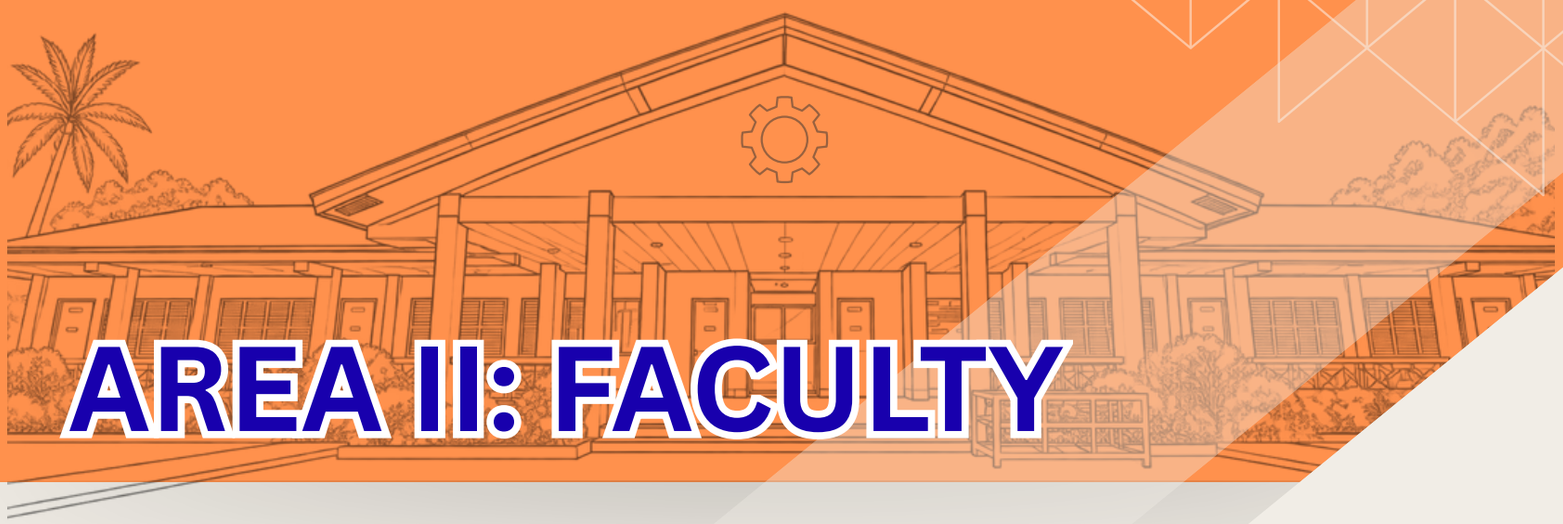
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER B:
RECRUITMENT, SELECTION AND ORIENTATION

SYSTEM-INPUTS AND PROCESSES

S.1. There is an institutional Human Resources Development Plan/Program designed for faculty recruitment

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
9407 Philippines

REVISED FACULTY MANUAL

2024 EDITION

Chapter 5

5. FACULTY RECRUITMENT, SELECTION, APPOINTMENT, AND PROMOTION

5.1. General Policy (BOR Resolution No. 32, s 2024)

USM adheres to the merit and fitness principle and to uphold professional transparency in the recruitment, promotion, reclassification and other human resource actions of its academic personnel to ensure that justice and fairness are applied to all concerned. The selection of faculty members shall be based on their relative qualifications, competence to perform the duties and responsibilities of the position, and alignment to the strategic priorities and goals of the University. There shall be no discrimination in the selection of teaching staff on account of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity or political affiliation.

This Merit Selection Plan shall apply to the closed career positions of the University. These are positions or ranks in the faculty such as the following:

Faculty Ranks	Sub-Rank
Instructor	I-III
Assistant Professor	I-IV
Associate Professor	I-V
Professor	I-VI
University Professor	

5.2. Faculty Recruitment, Selection, and Placement Systems and Standards

5.2.1. Qualification Standards

The qualification standards for appointment and other personnel actions for faculty shall be those provided under CSC MC No. 1, s. 1997 as amended by MC 22 s 2016 and such other issuances that may henceforth be issued.

Hereunder are the minimum qualification standards for appointment to faculty positions/ranks provided under MC No. 1, s. 1997 and amended by MC No. 22, s 2016.

