



HUMAN RESOURCE DEVELOPMENT OFFICE
Central Philippine University

HRD Form 27 Rev 01

Teacher's Data Sheet – Revised SY 2007-2008
(Faculty Ranking)

Printed Name Department / College

I. ACADEMIC PREPARATION

1. Highest Degree Earned _____ points
Date Earned _____

a. If highest degree earned is a master's degree, write title of thesis below. Write No Thesis, if master's program was a no-thesis program. Second master's degree should be reported on page 7.

Thesis Title

b. If highest degree is Education Specialist, please check appropriate blanks below.

_____ (1) earned beyond bachelor's degree
Ed. S. was obtained from _____
(Institution)

_____ (2) earned beyond master's degree
Ed. S. was obtained from _____
(Institution)

Give below the title of master's thesis. Write No Thesis, if no thesis was required for master's degree.

Thesis Title

2. Degrees conferred (Please check appropriate item) _____ points

a. With conferred master's degree
Master's degree was conferred by _____
(Institution)

Doctorate was conferred by _____
(Institution)

b. With earned master's degree
Master's degree earned at _____
(Institution)

Doctorate conferred by _____
(Institution)

c. With bachelor's degree only
Bachelor's degree earned at _____
(Institution)

Doctorate was conferred by _____
(Institution)

II. TEACHING EXPERIENCE (Not to exceed 13 points)

A. AS ADMINISTRATOR

1. Administrative experience at CPU (Directors, Deans, Department Chairman, Principal, irrespective of whether you were also teaching some courses.)

- a. For FIRST FIVE YEARS

Years	Designation(s)	College or Department
19 ____ to 20 ____		

Points

- b. For succeeding years after the fifth year in multiples of five

Years	Designation(s)	College or Department
19__ to 20__		
19__ to 20__		
19__ to 20__		

Points

2. Administrative experience outside of CPU. [Superintendent, Principals, District Supervisors, General Education Supervisors, Directors, Deans, Department Heads, Principals, (but exclude Head Teachers) if public schools.

(N.B. List here also administrative experience other than school administration, II-B. Use reverse side to describe nature of administrative work.)

- a. For FIRST FIVE YEARS

Years	Designation(s)	Bureau or Institution
19 ____ to 20 ____		

Points

b. For succeeding years after the fifth year of (in multiples of five) administration outside of CPU.

Years	Designation(s)	Bureau or Institution
19__ to 20__		
19__ to 20__		
19__ to 20__		
19__ to 20__		
19__ to 20__		

Points

B. AS A CLASSROOM TEACHER

1. Classroom-teaching experience at CPU

a. For the FIRST FIVE YEARS

Years	Designation(s)	College or Department
19__ to 20__ (5 years)		

Points

b. For succeeding years after the fifth year in multiples of five.

Years	Designation(s)	College or Department
19__ to 20__		
19__ to 20__		
19__ to 20__		
19__ to 20__		
19__ to 20__		

Points

2. Classroom – teaching experience outside of CPU.

a. For the FIRST FIVE YEARS

Years	Designation(s)	College or Department
19__ to 20__ (5 years)		

 Points

b. For succeeding years after the fifth year (in multiples of five).

Years	Designation(s)	College or Department School
19__ to 20__		
19__ to 20__		
19__ to 20__		

 Points

C. PROFESSIONAL EXPERIENCE [As a doctor, an engineer, a chemist, a lawyer, an agriculturist, an accountant, etc. You may have privately practiced your profession, or may have been employed by a firm.]
(Exclude teaching experience.)

N.B. For each year, only one type of experience will be credited, Teaching or professional, NOT both.

Description of work (nature of responsibility if employed, name of firm/employer; or private practice)e.g. "Agriculturist, Hofileña Acctg. Firm	Inclusive date (e.g., from Jan 1970 to June 1977)

(Use the other side if necessary)

 Points

III. COMPETENCY

A. Teaching Effectiveness

Rating to be based on Instruments for

Rating Teacher's Performance ----- _____ Points
(To be entered by the immediate supervisor)

B. Awards, and Membership and Participation in Professional Organizations

1. Awards and Scholarship

a. Check the honors you received

----- (1) with honors (for A.A., E. T. C.) _____ Points----- (2) cum laude; etc. (for bachelor's) _____ Points

Total _____

b. List below all awards granted to you as a college student.

Award	Institution or Agency Awarding it	Date	
			_____ pts.
			_____ pts.
			_____ pts.
			_____ pts.
			_____ pts.

Total _____
Points

c. State below all scholarships, fellowships granted to you, for which competition was open to all applications from other schools.

Funding Institution	Program of Study	Place of Study	Full or Partial	Date

_____ Points

- d. State below scholarship awarded to you for which you had been recommended by the University as part of institutional development.

(FAPE, Ford Foundation, Asia Foundation, etc.,)

Funding Institution	Where you studied	Full or Partial	Date

_____Points

2. Membership and participation in professional organization. (PAGE, Linguistic Society of America, Phi Beta Kappa, Philippine Association of Chemical Engineers, PICPA, Philippine Medical Society, etc.)

a-b. Membership and/or position. (Attach proof of membership)

Professional Organization	Scope*	Position*	Status*	Date

(*). Scope – Local, National, or International

(#) Position - Just member or an officer? State in what capacity, _____Points
president, treasurer, etc.,

(&) Status – Active or inactive status

- C. Attendance and participation in seminars, symposia, related to your work.

Please start with the latest but exclude those attended by you after May 31, 200__ and before June 1, 199__.

1. As speaker, discussant, conference leader, resource person.

Name of Conference or Seminar	Place	O or U*	Date

*Official or Unofficial

_____Points

N.B. You may list here University Committee work done from June 199__ to May 31, 200__.

