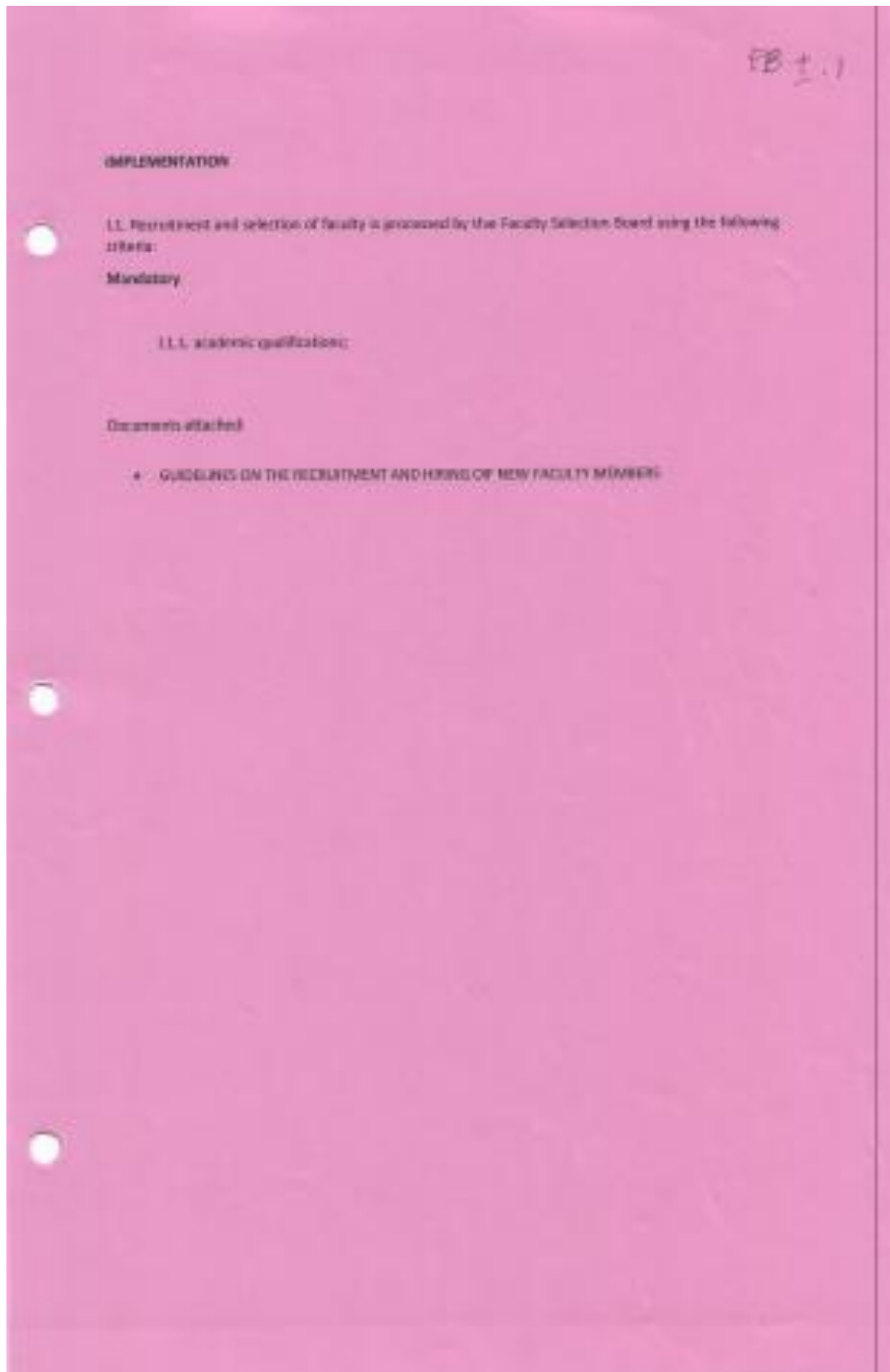




POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



IMPLEMENTATION

1.1. Recruitment and selection of faculty is processed by the Faculty Selection Board using the following criteria:

Mandatory

1.1.1. academic qualifications;

Documents attached

- * GUIDELINES ON THE RECRUITMENT AND HIRING OF NEW FACULTY MEMBERS



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

LIFTED FROM UNIVERSITY POLICIES AND GUIDELINES OVPAA P.28-30

GUIDELINES ON THE RECRUITMENT AND HIRING OF NEW FACULTY MEMBERS

In the interest of the service and as a matter of policy, the following guidelines for the selection and hiring of new faculty members shall be strictly followed to ensure academic excellence:

1. **APPLICANTS MUST POSSESS THE FOLLOWING QUALIFICATIONS:**
 - 1.1. Personal
 - 1.1.1. They must be mentally, physically, emotionally, and morally fit;
 - 1.1.2. They must have a wholesome, acceptable, and pleasing personality;
 - 1.1.3. They must exhibit self-confidence; and
 - 1.1.4. They must have a very satisfactory communication skills in English and/or Filipino
 - 1.2. Educational
 - 1.2.1. They must be holders of a master's degree, the specialization being related to the field in which they shall be hired to teach; and
 - 1.2.2. Where no applicants are master's degree holders, bachelor's degree holders may be considered in accordance with the following priority scheme:
 - 1.2.2.1. Bachelor's degree holders with academic honors such as Summa Cum Laude, Magna Cum Laude, or Cum Laude and with one-year teaching experience or its equivalent;
 - 1.2.2.2. Bachelor's degree holders who belong to the first ten successful board examinees and who have a one-year teaching experience or its equivalent;
 - 1.2.2.3. Bachelor's degree holders who have passed the required board examination and who have actively practiced their professions for at least one year or its equivalent; and
 - 1.2.2.4. Bachelor's degree holders who have been in collegiate teaching on a full-time basis and who have engaged in educational research for at least one year.
 - 1.3. Professional/ Employment Experience
 - 1.3.1. They must have at least one year of college teaching experience;
 - 1.3.2. If without any teaching experience, they must have a minimum of one year of professional experience related to their field of specialization;
 - 1.3.3. They must have at least a very satisfactory performance rating in their previous employment;
 - 1.3.4. Where a course or academic program requires a licensure examination, the teaching applicants must possess the required or appropriate license; and
 - 1.3.5. The two-year college teaching experience may be waived in favor of qualified graduates with an appropriate master's degree.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

CRITERIA FOR SELECTION OF FACULTY MEMBERS

Name of Applicant _____ Age ____ Civil Status _____
Highest Degree Earned _____
Educational Institution _____
Year Graduated _____ Other Degrees _____
Additional Units Earned _____
Area of Specialization: Major: _____
Minor: _____

A. Qualified Qualifications (maximum rating) 70%

1. Academic Preparation	20%
Ph.D	20%
MA-MS	15%
BS	10%
2. Grasp of Subject Matter (interview)	15%
3. Related Work Experience	15%
4. College Teaching Experience	10%
5. Writing or Research Skills	10%

B. Interview Factors (maximum rating) 30%

1. Personality	10%
2. Communication Skills	10%
3. Social Awareness	5%
4. Motivations	5%
Total	100%



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

**LIFTED FROM UNIVERSITY POLICIES AND GUIDELINES
OVPAA P.31**

**3. THE FOLLOWING PROCEDURE SHALL BE OBSERVED IN THE SELECTION
AND HIRING OF NEW FACULTY MEMBERS:**

- 3.3. The College Dean/ Director shall constitute a Screening Committee composed of the Department Chairperson or his representative as Committee Chairperson, and at least two senior faculty members with Outstanding or Very Satisfactory performance rating, as Committee Members
- 3.4. The Screening Committee shall evaluate and verify the authenticity of all documents submitted as well as check the previous and present employment of the applicants.
- 3.5. The applicants shall be further interviewed by the Dean/ Director concerned upon recommendation by the Screening Committee.

