

MARIANO MARCOS
STATE UNIVERSITY

MERIT SELECTION PLAN FOR FACULTY MEMBERS

REVISED 2020



Merit Selection Plan for Faculty Members

FOREWORD


The success of the University lies in its people. Its personnel are its most valuable resources; hence, their continual development is of paramount importance.

As an integral component of the 7-Point Agenda to ACHIEVE and pursuant of the University's Core Values, MMSU adheres to the principles of meritocracy and fairness in the selection and promotion of faculty members. Recruitment, selection and promotion processes are done in accordance with laws, rules and policies and guidelines to ensure that only the most qualified are recruited, and that deserving employees are given due recognition for their meritorious performance. Reforms and revisions in our Merit System are made from time to time to align these processes to evolving needs, values and practices.



This Merit Selection Plan for Faculty Members prescribes the rules, guidelines and procedures in the recruitment, selection and promotion of members of our non-teaching staff. One key feature of the revised plan is its emphasis on equal opportunity, and the adoption of systematic metrics for rating our personnel. With this Merit Selection Plan, the recruitment, selection and promotion system is made more competitive and transparent. Through this, MMSU shall indeed be a "University for All," employing the best and the brightest, realizing our goal to establish its prominence as a genesis of high-quality leaders.

Together, we move Onward to a New and Excellent (ONE) MMSU!


DR. SHIRLEY C. AGRUPIS
University President

Merit Selection Plan for Faculty Members

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Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2018 or the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), Revised July 2018, and in consonance with CHED Circulars, DBM Circulars and the University Charter, this Merit Selection Plan for Faculty members of the Mariano Marcos State University is hereby established for the guidance of all concerned.

The Governing Board of the University shall approve the Merit Selection Plan, which shall be submitted to the Civil Service Commission. The approved Merit Selection Plan shall be used as one of the bases for the expeditious approval or attestation of appointments, and accreditation to take final action on appointments.

CHAPTER 1 - OBJECTIVES

The Mariano Marcos State University shall strictly adhere to the principles of merit and fitness and equality. The selection of faculty shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of faculty on account of age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language or property in accordance with the Equal Employment Opportunity Policy (EEOP).

The objectives of this Merit Selection Plan are the following:

- 1.1. To establish a sound procedure for recruitment, selection and appointment of faculty so that only those who are fit and most qualified shall serve the public;
- 1.2. To create and provide equal opportunities for career development so that those who dedicate themselves to public service may develop their potentials to the maximum;
- 1.3. To develop highly educated and motivated professional staff;
- 1.4. To provide a procedure for speedy and fair resolution of complaints and grievances;
- 1.5. To provide a framework for personnel discipline to assure the public of integrity of their servants; and
- 1.6. Provide equal opportunities to all applicants and faculty by observing and implementing the EEOP.

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CHAPTER 2 – SCOPE

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

FACULTY RANK	SUB-RANKS
University Professor	
Professor	I-VI
Associate Professor	I-V
Assistant Professor	I-IV
Instructor	I-III

CHAPTER 3 - DEFINITION OF TERMS. As used in this Merit Selection Plan, the following terms shall mean:

- 3.1. **Appointing Authority** – refers to the University President, as authorized by the Board of Regents;
- 3.2. **Closed Career Position** – refers to any position in the faculty of the University;
- 3.3. **Faculty** - a group of employees of the University appointed to a faculty rank and who is directly engaged in teaching, research or extension services.
- 3.4. **Faculty Rank** – refers to the classification of faculty into University Professor, Professor, Associate Professor, Assistant Professor and Instructor and further classified into sub-ranks pursuant to applicable laws, rules and regulations;
- 3.5. **UFMPSB** – refers to the University Faculty Merit Promotion and Selection Board. This body shall assist the University President in selecting applicants or candidates for appointment to faculty positions;
- 3.6. **UPDP** – refers to the body responsible for selecting and recommending faculty members who should attend specific training and scholarship programs conducted by the University or by government agencies or duly accredited non-governmental organizations, local or foreign;
- 3.7. **Full Time** – refers to regular faculty members occupying permanent plantilla positions and rendering an equivalent of forty hours of work a week. The 40 hours may consist of academic full load plus quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers, research, extension and production services), except for courses covered by specific CMO which provides the minimum number of hours per week;
- 3.8. **Full Load** – refers to the number of hours spent in teaching or academic units plus quasi-teaching administrative duties, the total of which is 40 hours of work a week;
- 3.9. **Governing Board** – refers to the Board of Regents, the highest policy-making body of the University.
- 3.10. **Insiders** – refers to the non-teaching employees of the University who are interested in joining the faculty or members of the faculty who are aspiring for promotion;

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- 3.11. **Merit Selection Plan**- refers to the set of guidelines in the selection, utilization, training, retention and other faculty actions in the University;
- 3.12. **Outsiders**- refers to applicants who are not yet employed by the University;
- 3.13. **Part Timer** – refers to a teaching staff member who is either a) an outsider from MMSU who is requested to handle subjects/courses by virtue of his/her expertise in the discipline b) a non-teaching personnel who is requested to handle courses/subjects by virtue of his/her expertise in the discipline;
- 3.14. **Contractual faculty** – refers to a faculty member hired to (without plantilla position) undertake instructional function for a limited period but not to exceed one (1) year;
- 3.15. **PMS** – refers to the Performance Management System for faculty ranks and sub-ranks organized to present a standardized system of evaluating individual performance of faculty members for organizational effectiveness;
- 3.16. **Human Resource Action** – refers to any action denoting the movement or progress of personnel in the civil service;
- 3.17. **Philippine Association of State Universities and Colleges (PASUC)** – refers to CHED – recognized organization of all chartered State Universities and Colleges (SUCs);
- 3.18. **Qualification Standard** – refers to the of minimum qualifications for a position, which shall include education, experience, training and personality traits, required for the performance of the job or set of duties. The civil service eligibility can be dispensed with for appointment to faculty ranks; however, RA 1080 shall be required if the subjects to be taught are covered by bar/board laws;
- 3.19. **Rank** – refers to the academic rank or sub-rank assigned to a member of the faculty after evaluation in accordance with the common criteria and point allocation as may be prescribed from time to time by a duly authorized agency.
- 3.20. **Recruitment**- refers to the process of searching for and attracting potential applicants through announcements, assessments and other related procedures to select the most qualified applicant for appointment to an appropriate position in the faculty;
- 3.21. **Reclassification** – refers to the change in the classification of a position either as a result of a change in its duties and responsibilities sufficient to warrant placing the position in a different class, or as a result of a reevaluation of a position without a significant change in its duties and responsibilities;
- 3.22. **Selection** – refers to the process of thoroughly screening qualified applicants for certain positions to determine the most qualified among them or to rank them based on their qualifications and professional potentials; and
- 3.23. **University** - refers to Mariano Marcos State University.

