OUTCOMES- BASED QUALITY ASSURANCE

PROGRAM PERFORMANCE PROFILE

1. Program

   a. Name of the Program : Bachelor of Secondary Education

   b. Specialization/majors : Social Studies

   c. Degree granted : Level I

2. Academic unit where program is offered : College of Education
3. Institution

   a. Name : Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology

   b. Location of the main Campus : Cabitan, Mandaon, Masbate
   c. Campus where Program is offered: Main campus

4. Name and title of the:

   a. Head/ Chair of the Program Dr. Dennis C. Ramiso
   b. Dean/ Director of the academic Unit Dr. Raiza M. Padasas
   c. President of the Institution Dr. Arnel B. Millesca

5. Legal basis of the Program /BOR or BOT resolution, BOT Reso No. 23-29
   Date of opening, etc. _____
   _____

6. Accreditation visit applied for (Preliminary, 1st Survey, 2nd Survey, 3rd Survey, 4th Survey)
   2nd Survey

7. Present accreditation status and its inclusive period of effectively:
   _____
   _____

AREA II. The Faculty

Parameter A- Academic Qualifications and Professional Experience

1. SYSTEM – INPUTS AND PROCESSES

- Present the Qualification Standards (QS) for Academic Staff/Faculty;
  - **BACHELOR OF SECONDARY EDUCATION MAJOR IN SOCIAL STUDIES**
- **LIST OF FACULTY**

Faculty Classification	Faculty Member	Educational Qualification
Core Faculty	Princess Z. Balbuena	Master of Arts in Social Studies Education
	Rodolfo B. Burac Jr.	PhD in Educational Management
	Mary Ane-Joy P. Ferriol	MASocStEd (on-going studies)
	Dennis C. Ramiso	Doctor of Education in Educational Leadership
	Maria Jessabelle P. Romano	MA in Education Major in Social Studies
Affiliated Faculty	Sherwin E. Balbuena	Doctor of Education in Educational Leadership
	Emma O. Cajurao	PhD in Mathematics (on-going studies)
	Alvin M. Mahawan	Doctor of Education in Educational Leadership and Management
	Ramir G. Pacheco	MA in Education, Major in Mathematics Education
	Rio A. Villarias	Doctor of Education in Educational Leadership
Part-Time Faculty/COS	Nehemias H. Adigue	MA in Education, Specialization PE and Sports
	Riza G. Azgar	MA in Education Major in Social Studies (on-going)
	Kimberly M. Dalanon	MA in Education Major in Social Studies (on-going)

- Present NBC 461 guidelines on qualifications set per faculty rank;
- Present CHED Memo of the Program re-requisites of faculty in the program.
  - Compliance of Program Faculty

Name of Faculty	Courses Handled	Highest Degree Earned	Requirement	Remarks
Rodolfo B. Burac, Jr.	Major (SSE, FSSE)	PhD in Educational Management	Master's in the discipline or equivalent	**Complied**
Princess Z. Balbuena	Major (SSE, FSSE, SS), Prof Ed	MA in Social Studies Education	Master's in the discipline or equivalent	**Complied**
Dennis C. Ramiso	Major (SSE, FSSE), Prof Ed	EdD in Educational Leadership	Master's in the discipline or equivalent	**Complied**

Maria Jessabelle P. Romano	Major (SSE)	MEd major in Social Studies	Master's in the discipline or equivalent	**Complied**
Mary Ane-Joy P. Ferriol	Major (SSE, FSSE), GE	BSEd Social Studies	Master's in the discipline or equivalent	**Not yet complied (temporary appointment)**
Ramir P. Pacheco	GE 4	MEd major in Mathematics Education	Master's degree (GE)	**Complied**
Riza G. Azgar	GE 2, GE 3	BSEd Social Studies	Master's degree (GE)	**Not yet complied (COS)**
Kimberly M. Dalanon	GE 3	BSEd Social Studies	Master's degree (GE)	**Not yet complied (COS)**

Summary

- Core (major) faculty: 4 of 5 (80%) meet the master's degree requirement; 2 of them hold doctorates.
- General Education faculty: 1 of 3 (33%) meets the master's degree requirement.
- Faculty who have not yet met the requirement are on temporary or contract-of-service status and are expected to complete a relevant master's degree.

2. IMPLEMENTATION

- Present a consolidated faculty profile matrix involved in the Program indicating their respective academic ranks, educational attainment (PhD/EdD; MS/MA; BS degree) specialization, licensure examinations passed; years of teaching experience, appointment status and subject assignments.

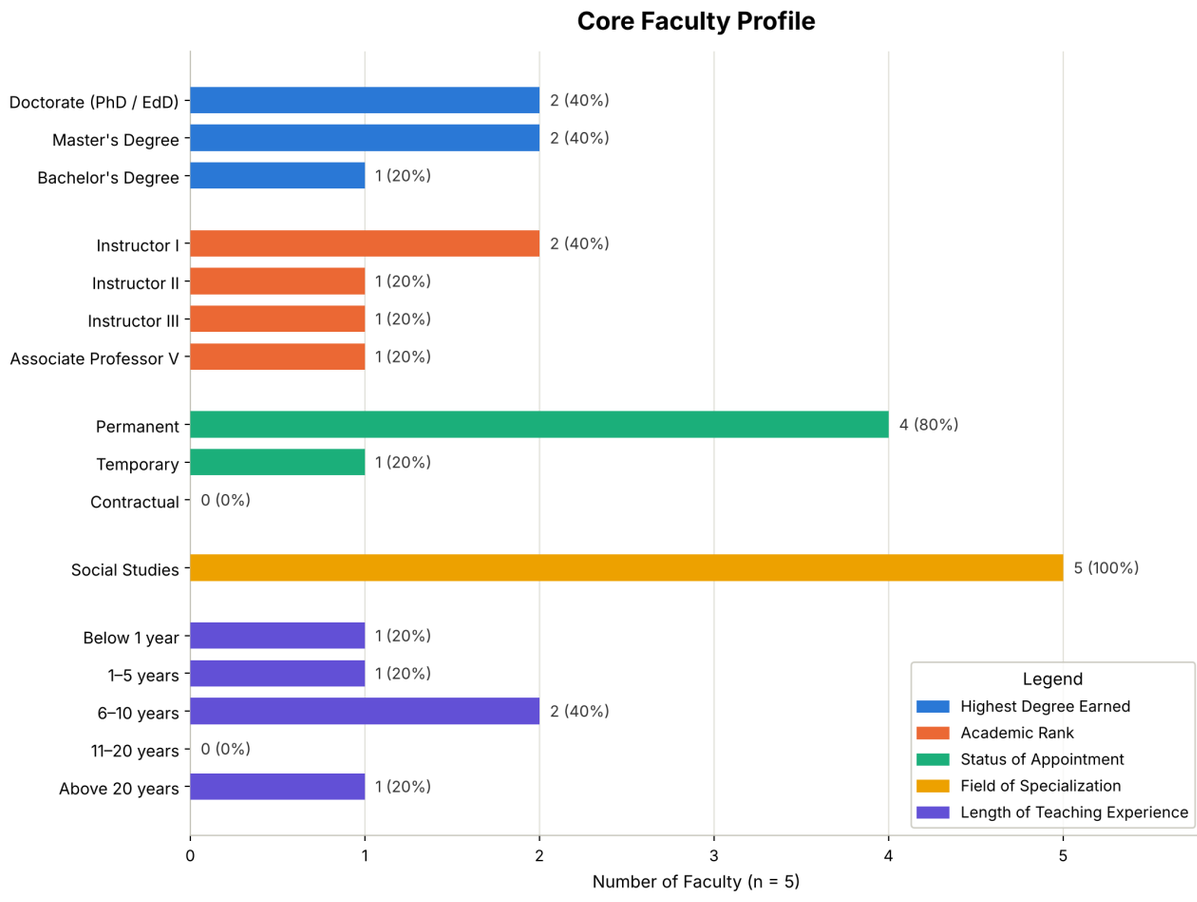
- **Faculty Profile matrix Involved in the Program Core Faculty)**

Faculty	Academic Rank	Highest Degree Earned	School Graduated From	Field of Specialization	Length of Teaching experience	Status of appointment (temporary, contractual	Subjects Handled
Princess Z. Balbuena	Instructor III	Master of Arts in Social Studies Education	Bicol University	Social Studies	8 yrs	Permanent	MC SSE 102 & 105, MC FSSE 01, MC SS 116, MC TTL2, Prof Ed 10
Rodolfo B. Burac, Jr.	Associate Professor V	Doctor of Philosophy in Educational Management	Masbate Colleges	Social Studies	26 yrs	Permanent	MC SSE 109, MC FSSE 02, MC SSE 108,
Mary Ane-Joy P. Ferriol	Instructor I	BSED Social Studies	DEBESMSCAT	Social Studies	3 yrs	Temporary	MC SSE 103, MC FSSE 04, MC SSE 104, GE,C

							ELEC 12, GE 2
Dennis C. Ramiso	Instructor II	Doctor of Education in Educational Leadership	DEBESMS CAT	Social Studies	8 yrs	Permanent	MC FSSE 03, MC SSE 104, PROF ED 3,
Maria Jessabelle P. Romano	Instructor I	Master in Education Major in Social Studies	La Consolacion University Philippines	Social Studies	5 mos	Permanent	MC SSE 111, MC SSE 110,

Present a Graph showing the Core faculty profile according to:

- Highest degree earned
- Academic rank
- Status of appointment
- Field of specialization



Source: Core faculty data (5 faculty members, Social Studies). Percentages are based on the total of 5 core faculty.

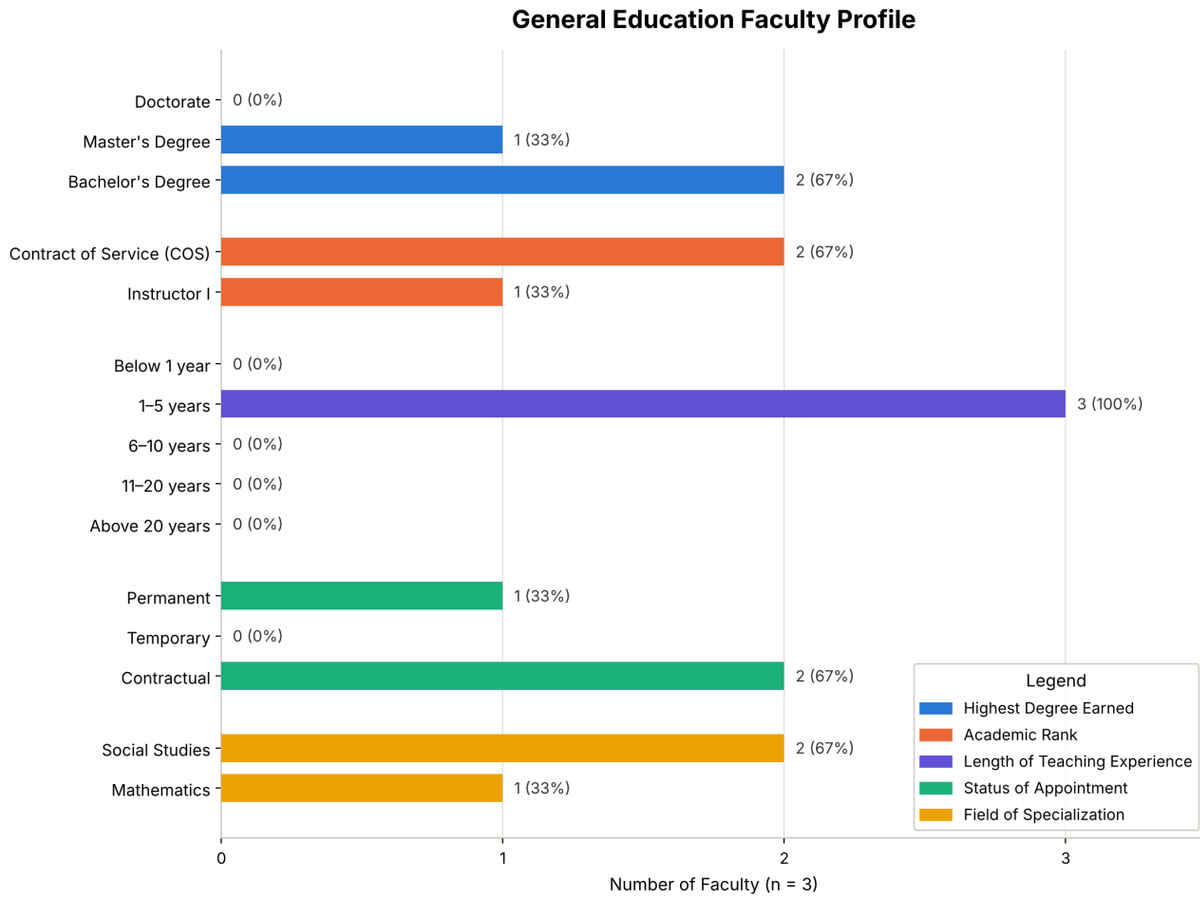
- Faculty Profile Matrix Involved in the Program (General Education Faculty)

Faculty	Academic Rank	Educational Attainment	School Graduated From	Field of Specialization	Licensure Examinations passed	Length of Teaching experience	Status of appointment (temporary, contractual	Subjects Handled
Riza G. Azgar	COS	BSED Social Studies	DEBES-MSCAT	Social Studies	September 24, 20223	1 yr & 2 months	Contractual	GE 2 & GE 3

Kimberly M. Dalanon	COS	BSED Social Studies	DEBES-MSCAT	Social Studies	September 29, 2024	1 yr & 2 months	Contractual	GE 3
Ramir P. Pacheco	Instruc-tor I	Master in Education Major in Mathematics Education	DEBES-MSCAT	Mathem-atic	September 29, 2019	1 yr	Permanent	GE 4

Present a Graph showing the General education faculty profile according to :

- Highest degree earned
- Academic rank
- Length of teaching experience
- Status of appointment
- Field of specialization



Source: General Education faculty data (3 faculty members). Percentages are based on the total of 3 GE faculty.

