.5	_____	_____
c. Dean/Director/School Superintendent	2.0	_____	_____
d. Principal/Supervisor/Department Chairperson/Head of Unit	1.5	_____	_____
N.B.: The experience and services of a faculty designated to an administrative position like Vice President, Dean, Director, etc., shall be credited only once , whichever is highest, within the period of his/her designation.			
2.3.1 For every year of relevant full-time professional and technical experience as:			
a. Manager/Entrepreneur/Consultant	1.5	_____	_____
b. Supervisor/Head of Unit	1.0	_____	_____
c. Rank and File	0.5	_____	_____
Supporting Document(s):			
a. Service record / Service Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Appointment and/or designation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. SEC/DTI registration for entrepreneur	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. MOA or Contract of Service for Consultant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: For category C, only those position that requires Baccalaureate Degree should be considered.</i>			
<i>N.B. The experience should be prior to his entry into the academe</i>			
2.3.2 For every year of experience in the public and private institution as:			

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a. Cooperating Teacher 0.75 b. Basic Education Teacher 0.50									
Supporting Document(s):									
a. Appointment/Designation									
b. Service Record for Basic Education Teachers									
<hr/> 3.0 Professional Development Achievement and Honors ----- 90 pts.									
3.1 Discoveries, patented inventions, innovations, publications and other creative Works..... (maximum of 30 points)									
3.1.1 For every cost and time saving innovation, patented invention and creative work as well as discovery of an educational, technical, scientific and/or cultural value 2 to 7									
Sub-categories under 3.1.1 are as follows:									
A. Inventions These are original patented works which have direct contribution to education, science and technology. If patented - 7 points for Philippine Intellectual Property Office registered Utility Model (UM) - 5 points for Philippine Intellectual Property Office registered									
<i>N.B. Credit points are divided equally among two or more individuals claiming credit for the same invention. Evidence of utility must be presented</i>									
Supporting Document(s):									
a. Patent Certificate b. UM Certificate									
Credit points are divided equally among two or more individuals claiming credit for the same invention									
<hr/> B. Discoveries A discovery must be the first of its kind or not of common knowledge. It shall be the result or product of the research of an individual or a group of faculty									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Criteria</th> <th style="width: 40%;">Points</th> </tr> </thead> <tbody> <tr> <td>1. Originality, educational impact, documentation</td> <td style="text-align: center;">60% of 7 (.6 x 7)</td> </tr> <tr> <td>2. Evidence of wide dissemination e.g. exhibits, publication</td> <td style="text-align: center;">40% of 7 (.4 x 7)</td> </tr> </tbody> </table>				Criteria	Points	1. Originality, educational impact, documentation	60% of 7 (.6 x 7)	2. Evidence of wide dissemination e.g. exhibits, publication	40% of 7 (.4 x 7)
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1. Originality, educational impact, documentation	60% of 7 (.6 x 7)								
2. Evidence of wide dissemination e.g. exhibits, publication	40% of 7 (.4 x 7)								
<i>N.B.: Where there are more than one proponent, the points are to be divided equally among them. If only one factor (e.g., [1]) is satisfied, credit is awarded only for that factor.</i>									
Supporting Document(s):									
a. Full description of the discovery b. Confirmation of an international or national agency/ organization/ association of experts c. Evidences of dissemination and utilization									

