10/25/2005 11:11 AM

**Instructions for FORMS F1, F2, F3, F4, F5**

**SUC PERSONNEL by CAMPUS.**

**INTRODUCTION:**

**FORMS F-1 and F-2 are designed to answer the following questions:**

* As of July 1, 2005, how many full-time personnel were working in each campus of the SUC?
* How many full-time personnel were in executive plantilla positions? In teaching plantilla positions? In research plantilla positions? In extension services positions? In administrative positions?
* In contrast, how many full-time personnel without plantilla positions are paid from GAA PS lump sums? From SUC income?
* How much does each campus spend for the salaries of its full-time personnel ( Projected from Jan 1 to Dec 31, 2005).

**FORM F-3 is supposed to answer the question:**

* Regardless of the discipline where they each, how many of the faculty have graduate degrees? ( As of July 1 2005)
* How many are in “active pursuit” of the next highest degree?
* What percentage of the faculty have graduate degrees?

**FORM F-4 is focused on the matching between the graduate degrees and the disciplines where the faculty teaches:**

* How many faculty members have bachelors degrees in the same discipline where they now teach? ( As of July 1 2005).
* How many faculty members have masters degrees in the same discipline where they teach?
* How many have doctorates in the same discipline where they teach?

**FORM F-5 is supposed to answer the questions:**

* How many of the SUC staff are in the senior salary grades, i.e. Grade 24 and above? ( As of July 1 2005)
* How many are in the middle salary grades, i.e. Grade 18 to 23?
* What percentage of the personnel are in the higher salary grades?

The emphasis is on full-time personnel but one column has been added to count the number of LECTURERS AND OTHER PART-TIME FACULTY.. In general, these tables provide a staffing profile of each campus.

1. **The raw data needed to fill up these tables should be drawn from the Forms E-1 and E-2 submitted by the various campuses**. For instance, if 100 faculty members are listed in Form F-3 as doctorate degree holders, their names should appear in the Forms E-1 or E-2 submitted by the campuses. It will be the task of the staff of the SUC main campus to put together all the data from the various campuses and summarize them correctly into Forms C and D.
2. The SUC main campus should submit the entire set of forms to the CHED MIS at the main office: Form E-1, E-2 from each campus and Forms F1, F2, F3, F4.
3. All questions regarding these tables should be directed by email to <cvcalimlim@ched.gov.ph>.
4. The deadline for submitting this FORM to CHED Regional Office is **September 31, 2005.**
5. The deadline for submitting this FORM to CHED Regional Office is **October 30, 2005.**

**DETAILED INSTRUCTIONS**

**FORM F-1: NO. OF FULL-TIME PERSONNEL BY CAMPUS ( as of July 1, 2005).**

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| COLUMN LABEL | **INSTRUCTIONS** |
| A1 | SEQUENCE NUMBER OF EACH CAMPUS. The main campus is counted as Campus No. 1. The first satellite or regional campus is counted as No. 2, etc. |
| A2 | NAME OF SUC CAMPUS |
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**How many persons with their own plantilla positions are based in the campus?** As of July 1, 2005, this is a headcount of people with their own PS items. It does not matter whether they are actually in active service, on leave with pay or leave without pay. If the person has a plantilla item, count him/her!

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| **B1** | NO. OF PERSONS IN EXECUTIVE AND SENIOR ADMINISTRATIVE PLANTILLA POSITIONS.* Include the SUC President if he is occupying the plantilla position for President.
* Exclude an SUC official if he is designated as Vice-President but does not have the specific plantilla item for Vice-President.
* Exclude a Professor drawing salary from a professor item but being paid additional compensation or honoraria for being a Vice-President. In other words, exclude a person who is “designated” as an SUC official but is not given the plantilla position for that executive position.
 |
| **B2** | **NO. OF FACULTY MEMBERS (or TEACHERS) WITH PS ITEMS.**Include all faculty members with their own plantilla positions. Include them even if they happen to be on leave. It does not matter if they are on leave with pay or without pay. If the faculty member has his own plantilla item, count him. |
| **B3** | FULL-TIME RESEARCH PERSONNEL WITH PS ITEMS  |
| **B4** | FULL-TIME EXTENSION SERVICES PERSONNEL WITH PS ITEMS |
| **B5** | FULL-TIME ADMINISTRATIVE PERSONNEL WITH PS ITEMS |
| **B6** | TOTAL NO. OF PERSONS WITH PS ITEMS IN THE CAMPUS.B6 = B1 + B2 + B3 + B4 + B5  |

