UPLB Promotion Guidelines for REPS

I. QUALIFICATIONS FOR PROMOTION

1. At least two years continuous active service and occupying a plantilla position during the promotion period.
2. Has complied with contractual obligations (e.g. submission of progress/annual/terminal reports including core and externally funded projects)
3. Has not been found guilty by final judgment of administrative/criminal case from the date of last promotion.
4. Has satisfied an average of at least 12 units workload and submitted RSR within the period required.

II. CRITERIA FOR PROMOTION

1. Counting of points shall start from the date of last promotion/merit increase of the personnel.
2. The REPS shall be evaluated on the following categories: scholarly or creative work, service to the University and the public, professional growth, and administrative load.
   a. There should be no cap on the number of points earned for each category.
   b. The points earned for items in each category, are entered in **Form A** (Summary of Points Earned for Scholarly/Creative Work, Service/Extension, Professional Growth, and Administrative Load).
   c. The total points earned (TPE) for Scholarly/Creative Work, Service/ Extension, Professional Growth, and Administrative Load are entered in **Form B** (Summary of Total Points Earned (TPE) for Scholarly/Creative Work, Service/Extension, Professional Growth, and Administrative Load).

3. The proposed minimum qualifications shall be used for rank promotion only (see Attachment B). This requires 30% "hard" publication and 70% equivalencies of total output (see Attachment D).

III. PROMOTION SCALE

In general, REPS shall be considered for promotion to higher positions or ranks provided they satisfy the required points under these guidelines.

The minimum point equivalent needed to be considered for promotion and the range of point equivalents between promotion steps/ranks shall be based on the following.

Table 1. Points required for every step increase for every salary grade.

SALARY GRADE	POINTS
12	10
13 & 14	15
15 & 16	20
18	25
20	30
22	35
24	40

PROPOSED MINIMUM QUALIFICATIONS STANDARDS (MQS) FOR APPOINTMENT/ PROMOTION TO APPROPRIATE RANK FOR UPLB RESEARCH AND EXTENSION STAFF FOR SALARY GRADES 16 AND UP

POSITION	SALARY GRADE	MINIMUM QUALIFICATIONS[1]
University Researcher I/ University Extension Specialist I	16	MS or DVM or LLB/JD
University Researcher II/ University Extension Specialist II	18	PhD degree **OR** MS or DVM or LLB/JD
University Researcher III/ University Extension Specialist III	20	PhD degree + 1 published articles in a refereed journal **OR** MS or DVM or LLB/JD + 3 published articles in a refereed journal
University Researcher IV/ University Extension Specialist IV	22	PhD degree + 5 published articles in a refereed journal **OR** MS or DVM or LLB/JD + 7 published articles in a refereed journal
University Researcher V/ University Extension Specialist V	24	PhD degree + 8 published articles in a refereed journal **OR** MS or DVM or LLB/JD + 10 published articles in a refereed journal

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[1] NOTE: One (1) ISI publication = 1.5 Non-ISI refereed publication

A. SCHOLARLY/CREATIVE WORK

Scholarly/Creative Work is divided into two (2) categories: work/output applicable to all units of UPLB (Table 2) and work/output distinct to a particular unit (Table 3).