CSC MC No.1, s. 1997 as amended by MC 22., s 2016

INSTRUCTOR I TO II

Education :Masters' Degree in the area of specialization or its allied/related fields

Experience:None required

Training :None required

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

INSTRUCTORIII

Education:Masters' Degree in the area of specialization or its allied/related fields

Experience :1year of relevant experience

Training :4hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

ASSISTANTPROFESSOR I

Education :Masters' Degree in the area of specialization or its allied/related fields

Experience :2years of relevant experience

Training :4hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

ASSISTANT PROFESSOR II-IV

Education :Masters' Degree in the area of specialization or its allied/related fields

Experience :2years of relevant experience

Training :8hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

ASSOCIATEPROFESSOR I-III

Education :Masters' Degree in the area of specialization or its allied/related fields as showninrelevant CHED CMO PSG

Experience :2years of relevant experience

Training :8hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

ASSOCIATEPROFESSOR IV- V

Education :Masters' Degree in the area of specialization or its allied/related fields as showninrelevant CHED CMO PSG

Experience :3years of relevant experience

Training :16hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

PROFESSOR I

Education :Masters' Degree in the area of specialization or its allied/related fields as showninrelevant CHED CMO

Experience :4years of relevant experience

Training :24hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

PROFESSORII-III

Education :Masters' Degree in the area of specialization or its allied/related fields as showninrelevant CHED CMO

Experience :5years of relevant experience

Training :32hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

PROFESSORIV-VI

Education :Relevant doctorate degree

Experience :5year of relevant experience

Training :32hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

UNIVERSITY PROFESSOR

Education :Relevant doctorate degree

Experience :5year of relevant experience

Training :32hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

Education refers to the formal academic studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form (PDF) (DBM-CSC Form No. 1, Revised 2017) of the position to be filled.

A graduate of the master's or doctoral degree aligned to the academic program offered and its allied programs as defined by the respective CHED CMO PSGs shall be considered to have met the master's or doctoral degree requirement for purposes of meeting the education requirement for faculty members.

Experience refers to the previous faculty jobs in either the SUC, private higher education institutions (HEIs), research institutes, and extension agencies, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. For this purpose, relevant job includes teaching, research, extension and production. Relevant experience may be acquired through:

a) a Job Order or Contract of Service covered by a contract or a Memorandum of Agreement.
b) volunteer work, on full time basis, as certified by the Human Resource Management Officer or authorized officials
c) a designation covered by an Office or Memorandum Order may be considered for meeting the experience requirement.

Training refers to formal or non-formal training courses and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Learning and Development Plan. These trainings/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the PDF or Job Description (JD) of the position to be filled. These are evidenced by the Learning and Development Plan/Coaching and Mentoring Program approved by the University President and Certificates issued by

the HRMDO or authorized official from the government or private sector and verified by the HRMDO.

Training obtained from external providers maybe credited provided appropriate documentations are presented and verified by the HRMDO. Training acquired from external providers must be relevant to instruction, research, extension, resource generation or to the administrative designations of the candidate and aligned with the strategy map or development goal of the university.

USM-initiated or in-service training/learning and development intervention may be considered for purposes of meeting the training requirement of positions. In-service training/ learning and development activities should be registered in the Linang Tao Academy. The equivalent number of hours shall be certified by the Chief Learning Architect.

Attendance to annual agency planning sessions/workshops/ conferences as a requirement for operations and/or services rendered as facilitator/ resource person in seminars/workshops/trainings shall not be considered for meeting the training requirements.

Eligibility for faculty positions refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, Professional Regulation Commission (for Board Eligibilities), Supreme Court (for Bar Eligibility).

The National Budget Circular (NBC) pertaining to compensation and position classification plan for faculty positions in SUCs shall govern the compensation and position classification of faculty positions in USM.

The Faculty Selection Board may, for promotion purposes, shall review and recommend revisions to the promotion indicators and metrics to fully utilize available data that corresponds to the criteria promulgated herein.

Evaluation for recruitment and promotions shall be guided by the competency framework for faculty members. The HRMDO shall develop, periodically review and enhance the competency standards for faculty members subject to the approval of the BOR.

5.3. Faculty Selection Board

The USM “Faculty Selection Board” herein referred to as the FSB shall assist the University President in selecting applicants or candidates for recommendation to the governing board, who shall confirm the appointment of faculty members to positions/ranks.