“THE COUNTRY’S 1ST POLYTECHNIC U”



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

CHECKLIST FOR INTERVIEW (New Faculty)	
Name: <u>DELA CRUZ, JANE E.</u>	
Campus/College: <u>CE - CEB</u>	
Required Credentials	
1	Recommendation/Endorsement from Director/Dean <input checked="" type="checkbox"/>
2	Screening Results <input checked="" type="checkbox"/>
3	Psychological Examination Results <input checked="" type="checkbox"/>
4	Official Receipts (Psychological Exam) <input checked="" type="checkbox"/>
Transcript of Records	
5	Bachelor's Degree <input checked="" type="checkbox"/>
	Master's Degree <input type="checkbox"/>
	Doctorate's Degree <input type="checkbox"/>
6	Application Letter <input checked="" type="checkbox"/>
7	Personal Data Sheet/Resume/Curriculum Vitae <input checked="" type="checkbox"/>
Supporting Documents	
	Permit to Teach (if currently employed) <input type="checkbox"/>
	PRC ID/PPSC Report of Rating <input checked="" type="checkbox"/>
	Diploma (Highest Degree) <input checked="" type="checkbox"/>
	Certificate <input checked="" type="checkbox"/>
	Other Supporting Documents <input type="checkbox"/>
Action Taken: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Recommending Approval:	
<u>Dr. Manuel M. Multi</u> Vice President for Academic Affairs	



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

CRITERIA FOR THE SELECTION OF FACULTY MEMBERS			
Name of Applicant: <u>JOSH R. DELA ROSA</u>	Age: <u>24</u>	Sex: <u>M</u>	Civil Status: <u>SINGLE</u>
Highest Degree Earned: <u>BSECE</u>	Educ. Institution: <u>PUP</u>	Year: <u>2013</u>	
Other Degree: <u>MSCE (condition)</u>	Additional Units Earned:		
Area of Specialization: <u>SOFTWARE ENGINEERING, SECURITY SYSTEMS</u>			
(Major)		(Minor)	
Teaching Preference:	<input checked="" type="checkbox"/> Day School	<input type="checkbox"/> Night School	
	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	
	<input checked="" type="checkbox"/> Part-Time	<input type="checkbox"/> Part-Time	
Subject Preference: <u>SOFTWARE ENGINEERING, SECURITY SYSTEMS</u>			
1 st Preference: <u>MANAGEMENT OF COMPUTERS</u>			
2 nd Preference:			
I. Review of Transcript of Records A grade of 5 in the major discipline disqualifies the applicant.			
E. Qualified Qualifications (Maximum Rating) = 70 % Applicant			
A. Academic Qualification ----- 20%			
Ph. D. ----- 20%			
MA-MS ----- 10%			
BS DEGREE (Based on Qualification Max. of 10%)			<u>10</u>
B. Criteria of Evaluation			
1. Instruction ----- 10%			
a. Grasp of Subject Matter ----- 10%			<u>10</u>
b. Teaching Demonstration ----- 10%			<u>10</u>
2. College Teaching Experience ----- 10%			<u>10</u>
3. Extension ----- 10%			
a. Related Work Experience ----- 5%			<u>5</u>
b. Membership in Professional Org. ----- 5%			<u>5</u>
4. Writing or Research Skills ----- 5%			<u>5</u>
5. Production of Instructional Materials, Books, etc. ----- 5%			<u>5</u>
C. Actual Interview (Maximum Rating) -- 30 %			
1. Personality ----- 10 %			<u>10</u>
2. Communication ----- 10 %			<u>10</u>
3. Social Awareness ----- 10 %			<u>10</u>
4. Motivation ----- 10 %			<u>10</u>
TOTAL			84
Rater's on A, B1, B2, B3:		Chairperson's Remarks on B4, B5, B6:	
Rated by:	Entered by:	Approved by:	
<u>[Signature]</u> Sign over printed name / Date	<u>[Signature]</u> Chairperson / Date	<u>[Signature]</u> Engr. Guillermo O. Bernabe CE Dean	



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

CRITERIA FOR THE SELECTION OF FACULTY MEMBERS			
Name of Applicant:	JERRY P. DIAZ	Age:	24
Highest Degree Earned:	BSCCE	Sec. M:	Col. District 610002
Other Degrees:	None (Candidate)	Educ. Institution:	PUP
Area of Specialization:	Computer Engineering		
Teaching Preference:	<input checked="" type="radio"/> Day School	<input type="radio"/> Night School	
	<input type="radio"/> Full-Time	<input type="radio"/> Full-Time	
	<input type="radio"/> Part-Time	<input type="radio"/> Part-Time	
Subject Preference:	Computer Engineering		
1 st Preference:	Computer Engineering		
2 nd Preference:			
I. Review of Transcript of Records A grade of 5 in the major discipline disqualifies the applicant.			
II. Qualified Qualifications (Maximum Rating) – 70 % Applicant			
A. Academic Qualification – 27%			
Ph. D.	20%		
MA-MS	15%		
BS DEGREE (Based on Qualification Max. of 100%)			1
B. Criteria of Evaluation			
1. Instruction			
a. Grasp of Subject Matter	10%		9
b. Teaching Demonstration	10%		7
2. College Teaching Experience			
	10%		10
3. Extension			
a. Related Work Experience	15%		5
b. Membership in Professional Org.	15%		5
4. Writing or Research Skills			
	10%		5
5. Production of Instructional Materials, Books, etc.			
	10%		5
III. Actual Interview (Maximum Rating) – 30 %			
1. Personality		10 %	5
2. Communication		10 %	5
3. Social Awareness		07 %	5
4. Motivation		08 %	5
TOTAL			89
Rater's on A, B1, B2, B3:		Chairperson's Remarks on B4, B5, B6	
Rated by:	Endorsed by:	Approved by:	
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
Eng. [Name]	Chairperson (Date)	Engr. Guillermo O. Borlabe CE Dean	



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

1.1. Recruitment and selection of faculty is processed by the Faculty Selection Board using the following criteria:

Mandatory

(1.1.1) personal qualities

Documents attached:

- GUIDELINES ON THE RECRUITMENT AND HIRING OF NEW FACULTY MEMBERS
- FACULTY MANUAL



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

**LIFTED FROM UNIVERSITY POLICIES AND GUIDELINES
OVPAA P.31**

**3. THE FOLLOWING PROCEDURE SHALL BE OBSERVED IN THE SELECTION
AND HIRING OF NEW FACULTY MEMBERS:**

- 3.3. The College Dean/ Director shall constitute a Screening Committee composed of the Department Chairperson or his representative as Committee Chairperson, and at least two senior faculty members with Outstanding or Very Satisfactory performance rating, as Committee Members.
- 3.4. The Screening Committee shall evaluate and verify the authenticity of all documents submitted as well as check the previous and present employment of the applicants.
- 3.5. The applicants shall be further interviewed by the Dean/ Director concerned upon recommendation by the Screening Committee.

"THE COUNTRY'S 1ST POLYTECHNIC UP"



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

LIFTED FROM UNIVERSITY POLICIES AND GUIDELINES OVPAA P.28-30

GUIDELINES ON THE RECRUITMENT AND HIRING OF NEW FACULTY MEMBERS

In the interest of the service and as a matter of policy, the following guidelines for the selection and hiring of new faculty members shall be strictly followed to ensure academic excellence:

1. APPLICANTS MUST POSSESS THE FOLLOWING QUALIFICATIONS:

- 1.1. Personal
 - 1.1.1. They must be mentally, physically, emotionally, and morally fit;
 - 1.1.2. They must have a wholesome, acceptable, and pleasing personality;
 - 1.1.3. They must exhibit self-confidence; and
 - 1.1.4. They must have a very satisfactory communication skills in English and/or Filipino
- 1.2. Educational
 - 1.2.1. They must be holders of a master's degree, the specialization being related to the field in which they shall be hired to teach; and
 - 1.2.2. Where no applicants are master's degree holders, bachelor's degree holders may be considered in accordance with the following priority scheme:
 - 1.2.2.1. Bachelor's degree holders with academic honors such as Summa Cum Laude, Magna Cum Laude, or Cum Laude and with one-year teaching experience or its equivalent;
 - 1.2.2.2. Bachelor's degree holders who belong to the first ten successful board examinees and who have a one-year teaching experience or its equivalent;
 - 1.2.2.3. Bachelor's degree holders who have passed the required board examination and who have actively practiced their professions for at least one year or its equivalent; and
 - 1.2.2.4. Bachelor's degree holders who have been in collegiate teaching on a full-time basis and who have engaged in educational research for at least one year.
- 1.3. Professional Employment Experience
 - 1.3.1. They must have at least one year of college teaching experience;
 - 1.3.2. If without any teaching experience, they must have a minimum of one year of professional experience related to their field of specialization;
 - 1.3.3. They must have at least a very satisfactory performance rating in their previous employment;
 - 1.3.4. Where a course or academic program requires a licensure examination, the teaching applicants must possess the required or appropriate license; and
 - 1.3.5. The two-year college teaching experience may be waived in favor of qualified graduates with an appropriate master's degree.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

CRITERIA FOR SELECTION OF FACULTY MEMBERS

Name of Applicant _____ Age ____ Civil Status _____
Highest Degree Earned _____
Educational Institution _____
Year Graduated _____ Other Degrees _____
Additional Units Earned _____
Area of Specialization: Major: _____
Minor: _____

A. Qualified Qualifications (maximum rating) 70%

1. Academic Preparation	20%
Ph.D	20%
MA-MS	15%
BS	10%
2. Grasp of Subject Matter (interview)	15%
3. Related Work Experience	15%
4. College Teaching Experience	10%
5. Writing or Research Skills	10%

B. Interview Factors (maximum rating) 30%

1. Personality	10%
2. Communication Skills	10%
3. Social Awareness	5%
4. Motivations	5%
Total	100%



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

CHECKLIST FOR INTERVIEW		
(New Faculty)		
Name: <u>DELA CRUZ, John E.</u>		
Campus/College: <u>CE - C&S Department</u>		
Required Credentials		
1	Recommendation/Endorsement from Director/Dean	<input checked="" type="checkbox"/>
2	Screening Results	<input checked="" type="checkbox"/>
3	Psychological Examination Results	<input checked="" type="checkbox"/>
4	Official Receipt (Psychological Exam)	<input checked="" type="checkbox"/>
Transcript of Records		
5	Bachelor's Degree	<input checked="" type="checkbox"/>
	Master's Degree	<input type="checkbox"/>
	Doctorate's Degree	<input type="checkbox"/>
6	Application Letter	<input checked="" type="checkbox"/>
7	Personal Data Sheet/Resume/Curriculum Vitae	<input checked="" type="checkbox"/>
Supporting Documents		
	Permit to Teach (if currently employed)	<input type="checkbox"/>
	PRC/ESP/RC Report of Rating	<input checked="" type="checkbox"/>
	Diploma (Highest Degree)	<input checked="" type="checkbox"/>
	Certificates	<input checked="" type="checkbox"/>
	Other Supporting Documents	<input type="checkbox"/>
Action Taken: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Recommending Approval:		
<u>Dr. Manuel M. Muhl</u> Vice-President for Academic Affairs		

