COMMON CRITERIA EVALUATION (CCE) SPECIFIC GUIDELINES

1. CCE APPLICATIONS

All supporting documents shall be certified by the head of agency or his authorized representative as

* + True photocopy and
	+ Relevant
1. CRITERIA AND POINT SYSTEM
	1. Educational Qualification 85 pts.
	2. Highest relevant academic degree or educational attainment

*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.*

1.1.1 Doctorate ........................................................... 85

1.1.2 Master’s Degree ................... ........................... 65

1.1.3 LLB and MD………………………….………,.............. 65

*N.B.: MD is considered a doctorate if holder is licensed and teaching in a College*

*of Medicine. LLB is considered a Master’s Degree if holder is a bar passer and teaching professional subject.*

* + 1. Diploma Course (Above a Bachelor’s Degree) 55

N.B. Diploma in line with the field of specialization

* + 1. Bachelor’s Degree
			1. Four years 45
			2. Exceeding four years 45 plus 5 pts

for every year over 4 yrs NB Graduates of DVM, Engineering and DDM programs are considered bachelor’s

degree holders with additional points for years beyond 4

* + 1. SPECIAL COURSES (For verification to TESDA)
			1. 3- years post secondary course 30
			2. Special Courses (Non- degree) 25
	1. Additional equivalent degree earned related to the present position 1.2.1 Master’s Degree 4.0

1.2.2 Bachelor’s Degree 3.0

NB: *An additional equivalent and relevant degree earned related to the present position refers to another degree on the same level as the advanced degree that the faculty has already earned.*

*Relevance is the applicability of the degree to teaching and to the subjects the faculty is teaching, or the duties and functions other than teaching which the faculty performs*, *this also refers to the appropriate provisions from the CSC-MC and CMO of the respective programs*

Supporting Document(s):

1. Transcript of Records and
2. Diploma/Certificate
3. Special Order (in case of those who graduated in Private Higher Education Institutions)
4. Official teaching load signed by the VPAA or any duly authorized official

 Note: For degree obtained thru consortium, the faculty should present
 a MOA between the parties concerned\*\*

* 1. Additional credits earned (maximum of 10 pts)
		1. For every 3-unit credit earned towards an

approved higher degree course 1.0

*N.B Reports of grades will only be accepted in cases where the school does not issue Transcript of Records for uncompleted programs.*

Supporting Document(s):

a. Transcript of Records or Report of grades duly certified by the University Registrar

 *\**Degree should be vertically aligned in consonance with the CSC and CMO of the respective

 programs

In case the degree was obtained from foreign institutions. The concerned faculty needs to
present a certification issued by the CHED that the degree is equivalent to
bachelor’s/master’s/doctor’s degree that the said institution is classified as a reputable college of university (as per CSC MC )

* 1. Experience and Length of Service 25pts.
	2. Academic Experience
		1. For every year of full-time academic

service in a state institution of higher learning 1.0

*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 whose main function and responsibility is tertiary education, and which offers degree program*

2.1.2. For every year of full-time academic service in an institution of higher learning other than SUCs, CHED-Supervised and TESDA Schools; service in a public or private research institution…………………………………….…0.75

Supporting Document(s):

1. Service Record
2. Appointment/Contract
	1. Administrative Experience

For every full-time year of administrative experience as:

1. President 3.0
2. Vice President 2.5

Chancellor/Executive Director/Campus Director……………………...2.25

1. Dean/Director/School Superintendent 2.0

Deputy Director/Assistant Director……………………………………..1.75

1. 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.*

*The credit for administrative experience is given to a faculty – rank holder designated to any administrative or supervisory position with line authority over at least four staff and programs. Campus directors/administrators shall be classified as Service Directors. If the administrative experience is in a private institution of higher learning,*

*multiply the credit point by 0.75. Associate Deans/ Assistant deans, performing exactly the same responsibilities as the deans shall be given the same point as deans.*

Supporting Document(s):

1. Service Record
2. Appointment and /or designation
3. Organizational Structure which shows that the designee has at least 7 subordinates
	* 1. For every year of relevant full-time professional and technical experience as:
			1. Manager/Entrepreneur/Consultant 1.50
			2. Supervisor/Head of Unit 1.0
			3. Rank and File 0.5

*N.B. The experience should be prior to his entry into the academe.*

Supporting Document(s):

1. Service Record/Service Contract/appointment and/or designation for Manager, Supervisor/Head of Unit/Rank and File
2. SEC/DTI/CDA registration for entrepreneur
3. MOA or Contract of Service for Consultant
	* 1. For every year of experience in the public and private basic institution:
			1. Cooperating Teacher 0.75
			2. Basic Education Teacher 0.50

Supporting Document(s):

1. Appointment/Designation
2. Service Record for Basic Education Teachers
	1. Professional Development Achievement and Honors… 90 pts.
	2. Discoveries, patented inventions, innovations, publications and other creative

works (maximum of 30 points) \*\*c/o Peter

* + 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 pts.

Sub-categories under 3.1.1 are as follows:

1. Inventions

These are original patented works which have direct contribution to education, science, and technology.