Committee	Position Chairman or Member	Date

(USE another sheet if necessary)

_____Points

3. As delegate (mere attendance). Include those which you attended as official delegate of the University, not those which you attended unofficially.

Conference	Place and Scope	Date	No. of Days

_____Points

[Use another sheet if necessary. If you have proofs of attendance of some or all of these, please attach them herewith.]

D. Scholarly Activities (Maximum, 21 points)

1. (a) Second Degrees earned

Second Bachelor's Degree	Institution where obtained	Year	Points
Second Master's Degree	Institution where obtained	Year	Points

(b) For holders of EARNED master's degree(s). On the blanks provided for thesis title, write No Thesis if you were on a no-thesis program.

Title of the thesis, First master's degree

Date _____

Title of thesis, Second master's degree

Date _____

2. Additional study beyond highest degree finished

a. Units of credit towards a bachelor's degree in allied field.*

Units earned at CPU _____

Units earned at other schools _____

Total----- _____

Certified Correct:

Office Concerned

Computation:

Total units of credit x 0.1
3

Points

b. Units of credit earned towards a master's degree in field of specialization and allied field.

Units earned at CPU _____

Units earned at other schools _____

Total ----- _____

Certified Correct:

Office Concerned

Computation:

Total units of credit x 0.25
3

Points

*You may not remember the total number of units of credit you have earned for this additional degree. If you have submitted your official transcript of records to and/or are filed in the Registrar's Office, the President's Office, or the Dean's Office, you can get a certification as to the number of such units of credits. If not, please secure a certified true copy of your transcript of records and submit it to this Office.

c. Units of credit earned towards a doctor's degree.

Units earned at CPU _____
 Units earned at other schools _____
 Total ----- _____

Certified Correct:

 Office Concerned

Computation:

$\frac{\text{Total units of credit} \times 0.375}{3}$ _____
 Points

3. In-service education such as attendance in a training program.

a. For holders of bachelor's degrees or for those who attended programs requiring bachelor's background:

Purpose and Type of Training	Place	Inclusive Dates

Computation:

No. of semester x 0.75 _____
 Points

(In case the training program lasts for a period less than a semester : _____ * x 0.75 (Not to exceed 1.0 point)

b. For holders of master's degrees or for those who attended programs requiring graduate background:

Purpose and Type of Training	Place	Inclusive Dates

Computation:

No. of semester x 1.0 _____
 Points

(In case the training program lasts for a period less than a semester: _____ x 1.0 (Not to exceed 2.0 point)

18

*Number of weeks spent on the training program. (See Explanatory Statement No. 10)

3. Research. Exclude articles based on master's or doctoral degree thesis.

Title	Source	Date	Number of Pages

(Use another sheet if necessary)

- (*) If unpublished, submit copy of mimeographed version or state where copy may be available.
If published, state source.

 Points

4. Books. (Published or in mimeographed form.) Include workbooks, compendiums which have been used by students.

Title	Publisher	Date	Use (#)

(Use another sheet if necessary)

- (*) If unpublished, submit copy of mimeographed
If mimeographed, indicate mimeographer.
(#) Indicate if used by students with or without approval by Department Chairman or Dean.

 Points

5. Syllabi. (Sufficiently detailed with unit objectives, content outline, references used, with no less than 15 pages. Exclude outlines of textbooks.)

Course	Title	No. of Pages	Date (*)	Action

(Use another sheet if necessary)

- (*) Indicate date syllabus was first made. Include only those prepared not more than 5 years ago as of May 31, 200__.

 Points

6. Post doctoral work. (For those who have earned doctor's degrees. Include only those attended after the degree was awarded.)

Nature of Work	Inclusive Dates	Place of Study or Work	Funding Institution (Sponsor)

(Use another sheet if necessary)

(*) State whether it was observation, leadership grant, research or actual study.

_____ Points

7. Qualifying examinations. (Include all qualifying examinations: Board exam, Bar, Teacher, Clerical, etc.)

Kind of Exam	Date	Rating

(Use another sheet if necessary)

_____ Points

E. University and community service (For purposes of this project (Faculty Ranking) include only activities for the ten years immediately preceding June 1, 200__.

1. Participation in University activities

(N.B. Participation in university committees may be listed here if it was not listed under III-C.)

Activity or Affair	Kind of Participation	Date

(Use another sheet if necessary)

_____ Points

2 Membership and participation in organizations devoted to the enhancement of public welfare.

a. Membership and leadership (*)

Name of Organization	Position (#)	Date

(Use another sheet if necessary)

(*) Membership in such organizations as Rotary, Jaycee, YMCA, Lions, Kiwanis, FPOP, Y's, Men, etc.

_____ Points

(#) State whether you are or were an officer or just a member.

b. Guest Speaker. (Defined here as commencement speaker, PTA speaker, etc., and for which there has been official cognizance or approval by the University.

Kind of Affair	Place	Date

(Use another sheet if necessary)

_____ Points

c. & d. Participation in church social outreach and leadership and membership in church-related social-action groups which are also service clubs.

Project or Social Action Group	Place	Date

(use another sheet if necessary)

_____ Points

e. "Functional" Advisorship of any University Organization.

Name of Organization	Date

(Use another sheet if necessary)

 Points

f. Other worthwhile activities and/or services for which you feel you deserve some points for purpose of this Faculty Ranking. (Include only major ones for the last ten years immediately prior to June 1, 200__.

Date	Kind of Activity or Service	Place or Institution

(Use another sheet if necessary)

 Points

I hereby certify that the foregoing data are true to the best of my knowledge and belief.

 Signature of Teacher

I hereby certify that the above data given by the above-named teacher of this University have been verified and found true.

 Department Head/Dean

END