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CHAPTER 4 – PERSONNEL MANAGEMENT SYSTEMS AND STANDARDS

4.1. **Basic Rule.** In the appointment of faculty of the University, no religious test or political tests shall be required, nor shall their religious or political opinion or affiliations be a matter of inquiry or examination.

4.2. Qualification Standards

4.2.1. **General Policy.** The qualification standards for appointment and other personnel actions for faculty shall be those provided under CSC MC No. 1, s. 1997 and such other issuances that may henceforth be issued.

4.2.2. **Minimum Qualification Standards.** Hereunder are the minimum qualification standards for appointment to faculty positions/ranks provided for under CSC MC 10 s. 2012 and CSC MC No. 17, s. 2013:

Instructor I to II

Education : Master's degree in the area of specialization or its allied/related fields
Experience : None required
Training : None required
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

Instructor III

Education : Master's degree in the area of specialization or its allied/related fields
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

Assistant Professor I-III

Education : Master's degree in the area of specialization or its allied/related fields
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

Assistant Professor IV

Education : Master's degree in the area of specialization or its allied/related fields
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

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Associate Professor I to III

Education : Master's degree in the area of specialization or its allied/related fields
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

Associate Professor IV to V

Education : Relevant Master's degree
Experience : 2 years of relevant experience
Training : 16 hours of relevant training
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

Professor I

Education : Relevant Master's degree
Experience : 4 years of relevant experience
Training : 24 hours of relevant training
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

Professor II to III

Education : Relevant Master's degree
Experience : 4 years of relevant experience
Training : 32 hours of relevant training
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

Professor IV to VI

Education : Relevant doctorate degree
Experience : 5 years of relevant experience
Training : 32 hours of relevant training
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

University Professor

Education : Relevant doctorate degree
Experience : 5 years of relevant experience
Training : 32 hours of relevant training
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

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- 4.2.3. The National Budget Circular pertaining to compensation and position classification plan for faculty positions in SUCs shall govern the compensation and position classification of faculty positions in SUCs.

4.3. RECRUITMENT, SELECTION AND APPOINTMENT

4.3.1. RECRUITMENT AND APPOINTMENT

- 4.3.1.1. **General Policy.** The University, through its governing board, establishes these internal policies, procedures and guidelines for the recruitment and appointment of faculty members, which shall be submitted to the CSC for approval. The established policies and procedures shall be in accordance with the following Civil Service policies and procedures.

4.3.1.2. Specific Policies

- 4.3.1.2.1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the rank.
- 4.3.1.2.2. Transferees from other state or local universities and colleges may be admitted at their present faculty rank in the absence of qualified faculty members in the university.
- 4.3.1.2.3. Vacant positions in the University that are authorized to be filled, together with their corresponding qualification standards and plantilla numbers, shall be published and posted in three (3) conspicuous places for a period of at least ten (10) calendar days.
- The University shall submit a list of vacant positions to be filled and their corresponding qualification standards and plantilla item numbers in electronic and printed copies to the CSC Ilocos Norte (IN) Field Office. The printed copy shall be posted by the CSC IN Field Office in its bulletin board. The electronic copy shall be forwarded to the CSC Regional Office I which shall publish the same in the CSC Bulletin of Vacant Positions in the government in the CSC website.
- These shall also be published using other modes such as the University website.
- Filling of vacant positions shall be made after ten (10) calendar days from their publication.
- 4.3.1.2.4. If a faculty member is appointed as University President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank.
- 4.3.1.2.5. The statuses of appointment for the members of the faculty are the following:

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- 4.3.1.2.5.1. Permanent appointment shall be issued to a person who meets all the qualification requirements established for the faculty rank and who shall have completed the probationary period of one (1) year.
- 4.3.1.2.5.2. Temporary appointment shall be issued to a person who meets all the requirements of the position except the education but only in the absence of applicants who possess the minimum educational qualification.

The renewal of temporary appointment shall be limited to five 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 eligibles or even by non-eligibles.

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.
- 4.3.1.2.5.3. 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.
- 4.3.1.2.5.4. Part-time teaching covered by a contract of service or job order does not give rise to employer-employee relationship between the University 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 job order is not entitled to benefits enjoyed by government employees.
- 4.3.1.2.5.5. Substitute appointment may be issued to an appointee when the regular incumbent of the position is temporarily unable to perform the duties of the position, as when he is on approved leave of absence or is under suspension or is on scholarship grant or on secondment. It shall be effective until the return of the incumbent.

4.3.1.3. Procedures

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

- 4.3.1.3.1. Identification and preparation for filling up of positions involving a) seeking authority to fill up the position and b) budget clearance.
- 4.3.1.3.2. Publication of vacant positions marked for filling up at the CSC Field Office and post the same in three (3) designated and conspicuous bulletins in the University for at least ten (10) calendar days.