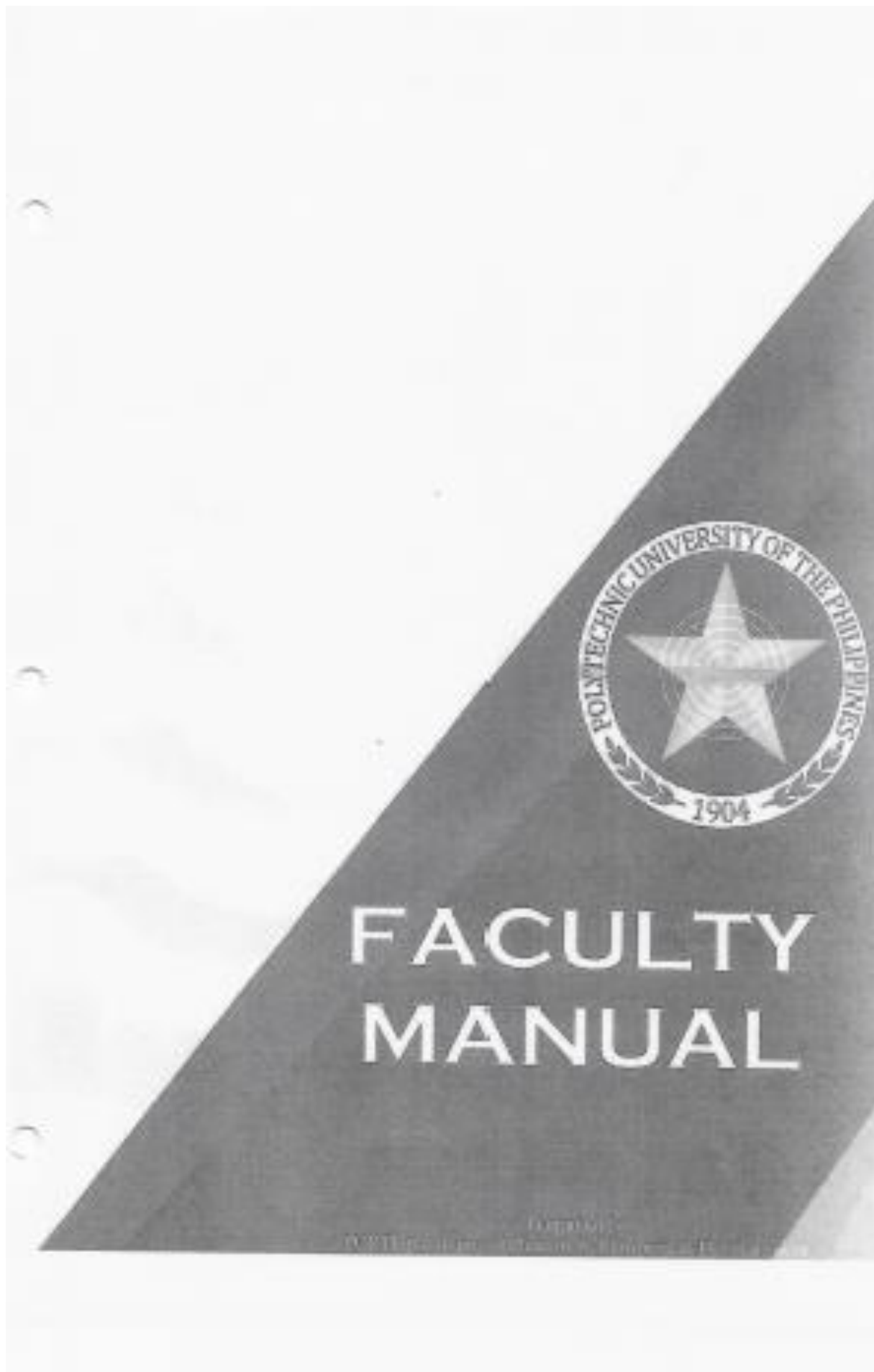


POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

CRITERIA FOR THE SELECTION OF FACULTY MEMBERS		
Name of Applicant: <u>Jorge P. Garcia</u>	Age: <u>24</u>	Sec. # <u>Civil Engrg. 1st Div.</u>
Highest Degree Earned: <u>BSc-CE</u>	Educ. Institution: <u>PUP</u>	Year: <u>2nd</u>
Other Degrees: <u>MSCE (candidate)</u>	Additional Units Earned:	
Area of Specialization: <u>(1)Mech. (2)Elec. (3)Mech/Elec (4)Mech/Elec/CE</u>		
	(Major)	(Minor)
Teaching Preference:	<u>g</u> - Day School	<u>o</u> - Night School
	<u>o</u> - Full-Time	<u>o</u> - Full-Time
	<u>g</u> - Part-Time	<u>o</u> - Part-Time
Subject Preference: <u>Electronics, Systems and Control</u>		
1 st Preference: <u>Results of Competency Test</u>		
2 nd Preference: _____		
I. Review of Transcript of Records A grade of 5 in the major discipline disqualifies the applicant.		
II. Qualified Qualifications (Maximum Rating) - 70 % Applicant		
A. Academic Qualification ----- 20%		
	Ph. D. ----- 20%	
	MA-MS ----- 15%	
	BS DEGREE (Based on Qualification Req. of 10%)	
B. Criteria of Evaluation		
1. Instruction		
a. Grasp of Subject Matter -----	10%	<u>9</u>
b. Teaching Demonstration -----	10%	<u>9</u>
2. College Teaching Experience ----- 10%		
3. Extension		
a. Related Work Experience -----	05%	<u>0</u>
b. Membership in Professional Org -----	05%	<u>0</u>
4. Writing or Research Skills ----- 05%		
5. Production of Instructional Materials, Books, etc. ----- 05%		
B1. Actual Interview (Maximum Rating) - 30 %		
1. Personality -----	05 %	<u>5</u>
2. Communication -----	10 %	<u>10</u>
3. Social Awareness -----	07 %	<u>7</u>
4. Motivation -----	08 %	<u>8</u>
TOTAL		84
Rater's on A, B1, B2, B3:		Chairperson's Remarks on B4, B5, B6
Rated by: _____ Sign over printed name/ Date	Endorsed by: _____ Chairperson / Dep	Approved by: _____ Engr. <u>Galena D. Barredo</u> CE Dean



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

QUALIFICATION

2.1 General Provisions

- 2.1.1 The qualification of faculty members in the University shall be set by the Board of Regents or recommendation of the University President, and as recommended to him by the Vice President for Academic Affairs through the Executive Vice President.
- 2.1.2 No religious or political test shall be required, nor shall the religious or political beliefs of the faculty be made the subject of examination or inquiry.
- 2.1.3 Members of the faculty shall be exempt from any civil service examination as a requisite for appointment, except in some colleges/institutes where passing the professional board examination is a requirement for teaching professional courses.

2.2 Entrance Qualification

- 2.2.1 Entrance qualification differs according to requirements set by various colleges/institutes.
- 2.2.2 A minimum of a master's degree with the specific specialization, training, experience and desirable personality traits shall be required of applicants to any of the Colleges/institutes in the University.

RECRUITMENT PROCEDURE

3.1 Faculty members are recruited by invitation of the University or through application by those interested to join the University:

3.1.1 By Invitation

Highly qualified persons may be invited by the President of the University to file his application for a teaching position or for future consideration in a teaching position.

3.1.2 By Application

Qualified faculty wishing to apply to any college in the University may file his application letter through any of the following:

- The President of the University
- The Executive Vice President
- The Vice President for Academic Affairs
- The Dean of the College or Director of the Institute in which the applicant may wish to teach



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

1.1. Recruitment and selection of faculty is processed by the Faculty Selection Board using the following criteria:

Mandatory

1.1.5 communication skills

Documents attached:

- GUIDELINES ON THE RECRUITMENT AND HIRING OF NEW FACULTY MEMBERS



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

**LIFTED FROM UNIVERSITY POLICIES AND GUIDELINES
OVPAA P.31**

**3. THE FOLLOWING PROCEDURE SHALL BE OBSERVED IN THE SELECTION
AND HIRING OF NEW FACULTY MEMBERS:**

- 3.3. The College Dean/ Director shall constitute a Screening Committee composed of the Department Chairperson or his representative as Committee Chairperson, and at least two senior faculty members with Outstanding or Very Satisfactory performance rating, as Committee Members.
- 3.4. The Screening Committee shall evaluate and verify the authenticity of all documents submitted as well as check the previous and present employment of the applicants.
- 3.5. The applicants shall be further interviewed by the Dean/ Director concerned upon recommendation by the Screening Committee.

