



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

**MEMORANDUM**

To : **NATIONAL EVALUATION COMMITTEE FOR SUC LEVELLING  
REGIONAL EVALUATION COMMITTEES FOR SUC LEVELLING  
TECHNICAL WORKING GROUP FOR SUC LEVELLING  
TASK FORCE FOR SUC LEVELLING  
STATE UNIVERSITIES AND COLLEGES**

Subject : **FREQUENTLY ASKED QUESTIONS (FAQs) RELATIVE TO THE  
LEVELLING INSTRUMENT FOR STATE UNIVERSITIES AND  
COLLEGES (SUCs)**

Date : **August 8, 2016**

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The Commission on Higher Education hereby transmits the attached copy of the Frequently Asked Questions (FAQs) relative to SUC leveling pursuant to DBM-CHED Joint Circular No. 1, s. 2016 otherwise known as "**FY 2016 LEVELLING INSTRUMENT FOR SUCs AND GUIDELINES FOR THE IMPLEMENTATION THEREOF.**"

This was prepared for the purpose of responding to questions raised by the Regional Evaluation Committees and SUCs during the orientations conducted by CHED on April 27-28, June 14 and July 19-21, 2016.

For information and compliance of all concerned.

  
**ATTY. JULITO D. VITRIOLO, CESO III**  
Executive Director IV

## FREQUENTLY ASKED QUESTIONS (FAQs) ON THE FY 2016 LEVELLING INSTRUMENT FOR SUCS AND GUIDELINES FOR THE IMPLEMENTATION THEREOF

### **1. What are the documents to be submitted?**

The documents to be submitted are the following:

- a. Duly signed and approved summary sheets (FORM SL KRA 1.1 to SL KRA 4. 4) printed in three (3) copies for the 3 members of the Regional Evaluation Committee (REC).
- b. Three CDs / USBs containing the scanned copies of the duly signed SLRD 2016 KRA or any official documents containing the information required by SLRD forms; and other supporting documents specified in the list documentary evidences below.

### **2. When is the deadline for the submission of documents and CDs / USBs?**

The deadline for submission is on August 23, 2016.

### **3. Where will the documents and CDs / USBs be submitted?**

The documents and the CDs / USBs shall be submitted to the REC through the CHED Regional Office whose jurisdiction covers the SUC.

Based on the Memorandum from the Chairperson dated July 27, 2016, the following SUCs shall submit their SUC Levelling documents to the corresponding CHEDROs indicated below:

Basilan State College	–	CHEDRO IX
Sulu State College	–	CHEDRO IX
Tawi-Tawi Regional Agricultural College	–	CHEDRO IX
Adiong Memorial Polytechnic State College	–	CHEDRO XII
Mindanao State University System	–	CHED NCR



Indicator	Frequently Asked Questions
<b>KRA1: QUALITY AND RELEVANCE OF INSTRUCTION</b>	
<p><b>1. Average number of weighted fulltime equivalent students WFTes)/semester in the past three years</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. FORM SL KRA 1.1 a and b</li> <li>2. FORM SLRD 2016 KRA 1.1 ab OR any official document containing the information required by this Form.</li> </ol> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <ol style="list-style-type: none"> <li>1. <b><i>If the SUC has a policy limiting the number of units that a student may take (e.g. for graduate school, a maximum of 9 units is allowed), will the weights still apply?</i></b>  <p>The weights for full-time equivalent will still be 12 units for graduate and 18 units for undergraduate.</p> <p>The SUC must provide a copy of the board approved policy stating such limitation to the number of units that the students may take. The REC shall be given the prerogative of changing the weights applicable to the SUC.</p> </li> <li>2. <b><i>Are summer and midyear enrollees included in the computation of WFTE?</i></b>  <p>Summer and midyear enrollees are not included in the computation of WFTE.</p> </li> <li>3. <b><i>Are the enrollees of two-year courses and their enrolled units included in the data to be submitted for this indicator?</i></b>  <p><u>For undergraduate programs:</u>  Only enrollees and enrolled units for programs leading to a degree, two-year courses that are part of a ladderized program, and Diploma of Midwifery are counted.</p> <p><u>For graduate programs:</u>  Enrollees and enrolled units for Graduate Diploma courses are counted.</p> </li> </ol>
<p><b>2. Scholarship</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. FORM SL KRA 1.2</li> <li>2. FORM SLRD 2016 KRA 1.2 OR any official document containing the information required by this Form.</li> </ol>