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- 4.3.1.3.3. Receipt of application either from within or outside the university. Job application received are acknowledged and included in the list of qualified applicants.
- 4.3.1.3.4. Preliminary evaluation of paper qualifications of applicants based on the Qualification Standards and specific job requirements of the position.
- 4.3.1.3.5. Sending feedback to all applicants on the status of their applications.
- 4.3.1.3.6. Preparation of the Selection Line-up of applicants and distributes to the UFMPSB members.
- 4.3.1.3.7. The UFMPSB convenes to conduct preliminary screening of applicants to evaluate and deliberate en banc the qualifications of those listed in the selection line up. The HRMO prepares short list of qualified applicants.
- 4.3.1.3.8. Applicants who passed the preliminary screening will be notified that they shall undergo further assessment such as interview, written/psychological test and teaching demonstration, skills test and others.
- 4.3.1.3.9. On the basis of the comparative assessment using the approved criteria, a summary of final evaluation and ranking for faculty showing the rank of each applicant shall be prepared and signed by the members of the UFMPSB.
- 4.3.1.3.10. Conduct of Background Investigation to the top 3 applicants.
- 4.3.1.3.11. Submission of the summary of evaluation of applicants from which the University President shall choose the applicant to be appointed.
- 4.3.1.3.12. Assessment of UFMPSB evaluation and approval of the University President of the applicant deemed best qualified for appointment.
- 4.3.1.3.13. Posting of the results of evaluation in three conspicuous places in the University and notification of the appointee on the appointment requirements.
- 4.3.1.3.14. Preparation of appointment together with the required documents. The issuance of appointment is in accordance with the provisions of the MMSU Merit Selection Plan for Faculty Members.
- 4.3.1.3.15. Posting of notice announcing the appointment of an employee in three conspicuous places in the university a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.
- 4.3.1.3.16. Conduct semi-orientation/on-boarding program for new appointees within 3 to 6 months after the issuance of appointment.

4.3.2. PROMOTION

4.3.2.1. Policies

- 4.3.2.1.1. A faculty may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum requirements (education, training and scholarship grants) of the position, including performance rating of at least Very Satisfactory during the last rating period.

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- 4.3.2.1.2. In cases where the competence and qualification of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists.
- 4.3.2.1.3. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion.
- 4.3.2.1.4. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
- 4.3.2.1.5. Positions belonging to the closed career system are exempted from the three -salary grade limitation on promotion.
- 4.3.2.1.6. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion.
- 4.3.2.1.7. For this purpose, the performance ratings to be considered shall be the latest rating immediately prior to the scholarship or training grant or maternity leave or secondment
- 4.3.2.1.8. If promoted, the effectivity date of the promotional appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.
- 4.3.2.1.9. As provided in Sec. 95 of the ORAOHRA, an employee should have obtained at least Very Satisfactory performance in the last rating period prior to the assessment or screening for promotion or transfer. The performance rating of at least Very Satisfactory in the last rating period shall not be required for promotion from first to second level entry positions. The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassification for the purposes of promotion.

4.3.2.2. Procedures

- 4.3.2.2.1 The HRMO upon approval of the University President shall cause the publication and posting of all vacant positions or ranks to be filled.
- 4.3.2.2.2. The UFMPSB shall deliberate en banc to determine qualified candidates for promotion to specific positions and submit a comprehensive evaluation report of candidates screened for promotion to the President, after which the HRMO informs the candidates of the results of the evaluation.
- 4.3.2.2.3. All promotional appointments, including the upgrading/reclassifications of positions/ranks shall be posted in conspicuous places in the university to enable aggrieved parties to file their protest within fifteen (15) days from the date of notice of the promotion/upgrading/reclassification

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4.3.3. COMPOSITION OF THE UNIVERSITY FACULTY MERIT PROMOTION AND SELECTION BOARD

There shall be a University Faculty Merit Promotion and Selection Board referred to as the UFMPSB which shall assist the University President in selecting candidates for recommendation to the Board of Regents, who shall confirm the appointment of faculty members to ranks/positions. The members of the UFMPSB of the University are the following:

- 4.3.3.1. The Vice President for Academic Affairs as Chair, or his/her authorized representative;
- 4.3.3.2. The following officials who will serve as members:
 - 4.3.3.2.1. The head of the college where the vacancy exists, or his/her designated representative
 - 4.3.3.2.2. The Human Resource Management Officer or his/her designated representative
 - 4.3.3.2.3. The president of the Faculty Association/ Union or his/her designated alternate.
 - 4.3.3.2.4. The University Registrar who shall determine the faculty workload.
 - 4.3.3.2.5. The Chairperson of the University Faculty Evaluation Committee as in-charge of faculty evaluation.
 - 4.3.3.2.6. A ranking faculty or with the same or related field of specialization as that being recruited or a senior faculty or as deemed necessary by the President.

4.4. CAREER AND PERSONNEL DEVELOPMENT

4.4.1. **General Policy.** The University shall develop a career and personnel development plan through the University Personnel Development Program (UPDP) which shall include provisions on training, including foreign and local scholarships and training grants, counseling, mentoring and other human resource development interventions. The career and personnel development program shall form part of the MMSU Merit Selection Plan.

4.4.2. **HUMAN RESOURCE DEVELOPMENT INTERVENTIONS.** To achieve the main objective of the University personnel development program in bringing about highly educated and professional faculty members, the following policies are promulgated:

4.4.2.1. Policies

- 4.4.2.1.1. The University shall develop and implement a continuing program of training and development for its faculty members.

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- 4.4.2.1.2. The University shall encourage its faculty members to pursue relevant local and foreign-assisted training/scholarship grants, attend seminars, conference, workshops or related human resource development courses.
- 4.4.2.1.3. Selection of participants in training programs shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities.
- 4.4.2.1.4. Preference shall be given to faculty with permanent appointment.
- 4.4.2.1.5. The University may adopt other human resource development interventions such as:
 - 4.4.2.1.5.1. Coaching – entails a one-on-one personal interaction between a faculty member and a supervisor to jointly look into problems besetting him/her, which affect his/her performance and relationship with others and used generally as a corrective approach in helping a faculty member overcome his/her problem, which may be either be personal or work-related.
 - 4.4.2.1.5.2. Mentoring – guides a faculty to the network of the University which may assist him/her in career advancement toward being a highly motivated faculty member, provides an objective assessment of one's strengths and weaknesses, ensures opportunities to address them, allows the faculty member to clarify ambiguous expectations of the University, and facilitates career growth

4.4.3. FACULTY LEARNING AND DEVELOPMENT COMMITTEE

- 4.4.3.1. The University shall create a "Faculty Learning and Development Committee" (FLDC). Its main function shall be that of selecting and recommending those who should attend specific training programs conducted by the University or by other agencies or duly accredited non-governmental organizations, local or foreign.
- 4.4.3.2. Each dean/department head shall determine the training needs of his/her faculty members through training needs analysis in accordance with organizational priorities. He/She shall submit annually to the President, through the FLDC, his/her plan embodying the kind of training programs and the names of those who shall attend such program.
- 4.4.3.3. The FLDC, through the UPDP, shall inform all faculty members concerned about the study grants and scheduled seminars/conferences or workshops and invite qualified faculty members to avail of such program.
- 4.4.3.4. The participant or recipient of a training grant/scholarship agreement, in accordance with existing rules and regulations, shall submit a report and certificate of completion copy furnished the HRMO for his/her 201 file. The participant shall also be given the opportunity to share his/her learning in the training attended.