“THE COUNTRY'S 1ST POLYTECHNIC U”



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

LIFTED FROM UNIVERSITY POLICIES AND GUIDELINES OVPAA P.28-30

GUIDELINES ON THE RECRUITMENT AND HIRING OF NEW FACULTY MEMBERS

In the interest of the service and as a matter of policy, the following guidelines for the selection and hiring of new faculty members shall be strictly followed to ensure academic excellence:

1. APPLICANTS MUST POSSESS THE FOLLOWING QUALIFICATIONS:

- 1.1. Personal
 - 1.1.1. They must be mentally, physically, emotionally, and morally fit
 - 1.1.2. They must have a wholesome, acceptable, and pleasing personality.
 - 1.1.3. They must exhibit self-confidence; and
 - 1.1.4. They must have a very satisfactory communication skills in English and/or Filipino
- 1.2. Educational
 - 1.2.1. They must be holders of a master's degree, the specialization being related to the field in which they shall be hired to teach; and
 - 1.2.2. Where no applicants are master's degree holders, bachelor's degree holders may be considered in accordance with the following priority scheme:
 - 1.2.2.1. Bachelor's degree holders with academic honors such as Summa Cum Laude, Magna Cum Laude, or Cum Laude and with one-year teaching experience or its equivalent;
 - 1.2.2.2. Bachelor's degree holders who belong to the first ten successful board examinees and who have a one-year teaching experience or its equivalent;
 - 1.2.2.3. Bachelor's degree holders who have passed the required board examination and who have actively practiced their professions for at least one year or its equivalent; and
 - 1.2.2.4. Bachelor's degree holders who have been in collegiate teaching on a full-time basis and who have engaged in educational research for at least one year.
- 1.3. Professional Employment Experience
 - 1.3.1. They must have at least one year of college teaching experience;
 - 1.3.2. If without any teaching experience, they must have a minimum of one year of professional experience related to their field of specialization;
 - 1.3.3. They must have at least a very satisfactory performance rating in their previous employment;
 - 1.3.4. Where a course or academic program requires a licensure examination, the teaching applicants must possess the required or appropriate license; and
 - 1.3.5. The two-year college teaching experience may be waived in favor of qualified graduates with an appropriate master's degree.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

CRITERIA FOR SELECTION OF FACULTY MEMBERS

Name of Applicant _____ Age ____ Civil Status _____
Highest Degree Earned _____
Educational Institution _____
Year Graduated _____ Other Degrees _____
Additional Units Earned _____
Area of Specialization: Major: _____
Minor: _____

A. Qualified Qualifications (maximum rating) 70%

1. Academic Preparation	20%
Ph.D	20%
MA-MS	15%
BS	10%
2. Grasp of Subject Matter (interview)	15%
3. Related Work Experience	15%
4. College Teaching Experience	10%
5. Writing or Research Skills	10%

B. Interview Factors (maximum rating) 30%

1. Personality	10%
2. Communication Skills	10%
3. Social Awareness	5%
4. Motivations	5%
Total	100%



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

CHECKLIST FOR INTERVIEW		
Name: <u>Mr. [Name], J.A. [Initials]</u>		
Campus/College: <u>CE - CEC (SUC/Work)</u>		
Required Credentials		
1	Recommendation/Endorsement from Director/Dean	<input checked="" type="checkbox"/>
2	Grading Results	<input checked="" type="checkbox"/>
3	Psychological Examination Results	<input checked="" type="checkbox"/>
4	Official Receipts (Psychological Exam)	<input checked="" type="checkbox"/>
Transcript of Records		
5	Bachelor's Degree	<input checked="" type="checkbox"/>
	Master's Degree	<input type="checkbox"/>
	Doctorate Degree	<input type="checkbox"/>
6	Application Letter	<input checked="" type="checkbox"/>
T & P Personal Data Sheet/Resume/Curriculum Vitae <input checked="" type="checkbox"/>		
Supporting Documents		
	Parent to Teach (if currently employed)	<input type="checkbox"/>
	ITTC ID/ITTC Record of Posting	<input checked="" type="checkbox"/>
	Diploma (Highest Degree)	<input checked="" type="checkbox"/>
	Certificates	<input checked="" type="checkbox"/>
	Other Supporting Documents	<input type="checkbox"/>
Action Taken: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Recommending Approval:		
<u>Dr. Manuel M. Muli</u> Vice President for Academic Affairs		



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

CRITERIA FOR THE SELECTION OF FACULTY MEMBERS		
Name of Applicant: <u>John J. De La Cruz</u>	Age: <u>24</u>	Sex: <u>M</u> Civil Status: <u>Single</u>
Highest Degree Earned: <u>BSc</u>	Educ. Institution: <u>PUF</u>	Year: <u>2013</u>
Other Degrees: <u>None (candidate)</u>	Additional Units Earned:	
Area of Specialization: <u>Electronics, Semiconductors, Embedded Systems</u>		
	(Major)	(Minor)
Teaching Preference:	<input checked="" type="radio"/> Day School	<input type="radio"/> Night School
	<input type="radio"/> Full-Time	<input type="radio"/> Full-Time
	<input type="radio"/> Part-Time	<input type="radio"/> Part-Time
Subject Preference: <u>Electronics, Semiconductors, Embedded Systems</u>		
1 st Preference: <u>Electronics, Embedded Systems</u>		
2 nd Preference: _____		
I. Review of Transcript of Records A grade of 5 in the major discipline disqualifies the applicant.		
ii. Qualified Qualifications (Maximum Rating) = 70 % Applicant		
A. Academic Qualification ----- 20%		
	Ph. D. ----- 30%	<u>K</u>
	MA-MS ----- 10%	
	BS DEGREE (Based on Qualification list of 10%)	
B. Criteria of Evaluation		
1. Interaction		
a. Grasp of Subject Matter ----- 10%		<u>100%</u>
b. Teaching Demonstration ----- 10%		
2. College Teaching Experience ----- 10%		
3. Extension		
a. Related Work Experience ----- 05%		<u>100%</u>
b. Membership in Professional Org. ----- 05%		
4. Writing or Research Skills ----- 05%		
5. Production of Instructional Materials, Books, etc. ----- 05%		
iii. Actual Interview (Maximum Rating) = 30 %		
	1. Personality ----- 05 %	<u>100%</u>
	2. Communication ----- 10 %	
	3. Social Awareness ----- 07 %	
	4. Motivation ----- 08 %	
TOTAL <u>99</u>		
Rater's on A, B1, B2, B3:		Chairperson's Remarks on BA, B5, B:
Rated by: <u>[Signature]</u>	Endorsed by: <u>[Signature]</u>	Approved by: <u>[Signature]</u>
_____ Sign over printed name / Date	_____ Chairperson / Dept	_____ Engr. Galena D. Bernabe CE Dean



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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COMPUTER ENGINEERING DEPARTMENT

II-4

11. Recruitment and selection of faculty is processed by the Faculty Selection Board using the following criteria:

Mandatory

1.1.A. teaching ability;

Documents attached:

- GUIDELINES ON THE RECRUITMENT AND HIRING OF NEW FACULTY MEMBERS
- FACULTY MANUAL
- FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

**LIFTED FROM UNIVERSITY POLICIES AND GUIDELINES
OVPAA P.31**

**3. THE FOLLOWING PROCEDURE SHALL BE OBSERVED IN THE SELECTION
AND HIRING OF NEW FACULTY MEMBERS:**

- 3.3. The College Dean/ Director shall constitute a Screening Committee composed of the Department Chairperson or his representative as Committee Chairperson, and at least two senior faculty members with Outstanding or Very Satisfactory performance rating, as Committee Members
- 3.4. The Screening Committee shall evaluate and verify the authenticity of all documents submitted as well as check the previous and present employment of the applicants.
- 3.5. The applicants shall be further interviewed by the Dean/ Director concerned upon recommendation by the Screening Committee.

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LIFTED FROM UNIVERSITY POLICIES AND GUIDELINES OVPAA P.28-30

GUIDELINES ON THE RECRUITMENT AND HIRING OF NEW FACULTY MEMBERS

In the interest of the service and as a matter of policy, the following guidelines for the selection and hiring of new faculty members shall be strictly followed to ensure academic excellence:

1. APPLICANTS MUST POSSESS THE FOLLOWING QUALIFICATIONS:

- 1.1. Personal
 - 1.1.1. They must be mentally, physically, emotionally, and morally fit;
 - 1.1.2. They must have a wholesome, acceptable, and pleasing personality;
 - 1.1.3. They must exhibit self-confidence; and
 - 1.1.4. They must have a very satisfactory communication skills in English and/or Filipino
- 1.2. Educational
 - 1.2.1. They must be holders of a master's degree, the specialization being related to the field in which they shall be hired to teach; and
 - 1.2.2. Where no applicants are master's degree holders, bachelor's degree holders may be considered in accordance with the following priority scheme:
 - 1.2.2.1. Bachelor's degree holders with academic honors such as Summa Cum Laude, Magna Cum Laude, or Cum Laude and with one-year teaching experience or its equivalent;
 - 1.2.2.2. Bachelor's degree holders who belong to the first ten successful board examinees and who have a one-year teaching experience or its equivalent;
 - 1.2.2.3. Bachelor's degree holders who have passed the required board examination and who have actively practiced their professions for at least one year or its equivalent; and
 - 1.2.2.4. Bachelor's degree holders who have been in collegiate teaching on a full-time basis and who have engaged in educational research for at least one year.
- 1.3. Professional Employment Experience
 - 1.3.1. They must have at least one year of college teaching experience;
 - 1.3.2. If without any teaching experience, they must have a minimum of one year of professional experience related to their field of specialization;
 - 1.3.3. They must have at least a very satisfactory performance rating in their previous employment;
 - 1.3.4. Where a course or academic program requires a licensure examination, the teaching applicants must possess the required or appropriate license; and
 - 1.3.5. The two-year college teaching experience may be waived in favor of qualified graduates with an appropriate master's degree.