The regular members of the FSB of the University/College are the following:

a. The Vice President for Academic Affairs as Chairman;

b. The Director of the Human Resource Management and Development Office (HRMDO) as the FSB Secretary,

c. The President of the USM Faculty Association, Incorporated (USMFAI);

d. Any of the University Professors chosen by the University President;

e. In addition, other members may be added to wit:

1. The Director for Instruction if the position is for Teaching and Learning Pathway
2. The Director of Research and Development Office if the position is for the Research Pathway
3. The Director of Extension Services Offices if the position is for the Extension Pathway
4. The Director of Business Development Center or Human Resource Development and Training for Production Pathway
5. The Director Administrative Services for Leadership Pathways
6. The Dean/Director of the College/Unit where the vacancy exists;
7. Chairman of the department to which the appointee will be assigned;
8. Highest ranking faculty member of the department

The HRMDO Director being the FSB Secretary shall continuously make an inventory of all vacant positions and coordinate with the department chairman/head in determining qualified insiders who may be considered for appointment. He/She shall keep records of the proceedings of the FSB, maintain all records or documents, and keep the same available for inspection and audit by the Civil Service Commission. He/she is likewise tasked to coordinate with the Director for Instruction in the projection of faculty manpower needs per department.

5.4. Recruitment, Selection, Appointment and Promotion

5.4.1. Recruitment, Selection, and Appointment

5.4.1.1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the rank.

5.4.1.2. Transferees from other state or local universities and colleges, research institutes, and practice-related government agencies may be admitted at their present faculty or equivalent rank in the absence of qualified insider faculty members in USM subject to assessment described herein.

5.4.1.3. If a faculty member is appointed as USM President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her

faculty rank. This is without prejudice to a possible appointment to a fallback faculty position as the Board of Regents may decide.

5.4.1.4. The statuses of appointment for the members of the faculty are the following:

1. **Permanent** appointment shall be issued to a person who meets the qualification standards established for the faculty rank and who shall have successfully completed the probationary period of two years or four regular semesters.

2. **Temporary** appointment shall be issued to a person who meets all the minimum requirements except the education but only in the absence of applicants who possess the minimum educational qualification, as certified by the University President. He/she may be appointed not exceeding twelve months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available. The temporary appointment shall be limited to five (5) times only.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and hence, not entitled to claim back wages and/or salaries and reinstatement to their positions.

The employment or services of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified eligible or even by non-eligible. A temporary appointment to a position which involves practice of profession may be issued to a person who lacks the required experience or training but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing authority.

When there are no available qualified faculty candidates in the region, place or locality, as certified by the appointing officer/authority, temporary appointments may be issued until the required Master's degree is met/complied with in pursuant to CSC MC 25 s 2017.

A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal or replacement.

3. **A contractual** appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, as opposed to a contractual appointment.

4. A **part-time** appointment may be issued to a regular plantilla position, either as permanent, if the requirements of the position are met; or as temporary, if one of the requirements is not met.

Part-time appointment to a regular plantilla position is different from part-time teaching covered by a contract of service or a job order. The former is submitted to the CSC as it involves appointment to a regular plantilla position, only that the work is part- time.

Service under a part-time appointment is government service and forms part of the faculty member's service record.

5. Substitute – an appointment issued when the regular incumbent of a position is temporarily unable to perform the duties of the position as when the incumbent is on an approved leave of absence, under suspension, on a scholarship grant or is on secondment. This is effective only until the return of the incumbent.

5.4.1.5. **Contract of Service (COS)** Faculty is not covered by this selection plan. COS Faculty refers to learning service provider to undertake instruction/ teaching activities for a semester of academic workload. Part-time teaching covered by a contract of service does not give rise to employer employee relationship between USM and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or a job order is not entitled to benefits enjoyed by government employees. Hiring through COS shall be governed by the relevant provisions of RA 9184 and CSC-DBM-COA Joint Circular 1 series of 2017 as amended by Joint Circular 1 series of 2018 or other applicable issuances hereinafter promulgated.

5.4.1.6. Procedures

The University shall recruit and appoint its faculty in accordance with the following procedures:

5.4.1.6.1. The HRMDO shall periodically assess the manpower requirements for each academic department. A five-year manpower projection shall be prepared by each department chairperson and to be submitted to the HRMDO for consolidation.