	<p>3. For University or College Scholars: Approved Board Resolution for Scholars</p> <p>4. For Scholars of various organizations/institutions: Endorsement/Certification from donors/ sponsoring agencies; copy of MOUs / MOAs with sponsors; or Scholars' Contracts</p> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <p><b>1. What is the difference between scholars and grantees?</b> Scholars are selected primarily based on merit, academic or talent or skills. Grantees on the other hand, are provided financial assistance by the SUC or by external sources based on financial status of the individual or her/his family.</p> <p><b>2. If a scholar has been counted in the data for the first semester and he or she retains his or her scholarship until the next semester, should the scholar be included in the data for the second semester?</b> Yes. The student will be counted in the data for the second semester. The indicator requires for an average computation.</p> <p><b>3. If a scholar is also a grantee, will the student be counted again in the data for the Student Financial Assistance?</b> No. The student will only be counted as a scholar and not as a grantee.</p> <p><b>4. What are the years covered by the data to be submitted for this indicator?</b> This should cover the graduate and undergraduate scholars for each semester from AY 2013-2014, 2014-2015 and 2015-2016, except summer.</p>
<p><b>3. Student Financial Assistance</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <p>1. FORM SL KRA 1.3</p> <p>2. FORM SLRD 2016 KRA 1.3 OR any official document containing the information required by this Form.</p> <p>3. For University or College Grantees: Approved Board Resolution for Grantees</p> <p>4. For Grantees of various organizations / institutions: Endorsement / Certification from donors / sponsoring</p>



	<p>agencies; Copy of MOUs / MOAs with sponsors; OR Grantees' Contracts</p> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <p><b>1. What is the difference between scholars and grantees?</b> See #2, Scholarship.</p> <p><b>2. Who are the students considered as grantees?</b> Grantees on the other hand, are provided financial assistance by the SUC or by external sources based on financial status of the individual or her/his family.</p> <p><b>3. If a grantee has been counted in the data for the first semester and he or she remains to be a beneficiary of the grant until the next semester, should the grantee be included in the data for the second semester?</b> See #3, Scholarship.</p> <p><b>4. If a grantee is also a scholar, will the grantee also be counted in the data for the Scholarship?</b> See Scholarship.</p> <p><b>5. What are the years covered by the data to be submitted for this indicator?</b> This should cover the graduate and undergraduate grantees for each semester from AY 2013-2014, 2014-2015 and 2015-2016, except summer</p>
<p><b>4. Students involved in inter-country mobility</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. FORM SL KRA 1.4</li> <li>2. FORM SLRD 2016 KRA 1.4 OR any official document containing the information required by this Form.</li> <li>3. Proof of enrollment in the SUC (for both inbound and outbound students)</li> <li>4. Proof of active linkage (e.g. MOAs / MOUs) between the SUC and the international institution</li> </ol>

	<p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <p><b>1. Who are the students involved in inter-country mobility?</b>  The term inter-country mobility includes both inbound and outbound students. These students may be enrolled in Philippine SUCs as regular students in courses leading to a degree, practicumers and exchange students to the Philippines from other countries, practicumers and exchange students from the Philippines to other countries.</p> <p><b>2. How many sets of enrollees per year should be reported?</b>  In the data to be submitted, only one set of students shall be submitted per year. Each student involved in inter-country mobility shall only be counted once.</p> <p><b>3. What are the years covered by the data to be submitted for students in inter-country mobility?</b>  The data shall cover AY 2015-2016. The numerator shall be composed of ALL students involved in inter-country mobility who enrolled in any term within the academic year. The denominator shall be composed of the total enrollment for the first and second semester of AY 2015-2016 divided by two (2) semesters.</p>
<p><b>5. Employment of Graduates</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. FORM SL KRA 1.5</li> <li>2. FORM SLRD 2016 KRA 1.5 OR any official document containing the information required by this Form.</li> <li>3. Graduate Tracer Study / Survey Sheets and Summary</li> <li>4. Proof of Employment / Self-employment / engagement in productive activity</li> </ol> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <p><b>1. What are the years covered by the graduate data to be used for this indicator?</b>  For this indicator, the graduate data to used are on the graduates of AY2013-2014.</p> <p><b>2. Why is it that the data required is that of the graduates two years prior the evaluation year?</b>  The TWG considered that SUCs need at least one year to be able to complete a tracer study for their graduates. There is a need to provide ample time for the researcher/s in organizing and analyzing the graduate data.</p>