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3.2 Screening of Applicants

3.2.1 General Provisions

- 3.2.1.1 Screening shall be done according to the procedure set by each College/Institute.
- 3.2.1.2 Only applicants who have submitted their formal application, transcript of records, diploma(s), and all other required documents shall be considered for initial screening.
- 3.2.1.3 Background investigation shall be a part of the screening procedure. The Dean of each College/Institute, however, shall assure that this is discreetly done.
- 3.2.1.4 Only applicants who meet the entrance requirements set for faculty members in the College/Institute as evidenced from evaluation of documents submitted shall be invited for further screening.
- 3.2.1.5 Only applicants who have qualified in the series of screening shall be recommended for a teaching position or for inclusion in the roll of qualified faculty for future reference in case of teaching vacancy.

4. APPOINTMENT

4.1 General Provisions

- 4.1.1 Appointments to the faculty shall be made strictly on the basis of merit and fitness.
- 4.1.2 Appointments shall be made by the President in accordance with University policies or criteria. He shall recommend the compensation, hours of service and such other duties and conditions as the Board may prescribe in accordance with the University Charter and existing laws.
- 4.1.3 The Board of Regents shall confirm all appointments made by the President.
- 4.1.4 No person who is suffering from a contagious or infectious disease or who is physically or mentally unfit to perform academic or administrative functions as certified by the University physician shall be appointed to the University.
- 4.1.5 No person shall be eligible for appointment or reinstatement as a regular member of the faculty during the term for which he has been elected to any political office.
- 4.1.6 No person who has been defeated as a candidate for any political office shall be eligible for appointment or reinstatement as a regular member of the faculty within a year after the election.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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CRITERIA FOR SELECTION OF FACULTY MEMBERS

Name of Applicant _____ Age ____ Civil Status _____
Highest Degree Earned _____
Educational Institution _____
Year Graduated _____ Other Degrees _____
Additional Units Earned _____
Area of Specialization: Major: _____
Minor: _____

A. Qualified Qualifications (maximum rating) 70%

1. Academic Preparation	20%
Ph.D	20%
MA-MS	15%
BS	10%
2. Grasp of Subject Matter (interview)	15%
3. Related Work Experience	15%
4. College Teaching Experience	10%
5. Writing or Research Skills	10%

B. Interview Factors (maximum rating) 30%

1. Personality	10%
2. Communication Skills	10%
3. Social Awareness	5%
4. Motivations	5%
Total	100%

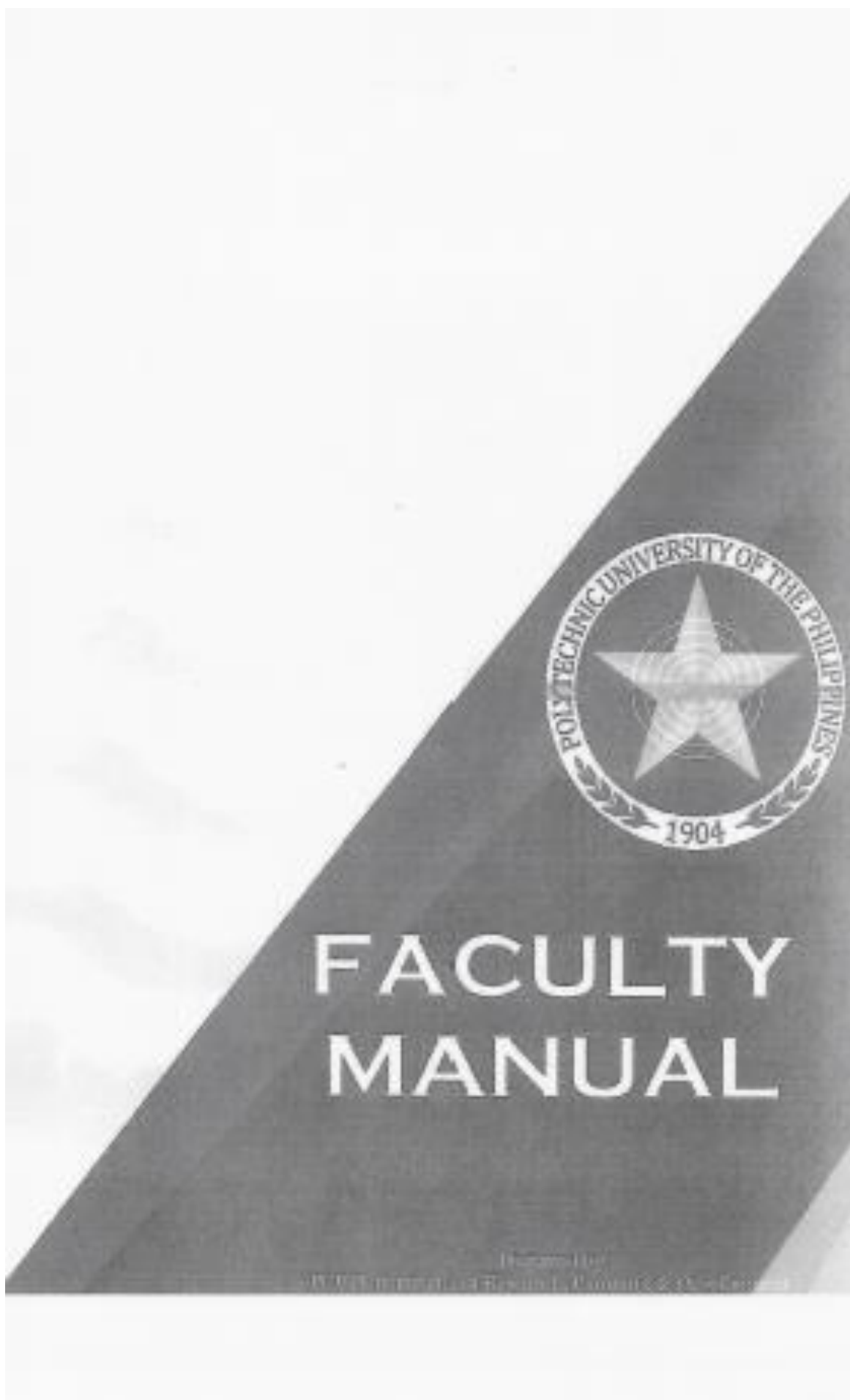


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COMPUTER ENGINEERING DEPARTMENT

CHECKLIST FOR INTERVIEW	
Name: <u>Jim Faculty</u>	
Campus/College: <u>CE - CPE Department</u>	
Required Credentials	
1	Recommendation/Endorsement from Director/Dean <input checked="" type="checkbox"/>
2	Screening Results <input checked="" type="checkbox"/>
3	Psychological Examination Results <input checked="" type="checkbox"/>
4	Official Receipts (Psychological Exam) <input checked="" type="checkbox"/>
Transcript of Records	
5	Bachelor's Degree <input checked="" type="checkbox"/>
	Master's Degree <input type="checkbox"/>
	Doctorate's Degree <input type="checkbox"/>
6	Application Letter <input checked="" type="checkbox"/>
7	Personal Data Sheet/Resumé/Curriculum Vitae <input checked="" type="checkbox"/>
Supporting Documents	
	Permit to Teach (if currently employed) <input type="checkbox"/>
	PRC/IBPRC: Report of Filing <input checked="" type="checkbox"/>
	Diploma (Highest Degree) <input checked="" type="checkbox"/>
	Certificates <input checked="" type="checkbox"/>
	Other Supporting Documents <input type="checkbox"/>
Action Taken: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Recommending Approval:	
<u>Dr. Manuel M. Machi</u> Vice President for Academic Affairs	



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**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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Faculty Profile Matrix Involved in the Program (Core Faculty)

Faculty	Academic Rank	Educational Attainment	School Graduated From	Field of Specialization	Licensure Examinations Passed	Length of Teaching Experience	Status of Appointment (Permanent, Temporary, Contracted)	Subjects Headed
1. Ado, Remedios G.	Associate Professor V	Doctor in Educational Management (DEM)	Polytechnic University of the Philippines (PUP)	Computer Engineering		33 yrs.	Permanent	Logic Circuit, Adv. Logic Circuit Design, Design Project I & II, Microprocessor, Computer Technopreneurship, Computer Seminar & Field Trips, QJT
		Master of Engineering – Computer	Pamantasan ng Lungsod ng Maynila (PLM)					
		BS Computer Engineering	Polytechnic University of the Philippines (PUP)					
2. Carlas, Arlene B.	Instructor I	Master of Science in Information Technology (MSIT) (Completed Academic Units)	Polytechnic University of the Philippines (PUP)	Computer Engineering		8 yrs.	Part-time	Elective 1, Elective 2, Computer system Administration, Computer Networks
		BS Computer Engineering	Polytechnic University of					



