

# Chapter 7

## Position Classification and Compensation Scheme for Faculty Positions in State Universities and Colleges

Prior to the issuance of PD No. 985, State Universities and Colleges (SUCs) which were exempted from the coverage of the National Position Classification and Compensation Plans adopted individual staff credentials and qualifications, position classification and pay plans. The disparities in pay and compensation among similar comparable positions brought about by the different schemes adopted by the various SUCs gave rise to demoralization and dissension among the ranks of faculty members and further complicated the process of compensation administration in SUCs.

When the SUCs were placed within the ambit of PD No. 985, the need to rationalize the academic ranks/salaries/advancement of faculty members in SUCs became apparent due to the application of varied faculty evaluation instruments. As early as 1982, the Philippine Association of State Universities and Colleges (PASUC), together with the DBM, started deliberating on a scheme of upgrading/promoting qualified and deserving faculty members through a process of objective evaluation. This paved the way to the development and adoption of a Common Criteria for Evaluation (CCE) across programs and disciplines which aimed to rationalize academic ranks and salaries.

National Compensation Circular (NCC) No. 33 was issued on January 2, 1985 with retroactive effect on July 1, 1984. This Circular established the position classification and compensation scheme for faculty positions in SUCs. Since then, amendments of certain provisions including improvements of the CCE have been introduced through NCC No. 68, NCC No. 69 and the latest, National Budget Circular (NBC) No. 461. NBC No. 461 is a revision and an update of NCC No. 69 which was exclusively for the faculty positions in SUCs. Under NBC No. 461, Commission on Higher Education (CHED)-supervised higher education institutions (HEIs), Technical Education and Skills Development Authority (TESDA)-supervised Technical Education Institutions (TEIs) and SUCs are covered.

### 7.1 Coverage

The Position Classification and Compensation Scheme For Faculty Positions (PCCSFP) covers all teaching positions involved in instruction, research and extension activities in all SUCs, CHED-Supervised HEIs and TESDA-Supervised TEIs.

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### 7.2 Common Criteria for Evaluation

As part of the PCCSFP, a CCE is established which shall be the primary basis for recruitment, classification and promotion of a faculty. The CCE is a set of factors consisting of services and achievements which establishes the relative performance of a faculty in the institution for the period of evaluation through the application of a point system in determining faculty rank and sub-rank. The new CCE which was developed by the CHED and PASUC places more emphasis on advancement and performance rather than on educational qualifications.

#### 7.2.1 The CCE Concept and Objectives

To implement a standardized PCCSFP, it is imperative for all faculty to pass through a CCE that can distinguish the different faculty ranks within institutions, across institutions and across disciplines and fields. The CCE has the following objectives:

- 7.2.1.1 To standardize faculty ranks among institutions;
- 7.2.1.2 To rationalize the salary rate appropriate to a faculty rank;
- 7.2.1.3 To have an instrument for generating the faculty profile across SUCs, HEIs and TEIs;
- 7.2.1.4 To serve as basis for policy decisions for accelerated faculty development; and
- 7.2.1.5 To motivate a faculty to upgrade his/her rank and compensation by improving his/her academic qualifications, achievements and performance.

#### 7.2.2 The Point System

The CCE point system in determining faculty rank and sub-rank is as follows:

##### 7.2.2.1 Major Factors and Maximum Points

Factors	Maximum Number of Points
Educational Qualification	85

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Experience and Professional Services	25
Professional Development, Achievement and Honors	90
<b>TOTAL</b>	<b>200</b>

The specific factors and guidelines for determining credit points are in Annex A of this Chapter.

### 7.2.2.2 Point Allocation Under NBC No. 461

Faculty Rank	Sub-Rank	SG	Point Bracket
<b>Instructor</b>	I	12	65 – Below
	II	13	66 – 76
	III	14	77 – 87
<b>Assistant Professor</b>	I	15	88 – 96
	II	16	97 – 105
	III	17	106 – 114
	IV	18	115 – 123
<b>Associate Professor</b>	I	19	124 – 130
	II	20	131 – 137
	III	21	138 – 144
	IV	22	145 – 151
	V	23	152 – 158
<b>Professor</b>	I	24	159 – 164
	II	25	165 – 170
	III	26	171 – 176
	IV	27	177 – 182
	V	28	183 – 188
	VI	29	189 – 194
<b>College/University Professor</b>		30	195-200