	<p><b>3. In cases where the SUC is unable to track some of its graduates in AY 2013-2014, will these graduates still be part of the data?</b>  No. However, the SUC is expected to be able to track at least 30% of the total number of graduates of AY 2013-2014 to make the survey for the tracer study valid.</p> <p><b>4. What type of employment will be considered?</b>  All types of employment (regular/contractual employment, underemployment, self-employment/entrepreneurial, freelancer) as long as the SUC is able to validate the existence of such engagement of the graduate shall be considered.</p>
<p><b>6. Faculty Profile</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. FORM SL KRA 1.6</li> <li>2. FORM SLRD 2016 KRA 1.6 OR any official document containing the information required by this Form.</li> <li>3. Copies of TORs OR diplomas of faculty members with doctorates</li> </ol> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <p><b>1. Who are the faculty members included in the data of plantilla faculty members with doctorate degrees?</b>  All plantilla faculty members with doctoral degrees as of May 31, 2016, including those who retired or resigned in AY 2015-2016, are included.</p> <p><b>2. If the faculty member teaches under two (2) or more programs, will the faculty member be counted more than once?</b>  No. The faculty members shall be counted per Campus, College, or Department under which the plantilla item of the faculty is situated. There shall be no double counting.</p>
<p><b>7. Accreditation Status</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. For Program Accreditation: <ol style="list-style-type: none"> <li>1.a. FORM SL KRA 1.7 a and b</li> </ol> </li> </ol>

1.b. FORM SLRD 2016 KRA 1.7 a and b OR any official document containing the information required by this Form.

1.c. Certificates of Accreditation from AACCU / other accrediting bodies

**2. For Institutional Accreditation:**

2.a. FORM SL KRA 1.7 c

2.b. FORM SLRD 2016 KRA 1.7 c OR any official document containing the information required by this Form.

**B. OPERATIONALIZATION OF THE GUIDELINES**

**1. What is the period covered by the data to be submitted for program accreditation?**

The period covered for computing the graduate and undergraduate enrolment in accreditable programs is 1st Semester, AY 2015-2016.

Data should only cover graduate and undergraduate programs with accreditation status valid as of August 15, 2016. Consideration will be given for programs whose accreditation is under grace period, with corresponding certification from the accrediting body extending its validity.

***For Institutional Accreditation:***

This should cover accreditation valid as of August 15, 2016.

**2. If a program is offered through a consortium (of SUCs) or any other arrangement, under whose performance shall enrolment, graduates, scholars, grants, and other related data be counted?**

A program offered through a consortium shall be counted under the performance of the SUC granting the degree.

**3. What is an accreditable program?**

An accreditable program is a degree program that has at least one batch of graduates and has instrument in the local accrediting bodies.