Summarize the achievements/ professional competence of faculty along instruction, research, extension, production, consultancy, expert services, publication, creative and scholarly works.

Consolidate names of faculty who have prepared instructional materials and indicate if it approved by the University /College Instructional materials Committee.

Faculty	Instructional developed (Print /Model/ Electronic)	Title
Dr. Dennis C. Ramiso	Print (not yet approved)	Learning Module in MCSSE 101 **(HUMAN GEOGRAPHY)**

- Consolidate names of faculty who have conducted and/or are conducting researcher/es relevant to the Program.

Name of Faculty	Title of Research	Duration of Implementation	Funding Source	Status (On-Going/Completed)
Princess Z. Balbuena	Lived Experiences of Grade 7- Araling Panlipunan Teachers in Writing Critical Thinking Summative Assessments	June 2025-April 2026	GAA	Completed

- Consolidate names of faculty who are actively involved in extension activities relevant to the program.

Faculty	Extension project	Location	Time Frame	Funding Source	Number of Clientele Served	Status (on-going/Completed
Princess Z. Balbuena Rodolfo B. Burac, Jr. Mary Ane-Joy P. Ferriol Dennis C. Ramiso	Project Kasaysayan	Nabongsoran, Aroroy, Masbate	2025-2027	TAEXs-GAA	754	On-going

- Consolidate names of faculty who are handling production projects.

Name of Faculty	Production Activity / Project	Volume or Area of production	Average Annual Income Generated
Sherwin E. Balbuena (Affiliate faculty)			Not yet in the production process

- Consolidate scholarships awards / grants received by the faculty involved in the Program.

Faculty Grantees-Recipient	Scholarship awards/ Grant	Granting agency	Level (Int'l, Nat'l, Reg'l, Local)	Inclusive Dates
None				

3. OUTCOMES

- Classify faculty according to their academic ranks based on duly approved/attested appointment by the Civil service commission. (to show the increased number of PhD holders among academic staff).
- Classification of Core Faculty According to Academic Rank

Based on duly approved/attested appointments by the Civil Service Commission (CSC). Core faculty, n = 5.

Academic Rank	No. of Faculty (%)	Name of Faculty	Highest Degree Earned	Status of Appointment
Associate Professor V	1 (20%)	Rodolfo B. Burac, Jr.	**Doctor of Philosophy in Educational Management**	Permanent
Instructor III	1 (20%)	Princess Z. Balbuena	Master of Arts in Social Studies Education	Permanent
Instructor II	1 (20%)	Dennis C. Ramiso	**Doctor of Education in Educational Leadership**	Permanent
Instructor I	2 (40%)	Maria Jessabelle P. Romano	Master in Education Major in Social Studies	Permanent
		Mary Ane-Joy P. Ferriol	BSED Social Studies	Temporary
Total	**5 (100%)**	**Doctorate: 2 (40%) • Master's: 2 (40%) • Bachelor's: 1 (20%)**		

- Summarize names of faculty involved in the Program according to their fitness (performance rating) based on approved Merit System & Promotion Plan (MSPP), NBC 461-QCE and Strategic Performance Management System (SPMS).
- Summary of Faculty Performance Rating

Based on the approved Merit System and Promotion Plan (MSPP), NBC 461 – QCE and the Strategic Performance Management System (SPMS). Rating period: January – June 2026.

No.	Name of Faculty	Academic Rank	Status of Appointment	Numerical Rating	Adjectival Rating
1	Maria Jessabelle P. Romano	Instructor I	Permanent	4.850	**Outstanding**
2	Princess Z. Balbuena	Instructor III	Permanent	4.180	**Very Satisfactory**
3	Rodolfo B. Burac, Jr.	Associate Professor V	Permanent	4.140	**Very Satisfactory**
4	Mary Ane-Joy P. Ferriol	Instructor I	Temporary	4.053	**Very Satisfactory**
5	Dennis C. Ramiso	Instructor II	Permanent	3.380	**Satisfactory**
Average Performance Rating				**4.121**	**Very Satisfactory**

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter A such as indications of competent and qualified faculty and/or cite strategies that are reflective of the competence of faculty in maintaining academic integrity in the institution's educational program.
- Summary of Faculty Educational Qualifications in Reputable Institutions

Faculty Classification	Faculty Member	Master's Degree Institution	Doctoral Degree Institution	Institutional Accreditation / Ranking
Core Faculty	Princess Z. Balbuena	Bicol University		Level IV Institutional Accreditation; 3 QS Stars

	Rodolfo B. Burac Jr.	Masbate Colleges	Masbate Colleges	
	Mary Ane-Joy P. Ferriol	Bicol University		Level IV Institutional Accreditation; 3 QS Stars
	Maria Jessabelle P. Romano	La Consolacion University Philippines	—	Level II and Level III PAASCU-accredited programs
Affiliated Faculty	Emma O. Cajurao	Osmeña Colleges	Nueva Ecija University of Science and Technology	Level III institutional accreditation; 801-1000th THE Impact Rankings 2022, Level 1 PQA
	Alvin M. Mahawan	Bicol University	Nueva Ecija University of Science and Technology	Level III institutional accreditation; 801-1000th THE Impact Rankings 2022, Level 1 PQA
Part-Time Faculty/COS	Nehemias H. Adigue	Adamson University	—	PAASCU Level II and III-accredited programs
	Riza G. Azgar	Cebu Technological University	—	Institutional Level II accreditation, CTU Main Campus
	Kimberly M. Dalanon	Cebu Technological University	—	Institutional Level II accreditation, CTU Main Campus

- The faculty members have earned their graduate degrees in various fields of Education from reputable higher education institutions, including Bicol University, DEBESMSCAT, Adamson University, and Cebu Technological University. These institutions provide evidence of recognized academic standing through accreditation of at least Level II or inclusion in recognized international rankings such as WURI. This reflects the faculty's strong academic qualifications and the program's commitment to maintaining quality education and professional excellence.

PARAMETER B- RECRUITEMENT, SELECTION AND ORIENTATION

1. SYSTEM- INPUTS AND PROCESSES

- Present the Institution's BOR/BOT and CSC approved systems and procedures in the Recruitment, selection and Promotion of Faculty – (Merit Selection & Promotion Plan for Faculty Including the

approved Criteria for Selection Used and the Composition of Faculty Selection and promotion Board).

- The recruitment, selection and promotion of faculty at DEBESMSCAT follow the revised Merit Selection Plan (MSP) and System of Ranking Positions (SRP). The Board of Trustees acted on them through Board Resolution No. 26-23 on March 13, 2026, consistent with CSC MC No. 08, s. 2025 (2025 ORA-OHRA), and the SUC President implemented them through Office Order No. 154, s. 2026. Faculty applicants are assessed by the Faculty HRMPSB under Office Order No. 182, s. 2024. Its chair is Dr. Elreen A. Delavin (VPAA), and its members are the Dean of the College where the vacancy exists, Dr. Milagros A. Celedonio, Dr. Rodolfo B. Burac, Jr., Dr. Jessica M. Alcantara, a Ranking Professor in the field of the position, and Ms. Ligaya M. Capinig (HRMO). The Board devises criteria that consider the overall qualification of applicants for both new entrants and promotion. It verifies applicants' documents, conducts background investigation of the top five applicants, and reports the results to the SUC President.

- Present the Institution's system of conducting Orientation/Re-Orientation of new /Old Faculty
  - System of Conducting Orientation of Newly Hired Faculty

A. Narrative

Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) orients its newly hired faculty and personnel through the Orientation and On-Boarding Program. This program is part of Recruitment, Selection and Placement (RSP) under the institution's PRIME-HRM system. The Human Resource Management Office (HRMO) organizes the orientation and holds separate sessions for (1) newly hired personnel with regular and temporary appointments and (2) newly hired Contract of Service (COS) and Job Order (JO) personnel, including COS and part-time instructors.

Each orientation follows a set program. The SUC President opens with institutional directions. The heads of the academic, research, extension, finance, planning, human resource and quality assurance offices then present the policies and updates that new faculty need to know. Participants receive an invitation and program that contain the College's Vision, Mission, Quality Policy and 6 C's (Care, Client Focus, Collaboration, Commitment, Communication and Continual Improvement), together with the Oath of Office. Every session is documented through minutes of the meeting, an attendance sheet and an Orientation Checklist for Personnel (FM-HRMO-RSP-020). On the checklist, each new employee acknowledges that the policies were explained and commits to abide by them, and the HRMO attests to it.

B. Orientations Conducted

Particulars	Orientation of Newly Hired JO and COS Personnel	Orientation to Newly-Hired Personnel
Date and time	February 14, 2024, 1:00–5:00 PM	March 25, 2024, 8:00 AM–5:00 PM
Venue	Function Hall, 2nd Floor	OSAS Multi-Purpose Hall
Participants	73 COS and JO personnel (including COS and part-time instructors) from the Main and Cawayan Campuses	55 newly hired faculty and non-teaching personnel from the colleges and offices
Facilitator / Moderator	HRM Office led by Mrs. Ligaya M. Capinig; Moderator: Ms. Morwin L. Lawagon	HRM Office; Master of Ceremony: Ms. Morwin L. Lawagon
Documentation	Programme, minutes (prepared by Morwin L. Lawagon, ADAS II), attendance sheet, Orientation Checklist	Invitation and programme with VMGO and Oath of Office, minutes (prepared by Aimelyn B. Zaragoza), attendance sheet, Orientation Checklists

C. Orientation Program: Topics and Resource Persons

Topic	Resource Person	Key Points Discussed

Institutional Directions	Dr. Arnel B. Millesca, SUC President III	Clear direction and work instructions; professional and personal ethics; avoiding improper faculty-student relationships, loafing and tardiness; universityhood updates; pursuing academically aligned master's and doctoral degrees; "Together Everyone Achieves More"
Academic Policies, Targets and Submission of Grades	Dr. Elreen A. Delavin, VP for Academic Affairs	Preparing course syllabi, submitting grades and meeting deadlines; striving for excellence; engaging in research, extension and professional growth; enhancing the faculty profile
Registration and Admission Policies	Ms. Melba C. Magnifico, Registrar I	Admission process, submission of grade sheets, dropping of subjects, failing grades, rectification and forms
Research and Development Updates	Dr. Vincent M. Clores, Director, R&D Services	College research activities; encouraging every faculty member to do more research and publish
Technical Advisory and Extension Services	Dr. Amancio L. Cantoria, Director, TAES	Extension services of the College; encouraging faculty to join extension activities
CODI and Sexual Harassment	Atty. Erwin S. Oliva, Chief Administrative Officer	Committee on Decorum and Investigation and the policy against sexual harassment
Financial Management Policies; Salary and Benefits	Mr. Armando P. Cabrera III, Director, FMS (with Ms. Charish Gay A. Cabrera, Accountant II)	Pay and pay periods, salary grade, deductions (GSIS, PhilHealth, Pag-IBIG, tax), PERA, step increments, use of biometrics
Performance Management	Engr. Nenette M. Laurio, Director, Planning and Development Services / PMT Secretariat	SPMS performance cycle and schedule; preparing IPCR targets within the first week of work; quarterly accomplishment report
HR Policies, Code of Conduct and Ethical Standards	Ms. Ligaya M. Capinig, AO V / HRMO	Office hours, biometrics and DTR, pass slips, uniform and ID, flag ceremonies, no-smoking policy, absenteeism and tardiness, Data Privacy Act, leave benefits, office decorum and privileges, PRIME-HRM (RSP, L&D, PM, R&R)
ISO and Data Privacy Updates	Dr. Flora C. Royo, Supervising Administrative Officer; Ms. Rowelyn M. Ramiso, Director, Quality Assurance Office	ISO quality management and the Data Privacy Act (RA 10173)
Open Forum and Closing Remarks	Dr. Erwin H. Malto, VP for Administration and Finance	Clarifications from participants; reminder of roles and responsibilities in attaining the goals of the College

D. Orientation Checklist (FM-HRMO-RSP-020)

After the orientation, each new employee accomplishes the Orientation Checklist for Personnel. It records the employee's name, date of appointment or contract, position,

status (regular, temporary or contractual/JO) and college or department, and confirms that the following were covered:

- Academic Policies
- Registration and Admission Policies
- Research and Extension Updates
- Technical Advisory for Extension Services
- CODI and Sexual Harassment
- HR Policies
- Financial Management Services Policies and Procedures
- Performance Management
- ISO and Data Privacy Act

The employee signs the acknowledgment, and the checklist is attested by Ms. Ligaya M. Capinig, AO V–HRMO.