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4.4.3.5. The University has an established University Personnel Development Program Policy Guidelines.

4.5. PERFORMANCE MANAGEMENT SYSTEM

4.5.1. General Policy. The University shall develop its own Performance Management System (PMS) through the implementation of the Strategic Performance Management System (SPMS) for faculty ranks and sub-ranks, to be administered to continuously foster the improvement and efficiency of the faculty members as well as effectiveness of the organization. It shall be an organized, methodical, and standardized system of evaluation for faculty members. The said system shall be administered, in accordance with the rules and regulations and standards, as established by the Civil Service Commission. The CSC may assist the University in establishing its PMS. The CSC approved SPMS shall form part of the Merit Selection Plan for Faculty Members.

4.5.2. Specific Policies

4.5.2.1. The performance rating of a faculty member shall be used as basis for promotion or giving of incentives and rewards.

4.5.2.2. The PMS may provide for at least five adjectival ratings:

4.5.2.2.1. Outstanding

4.5.2.2.2. Very Satisfactory

4.5.2.2.3. Satisfactory

4.5.2.2.4. Unsatisfactory

4.5.2.2.5. Poor

4.5.2.3. No faculty member shall be considered for promotion without a record of at least two (2) successive performance ratings of at least Very Satisfactory immediately preceding the assessment of candidates for advancement to higher ranks or positions.

4.5.2.4. The University shall develop its own SPMS, in accordance with the CSC policies, to be approved by the CSC Regional Office concerned.

4.5.2.5. Performance Management Team (PMT) is composed of the following:

4.5.2.5.1. Vice President for Administration and Finance, as Chair, with the rest as members

4.5.2.5.2. Vice President for Academic Affairs

4.5.2.5.3. Vice President for Research, Extension and Business

4.5.2.5.4. Vice President for Planning & External Affairs

4.5.2.5.5. Director for Administrative Services

4.5.2.5.6. Director for Human Resource Management

4.5.2.5.7. Director for Planning

4.5.2.5.8. Director for University Manpower Development Program

4.5.2.5.9. Director for Finance

4.5.2.5.10. President of the MMSU Faculty Association

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4.5.2.5.11. President of the Association of Non-Teaching and Administrative Personnel

4.6. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

4.6.1. General Policy. There is an established suggestions and incentive awards system in the University which encourages creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and faculty members individually or in group for their suggestions, inventions, superior accomplishment and other personnel efforts which contribute to the efficiency, economy or other improvement in government or for other extraordinary acts or services in the public service. The existing PRAISE and any subsequent amendment thereto is deemed incorporated in this Merit Selection Plan.

4.7. PERSONNEL RELATIONS AND WELFARE SERVICES

4.7.1. General Policy. The University shall continuously endeavor to create an atmosphere conducive to sound management-faculty relations, which shall improve faculty morale and make provisions for the health, welfare, counseling, recreation and related services.

4.7.2. Specific Policies. To sustain a high level of productivity and morale among the faculty, the University shall:

- 4.7.2.1. Make arrangements for annual medical and dental services and take proper action on the recommendation resulting from such physical examinations;
- 4.7.2.2. Provide a system of informing the faculty members of their rights and privileges as well as the rules governing their obligations and conduct;
- 4.7.2.3. Facilitate the dissemination of information and the discussion of ideas among the department heads and faculty members. It shall encourage their participation in the development of policies, procedures, and other matters affecting them and their work.
- 4.7.2.4. Encourage voluntary activities, whether athletic, social, recreational or financial, provided these are conducive to faculty members' well-being and consistent with the objectives of personnel welfare.
- 4.7.2.5. Encourage faculty members to form, join or assist employee organizations of their own choosing for the furtherance and protection of their interest. They can also establish work councils and other forms of worker participation schemes.

CHAPTER 5 – WORKING HOURS

5.1. General Policy. Faculty members, except those covered by special laws, shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours

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a week, exclusive of time for lunch. The forty hours a week may include time for instruction, research, extension, production and other instruction-related activities such as class advising or student consultation, preparation of lessons, checking of papers, and all other activities which shall be approved by the governing board of the University.

5.2. Specific Policies

- 5.2.1. The University shall prescribe its own rules and regulations governing working hours and attendance of its faculty members.
- 5.2.2. It shall be the duty of the dean/department head in the university to require all faculty members under him/her to strictly observe the prescribed office hours, which may be apportioned to teaching hours per week, class advising or student consultation per week, preparation of lessons per week, research, extension and production activities per week.
- 5.2.3. Each dean or department head in the university shall require a daily time record of attendance of all the faculty members under him/her to be kept on the proper form and, whenever possible, registered in the biometric machine or other verifiable recording system. The University President has the prerogative to decide on the proper form of monitoring the daily time records of attendance of all faculty members.
- 5.2.4. When the interest of public services so requires, the daily hours of work of faculty members may be extended by the President, which extension shall be fixed in accordance with the nature of the work: Provided, that work in excess of eight (8) hours must be properly compensated.
- 5.2.5. To maintain the quality of education in teaching areas, the University may hire teaching staff on a part-time basis provided that they meet the requirements of the position.
- 5.2.6. Part-time faculty may be allowed to render an accumulated twenty hours (24) per week or more provided it is approved by the Board of Regents.
- 5.2.7. Part-time faculty may or may not register their attendance in the biometric machine, however they shall be required to keep records of their attendance in a logbook and accomplish CS Form 48 (DTR) consistent with the entries in the logbook for accounting and auditing requirements.