<p><b>8. COE/COD/NUCAF/PIAF</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. FORM SL KRA 1.8</li> <li>2. FORM SLRD 2016 KRA 1.8 OR any official document containing the information required by this Form.</li> <li>3. CHED Memorandum Order (CMO) for COE/COD / NUCAF Certificate / PIAF Certificate</li> </ol> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <ol style="list-style-type: none"> <li>1. <b><i>If a SUC has a COE which is also a NUCAF, or a COD which is also a PIAF can this be counted twice?</i></b>  Yes. The criteria for the designation as COE/COD are different from the criteria to be identified as NUCAF/PIAF.</li> </ol>
<p><b>9. Performance in the licensure / board examination</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. FORM SL KRA 1.9</li> <li>2. FORM SLRD 2016 KRA 1.9 OR any official document containing the information required by this Form.</li> <li>3. Downloaded summary of SUC's performance in the licensure examination/s from PRC or from MARINA.</li> </ol> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <ol style="list-style-type: none"> <li>1. <b><i>What are the data covered in the computation of performance in the licensure examinations?</i></b>  These shall include results from FY 2013, FY 2014, FY 2015 of licensure examinations of first time takers administered by PRC and MARINA requiring at least a bachelor's degree. All other examination results, except in Midwifery, shall not be included.</li> <li>2. <b><i>For SUCs with Education Programs, shall Continuing Professional Education (CPE) students or "unit earners" be counted in the total universe of passers and takers?</i></b>  Yes. This forms part of the performance of the institution.</li> <li>3. <b><i>If there are two (2) or more licensure examinations held for a particular program (e.g. LET), shall the passing rate for the examinations be averaged for each year?</i></b>  No. In computing for the <b>SUC's passing rate</b> for a program in one fiscal year, the SUC shall take the sum of the passers from all first-time takers and use this as the numerator; and take the sum of all first-time takers as the denominator. This shall cover data across all campuses.</li> </ol>

	<p>The same shall apply to the computation for the national passing percentage of the program. In computing for the <b>national passing rate</b> for a program, the SUC shall take the sum of the passers from all national first-time takers and make this the numerator; and take the sum of all national first-time takers of board programs offered by the SUC and make this the denominator.</p> <p><b>4. How do we compute the output for this indicator? Will it be per program or will all programs be combined?</b></p> <p>The purpose of this indicator is to measure the institutional capacity to surpass the national passing percentage. As one may notice in the formula, it is not the average rating per program that is being measured.</p> <p>Here, we count the board programs where the SUC has a passing rate higher than the national passing rate. This is then divided by the total number of board programs offered by the SUC to get the percentage. The average for the past three years shall be computed. This average shall have equivalent points.</p>
<p><b>KRA 2. RESEARCH CAPABILITY AND OUTPUT</b></p>	
<p><b>1. Research Center including percentage of researchers to total regular faculty</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. FORM SL KRA 2.1 a and b</li> <li>2. FORM SLRD 2016 KRA 2.1 a and b OR any official document containing the information required by this Form.</li> <li>3. Board approval of the establishment of research center</li> <li>4. Certification of Budget Allocation for each center duly signed by the Budget officer attested by the supervisor concerned</li> </ol> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <p><b>1. If the research center is merely an office, will it be counted?</b></p> <p>Yes, provided that it is not the same office established as mandated office per the SUC charter. Provided further, that it has met all requirements of a research center as defined in the circular. In addition, this center should have been established on or before 2013 and is currently active in doing research.</p>



	<p><b>2. If the budget for the research center is from external sources, will it be counted?</b> Yes.</p> <p><b>3. Are the “researchers” referred to in this circular limited to plantilla faculty members doing research?</b> Yes. Plantilla Research positions are not included.</p> <p><b>4. In the definition of “researcher,” only the plantilla faculty members who have produced and published research-based papers are included. How about those who have inventions and patented works?</b> Plantilla faculty members with invention or patented work will be considered, regardless of when the patent was awarded.</p>
<p><b>2. Externally Funded Research</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. FORM SL KRA 2.2</li> <li>2. FORM SLRD 2016 KRA 2.2 OR any official document containing the information required by this Form.</li> <li>3. Externally-funded Research MOAs / MOUs</li> <li>4. Programs, Presentation, BOR / BOT Resolution, documentation OR minutes of the meeting approving the externally-funded research</li> </ol> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <p><b>1. If a study, project or program is approved as externally funded, but the funding was not transferred to the SUC but the SUC advanced its funding completing the study, project or program, would it be counted?</b> Yes, if it is part of the agreement between the SUC and funding agency/institution that expenses shall be reimbursed to the SUC.</p> <p><b>2. If a study, project or program has been funded in 2012 (not within the last three years), but the implementation is ongoing, would it be counted?</b> Yes, provided that the funding for the implementation is still from the external sources. For programs or projects, only the component studies shall be counted.</p>