5.4.1.6.2. The HRMDO shall coordinate with the Planning and Development Office in identifying the human resource needs to support the strategic directions of the University. Priority academic program shall be identified based on the human resources need of the region. In addition, the academic departments that support the research and extension of the region shall also be given the priority.

5.4.1.6.3. The strategic directions of the university and the manpower needs assessment form the basis of the USM President for declaring, matching, and allocating vacant items to various departments/ specialization. If the available items are limited, the need for faculty members shall be satisfied by COS faculty.

5.4.1.6.4. The HRMDO shall call for talent banking a semester before the filling up of vacant faculty positions. Men and women and from diverse backgrounds are encouraged to apply.

5.4.1.6.5. The HRMDO shall conduct a preliminary evaluation of the qualifications of all candidates. The preliminary evaluation includes the applicants' educational background, training, and appropriate eligibility.

5.4.1.6.6. The HRMDO shall notify all applicants of the outcome of the preliminary evaluation. Those candidates who passed the preliminary evaluation shall be invited to undergo the SINTIDO 1.0 Boot Camp or equivalent.

5.4.1.6.7. The HRMDO and Lingap Tao Academy shall facilitate digital demonstration exercises allowing the candidates to showcase their potential and performance.

5.4.1.6.8. The result of the assessment shall be uploaded to the Dynamic Candidates Assessment System (DYCAS) which shall serve as a talent bank for candidates for further selection process.

5.4.1.6.9. The FSB shall refer to the faculty manpower needs as determined in step c to generate comparative matrix of candidates using the data from DYCAS.

5.4.1.6.10. The HRMDO Analytics team shall coordinate with the Chief Learning Architect of the Linang Tao Academy to generate data for DYCAS on the following framework:

Assessment Domain	Point Allocation	Assessment Strategies
Potential of the Candidate		
Ability	30	Workplace simulation and competency demonstration through SINTIDO 1.0 recruitment boot camps
Aspiration	30	Motivational Factors and Behavioral Indicators as observed during SINTIDO 1.0 recruitment boot camps
Engagement	30	Current and Future Engagement Capital as observed in SINTIDO 1.0 recruitment boot camp

Performance of the Candidate		
Individual Performance	30	Individual SINTIDO Project Score
Performance Contribution	30	Individual contribution to SINTIDO Group Project score
Exemplary Performance	30	Awards, performance prior recruitment

5.4.1.6.11. The FSB shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the appointing authority will be guided in choosing the one who can efficiently perform the duties and responsibilities of the position to be filled. This evaluation report should not only specify whether the candidates meet the qualification and competency standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled including potential in doing research, extension, and resource generation. The evaluation report shall specify the placement

of candidates in the nine-box potential-performance matrix giving emphasis on the high potential - high performance star candidates. 5.4.1.6.12. The HRMDO shall also conduct background investigation of the star candidates and form part of the report to be submitted to the appointing authority. The report shall include personal circumstances of the candidates that have bearing on the equal opportunity principles or they're being a PWD, Solo Parent, and Indigenous Peoples groups (IPs). 5.4.1.6.13. The Board of Regents or the USM President, as the case may be, shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, shall select, in so far as practicable, from among the star candidates deemed most qualified for appointment to the vacant position.

5.4.1.6.14. The Board of Regents or the USM President, as the case may be, shall issue the appointment in accordance with the provisions of this Merit Selection Plan as approved by the Board of Regents, and submitted to the CSC.

5.4.1.6.15. The HRMO shall post a notice announcing the appointment of an employee in three (3) conspicuous places in USM for at least ten (10) days, immediately a day after the issuance of the appointment. The date of posting should be indicated in the notice.

5.4.1.6.16. Instructor I to Instructor III and Assistant Professor I to IV shall be appointed by the USM President and confirmed by the Board of Regents. For faculty positions with a Salary Grade of 19 and above, including University Professor, Professor I to VI with Salary Grade of 19 and above, and Associate Professor I to V, appointments shall be made by the Board of Regents.

5.4.1.6.17. The USM President may use the DYCAS points (e.g. High Potential, High Performer or Star Candidates) as basis for hiring or issuing an original appointment to a new faculty member to any position from Instructor II to Assistant Professor IV provided that vacant items are available and minimum requirements are met.