7.2.2.2.1 The highest rank that can be allowed in HEIs and TEIs is Associate Professor V.

7.2.2.2.2 The quota for the rank of Professor shall be 20% of the total number of faculty positions of each SUC.

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### **7.3 Qualitative Contribution Evaluation**

- 7.3.1 In addition to the CCE, promotions to higher rank and sub-rank shall be subject to Qualitative Contribution Evaluation (QCE). QCE is the process of determining the eligibility of a faculty candidate for the particular rank and sub-rank indicated by the CCE.
- 7.3.2 Qualitative Contribution (QC) is the continuous improvement towards excellence by a faculty member in all four (4) functional areas of the institution, namely: instruction, research, extension and production.
- 7.3.2.1 For those seeking promotion to the higher sub-rank of Instructor and Assistant Professor, the QC shall be on Teaching Effectiveness.
- 7.3.2.2 For those seeking promotion to the Associate Professor rank, the QC shall be in any two (2) functional areas chosen by the candidate prior to any assessment year.
- 7.3.2.3 For those seeking promotion to the Professor rank, the QC shall be in any three (3) functional areas chosen by the candidate prior to any assessment year.
- 7.3.3 For the QC of Instructors and Assistant Professors, a common evaluation instrument is prepared by a joint committee of CHED, PASUC and TESDA. The evaluation is done by the faculty concerned, his/her peers, his/her supervisor and his/her student beneficiaries.
- 7.3.4 For the QC of Associate Professors and Professors, a common evaluation instrument is prepared by a joint committee of CHED and PASUC. The evaluation is done by the ratee's client, by the direct supervisor, by the stakeholders in the completed projects, and by his/her external and internal communities.

### **7.4 Accreditation**

Accreditation is a screening process for validating the eligibility of a faculty candidate to the rank of Associate Professor or Professor. The process involves written exams and interviews, particularly on substantive issues/questions related to the field of specialization/ discipline of the candidate.

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### **7.5 Determination of Appropriate Faculty Rank and Salary**

- 7.5.1 A faculty member who is assigned on the basis of the CCE and QCE to a sub-rank higher than his/her present rank, or subsequently promoted through presidential discretion, shall be given the rank and salary corresponding to that higher rank.
- 7.5.2 A faculty member who merited a higher rank based on the CCE but assigned a lower rank based on the QCE shall be given the rank and salary corresponding to that lower rank.
- 7.5.3 In the initial implementation of NBC No. 461, a faculty member who is assigned on the basis of the CCE and QCE to a sub-rank lower than his/her present rank shall retain his/her present rank and salary.

### **7.6 Presidential Discretion**

The Head of the SUC, HEI or TEI, may subsequently grant promotions to faculty members for meritorious performance, provided that the aggregate number of sub-ranks involved in all such promotions shall not exceed 15% of the total number of current authorized full-time faculty members annually, provided further that such upward movements shall be limited to the highest sub-rank of the assigned rank as indicated in the CCE. Upward movements to Professor ranks in SUCs and to Associate Professor ranks, in HEIs and TEIs shall similarly be subject to prior evaluation by the Accreditation Committee, to the requirement for appointment to such ranks, and to the quota system prescribed for Professors, in the case of SUCs.

### **7.7 Appointment to Ranks Below Professor**

- 7.7.1 Instructor I – Entry level, total of CCE points is 65 or less.
- 7.7.2 Appointment to the ranks of Instructor II to Assistant Professor IV shall be subject to the following requirements:
  - 7.7.2.1 CCE points of at least 66 for the higher sub-rank of the Instructor position and at least 88 for the Assistant Professor position;
  - 7.7.2.2 Earned MA degree for Assistant Professor II to IV; and

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- 7.7.2.3 QC in instruction, otherwise known as Teaching Effectiveness.
- 7.7.3 Appointment to the rank of Associate Professor shall be subject to the following requirements:
  - 7.7.3.1 CCE points of at least 124;
  - 7.7.3.2 Earned MA degree;
  - 7.7.3.3 QC in at least 2 of the 4 functional areas; and
  - 7.7.3.4 Accreditation by a committee of experts constituted by PASUC for candidates entering the Associate Professor rank for the first time; in the case of those in HEIs and TEIs.