<p><b>3. Completed Research-Based Papers Published in the Past Three Years (in Elsevier Scopus, Thomson Reuters Journals and CHED Accredited Journals)</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. FORM SL KRA 2.3</li> <li>2. FORM SLRD 2016 KRA 2.3 a, b and c OR any official document containing the information required by these Forms</li> <li>3. For research-based papers published in print: Copies of the Journal Cover and Table of Contents reflecting the title of the published paper and faculty author</li> <li>4. For research-based papers published online: Copies of the Full Paper</li> <li>5. For unpublished papers applied for publication: Letter of Acceptance from the editor/s</li> </ol> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <p><b>1. Does the term “completed research-based paper” exclude articles that are part of an unfinished research project, program or study?</b></p> <p>Yes. The term “completed research-based paper” refers to a completed study, a completed program or a completed project that is publishable. The smallest quantifiable unit is “completed study”. If the completed study is part of a program or a project that is not yet completed, its output or paper is still counted (and should be part of the both the numerator and the denominator) for this indicator. For emphasis, what is NOT counted are articles that are part of a STUDY, PROGRAM or PROJECT that are NOT COMPLETED.</p> <p><b>2. Are the research outputs of students and faculty members (e.g. theses, dissertations) counted as accomplishments of the SUC?</b></p> <p>No. These outputs are personal accomplishments of students and faculty, not institutional.</p> <p><b>3. Are the research outputs co-authored by faculty members with non-teaching staff and / or students counted as accomplishments of the SUC?</b></p> <p>Yes. If these outputs are institutionally warranted by the SUC and NOT part of the academic requirements to complete a course, they will be counted.</p>
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**4. Are research outputs published in the proceedings of forums and conferences counted as accomplishments under this indicator?**

Yes. They are counted IF the proceedings are indicated in the list of publications listed or indexed in the following publisher or citation index database: Elsevier Scopus, Thomson Reuters, Springer, CHED Accredited Journals or other publishers to be validated by an external CHED technical expert.

**5. Is there a list of specific International Refereed Journals to be used as reference for this indicator?**

Most publishers make available their list of journals only through subscription. A list of academic databases and search engines and how they can be accessed can be downloaded at this URL:

[https://en.wikipedia.org/wiki/List\\_of\\_academic\\_databases\\_and\\_search\\_engines](https://en.wikipedia.org/wiki/List_of_academic_databases_and_search_engines).

**REMINDER: CHED reserves the right to have the submitted list of refereed international journals validated by an external CHED technical expert.**

**6. Is there a specific list of specific CHED Accredited Journals to be used as reference for this indicator?**

Yes. The list may be accessed through the following CHED Memorandum Orders (CMOs) on the CHED Website:

\*CMO No. 4 and No. 36, s. 2012

\*CMO No. 26, s. 2013

\*CMO No. 10, No. 15 and No. 23, s. 2014

\*CMO No. 22 and No. 24, s. 2015

**7. What are the years covered by the data to be submitted for this indicator?**

For research-based papers published in International Refereed Journals and CHED Accredited journals: the universe shall be all research-based papers published in 2013, 2014 and 2015.

	<p>For the percentage of research-based paper published in refereed journals to total number of research outputs: the denominator should cover studies, projects or programs completed in FY 2012, 2013 and 2014 ONLY and the numerator should cover those published in FY 2013, 2014 and 2015 ONLY.</p> <p><b>8. In Normative Financing, papers published are not counted in the papers presented with the consideration that publication is the higher form of dissemination. Is this rule applicable on this SUC Levelling Instrument?</b></p> <p>Yes, the focus of the two indicators is on qualifying the outputs as either published or presented. Double-counting of outputs defeats the purpose of measuring accurately the number of publishable papers. While presentation of paper is an effective form of dissemination, publication provides the evidence of the maximum impact of the paper. For research, we measure the quality of the output and not the efforts that led to the quality of the output.</p> <p><b>7. Application is a higher form of ensuring that the products of research are utilized. If a research output has a corresponding completed research-based paper, is applied, but is not published, can this output be counted as an accomplishment for this indicator?</b></p> <p>No, because the qualifying term for this indicator is the word “published”. If the application resulted to an engagement in profitable enterprise, then the appropriate metric where it can be considered is under the indicator, number of Adopters.</p>
<p><b>4. Research Paper Presented in the past three years</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. FORM SL KRA 2.4</li> <li>2. FORM SLRD 2016 KRA 2.4 a-d OR any official document containing the information required by this Form</li> <li>3. Abstracts of presented papers</li> <li>4. Invitation, program, list of participants, documentation of paper presentation</li> <li>5. Awards or certificates recognizing the paper presentation</li> </ol> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <ol style="list-style-type: none"> <li>1. Does the term “completed research-based paper” exclude articles that are part of an unfinished research project, program or study?</li> </ol>