5.4.1.6.18. The Board of Regents may also opt to appoint recruits for Associate Professor I to Professor VI on meritorious cases (e.g. leading expert in the industry/profession or with high PROFESS accreditation system scores) provided minimum requirements are met and vacant items are available.

5.4.1.6.19. The President may appoint faculty members in meritorious cases (e.g. board exam topnotchers, etc.) from Instructor I to Assistant

- Present the Qualification Standards (QS) for Academic Staff/Faculty

Republic of the Philippines
CIVIL SERVICE COMMISSION

MC No. 22, s. 2016

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Amendment of CSC MC No. 10, s. 2012 on the Education Requirement for Faculty Positions in State Universities and Colleges and Local Universities and Colleges

Pursuant to CSC Resolution No. 1600839 promulgated on 26 July 2016, the Commission amends CSC Memorandum Circular No. 10 series of 2012 on the education requirement for faculty positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs), as follows:

1. The education requirement for the following faculty positions/ranks in SUCs and LUCs is a *master's degree in the area of specialization or its allied courses based on the CHED Memorandum Orders (CMO) on the policies, standards and guidelines of the subject course:*

Faculty Positions/Ranks	Education Requirement
For SUCs: Instructor I to III Assistant Professor I to IV *For LUCs:* Instructor I to III Assistant Professor I	Master's degree in the area of specialization or its allied/related fields

Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate programs.

In a R.A.C.E. to Serve: Responsive, Accessible, Courteous and Effective Public Service

CSC Building, IBP Road, Constitution Hills, 1126 Quezon City • 931-7935/931-7939/931-8092 • csephilcwebmail.csc.gov.ph • www.csc.gov.ph

The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master's degree in the program to which the item of the faculty position/rank belongs.

The allied or related fields or programs to the Master's degree which can be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate.

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)	*Education Requirement*
Instructor I (Business Administration)	*Master's degree in Business Administration or in any of its allied programs as shown in CMO No. 39, s. 2006*
Assistant Professor I (Information Technology)	*Master's degree in Computer Science or in any of its allied programs as shown in CMO No. 53, s. 2006*

2. For faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields[1].

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)	*Education Requirement*
Instructor II (Accountancy)	*Master's degree in Accountancy or in any of its allied programs as shown in CMO No. 3, s. 2007*

[1] *The eligibility requirement is appropriate RA 1080 per Item 1, Section 35, Article VIII of CHED Memorandum Order No. 40, s. 2008 (Manual of Operations for Private Higher Education (MORPHE) of 2008.*

Professor I (Law)	*Master of Laws (Percentage of Faculty of Law shall follow the Legal Education Board (LEB) Resolution No. 2014-02 dated 10 December 2014[2])*

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in SUCs and LUCs.

This Memorandum Circular shall take effect fifteen (15) days after the date of publication of CSC Resolution No. 1600839[3].

ALICIA dela ROSA - BALA
Chairperson

15 SEP 2016

/HRPSO/APE/JLT/sga

[2] The LEB, which is mandated by law to administer the legal education system and to supervise the law schools in the country, issued Resolution No. 2014-02 dated 10 December 2014 prescribing, among others, that the "members of the law faculty are required to be holders of the degree of Master of Laws." The implementation of said rule shall be gradual such that law schools shall follow the required percentage of holders of the master of laws degree in the law faculty, as follows:

1. School Year 2017 – 2018 – 20%
2. School Year 2018 – 2019 – 40%
3. School Year 2019 – 2020 – 60%
4. School Year 2020 – 2021 – 80%

[3] *CSC Resolution No. 1600839 dated 26 July 2016 was published on 25 August 2016 in the Philippine Star.*

Republic of the Philippines
CIVIL SERVICE COMMISSION
Pare sa tauo/BAYAN

QUALIFICATION STANDARDS
Amendment of CSC MC No. 10, s. 2012
re: Education Requirement for Faculty Positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs)

Number: 1600839

Promulgated: 25 JUL 2016

x----------x

RESOLUTION

WHEREAS, Section 3, Article IX (B) of the 1987 Philippine Constitution provides that *"The Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x"*

WHEREAS, Section 12(1), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987), provides that the Commission shall administer and enforce the constitutional and statutory provisions in the merit system for all levels and ranks in the Civil Service;