### **7.8 Appointments to Professor Ranks**

- 7.8.1 The minimum criteria for appointment to full Professor ranks are as follows:
  - 7.8.1.1 Education - This refers to the relevant doctoral academic degree from a college or university of recognized standing either locally or abroad. However, in highly meritorious and extremely exceptional cases as in areas of specialization or fields of discipline where there is a dearth of doctoral programs or the same are not readily available, the foregoing doctoral degree requirement may be waived.
  - 7.8.1.2 Productivity - This refers to significant outputs, contributions and applications and/or use of research results in commercial or industrial projects in relevant fields of applied and natural sciences and includes the following:
    - 7.8.1.2.1 Scientific articles in publications of international circulation, and other works of similar nature;
    - 7.8.1.2.2 Discoveries, inventions and other significant original contributions;
    - 7.8.1.2.3 Books, monographs, compendiums and major bodies of published work;

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- 7.8.1.2.4 Transformation of research recommendations to public policy benefiting the country's training of science graduates or significant contribution to manpower development and/or science and technology, practical application of research results in industrial or commercial projects and/or undertakings; and
- 7.8.1.2.5 Such other criteria which the Accreditation Committee may require as may be warranted by new developments in science and technology.
- 7.8.1.3 Professional standing - This refers to the level of acceptance and recognition in the academic community in terms of professional, moral and ethical integrity.
- 7.8.2 The appointment to Professor ranks shall be subject to the following requirements:
  - 7.8.2.1 CCE points of at least 159;
  - 7.8.2.2 Earned doctorate, in the case of Professors IV to VI; where a doctorate is not normally part of career preparation, or where such doctoral program is rare as determined by CHED, the doctoral requirement may be waived, provided that the candidate has an appropriate master's degree, and has earned 20 points in the following areas:
    - 7.8.2.2.1 Books, monographs, compendiums, and major bodies of published work;
    - 7.8.2.2.2 Scientific articles in publications of international circulation, and other works of similar nature;
    - 7.8.2.2.3 Discoveries, inventions and other significant original contributions;
    - 7.8.2.2.4 Research recommendations transformed to public policy benefiting the country;
    - 7.8.2.2.5 Supervision, tutoring or coaching of graduate scientists and technologists; and

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7.8.2.2.6 Research results applied or utilized in industrial and/or commercial projects or undertaking.

7.8.2.3 QC in at least 3 of the 4 functional areas; and

7.8.2.4 Accreditation by a committee of experts constituted by PASUC for candidates entering the Professor rank for the first time.

### **7.8.3 Limitations**

The following guidelines set the limitations for appointment to Professor ranks:

7.8.3.1 The number of Professor positions shall not exceed 20% of the total number of faculty positions in the SUC concerned; and

7.8.3.2 An applicant who fails in the accreditation process including those who qualify as Professors but are in excess of the quota for Professor ranks shall be appointed to the position of Associate Professor V.

## **7.9 Appointments to College/University Professor Ranks**

7.9.1 The following are deemed qualified for appointment as College/University Professors:

7.9.1.1 Deserving faculty members, occupying Professor positions who satisfy the qualification for accreditation under item 7.9.5 hereof and duly accredited by the PASUC Accreditation Committee;

7.9.1.2 SUC Presidents and Vice-Presidents or their equivalents who opt to receive the basic salary pertaining to their assigned academic rank under the CCE, and those who opt to return to teaching due to their resignation/retirement not for cause before the expiration of their fixed terms of office provided that they have complied with the requirements prescribed for College/University Professors; and

7.9.1.3 SUC Presidents/Vice-Presidents who opt to return to teaching after the expiration of their fixed terms of office



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may be appointed as College/University Professors subject to the provisions of NBC No. 461, insofar as pertinent, in addition to the slots available for deserving faculty members.

Thereafter, any vacancy arising from the retirement/resignation of a faculty member appointed as College/ University Professor, shall not be filled until such time that the SUC President/Vice-President similarly appointed as College/University Professor has retired/resigned from the government service.