2. IMPLEMENTATION

- ☑ Describe the Institution's systems and procedures in the Recruitment, selection and promotion of Faculty as embodied in the BOR/BOT & CSC approved Merit Selection & Promotion Plan for Faculty and other institution guidelines in terms of mandatory and /or optional criteria; open competition and in breeding policy.
    - Under Office Order No. 182, s. 2024, issued pursuant to CSC MC No. 14, s. 2018 (2018 ORAOHRA), the Faculty Human Resource Merit Promotion and Selection Board (HRMPSB) assesses all faculty applicants regardless of status of appointment, with the Dean of the College where the vacancy exists present as a regular member. The Board devises assessment criteria that consider the overall qualification of applicants for both new entrants and promotion. It maintains fairness and impartiality in the assessment, may engage external or independent resource persons, and may initiate innovative schemes to determine the best and most qualified applicants. Through the HRMO, the Board verifies the authenticity of the documents submitted. It conducts background investigation of the top five (5) applicants in the selection line-up prepared by the HRM Office, with consideration of the Equal Employment Opportunity Policy, and reports the results to the SUC President. The results of deliberation are not disclosed unless there is official advice from the Office of the President. The memo does not list or classify the criteria into mandatory and optional; it states only that the Board devises criteria based on the overall qualification of applicants. On open competition, the memo provides that all faculty applicants are assessed regardless of status of appointment and that the Equal Employment Opportunity Policy is observed, but it does not directly address the publication of vacancies. The memo does not mention an inbreeding policy.
- ☑ Describe the institution's practice /system of conducting the Orientation/Re- orientation of New/Old faculty (to include the topics, lectures, workshop session during the Orientation Program).
    - **Practice and System of Conducting the Orientation of Faculty**

DEBESMSCAT orients newly hired faculty through its Orientation and On-Boarding Program, part of Recruitment, Selection and Placement (RSP) under PRIME-HRM. The HRMO conducts separate sessions for newly hired regular and temporary personnel and for COS, JO and part-time instructors. In 2024, it held the Orientation of Newly-Hired JO and COS Personnel on February 14 (73 participants from the Main and Cawayan Campuses) and the Orientation to Newly-Hired Personnel on March 25 (55 participants).

Each session follows a set program. It opens with a message from the SUC President, continues with lectures by the heads of offices, and ends with an open forum and closing remarks. Participants receive the College's Vision, Mission, Quality Policy, 6 C's and the Oath of Office.

Lectures and topics:

- Institutional Directions: Dr. Arnel B. Millesca, SUC President III
- Academic Policies, Targets and Submission of Grades: Dr. Elreen A. Delavin, VPAA
- Registration and Admission Policies: Ms. Melba C. Magnifico, Registrar
- Research and Development Updates: Dr. Vincent M. Clores
- Technical Advisory and Extension Services: Dr. Amancio L. Cantoria
- CODI and Sexual Harassment: Atty. Erwin S. Oliva
- Financial Management Policies, Salary and Benefits: Mr. Armando P. Cabrera III
- Performance Management (SPMS and IPCR): Engr. Nenette M. Laurio
- HR Policies, Code of Conduct and Ethical Standards: Ms. Ligaya M. Capinig, HRMO
- ISO and Data Privacy: Dr. Flora C. Royo and Ms. Rowelyn M. Ramiso

Interactive activities: an open forum where new faculty ask about the IPCR, accomplishment reports and biometrics; preparing IPCR targets within the first week of work; and filling out the Orientation Checklist (FM-HRMO-RSP-020), attested by the HRMO.

3. OUTCOMES

 Present the Comparative Assessment utilized by the Faculty Selection & Promotion Board to draw the Ranking List and indorsed to the BOR /BOT where the most qualified faculty are recommended / selected for approval.

- The Faculty HRMPSB assessed the applicant for the Instructor I (Social Studies) position through a written examination, oral interview and class demonstration on April 23, 2026, and a document assessment on April 30, 2026. Each applicant's score is made up of a **Document** component worth 70% and an **Assessment** component worth 30%, for a grand total of 100 points. The Document component covers education (85 pts. max), experience and length of service (25 pts. max), and professional development, achievements and honors (90 pts. max), for a total of 200 points converted to 70%. The Assessment component covers the written assessment (10 pts.), oral or interview assessment (10 pts.) and class demonstration (10 pts.). In the written and oral assessments, each Board member rated the applicant separately, and the ratings were averaged. For the class demonstration, the Board agreed to use the applicant's TER (Teacher Evaluation Rating).

4. BEST PRACTICES

 Cite as many practices as you can on Parameter B such as adaptation of effective recruitment and selection processes.

None

PARAMETER C- FACULTY ADEQUACY AND LOADING

1. SYSTEM –INPUTS AND PROCESS

 Present the BOR /BOT approved Policies /Guidelines on faculty Workload including institutional policies on Equivalent Teaching load (ETL).

- Policies and Guidelines on Faculty Workload (Revised Full Time Equivalent Teaching Load)

A. Basis and Approval

Faculty workload at DEBESMSCAT is governed by the Revised Full Time Equivalent (FTE) Teaching Load of Faculty Members. Board Resolution No. 25-07, approving the policy, was acted

upon by the DEBESMSCAT Board of Trustees during its 110th Regular Meeting on March 4, 2025. The SUC President implemented it through Office Order No. 124, s. 2025 dated March 12, 2025, in accordance with RA 7945 (College Charter) and RA 8292 (Higher Education Modernization Act of 1997). The policy cites CSC Memorandum Circular No. 19, s. 2005 and DBM Joint Circular No. 2, s. 2020 as legal bases. It refines the FTE policies for regular, contract of service and part-time faculty members and takes effect in the First Semester, AY 2025–2026.

B. Teaching Load and Working Hours

Like any other employees of the government, the working hours of SUC faculty shall be forty (40) hours per week, composed of the full teaching equivalent (FTE) and teaching-related preparation, among others.

Component	Hours per Week	Description (Section 1)
Full Time/Teaching Equivalent (FTE)	18	The standard number of contact hours per week
Teaching Related Activities	10	Lesson preparation, development of teaching aid, enrichment of the course contents, student consultation, evaluation of students' performance including checking of test papers and the like
Quasi Teaching Assignment (QTA)	12	Leadership designation or designation to key or executive position (SUC Vice President, Deans, Directors, Administrative Officers and College Secretaries); reduced load for college secretarial work, industrial coordinators, guidance coordinators, approval committee works, research and other designations; correspondingly reduces the faculty's actual teaching load.

C. Regular Teaching Load

- Permanent faculty without designation: 18 units in the undergraduate and graduate level.
- Lecture classes: eighteen (18) hours for three (3) preparations.
- Undergraduate subjects with laboratory activities: laboratory contact hours are computed by a factor of 0.75 per class hour.
- Additional subject preparation shall be requested in the exigency of the service.
- The teaching load of affiliate faculty remains consistent, regardless of whether they teach in the graduate school or the undergraduate program.

D. Actual Teaching and Quasi-Teaching Assignments (Deloading)

For purposes of determining the actual teaching and quasi-teaching assignments, the following designated positions or their equivalent are given the corresponding quasi-teaching activities:

Designations	Actual Teaching	Deloading
Vice Presidents	3	15
Campus Administrators/Deans	6	12
Directors	9	9
Department Heads	12	6
Unit Heads of Placement Office, GAD Services, Scholarship Services, International Relations, Motorpool Services, Technology Transfer Office	12	6
Project Heads	12	6
Program Chairs (Research and Extension)	15	3
Other OSAS Unit Heads	15	3
Coordinators (Institution Wide)	15	3
Campus Organization Advisorship (Institution-Wide)	15	3

- Whenever the faculty is assigned with multiple designations, the points for quasi assignment shall be given to the highest position.

- Academic activities with pay (honorarium, incentive) do not earn workload units, except research activities.

E. Contract of Service and Part-Time Faculty

Type	Workload	Conditions / Rates
Contract of Service (COS) faculty	Twenty-one (21) hours for 3–4 preparations; twenty-four (24–27) hours for 1–2 preparations; ten (10) hours for teaching-related activities; remaining hours of the 40 hours of duty are quasi-teaching assignments for extension and research works, QA works and committee works in the college.	Contracts of COS and part-time faculty expire at the end of every term (semester or summer). The college dean may recommend renewal only if: they have subject loads that cannot be taught by existing faculty; the COS faculty obtained at least a very satisfactory teaching performance as evaluated by the dean and/or campus director; and the COS faculty complied reasonably with school regulations and administrative requirements for attendance, punctuality and schedules of submission of grades/reports.
Part-time faculty	Maximum of nine (9) units (3 subjects, 3 units each); report only during their actual teaching assignment plus at least one (1) hour of consultation time with students in the campus.	Undergraduate: Php 250.00/hour for baccalaureate degree holders with PRC license or specialized training and/or at least TESDA NC II; Php 300.00/hour for master's degree holders, including bar passers and licensed physicians; Php 350.00/hour for holders of earned doctorate degree, including heads of offices with at least SG 26. These rates also apply to retirees. Graduate School part-time faculty who are not agency heads but meet the Graduate School's minimum requirements: P750.00/hour in master's programs; P850.00/hour in doctoral programs.

F. Teaching Overload

- In the exigency of the service, overload subjects shall be given to faculty members without administrative designation or assignment requiring the reduction of their teaching load.
- If necessary, as in specialized courses where no other faculty member is available, a faculty member with designation and reduced teaching load may carry overload, provided it does not exceed 9–12 contact hours per week or two subjects or its equivalent: With designation – 6; Without designation – 12.
- Overload pay for all Plantilla faculty, per the DBM formula, regardless of academic degree title: annual basic salary × 0.000781 = rate per hour.
- The computation in the graduate level applies only to special cases (e.g., SUC presidents, regional directors, vice presidents, deans and adjunct full-time faculty) who meet the faculty qualifications in the Graduate School Manual. For doctorate degree holders: annual basic salary × 0.0015 = rate per hour.
- Department heads, graduate school and undergraduate Plantilla faculty are entitled to one day off in lieu of their duties on Saturdays. Those who opt out of their day off are eligible for overload pay, computed for hours worked on Saturdays that exceed their regular full-time teaching load.
- The compensation rate for retired faculty and heads of offices teaching in the Graduate School is based on their last academic rank or plantilla position.

G. Faculty Responsibilities

The fourfold function of DEBESMSCAT includes instruction, research, extension and production, and faculty are encouraged to take part in all four areas:

- Instruction: prepare course syllabi based on the Bulletin of Information and CHED Memorandum Orders; facilitate active engagement; develop higher-order thinking skills; design innovative models of teaching; engage in consultation and academic advising; commit to developing competent graduates; and develop multi-cultural activities on literacy, political, environmental and values education.
- Research: participate in formulating the research agenda; generate research to enhance instruction; encourage students to do research; review published papers; participate in conferences; and publish in recognized publishers and refereed journals.
- Extension: conduct in-service training for teachers and educators; strengthen ties with educational institutions; implement multi-cultural activities; and participate in extension programs that help alleviate socio-economic conditions and preserve indigenous cultures.
- Production: develop and publish scholarly works; design multimedia courseware; produce materials for the performing arts; produce and commercialize technology and research-based products; and engage in income-generating projects.

 Consolidate the program's faculty Workload / ETL according to their academic ranks in the last 6 Academic terms.

Name of Faculty	First Semester /Trimester 1/SY 2026-2027						
	Instruction		Res	Extn	Prodn	Others	Total
	No. of Prep'n	No.of Hrs					
Princess Z. Balbuena (Instructor III)	3	18	Philippine Politics Polarization in the Age of Social Media: A Phenomenology	Project Kasaysayan		QA Area Leader	
Rodolfo B. Burac, Jr. (Associate Professor V)	3	9	Philippine Politics Polarization in the Age of Social Media: A Phenomenology	Project Kasaysayan			
Mary Ane-Joy P. Ferriol (Instructor I)	4	18	Philippine Politics Polarization in the Age of Social Media: A	Project Kasaysayan		QA Area Leader	

			Phenomenology				
Dennis C. Ramiso (Instructor II)	3	18	Philippine Politics Polarization in the Age of Social Media: A Phenomenology	Project Kasaysayan		QA Area Leader	
Maria Jessabelle P. Romano (Instructor I)	4	24	Philippine Politics Polarization in the Age of Social Media: A Phenomenology	Project Kasaysayan		QA Area Leader, NSTP Instruct-or	

Name of Faculty	First Semester /Trimester 1/SY___2024-2025_____						
	Instruction		Res	Extn	Prodn	Others	Total
	No. of Prep'n	No.of Hrs					
Princess Z. Balbuena (Instructor III)	4	24					
Rodolfo B. Burac, Jr. (Associate Professor V)							
Mary Ane-Joy P. Ferriol (Instructor I)	3	24					
Dennis C. Ramiso (Instructor II)	4	18					

Name of Faculty	First Semester /Trimester 1/SY___2023-2024_____						
	Instruction		Res	Extn	Prodn	Others	Total
	No. of Prep'n	No.of Hrs					
Princess Z. Balbuena (Instructor I)	5	21					
Rodolfo B. Burac, Jr. (Associate Professor V)	1	3					
Mary Ane-Joy P. Ferriol (Instructor I)	5	24					
Dennis C. Ramiso (Instructor I)	3	18					

Note: The instructors' programs presented are incomplete because the office keeping the records was unable to release them in time, and the other concerned personnel have no copies on file.