	<p>Yes. The term "completed research-based paper" refers to the publishable paper/final report produced out of a completed study, completed program or a completed project. The smallest quantifiable unit is "completed study". If a completed study is part of a program or a project that is not yet completed, the paper produced out of that study is still counted (and should be part of the both the numerator and the denominator) for this indicator. For emphasis, what is NOT counted are articles that are part of a STUDY, PROGRAM or PROJECT that are NOT COMPLETED.</p> <p><b>2. Are in-house presentations counted in the universe for this indicator?</b> Yes, if the research forum is held within the SUC, but with proof that it is NOT a research colloquium for its students and faculty members.</p> <p><b>3. What would qualify a forum or conference as international?</b> A research conference to be considered international should cover paper presentations and discussions of matters that extend outside or beyond the borders of more than one nation with guests and participants coming from different countries. It should be emphasized that the conference must not only be international in coverage but must focus on sharing of research findings among scholars and researchers. Professional conferences shall only be considered when the purpose is to provide a venue for sharing of scientific or technical developments in the professional field. Professional conferences dealing with organizational matters or matters concerning the status of the profession shall not be considered. Conferences conducted abroad but institutional or sectoral in nature like conferences organized by a group of Filipino alumni, ethnic group or institution, etc. shall not be considered.</p> <p><b>4. What are the years covered by the data to be submitted for this indicator?</b> The universe shall be all completed research-based papers presented in FY 2013, 2014 and 2015 ONLY.</p>
<p><b>5. Citations in the past three years</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. FORM SL KRA 2.5 a and b</li> <li>2. FORM SLRD 2016 KRA 2.5 a and b OR any official document containing the information required by this Form.</li> </ol>

	<p>3. List of papers cited by other authors</p> <p>4. For citations in articles published by other researchers in publications other than those cited in Elsevier Scopus, Thomson Reuters and CHED Accredited Journals: Print Screen from Google Scholar / Internet indicating the title of papers citing the paper</p> <p>5. For research-based papers cited by book authors: Copy of the pages of books (with ISBN) highlighting the citation</p> <p>6. Other appropriate documents to support claim</p> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <p><b>1. <i>Is there a list of refereed international and national journals to be used as reference for this indicator?</i></b>  <u>See # 5 under Published Papers</u></p> <p><b>2. <i>What are the years covered by the data to be submitted for this indicator?</i></b>  For research-based papers published in International Refereed Journals and CHED Accredited journals: the universe shall be all citations of research-based papers published by cited in the last three years where the author is still connected to the SUC and verifiable through the Faculty Profile.</p>
<p><b>6. Invention in the past three years</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <p>1. FORM SL KRA 2.6</p> <p>2. FORM SLRD 2016 KRA 2.6 OR any official document containing the information required by this Form</p> <p>3. List of inventions patented and / or commercialized</p> <p>4. List of S&amp;T Outputs</p> <p>5. Full Paper of Invention</p> <p>6. Certificate of Patent</p> <p>7. Certification from Manufacturers / Fabricators (for inventions that are NOT PATENTED BUT UTILIZED)</p> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <p><b>1. <i>What are the years covered by the data to be submitted for this indicator?</i></b>  The universe shall be all inventions and S&amp;T Research Outputs completed in the last three years.</p>