7.9.2 The following are the requirements for appointment as College/University Professor:

- 7.9.2.1 CCE points of at least 195;
- 7.9.2.2 Earned doctorate;
- 7.9.2.3 Professorial accreditation, in case of a faculty;
- 7.9.2.4 A pass from a Screening Committee, duly constituted by PASUC; and
- 7.9.2.5 QC in at least 3 out of the 4 functional areas.

7.9.3 Limitations

The following guidelines set the limitations for appointment as College or University Professor:

- 7.9.3.1 Only one position of College Professor, per college, is authorized for every 6 years, the total of which shall not exceed the number of authorized colleges and external campuses of the respective SUC;
- 7.9.3.2 Only one position of University Professor, per University, is authorized for every 6 years, the total of which shall not exceed 5% of the total number of accredited full professors in the university concerned; and
- 7.9.3.3 The classification of existing College Professor positions at SG-29 whose incumbents were appointed based on the previous point allocation under NCC No. 69 shall be coterminous with the incumbents. Hence, upward movements of incumbents of positions of College

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Professor, SG-29, to the new rank of College/University Professor, SG-30, is not automatic. The salary grade of incumbents thereof who were accredited under NCC No. 69 shall remain at SG-29 until they qualify as College/University Professor based on the point allocation under NBC No. 461.

### **7.9.4 Screening Process**

Upon recommendation by the institution head concerned, all candidates for the rank of College/University Professor shall undergo screening by an independent body, to be organized by the Philippine Association of State Universities and Colleges (PASUC).

### **7.9.5 Qualifications for Accreditation as College/University Professor**

- 7.9.5.1 He/She must be an outstanding scholar and scientist as shown in the quality of his/her publications and researches in his/her principal field of study and in allied fields; or he/she must have manifested outstanding performance in his/her executive leadership role.
- 7.9.5.2 He/She must have expert knowledge in one field or division and familiar with at least one other subject within another division.
- 7.9.5.3 He/She must be known for intellectual maturity and objectivity in his/her judgment.
- 7.9.5.4 He/She must have a high reputation among his/her colleagues and other scholars for his/her mastery of the subject of his/her specialization.
- 7.9.5.5 Recognition and esteem could be manifested in the following ways:
  - 7.9.5.5.1 His/her contributions to the advancement of his/her fields of specialization are recognized by colleagues, here and abroad.
  - 7.9.5.5.2 He/She is published in the most respected learned journals in his/her field of specialization.
  - 7.9.5.5.3 His/Her works are worldly acclaimed and

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provoke spirited discussions among scholars, often from various disciplines.

7.9.5.5.4 He/She is often invited to other universities and scholarly gatherings for the originality of his thoughts.

7.9.5.5.5 He/She is accorded various forms of honors (awards, chairs, titles, etc.).

### 7.10 Conversion of Teaching and Teaching-Related Positions in CHED-supervised HEIs and TESDA-supervised TEIs Integrated into SUCs

7.10.1 To preclude position downgrading implications, the existing teaching/teaching related positions integrated with the staffing pattern of newly converted SUCs shall be initially converted/retitled to their lateral equivalent SUC faculty positions based on salary grades without the need for prior evaluation under NBC No. 461.

Examples:

<b><u>From</u></b>	<b><u>To</u></b>
Secondary School Principal II, SG-19	Associate Professor I, SG-19
Master Teacher II, SG-17	Assistant Professor III, SG-17
Head Teacher III, SG-15	Assistant Professor I, SG-15

7.10.2 All positions of Teacher I, SG-10, Teacher II, SG-11, and Teacher III, SG-12, shall be automatically converted/retitled to Instructor I, SG-12.

7.10.3 The initial faculty ranks shall serve as bases for future movements/promotions to higher level positions. Should the ensuing evaluation under NBC No. 461 result in the downgrading of the initial ranks, the faculty concerned shall retain his/her assigned rank and salary grade at conversion until he/she qualifies for a higher rank.

7.10.4 Teaching positions handling laboratory classes in teacher education courses may be converted/retitled to faculty positions provided they serve as critic teacher in such teacher education courses and each attends to at least three (3) practicum students at the senior level.