- Consolidate the Faculty –student ratio in the Program in the last 6 academic terms.
  - Lecture Courses

Name of Faculty	Academic Term	Faculty –Student Ratio

	(Semester, Trimester)			
		General Subjects	Professional Subjects	Specialization Subjects
Princess Z. Balbuena	1st Semester, 2026-2027			MC SSE 105 – 22 students MC FSSE 01- 34 students
Rodolfo B. Burac, Jr.				MC SSE 109- 27 students
Mary Ane-Joy P. Ferriol		GE 2- 34 students		MC SSE 106- 22 students MC SSE 112- 27 students MC ELEC 1- 27 students
Dennis C. Ramiso			Prof Ed 3- 22 students	MC FSSE 03- 22 students MC SSE 101- 34 students
Maria Jessabelle P. Romano				MC SSE 111- 27 students MC SSE 110- 27 students

Note: The instructors' programs presented are incomplete because the office keeping the records was unable to release them in time, and the other concerned personnel have no copies on file.

 Laboratory Courses

Faculty	Academic Term (Semester, Trimester)	Faculty –Student Ratio
NONE		

2. IMPLEMENTATION

 Describe the program's faculty system including the administrative and other quasi assignments with equivalent teaching –load (ETL) ,and its process of equitable and fair distribution of workload along the following;

- Adherence to the provisions of the approved policies/guidelines on Faculty Workload;
- Compatibility of specializations/experience on teaching assignments; and
- Substitution / remedial policies(whenever a faculty is on leave/on official business)

Faculty Workload System of the BSEd Social Studies Program

A. Faculty Workload System

Each faculty member's workload is set out in the College of Education Faculty Workload form for the semester. The form lists the faculty member's academic rank, degrees, consultation hours, subjects with course/year/section, units, lecture and laboratory hours, total contact hours, units/FTE, overload (O.L.) units, number of preparations, designation and other functions in research and extension, together with a weekly schedule. The schedule assigns time for classes, lesson preparation, checking and recording of tests and outputs, consultation hours and quasi-

teaching assignments (QA, research and extension). The workload is prepared by the Department Head (Dennis C. Ramiso), noted by the Dean (Raiza M. Padasas, EdDEL), approved by the Vice President for Academic Affairs (Elreen A. Delavin, EdDEL), and signed by the faculty member. The form reminds faculty to check that their schedules tally with students' C.E. forms, that changes of day, time or room are strictly prohibited without the approval of the Office of the VPAA, and to secure the master list of students enrolled in each subject.

B. Faculty Workload, Designations and Other Functions (First Semester, AY 2026–2027)

Faculty	Academic Rank	Designation	No. of Subjects	Units / FTE	O.L. Units	No. of Preps	Other Functions
Rodolfo B. Burac, Jr., PhD	Associate Professor V	Vice President (REICWKM)	3	9	6	—	Research: Philippine Politics Polarization in the Age of Social Media: A Phenomenology; Extension: Project Kasaysayan
Dennis C. Ramiso	Instructor 2	Department Head, Social Studies Program	6	18	6	3	Research (same study); Extension: Co-Project Leader (Project Kasaysayan); QA Area Leader
Princess Z. Balbuena	Instructor 3	None	6	18	0	3	Research (same study); Extension: Co-Project Leader (Project Kasaysayan); QA Area Leader
Mary Ane-Joy P. Ferriol	Instructor 1	Unit Head, SOLT	6	18	3	4	Research (same study); Extension: Project Kasaysayan; QA Area Leader
Maria Jessabelle P. Romano	Instructor 1	None	8	24	6	4	Research (same study); Extension: Project Member (Project Kasaysayan); NSTP Instructor

C. Adherence to the Approved Policy on Faculty Workload (Office Order No. 124, s. 2025)

Policy Provision	Program Practice (per workload forms)
Regular load of permanent faculty without designation: 18 units	Balbuena carries 18 units with no designation and no overload.
Actual teaching and deloading for designations: Vice Presidents 3 / 15; Department Heads 12 / 6	Burac (Vice President) has 9 units, of which 6 are recorded as O.L. units. Ramiso (Department Head) has 18 units, of which 6 are recorded as O.L. units.
Overload: With designation – 6; Without designation – 12	O.L. units recorded: Burac 6, Ramiso 6, Ferriol 3, Romano 6, Balbuena 0. None exceeds the stated figures.
Lecture classes: 18 hours for three (3) preparations; additional subject preparation in the exigency of the service	Ramiso and Balbuena have 3 preparations; Ferriol and Romano have 4.
40-hour week with teaching-related activities and quasi-teaching	Weekly schedules include lesson preparation, checking and recording of outputs, consultation hours and quasi-teaching assignments for QA, research and extension.

D. Compatibility of Specialization and Experience with Teaching Assignments

Faculty	Degrees (per workload form)	Subjects Handled
Burac	AB Political Science; MAEd in Educational Management; PhD in Educational Management	Research 1 (BPED 3); MC SSE 109 Comparative Government and Politics (BSED Soc Stud 3); GE 9 The Life and Works of Rizal (BSED English 2)
Ramiso	AB Political Science / BSED History; MAED; EdDEL	MC FSSE 03 Places and Landscape in a Changing World; MC SSE 101 Geography 1 (Human Geography); Prof Ed 3 The Teaching Profession (BSED Soc Stud 2, BSED Math 2A, 2B, BPED 2)
Balbuena	BSED Social Studies; Master of Arts in Education (Social Studies)	MC FSSE 01 Foundation of Social Studies; MC SSE 105 Socio-Cultural Anthropology; GE 2 Readings in Philippine History (BSED Filipino 1A, English 1A, English 1B, BTLED 1A)
Ferriol	BSED Social Studies; Master of Arts in Education (Social Studies)	MC SSE 106 Macro Economics; MC SSE 112 Teaching Approaches in Secondary Social Studies; MC Elec 1 Social Networking for Social Integration; GE 2 Readings in Philippine History (BSED Soc Stud 1, Math 1A, Sci 1A)
Romano	BSED Social Studies; Master of Arts in Education (Social Studies)	MC SSE 111 Geography 3; MC SSE 110 Comparative Economic Planning; MC SSC 101 Teaching Social Studies in Intermediate Grade (BEED 2); GE 2 Readings in Philippine History (BTLED 1B, BEED 1A, 1B, BSCS 1A, 1B)

All five faculty hold degrees in Social Studies, history, political science or education, and their major, professional education and GE subjects fall within these fields.

E. Substitution / Remedial Policies

The workload forms state that any change of day, time or room must have the approval of the Office of the VPAA.

- ☐ Describe other issues/concerns on Faculty Workload System and its implementation (if any).
  - None

3. OUTCOMES

- ☑ Illustrate the congruence of faculty loading with compliance of faculty to all academic policies such as timely submission of required academic reports.
  - The faculty of the program consistently submitted the required academic reports on time despite their assigned teaching loads. In the First Semester of AY 2026–2027, faculty carried 9 to 24 units, including overload units. Some also held administrative designations, such as Vice President, Department Head and Unit Head, along with research, extension and QA assignments. Even so, they met the deadlines for submitting syllabi, grade sheets, class records, IPCR targets and accomplishment reports, as shown in the submission records of the Department Head, Dean and Registrar. This shows that the program's faculty loading is congruent with faculty compliance with academic policies. Workloads are distributed and the weekly schedule sets aside time for lesson preparation, checking and recording of outputs, and consultation, which helps faculty meet both their teaching duties and their reporting requirements.
- ☑ Cite all activities to show that faculty are effective and efficient as a result of effective faculty loading.
  - Here are the activities that show the program's faculty are effective and efficient under their current loading.

1. **Performance ratings (SPMS, January–June 2026).** The faculty's average rating is **4.121 (Very Satisfactory)**. Romano is rated **Outstanding (4.85)**, while Balbuena, Burac and Ferriol are Very Satisfactory, and all five are Satisfactory or higher.
2. **Research.** All five faculty are working on the same research study, *"Philippine Politics Polarization in the Age of Social Media: A Phenomenology,"* alongside their teaching loads.
3. **Extension.** All five take part in **Project Kasaysayan**. Ramiso and Balbuena are Co-Project Leaders, and Romano, Ferriol and Burac are Project Members.
4. **Quality assurance.** Ramiso, Balbuena and Ferriol serve as **QA Area Leaders**, which supports the program's accreditation.
5. **Administrative and other assignments.** Burac serves as Vice President, Ramiso as Department Head of the Social Studies Program, Ferriol as Unit Head of SOLT, and Romano as NSTP Instructor. All of them do this while keeping their teaching loads.
6. **Structured weekly schedules.** Each workload form sets aside time for lesson preparation, checking and recording of outputs, consultation hours, and quasi-teaching work in QA, research and extension. This shows the load is organized so faculty can work efficiently.
7. **Timely submission of academic reports:** syllabi, grade sheets, IPCR and accomplishment reports
8. **Faculty professional growth:** completed graduate degrees (for example, the master's degree Ferriol now holds), trainings and seminars attended
9. **Student outcomes:** LET passing rates, student evaluation of faculty, and student awards or research outputs
10. **Faculty awards or recognition**, including those under the College's PRAISE program

4. BEST PRACTICES

- ☐ Cite as many best practices as you can on Parameter C such as effective and efficient faculty loading.
  - None

PARAMETER D – RANK AND TENURE

1. SYSTEM – INPUTS AND PROCESSES

- Present the BOR/BOT/CSC Approved Policies/Guidelines on

  a. Merit Selection & Promotion Plan for Faculty (MSPP)
  b. Strategic Performance Management System (SPMS) for Faculty.

- ☐ Present copy of the Institution's recent NBC 461 – CCE Print Out
- ☐ Present copy of the Institution's recent NBC 461 – QCE Results
- Present copy of approved Supplemental Plantilla for the implementation of NBC 461
- ☑ Present copy of RA 8291 – GSIS Retirement Law

2. IMPLEMENTATION

- ☑ Describe the Institution's process of promotion, separation and retirement.
  - P**rocess of Promotion, Separation and Retirement of Faculty**

A. Promotion

CSC Res. No. 962268, s. 1996 granted DEBESMSCAT the authority to appoint and issue appointments without the attestation of the CSC. Instead, the HRMO prepares and submits to the CSC Field Office the Report on Appointments Issued (RAI) within the first 15 days of the coming month. Every year, the CSC Field Office audits DEBESMSCAT on its compliance with the

provisions of the accreditation. Appointments may be original, initial, renewal, promotion, transfer, demotion, reinstatement or re-employment.

Promotion is a movement from one rank to a higher faculty rank or sub-rank on the basis of the minimum requirements: education, training, and a Very Satisfactory rating during the last two (2) rating periods. It carries an increase in duties and responsibilities as authorized by law and is usually accompanied by an increase in pay. The movement may be from one organizational unit to another in the same department or agency.

Promotion of faculty members is based on the implementing guidelines of National Budget Circular No. 461 (NBC 461), as follows:

- All faculty members and heads/administrators of public higher education institutions, including SUCs, CHED-supervised HEIs and TESDA Technical Education Institutions, are evaluated in accordance with the revised and updated Common Criteria for Evaluation (CCE) and the Modified Point Allocation (MPA).
- All claims for CCE points must be supported by appropriate and pertinent primary documents. Secondary documents are not accepted except where the primary documents have been lost or damaged through force majeure.
- The Personal Data Sheet (PDS) accomplished and submitted for evaluation must be subscribed and sworn to.
- Mechanics of implementation (1.14): the HEI reproduces the Personal Data Sheet, and the faculty member accomplishes the PDS form and attaches all supporting documents.

Related personnel movements defined in the Manual include transfer, detail, re-employment, reinstatement, secondment, renewal, reappointment and reclassification/upgrading.

B. Separation

The Manual recognizes these modes of separation from the service: reduction in force, reorganization, voluntary resignation, early retirement, and disciplinary action such as dropping from the rolls, among others. A person previously appointed permanently but separated through any of these may be re-employed, which presupposes a gap in the service. A person separated from a career service position without delinquency or misconduct, or exonerated of administrative charges, may be reinstated.

Separation benefits. Separation benefits under the GSIS IRR (Section 21) are either of the following:

- For members separated from service with at least 3 years but less than 15 years of service: a cash payment equivalent to 100% of the member's average monthly compensation (AMC) for each year of creditable service, but not less than P12,000.00, payable upon reaching age 60, or upon separation if already 60 at the time of separation.
- For members who resign or separate after at least 15 years of service and are below 60 years of age: a cash payment equivalent to eighteen (18) times the basic monthly pension (BMP), payable at the time of resignation or separation, plus an old-age pension equal to the BMP, payable monthly for life upon reaching age 60.

C. Retirement

Those who leave the government service because they have reached retirement age or have served the required number of years receive benefits in recognition of their service.