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3. Casino, Julius S.	Assistant Professor IV	Master of Science in Information Technology (MSIT)	Polytechnic University of the Philippines (PUP)	Computer Engineering	NC II – 1813160201302 1	23 years	Permanent	Design Project I & II, Logic Circuits and Switching Theory, Adv. Logic Circuits, Data Structures & Algo. Analysis, Computer Seminar & Field Trips, OJT, Computer Fundamentals & Programming, Computer Network
		BS Computer Engineering	Polytechnic University of the Philippines (PUP)					
4. Chin, Frank Anthony R.	Instructor I	Master of Science in Engineering – Computer Engineering (Unit earned)	Polytechnic University of the Philippines (PUP)	Computer Engineering		2 years	Temporary Regular	Computer Engineering Technology 2, Computer Fundamentals & Programming, Elective 3,
		BS Computer Engineering	Polytechnic University of the Philippines (PUP)					
5. De La Cruz, Anin R.	Associate Professor IV	Ph. D. in Management	Adams University (AUU)	Computer Engineering	NC II – 1813160201302 2	21 years	Permanent	Design Project II, Object Oriented Programming, Systems Analysis & Design, Software Engineering,
		MS Management Engineering	Adams University (AUU)					

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ISO 9001:2015 CERTIFIED
 CERTIFICATE NUMBER: SCF0004130



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		BS Computer Engineering	Admission University (A&U)					Methods of Engineering Research, Elective I
6. Dela Cruz, John Roselle	Instructor I	Master of Science in Electronics and Communications Engineering (Thesis Writing)	De La Salle University	Electronics and Communication Engineering	PRC 0095324	5 years	Part-time	Principle of Communication, Numerical Methods for Engineering with Programming Applications, Data Communication, Digital Signal Processing, Microprocessor System
		Bachelor of Science in Electronics and Communications Engineering	Polytechnic University of the Philippines (PUP)					
7. Delos Reyes, Norman David F.	Instructor I	Doctor in Educational Management (Completed academic requirements)	Polytechnic University of the Philippines (PUP)	Computer Engineering	Civil Service Professional Career Executive	10 yrs.	Part-time	Numerical Methods for Engineering with Programming Applications, Logic Circuits and Switching Theory, Advanced Logic Circuits Design, Discrete Mathematics, Computer Project Management
		Master in Government Management	Panarasang Lungod ng Maynila					
		BS Computer Engineering	Polytechnic University of the Philippines (PUP)					
8. Fernando, Ronald D.	Assistant Professor II	Master of Science in	Polytechnic University of the	Electronics and Communications Engineering		30 yrs.	Permanent	Computer Engineering Technology 1.

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		Engineering – ECE (units earned)	Philippines (PUP)					Computer Engineering Technology 2, Electronics I & II, Circuits 1&2, OJT, Design Project, Computer Hardware and Fundamentals
		Bachelor of Science in Electronics and Communication Engineering	Polytechnic University of the Philippines (PUP)					
B. Lorico, Julian L.	Instructor I	Doctor of Philosophy in Technology Management (Passed the comprehensive exam)	Technological University of the Philippines (TUP)					Systems Analysis & Design, Fundamentals of Programming, Data Structures and Algorithm Analysis, Computer Project Management, Elective 1, Elective 2, Object oriented Programming, Software Engineering, Methods of Engineering Research
		Master of Science in Engineering – Computer Engineering (units earned)	Polytechnic University of the Philippines (PUP)		25 yrs	Part-time		
		Master in Business Administration	Jose Rizal University (JRU)					
		BS Computer Engineering	Adams University (AU)					
W. Macgregorio, Danilo Jr. C.	Instructor I	Master of Science in Engineering –	Polytechnic University of the	Computer Engineering	11 years	Part-time	Object Oriented Programming, Numerical Methods	



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		Computer Engineering (units earned)	Philippines (PUP)					for Engineering with Programming Applications, Elective 3, Computer System Organization with Assembly Language, Advanced Logic Circuits Design
		BS Computer Engineering	Polytechnic University of the Philippines (PUP)					
11. Mataguis, Rofilo L.	Instructor I	Master of Engineering - Computer Engineering	Polytechnic University of the Philippines (PUP)	Computer Engineering	NC II - 19131602013024	16 yrs.	Permanent	Computer System Architecture, Microprocessor System, Design Project 2, OJT, Computer Networks, Logic Circuit & Switching Theory, Computer System Organization with Assembly Language
		BS Computer Engineering	Technological Institute of the Philippines (TIP)					
12. Natividad, Ferdinand D.	Assistant Professor II	Master of Science in Information Technology (MSIT)	Polytechnic University of the Philippines (PUP)	Electronics and Communication Engineering		27 years	Permanent	Circuits 2, Design Project 2, OJT, Computer Engineering Technology 2, Computer Networks, Control System, Computer Engineering as a Discipline.
		Bachelor of Science in Electronics and Communication Engineering	Polytechnic University of the Philippines (PUP)					

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 Jose Rizal College			
 Julian Lasos Lorico, Jr.	Registrar	Dean	President
Registrar	Dean	President	President
Registrar	Dean	President	President
Registrar	Dean	President	President



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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								Organization with Assembly Language, Computer System Administration, Elective 2
16. Reyes, Luzer U.	Associate Professor IV	Doctor in Business Administration	Polytechnic University of the Philippines (PUP)	Computer Engineering		7 years	Permanent	Logic Circuits Design, Advanced Logic Circuits, Project Management, Total Quality Management in Computer Engineering, Computer Project Management, Computer Technology
		Master of Science in Engineering Management	Adams University (AU)					
		BS Computer Engineering	Adams University (AU)					
17. Rodriguez, Joshua Benjamin B.	Instructor I	Master of Science in Engineering – Computer Engineering (units earned)	Polytechnic University of the Philippines (PUP)	Computer Engineering	MC II – 10/131620013005	4 yrs	Part-time	Advanced Logic Circuits Design, Digital Signal Processing, Programming Logic and Design, Advanced Engineering Mathematics for Computer Engineering, Numerical Methods for Engineering with Programming
		BS Computer Engineering	Polytechnic University of the Philippines (PUP)					
		BS Computer Engineering	Polytechnic University of the					



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			Philippines (PUP)					Applications, Logic Circuits and Switching Theory, Digital Signal Processing
18. Tenorio, Rodito Jr. M.	Associate Professor II	Doctor of Technology (Dissertation Writing)	Technological University of the Philippines (TUP)	Computer Engineering	LET 0823617 Civil Service Professional	22 yrs.	Permanent	Computer Fundamentals and Programming, Data Structure & Algorithm Analysis, Computer Engineering Ethics & Computer Laws, Design Project I & II, Computer Seminar & Field Trips, Operating System, Software Engineering, Elective 2, OJT
		Master in Information Technology (MIT)	Polytechnic University of the Philippines (PUP)					
		Master of Arts in Teaching major in Instructional Technology (MAT)	Marikina Polytechnic College (MPC)					
		BS Computer Engineering	Polytechnic University of the Philippines (PUP)					
19. Tubala, Oliver D.	Assistant Professor II	PhD Energy Engineering	University of the Philippines (UP)	Electronics and Communication Engineering	PRC 44876	7 yrs	Permanent	Digital Signal Processing, Numerical Methods for Engineering with Programming Applications, Advanced Engineering
		MS in Electronics and Communications Engineering	De La Salle University (DLSU)					