a. Scholarly output must add to the body of knowledge.
b. Output must be limited to area of expertise.
c. Completed research can be credited except when published or presented in which case, the published or presented form should be credited.
d. Book, as defined by UNESCO, should be a non-periodical printed publication with a minimum of 49 pages covering an extensive treatise on a specialized field with contribution to the body of knowledge in his/her field of specialization published by a reputable international publisher with international circulation, reviewers and editorial board.
e. Only completed research projects/studies registered at the OVCRE and UPLBFI will be considered.
f. Double crediting for scholarly output may be allowed if an improvement is made in the second output. Example: A poster presentation in one scientific gathering and a paper on the same subject presented in another scientific gathering may earn separate points.
g. For output distinct to the unit (Table 6), use a 3-unit course as reference in the allocation of points earned, provided the sub-total for Table 6 shall not exceed 50 points for the evaluation period. For example, an output which took one semester to develop/produce may earn three points.
h. For joint projects/accomplishments (scholarly output, service, etc) authors shall be given points following the system used in the UP Scientist Award as follows:
   1-2 authors   = 100% per author
   3-4 authors   = 80% main author, 60% co-authors
   5 authors and up   = 60% main author, 40% co-authors
i. For refereed journals, only those (either ISI or non-ISI) that have undergone a double-blind peer review process will be considered. A "Double-Blind Review" should be indicated in the journal or a certification from the editor-in-chief should be provided.
j. Claimed ISI journal/s should be listed in Thomson Reuters or Scopus Websites.
k. Only oral paper/s with Certificate of Presentation will be considered.
l. Originally developed games and exercises should have a write-up and Certificate of Originality from the Unit Head or Division Head, with a notation form the Director in order to be considered.
m. Technologies should have a certification from regulatory agencies (e.g. FPA, FDA, BAPS, etc.).
n. Discoveries and/or species should be published in the International Journal of Systematic and Evolutionary Microbiology (IJSEM) or its equivalent while bioactive compounds, peptides, etc. should be published in novel structure in an international ISI- or Scopus-indexed journal.
o. Technologies which are adopted but not patented should have proof of adopters (e.g. product sales, MOA, licensing agreement, etc.).
p. International copyrights should have a proof of filing at any international IPO while national copyrights should have a proof of filing at IPOPHIL.

A.1. Scholarly/Creative Work Applicable to All Units

Table 2. Points for scholarly/creative work output applicable to all units.

OUTPUT APPLICABLE TO ALL UNITS[2]				POINTS		
1.	Technical paper in a refereed journal					
	1.1	ISI- or Scopus-indexed				
		1.1.1	Full Paper	36		
		1.1.2	Review Articles	24		
		1.1.3	Research Notes	18		
	1.2	Non-ISI or Non-Scopus		International Refereed		National Refereed
		1.2.1	Full Paper	24		16
		1.2.2	Review Articles	15		10
		1.2.3	Research Notes	12		8
2.	Technical paper in a non-refereed journal					
	2.1	Full Paper		15		10
	2.2	Proceedings		15		10
	2.3	Review Articles		10		8
	2.4	Research Notes		8		5
3.	Author citation rate/index					
	3.1	Main author		1		
	3.2	Co-author		0.5		
4.	Policy paper			International	National	Local
	4.1	Adopted		25	20	15
	4.2	Published		22	17	12
	4.3	Commissioned		20	15	10
5.	Paper presented in scientific for a/seminars/ symposia/convention					
	5.1	Oral				
		5.1.1	Author (presenter)	12	10	8
		5.1.2	Co-author	6	5	4
	5.2	Poster				
		5.2.1	Author (presenter)	6	5	4
		5.2.2	Co-author	3	2	1
6.	Book			International		National
	6.1	Author[3]				
		6.1.1	Refereed	75		50
		6.1.2	Non-refereed	50		34
	6.2	Editor				
		6.2.1	Refereed	15		10
		6.2.2	Non-refereed	10		7
	6.3	Author of a chapter in a book				
		6.3.1	Refereed	24		15
		6.3.2	Non-refereed	15		10
7.	Technical bulletin/monograph/lecture syllabus/ laboratory manual					
	7.1	Author		15		
	7.2	Lay-out artist		10		
8.	Research and Extension Project Reports and Proposal			International	National	University
	8.1	Terminal Report		9		
	8.2	Annual Report		3		
	8.3	Approved Project Proposal		30	20	10
9.	Working Paper			15		
10.	Policy Note			10		

A.2 Scholarly/Creative Work Distinct to the Unit

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[2] See Additional Guidelines for sharing of points by multiple authors (Section IV, No. 1)

[3] See guidelines on book (Section IVA, d)

Table 3. Points for scholarly/creative work distinct to the unit.