CHAPTER 6 – LEAVE BENEFITS

- 6.1. General Policy. Leave benefits of faculty members of the University shall be at the discretion of the Board of Regents pursuant to Section 4 (h) of the Higher Education Modernization Act of 1997 (RA 8292). However, in the absence of such specific provisions, the general leave law of the Omnibus Rules on Leave shall be applicable. Hence, the University should promulgate their own implementing rules relative thereto. Said implementing rule should be submitted to the Civil Service Commission for recording.

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CHAPTER 7 – COMPLAINTS AND GRIEVANCE MACHINERY

7.1. General Policy. There shall be an established Grievance Machinery (GM) in the University to promote harmony in the workplace, and foster the productivity of each faculty member.

7.2. Specific Policies

7.2.1. A grievance shall be resolved expeditiously at all times at the lowest level possible in the University. However, if not settled at the lowest level possible, an aggrieved party shall present his/her grievance step by step following the hierarchy of positions.

7.2.2. The University shall establish a grievance machinery that is the best way to address grievance between or among faculty members.

7.2.3. The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.

7.2.4. Legal rules and technicalities shall not bind grievance proceedings. Even verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed.

7.2.5. The aggrieved party shall present a grievance verbally or in writing in the first instance to his/her immediate supervisor. The latter shall, within three (3) working days from the date of presentation, inform verbally the aggrieved party of the corresponding action.

If the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor.

7.2.6. Grievance refers to the work-related issues giving rise to faculty members' dissatisfaction. The following cases shall be acted upon through the grievance machinery:

7.2.6.1. Non-implementation of policies, practices and procedures which affect faculty members from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and related issues that affects them;

7.2.6.2. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits and related terms and conditions;

7.2.6.3. Physical working conditions;

7.2.6.4. Interpersonal relationships and linkages;

7.2.6.5. Protest on appointments; and

7.2.6.6. All other matters giving rise to faculty dissatisfaction and discontentment outside of those cases enumerated herein.

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- 7.2.7. The following cases shall not be acted upon through the grievance machinery:
 - 7.2.7.1. Disciplinary cases which shall be resolved pursuant to the 2017 RACCS;
 - 7.2.7.2. Sexual harassment cases as provided for in RA 7877 and its implementing rules; and
 - 7.2.7.3. Union-related issues and concerns.
- 7.2.8. Only permanent officials and faculty members whenever applicable shall be appointed or elected as members of the Grievance Committee.
- 7.2.9. The University shall constitute a "Complaints Grievance Committee" to receive, hear, and resolve complaints and grievances. This committee shall be composed of the following:
 - 7.2.9.1. Vice President for Academic Affairs as Chairperson
 - 7.2.9.2. Administrative Officer;
 - 7.2.9.3. HRM Officer as the Secretary;
 - 7.2.9.4. Administrative Officer;
 - 7.2.9.5. President of the University Faculty Club/ Association; and
 - 7.2.9.6. Head of the Unit or Department where the faculty belongs
- 7.2.10. The Grievance Committee shall establish its own internal procedures and strategies. Membership in the Grievance Committee shall be considered part of the member's regular duties.

7.3. Procedures

- 7.3.1. Any faculty member with a complaint or grievance may air his/her complaint in grievance orally to his/her immediate superior who shall resolve the complaint at his level by holding a dialogue with the persons involved. If the complainant is not satisfied with the result, he/she may request his immediate supervisor to endorse in writing his/her complaint to the committee through channels. In case the complaint or grievance is against the immediate supervisor, it may be aired directly to the next higher supervisor.
- 7.3.2. The Committee shall resolve any complaint within five (5) days.
- 7.3.3. In case any dispute remains unresolved after exhausting all the available remedies under existing laws and procedures, the grievance may be elevated to the Civil Service Commission Regional Office concerned only upon submission of a Certification on the Final Action on the Grievance (CFAG) issued by the grievance committee. The CFAG shall contain among other things, the following information history and final action taken by the agency on the grievance.

CHAPTER 8 – PUBLIC SECTOR UNIONISM

- 8.1. General Policy. Faculty members may form or join a faculty association of their choice for the protection of their interests. They may also form, in conjunction with appropriate government authorities, labor-management committees, work councils, and other forms

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of workers-protection schemes to achieve the same objectives. In no case shall membership in an association consist of both teaching and non-teaching personnel of the University.

8.2. Specific Policies

- 8.2.1. High-level faculty members whose duties are normally considered policy making or managerial or highly confidential shall not be eligible to join the faculty association.
- 8.2.2. The faculty association, which has been extended due recognition by the University BOR, shall register with the Department of Labor and Employment and Civil Service Commission.
- 8.2.3. Representatives of the accredited faculty association shall sit as members of the different committees, such as Training and Development Committee, Faculty Selection Board, Grievance Committee, PRAISE Committee, Performance Management System, among others.
- 8.2.4. The University shall be governed by the rules and policies on Public Sector Unionism.

CHAPTER 9 – DISCIPLINE

9.1. General Policy. No faculty member shall be removed or suspended, except for cause as provided by law and after due process.

9.2. Specific Policies

- 9.2.1. The provisions of the 2017 Rules on Administrative Cases in the Civil Service (CSC Resolution No. 1701077) promulgated on July 3, 2017 shall apply in proceedings against members of the faculty.
- 9.2.2. The University has an established rules and regulations on sexual harassment including the list of members of the Committee on Decorum and Investigation (CODI).

CHAPTER 10 – OTHER HUMAN RESOURCE ACTIONS

10.1. Classification of Human Resource Actions. The University may formulate its own internal rules on the following personnel actions subject to CS rules and regulations on the matter:

- 10.1.1. Transfer – the movement of a faculty member from one SUC to another or from one college to another or from one position in the administrative department to a faculty position in the academic department within the

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University without break in the service. It involves issuance of an appointment.

