

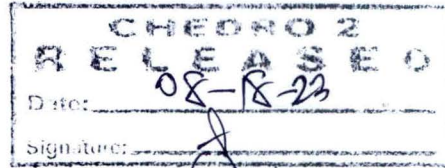


COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE II

REGIONAL MEMORANDUM

No. 240, series of 2023



**FOR : ALL PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF STATE
UNIVERSITIES AND COLLEGES (SUCs) IN REGION 2**

**SUBJECT : PRESENTATION ON THE ORIENTATION FOR REGIONAL CENTERS ON
FACULTY POSITION RECLASSIFICATION FOR SUCs**

DATE : AUGUST 17, 2023

Attached for the information and reference of all concerned is a copy of the abovementioned.



ATTY. MARCO CICERO F. DOMINGO
OIC-Director IV

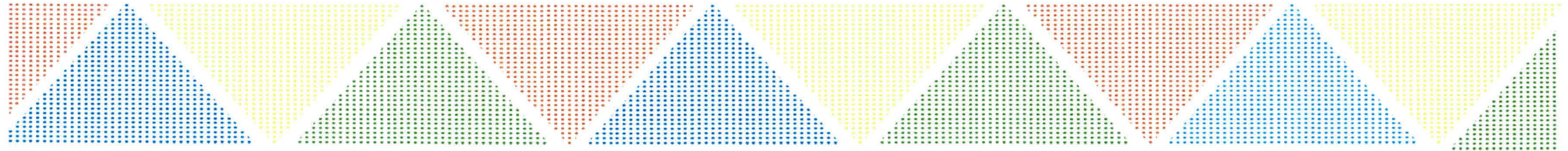
Give us feedback: bit.ly/CHEDRO2CSM



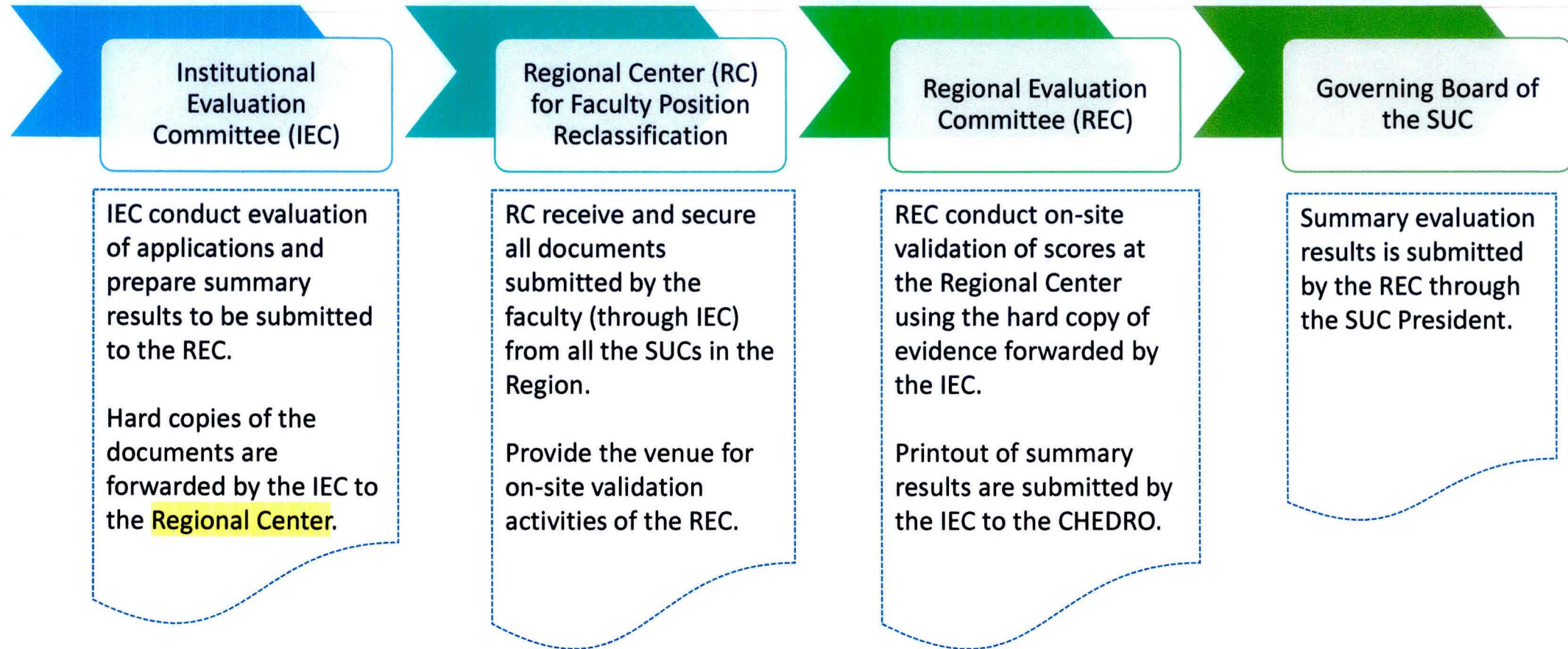
OIQAG
Office of Institutional Quality Assurance and Governance