**As of July 1, 2005, how many FULL-TIME PERSONNEL with no items are being paid from GAA PS Lump Sums?** This is a headcount of **full-time personnel with no PS items (i.e. without plantilla positions) whose salaries are paid from GAA PS lump sums.**

* EXCLUDE: Graduate Assistants and Student Assistants because these persons are part-time, not full-time. Moreover, they are paid from MOOE Lump Sums, not PS Lump Sums.
* INCLUDE the TEACHING FELLOWS and TEACHING ASSISTANTS. Technically these are not employees but they receive allowances which sometimes exceed the salaries of starting-level INSTRUCTORS.

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| **C1** | NO. OF EXECUTIVES AND SENIOR ADMINISTRATIVE PERSONNEL WITH SALARIES **PAID FROM GAA PS LUMP SUMS IN THE CAMPUS.** |
| **C2** | **FULL-TIME FACULTY PAID FROM GAA PS LUMP SUMS**  |
| **C3** | FULL-TIME RESEARCH PERSONNEL PAID FROM GAA PS LUMP SUMS  |
| **C4** | FULL-TIME EXTENSION SERVICES PERSONNEL PAID FROM GAA PS LUMP SUMS. |
| **C5** | FULL-TIME ADMINISTRATIVE PERSONNEL PAID FROM GAA PS LUMP SUMS. |
| **C6** | TOTAL NO. OF FULL-TIME PERSONNEL PAID FROM GAA PS LUMP SUMS IN THE CAMPUS.C6 = C1 + C2 + C3 + C4 + C5 |
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| **C7** | **HEADCOUNT OF LECTURERS AND PART-TIME FACULTY WITH ACTUAL TEACHING LOADS AS OF JULY 1, 2005.** |

**As of July 1, 2005, how many FULL-TIME PERSONNEL with no PS items are being paid from SUCS INCOME?**

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| **D1** | NO. OF EXECUTIVES OR SENIOR ADMINISTRATORS WITH NO SPECIFIC EXECUTIVE PLANTILLA POSITIONS **BUT BEING PAID FROM SUC INCOME.** |
| **D2** | **FULL-TIME FACULTY WITH NO PLANTILLA POSITIONS BUT PAID FROM SUC INCOME.** |
| **D3** | FULL-TIME RESEARCH PERSONS WITH NO PLANTILLA POSITIONS BUT PAID FROM SUC INCOME  |
| **D4** | FULL-TIME EXTENSION SERVICES PERSONS WITH NO PLANTILLA POSITIONS BUT PAID FROM SUC INCOME |
| **D5** | FULL-TIME ADMINISTRATIVE PERSONNEL WITH NO PLANTILLA POSITIONS BUT PAID FROM SUC INCOME. |
| **D6** | TOTAL FULL-TIME PERSONNEL WITH NO PLANTILLA POSITIONS AND DRAWING PAY FROM SUC INCOME.D6 = D1 + D2 + D3 + D4 + D5 |

**As of July 1, 2005, how many FULL-TIME PERSONNEL with no PS items are being paid from LGU FUNDS?**

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| **E1** | NO. OF EXECUTIVES OR SENIOR ADMINISTRATORS WITH NO SPECIFIC EXECUTIVE PLANTILLA POSITIONS **BUT BEING PAID FROM LGU FUNDS.** |
| **E2** | **FULL-TIME FACULTY WITH NO PLANTILLA POSITIONS BUT PAID FROM LGU FUNDS.** |
| **E3** | FULL-TIME RESEARCH PERSONS WITH NO PLANTILLA POSITIONS BUT PAID FROM LGU FUNDS  |
| **E4** | FULL-TIME EXTENSION SERVICES PERSONS WITH NO PLANTILLA POSITIONS BUT PAID FROM LGU FUNDS |
| **E5** | FULL-TIME ADMINISTRATIVE PERSONNEL WITH NO PLANTILLA POSITIONS BUT PAID FROM LGU FUNDS. |
| **E6** | TOTAL FULL-TIME PERSONNEL WITH NO PLANTILLA POSITIONS AND DRAWING PAY FROM LGU FUNDS.E6 = E1 + E2 + E3 + E4 + E5 |

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| **D7** | **HEADCOUNT OF LECTURERS AND PART-TIME FACULTY *WITH ACTUAL TEACHING LOADS AS OF JULY 1, 2005.*** |

This is a count of plantilla positions, i.e. PS items, in the campus. This is not a headcount. It is like a count of chairs instead of persons sitting on the chairs! Count the no. of PS items or plantilla positions – whether the plantilla position is occupied or vacant.