- 10.1.2. Reassignment – movement of a faculty member across the organizational structure within the University, which does not involve a reduction in rank, status or salary, and does not require issuance of an appointment but an office order by duly authorized official.
- 10.1.3. Detail – temporary movement of a faculty member from one department or agency to another, which does not involve a reduction in rank, status or salary. A detail requires issuance of an office order by duly authorized official.
 - 10.1.3.1. The faculty member who is detailed receives his/her salary only from his/her mother agency.
 - 10.1.3.2. Detail shall be allowed only for a maximum of one year.
 - 10.1.3.3. If the faculty member believes that there is no justification for the detail, he/she may appeal his/her case to the CSC. Pending appeal, the detail shall be executory, unless otherwise ordered by the Commission.
- 10.1.4. Secondment – movement of a faculty member from one department or institution to another which is temporary and which may or may not require the issuance of an appointment but may either involve reduction or increase in compensation. Secondment shall be governed by the policies on the matter.
- 10.1.5. Designation – issued to faculty to perform other functions as determined by the University President.

CHAPTER 11 – RETIREMENT

- 11.1. General Policy. Unless appropriate authorities extend the service, retirement shall be compulsory at sixty-five (65) years of age.
- 11.2. Specific Policies
 - 11.2.1. Extension of service may be requested by the President or the appropriate authority to complete the fifteen-year service requirement. A faculty may be allowed to continue in the service in accordance with Civil Service rules and regulations.
 - 11.2.2. Services of the President of the SUC whose performance has been unanimously rated as Outstanding and unanimously recommended by the Search Committee concerned, may be extended by the governing board beyond the compulsory age of retirement but not later than the age of seventy (70).

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CHAPTER 12 – TRANSITORY PROVISIONS

Except as otherwise provided in this MMSU Merit Selection Plan for Faculty Members, rights vested or acquired under established system prior to the effectivity of this Plan shall be respected.

CHAPTER 13 – RESPONSIBILITY

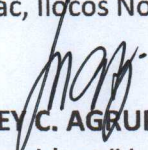
The University President, Vice Presidents, Deans, Directors, Principals, Heads of Departments/Units, Administrative Officer, and the Human Resource Management Officer shall be responsible for the implementation and maintenance of this Merit Selection Plan.

CHAPTER 14 – EFFECTIVITY

This Merit Selection Plan shall take effect upon approval of the Board of Regents and the Civil Service Commission.

COMMITMENT

I hereby commit to implement and abide by the provisions of this Merit Selection Plan for Faculty Members of the Mariano Marcos State University, City of Batac, Ilocos Norte.


SHIRLEY C. AGRUPIS
SUC President IV

CIVIL SERVICE COMMISSION ACTION

I have evaluated the herein Merit Selection Plan for Faculty Members of the Mariano Marcos State University and found it to be in accordance with the provisions of the 2017 Omnibus Rules on Appointment and Other Human Resource Action as amended and may now be implemented.

APPROVED:

HEDY JOSE B. LARDIZABAL
Director IV
CSC Regional Office No. 1

(Date)

Merit Selection Plan for Faculty Members

Annex A

MERIT PROMOTION PLAN FOR FACULTY

Legal Bases

Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2018 or the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), Revised July 2018, and in consonance with CHED Circulars, DBM Circulars and the University Charter, this Merit Selection Plan for Faculty Members of the Mariano Marcos State University is hereby established for the guidance of all concerned.

1.0. General Provisions

1.1. Title. This Merit Selection Plan shall be known as the Mariano Marcos State University Merit Selection Plan for Faculty Members (MMSU-MSP).

1.2. Objectives

The Mariano Marcos State University shall strictly adhere to the principles of merit and fitness and equality. The selection of faculty shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of faculty on account of age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language or property in accordance with the Equal Employment Opportunity Policy (EEOP).

Consistent with the goals of the University and with the general purpose of the Civil Service System of establishing and promoting professionalism and efficiency in public service, this Merit Selection Plan has the following objectives:

- 1.2.1. Establish a sound procedure of recruitment, selection and appointment of faculty so that only those who are fit and most qualified shall serve the public;
- 1.2.2. Create and provide equal opportunities for advancement so that those who dedicate themselves to public service may develop their potentials to the maximum;
- 1.2.3. Develop a highly educated and motivated professional staff;
- 1.2.4. Provide a procedure for speedy and fair resolution of complaints and grievances;

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1.2.5. Provide a framework for personnel discipline to assure the public of integrity of their servants; and

1.2.6. Provide equal opportunities to all applicants and faculty by observing and implementing the Equal Employment Opportunity Policy.

1.3. Liberal Construction. Except when otherwise indicated, in case of doubt, the provisions of this Merit Selection Plan shall be liberally construed and interpreted in order to attain its objectives mentioned in the immediately preceding sections.

1.4. Separability Clause. Any provision of the Merit Selection Plan which is or may later be found to be inconsistent with any law or Civil Service Rules and Regulations shall be null and void but shall not invalidate other provisions not affected hereby.

2.0. COVERAGE AND EXEMPTIONS

These guidelines shall apply to all faculty members of the MMSU occupying plantilla positions on permanent status. For this purpose, promotion within **six (6) months** prior to compulsory retirement shall not be allowed except as otherwise provided by law.

- 2.1. Only faculty members who have served the university for **at least 3 years** shall be considered for promotion. Outputs generated while serving at MMSU shall be of prime consideration.
- 2.2. Evaluation period as well as the steps to be followed in the application process shall be determined by the University Faculty Merit Promotion and Selection Board (UFMPSB) subject to the approval of the University President and/or approval and confirmation of the BOR.

3.0. EQUAL EMPLOYMENT OPPORTUNITY POLICY (EEOP)

The University shall strictly adhere to the Equal Employment Opportunity Policy in the recruitment, selection and placement of faculty. All applicants will be treated fairly and nobody shall be discriminated with regard to age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language or property in accordance with the Equal Employment Opportunity Policy (EEOP).