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### 7.11 Role of Agencies in the Implementation of NBC No. 461

#### 7.11.1. Role of SUCs, HEIs and TEIs

The heads of SUCs, HEIs and TEIs shall submit the Personal Services Itemization and Plantilla of Personnel (PSIPOP).

reflecting the modifications in rank/sub-rank and the corresponding salary adjustments of faculty members concerned together with the CCE Computer Print-out and pertinent evaluation documents.

#### 7.11.2. Role of DBM

The DBM Regional Offices (ROs) shall verify and post-audit the PSIPOP. The DBM ROs shall then prepare the Notice of Organization, Staffing and Compensation Action (NOSCA) reflecting the changes in the rank/sub-rank and salaries of faculty members concerned in the respective institution.

### 7.12 Evaluation Cycle

As a matter of policy, the evaluation may be undertaken every odd year for SUCs. In the case of HEIs and TEIs, the evaluation may be undertaken every even year.

### 7.13 Additional Compensation for Faculty

#### 7.13.1 Honoraria for Teaching Overload

Faculty members are entitled to honoraria for services rendered in excess of the regular teaching load. Honoraria shall be based on the Prime Hourly Teaching Rate (PHTR) which shall be computed as follows:

##### 7.13.1.1 For undergraduate program

$$\text{PHTR} = \frac{\text{AR}}{\text{W}} \times \text{T} = \frac{\text{AR}}{1600} \times 1.25 = 0.000781 \text{ AR}$$

Where:

AR = annual salary rate of each faculty proposed to be paid honoraria

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W = Total teaching hours (40hrs/week multiplied by 40 weeks or 1600 hrs.)

T = 1.25 or 125% of the faculty's remuneration for services in excess of 6 hours of actual teaching per day but not more than 2 hours

### 7.13.1.2 For graduate program

7.13.1.2.1 For faculty members with Bachelor's degrees and with special vocational preparation

$$\text{PHTR} = \frac{\text{AR}}{1,296} \times 1.5 = 0.0012 \text{ AR}$$

7.13.1.2.2 For faculty members with Master's degrees

$$\text{PHTR} = 0.0014 \text{ AR}$$

7.13.1.2.3 For faculty members with Doctorate Degrees

$$\text{PHTR} = 0.0015 \text{ AR}$$

### 7.13.1.3 Reduced Teaching Load for Faculty Assigned with Workload Other than Teaching

In the determination of the load of a faculty who is given assignments other than teaching, the following allowable percentage weights are adopted:

- 25% of the official time of faculty members concerned shall be credited to actual teaching load; and
- 75% of the official time of faculty members concerned shall be allotted for workload other than teaching in connection with research and extension functions, or as a Dean/Department Head or Director.

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### 7.13.2 Representation and Transportation Allowances (RATA)

Faculty members who are designated as Vice- Presidents/Deans/ Directors/Department Heads are authorized RATA based on their rank equivalence at the rates provided in the annual General Appropriations Act (GAA).

#### 7.13.2.1 Vice-Presidents

SUC Level	Rank Equivalence
4	Bureau Director
3	Assistant Bureau Director
2	Bureau Regional Director
1	Bureau Assistant Regional Director

#### 7.13.2.2 Deans equivalent to Assistant Bureau Regional Director

7.13.2.2.1 Designated Dean of the Graduate School with at least a Master of Arts/Master of Science Program with 15 faculty members.

7.13.2.2.2 Designated Deans of Colleges with at least four (4) degree programs and a teaching complement of 40 full-time faculty members.

In case the SUC cannot meet the minimum number of programs required, it may still be entitled to a Dean, if it meets the following:

No. of Programs	No. of Full-Time Faculty Members
4	40
3	50
2	60
1	70

#### 7.13.2.3 Directors/Department Heads equivalent to Chiefs of Division

7.13.2.3.1 Designated Director of Research Services, with at least P500,000 appropriation for research service function; when no authorized research function in the GAA, the

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SUC to have at least 10 research projects with a total cost of P500,000 per annum.

7.13.2.3.2 Designated Director of Extension Services, with at least P500,000 appropriation for extension service function; when no authorized extension services function in the GAA, the SUC to have at least 10 extension services projects with a total cost of P500,000 per annum.