FACULTY POSITION RECLASSIFICATION FOR SUCs

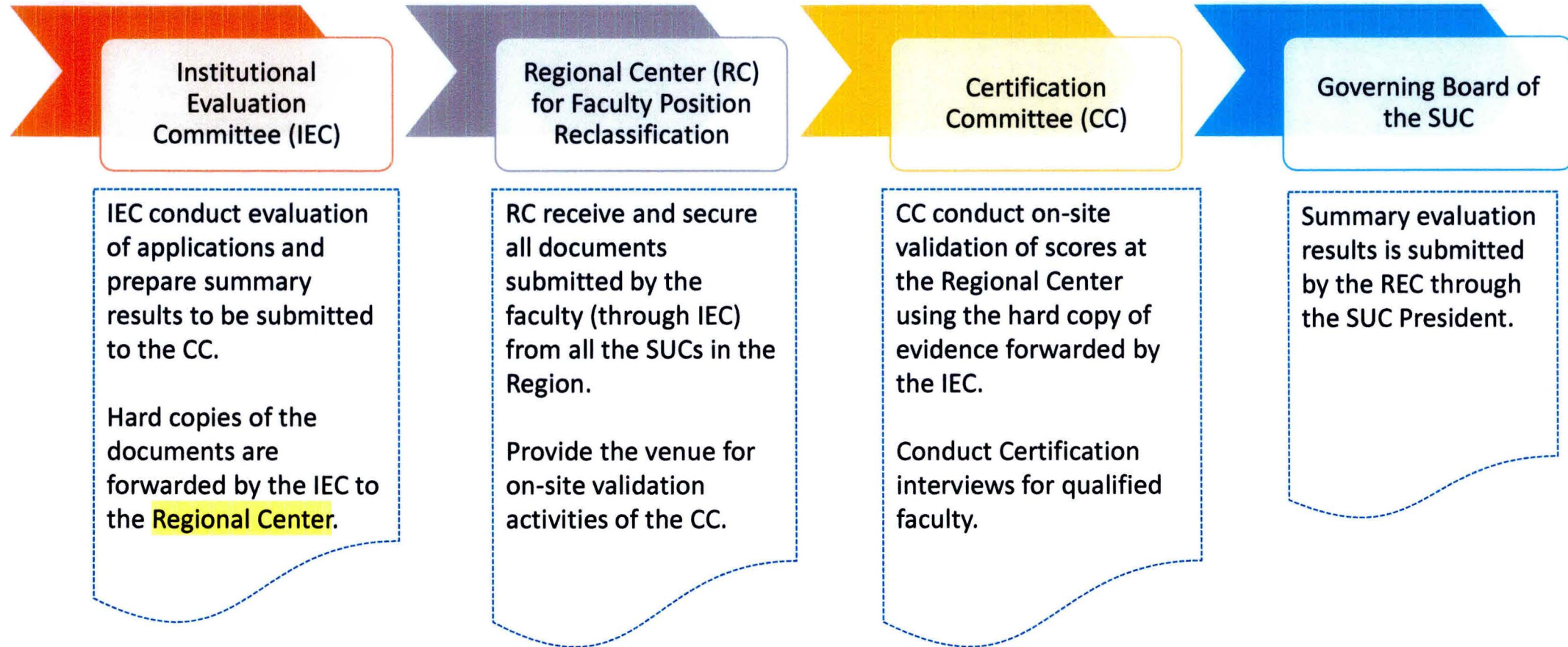
**Orientation for the
REGIONAL CENTERS (RCs)**



Overview of the Evaluation Process for Instructor up to Associate Professor Ranks:

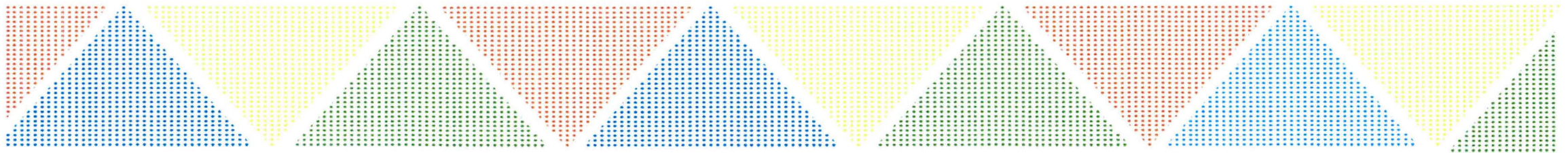


Overview of the Evaluation Process for College or University Professor Ranks:



