



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE II

REGIONAL MEMORANDUM
No. 285, series of 2023



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

**SUBJECT : CHED SPECIAL ORDER NO. 75, SERIES OF 2023 "APPOINTMENT OF
EVALUATION AND ACCREDITATION COMMITTEES (EACs) AND
EVALUATION AND ACCREDITATION CENTERS (EA CENTERS) FOR
THE IMPLEMENTATION OF THE 1ST CYCLE OF THE DBM-CHED JOINT
CIRCULAR NO. 3, S. 2022"**

DATE : SEPTEMBER 21, 2023

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

Digitally signed by Atty.
Marco Cicero F. Domingo
Date: 2023.09.21 10:48:45
+08'00'

ATTY. MARCO CÍCERO F. DOMINGO
OIC-Director IV

Encl: as stated

Give us feedback: bit.ly/CHEDRO2CSM

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Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED SPECIAL ORDER

No. 75, series of 2023

SUBJECT: APPOINTMENT OF EVALUATION AND ACCREDITATION COMMITTEES (EACs) AND EVALUATION AND ACCREDITATION CENTERS (EA CENTERS) FOR THE IMPLEMENTATION OF THE 1ST CYCLE OF THE DBM-CHED JOINT CIRCULAR NO. 3, S. 2022

In accordance with the provisions of the Department of Budget and Management (DBM) – Commission on Higher Education (CHED) Joint Circular No. 3, series of 2022 and by the virtue of Commission *en banc* (CEB) Resolution No. **552-2023** dated September 11, 2023, the Evaluation and Accreditation Committee (EAC) and the Evaluation and Accreditation Centers (EA Centers) are hereby appointed:

I. Composition of the Evaluation and Accreditation Committee (EAC)

ZONE 1						
Chairperson	:	Dr. Cherrie Melanie Ancheta-Diego OPSD Director				
Members	:	Shall be selected from the pool of experts appointed by the Commission				
Secretariat	:	<table border="1"><thead><tr><th>Regular</th><th>Alternate</th></tr></thead><tbody><tr><td>Aline G. Magalong Cristina E. Rotairo</td><td>John Paul D. Dela Cruz Moises B. Cabrerros Jr.</td></tr></tbody></table>	Regular	Alternate	Aline G. Magalong Cristina E. Rotairo	John Paul D. Dela Cruz Moises B. Cabrerros Jr.
Regular	Alternate					
Aline G. Magalong Cristina E. Rotairo	John Paul D. Dela Cruz Moises B. Cabrerros Jr.					
EA Center	:	Don Mariano Marcos Memorial State University - Mid La Union				
Regions	:	I, II, III and CAR				

ZONE 2						
Chairperson	:	Atty. Ryan L. Estevez UniFAST Executive Director				
Members	:	Shall be selected from the pool of experts appointed by the Commission				
Secretariat	:	<table border="1"><thead><tr><th>Regular</th><th>Alternate</th></tr></thead><tbody><tr><td>Princess Shaine Abante Francis L. Estevez</td><td>Mary Joy Demetillo Stephanie Anne Fuentebella</td></tr></tbody></table>	Regular	Alternate	Princess Shaine Abante Francis L. Estevez	Mary Joy Demetillo Stephanie Anne Fuentebella
Regular	Alternate					
Princess Shaine Abante Francis L. Estevez	Mary Joy Demetillo Stephanie Anne Fuentebella					
EA Center	:	Technological University of the Philippines				
Regions	:	IV and NCR				

ZONE 3		
Chairperson	:	Dr. Mary Sylvette T. Gunigundo OPRKM Director
Members	:	Shall be selected from the pool of experts appointed by the Commission
Secretariat	:	Regular Alternate
		Ma. Teresa V. Puriran Roselle M. Quiber Virginia A. Magsino Mayumi G. Belandres
EA Center	:	Central Bicol State University of Agriculture
Regions	:	V and MIMAROPA

ZONE 4		
Chairperson	:	Dr. Rogelio T. Galera, Jr. AFMS Director
Members	:	Shall be selected from the pool of experts appointed by the Commission
Secretariat	:	Regular Alternate
		Merlycerna L. Gonzaga Apolonia Vivo Antonio J. Salido Janette Lasin
EA Center	:	West Visayas State University
Regions	:	VI, VII and VIII

ZONE 5		
Chairperson	:	Dr. Raul F. Muyong OIQAG Director
Members	:	Shall be selected from the pool of experts appointed by the Commission
Secretariat	:	Regular Alternate
		Mildred M. Libot Don S. Francisco Rita P. Sescar Sarah Jane J. Bulauan
EA Center	:	Zamboanga Peninsula Polytechnic State University
Regions	:	IX, X, XI, XII and CARAGA

If during a scheduled meeting of the EAC the CHEDCO Director has to attend another official function, the CHEDCO Director may designate a technical staff from the CHED Office to represent him/her as the Committee Chair.

The OIQAG Director shall have the authority, as a delegated by the CEB, to expand the Secretariat, if necessary.



II. Terms of Reference

A. Evaluation and Accreditation Committee (EAC)

The duties and responsibilities of the EAC shall be the following:

1. Conduct review and validation of the results of the Institutional Evaluation Committee (IEC) evaluation of the Individual Summary Sheets (ISS) of faculty and the Overall Summary Sheet (OSS) of SUCs for Professor I up to the Professor VI positions;
2. Conduct the professorial accreditation interviews of faculty members who qualified to a Professor rank for the first time; and
3. Submit overall summary of validation results to the SUC President with recommendations on the reclassification of faculty positions.

B. EAC Secretariat

The duties and responsibilities of the EAC Secretariat shall be the following:

1. Provide logistical support and administrative support to the EAC during meetings, onsite/remote evaluation and validation in coordination with the IEC and EA Center Secretariats.
2. When necessary, assist in the checking of the completeness and validation of the forwarded documentary evidence from the IEC; and
3. The Secretariat directly reports to the Chair of the Committee.

The EAC and the Secretariat shall be entitled to position reclassification fee as provided in Section 25 of CAO No. 1, series of 2023, and reimbursement of travel and other related expenses, subject to usual accounting and auditing rules and regulations. Funds and expenses shall be charged against the internally generated income of the respective SUCs as stipulated in Item 12 of DBM-CHED JC No. 3, series of 2022 and Section 3 of DBM-CHED JC No. 1, series of 2023, in accordance with existing policies and guidelines for the use of such income.

C. Evaluation and Accreditation Centers (EA Centers)

1. The EA Center shall serve as the temporary repository of the hard copies of application documents of the faculty for the Professor ranks.
2. The EA Center shall be the venue for the on-site validation activities of the Evaluation and Accreditation Committee (EAC).
3. The EA Center shall be managed by a Secretariat to be designated by the SUC President and will be composed of three (3) staff, one (1) of whom will be designated as the Lead Secretariat and the other two (2) as members.



D. EA Center Secretariat

The duties and responsibilities of the EA Center Secretariat shall be the following:

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

Funds for the operation of the EA Center shall be from the portion of the evaluation fees allotted for the administrative operation of the evaluation fees to be paid by the SUCs for their respective faculty applicants.

This CSO shall take effect immediately and shall remain in force and in effect until otherwise revoked.

Quezon City, Philippines, September 20, 2023.


J. PROSPERO E. DE VERA III, DPA
Chairman   