7.13.2.3.3 Designated Director of Auxiliary Services, provided the SUC has a yearly income from its operations of at least P60,000 and at least 7 personnel involved in such income generating projects.

7.13.2.3.4 Designated Director of each satellite campus/branch/center/institute, duly mandated by law, provided each campus/branch/center/institute has a complete administrative staff, i.e., at least a budget officer, an accountant/bookkeeper, an administrative officer/administrative assistant, a supply officer/property custodian, a cashier/disbursing officer and other support positions such as clerks, janitors and security guards and at least 1,000 students in the tertiary level.

7.13.2.3.5 Designated Director of Student Affairs Services for SUCs with at least 4,000 college students.

7.13.2.3.6 Designated Department Heads of different departments/colleges, each one having at least 4 degree programs with each program differentiated from each other by 33% (the distinction of the programs to be certified by the CHED).

### **7.13.3 Compensation of faculty/non-faculty members designated as Vice- Presidents (VP)**

7.13.3.1 Faculty and non-faculty members who are designated as VPs shall be entitled to the difference between their

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present salaries and the 1<sup>st</sup> step of the salary grade of the VP positions corresponding to the level of the SUCs concerned. Said salary differentials shall form part of their actual salaries as designated VPs. The year-end benefits (YEB) and retirement and life insurance premiums (RLIP) shall be adjusted accordingly during their periods of designation.

- 7.13.3.2 A designated VP who is already receiving a salary higher than the 1<sup>st</sup> step of a permanent VP position shall only be entitled to the corresponding RATA for the position. In no case shall the designee's basic salary plus the salary differential exceed the hiring rate prescribed for a permanent VP position for the particular SUC level.
- 7.13.3.3 The aggregate salary received during the designation cannot be used as previous salary for purposes of future appointment. It shall not be considered for purposes of the computation of terminal leave benefits (TLB).
- 7.13.3.4 During the period of designation, the VP shall continue to be entitled to step increment in his/her regular position but not as VP. In case his/her step increment in his/her lower position overtakes the 1<sup>st</sup> step of the VP position, he/she shall be allowed to receive the higher salary.
- 7.13.3.5 In the event that the designation, being of a temporary nature, is revoked by the Governing Board of the SUC concerned, he shall revert to his/her salary in his/her regular position plus any step increment he/she earned during the period of designation.

### **7.13.4 Night Pay of Faculty/Non-Faculty of the Polytechnic University of the Philippines (PUP)**

- 7.13.4.1 The PUP is authorized by law to compensate its faculty and non-faculty including those from outside of the University for night services rendered on top of their regular services.

The night service is considered as a separate and distinct program from the regular 8-hour service. The night pay does not partake of the nature of overtime



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pay which is not part of basic salary. The night pay partakes more of the nature of basic salary, as a matter of right for recompense of services rendered in the night program of the University.

- 7.13.4.2 The night pay, therefore, is integrated into the basic salaries of the University's employees for purposes of retirement benefits. This authority, however, is applicable only to PUP.

### **7.13.5 Step Increment of Faculty Members**

- 7.13.5.1 In cases of promotion or movements from one rank/sub-rank to another, the step increment earned by a faculty member in his/her previous faculty rank cannot be carried over to his/her salary in the higher level faculty rank. His/Her next step increment shall be reckoned from the date of his/her appointment to the higher level faculty rank.
- 7.13.5.2 In case of conversion of a teaching position to a faculty rank, the step increment earned by a teacher in his/her previous position cannot also be carried over to the converted faculty rank. His/Her step increment shall be reckoned from the date of his/her appointment to the newly converted faculty rank.

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## Annex A

### Specific Factors and Guidelines for Determining Credits Points Under the Common Criteria for Evaluation

#### 1. Educational Qualifications ----- 85 pts.

##### 1.1 Highest relevant academic degree or educational attainment with the following maximum points credits

1.1.1	Doctorate Degree .....	85
1.1.2	Master's Degree .....	65
1.1.3	LLB and MD .....	65

The MD shall be considered a Doctorate degree if the holder is teaching in a College of Medicine

1.1.4	Diploma course (above a bachelor's degree)..	55
1.1.5	Bachelor's degree (4 years) .....	45

In the case of a Bachelor's degree which is more than 4 years, additional credit of 5 points is given for every year over 4 years

##### 1.1.6 Special Courses

- 3-year post secondary course.....30
- 2-year post secondary course.....25

##### 1.2 Additional equivalent and relevant degree earned

1.2.1	Additional Master's degree.....	4
1.2.2	Additional Bachelor's degree.....	3

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.