In most SUCs, the official plantilla is highly centralized. For instance, all faculty positions in the SUC might be listed under the general rubric of HIGHER EDUCATION or ADVANCED EDUCATION – even if, in fact, the items are distributed among the various colleges and campuses of the SUC.

In this form, **the SUC must indicate as of July 1 2005 how the SUC has distributed the faculty items among the campuses.**

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| **E1** | PLANTILLA POSITIONS FOR EXECUTIVE AND SENIOR ADMINISTRATIVE  |
| **E2** | **PLANTILLA POSITIONS FOR THE FACULTY** |
| **E3** | PLANTILLA POSITIONS FOR RESEARCH STAFF |
| **E4** | PLANTILLA POSITIONS FOR EXTENSION SERVICES STAFF |
| **E5** | PLANTILLA POSITIONS FOR ADMINISTRATIVE |
| **E6** | TOTAL NO. PS ITEMS IN THE CAMPUS.E6 = E1 + E2 + E3 + E4 + E5  |

**FORM F-2:**

**SALARIES OF FULL-TIME PERSONNEL BY CAMPUS**

**( Projected Jan 1 to Dec 31, 2005).**

Estimate the total amount of salaries paid to the full-time personnel from January 1 to Dec 31, 2005.

* Do not include RLIP, honoraria and additional compensation.
* Do not include 13th month pay
* Round off to the nearest thousand pesos.

**This the total amount spent for the salaries of the persons counted in FORM F-1.**

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| **COLUMN LABEL** | **INSTRUCTIONS** |
| A1 | SEQUENCE NUMBER OF EACH CAMPUS. The main campus is counted as Campus No. 1. The first satellite or regional campus is counted as No. 2, etc. |
| A2 | NAME OF SUC CAMPUS |

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| --- | --- |
| **B1** | NO. OF PERSONS IN EXECUTIVE AND SENIOR ADMINISTRATIVE PLANTILLA POSITIONS.* Include the SUC President if he is occupying the plantilla position for President.
* Exclude an SUC official if he is designated as Vice-President or some other position but does not have the specific plantilla item for that position.
* Exclude a Professor drawing salary from a professor item but being paid additional compensation or honoraria for being a Vice-President. In other words, exclude a person who is simply “designated” as an SUC official but is not given the plantilla position for that executive position.
 |
| **B2** | **NO. OF FACULTY MEMBERS (or TEACHERS) WITH PS ITEMS.**This the total amount spent for the salaries of the persons counted in FORM F-1. Projected basic salaries from January 1 to Dec 31, 2005. |
| **B3** | FULL-TIME RESEARCH PERSONNEL WITH PS ITEMS **This the total amount spent for the salaries of the persons counted in FORM F-1.**  |
| **B4** | FULL-TIME EXTENSION SERVICES PERSONNEL WITH PS ITEMS**This the total amount spent for the salaries of the persons counted in FORM F-1.**  |
| **B5** | FULL-TIME ADMINISTRATIVE PERSONNEL WITH PS ITEMS**This the total amount spent for the salaries of the persons counted in FORM F-1.**  |
| **B6** | TOTAL NO. OF PERSONS WITH PS ITEMS IN THE CAMPUS.B6 = B1 + B2 + B3 + B4 + B5 . |