- Compulsory retirement is at age 65, if the employee has served in the government for at least 15 years. Other retirement options are available to those who were in the service before June 1, 1977.
- RA 8291 and PD 1146 provide for retirement at age 60 or older after 15 years of service.
- RA 1616 provides for retirement after 20 years of service, regardless of age, the last three (3) years of which are continuous. Its benefits are a gratuity (one and a half months' salary for every year from the first 20 up to 30 years, and two months' salary for every year over 30 years, based on the highest salary received) and a refund of personal contributions with interest and the corresponding government contribution without interest.

- RA 660 provides retirement for those who meet the "Magic 87" criterion, where length of service plus age at retirement totals at least 87.

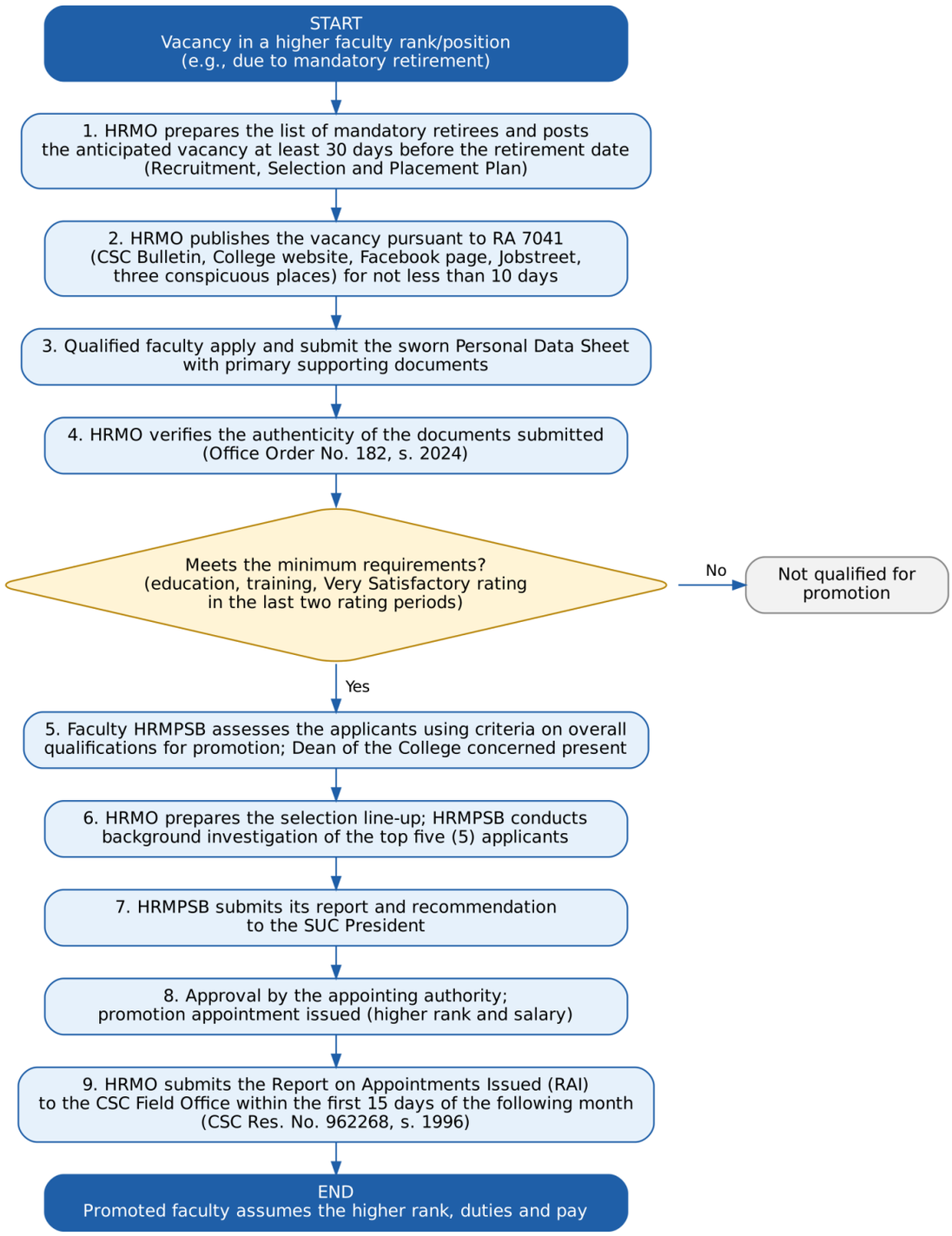
Retirement benefit options. Under RA 8291, a retiree has two options:

- Five-year lump sum (60 × BMP), plus the basic monthly pension for life starting at the end of the five-year guaranteed period; or
- Cash payment (18 × BMP), plus the basic monthly pension for life starting immediately upon retirement.

Under the former law (PD 1146), the retiree may choose a basic monthly pension or a lump sum of the basic monthly pension for five (5) years with a discount rate of 6%, or a cash payment equal to 100% of the average monthly compensation for every year of service.

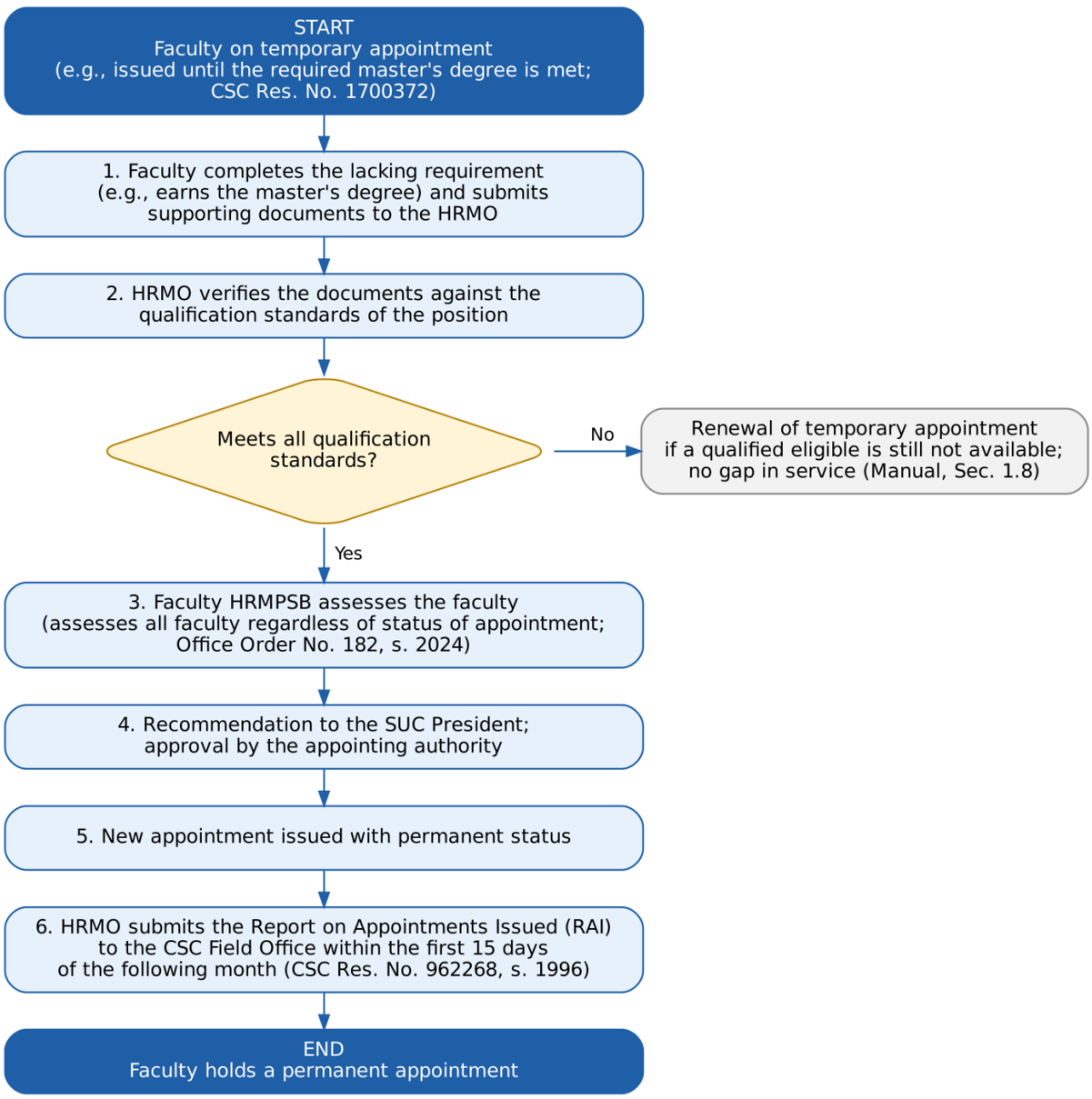
Eligibility and processing. Under the GSIS IRR (20.1), a member is eligible for retirement if he or she has rendered at least fifteen (15) years of service, is at least sixty (60) years of age, and is not receiving a monthly pension from permanent total disability. A change of option between the 18-month cash payment and the 5-year lump sum is not allowed (20.4), and conversion from RA 8291 to other retirement laws administered by the GSIS, or vice versa, is not allowed (20.3). The GSIS pays retirement benefits on the employee's last day of service, provided all requirements are submitted to the GSIS within a reasonable period before the effective date of retirement (60.1).

Describe in flow chart form the Institution’s promotion through vacancy (in rank and salary) and change of status procedures.



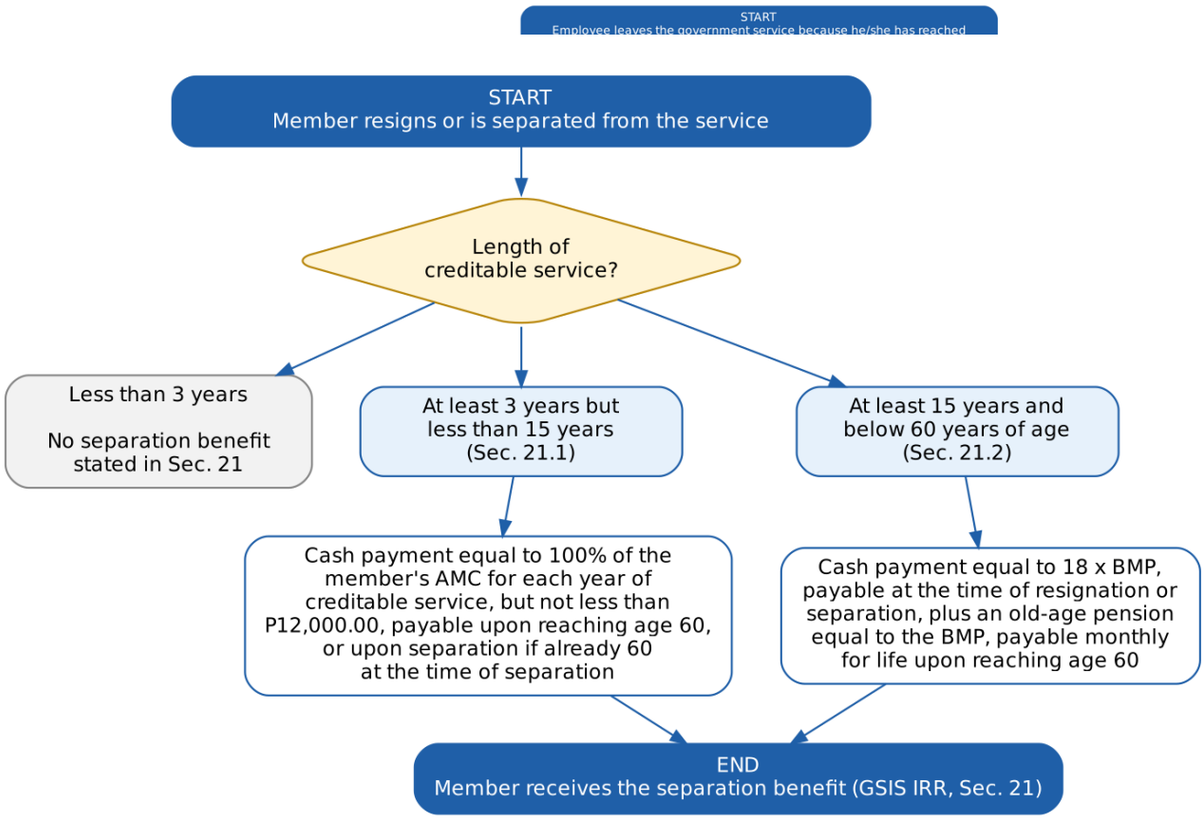
- Flowchart 1. Promotion Through Vacancy (Rank and Salary)

Flowchart 2. Change of Status (Temporary to Permanent)