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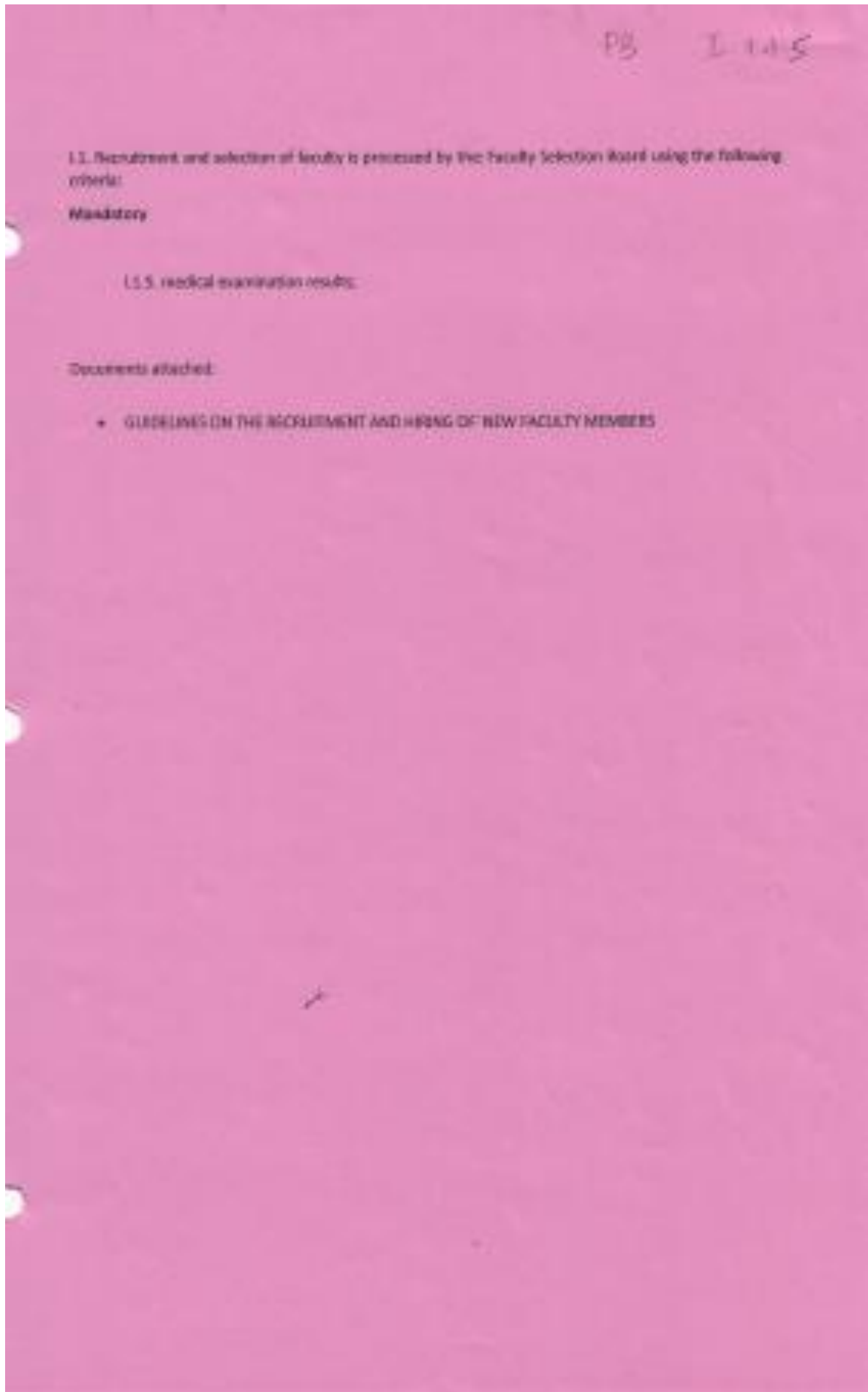
		major in Microelectronics					Mathematics for Computer Engineering, Data Communications
		Bachelor of Science in Electronics and Communication Engineering	Polytechnic University of the Philippines (PUP)				
28. Velasco, Antonio Y	Associate Professor IV	Doctor in Developmental Education	Metro Manila College	Computer Engineering	25 yrs.	Permanent	Computer Engineering Safety Management, Computer Project Management, Computer Engineering Ethics and Computer Laws, Computer Technopreneurship , Computer Technopreneurship Methods of Engineering Research, Computer Seminar & Field Trips, OJT, Design Project I & II
		Master of Engineering Program	Technological University of the Philippines (TUP)				
		BS Computer Engineering	Polytechnic University of the Philippines (PUP)				
		BS Computer Engineering	Polytechnic University of the Philippines (PUP)				

Prepared by:


Pedrito M. Tanwite Jr.



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OVPAA P.31**

**3. THE FOLLOWING PROCEDURE SHALL BE OBSERVED IN THE SELECTION
AND HIRING OF NEW FACULTY MEMBERS:**

- 3.3. The College Dean/ Director shall constitute a Screening Committee composed of the Department Chairperson or his representative as Committee Chairperson, and at least two senior faculty members with Outstanding or Very Satisfactory performance rating, as Committee Members
- 3.4. The Screening Committee shall evaluate and verify the authenticity of all documents submitted as well as check the previous and present employment of the applicants.
- 3.5. The applicants shall be further interviewed by the Dean/ Director concurred upon recommendation by the Screening Committee.

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LIFTED FROM UNIVERSITY POLICIES AND GUIDELINES OVPAA P.28-30

GUIDELINES ON THE RECRUITMENT AND HIRING OF NEW FACULTY MEMBERS

In the interest of the service and as a matter of policy, the following guidelines for the selection and hiring of new faculty members shall be strictly followed to ensure academic excellence:

1. APPLICANTS MUST POSSESS THE FOLLOWING QUALIFICATIONS:

- 1.1. Personal
 - 1.1.1. They must be mentally, physically, emotionally, and morally fit;
 - 1.1.2. They must have a wholesome, acceptable, and pleasing personality;
 - 1.1.3. They must exhibit self-confidence; and
 - 1.1.4. They must have a very satisfactory communication skills in English and/or Filipino
- 1.2. Educational
 - 1.2.1. They must be holders of a master's degree, the specialization being related to the field in which they shall be hired to teach; and
 - 1.2.2. Where no applicants are master's degree holders, bachelor's degree holders may be considered in accordance with the following priority scheme:
 - 1.2.2.1. Bachelor's degree holders with academic honors such as Summa Cum Laude, Magna Cum Laude, or Cum Laude and with one-year teaching experience or its equivalent;
 - 1.2.2.2. Bachelor's degree holders who belong to the first ten successful board examinees and who have a one-year teaching experience or its equivalent;
 - 1.2.2.3. Bachelor's degree holders who have passed the required board examination and who have actively practiced their professions for at least one year or its equivalent; and
 - 1.2.2.4. Bachelor's degree holders who have been in collegiate teaching on a full-time basis and who have engaged in educational research for at least one year.
- 1.3. Professional/ Employment Experience
 - 1.3.1. They must have at least one year of college teaching experience;
 - 1.3.2. If without any teaching experience, they must have a minimum of one year of professional experience related to their field of specialization;
 - 1.3.3. They must have at least a very satisfactory performance rating in their previous employment;
 - 1.3.4. Where a course or academic program requires a licensure examination, the teaching applicants must possess the required or appropriate license; and
 - 1.3.5. The two-year college teaching experience may be waived in favor of qualified graduates with an appropriate master's degree.



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CRITERIA FOR SELECTION OF FACULTY MEMBERS

Name of Applicant _____ Age ____ Civil Status _____
Highest Degree Earned _____
Educational Institution _____
Year Graduated _____ Other Degrees _____
Additional Units Earned _____
Area of Specialization: Major: _____
Minor: _____

A. Qualified Qualifications (maximum rating) 70%

1. Academic Preparation	20%
Ph.D	20%
MA-MS	15%
BS	10%
2. Grasp of Subject Matter (interview)	15%
3. Related Work Experience	15%
4. College Teaching Experience	10%
5. Writing or Research Skills	10%

B. Interview Factors (maximum rating) 30%

1. Personality	10%
2. Communication Skills	10%
3. Social Awareness	5%
4. Motivations	5%
Total	100%



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CHECKLIST FOR INTERVIEW		
Name: <u>JOY JOY B. JIN R.</u>		
Courses/Courses: <u>CE - CE Department</u>		
Required Documents		
1	Recommendation/Authorization from Director/Dean	<input checked="" type="checkbox"/>
2	Screening Results	<input checked="" type="checkbox"/>
3	Psychological Examination Results	<input checked="" type="checkbox"/>
4	Official Receipts (Psychological Exam)	<input checked="" type="checkbox"/>
Transcript of Records		
5	Bachelor's Degree	<input checked="" type="checkbox"/>
	Master's Degree	<input type="checkbox"/>
	Doctorate's Degree	<input type="checkbox"/>
6	Application Letter	<input checked="" type="checkbox"/>
7	Personal Data Sheet/Resume/Curriculum Vitae	<input checked="" type="checkbox"/>
Supporting Documents		
	Parent to Teach (if currently employed)	<input type="checkbox"/>
	PHC (DPHC Record of Posting)	<input checked="" type="checkbox"/>
	Diploma (Highest Degree)	<input checked="" type="checkbox"/>
	Certificates	<input checked="" type="checkbox"/>
	Other Supporting Documents	<input type="checkbox"/>
Action Taken: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Recommending Approval:		
<u>Dr. Manuel M. Nuñi</u> Vice President for Academic Affairs		



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Republic of the Philippines
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COMPUTER ENGINEERING DEPARTMENT

2018932483

January 8, 2018

Dr. Emanuel C. De Guzman
President
Polytechnic University of the Philippines

Sir,
Thru: Dr. Manuel M. Muhi *For your consideration*
Vice President for Academic Affairs

Prof. Adam V. Ramilo
Director, Human Resource Department

Sir:

We are endorsing Engr. JOHN R. DELA CRUZ as a part time Instructor in our department.

He is a Bachelor of Science in Electronics and Communication Engineering graduate of this university and was a board passer since December 2013. Presently, He is enrolled at De La Salle University pursuing a Masteral Degree in Master of Science in Electronics and Communications Engineering. He is completing his final thesis requirement and expected to graduate within this school year. He also has teaching experience with different College and Universities in Metro Manila.

Attached are his credentials for your perusal.

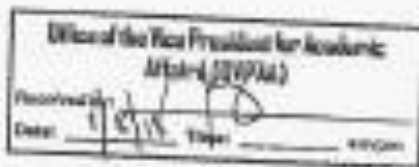
Hoping for your favorable action.