Supporting Document(s):

1. Patent Certificate/Trademark
2. Utility Model Certificate

*N.B. Credit points are divided equally among two or more individuals claiming credit for the same invention*

If patented 7 points for Philippine Intellectual Property Office registered

Utility Model (UM) 5 points for Philippine Intellectual Property Office registered

1. 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.

Criteria Points

* 1. Originality, educational impact, documentation 60% of 7 (.6 x 7)
	2. Evidence of wide dissemination 40% of 7 (.4 x 7)

e.g. exhibits, publication

 rubic: c/o Dr. Lanuzo

*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.*

Supporting Document(s):

1. Full description of the discovery
2. Confirmation of an international or national agency/ organization/association of experts
3. Evidences of dissemination and utilization
4. Creative work has to satisfy one or more of the following criteria:

(Maximum pts – 10 pts)

* 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.

|  |  |
| --- | --- |
| *International* | *7* |
| *National* | *5* |
| *Institutional* | *2* |

* 1. Documentation and evidence 25% of 2- 7 pts. of dissemination

 *N.B.: The scale of 2- 7 is distributed on the basis of competitiveness, thus-*

Supporting Document(s):

1. Full description of the creative work
2. Evidences that shall satisfy the criteria for evaluation
3. Appropriate certification from the duly organized committee establishing the value of the output

*\*\*there should be an accepted committee to be created by SUC….c/o Engr. Melbourne
group (TUP)*

*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.*

1. Research results and innovations consist of improvements / modifications made on existing design, process, or product.

The criteria for rating and the points for each criterion are:

* 1. Use of indigenous materials 20% of 2 pts.
	2. Relevance and value to education, 20% of 2 pts. science and technology
	3. Cost/time/energy/saving 20% of 2 pts.
	4. Acceptability of peers 20% of 2 pts.
	5. Dissemination/documentation 20% of 2 pts.

 Assignment of TUP (guidelines for the creation of committee for the evaluation of
creative work and innovations)

Supporting Document(s):

1. Full description of research/innovation
2. Evidences that shall satisfy the criteria for evaluation
	* 1. 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.*
			1. As author/s… 3-7
			2. As reviewer 1-4
			3. As translator 1-4
			4. As editor 1-3
			5. As compiler 1-2

The factors and their weights are:

1. Textbooks, including Science and Technology and References

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Tertiary | High School | Elementary |
| Author/s | 7 pts. | 5 pts. | 3 pts. |
| Reviewer | 4 | 2 | 1 |
| Translator | 4 | 2 | 1 |
| Editor | 3 | 2 | 1 |
| Compiler | 2 | 1 | 1 |

*N.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*

Supporting Document(s):

a. Copy of the book with copyright and ISBN
b. Certification from the book review committee of the SUC

* + 1. 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, SCOPUS and other journals of sterling reputation for international and national. Local journals refer to institutional research-based publications
			1. *International 5*
			2. *National 3*
			3. *Local 2*

 *Research published in journals not mentioned above, but refereed shall be considered as
local. Only full paper will be given credit points.*

*N.B. Articles must be research-based. Commentaries, opinions, editorials are not credited. Publications in Magazines, news papers/ bulletins of information, abstracting journals, annual reports are not accepted. Published research should only be credited once.*

Supporting Documents:

a. Copy of the journal with ISSN

b. Proof of circulation for local journals

\*\*Awarding of points for journal article citation

 Supporting documents: Citation index copy of article and cited articles

 c/o Dr. Christopher Chua (Region 4)

* + 1. For every instructional manual/ audio-visual …………….….. 1 (max. of 10 pts)

*Credits are divided among two or more claimants.*

Supporting Document(s):

1. Copy/ sample of material
2. Certificate of utilization
3. Course Syllabus
4. Evidence of circulation such as receipts of sale, IPRO clearance for institutional circulation, approval for institutional use by the Instructional Material Review Committee

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.

* 1. For expert services, training and active participation in professional/technical activities (maximum of 30 points)
		1. Training and seminars (maximum of 10 points)
			1. For every training course with a duration of at least one month not to exceed the full credit (P=No. of days/30)
				1. International 5
				2. National 3
				3. Local 2
			2. For participation in conferences, seminars, workshops (*must be relevant to one’s assignment/field)*

Supporting Document:

a. Certificate of Attendance/ Appreciation/ Participation

*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***

* + 1. Expert service rendered (maximum of 20 points)
			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 government or other agencies.

International 5

National 3

Local 2

Supporting Document(s):

1. Memorandum of Agreement or contract between the institution and the contracting party, or office order pertaining to the consultancy work
2. Acknowledgment of output
	* + 1. a. For services rendered as trainer, coordinator, lecturer, resource person or guest speaker in conferences, workshops, and/or training courses for professionals

International 5

National 3

Local 2

Supporting Documents:

1. Certificate of appreciation/recognition
2. List of Participants
3. Invitation and copy of the program
4. Lecture

NB For new entrants, certificate of appreciation/recognition can suffice

3.2.2.2 b. For expert services rendered as referee/reviewer/editor in a national or international research journal/conference………….1pt/publication

 Supporting document: copy of the journal, letter of invitation, acknowledgment of the
output

* + - 1. For expert services as adviser in doctoral dissertation, master’s and undergraduate thesis, or their equivalents as requirements for the completion of academic programs (maximum of 10 points)

Doctoral dissertation 1.00

Master’s thesis 0.50

Undergraduate thesis 0.25

Supporting Documents:

1. Approval Sheet
2. Certificate of Teaching Load

N.B. Equivalent requirement such as case study, feasibility study, terminal research paper, project study should be a terminal requirement for the degree.