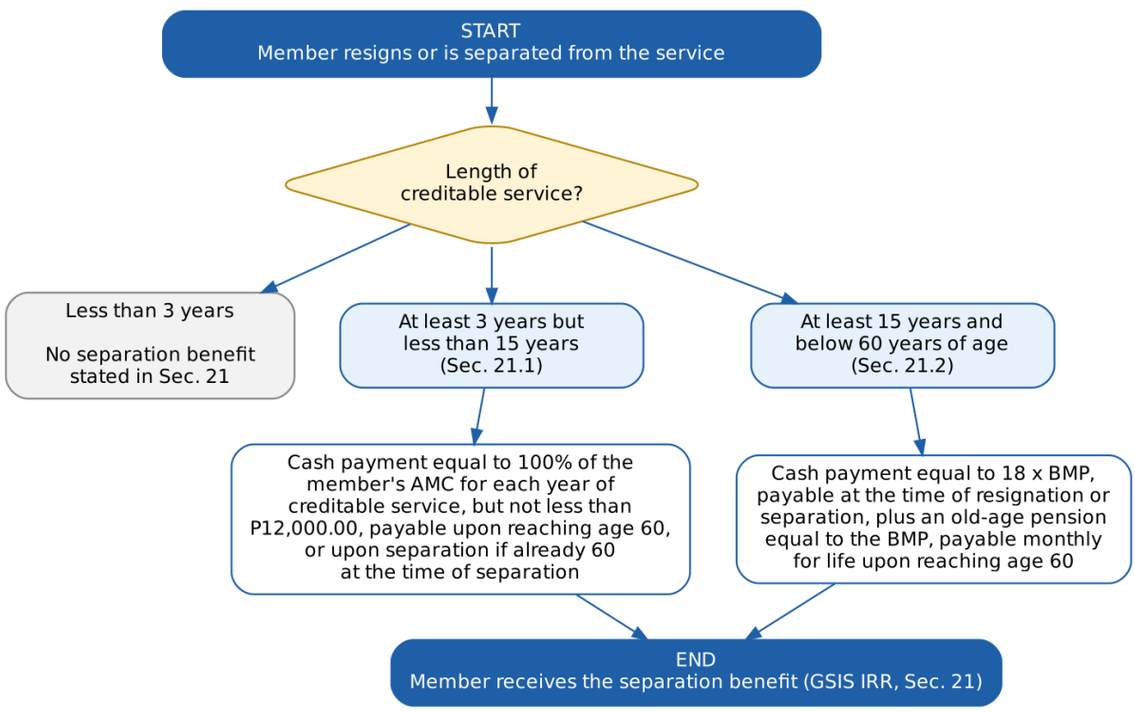


- Describe in flow chart form the Institution’s resignation and retirement process;

- Flowchart 1. Retirement Process

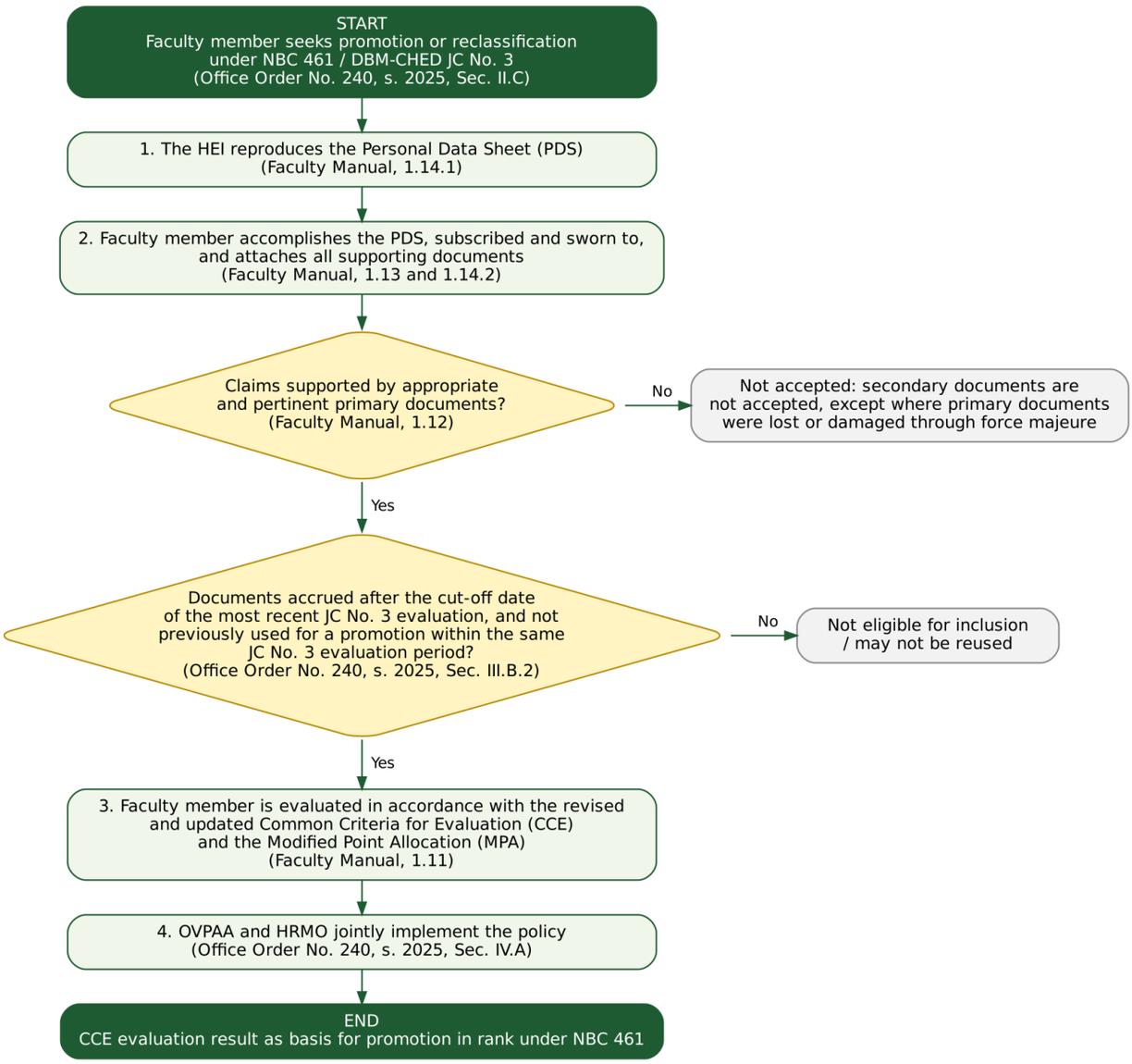


Flowchart 2. Resignation / Separation



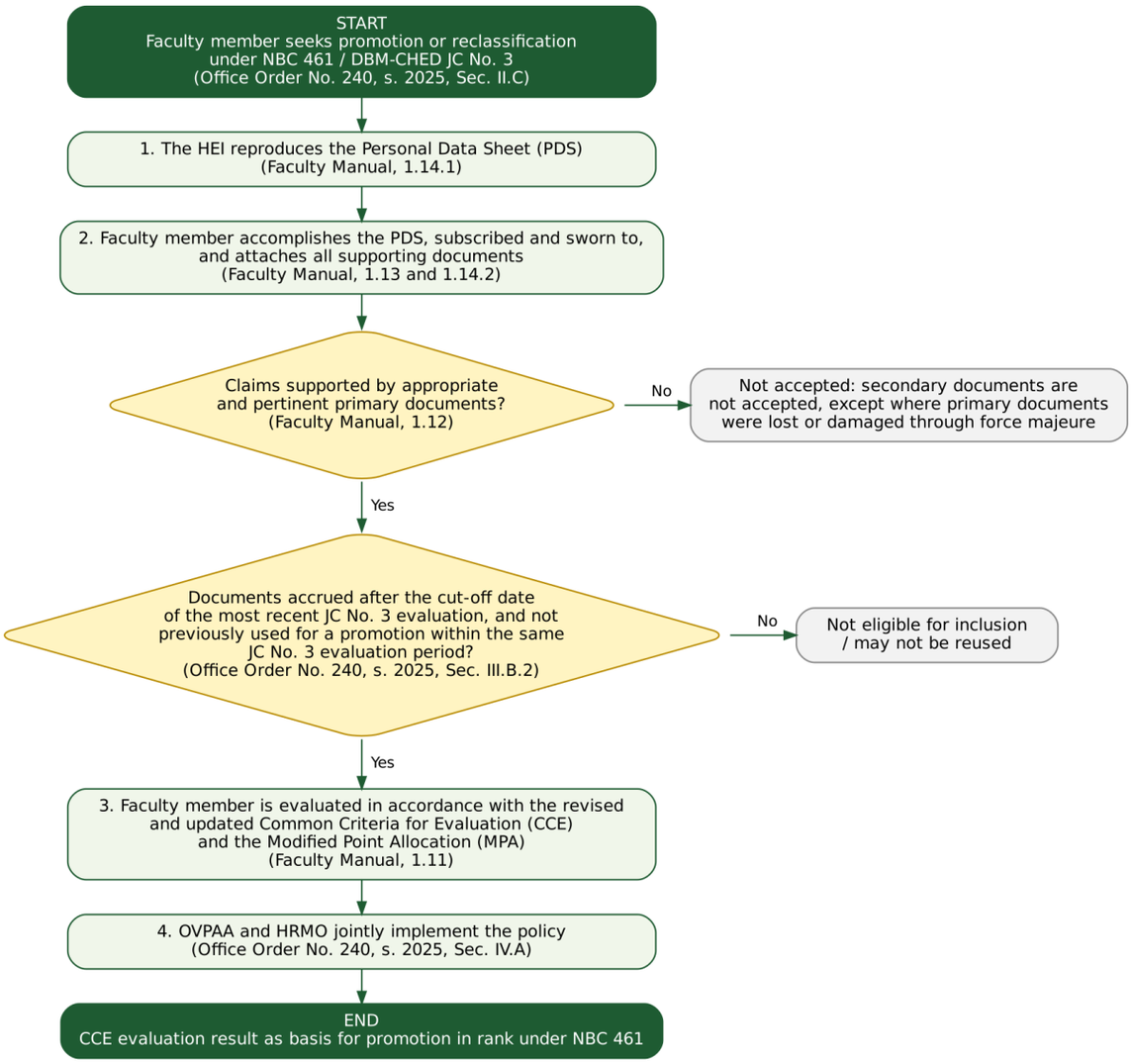
- Describe in flow chart form the Institution's process of processing the NBC 461 – CCE (Common Criteria for Evaluation) as a criteria for promotion in the rank.

- Flowchart 1. Processing of NBC 461 – Common Criteria for Evaluation (CCE)



- Describe in flow chart form the Institution's process of processing the NBC 461 – QCE (Qualitative Contribution for Evaluation) as a twin criteria for promotion in rank.

Flowchart 2. Processing of NBC 461 – Qualitative Contribution Evaluation (QCE)



- Describe the implementation of Presidential Discretion (PD) per NC 461 (*if applicable*).

  None

- Present the College and/or Program Retirement Plan.
  None

3. OUTCOMES

- Describe/Show evidence of satisfaction in rank and employment status.
  - Faculty members are generally satisfied with their academic rank and employment status. Ranking and promotion follow NBC No. 461 and the institution's Merit Selection and Promotion Plan, so evaluation is fair, transparent and based on qualifications, performance, research and extension work. Most faculty hold permanent positions, which gives them security of tenure, and qualified temporary and part-time faculty can move to permanent status when plantilla items open. Regular reclassification lets faculty move up in rank as they finish graduate degrees and earn credentials.

4. BEST PRACTICES

- ☐ Cite as many practices as you can on Parameter D (Rank and Tenure)
- ☐ None

PARAMETER E – FACULTY DEVELOPMENT

1. SYSTEM – INPUTS AND PROCESSES

- ☑ Present the BOR/BOT Approved Guidelines on Faculty Development Program.
- ☐ Present the Institutions' approved PRE (Programs Responsibility Expenditures) where the allocated budget for Faculty Development is listed and included.

2. IMPLEMENTATION

- ☑ Present in outline form the Faculty Development Program/Plan specific to the Program (including degree program to be pursued, schedule/year, funding source, etc.; seminars, training etc.)