OUTPUT APPLICABLE TO ALL UNITS[4]			POINTS	
			International	National/Local
1.	Technologies/Discoveries/Inventions			
	1.1	Patented and Adopted		
	1.2	Utility model/utility design		
		1.2.1 Design	6	
		1.2.2 Registered	25	15
		1.2.3 Adopted	50	30
	1.3	Not patented but adopted	24	16
	1.4	Trademark registered	20	15
	1.5	Copyrighted	15	10
2.	Varieties/Species			
	2.1	Greenhouse or nursery trials	15	
	2.2	Field trials		
		2.2.1 3 field trials	20	
		2.2.2 4 or more field trials	25	
	2.3	Efficacy testing with experimental use permit	36	
	2.4	With registration certificate from regulatory agency (e.g. FPA, FDA, BAPS, etc.)	50	
	2.5	Registered and adopted	75	
3.	Computer program/software/application/system			
	3.1	Deployed/Production stage	50	
	3.2	Testing stage	25	
	3.3	Upgrades/fixes	10	
4.	Landscape design with documentation		50	
5.	Engineering/Food safety standards			
6.	Land use plan		15	
7.	Integrated Development Plan		International	National
	7.1	Patent approved	36	25
	7.2	Patent filed with substantive examination report	18	
	7.3	Patent filed	9	
	7.4	Invention disclosure/Patent draft	6	
8.	Psychological test material/methodologies/models developed, validated and adopted *(For Guidance Counselors only)*		50	
9.	Standardized psychological test scores (output in test norming) *(For Guidance Counselors only)*		5	
10.	Guidance material prepared *(For Guidance Counselors only)*			
	10.1	Original	2	
	10.2	Adaptation	1	
11.	Records evaluated/prepared *(For Guidance Counselors only)*		4/sem	
12.	Case studies prepared		2-4	
13.	Feasibility studies prepared		5/sem/team	
14.	Games and exercises (unfreezers, activities)			
	14.1	Original	2	
	14.2	Adaptation	1	
15.	Official website and/or maintainted			
	15.1	Interface/front-end design and development	25	
	15.2	Website back-end/database development	25	
	15.3	Website upgrades	10	
	15.4	Materials prepared (e.g. original infographics, posters, etc.)	2	
	15.5	Article uploaded in the website	1/write-up	
16.	Speech/messages/greetings written for University central administration officials		12/year	
17.	Minutes prepared			
	17.1	University level (for council and executive committee)	1	

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[4] See Additional Guidelines for sharing of points by multiple authors (Section IV, No. 1)

				Reviewed in National publication (e.g. newspaper, magazine, journals)	Non-reviewed
	17.2	College level (for College Executive Committee)		1	
	17.3	Institute/Department level		0.25	
18.	Citations in certificates/plaques written			0.25	
18.	Prepared evaluation forms for trainings/events/seminars			0.25	
19.	Photograph (published)				
	19.1	National dailies and other publications (magazines, etc.)		1/issue	
	19.2	University level (e.g. UPLB Horizon, etc.)		0.5/issue	
	19.3	Official webpage		0.5/webpage	
	19.4	Scientific illustrations		1/plate	
	19.5	College/department newsletter		0.5/issue	
	19.6	Fabrication drawing (AutoCAD drawing at commercialization stage)		1.5-3/drawing	
20.	Theatre/Film/TV/Radio/Dance				
	20.1	Director/Coordinator/Implementer			
				Reviewed in National publication (e.g. newspaper, magazine, journals)	Non-reviewed
		20.1.1	Full-length play/opera/film	12-24	1-15
		20.1.2	One-act play or equivalent production/performance	6-12	1-6
		20.1.3	Radio/TV program	8	4
	20.2	Performer			
		20.2.1	Lead actor in a play/opera/film	6-12	1-6
		20.2.2	Actor in supporting role (full-length play)	3-6	
		20.2.3	Actor in supporting role (one-act play)	1-3	
	20.3	Designer (TV/Films/Opera/Play/Dance Production/Musical Production)			
		20.3.1	Scene/Set designer	2-12	
		20.3.2	Costume/make-up	1-6	
		20.3.3	Lighting design	1-6	
		20.3.4	Sound design	1-6	
	20.4	Dramaturgy (Literacy or Technical Adviser)		1-6	
	20.5	Manager/Coordinator			
		20.5.1	Production Manager	6-12	
		20.5.2	Stage Manager	6-12	
	20.6	Dance/Dance Theatre			
		20.6.1	Lead (to be determined by billing in the souvenir program)	6-12	
		20.6.2	Support	3-6	
		20.6.3	Choreographer	6-12	
		20.6.4	Performance works (interpretations of an existing literacy piece into other creative forms such as dance, music, song and movement)		
			20.6.4.a	Solo (per performance)	1-2
			20.6.4.b	Solo (original piece performance)	3-4
			20.6.4.c	Solo (major performance equivalent to one-act play)	3-8
			20.6.4.d	Director (dance/music concert at least 1hr)	6-12
21.	Art exhibit				
				Reviewed in National publication	Non-reviewed
	21.1	Artist			
		21.1.1	International	24	15
		21.1.2	National	12	
		21.1.3	Local	6	
	21.2	Curator		10	
22.	Judge				