Very truly yours,

[Signature]
Engr. Jesse S. Canino
Chairperson
Computer Engineering Department

Recommending for Approval:

[Signature]
Engr. Guillermo O. Bomabo
Dean, College of Engineering



525 USA Building, NDC Compound, Peralta corner Arnaiz Streets, Sta. Mesa, Manila. Phone: (Direct Line) 7299466 website: www.pup.edu.ph

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COMPUTER ENGINEERING DEPARTMENT

December 11, 2017

DR. EMMANUEL C. DE GUZMAN
President
Polytechnic University of the Philippines

To: **DR. MANUEL M. PUHT**
Vice President for Academic Affairs

DR. GUILLERMO O. BERNABE
Dean, College of Engineering

Dear Dr. De Guzman:

Good day!

I would like to express my sincerest intent to apply for a teaching position in your prestigious university. Given the experience in teaching ECE and allied subjects, I believe I can share the best of my knowledge to the students.

I graduated on May 2013 at Polytechnic University of the Philippines-Manila with the degree of Bachelor of Science in Electronics and Communications Engineering and passed the Electronics Engineering Licensure Exam on December 2013. I recently worked as an Instrumentation and Control Engineer at JGC Philippines, Inc. and now pursuing my Masters of Science in Electronics and Communications Engineering (MSECE) at De La Salle University under the BRDF Scholarship of DOST. Part of my master's research area, I am currently working on the Smart Form Project concentrating on the Automated Inspection System.

I am currently connected with Ateneo de Manila University and FEU Institute of Technology as Lecturer for ECE and CJE subjects. I was a former faculty member at the Central Colleges of the Philippines - College of Engineering, handling professional ECE subjects like Digital Communications, Transmission Media and Antenna Systems, and Electronics 2 (Electronic Circuit Analysis and Design). I'm also handling Senior High School students in the Science and Technology, Engineering, and Mathematics (STEM) strand.

Looking forward for the opportunity to be interviewed for the position I am applying for. Attached here is my resume for your reference. You may contact me at the number and e-mail address below.

Thank you for taking time in reviewing this letter and the accompanying materials.

Sincerely Yours,


ENGR. JOHN R. DELA CRUZ, DVELP
Mobile: +63 917 889 2371
E-mail: engineerjrhdelacruz@gmail.com



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

I-146

11. Recruitment and selection of faculty is processed by the Faculty Selection Board using the following criteria:

Mandatory

11.1. psychological examination results

Documents attached:

- * GUIDELINES ON THE RECRUITMENT AND HIRING OF NEW FACULTY MEMBERS



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LIFTED FROM UNIVERSITY POLICIES AND GUIDELINES OVPAA P.31

3. THE FOLLOWING PROCEDURE SHALL BE OBSERVED IN THE SELECTION AND HIRING OF NEW FACULTY MEMBERS:

- 3.3. The College Dean/ Director shall constitute a Screening Committee composed of the Department Chairperson or his representative as Committee Chairperson, and at least two senior faculty members with Outstanding or Very Satisfactory performance rating, as Committee Members
- 3.4. The Screening Committee shall evaluate and verify the authenticity of all documents submitted as well as check the previous and present employment of the applicants.
- 3.5. The applicants shall be further interviewed by the Dean/ Director concerned upon recommendation by the Screening Committee.



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LIFTED FROM UNIVERSITY POLICIES AND GUIDELINES OVPAA P.28-30

GUIDELINES ON THE RECRUITMENT AND HIRING OF NEW FACULTY MEMBERS

In the interest of the service and as a matter of policy, the following guidelines for the selection and hiring of new faculty members shall be strictly followed to ensure academic excellence:

1. APPLICANTS MUST POSSESS THE FOLLOWING QUALIFICATIONS:

1.1. Personal

- 1.1.1. They must be mentally, physically, emotionally, and morally fit;
- 1.1.2. They must have a wholesome, acceptable, and pleasing personality;
- 1.1.3. They must exhibit self-confidence; and
- 1.1.4. They must have a very satisfactory communication skills in English and/or Filipino

1.2. Educational

- 1.2.1. They must be holders of a master's degree, the specialization being related to the field in which they shall be hired to teach; and
- 1.2.2. Where no applicants are master's degree holders, bachelor's degree holders may be considered in accordance with the following priority scheme:
 - 1.2.2.1. Bachelor's degree holders with academic honors such as Summa Cum Laude, Magna Cum Laude, or Cum Laude and with one-year teaching experience or its equivalent;
 - 1.2.2.2. Bachelor's degree holders who belong to the first ten successful board examinees and who have a one-year teaching experience or its equivalent;
 - 1.2.2.3. Bachelor's degree holders who have passed the required board examination and who have actively practiced their professions for at least one year or its equivalent; and
 - 1.2.2.4. Bachelor's degree holders who have been in collegiate teaching on a full-time basis and who have engaged in educational research for at least one year.

1.3. Professional/Employment Experience

- 1.3.1. They must have at least one year of college teaching experience;
- 1.3.2. If without any teaching experience, they must have a minimum of one year of professional experience related to their field of specialization;
- 1.3.3. They must have at least a very satisfactory performance rating in their previous employment;
- 1.3.4. Where a course or academic program requires a licensure examination, the teaching applicants must possess the required or appropriate license; and
- 1.3.5. The two-year college teaching experience may be waived in favor of qualified graduates with an appropriate master's degree.



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CRITERIA FOR SELECTION OF FACULTY MEMBERS

Name of Applicant _____ Age ____ Civil Status _____
Highest Degree Earned _____
Educational Institution _____
Year Graduated _____ Other Degrees _____
Additional Units Earned _____
Area of Specialization: Major: _____
Minor: _____

A. Qualified Qualifications (maximum rating): 70%

1. Academic Preparation	20%
Ph.D	20%
MA-MS	15%
BS	10%
2. Grasp of Subject Matter (interview)	15%
3. Related Work Experience	15%
4. College Teaching Experience	10%
5. Writing or Research Skills	10%

B. Interview Factors (maximum rating): 30%

1. Personality	10%
2. Communication Skills	10%
3. Social Awareness	5%
4. Motivations	5%
Total	100%



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CHECKLIST FOR INTERVIEW	
Name: <u>Alfonso, JAN R.</u>	
Campus/College: <u>CE - CEC Alabang</u>	
Required Credentials	
1	Recommendation/Endorsement from Director/Dean <input checked="" type="checkbox"/>
2	Screening Results <input checked="" type="checkbox"/>
3	Psychological Examination Results <input checked="" type="checkbox"/>
4	Official Records (Psychological Exams) <input checked="" type="checkbox"/>
Transcript of Records	
5	Bachelor's Degree <input checked="" type="checkbox"/>
	Master's Degree <input type="checkbox"/>
	Doctoral's Degree <input type="checkbox"/>
6	Application Letter <input checked="" type="checkbox"/>
7	Personal Data Sheet/Resume/Curriculum Vitae <input checked="" type="checkbox"/>
Supporting Documents	
	Parent's Consent (if currently employed) <input type="checkbox"/>
	PRC ID/PRC Report of Rating <input checked="" type="checkbox"/>
	Diploma (High School Degree) <input checked="" type="checkbox"/>
	Certificates <input checked="" type="checkbox"/>
	Other Supporting Documents <input type="checkbox"/>
Action Taken: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Recommending Approval	
<u>Dr. Manuel M. Buhí</u> Vice President for Academic Affairs	



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COMPUTER ENGINEERING DEPARTMENT

Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
HUMAN RESOURCE MANAGEMENT DEPARTMENT
Sta. Mesa, Manila

1st Indorsement
February 8, 2018

Respectfully forwarded to the Dean, COLLEGE OF ENGINEERING, the herein attached Test Result of MR. JOHN R. DELA CRUZ, faculty applicant of the said college.

For appropriate action.


ADAM V. RAMELO
Director



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

2018.01.18.26

January 18, 2018

Prof. Adam Ramillo
Director
Human Resource Department


Dear Sir:

This is to request for the schedule of psychological exam of our part-time faculty applicant, Mr. John Dela Cruz.


He passed the teaching demonstration conducted by our screening committee. Attached hereto is his pertinent documents.

Hoping for your favorable action on our request. Thank you very much.

Very truly yours,


Engr. J. S. Cansino
Chairperson
Computer Engineering Department

Recommending Approval:


Engr. Guillermo O. Bernabe
Dean, College of Engineering





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE VICE-PRESIDENT FOR STUDENT SERVICES
OFFICE OF COUNSELING AND PSYCHOLOGICAL SERVICES
Sta. Mesa, Manila

TEST RESULTS
Applicant for Teaching Position
PUP - COLLEGE OF ENGINEERING
February 3, 2018

DELA CRUZ, JOHN ROSALDO
(Surname) (First Name) (Middle Name)

Intellectual Evaluation:

	A. Verbal	B. Non-Verbal
Raw Score	: 56	: 37
LQ/PR	: 114	: 145/99+
Description	: Superior	: Very Superior

Personality Evaluation:

Tests Administered and Evaluated by:

Rose Helen Tehmerza
ROSE HELEN TEHMERZA, RGC

Noted by:

B. Camacho 2/3/18
PROF. BARRARA P. CAMACHO, RGC, RP
Chief, Guidance and Counseling Services