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<p>C. Creative work has to satisfy one or more of the following criteria:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Originality</td> <td style="width: 50%;">25% of 2 - 7 pts.</td> </tr> <tr> <td>2. Acceptability and recognition</td> <td>25% of 2 - 7 pts.</td> </tr> <tr> <td>3. Relevance and value</td> <td>25% of 2 - 7 pts.</td> </tr> <tr> <td>4. Documentation and evidence of dissemination</td> <td>25% of 2 - 7 pts.</td> </tr> </table> <hr/> <p style="text-align: center;">Supporting Document(s)</p> <p>a. Full description of the creative work</p> <p>b. Evidences that shall satisfy the criteria for evaluation</p> <p>c. Appropriate certification from the duly organized committee establishing the value of the output</p> <p>d. Score sheets of the organized accreditation committee.</p> <hr/> <p><i>N. B.: The scale of 2-7 is distributed on the basis of competitiveness, thus-</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">▪ International</td> <td style="width: 50%;">7</td> </tr> <tr> <td>▪ National</td> <td>5</td> </tr> <tr> <td>▪ Institutional</td> <td>2</td> </tr> </table> <p><i>Credits are divided among two or more claimants. Examples of creative works are published articles, literary items, musical compositions and/or arrangement, painting, sculpture, and other performing arts.</i></p> <p><i>An Accredited body which consists of experts in the field of creative works shall be created by the SUC/TEI to evaluate the said work.</i></p> <p style="text-align: center;">D. Research results and innovations consist of improvements / modifications made on existing design, process or product.</p> <hr/> <p style="text-align: center;">Supporting Document(s):</p> <p>a. Full description of the research// innovation</p> <p>b. Evidences that shall satisfy the criteria for evaluation</p> <hr/> <p style="text-align: center;">The criteria for rating and the points for each criterion are:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Use of indigenous materials</td> <td style="width: 50%;">20% of 7 pts.</td> </tr> <tr> <td>2. Relevance and value to education, science and technology</td> <td>20% of 7 pts.</td> </tr> <tr> <td>3. Cost/time/energy/saving</td> <td>20% of 7 pts.</td> </tr> <tr> <td>4. Acceptability of peers</td> <td>20% of 7 pts.</td> </tr> <tr> <td>5. Dissemination/documentation</td> <td>20% of 7 pts.</td> </tr> </table> <p>3.1.2 For every published book: original, edited or compiled, copy righted/ published within the last ten years, 2nd editions and succeeding editions will be credited like the original book if there is a major revision of the contents of the book evidenced by the granting of new copy right and new ISBN.</p> <hr/> <p style="text-align: center;">Supporting Document(s)</p> <p>a. Copy of the book with copyright and ISBN</p> <p>b. Certification from the Book Review Committee of the SUC / TEI</p> <p>c. Certification of Copyright</p> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">a. As single author</td> <td style="width: 50%;">3 - 7</td> </tr> <tr> <td>b. As reviewer</td> <td>1 - 4</td> </tr> <tr> <td>c. As translator</td> <td>1 - 4</td> </tr> <tr> <td>d. As editor</td> <td>1 - 3</td> </tr> <tr> <td>e. As compiler</td> <td>1 - 2</td> </tr> </table> <p>The factors and their weights are:</p> <p>1. Textbooks, including Science and Technology and References</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">Role</th> <th style="text-align: center;">Tertiary</th> <th style="text-align: center;">High School</th> <th style="text-align: center;">Elementary</th> </tr> </thead> <tbody> <tr> <td>Author/s</td> <td style="text-align: center;">7 pts</td> <td style="text-align: center;">5 pts</td> <td style="text-align: center;">4 pts</td> </tr> <tr> <td>Reviewer</td> <td style="text-align: center;">4</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Translator</td> <td style="text-align: center;">4</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Editor</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Compiler</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>	1. Originality	25% of 2 - 7 pts.	2. Acceptability and recognition	25% of 2 - 7 pts.	3. Relevance and value	25% of 2 - 7 pts.	4. Documentation and evidence of dissemination	25% of 2 - 7 pts.	▪ International	7	▪ National	5	▪ Institutional	2	1. Use of indigenous materials	20% of 7 pts.	2. Relevance and value to education, science and technology	20% of 7 pts.	3. Cost/time/energy/saving	20% of 7 pts.	4. Acceptability of peers	20% of 7 pts.	5. Dissemination/documentation	20% of 7 pts.	a. As single author	3 - 7	b. As reviewer	1 - 4	c. As translator	1 - 4	d. As editor	1 - 3	e. As compiler	1 - 2	Role	Tertiary	High School	Elementary	Author/s	7 pts	5 pts	4 pts	Reviewer	4	2	1	Translator	4	2	1	Editor	3	2	1	Compiler	2	1	1			
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*.B. The credit points should be given based on the date when the copyright and the ISBN were awarded. In case of group role, the total credits shall be equally divided among the members
Published books referred to in this item are: Textbooks, Science & Technology and Reference Books.
The manuscript should pass through a review body of the institution before it will be printed to be considered a book.*

3.1.3 For every scholarly research/ monograph/Educational technical articles in a technical/Scientific/professional journal including electronic and digital journals included in the lists of CHED, ISI, Harvard, SCUPUS and other journals of sterling reputation for international and national. Local journals refers to Institutional research-based publications (excluded are campus and departmental publications)