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| **C1** | NO. OF EXECUTIVES AND SENIOR ADMINISTRATIVE PERSONNEL WITH SALARIES PAID FROM GAA PS LUMP SUMS IN THE CAMPUS.This the total amount from GAA PS Lump Sums spent for the salaries of the persons counted in FORM F-1.  |
| **C2** | **FULL-TIME FACULTY PAID FROM GAA PS LUMP SUMS** This the total amount from GAA PS Lump Sums spent for the salaries of the persons counted in FORM F-1.  |
| **C3** | FULL-TIME RESEARCH PERSONNEL PAID FROM GAA PS LUMP SUMS This the total amount from GAA PS Lump Sums spent for the salaries of the persons counted in FORM F-1.  |
| **C4** | FULL-TIME EXTENSION SERVICES PERSONNEL PAID FROM GAA PS LUMP SUMS.This the total amount from GAA PS Lump Sums spent for the salaries of the persons counted in FORM F-1.  |
| **C5** | FULL-TIME ADMINISTRATIVE PERSONNEL PAID FROM GAA PS LUMP SUMS.This the total amount from GAA PS Lump Sums spent for the salaries of the persons counted in FORM F-1.  |
| **C6** | TOTAL NO. OF FULL-TIME PERSONNEL PAID FROM GAA PS LUMP SUMS IN THE CAMPUS. This the total amount from GAA PS Lump Sums spent for the salaries of the persons counted in FORM F-1. C6 = C1 + C2 + C3 + C4 + C5  |
|  |  |
| **C7** | **FROM GAA PS LUMP SUMS, THE TOTAL AMOUNT PAID TO THE LECTURERS AND PART-TIME FACULTY COUNTED IN FORM F-1.** |

**Total amount of salaries paid from SUC income ( projected from Jan 1 to Dec 31, 2005).**

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| **D1** | NO. OF EXECUTIVES OR SENIOR ADMINISTRATORS WITH NO SPECIFIC EXECUTIVE PLANTILLA POSITIONS BUT BEING PAID FROM SUC INCOME.Projected amount ( Jan 1 to Dec 31 2005) from SUC INCOME spent for the salaries of the persons counted in FORM F-1.  |
| **D2** | **FULL-TIME FACULTY WITH NO PLANTILLA POSITIONS BUT PAID FROM SUC INCOME.**Projected amount ( Jan 1 to Dec 31 2005) from SUC INCOME spent for the salaries of the persons counted in FORM F-1.  |
| **D3** | FULL-TIME RESEARCH PERSONS WITH NO PLANTILLA POSITIONS BUT PAID FROM SUC INCOME Projected amount ( Jan 1 to Dec 31 2005) from SUC INCOME spent for the salaries of the persons counted in FORM F-1.  |
| **D4** | FULL-TIME EXTENSION SERVICES PERSONS WITH NO PLANTILLA POSITIONS BUT PAID FROM SUC INCOMEProjected amount ( Jan 1 to Dec 31 2005) from SUC INCOME spent for the salaries of the persons counted in FORM F-1.  |
| **D5** | FULL-TIME ADMINISTRATIVE PERSONNEL WITH NO PLANTILLA POSITIONS BUT PAID FROM SUC INCOME.Projected amount ( Jan 1 to Dec 31 2005) from SUC INCOME spent for the salaries of the persons counted in FORM F-1.  |
| **D6** | TOTAL FULL-TIME PERSONNEL WITH NO PLANTILLA POSITIONS AND DRAWING PAY FROM SUC INCOME.D6 = D1 + D2 + D3 + D4 + D5 |
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| **D7** | **FROM SUC INCOME, THE TOTAL AMOUNT PAID TO THE LECTURERS AND PART-TIME FACULTY COUNTED IN FORM F-1.** |