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For example, a holder of an M.S. in Math acquired a degree in M.S. Physics. However, an M.A. holder, who acquired 2 bachelor degrees like A.B., BSE, shall be credited only for his/her M.A. degree.

### 1.3 Additional credits earned

1.3.1 For every 3 units earned toward a higher approved degree course (maximum of 10 pts.) .....1

## 2. Experience and Professional Services----- 25 pts.

The services and experiences of a faculty who is 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.

2.1 For every year of full-time academic..... 1  
service in a state institution of higher learning

Academic service refers to teaching in college or doing research and extension functions.

A year means at least 2 semesters.

Full-time service means the official full-time equivalent load (FTEL) hours of actual teaching or its equivalent in other functions approved by the institution's Board of Regents/Board of Trustees.

State institution of higher learning refers to a chartered SUC, CHED-Supervised HEI or TESDA-Supervised TEI whose main function and responsibility is tertiary education and which offers degree programs.

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

Academic service refers to teaching in the tertiary level in an institution of higher learning which is not a SUC, CHED-Supervised HEI or TESDA-Supervised TEI, or doing research on a professional level in a research institution.

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2.3 For every year of administrative designation as:

- a. President.....3.0
- b. Vice-President.....2.5
- c. Dean/Director/School Superintendent.....2.0
- d. Principal/Supervisor/Department.....1.0  
Chairperson/Head of Unit

2.4 For every year of full-time industrial/agricultural/teaching experience as:

- a. Engineer, Plant/Farm Manager.....1.5
- b. Technician.....1.0
- c. Skilled Worker.....0.5

2.5 For every year of experience as:

- a. Cooperating Teacher.....1.5
- b. Basic Education Teacher.....1.0

3. Professional Development Achievement and Honors.....90 pts.

3.1 Innovations, patented inventions, publications and other creative works (maximum of 30 pts.)

- 3.1.1 For every cost and time-saving .....1 to 7  
innovation, patented invention  
and creative work as well as  
discovery of an educational,  
technical, scientific and/or  
cultural value

Sub-categories under 3.1.1 are as follows:

A. Inventions

These are original patented (or must have patent pending) works which have direct contribution to education, science and technology. The basis for the weight is the patent score.

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Criteria	Credits
1. If patented	Multiply patent score by weight assigned according to criterion of utility
2. If patent pending	Multiply patent by weight according to utility

Per invention or discovery the following additional criteria and point allocations are prescribed:

Commercial utility on:

- an international scale.....7
- a national scale.....5
- institutional level .....2

The accrediting bodies for these factors on the international and national scale are:

- Science and technology .....DOST
- Education.....DECS/CHED/TESDA

For the institutional level, a University Committee shall be the accrediting body. The patent paper/document must be presented to ascertain patent score. Credit points are divided equally among 2 or more individuals claiming credit for the same invention.

### 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.

Criteria	Credits
1. Originality, educational impact, documentation	60% of 7 (0.6 x 7)
2. Evidence of wide dissemination, e.g. exhibits, publications	40% of 7 (0.4 x 7)

## Manual on Position Classification and Compensation

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.

C. Creative work has to satisfy one or more of the following criteria:

- |  |                   |
|--|-------------------|
| 1. Originality                                 | 25% of 1 – 7 pts. |
| 2. Acceptability and recognition               | 25% of 1 – 7 pts. |
| 3. Relevance and value                         | 25% of 1 – 7 pts. |
| 4. Documentation and evidence of dissemination | 25% of 1 – 7 pts. |

3.1.2 For every published book, original, edited, or compiled, copyrighted/published within the last 10 years

- |                            |       |
|----------------------------|-------|
| a. As original author..... | 3 - 7 |
| b. As co-author.....       | 2 - 5 |
| c. As reviewer.....        | 1 - 4 |
| d. As translator.....      | 1 - 4 |
| e. As editor.....          | 1 - 3 |
| f. As compiler.....        | 1 - 2 |