*N.B. 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*.

* + - 1. For certified services as member of the Board of Examiners in the Professional Regulations Commission (PRC) or in the Civil Service Commission (CSC)... 1.00

Supporting Document(s):

1. Appointment or contract
2. Identification card
	* + 1. For 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. 1.00

Supporting Document(s):

1. Appointment/designation/invitation from the accrediting body
2. Certificate of P/A/R

NB This correspond to a year of expert service

3.2.2.6 For every year of expert service as testing officer/assessor in trade

skills certification 1.00

Supporting Document(s):

1. Certificate of Trade Skill Examiner
2. Results of the examinations conducted

3.2.2.7. For every year of services as coach /trainer of the students in official activities and adviser of accredited students organization not to exceed 1 point per
year 1.00

*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 inter-institutional or inter-agency competition.*

Supporting Document(s):

1. Office Order’
2. Proof of output
	1. Membership in professional organizations/honor societies and honor received (maximum of 10 pts.)
		1. For current individual membership in relevant professional organization(s)
			1. Learned society (by invitation, NRC)

Full member 2

Associate member 1

* + - 1. Honor society 1.0
			2. Scientific society 1.0
			3. Professional

Officer 1.0

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 of Mechanical Engineers, Philippine Institute of Chemical Engineers, ASEAN Engineer*

*Faculty association is included.*

The PDS of the faculty shall be filed for the purpose of checking if the membership was already credited.

Supporting Document(s):

a. Certificate of membership or Identification card or Official receipt of membership

* + 1. For academic honors earned:
			1. Undergraduate Degree
				1. Summa cum Laude 5
				2. Magna cum Laude 3
				3. Cum Laude .1
			2. Graduate Degree
				1. Highest Honors/ With Distinction.

Or equivalent 3

Supporting Document(s):

a. A certificate or copy of a permanent record of the school

* + 1. Scholarship/ Fellowship. This may be degree or non- degree granting.
			1. International, competitive
			Doctorate 5

Master’s 4

Non- degree 3

* + - 1. International, non- competitive Doctorate 3

Master’s 2

Non-degree 1

* + - 1. National/Regional, competitive Doctorate 3

Master’s 2

Non-degree 1

* + - 1. National/ Regional, non-competitive Doctorate 2

Master’s 1

* + - 1. Local, competitive or

Non- competitive 1

*N.B.: Competitive means the use of a selection/screening process or scheme for awarding a scholarship.*

Supporting Document(s):

1. Certificate of scholarship/ fellowship award
2. Proof of completion of fellowship program or activity/ Transcript of Records
3. Scholarship contract/ agreement
	1. Awards of distinction received in recognition of achievement in relevant areas of specialization/profession and/or assignment of faculty concerned

International 5

National/ Regional 3

Local 2 (institution-wide)

Supporting Documents:

1. Plaque of Recognition or copy of citation
2. Criteria for the selection
3. Proof of competition
4. SEC Registration for local organization

10 pts ceiling c/o Peter

*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.*

In case of research award, the following conditions should be complied:
 c/o Dr. T.F

*Service awards are considered local awards. The credits are given for 10, 15, 20 25, 30, 35 and 40 years of service per circular of the Commission Civil Service*

*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.*

*The awarding body must be recognized, reputable organization relevant to the field of specialization/ assignment of the awardees.*

* 1. Community Outreach (maximum of 5 points)
		1. For every year of participation in service-

oriented projects in the community 1

Supporting Document(s):

1. An Office Order pertaining to the services rendered
2. Certificate/ Acknowledgement of Completion of project or activity

*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 30 days, not to exceed 12 months per program per clientele*.

*Examples are voluntary services in scouting, cooperative, Red Cross, Kabataang Barangay, etc.*

*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.*

* 1. Professional examinations
		1. For every relevant licensure and other professional examinations passed (maximum of 10 pts.)
			1. Engineering, Accounting, Medicine, Law, Teacher’s Board, etc…….5
			2. Career Executive Service Officers Examination /

Career Service Executive Examination 3

* + - 1. Seaman Certificate; Master Electrician/Master Plumber Certificate, etc.; Plant Mechanic Certificate;

Professional Radio Operator Certificate 2

d. Professional Organization/IT proficiency Certification 2

f. National Certificates (NC)/Trade skill Certificates… 1/level

*NB Marine Transportation Officers is equivalent under category C*

*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)*

Supporting Document(s):

1. Certificate of Licensure
2. Rating Slip
3. Skills Certificate/Identification Card