				Critiqued	Non-critiqued
	22.1	International		3	
	22.2	National		2	
	22.3	Local/University		1	
23.	Authorship/scriptwriter				
	23.1	Featured article (print or official website)			
		23.1.1	International publication	6	
		23.1.2	National daily/magazine/UP system	5	
		23.1.3	University level (e.g. UPLB Horizon)	3	
		23.1.4	Newsletter (unit/institute/department) (e.g. UPLB Link, etc.)	0.5	
		23.1.5	Straight news (minimum of 2 paragraphs)	0.2	
		23.1.6	Position paper	1-2	
	23.2	Popular bulletins (e.g. Agri notes, fact sheet)		2	
	23.3	Administrative proposals to UPS (e.g. merging/clustering of units)		1	
	23.4	Reports			
		23.4.1	Chapter/section in UPLB annual report		
			23.4.1.a	Sole author	3	
			23.4.2.b	Co-author	2	
		23.4.2	Consolidation		
			23.4.2.a	Whole report	1	
			23.4.3.b	Part of report	0.5	
		23.4.3	Department/Institute/College Annual report	2	
		23.4.4	Periodic reports/data generation (requested by the Administration & other UPLB units)	1	
				Critiqued	Non-critiqued
	23.5	Novels			
		23.5.1	International	50	24
		23.5.2	National	36	15
		23.5.3	Local	24	10
	23.6	Short stories/script kit/comics/creative non-fiction		15	10
	23.7	Play (full-length, minimum of 50 pages)			
		23.7.1	International	36	24
		23.7.2	National	24	15
		23.7.3	Local	15	10
	23.8	Play (one-act/monologue)/ Screenwriter (TV/movies) per episode			
		23.8.1	International	30	15
		23.8.2	National	20	10
		23.8.3	Local	10	5
	23.9	Audio-visual presentation/script for 10-min video clip		10	
	23.10	Powerpoint presentation			
		23.10.1	Registered	3	
		23.10.2	Unregistered	0.5	
	23.11	Poems			
		23.11.1	Published	6-8	
		23.11.2	Unpublished	1	
	23.12	Drafted memoranda/PAC report			
		23.12.1	University level	1	
		23.12.2	College level	0.5	
		23.12.3	Institute/Department level	0.25	
	23.13	Drafted communication/messages/justification		0.1 (maximum 4.year)	
24.	Radio/TV/Video/Webcast, etc. production (disseminated)				
	24.1	Coordinator		5	
	24.2	Talent (e.g. actor, narrator, host, etc.)		3	
	24.3	Script writer per radio/TV/video/webcast program		5	

	24.4	Production/Program development	4
	24.5	Others (production designing, editing, etc.)	3
	24.6	Resource person for print and broadcast media	2

B. SERVICE/EXTENSION

Service/Extension is divided into two (2) categories: service applicable to all units of UPLB (Table 4) and service distinct to a particular unit (Table 5).
1. Points earned for committee work is on a per appointment or per year basis.
2. Full credit for committees without honorarium; half credit if with honorarium.
3. Distribution of points for group work/activity should be supported by signatures from all concerned and the Office of the Vice-Chancellor for Research and Extension (OVCRE).
4. For services distinct to the unit, use points for technical assistance as reference for crediting.

B.1 Service/Extension Applicable to All Units of UPLB

Table 4. Points for services rendered to the University/larger community.