The factors and their weights are:

Textbooks, including Science and Technology and references

Role	Tertiary	High School	Elementary
Single author	7 pts.	5 pts.	4 pts.
Co-author	5	3	2
Reviewer	4	2	1
Translator	4	2	1
Editor	3	2	1
Compiler	2	1	1

3.1.3 For every scholarly research/monograph/educational technical articles in a technical/scientific/professional journal

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

## Classification and Compensation Scheme for Faculty Positions

- 3.1.4 For every instructional manual/audio-visual material developed and approved for use.....1-3

Under this item are approved and published sets of complete modules, laboratory manuals, operation manuals, workbooks, teaching guides, including software, prototype and computer-aided instruction materials. Syllabi, flip-charts, compiled copies of machine-copied documents, mock-ups are not considered under this item. Those which can be credited are approved by the department or college for instructional purposes.

<b><u>Role</u></b>	<b><u>Credit</u></b>
Single author or maker	Full
Co-author, co-maker	Half

For credits to be granted, as sample of the material and a certification by the College/Department as to its usefulness and acceptability for instruction must be presented.

- 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 year (Pro-rated for less than a year and not to exceed 10 pts.)

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

- 3.2.1.2 For certified industrial, agro-industrial ....1/120h or fishery training (maximum of 5 pts.)

- 3.2.1.3 For participation in conferences, seminars, workshops

- a. International.....3
- b. National.....2
- c. Local.....1

## Manual on Position Classification and Compensation

### 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

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

3.2.2.2 For services rendered as coordinator, lecturer, resource person or guest speaker in conferences, workshops, and/or training courses

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

3.2.2.3 For expert services as adviser in doctoral dissertations, masteral and undergraduate theses (maximum of 10 pts.)

- a. Doctoral dissertation.....1.00
- b. Masteral thesis .....0.50
- c. Undergraduate thesis.....0.25

3.2.2.4 For certified services as reviewer/examiner in the Professional Regulations Commission (PRC) or in the Civil Service Commission.....1

3.2.2.5 For expert services in accreditation work as member of the Board of Directors, member of the Technical Committee or Consultant Group.....1

3.2.2.6 For expert services in trade skill certification....1

3.2.2.7 For every year of service as coach/trainer in sports or adviser of student organization.....1

3.3 Membership in professional organizations/honor societies and honors received (maximum of 10 pts.)



## Classification and Compensation Scheme for Faculty Positions

3.3.1 For current individual membership in relevant professional organization(s)

a. Learned Society	
Full member.....	2
Associate member.....	1
b. Honor Society.....	1
c. Scientific Society.....	1
d. Professional	
Officer.....	1
Member.....	0.5

3.3.2 For undergraduate academic honors earned:

Summa Cum Laude.....	5
Magna Cum Laude.....	3
Cum Laude.....	1

3.3.3 Scholarship/Fellowship - This may be degree or non-degree granting.

a. International, competitive	
Doctorate.....	5
Masteral.....	4
Non-Degree.....	3
b. International, non-competitive	
Doctorate.....	3
Masteral.....	2
Non-Degree.....	2
c. National/Regional, competitive	
Doctorate.....	3
Masteral.....	2
Non-Degree.....	1
d. National/Regional, non-competitive	
Doctorate.....	2
Masteral.....	1
e. Local, competitive or non-competitive	

3.4 Awards of distinction received in recognition of achievements in relevant areas of specialization/profession and/or assignment of the faculty concerned

## Manual on Position Classification and Compensation

a. International.....	5
b. National/Regional.....	3
c. Local.....	2
3.5 Community outreach (maximum of 5 points)	
3.5.1 For every year of participation in service-oriented projects in the community.....	1
3.6 Professional examinations	
3.6.1 For every relevant licensure and other professional examinations passed (maximum of 10 pts.)	
a. Engineering, Accounting, Medicine, Law, Teacher's Board, etc.....	5
b. Marine Board/Seaman Certificate; Master Electrician Certificate, Master Plumber Certificate, Plant Mechanic Certificate; Professional Radio Operator Certificate.....	2
c. Other trade skill certificate.....	1