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4.0. DEFINITION OF TERMS

- 4.1. Complaint – refers to a written or spoken dissatisfaction related to work conditions, superior-subordinate relation or interpersonal relations among faculty.
- 4.2. Education – refers to the educational background and the highest educational attainment earned by the faculty.
- 4.3. Experience – refers to the occupational history, relevant work experience acquired either from the government or private sector and accomplishment worthy of special commendation.
- 4.4. Faculty – refers to a group of employees of the University or a member thereof who is appointed to a faculty rank and who is directly engaged in teaching, research or extension services as defined by the NBC 461.
- 4.5. Faculty Rank – refers to the classification of faculty into Professor, Associate Professor, Assistant Professor and Instructor and further classified into sub-ranks as indicated in NBC 461.
- 4.6. Fellow – refers to one who goes on a study not wholly at the expense of the University but receives assistance from other sponsoring agencies.
- 4.7. Full-Time Scholar – refers to a member of the faculty who is sent to study at the expense of the University, Government or foreign institution and relieved of all his teaching or other functions but receiving his regular salary.
- 4.8. Grievance – refers to a complaint that has, in the first instance, been ignored, overridden or dropped without due consideration.
- 4.9. Human Resource Action – refers to any action denoting the movement or progress of personnel in the University. Such action includes promotion, transfer, reinstatement, reemployment, detail, re-assignment, demotion and separation.
- 4.10. Insiders – refer to the non-teaching employees of the University who are interested in joining the faculty or members of the faculty who are aspiring for promotion.
- 4.11. Merit Selection Plan For Faculty Members– refers to the Mariano Marcos State University Merit Selection Plan for Faculty Members
- 4.12. Outsiders – refer to applicants who are not regularly employed by the University in any capacity.
- 4.13. Part-Time Scholar – refers to one who enrolls six (6) units per semester/summer while carrying a regular teaching load for those enrolled in MMSU or with reduced teaching load of nine (9) units for those enrolled outside of Ilocos Norte.
- 4.14. Performance Rating – refers to the average performance rating of the faculty for the faculty for the last school year or the last two (2) semesters as evaluated by the students, Department Chairperson, Dean and by the faculty himself.
- 4.15. Potential – refers to the capacity and ability of a candidate to assume the duties of the position to be filled and those of the higher or more responsible position.
- 4.16. Promotion – refers to the advancement to a higher faculty rank or sub-rank which is usually accompanied by an increase in salary.
- 4.17. Psycho-Social Attributes and Personality Traits – refer to the characteristics or traits of a person which include both psychological and social aspects.

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- 4.18. Qualification Standard – refers to the minimum qualifications which an applicant to a faculty or academic position must possess in order to be considered for the recruitment process.
- 4.19. Recruitment – refers to the process of searching for and attracting applicants through announcement, assessments and other related procedures to select the most competent and qualified applicant for appointment to an appropriate position in the faculty.
- 4.20. Reemployment – refers to the reappointment of a person who has been appointed permanently to a position in the career service but who has been separated as a result of reduction in force and/or reorganization to a faculty position in the University.
- 4.21. Reinstatement – refers to reappointment of a person who was previously separated from the service through no delinquency or misconduct on his part to which he was previously permanently appointed to a faculty position.
- 4.22. Renewal – refers to the reappointment of a faculty who has been appointed contractual, casual or temporary based on the need of the University.
- 4.23. Selection – refers to the process of screening members of the faculty for promotion.
- 4.24. Training – refers to the successful completion of a training course accredited by the CSC, scholarships, and training grants participated in by the faculty which must be relevant to the duties of the position to be filled.

GENERAL GUIDELINES

- 1. Faculty members can only be given promotion once a year.
- 2. Only faculty members with at least a relevant educational degree shall be included in the merit promotion.
- 3. Promotion to full professor (Professors I-VI, College and University Professor) is further subject to pertinent rules, guidelines and policies established for such purpose.
- 4. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion.
For this purpose, the performance ratings to be considered shall be the latest rating immediately prior to the scholarship or training grant or maternity leave or secondment. However, upon completion of the degree within the prescribed period shall be promoted to the next rank /sub-rank subject to the availability vacant plantilla positions and satisfying the general guidelines for merit promotion.
If promoted, the effectivity date of the promotional appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.
- 5. As provided in Sec. 95 of the ORAOHRA, an employee should have obtained at least Very Satisfactory performance in the last rating period prior to the assessment or screening for promotion or transfer. The performance rating of at least Very Satisfactory in the last rating period shall not be required for promotion from first to second level entry positions. The performance rating prior to the reclassification of the

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position shall be considered as performance rating in the reclassification for the purposes of promotion.

7. Faculty members shall only be promoted up to a maximum of four (4) salary grade under merit promotion.
8. The following are basic requirements for promotions to higher rank within the prescribed period:

a. Instructor to Assistant Professor must have:

- developed or published at least a module or laboratory manual or textbook

b. Assistant Professor to Associate Professor:

- developed or published at least two modules or laboratory manual or textbook
- implemented at least one research and extension project

c. Associate Professor to Professor I must have:

- developed or published at least three modules or laboratory manual or textbook
- Implemented at least one GIA research and extension project
- completed research, published output in Scopus, Thompson Reuters or ISI Index Journals
- passed the evaluation of the Internal Accreditation Committee organized by the University President duly approved by the Board of Regents.
- Earned a relevant doctorate degree

d. Professor II to Professor VI must have:

- developed or published module or laboratory manual or textbook
- implemented at least one GIA research and extension project as lead implementer
- completed research, published output in Scopus, Thompson Reuters or ISI Index Journals
- Active regional/ national/ international linkages and partnership
- Crafted policy/guideline adapted by stakeholders (local, regional, national)
- passed the evaluation of the Internal Accreditation Committee organized by the University President duly approved by the Board of Regents.
- Earned a relevant doctorate degree

e. Professor to University Professor must have:

- Active international linkages and partnership
- Crafted policy/guideline adapted by stakeholders (local, regional, national)
- Passed the accreditation process in the national level
- Established a functional center

Functional center is defined as an establishment put up by the faculty along his/her line of specialization duly recognized by appropriate bodies with complement staff and consistent funding support by concerned agencies and the government.