SERVICE APPLICABLE TO ALL UNITS			POINTS		
1.	Training/Workshop/Conference/Convention/ Seminar/Symposium/Research Forum		International	National	Local (Regional/ Provincial)
	1.1	Organizer			
		1.1.1 Chair (Co-chair, half credit)	10	8	4
		1.1.2 Member	5	4	2
		1.1.3 Support staff	2.5	2	1
	1.2	Coordinator			
		1.1.1 Chair (Co-chair, half credit)	8	6	3
		1.1.2 Member	4	3	1.5
		1.1.3 Support staff	2	1.5	0.75
	1.3	Training Assistant	8	6	3
	1.4	Resource Person/Speaker/Lecturer	6	5	4
	1.5	Rapporteur/Documenter	5	3	1
	1.6	Moderator/Reactor/Discussant/Reviewer/ Facilitator/Evaluator/Panel	5	3	1
2.	Technical assistance (e.g. Legislation, Adviser to the Dept. Secretary (ex. DA, DAR), TWG, etc.)		6	8	4
3.	Resource Generation				
	3.1	Product sales, project funds, equipment/other facilities, service/training fees	1/Php 10,000 admin cost per main proponent, or /Php 100k equipment funds		
	3.2	Scholarship, student loan fund	1		
4.	Popular presentation		3		

Special events/occasions			International	National	Local	University
5.	Special events/occasions (e.g. Parolan, Faculty Follies, etc.)		International	National	Local	University
	5.1	Organizer				
		5.1.1 Chair	10	8	4	3
		5.1.2 Member	5	4	2	1.5
		5.1.3 Support staff	2.5	2	1	0.75
	5.2	Coordinator				
		5.2.1 Chair	8	6	3	2
		5.2.2 Member	4	3	1.5	1
		5.2.3 Support staff	2	1.5	0.75	0.5
	5.3	Performer/artist (e.g. musician, singer, dancer, etc.) game master, emcee	3	2	1	0.5

6.	Trade fairs/exhibits			
	6.1	Conceptualization, design and preparation of materials		
		6.1.1 Author	3	
		6.1.2 Designer	2	
	6.2	Re-exhibition as author	3	
	6.3	Original exhibit materials		
		6.3.1 Author	5	
		6.3.2 Designer	2	
	6.4	Other persons involved (representative to man the exhibit)	0.5/exhibit	
7.	Editorship in journals/extension	International	National

7.1	Book				
	7.1.1	Refereed			
		7.1.1.a	Editor-in-chief/Technical Editor	12	8
		7.1.1.b	Managing Editor/Associate Editor	8	6
		7.1.1.c	Editorial Staff Member	6	2
		7.1.1.d	Member of Board Reviewers	6	2
	7.1.2	Non-refereed			
		7.1.2.a	Editor-in-chief/Technical Editor	10	6
		7.1.2.b	Managing Editor/Associate Editor	8	4
		7.1.2.c	Editorial Staff Member	4	2
		7.1.2.d	Peer Review	4	2
7.2	Refereed journal				
	7.2.1	ISI or Scopus			
		7.2.1.a	Editor-in-chief/Technical Editor	12	
		7.2.1.b	Managing Editor/Associate Editor	10	
		7.2.1.c	Editorial Staff Member	6	
		7.2.1.d	Member of Board Reviewers	6	
	7.2.2	Non-ISI		International	National
		7.2.2.a	Editor-in-chief/Technical Editor	10	8
		7.2.2.b	Managing Editor/Associate Editor	8	6
		7.2.2.c	Editorial Staff Member	4	2
		7.2.2.d	Member of Board Reviewers	4	2
7.3	Non-refereed				
	7.3.1	House bill			
		7.3.1.a	Editor-in-chief/Technical Editor	3	
		7.3.1.b	Managing Editor/Associate Editor	2	
		7.3.1.c	Editorial Staff Member	0.5	
	7.3.2	Proceedings			
		7.3.2.a	Editor-in-chief/Technical Editor	6	
		7.3.2.b	Managing Editor/Associate Editor	3	
		7.3.2.c	Editorial Staff Member	0.5	
	7.3.3	Annual report (University level)			
		7.3.3.a	Editor-in-chief/Technical Editor	2	
		7.3.3.b	Managing Editor/Associate Editor	1	
		7.3.3.c	Editorial Staff Member	0.5	
	7.3.4	Agri Notes			
		7.3.4.a	Editor-in-chief/Technical Editor	2	
		7.3.4.b	Managing Editor/Associate Editor	1	
		7.3.4.c	Editorial Staff Member	0.5	
	7.3.5	Magazines/Popular publications			
		7.3.5.a	Editor-in-chief/Technical Editor	2	
		7.3.5.b	Managing Editor	1.5	