☑ Towards a Higher Degree (Doctoral/Master's)

Name of Faculty	Degree Program To be Pursued	Schedule/Year (Inclusive)	School to Enrol in	Funding Source
Princess Z. Balbuena	PhD Social Studies	2nd Sem 2026-2027	Cebu Normal University	FDP fund
Rodolfo B. Burac, Jr.	PhD in Educational Leadership and Management	About to graduate December 2026	Philippine Normal University	FDP Fund
Romano, Maria Jessabelle P.	PhD Social Studies	1st Sem 2027-2028	Cebu Normal University	FDP fund

☐ Towards Capability Building/skills and Competencies Upgrading

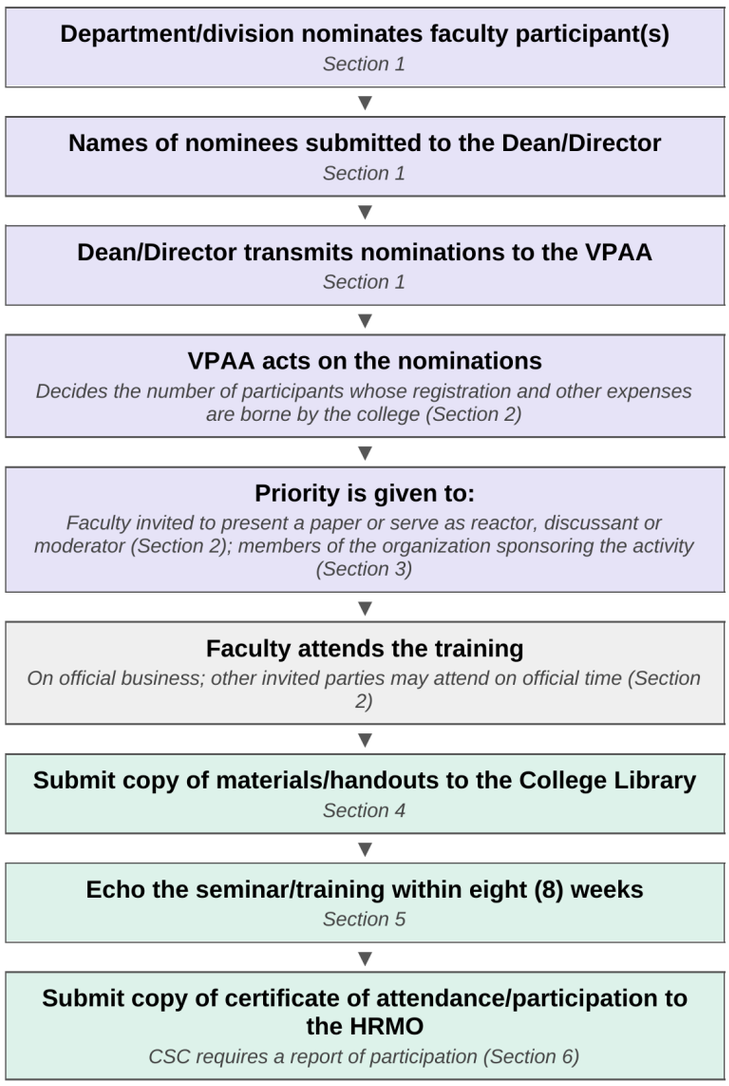
Faculty	Field of Discipline	Schedule/Academic Term	Funding Source
NONE			

☑ Seminar/Workshops/Training relevant to the Program attended by the Faculty

Seminar/Training	Inclusive Dates	Venue	Sponsoring Agency	Faculty - Participant
A. International 1. 2.				
B. National 1.Massive Open Distance eLearning Course on Basics of Resilence	June 16-July 11, 2025	Online	UPOU	Maria Jessabelle P. Romano

2.Women Leaders in Tech: Breaking Barriers & Shaping the Future	June 15, 2025	Online	BrightTALK	Maria Jessabelle P. Romano
3. MODEL on Gender Sensitivity Training	August 15-September 12, 2025	Online	UPOU	Maria Jessabelle P. Romano
4.MODEL on Hazard and Risk Assessment Fundamentals	January 26-February 20, 2026	Online	UPOU	Maria Jessabelle P. Romano
5.MODEL on Introduction to Technology for Teaching and learning	July 1-31, 2026	Online	UPOU	Maria Jessabelle P. Romano
C. Regional 1. 2.				
D. Local/Institutional 1. 2.				

- Describe in flow chart form the measures adopted in sending faculty of the program to attend training programs.



- Faculty's affiliation in professional/scientific organizations and honor societies relevant to the Program.

Faculty	Organization/Honor Society	Position
1.NONE		
2.		
3.		
4.		
5.		

3. OUTCOMES

- Describe/Show evidences of satisfaction in rank and employment status.
    - Faculty members are generally satisfied with their academic rank and employment status. Ranking and promotion follow NBC No. 461 and the institution's Merit Selection and Promotion Plan, so evaluation is fair, transparent and based on qualifications, performance, research and extension work. Most faculty hold permanent positions, which gives them security of tenure, and qualified temporary and part-time faculty can move to permanent status when plantilla items open. Regular reclassification lets faculty move up in rank as they finish graduate degrees and earn credentials.

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter E (Faculty Development)
    - None

PARAMETER F – PROFESSIONAL PERFORMANCE AND SCHOLARLY WORKS

1. SYSTEM – INPUTS AND PROCESSES

- Present relevant Institutional policies on performance and scholarly works.

2. IMPLEMENTATION

- Consolidate the resources used and/or prepared by faculty to enhance teaching-learning process.

Name of Faculty	Subject	ICT Resources Utilized	Instructional material used	Relevant Research Findings Adopted
1.Princess Z. Balbuena	MC TTL 2	Digital apps and tools, software applications	Digital & Interactive Tools and Power point presentation	Classroom Engagement & Performance Research (blended instruction)
2.				
3.				
4.				

- Consolidate the faculty involvement as Consultant, Resource Person or Lecturer in field of specialization and other disciplines.

Name of Faculty	Nature of Involvement	Sponsoring/Concerned Agency	Name of Activity
1. Princess Z. Balbuena	Resource Speaker	DEBESMSCAT GAD Services Unit	Gender Sensitivity Training cum Gender Equity, Disability, and Social Inclusion for First-year Students along "Understanding SOGIESC" & " Gender Fair Language"
2.Princess Z. Balbuena	Resource Speaker	DEBESMSCAT GAD Services Unit	GST cum Lecture/Seminar on RA 11313, RA 8972, and RA 10754
3.			

- Consolidate published works/paper presented by faculty relevant to the Program within the last 3-5 years.

    - Published works

Faculty	Title of Article	Journal	ISSN	Volume	Issue No.	Date Published	Publisher	Extent of Circulation
1. Alvin M. Mahawan (Affiliate)	Gender Mainstreaming in ICT Education: Exploring Teachers' Competence in selected Academic Institutions in Masbate, Philippines	Pakistan Journal of Life and Social Sciences	1727-4915		2221-7630	January 27, 2025	Elite Scientific Forum	delayed open-access
2.								
3.								

    - Papers presented relevant to the program within the last 3-5 years.

Name of Faculty	Title of Paper	Convention/Conference/Seminars/ Workshops/Symposium, etc.	Place and Date
1. Princess Z. Balbuena	Lived Experiences of Grade 7 Araling Panlipunan Teachers in Writing Critical Thinking Summative Assessments	IRODEO Conference 2026	April 13-15, 2026 at Masbate City, Philippines
2.			
3.			

    - Papers presented in other fields of interest/discipline.

Name of Faculty	Title of Paper	Convention/Conference/Seminars/ Workshops/Symposium, etc.	Place and Date
1.Ramir G. Pacheco (Affiliate)	Mathematical Model of Distractor Non-uniformity in Multiple Choice Items	2nd IRODEO 2025 Conference	June 16-18, 2025, Masbate City, Philippines
2.			
3.			

    - Outreach activities of faculty relevant to the Program.

Title/Nature of Outreach Activity	Place and Date	No. of Clientele Served	Faculty Involved
1.None			
2.			
3.			

3. OUTCOMES

 Describe/Show evidence that the scholarly works of faculty earned commendable citation.

- Faculty of the program, including affiliated faculty, have presented research at international conferences and published in refereed journals and proceedings. Other researchers have cited these works, as shown in Google Scholar and similar citation records, which shows the quality and relevance of the faculty's research. The college supports this by giving faculty presenters priority for conference attendance, with their expenses paid by the college

4. BEST PRACTICES

 Cite as many best practices as you can on Parameter F (Professional Performance and Scholarly Works)

- Research incentives

PARAMETER G – SALARIES, FRINGE BENEFITS AND INCENTIVES

1 SYTEM – INPUTS AND PROCESSES

 Present relevant national and institutional policies on salaries; compensation and grants of benefits.

 Present the Institution's CSC-approved PRAISE (Program on Rewards and Incentives for Service Excellence) Guidelines including the Institution's Guidelines on the Grant of Performance Based Bonus (PBB).

 Only the Institution's CSC-approved PRAISE (Program on Rewards and Incentives for Service Excellence) Guidelines presented

 Enumerate the Institution's grant of Leave benefits

- Sick Leave
- Maternity Leave
- Study Leave
- Vacation Leave
- Wellness Leave

2. IMPLEMENTATION

 Describe the system of compensating and rewarding the faculty, with specific description of the following:

- Basis of the faculty salary rates (Salary Standardization Law);

- Other benefits (PERA-Personnel Economic & Relief Allowance; bonuses, etc.);
- Mode of overload teaching compensation.

The System of Compensating and Rewarding the Faculty

Introduction

Under the DEBESMSCAT Faculty Procedures and Policies Manual, faculty are paid according to their academic rank and the salary grade attached to it. They also receive government-mandated benefits, leave privileges, institutional incentives and awards. Overload teaching is paid through overload pay or honoraria, or credited as service credits, within set limits. The sections below follow the manual's own provisions, with page numbers as printed in the manual.

1. Basis of the faculty salary rates

Salary follows academic rank. Section 8, Salary Scale and Pay Periods, states that faculty members receive salaries corresponding to their duly authorized academic ranks. Salaries of newly hired faculty are paid upon approval of the appointment and submission of proof of service (CS Form 48). New faculty open an ATM account at the Land Bank of the Philippines, Masbate Branch, for payroll.

Legal framework. The charter provisions reproduced in the manual authorize the Board of Trustees to appoint faculty and fix their compensation "subject to the Revised Compensation and Position Classification System." Hiring and promotion follow National Budget Circular (NBC) No. 461. The manual also refers to implementing the National Compensation Circular.

Rank, salary grade and points. Under NBC 461, a faculty member's rank is set by Common Criteria for Evaluation (CCE) points. Each rank and sub-rank carries a fixed salary grade. Modified Point Allocation:

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

The manual prints Assistant Professor IV as "115-12"; it is read here as 115–123, which fills the gap to the next rank.

Salary increases. Under Faculty Rights, faculty have the right to a periodic review of salary with annual or merit increase. Increments must be based on fair and equal treatment, considering rank, experience and a clearly presented performance evaluation. A faculty member denied a merit raise may ask for the reasons and for a review by higher authority.

Note on the Salary Standardization Law. The manual does not name the Salary Standardization Law (RA 6758 or its later versions). The phrase "salary standardization" appears only once, as an occasion for reappointment. The salary grades above are the national salary schedule that the SSL sets, but the manual itself cites only the Revised Compensation and Position Classification System and NBC 461.

2. Other benefits

PERA and bonuses. The manual does not mention the Personnel Economic Relief Allowance (PERA), 13th-month pay, mid-year or year-end bonus, cash gift, RATA or clothing allowance. "Bonuses" appear only in the reproduced text of RA 6713, as one possible form of reward for outstanding public officials and employees. The benefits the manual does provide are listed below.

Leave benefits. In general, government employees are entitled to 15 days' vacation and 15 days sick leave with full pay. The manual adds that faculty members of the College are covered by the special leave law. Under Teacher's Leave, faculty without administrative functions receive proportional vacation with pay of 70 days in summer and 14 days at Christmas instead of the usual leave credits. Faculty with administrative designations of at least one year earn vacation and sick leave credits. The manual also provides mandatory, terminal, maternity, paternity and study leave.

Sabbatical leave (HRD guidelines). Granted with full pay for one year, not exceeding 18 months, upon Board of Trustees approval. The faculty member keeps salary adjustments, other fringe benefits and any housing privilege.

Retirement. Compulsory retirement is at age 65 with at least 15 years of service. Options are RA 8291, PD 1146, RA 1616 (gratuity of 1½ months' salary per year for 20–30 years of service, 2 months for over 30) and RA 660 (the "Magic 87" rule).

GSIS. Membership is compulsory, with monthly contributions of 12% from the employee and 9% from the employer. Benefits include separation, unemployment, retirement, disability, survivorship, funeral and life insurance, plus loans.

Pag-IBIG Fund. Mandatory under RA 7742. The personal share is 1.25% of the salary base and the government pays an equal employer share. Members get housing, appliance and multi-purpose loans, the Total Accumulated Value on termination, and death dividends.

PhilHealth and State Insurance Fund. All government employees and their dependents are covered for hospitalization, surgical and medical care. The employer contributes 1% of monthly salary, up to ₱30, to the State Insurance Fund.

Study grants and assistance. Scholars receive free tuition and fees, a ₱10,000 monthly stipend, a ₱3,000 book allowance per semester, ₱20,000 thesis or dissertation assistance, and a round-trip economy ticket. Faculty who pass the comprehensive exam may take study leave with full salary for one year.

Incentives. Under Release of Incentives, faculty are entitled to:

1. Loyalty incentive: Bronze at 10–15 years, Silver at 20–25 years, Gold at 30, 35 and 40 years
2. Length of service incentive
3. Productivity incentive
4. Career and self-development incentive
5. Other incentives, such as for research published in a refereed journal

PRAISE and awards. The Program on Awards and Incentives for Service Excellence (PRAISE) rewards suggestions, inventions, superior accomplishments and exemplary behavior. It favors non-monetary awards. Monetary awards are given only when the contribution produces savings, and may not exceed 20% of those savings. At least 5% of HRD funds go to PRAISE. Other awards are the Outstanding Public Official/Employee (Dangal ng Bayan) award at the college level and a Service Award for retirees.

3. Mode of overload teaching compensation

Overload is any teaching load beyond the normal full load. That load is 18 units of actual teaching contact hours, or 15 units plus 3 units of co- or extra-curricular load. One contact hour per week equals one unit, and a graduate class hour counts as 1.25 units.

