



DEPARTMENT OF BUDGET AND MANAGEMENT
COMMISSION ON HIGHER EDUCATION
JOINT CIRCULAR NO. 1
30 August 2019



TO : ALL HEADS OF STATE UNIVERSITIES AND COLLEGES
CHED AND DBM REGIONAL OFFICE DIRECTORS

SUBJECT : GUIDELINES TO IMPLEMENT SPECIAL PROVISION NO. 3 OF
THE MISCELLANEOUS PERSONNEL BENEFITS FUND (MPBF) IN
THE FY 2019 GENERAL APPROPRIATIONS ACT (GAA),
"IMPLEMENTATION OF NATIONAL BUDGET CIRCULAR (NBC)
NO. 461"

1.0 Purpose

This Joint Circular is issued to provide the guidelines to implement the MPBF Special Provision No. 3 of the FY 2019 GAA pursuant to the Veto Message of the President, which reads:

"Moreover, the implementation of Miscellaneous Personnel Benefits Fund, Special Provision No. 3 "Implementation of National Budget Circular (NBC) No. 461," Volume I-B, page 899, shall be subject to the guidelines to be issued jointly by the DBM and the Commission on Higher Education (CHED)."

In addition, this Joint Circular shall lay down the substantial bases of the revision of the instrument to be used in subsequent evaluation considering that the present criteria are not compliant with existing government policies and regulations and does not take into consideration national, regional and international developments in higher education.

2.0 Coverage

This Joint Circular shall cover all state universities and colleges (SUCs), except the University of the Philippines and the Mindanao State University, with complete evaluation from the Zonal Centers and/or National Accreditation Committee of faculty members for appropriate position classification not later than December 31, 2018 covering only up to the seventh (7th) evaluation cycle.

3.0 Guidelines/Procedures

- 3.1 Within 20 working days upon effectivity of this Circular, the President of the SUC shall submit to the Commission on Higher Education Regional Office (CHEDRO) concerned the following documents:
- a. Letter request of the SUC President;
 - b. Governing Board Resolution favorably endorsing the submissions;
 - c. Plantilla of Personnel and Salary Adjustments;

- d. NBC No. 461 Zonal Print-Out dated not later than December 31, 2018 covering up to the 7th cycle only; and
 - e. Certificate of Non-Availability of Funds signed by the SUC Accountant.
- 3.2 Within 20 working days upon receipt of the documents from the SUC, the CHEDRO shall validate and affirm the abovementioned validated documents and endorse the same to the Department of Budget and Management Regional Office (DBM RO) concerned.
 - 3.3 Within 20 working days upon receipt of documents from CHEDRO, the DBM RO shall process the documents submitted following the usual procedure of fund releases for the purpose.

4.0 Consideration for Subsequent Evaluations

- 4.1 No subsequent evaluation cycles with respect to the compensation and position classification plan of faculty members shall proceed unless based on a revised instrument and guidelines to be issued jointly by CHED and DBM. Such revision shall consider but will not be limited by the following concerns, developments and innovations in higher education:
 - A. Criteria for evaluation:
 - Compliance with the minimum qualification requirement based on Civil Service rules and regulations and CHED Policies Standards and Guidelines for Graduate Programs benchmarked with standards in other countries in Southeast Asia;
 - Equal emphasis on the teaching, research, and extension/production/public service mandates as contained in the charters of state universities and colleges and provided in Republic Act No. 8292;
 - Provision to encourage dissemination and documentation of impact of scholarly outputs, and invention;
 - Inclusion of criteria on active engagement, linkages and partnerships involving local, international and global programs with output and impact;
 - Provision to ensure that only holders of earned doctorate degrees are qualified for promotion to full professorship.
 - B. Evaluation Process
 - Harmonization and consolidation of the Common Criteria for Evaluation and Quality Criteria for Evaluation into one instrument;
 - CHED and DBM representation in every step of the evaluation and accreditation process;
 - Appropriate evaluation instrument for students and supervisors to measure the performance of concerned faculty;
- 4.2 The new guidelines and instrument shall be issued by the CHED and DBM within six (6) months upon the signing of this Joint Circular.
- 4.3. The SUCs shall not process the evaluation of faculty members until such time that the new instrument or guidelines are issued.

5.0 Effectivity

This Joint Circular shall take effect immediately upon issuance.



WENDEL E. AVISADO
Acting Secretary, DBM



J. PROSPERO E. DE VERA III
Chairman, CHED