**Total amount of salaries paid from LGU FUNDS ( projected from Jan 1 to Dec 31, 2005).**

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| **E1** | NO. OF EXECUTIVES OR SENIOR ADMINISTRATORS WITH NO SPECIFIC EXECUTIVE PLANTILLA POSITIONS BUT BEING PAID FROM LGU FUNDS.Projected amount ( Jan 1 to Dec 31 2005) from LGU FUNDS spent for the salaries of the persons counted in FORM F-1.  |
| **E2** | **FULL-TIME FACULTY WITH NO PLANTILLA POSITIONS BUT PAID FROM LGU FUNDS.**Projected amount ( Jan 1 to Dec 31 2005) from LGU FUNDS spent for the salaries of the persons counted in FORM F-1.  |
| **E3** | FULL-TIME RESEARCH PERSONS WITH NO PLANTILLA POSITIONS BUT PAID FROM LGU FUNDS Projected amount ( Jan 1 to Dec 31 2005) from LGU FUNDS spent for the salaries of the persons counted in FORM F-1.  |
| **E4** | FULL-TIME EXTENSION SERVICES PERSONS WITH NO PLANTILLA POSITIONS BUT PAID FROM LGU FUNDSProjected amount ( Jan 1 to Dec 31 2005) from LGU FUNDS spent for the salaries of the persons counted in FORM F-1.  |
| **E5** | FULL-TIME ADMINISTRATIVE PERSONNEL WITH NO PLANTILLA POSITIONS BUT PAID FROM LGU FUNDS.Projected amount ( Jan 1 to Dec 31 2005) from LGU FUNDS spent for the salaries of the persons counted in FORM F-1.  |
| **E6** | TOTAL FULL-TIME PERSONNEL WITH NO PLANTILLA POSITIONS AND DRAWING PAY FROM LGU FUNDS.E6 = E1 + E2 + E3 + E4 + E5 |
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| **E7** | **FROM LGU FUNDS, THE TOTAL AMOUNT PAID TO THE LECTURERS AND PART-TIME FACULTY COUNTED IN FORM F-1.** |

**FORM F-3:**

**NO. OF GRADUATE DEGREE HOLDERS AMONG THE FACULTY ( as of July 1, 2005).**

**For the SUC as a whole (i.e. all campuses combined), how many of the faculty hold graduate degrees?** This question is answered group by group, using the classification of the faculty used earlier in Forms E-1 and E-2. The members of the faculty are classified into the following 8 groups:

**Each faculty member in the SUC should be classified in one and only one group**. The detailed description of each of the faculty groups may be found in the instructions for Form E-2.

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| **CLASSIFICATION OF SUC FACULTY:** |
| **GROUP A1: *FULL-TIME* FACULTY WITH OWN PS ITEMS**.This is the biggest group of faculty in a state university or college. |
| **GROUP A2: *HALF-TIME* FACULTY WITH OWN PS ITEMS**.Do not confuse the “half-time” faculty with the “part-time” faculty such as lecturers. See Instructions for Form-E2.  |
| **GROUP A3: RESEARCH STAFF WITH RESEARCH PLANTILLA ITEMS BUT ALSO CLASSIFIED AS FACULTY.** |
| **GROUP B: FULL-TIME FACULTY SERVING AS “SUBSTITUTES”.** |
| **GROUP C1: FULL-TIME FACULTY (WITHOUT PS ITEMS) PAID FROM GAA LUMP SUMS.** |
| **GROUP C2: FULL-TIME FACULTY (WITHOUT PS ITEMS) PAID FROM SUC INCOME.** |
| **GROUP C3: FULL-TIME FACULTY (WITHOUT PS ITEMS) PAID FROM LGU FUNDS** |
| **GROUP D: TEACHING FELLOWS AND TEACHING ASSOCIATES.** |
| **GROUP E: LECTURERS and ALL OTHER PART-TIME FACULTY (e.g. PROFS EMERITI, ADJUNCT/ AFFILITATE FACULTY, etc.)** |

**In FORM F-3, each faculty member should be counted only once**. Within each faculty group, the faculty members are classified according to the highest degree earned.

**Among the faculty members in the group**, how many of them have a bachelors degree as the highest degree earned? “with masters units” as the highest degree? masters degree as the highest degree? Etc. Please refer to the definition and the coding of HIGHEST DEGREE EARNED in the Instructions for Form E-2 as excerpted from the REVISED CHED DATA ELEMENT MANUAL.