LIST OF DESIGNATED REGIONAL CENTERS (RCs)

per CEB Resolution No. 51, s. 2023



Region	Name of SUC
I	Don Mariano Marcos Memorial State University
II	Isabela State University
III	Don Honorio Ventura State University
IV	Cavite State University
V	Bicol University
VI	Iloilo Science and Technology University
VII	Cebu Technological University
VIII	Visayas State University
IX	Western Mindanao State University
X	University of Science and Technology of Southern Philippines
XI	University of Southeastern Philippines
XII	Sultan Kudarat State University
CARAGA	Surigao del Norte State University
CAR	Ifugao State University
NCR	Philippine Normal University

Duties and Responsibilities of the RCs:

1. The RC shall serve as the temporary repository of the hard copies of application documents of the faculty with Instructor up to Associate Professor, and College or University Professor ranks.
2. The RC shall be the venue for the in-person validation activities of the Regional Evaluation Committee (REC) and the Certification Committee (CC).
3. The RC shall be managed by a Secretariat composed of three (3) staff, one (1) of whom will be designated as the Lead Secretariat and the other two (2) as members.

Duties and Responsibilities of the RC Secretariat:

1. Receive and keep in safe storage the hard copies of the application documents of faculty from all SUCs within the Region. These documents shall be made available for perusal by the Committee members during the on-site validation activities of the REC and CC.
2. Coordinate with the Secretariats of the Institutional Evaluation Committee (IEC), Regional Evaluation Committee (REC), and Certification Committee (CC) for the schedule of validation activities to be held at the Regional Center.
3. Assist the Secretariats of the REC & CC for the logistics and other necessary arrangements.



Other requirements for the RCs:

1. The Regional Center shall be based in an SUC within the Region.
2. With adequate and secured storage space to temporarily keep the documents of the applicant faculty from all SUCs in the Region.
3. Accessible transport systems that would enable the members of the evaluation committees to travel to and from during the scheduled evaluation activities.
4. Available secured meeting rooms with 24-hour access to a strong, reliable internet connection, water, and electricity.

Extended Deadlines

ACTIVITY	DEADLINE FOR SUBMISSION
Faculty's submission of documents to the Institutional Evaluation Committee	August 15, 2023
IEC submission of Overall Summary Sheet (OSS) and other supporting documents to the Evaluation Committees (REC, EAC, CC)	September 15, 2023
IEC submission of hard copies to the Regional Center	From Sept. 15 – Sept. 20
REC Submission of revised ISS and OSS to the SUC President	November 10, 2023
SUC President returns faculty confirmed/acknowledged ISS and OSS to the REC	November 15, 2025
REC Submission of final OSS to the SUC President	November 24, 2023
CC submission of revised ISS and OSS to the SUC President	October 31, 2023
SUC President return faculty confirmed/acknowledged ISS and OSS to the CC	November 8, 2023
CC submission of final OSS and Certification results to the SUC President	November 24, 2023
SUC President submits evaluation results to the Governing Board	November 29, 2023
SUC President submit the Board-approved recommended reclassified ranks to the DBM Regional Office for NOSCA	December 15, 2023

FUNDING

Section 25. Supplemental guidelines to Section 12 of the Joint Circular - Funding Source

1. The SUCs shall pay for the application fees of their own faculty to cover the expenses of the Evaluation Committees and the Regional and EAC Centers. For this purpose, the SUC Governing Board shall approve the budgetary requirement as recommended by the SUC President to fully subsidize the expenses for the evaluation and validation activities of the committees.
2. The expenses for transportation, meals and accommodation of the REC, EAC, and CC Members and Secretariats during the conduct of on-site validation activities shall be arranged and paid for by the SUC whose evaluation results are being validated. The Secretariats of the concerned Committees shall make the necessary coordination and arrangements with the IEC Secretariat of the SUC concerned.
3. Payments for Position Reclassification fees and administrative costs shall be made **within ten (10) days after the receipt by the SUC concerned of the final OSS.**

The amount to be paid by the SUCs and its distribution shall be as follows:

Application Fee per faculty		Distribution	Faculty Position Reclassification Fee	
Instructor I up to Associate Professor V		P533.50	90% reclassification fee 10% admin cost	75% - REC Member 25% - Secretariat
College/ University Professor	Phase I: Documentary Validation	P2,500.00	90% reclassification fee 10% admin cost	75% - CC Member 25% - Secretariat
	Phase II: Certification Interview	P2,000.00	For the CC member who conducted the interview	Distributed among the CC members