WHEREAS, under Section 22(1), Chapter 5 Title I, Book V of the Administrative Code of 1987, qualification standards shall be used, among others, as guides in appointments and other personnel actions to be administered in such manner as to continually provide incentives to officers and employees towards professional growth and foster the career system in the government;

WHEREAS, the Commission adopted the Model Merit System for faculty members of state universities and colleges (SUCs) and local universities and colleges (LUCs) by promulgating CSC Resolution No. 051404 dated October 6, 2005 which was circularized through CSC Memorandum Circular (MC) No. 19, s. 2005 dated November 3, 2005. Said Model Merit System for SUCs and LUCs included the qualification standards for appointment to faculty positions/ranks in the SUCs and LUCs;

WHEREAS, the Commission on Higher Education (CHED), in its Memorandum Order No. 40, s. 2008 dated July 31, 2008, adopted and promulgated the Manual of Regulations for Private Higher Education (MORPHE) of 2008 which shall be applicable to all private higher education institutions operating under authority of the CHED. In particular, Item 1, Section 35 (Minimum Faculty Qualifications), Article VIII (Internal Organization: Academic and Non-Academic Personnel) provides, as follows:

> *"**Section 35. Minimum Faculty Qualifications**. The minimum qualifications of a faculty in a higher education institution shall be as follows:*
>
> *1) For undergraduate programs*
>
> *a) Holder of a master's degree, to teach mainly in his/her major field and where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. However, in specific fields where there is dearth of holders of Master's degree, a holder of a professional license requiring at least a bachelor's degree may be qualified to teach. Any deviation from this requirement will be subject to regulation by the Commission [CHED].*

b) *For Physical Education: A holder of a degree in Bachelor of Science in Physical Education, or Bachelor of Science in Education, with major or minor in physical education, or any other bachelor's degree with certificate in physical education.*

c) *For Music Education: A holder of a degree in Bachelor of Music, or Bachelor of Science, with major or minor in music, or any other bachelor's degree with certificate in music."*

WHEREAS, the CHED issued Memorandum No. 30, s. 2009 dated September 9, 2009 which provides that the MORPHE of 2008 shall also be applicable to SUCs and LUCs as it is for private higher education institutions, further directing all SUCs and LUCs to comply with the provisions of the Manual;

WHEREAS, the Commission, through its Resolution No. 1200638 dated April 17, 2012 amended CSC MC No. 19, s. 2005 dated November 3, 2005 and set the minimum education requirement of *Master's degree in the area of specialization* to the faculty positions of Instructor I to III in SUCs and LUCs, Assistant Professor I to IV in SUCs and Assistant Professor I in LUCs;

WHEREAS, the CHED created the Technical Working Group on Vertical Articulation (TWG-VA) tasked to: (1) determine the allied fields per program as stated in CHED Memorandum Orders (CMOs) for the different disciplines and those to be proposed by the SUCs and LUCs to be submitted to the Technical Panel/Committee for consideration; (2) prepare the list of programs where there is dearth of holders of master's degree in the area of specialization; (3) conduct initial evaluation of the proposed amendments of Qualification Standards (QS) for faculty positions of SUCs/LUCs in relation to NBC 461 and submit recommendations to CSC; and (4) propose amendments to CSC MC No. 10, s. 2012 to include allied fields;

WHEREAS, upon the recommendation of the TWG-VA, in its Resolution No. 02-2015 dated December 7, 2015, the CHED Commission en banc proposed *"to request the CSC to clarify the 'Area of Specialization' as provided in CSC Memorandum Circular No. 10, series of 2012 and to include the Relevant/Allied Courses based on the list provided by CHED for master's degree requirement for faculty position in SUCs and LUCs";*

WHEREAS, the Legal Education Board (LEB), which is mandated by law to administer the legal education system and to supervise the law schools in the country, issued its Resolution No. 2014-02 dated 10 December 2014 prescribing, among others, that the *"members of the law faculty are required to be holders of the degree of Master of Laws."* The implementation of said rule shall be gradual such that law schools shall follow the required percentage[1] of holders of the master of laws degree in the law faculty, as follows:

1. School Year 2017 – 2018 – 20%
2. School Year 2018 – 2019 – 40%
3. School Year 2019 – 2020 – 60%
4. School Year 2020 – 2021 – 80%