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| **COLUMN LABEL** | **INSTRUCTIONS/ COMMENTS** |
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| **B1** | **TECH/ VOC OR PRE-BACCALAUREATE DEGREE HOLDERS OR NO DEGREE AT ALL****Among the faculty members in the group (e.g. among the faculty in Group A1),** how many of them do not have a bachelors degree? Among these persons are those who completed only a tech/voc program, only a pre-baccalaureate program or no degree or academic certificate at all. |
| **B2** | **BACCALAUREATE DEGREE HOLDERS**Among the faculty members in the group, how many have the bachelors degree ( and no masters units at all) as the highest degree earned? This group includes holders of: DVM, DMD, Doctor of Optometry.Include also a bachelors degree holder who has some masters units but who, for some reason or another, has given up trying for the masters degree. In other words, the person is no longer in active pursuit of a masters degree. |
| **B3** | **LLB OR MD**Faculty members whose highest degree is either MD or LLB. |
| **B4** | **IN ACTIVE PURSUIT OF MASTER’S DEGREE**The no. of faculty members with bachelors degrees and are in active pursuit of masters degrees in the disciplines where they are teaching. The faculty members who have earned some masters units, are still enrolled but have not graduated, and are still in good standing as masters students. Do not include a faculty member with a bachelor’s degree, enrolled in some masters units and then stopped for good or has been overtaken by the maximum residency rule. Such a person is no longer in active pursuit of the masters degree.For further elaboration, see instructions for Form E-1 or Form E-2. |
| **B5** | **MASTERS OR EQUIVALENT DEGREE HOLDERS**Faculty members who have earned a masters degree but no doctoral units. Include also a faculty member who has earned a masters degree, has earned some doctoral units but who, for some reason or another, has given up on the doctorate. In other words, the person is no longer in active pursuit of a doctoral degree. |
| **B6** | **IN ACTIVE PURSUIT OF DOCTORAL DEGREE**The no. of faculty members with masters degrees and are in active pursuit of PhDs in the disciplines where they are teaching. The faculty members who have earned some doctoral units, are still enrolled but have not graduated, and are still in good standing as PhD students.* Do not include a faculty member with a masters degree, enrolled in some PhD units and then stopped for good or has been overtaken by the maximum residency rule. Such a person is no longer in active pursuit of the doctorate.

For further elaboration, see instructions for FORM E-1 or Form E-2. |
| **B7** | **PHD OR EQUIVALENT DEGREE HOLDERS**Faculty members who have earned the PhD or equivalent. |
| **B8** | **TOTAL FACULTY = B1 + B2 +B3 + B4 +B5+B6 + B7****REMARKS:**In this total, an individual faculty member should have been counted only once. |

**FORM F-4:**

**NO. OF FACULTY MEMBERS WITH DEGREES MATCHING THEIR PRIMARY TEACHING AREA.( as of July 1, 2005).**

**How many faculty member have degrees in the discipline where they are now teaching?** For instance, how many faculty members teaching math have BS Mathematics ( as opposed to BSE Math or BS Civil Engineering)?

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| **COLUMN LABEL** | **INSTRUCTIONS/ COMMENTS** |
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| **B1** | *WITHIN THE GROUP OF FACULTY*, THE NO. OF FACULTY MEMBERS WITH BACHELORS DEGREES IN THEIR PRIMARY TEACHING DISCIPLINE.For example, the no. of BS Physics holders ( not BSE Physics or BS Civil Engineering) teaching in the Physics Department. The no. of BS Psychology (not BSE ) holders teaching in the Psychology Department. |
| **B2** | *WITHIN THE GROUP OF FACULTY*, THE NO. OF FACULTY MEMBERS WITH MASTERS DEGREES IN THEIR PRIMARY TEACHING DISCIPLINE.For example, the no. of MS Physics holders ( not MAT Physics or MA Education Physics, MBA) teaching in the Physics Department. |
| **B3** | *WITHIN THE GROUP OF FACULTY* **NO. OF FACULTY MEMBERS WITH DOCTORATES IN THE PRIMARY TEACHING DISCIPLINE.** For example, the no. of PhD English holders (not PhD Education) teaching in the English Dept.  |
| **C1** |  |
| **C2** |  |
| **C3** |  |
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**FORM F-5:**

**NO. OF FULL-TIME PERSONNEL IN SSL SALARY GRADES ( As of July 1, 2005).**

There are 31 SSL salary grades and these grades were classified into five subgroups. FORM F-3 answers the questions:

* Among those with plantilla positions, how many faculty members are in each salary group?
* Among those in plantilla postions, how many of the full-time researchers are in each salary group?
* Among those in administrative plantilla postions, how many personnel are in each salary group?

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| **1** | **SSL SALARY GRADES 29 OR HIGHER** |
| **2** | **SSL GRADES 24 TO 28** |
| **3** | **SSL GRADES 18 TO 23** |
| **4** | **SSL GRADES 11 TO 17** |
| **5** | **SSL GRADES 1 TO 10.** |

REMARKS:

* If the person is a full-time employee but has no plantilla position, classify the person in the closest SSL salary grade based on his annual basic salary.
* Lecturers do not get any salary: they cannout and should not be classified into any salary grade.