Rules on overload pay:

- All workload, overload and overtime pay must be recorded.
- Overtime pay in the form of honoraria may be given for courses held outside regular official time or on Saturdays.
- Workload among department faculty should be equalized as far as practicable; otherwise no overload pay will be authorized.
- A maximum of 6 ETL of overload is allowed and paid per semester for each faculty member.
- Submitted workloads are reviewed, evaluated and confirmed by the Office of the Vice President for Academic Affairs.
- Non-academic personnel qualified to teach outside their official time, and visiting or affiliate professors, are paid by the hour under existing policies.

Overload pay or service credits:

- Faculty doing research, extension and production work during summer and December get overload pay and/or service credits.
- Faculty on vacation and sick leave status who teach in summer are compensated.
- Faculty on teacher's leave status with overload units in instruction are paid an honorarium and/or granted service credits.
- Service credits must be applied for before the activity.
- Payment of overload or granting of service credits is reviewed by the Office of the VPAA and approved by the College President.
- Payment of overload depends on available funds and follows accounting and auditing rules.

The manual does not set a peso rate or formula for overload pay. It refers only to existing policies and guidelines.

☐ Fringe benefits granted to the faculty in the last 3-5 years.

☐ **NONE**

Fringe Benefit/s	CY_____	CY_____	CY_____	CY_____	CY_____
	Amount Granted	Amount Granted	Amount Granted	Amount Granted	Amount Granted
1.					
2.					
3.					
Total Amount Granted					

☐ Description of the Academic Unit's incentive system for faculty with outstanding performance/achievements.

DEBESMSCAT rewards outstanding faculty through its Program on Awards and Incentives for Service Excellence (PRAISE). The Board of Trustees approved it through BOT Resolution No. 18-57 (86th Regular Meeting, December 17, 2018). The resolution also approved a Personnel Capability Enhancement Incentive, funded from the College's income and subject to review after one year. The Civil Service Commission Regional Office V approved the PRAISE on June 21, 2019. The CSC commended it for including the requirements of CSC MC No. 1, s. 2001 and the PRIME-HRM Maturity Level II indicators.

Note that PRAISE covers all career and non-career employees of the College, not only one academic unit. Faculty have their own award categories and their own selection committee within it. Page numbers below are the PRAISE document's own.

Basic policies

- Awards and incentives are based on performance, innovative ideas and exemplary behavior. Recognition should be timely, including on-the-spot recognition, not only at awarding ceremonies.
- Rewards can be monetary or non-monetary, with non-monetary awards encouraged. A cash award tied to savings may not exceed 20% of the savings generated.
- PRAISE follows the Equal Opportunity Principle. Every employee is considered regardless of religion, sex, sexual orientation and gender identity, civil status, disability, political affiliation or ethnicity.
- A CSC-approved PRAISE is the basis for granting the Productivity Incentive Bonus (PIB) and other awards and incentives.

Awards for outstanding performance and achievement

The College nominates employees for the Presidential or Lingkod Bayan Award, the Outstanding Public Official/Employee (Dangal ng Bayan) Award, the CSC PAGASA Award for teams, and awards from other agencies and organizations.

How outstanding faculty are rated

- **Service Excellence Award:** IPCR target achieved 50%, promptness and punctuality 20%, initiative 10%, attendance 10%, integrity 10%. Initiative and integrity are rated by the supervisor (50%), peers (25%) and clients (25%).
- **Best Employee Award, both faculty categories (100 points):**
    - **Performance rating, 35 points:** 5.0 earns 35 and 1.0 earns 7.
    - **Outstanding accomplishments and awards, 20 points:** 10 for accomplishment and up to 10 for awards. International awards earn 10, national 7, regional 5, provincial or local 3.
    - **Behavioral performance, 15 points:** punctuality, honesty, commitment to public service, simple living, reliability and industry.
    - **Years of service, 15 points:** 1–5 years earns 3, and 21 years or more earns 15.
    - **Professionalism, 15 points:** decorum, observance of office rules, and efficiency and effectiveness.
- **Exemplary Behavior Award:** IPCR performance 40%, impact of behavior 30%, risk or temptation inherent in the work 20%, obscurity of the position 10%.
- **Best Faculty Researcher and Best Research Unit:** ten criteria at 10% each.
    - Research conducted, completed, presented and published. Presentations score regional 4, national 6, international 8, foreign 10.
    - Citations and inventions. Patents score 7, utility models 5, industrial designs 3.
    - Research commercialized or adopted by the community, instructional materials developed, and externally funded research.

    - Each claim needs supporting documents, such as Dean's certifications, the journal copy or a patent certificate.
- **Extension award:** active partnerships with signed MOAs, trainees weighted by training length (×1.00 for 1 day up to ×2.00 for 4 days or more), adopters, extension programs, viable demonstration projects, and beneficiary satisfaction ratings.

Regular incentives.

1. **Loyalty Incentive.** For at least 10 years of continuous, satisfactory service: ₱1,000 per year for the first 10 years, then ₱1,000 per year of service every 5 years after. It comes with a loyalty pin: Bronze at 10 and 15 years, Silver at 20 and 25, Gold at 30, 35 and 40.
2. **Length of Service Incentive.** For at least 3 years of continuous satisfactory service in the same position. It is built into salary adjustments under Joint CSC-DBM Circular No. 1, s. 1990.
3. **Career and Self-Development Incentive.** A plaque for completing a course or degree at one's own expense, given at the Charter Anniversary.
4. **Capability Enhancement Assistance/Incentive.** For at least 1 year of continuous satisfactory service: up to ₱25,000 for plantilla personnel and up to ₱5,000 for job order or contract of service workers.
5. **Other incentives** the PRAISE Committee may recommend for special achievements, innovative approaches to assignments, exemplary service to the public, or outside recognition.

The yearly amounts are set by the PRAISE Committee based on the College's available savings and subject to accounting and auditing rules.

Other forms of reward: compensatory time-off, flexi-place, personal growth opportunities (conferences, books, Lakbay-Aral), trophies, plaques and certificates, monetary awards, and travel packages.

Selection and administration.

- **PRAISE Committee for teaching personnel:**
    - Chair: the College President or an authorized representative.
    - Members: the VPAA, the Institute Director (only when the nominee is from that Institute), the HRMO, and two Faculty Association representatives serving two years.
- **Committee duties:** it sets the rules, decides the awards, proposes the budget, and settles issues within 15 days. It submits the annual PRAISE report to the CSC by January 30 so employees can qualify for CSC-sponsored national awards. The HRMO serves as Secretariat.
- **Nomination rules:**
    - The President's Office calls for nominations. Employees of any status and clients may nominate, using the prescribed form.
    - No self-nomination. A nominee can be nominated only once a year, for one category, must consent, and must have finished probation.
    - Late or incomplete nominations, or ones without letters of support, are not considered.
    - The committee may decide not to give an award in any category.
- **Funding:** at least 5% of HRD funds go to PRAISE, included in the Annual Work and Financial Plan.

3. OUTCOMES

 Describe/ show evidence of satisfaction on salaries, rewards and benefits.

- Office orders for Praise

4 BEST PRACTICES

- Cite as many best practices as you can on Parameter G (Salaries, Fringe Benefit and incentives).

  - NONE

PARAMETER H- PROFESSIONALISM

1. SYSTEM –INPUTS AND PROCESS

   - Present Institutional Guidelines / Policies on work Ethics, Attendance in classes, submission of Academic Reports and Decorum.
   - Present legal documents that contain policies on professionalism adopted by Institution of Profession.

2. IMPLEMENTATION

- Describe the system of supervision of faculty performance in the following:
  - Preparation of instructional materials
  - Formulating, updating and reaching of syllabi
  - Class preparation
  - Testing and evaluation of learning outcomes
  - Other faculty –unrelated activities (e.g. OJT, practicum, RLE, off-campus teaching, etc.)

- **System of Supervision of Faculty Performance**

The Faculty Manual supervises faculty performance through a chain of academic officials and a set of duties faculty must meet. It does not have one dedicated supervision procedure; the provisions below are spread across the manual..

- **Department Chair and Institute Director-** the Department Chair makes teaching assignments in consultation with the Institute Director.
- **Vice President for Academic Affairs (VPAA)-** reviews, evaluates and confirms the workload submitted by each faculty member, with the offices concerned. The VPAA may also deload faculty on the recommendation of the Department Chair and Institute Director.
- **Performance evaluation-** faculty have the right to periodic evaluation by their immediate superior or an appropriate faculty committee, so they can work on their weaknesses.
- **Ratings tied to career-** renewal of a temporary appointment requires a Very Satisfactory rating or better. Promotion requires Very Satisfactory or better for two rating periods . Promotion also considers Teaching Effectiveness, whose standards are in "Annex 1".

1. Preparation of instructional materials

Instructional materials are supervised through approval and certification by the department or college.

- Faculty are responsible for improving their effectiveness as teachers by exploring new ways of presenting subject matter and motivating students.
- Under NBC 461, an instructional manual or audio-visual material earns promotion points only if it is approved by the department or college for instructional purposes.
- Credited materials include complete modules, laboratory manuals, operation manuals, workbooks, teaching guides, software, prototypes and computer-aided instruction materials. Syllabi, flip charts, photocopied compilations and mock-ups are not credited.

- A single author or maker gets full credit; a co-author or co-maker gets half.
- For credit, the faculty member must present a sample of the material and a certification from the College or Department on its usefulness and acceptability for instruction.

2. Formulating, updating and teaching the syllabus

The syllabus is shaped through faculty participation in curriculum work and through set requirements for its content.

- Faculty are responsible for contributing to curriculum studies at the departmental and college levels.
- Faculty take part in department, college or institutional faculty meetings to strengthen the education program.
- Faculty must clearly inform students of course requirements.
- Field trips must be included in the course syllabus as part of student activities.
- Faculty must not repeatedly bring into class subject matter outside the scope of the course or beyond their professional competence.

3. Class preparation

Class preparation is supported by how teaching assignments are made and credited, and supervised through classroom rules.

- Teaching assignments must be within the faculty member's area of competency. When a new course is assigned, the faculty member gets notice within a reasonable time so proper preparation can be made.
- Each subject preparation is credited 0.5 unit of workload.
- All college personnel with academic rank must teach, and senior faculty handle at least one basic undergraduate course.
- Faculty must deal seriously and conscientiously with their teaching assignment, including meeting scheduled classes.
- Classroom management rules:
    - Instructors must inspire and enforce punctuality and attendance.
    - Students may leave if the instructor does not appear within the first 15 minutes.
    - Classes are dismissed 10 minutes before the period ends.

4. Testing and evaluation of learning outcomes

Faculty must monitor learning continuously and grade fairly by institutional standards.

- The instructor must monitor student progress through class recitation, quizzes and term examinations. For details of evaluation and grade reporting, the manual refers to Section 3 of the Academic Regulations and Procedures.
- Grading must be fair and impartial, according to standards established by the institution.
- Faculty must render regular reports on each student's performance to the student and the parents or guardian, with specific suggestions for improvement.
- Faculty must not deduct from a student's grade for acts that are not signs of poor scholarship.
- Faculty is responsible for improving their methods of evaluating student performance.
- Remedial tutoring is given to needy and deserving students during the regular consultation period.
- Cheating covers exchanging answers during examinations and submitting another student's work as one's own. The faculty member's declaration is enough evidence for a penalty, under Section 5 of the Student Code of Discipline.
- Proctoring is part of every faculty member's fair share of co-curricular assignments.

5. OJT, practicum, RLE, off-campus and other activities

These activities are supervised mainly through leave status and workload credit.

- **OJT, farm practice, practicum and related learning experience:** a faculty member assigned to supervise these on a year-round basis is placed on vacation and sick leave status, not teacher's leave.
- **Laboratory fieldwork and practical work:** laboratory fieldwork (25 students per class) and practical work classes (40 students per class) count 0.8 unit per contact hour, plus 0.05 unit for each student above the minimum.
- **Thesis advisement:**
  - Undergraduate: 0.5 unit per student, up to 6 advisees.
  - Graduate: 1.0 unit for the chair and 0.5 unit for a member of the advisory committee.
  - Thesis critic: 0.3 unit per student, up to 3.0 units.
  - Credit is given only when the student is enrolled in the thesis.
- **Field trips:** must supplement classroom instruction, follow existing regulations and be included in the syllabus.
- **Summer and December work:** faculty doing research, extension and production then receive overload pay and/or service credits, reviewed by the VPAA and approved by the College President.
- **Teaching outside the College:** any limits on part-time teaching in other institutions must be stated in the faculty member's terms of appointment.

3. OUTCOMES

 Cite instances or manifestations of professionalism among faculty.

 Faculty Manual

4. BEST PRACTICES

 Cite as many best practices a you can on Parameter H (Professionalism

 None

5. EXTENT OF COMPLIANCE

 Present the status of Compliance Matrix of Area II focusing on interventions done on the recommendations

Duly Accomplished Self-Survey Instrument

 Present the Summary of Findings and Recommendations for Area II (Faculty) during the _____ (Preliminary, 1st Survey, 2nd Survey, 3rd Survey, or 4th Survey) in terms of;

1. Strengths
2. Areas Needing Improvement
3. Recommendations
4. Present the Summary of Ratings on the quantitative assessment on Area II