- a. International 5
- b. National 3
- c. Local 2

*N.B. Research published in journals not mentioned above, but refereed shall be considered local. Only full paper will be given credit points. Even if the research is international if not recognized by CHED, ISI, Harvard and Scopus, it will be considered as local with 2 point-credits. Articles must be research-based. Commentaries, opinions, editorials are not credited. Publications in Magazines, newspapers/bulletins of information, abstracting journals, annual reports are not accepted. Published research should only be credited once. Abstracts are not given credit.
Thesis/dissertation if published as mentioned above should be repackaged to be considered a research*

Supporting Document(s)

- a. Copy of the Journal with ISSN
- b. Proof of circulation for local journals

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.1.4 For every instructional manual (IM) /audio-visual material 1

N.B. Credits are divided among two or more claimants

Supporting Document(s)

- a. Copy/ sample of material
- b. Certificate of utilization
- c. Course Syllabus
- d. Evidence of circulation such as receipts of sale, IPRO clearance for institutional circulation
- e. Approval for institutional use by the instructional material review body Copy/sample of the material

<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"/>

Under this items are modules, laboratory manuals, and operation manuals, work books, course books approved by department or college for instructional purposes. Also included in this category are software, prototypes and Computer aided instructional materials. Submission under this category should cover the course content per syllabus.

Excluded from this category of outputs are compilation of lecture notes, lesson plans, powerpoint presentations, transparencies, handouts, and other materials not particularly included.

3.2 For expert services, training and active participation in professional/ technical activities (maximum of 30 pts.)

3.2.1 Training and Seminars (maximum of 10 pts.)

3.2.1.1 For every training course with a duration of at least one month not to exceed the full credit (P=No. of days/30)

- International 5
- National 3
- Local 2

_____	_____	_____
_____	_____	_____
_____	_____	_____

3.2.1.2 For participation in conferences, seminars, workshops relevant to one's field or assignment

Supporting Documents:

- a. Certificate of Attendance/ Appreciation/ Participation
- b. Letter of invitation and copy of the program
- c. Travel Order/Memorandum Order

<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"/>

** Travel Order is not required for new entrants

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1. For participation in conferences, seminars, workshops					
International		3	_____	_____	_____
National		2	_____	_____	_____
Local		1	_____	_____	_____
N.B. Participation under this item is based on five working days and points are pro-rated as follows:					
International	=	0.6/day not to exceed 3 points			
National/Regional	=	0.4/day not to exceed 2 points			
Local	=	0.2/day not to exceed 1 point			
Less than a day(half day) training cannot be considered as seminar					
3.2.2 Expert services rendered (maximum of 20 pts.)					
3.2.2.1 For serving as a short-term consultant/expert in an activity of an educational, technological, professional scientific or cultural nature (foreign or local) sponsored by the government or other agencies.					
International		5	_____	_____	_____
National		3	_____	_____	_____
Local		2	_____	_____	_____
Participation under this item involves expert services in one's area of specialization.					
Supporting Document(s)					
a.	Memo of Agreement or Contract between the institution and the contracting party, or Office Order pertaining to the consultancy work.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Acknowledgement of output		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.2.2 For services rendered as trainer, coordinator, lecturer, resource person or guest speaker in conferences, workshops, and/or training courses for professionals.					
a.	International	5	_____	_____	_____
b.	National	3	_____	_____	_____
c.	Local	2	_____	_____	_____
Supporting Document(s)					
	a.	Certificate of appreciation/participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b.	Invitation and copy of the program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c.	Copy of the lecture / presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>NB: - For Paper Presentation, an indorsement from the head of institution or his duly authorized representative allowing the faculty to present must be submitted. This is not however, applicable to new faculty whose previous employment does not provide indorsements - Echo trainings/seminars are not included. Graduate school speakership are not included under this category if it is part of the degree of the faculty. - Presentors who are not author or co-author of the paper will not be given credit - Professional refers to same discipline/peer of the speaker and the audience</i>					
3.2.2.3 For expert services as adviser in doctoral dissertations, master's and undergraduate thesis or their equivalents as requirements for the completion of academic programs (maximum of 10 points)					
a.	Doctoral dissertation	1.00	_____	_____	_____
b.	Master's thesis	0.50	_____	_____	_____
c.	Undergraduate thesis	0.25	_____	_____	_____
Supporting Documents:					
	a.	Approval Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b.	Certificate of Teaching Load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N.B. Equivalent requirement such as case study, feasibility study, terminal research paper, project study should be a terminal requirement for the degree.					