			7.3.5.c	Associate Editor	1
			7.3.5.d	Editorial Staff Member	0.5
		7.3.6	Magazines/Popular publications		
			7.3.6.a	Editor-in-chief/Technical Editor	2
			7.3.6.b	Managing Editor	1.5
			7.3.6.c	Associate Editor	1
			7.3.6.d	Editorial Staff Member	0.5
		7.3.7	Fact sheet		
			7.3.7.a	Editor-in-chief/Technical Editor	1
			7.3.7.b	Managing Editor/Associate Editor	0.5
			7.3.7.c	Editorial Staff Member	0.5
		7.3.8	Magazines/Popular publications		
			7.3.8.a	Editor-in-chief/Technical Editor	2
			7.3.8.b	Managing Editor	1
			7.3.8.c	Associate Editor	0.75
			7.3.8.d	Editorial Staff Member	0.5
8.	Extension materials/developed				
	8.1	Poster			
		8.1.1	Author		3
		8.1.2	Designer		2
	8.2	Brochure/flyer/leaflet			
		8.2.1	Author		3
		8.2.2	Designer		2
	8.3	Souvenir/original artistic items (e.g. calendar cards, notebook/record books, designed mugs, hats, T-shirts, etc.)			
		8.3.1	Author		3
		8.3.2	Designer		2
	8.4	Booklet/handbook/pamphlet			
		8.4.1	Author		3
		8.4.2	Designer		2
	8.5	Compendium			
		8.5.1	Author		3
		8.5.2	Designer		2
	8.6	Techno guide			
		8.6.1	Author		3
		8.6.2	Designer		2
	8.7	Training manual/laboratory manual			
		8.7.1	Author		6
		8.7.2	Designer		3.5
	8.8	Techno guide			
		8.8.1	Author		3
		8.8.2	Designer		2
	8.9	Translated extension materials (as translator)			
		8.9.1	Book		2
		8.9.2	Training material		1
		8.9.3	Brochure		0.5
	8.10	New and approved office forms (adopted)			
		8.10.1	University		1.5
		8.10.2	College		1
		8.10.3	Institute/Department/Unit		0.5
9.	Techno demo, demo farms established				
	9.1	Project leader			6
	9.2	Member			3
10.	Cooperatives/POs/Network organized (with report and registration)				10
11.	Visitor's program				
	11.1	Briefing and tour			3/sem

	11.2	Coordination		0.2/tour	
12.	Media liaison				
	12.1	Media visit		0.15	
	12.2	Articles published as a result of coordination		0.15	
13.	Referee/reviewer/evaluator				
	13.1	Book		International	National
		13.1.1	Refereed	8	4
		13.1.2	Non-refereed	6	2
	13.2	Journal Article			
		13.2.1	ISI	6	
		13.2.2	Non-ISI	4	2
	13.3	Monograph		4	
	13.4	Course proposal/offering		3	
	13.5	Projects (including proposals)			
		13.5.1	International	3	
		13.5.2	National	2	
		13.5.3	University	1	
	13.6	External thesis reviewer		2	
14.	Revision of forms for document processing			0.2	
15.	Public Information Associate (PIA) Coordination			0.1	
16.	Assistance to clients (e.g. students, farmers, entrepreneurs, local government units, cooperatives, etc.)			5/sem	
17.	Preparation of GIS-based maps (by request)			1/output	
18.	Assistance in the preparation of IEC materials used in research, extension & other purposes			1/output	
19.	Adviser of student organization officially recognized by the UPLB Office of Student Affairs			1/org/sem	
20.	Library and Information Services *(For College Librarians)*				
	20.1	Technical processing (cataloguing, classifying & indexing)			
		20.1.1	Title	0.0171/title catalogued	
		20.1.2	Agricultural literature	0.01995/article indexed	
		20.1.3	Social science	0.0057/article indexed	
	20.2	Collection development			
		20.2.1	Main Library	3/year	
		20.2.2	Unit Library	1.5/year	
	20.3	Information development		0.2/info material	
	20.4	Community work (related to libraries, guidance with documentation)		1/activity	
	20.5	Maintaining databases			
		20.5.1	Main Library	3/year	
		20.5.2	Unit Library	1.5/year	
	20.6	Updating databases			
		20.6.1	Main Library	2/year	
		20.6.2	Unit Library	1/year	
	20.7	Circulation services			
		20.7.1	Main Library	3/year	
		20.7.2	Unit Library	1.5/year	
	20.8	Reference services			
		20.8.1	Main Library	3/year	
		20.8.2	Unit Library	1.5/year	
	20.9	Analysis/evaluation of library resources per year (weeding, preserving, etc.)		1/record	
	20.10	Current awareness (per issue)			
		20.10.1	Monthly	0.17/issue	
		20.10.2	Quarterly	0.5/issue	
		20.10.3	Bi-annually	1/issue	
		20.10.4	Annually	2/issue	
	20.11	Collection abstracts from the internet (requested by clients)			
		20.11.1	<100	3/year	
		20.11.2	100-200	2/year	