WHEREAS, the CSC has been receiving various inquiries and requests for clarification on the policies regarding the education requirement for faculty members in SUCs and LUCs particularly on the vertical articulation of the master's degree to its undergraduate degree;

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[1] *Para. 2, Item 2 of LEB Resolution No. 2014-02 states that "In computing the percentage, those who are exempted from the rule shall be included."*

WHEREFORE, the Commission **RESOLVES** to **AMEND** CSC Memorandum Circular No. 10, s. 2012 on the education requirement for certain faculty positions in SUCs and LUCs as follows:

1. The education requirement for the following faculty positions/ranks in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) is a *master's degree in the area of specialization or its allied courses based on the CMO on the policies, standards and guidelines of the subject course:*

Faculty Positions/Ranks	Education Requirement
For SUCs: Instructor I to III Assistant Professor I to IV *For LUCs:* Instructor I to III Assistant Professor I	Master's degree in the area of specialization or its allied/related fields

Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs.

The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master's degree in the program to which the item of the faculty position/rank belongs.

The allied or related fields or programs to the Master's degree which can be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate.

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)	*Education Requirement*
Instructor I (Business Administration)	*Master's degree in Business Administration or in any of its allied programs as shown in CMO No. 39, s. 2006*
Assistant Professor I (Information Technology)	*Master's degree in Computer Science or in any of its allied programs as shown in CMO No. 53, s. 2006*

2. For faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields[2].

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)	*Education Requirement*
Instructor II (Accountancy)	*Master's degree in Accountancy or in any of its allied programs as shown in CMO No. 3, s. 2007*
Professor I (Law)	*Master of Law (Percentage of Faculty of Law shall follow the LEB Resolution No. 2014-02 dated 10 December 2014)*

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in SUCs and LCUs.

This Resolution shall take effect fifteen (15) days from its publication in a newspaper of general circulation.

Quezon City.

ALICIA dela ROSA-BALA
Chairperson

ROBERT S. MARTINEZ
Commissioner

VACANT
Commissioner

Attested By:

DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

HRPSO/APEJLT/ngs
/Clarifications/Implement/CSCMC10s2012.docx

[2] *The eligibility requirement is appropriate RA 1080 per Item I, Section 35, Article VIII of CHED Memorandum Order No. 40, s. 2008 (Manual of Operations for Private Higher Education (MORPHE) of 2008.*

SAMPLE OF SCREENING EVALUATION FORM FOR APPLICANTS

POSITION AND OFFICE _____

CANDIDATE'S NAME: _____

Assessment of Candidate's Potential	
A1 ASPIRATION ASSESSMENT (30 pts)	
A1.1 Motivational Drivers (15 pts)	
Immersion Factor (2.5 pts)	2.1
Activity Factor (2.5 pts)	2.1
Flexibility Factor (2.5 pts)	2.2
Power Factor (2.5 pts)	2.2
Interest Factor (2.5 pts)	2.1
Autonomy Factor (2.5 pts)	2.2
A1.2 Behavioral Indicators (15 pts)	
Using Initiative and Taking Responsibility (7.5 pts)	7.2
Achieving objectives and pursuing self-development (7.5 pts)	7.2
A2 ABILITY ASSESSMENT (30 pts)	
A2.1 Competency Demonstration (15 pts)	
Core (5pts)	4.3
Leadership (5pts)	4.2
Technical (5pts)	4.2
A2.2 Learning Ability (16pts)	
Learning Curve Index (5pts)	4.1
Adaptability Index (5pts)	4.1
Training Effectiveness (5pts)	4.1
A3 ENGAGEMENT ASSESSMENT. (30 pts)	
Current Engagement Capital (15 pts)	
Future Engagement Capital (15 pts)	
A4 PERFORMANCE ASSESSMENT (90 pts)	
A4.1 IPCR (30 pts)	
Contribution to Organization Outcomes (Strategic) (15 pts)	
Performance Score on Routine Functions (15 pts)	
A4.2 Performance Contribution (30 pts)	
Contribution to Agency (15 pts)	
Contribution to Unit (15 pts)	
A4.3 Individual Exemplary Performance (30 pts)	
Awards Received (15 pts)	
Quality Assurance Participation (5 pts)	
Contribution to Agency/Unit Awards (10 pts)	

EVALUATOR: _____