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<p><i>Services as adviser is credited only if advising is outside the full-time equivalent (FTE) load of the adviser as certified by the Registrar/ Dean. An undergraduate thesis should be a degree requirement. A copy of the faculty load sheet signed by the Dean shall serve as a supporting document.</i></p>			
<p>3.2.2.4 For certified services as member of the Board of Examiners in the Professional Regulations Commission (PRC) or in the Civil Service Commission (CSC) ----- 1 NB: Proctoring in CS exams are not considered in this section.</p>			
<p style="text-align: center;">Supporting Document(s)</p> <p>a. Appointment or contract</p> <p>b. Identification card</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>3.2.2.5 For every year of expert services in accreditation/ quality assurance work as member of the Board of Director, Accreditor, Member of the Technical Committee or Consultant Group in regional or national agencies ----- 1</p>			
<p style="text-align: center;">Supporting Documents:</p> <p>a. Appointment/designation/invitation from the accrediting body</p> <p>b. Proof of acknowledgment of output</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>3.2.2.6 For every year of expert service per discipline as testing officer in trade skills certification... ----- 1/ field of specialization</p>			
<p style="text-align: center;">Supporting Documents:</p> <p>a. Certificate of Trade Skill Examiner</p> <p>b. Results of the examinations conducted</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>3.2.2.7 For every year of services as coach/trainer of students in official activities and adviser of accredited student organization not to exceed 1 point per year ----- 1</p>			
<p><i>N. B. For purposes of pro-rating, a year is at least 251 days, not to exceed 12 months. Intramurals and other school-wide activities are not considered. The credit points are given only for interinstitutional or inter-agency competition.</i></p>			
<p style="text-align: center;">Supporting Document(s):</p> <p>a. Office Order'</p> <p>b. Proof of output</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>3.3. Membership in professional organizations/honor societies and honors received (maximum of 10 pts.)</p> <p>3.3.1 For current individual membership in relevant professional organization(s)</p>			
<p style="text-align: center;">Supporting Document(s)</p> <p>a. Certificate of membership/Identification card/Official receipt of membership</p> <p>b. Official receipt of membership with SEC Registration No.</p> <p>c. Proof of Active membership (Certificate that the faculty is an active member)</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

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a. Learned society			
Full member	2	_____	_____
Associate member	1	_____	_____
b. Honor society	1	_____	_____
c. Scientific society	1	_____	_____
d. Professional			
Officer	1	_____	_____
Member	0.5	_____	_____
N.B.: Membership will be credited only once per organization			
Learned society is an organization where the members are chosen by invitation and in recognition of their being considered learned in a scientific area of knowledge, e.g. National Research Council.			
Honor society is a society of academic scholars, e.g. Phi Delta Kappa Gamma Sigma Delta.			
Professional/Scientific organizations are national bodies or professional practitioners in a specific field or science, e.g., Philippine Inventors Society, Philippine Society for Mechanical Engineers, PICHE			
Faculty association is considered a professional organization			
A copy of the Constitution and By Laws of the organization may be required to check whether the organization falls under any of the above mentioned category/classification of relevant professional organization			
3.3.2 For academic honors earned:			
3.3.2.1 Undergraduate Degree			
a. Summa Cum Laude -----	5	_____	_____
b. Magna Cum Laude -----	3	_____	_____
c. Cum Laude -----	1	_____	_____
3.3.2.2. Graduate Degree			
a. Highest Honors/ With Distinction. Or equivalent.....	3	_____	_____
<hr/>			
Supporting Document:			
a. A certificate or copy of a permanent record of the school		<input type="checkbox"/>	<input type="checkbox"/>
<hr/>			
3.3.3 Scholarship/Fellowship. This may be degree or non-degree granting.			
a. International competitive			
Doctorate -----	5	_____	_____
Masters -----	4	_____	_____
Non-Degree -----	3	_____	_____
b. International, non- competitive			
Doctorate -----	3	_____	_____
Masters -----	2	_____	_____
Non-Degree -----	1	_____	_____
c. National/Regional, competitive			
Doctorate -----	3	_____	_____
Masters -----	2	_____	_____
Non-Degree -----	1	_____	_____
d. National/Regional, non- competitive			
Doctorate -----	2	_____	_____
Masters -----	1	_____	_____
e. Local, competitive or non-competitive -----	1	_____	_____
N.B.: Competitive means the use of a selection/screening process or scheme for awarding a scholarship			
<hr/>			
Supporting Documents			
a. Certificate of cholarship / fellowship award		<input type="checkbox"/>	<input type="checkbox"/>
b. Proof of completion of fellowship program or activity / Transcript of Records		<input type="checkbox"/>	<input type="checkbox"/>