**KRA 3. SERVICES TO THE COMMUNITY**

<p><b>1. Active Linkages/partnerships with other Organizations/ Educational Institutions (Covered by MOA/MOU recognized by the BOR/BOT) in the past three years</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. FORM SL KRA 3.1</li> <li>2. FORM SLRD 2016 KRA 3.1 OR any official document containing the information required by this Form.</li> <li>3. MOAs / MOUs for the linkages duly approved by the Board</li> <li>4. Approved project proposal indicating the budget allocation OR certification of budget allocation signed by the concerned parties</li> </ol> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <p><b>1. What are the years covered by the data to be submitted for this indicator?</b> This should cover the active linkages running through FY 2013, 2014 and 2015.</p>
<p><b>2. Community/Population Served in the past three years</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. FORM SL KRA 3.2</li> <li>2. FORM SLRD 2016 KRA 3.2 OR any official document containing the information required by this Form</li> <li>3. MOAs / MOUs between the SUC and the “adopted” communities duly approved by the Board</li> <li>4. Approved project proposal for the trainings to be conducted</li> <li>5. Accomplishment Report / Terminal Report / Narrative Report documenting the implementation of the project</li> </ol> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <p><b>1. What are the years covered by the data to be submitted for this indicator?</b> This should cover the communities / population served for each year for FY 2013,2014 and 2015.</p>
<p><b>3. Adopters</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. FORM SL KRA 3.3 a and b</li> <li>2. FORM SLRD 2016 KRA 3.3 a and b OR any official document containing the information required by this Form.</li> <li>3. Proof of participation of the adopters in the trainings / extension programs of the SUC</li> <li>4. Income Statement duly signed by the adopter and attested by the school’s internal auditor</li> <li>5. For individual / microscale / unregistered adopters: * Barangay / Municipality business permit</li> </ol>

	<ul style="list-style-type: none"> <li>* Simple cost and return analysis signed by the client</li> <li>* Proofs of business transactions (e.g. acknowledgement receipts, record books, photos)</li> <li>* Income Statement duly signed by the adopter and attested by the school's internal auditor</li> </ul> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <p><b>1. It is specified in the definition that adopters shall have been trainees or extension clients of the SUC. Is this definition absolute?</b> Yes.</p> <p><b>2. What is the indicator of profitability?</b> The SUC shall submit a copy of the income statement/s of the adopters for the past three years. It should be evident in the income statement that the adopters gained any amount "above breakeven" for the adopter to be considered profitable or any other proof that the business has been operating for the past three years.</p> <p><b>3. What are the years covered by the data to be submitted for this indicator?</b> This should cover the adopters for each year for FY 2013, 2014, and 2015.</p>
<p><b>4. Viable Demonstration Projects</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. FORM SL KRA 3.4 a and b</li> <li>2. FORM SLRD 2016 KRA 3.4 a and b OR any official document containing the information required by this Form</li> <li>3. Copy of Audited Financial Statement/Certification from VP for Administration and Finance or its equivalent</li> <li>4. Computation of ROI for each demonstration project duly signed and certified true and correct by the SUC accountant and attested by the supervisor concerned</li> <li>5. Computation of IRR for each demonstration project duly signed and certified true and correct by the SUC accountant and attested by the supervisor concerned</li> <li>6. Certification of utilization in programs offered by the SUC</li> </ol>



	<p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <p><b>1. What are the years covered by the data to be submitted for this indicator?</b> This should cover the viable demonstration projects for each year for FY 2013, 2014, and 2015.</p> <p><b>2. In the definition of terms, viable demonstration projects are income-generating projects. Is this definition absolute? Is it possible to include non-profit but productive demonstration projects (e.g. learning resource materials for teachers)?</b> Yes.</p>
<p><b>KRA 4. MANAGEMENT OF RESOURCES</b></p>	
<p><b>1. Average of the total disbursement to total obligations for the last three (3) years</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <p>1. FORM SL KRA 4.1 2. MFO Accomplishment Report Card (MARC-1) of the SUC for the Performance- Based Bonus (PBB) officially disseminated by the AO25 Secretariat</p> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <p><b>1. What are the years covered by the data to be submitted for this indicator?</b> This should cover the obligation and disbursement for each year for FY 2013, 2014, and 2015.</p>
<p><b>2. Percentage of internally generated income to total subsidy (allotment from the General Appropriations Act in the past three (3) years) : including income and budget for research and extension in the past three years</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <p>1. FORM SL KRA 4.2 2. Statement of Receipts (internally generated income) for the last three years 3. Annual Report and GAA Report on audited internally generated income</p> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <p><b>1. Does the internally generated income include donations in kind?</b> Yes. It includes donations in kind, however, the SUC shall assign monetary value for these donations.</p> <p><b>2. Does the term "total subsidy" include Personnel Services (PS)?</b> No. Total Subsidy includes Maintenance and Other Operating Expenses and Capital Outlay only.</p>