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9. The faculty members considered for promotion shall be ranked using the evaluation tool developed for such purpose. The following factors and their corresponding points shall be used in the evaluation of faculty members:

Criteria	Points	Remarks
I. Professional Achievement (50%)		
A. Publications		Must not have been published in predatory journals
A.1. Articles in indexed journals		
A.1.1. International	5	50 % Principal Author 50 % equally divided among the other authors
A.1.2. National	3	50 % Principal Author 50 % equally divided among the other authors
A.2. Articles in non-indexed		
A.2.1. International	3	50 % Principal Author 50 % equally divided among the other authors
A.2.2. National	2	50 % Principal Author 50 % equally divided among the other authors
A.2.3. Local	1	50 % Principal Author 50 % equally divided among the other authors
A.3. (a) Short communications, (b) research notes, (c) taxonomic note, (d) translation of scholarly work, (e) reviews in indexed, (f) peer-reviewed journals/peer-reviewed conference proceedings		(a) Short Communications are short papers that present original and significant material for rapid dissemination. For example, a Short Communication may focus on a particular aspect of a problem or a new finding that is expected to have a significant impact. Short articles include, but are not limited to: discovery or development of new materials, cutting-edge experiments and theory, novelty in simulation and modeling, elucidation of mechanisms. As Short Communications are expected to have higher than average impact on the field
(a) Short Communications		
1. International	3	
2. National	2	
3. Local	1	

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		rather than report on incremental research, they will receive prioritized and rapid publication. Short Communications are limited to 3000 words and are not subdivided. The paper should contain an abstract, main body and references, and contain no more than 6 figures or tables, combined. The abstract is limited to 100 words.
(b) Research notes		(b) Research notes are not full academic papers but are discussion notes, seeking to advance a new idea, theoretical perspective, research program, or methodological approach in organization studies. As opposed to full research papers, research notes may follow a less strict paper outline but still needs to make a valuable contribution to the study of organization. Research notes are preferable between 3,000 and 4,000 words (but up to 5,000 may be accepted under certain conditions) and are otherwise adhering to the research paper instructions regarding e.g., referencing and bibliographic information.
1. International	3	
2. National	2	
3. Local	1	
(c) Taxonomic notes		(c) Taxonomic notes are usually comments on different taxonomic treatments or notes on typification of the species or mention of similarities of taxa.
1. International	3	
2. National	2	
3. Local	1	

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(d) Translation of Scholarly Work 1. International 2. National 3. Local (e) Reviews in Indexed 1. International 2. National 3. Local (f) Peer reviewed journals 1. International 2. National 3. Local	3	Peer reviewed journals (also sometimes called refereed journals) include only articles that have gone through a process of feedback and iteration before publication. In short, this means that: (1) The article was written by an expert or scholar in the field or on the topic; (2) The article was reviewed by other experts or scholars in the field or on the topic who assess the article for accuracy and other indicators of scholarship before providing feedback to the author; and (3) The author made any necessary edits or changes to the article based on the feedback provided before the article was published.
	2	
	1	
	3	
	2	
	1	
	3	
	2	
	1	
A.4. Instructional Materials		Must be related to the field of specialization of the author Must have gone through the Instructional Materials Development Board 50 % Principal Author 50 % equally divided among the other authors
A.4.1. Books	5	
A.4.2. Textbooks	4	
A.4.3. Modules	3	
A.4.4. Laboratory Manuals	2	
A.4.5. Monographs	1	
A. 5. Non-Instructional Materials		50 % Principal Author 50 % equally divided among the other authors
A.5.1. Books	3	
A.5.2. IEC (Information, Education and Communication)	1	
A.6. Policy papers, policy notes, policy briefs and case studies	3	50 % Principal Author 50 % equally divided among the other authors
A.7. Editorship in an academic or scholarly journal		
A.7.1. Indexed	3	
A.7.2. Non-indexed	2	
A.7.3. Book	1	

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B. Technological Innovations Outputs		50 % Principal Author 50 % equally divided among the other authors
B.1. Inventions	7	Patented
B.2. Utility Model (with approved)	5	
B.3. Copyrighted software product/model	5	
B.4. Varieties/Breeds /novel Species /developed/discovered and approved by respective boards	7	
B.5. Research output developed and adopted by stakeholders	5	
C. Citations	0.1 per citation	
D. Awards		Not from a predatory body Must be Competitive 50 % Principal Awardee 50 % equally divided among the other awardees
D.1. Research awards		
D.1.1. International	6	
D.1.2. National	5	
D.1.3. Regional	3	
D.1.4. Local	2	
D.2. Academic/Professional Awards		
D.2.1. International	6	
D.2.2. National	5	
D.2.3. Regional	3	
D.2.4. Local	2	

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E. Participation in university functions related programs and Projects		
E. 1. Keynote Speaker		
E.1.1. International	4	
E.1.2. National	3	
E.1.3. Regional	2	
E.2. Plenary Speaker		Invited
E.2.1. International	4	
E.2.2. National	3	
E.2.3. Regional	2	
E.3. Contributed Paper		Not invited
E.3.1. International	2	
E.3.2. National	1	
E.3.3. Regional	0.5	
E.4. Panelist/Evaluator		
E.4.1. International	1.5	
E.4.2. National	1	
E.4.3. Regional	0.5	
E. 5. Services to the Community		
E.5.1. Trainor	2	
E.5.2. Lecturer	1	
F. Externally Generated Resource (monetary or other grants in PhP or its equivalent in foreign currencies)		
1-5 M	1	
6-10 M	2	
10-15 M	3	
16-20 M	4	
Above 20 M	5	

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II. Educational Qualification (25%)	Degrees must have been obtained from top 1000 universities	Other international universities and local universities provided that the program is COE, COD; at least Level III)	Other CHED-authorized HEIs
A. Doctoral	25	15	10
B. Masteral	15	10	5
C. Honorary degree (in recognition of academic / research /extension achievement	10	5	3
III. Non-Academic Output (25 %)			
A. Outstanding Accomplishments 1. Awards / Recognition / Commendations / Appreciation a. International b. National c. Regional d. Local	5 4 3 2		
B. Involvement as TWG/Focal Person/Consortium Officer outside the University a. International b. National c. Regional	3 2 1		
C. Work experience as: a. President b. Vice President/Regent c. Deans/ Directors/ University Secretary/ University Registrar d. Chiefs/Department Chairs/College Secretaries/Principals e. Coordinators	5 4 3 2 1	Per year of experience with Special Order issued by the University President	

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D. Institutional Accomplishments		For every output : Chair – 3 , Members – 2
a. Policy/guidelines developed	5	
b. Awards and Initiatives	5	
c. Public Service Award (e.g. Lingkod Bayan award)		
c.1. National	5	
c.2. Regional	3	
c.3. Provincial	1	
c.4. Municipal/Local	0.5	

Merit Selection Plan for Faculty Members

ACKNOWLEDGEMENT

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