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Signature Over Printed Name
Chair, Local Evaluation Committee_____
Signature Over Printed Name
Chair, Univ. Review Committee

<p>c. Scholarship Contract/Agreement)</p> <p>3.4 Awards of distinction received in recognition of achievement in relevant areas of specialization/profession and/or assignment of the faculty concerned. (maximum of 10 points)</p> <p>a. International ----- 5 b. National/Regional ----- 3 c. Local ----- 2</p> <hr/> <p style="text-align: center;">Supporting Documents:</p> <p>a. Plaque of Recognition or copy of citation b. Criteria for the selection c. Proof of competition d. SEC Registration for local organization</p> <hr/> <p><i>N.B.: There should be evidence of search/ competition. The award-giving body must have recognized mandate to search and confer the award or recognition.</i></p> <p><i>Only awards that concerns intellectual and with highest category should be given credits and should be competitive in a particular field of specialization</i></p> <p><i>Service awards are considered local awards. The credits are given for 10,20,30,40 years of service per circular of the Commission Civil Service (we may consider 15, 25, 35.)</i></p> <p><i>The awards of distinction granted by organizations like NSTP, GSP, BSP, Red Cross, Barangay Offices and other Civic, Cultural, Religious Community, including Non-Government Organizations are classified as Community Outreach.</i></p> <p><i>The awarding body must be recognized, reputable organization relevant to the field of specialization/ assignment of the awardees.</i></p> <p><i>In case of research award, the following conditions where award is applicable should be complied:</i> 1) It should be Institutional (University wide, not departmental); 2) Only Best Paper in Research is credited, Best Poster and Best in Paper Presentation are not given credit; 3) Must be competitive in nature</p> <p>3.5 Community outreach (maximum of 5 pts.)</p> <p>3.5.1 For every year of participation in service-oriented projects in the community ----- 1</p> <p style="text-align: center;">Supporting Document(s):</p> <hr/> <p>a. An Office Order pertaining to the services rendered b. Certificate/ Acknowledgement of Completion of project or activity</p> <hr/> <p>These are activities related to participation in community projects on top of official duties and are voluntary in nature, with no additional compensation received. One year is operationalized to be equivalent to at least 251 days, not to exceed 12 months per program per clientele.</p> <p>Examples are voluntary services in scouting, cooperative, Red Cross, Kabataang Barangay, etc.</p> <p>Activities undertaken as officer/ member of any professional, social, educational or other similar organizations which had already been credited in this instrument shall no longer be considered</p> <p>3.2 Professional examinations</p> <p>3.6 For every relevant licensure and other professional examinations passed (maximum of 10 pts.)</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>_____</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>_____</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>_____</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>_____</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>_____</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>_____</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
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Signature Over Printed Name
Chair, Univ. Review Committee

<p>Supporting Document(s):</p> <p>a. Certificate of licensure</p> <p>b. Rating slip</p> <p>c. Skill certificate/Identification card</p> <hr/> <p>a. Engineering, Accounting, Medicine, Law, Teacher's Board, etc.....5</p> <p>b. Career Executive Service Officers Examination / Career Service Executive Examination.....3</p> <p>c. Diplomat Specialty Board Exam.....3</p> <p>d. Subspecialty Board Exam, Seaman Certificate; Master Electrician/Master Plumber Certificate, Plant Mechanic Certificate.....2</p> <p>e. Professional Organization/IT Proficiency Certification.....2</p> <p>f. National Certificates (NC)/ Trade Skill Certificates.....1/level</p> <p>N.B. Other Civil Service eligibilities are not considered. Section b is only applicable to the faculty- rank holders designated to supervisory/executive positions. IT Proficiency certifications are for programs administered by the international IT propriety Companies and the national Computer Center (NCC) and the Philippine National Information Technology Standards (PHILNITS) Eligibilities must be appropriate for the position.</p>	<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"/>
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Grand Total _____
 Rank/Sub-rank _____

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