	<p><b>3. What are the years covered by the data to be submitted for this indicator?</b> This should cover the receipts and allotments for each year for FY 2013, 2014, and 2015.</p>
<p><b>3. Faculty and Staff Development Program</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. FORM SL KRA 4.3 a and b</li> <li>2. FORM SLRD 2016 KRA 4.3 a and b OR any official document containing the information required by this Form.</li> <li>3. For plantilla faculty members with doctoral degrees: copies of the TOR / Diploma of the concerned faculty members</li> <li>4. For relevant training hours of faculty and staff members: training / conference certificates, certificates of appearance or travel orders containing basic information of the trainings or conferences</li> </ol> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <p><b>For plantilla faculty members with doctoral degrees:</b></p> <p><b>1. Who are the faculty members included in this indicator?</b> Plantilla faculty members who <b>earned</b> their degrees in AY 2013-2014, 2014-2015 or 2015-2016 shall constitute the numerator. There should be no double counting. On the other hand, the denominator shall be composed of all plantilla faculty members.</p> <p><b>2. What particular universities are considered as national universities?</b> The term “national university” refers to the University of the Philippines only.</p> <p><b>3. Is there a specific list of top 1000 colleges and universities to be used as reference for this indicator?</b> Yes. For this indicator, as footnoted in the SUC Levelling Instrument, the valid references for the top 1000 colleges and universities are:</p> <ul style="list-style-type: none"> <li>* Times Higher Education (THE) University Ranking</li> <li>* QS University Ranking</li> <li>* Academic Ranking of World Universities-Shanghai Ranking Consultancy</li> </ul>



	<p><b>4. Is there a specific list of COEs and CODs to be used as reference for this indicator?</b>  Yes. Lists of COEs and CODs may be generated from the CHED Website.</p> <p><b>For relevant training hours of faculty and staff members:</b></p> <p><b>1. Who are the faculty and staff members included in this indicator?</b>  All faculty and staff members who attended trainings / conferences in AY 2013-2014, 2014-2015 and 2015-2016 are included in this indicator.</p> <p><b>2. Are the institutional trainings / conferences counted as regional training?</b>  Yes, IF AND ONLY IF the trainings / conferences ((including seminars and workshops) held in the institution are proven to be international, national and regional trainings / conferences participated in by participants NOT LIMITED to the SUC's faculty, students and other employees.</p>
<p><b>4. Institutional Awards given by reputable organizations in the past three years</b></p>	<p><b>A. LIST OF DOCUMENTARY EVIDENCES</b></p> <ol style="list-style-type: none"> <li>1. FORM SL KRA 4.4</li> <li>2. FORM SLRD 2016 KRA 4.4 OR any official document containing the information required by this Form.</li> <li>3. Copies of Certificates of Award</li> </ol> <p><b>B. OPERATIONALIZATION OF THE GUIDELINES</b></p> <p><b>1. Is there a list of "reputable" organizations available?</b>  For this round of SUC levelling, there is no specific list of reputable organizations which shall serve as basis for the SUCs' accomplishments. The minimum qualifier shall be that the awarding organization has a track record that may be validated through print and electronic media.</p> <p><b>2. Are awards given to certain delivery units within the SUC counted as an accomplishment for this indicator?</b>  No. Only awards given to the SUC as one whole institution are counted.</p> <p><b>3. What are the years covered by the data to be submitted for this indicator?</b>  This should cover the awards received for each year for FY 2013, 2014, and 2015.</p>