		20.11.3	>200	1/year	
	20.12	Documentation/abstracting		0.2/abstract	
	20.13	Document delivery of requested journal			
		20.13.1	Scanned printed documents (as requested by client)	0.01/page	
		20.13.2	Online journals/databases	0.01/article	
21.	Management of Web/Database Content/Social Media/SMS/Email			Manager/Head/ Administrator	Contributor/ Member/ Assoc
	21.1	Maintaining and Updating of Database in Official Website		4/year	2/year
	21.2	Consolidation of reports/data/analyses		3/year	2/year
	21.3	Generation of lists of information resources		2/year	1/year
	21.4	Management of Social Media Account		3/year	1/year
22.	Course preparation (Courses taught per semester)				
	22.1	More than 4 different courses		6	
	22.2	3 different courses		4	
	22.3	2 different courses		2	
	22.4	1 course		1	
23.	Course preparation (Courses taught per semester)				
	23.1	Lecture (with multiplier)		3	
	23.2	Laboratory		1.5	
	23.3	Large class with more than 100 students		1.5	
24.	Project Development Associate			3	
25.	Administrator			2 x ALC/sem	

B.2. Service Distinct to the Unit (Maximum of 30 pts during the period of evaluation)

Table 5. Points for services distinct to the unit.

SERVICES DISTINCT TO THE UNIT				RANGE OF POINTS
1.	Website design (referral)			2-4
2.	Identification of species (referral)			2 /species
3.	Statistical assistance			1/assistance
4.	Techno demo (referral)			1.5-3/demo
5.	Case studies (referral)			1.5-3
6.	Feasibility studies (referral)			1.5-3
7.	Farmers' forum			1/forum
8.	Nutrition clinic			1/service
9.	Review of house bills			3/bill
10.	Diagnosis of pests & diseases, chemical analysis, semen processing & analysis, feed analysis, lab analysis, etc			0.5/analysis
11.	Others (e.g. infrastructure dev't, landscaping, etc)			1/service
12.	Counseling/advising (For Guidance Counselors Only)			4/sem
13.	Community services (with documentation)			
	13.1	Participation in Non-professional organization (i.e. cooperative)		
		13.1.1	Officer	1
		13.1.2	Member	0.5

C. PROFESSIONAL GROWTH

Professional growth includes awards received, scientific standing and other related activities undertaken during the period of evaluation.

Table 6. Points for awards received and other related activities undertaken related to professional growth.

AWARDS/ACTIVITIES				POINTS EARNED		
1.	Awards					
	1.1	Professional Recognition				
		1.1.1	International	10		
		1.1.2	National	8		
		1.1.3	University System (Scientist, Textbook Writing/Creative Work/Research Grant, Professorial Chair) and UP Alumni Association	6		
		1.1.4	Regional Government Agency/Local Government Unit	6		
		1.1.5	UPLB, UPLB Alumni Association (e.g. Outstanding Researcher, Outstanding Alumni, etc.) and other Academic Institutions	5		
		1.1.6	College and College Alumni Association	4		
	1.2	Others (pahinungod, national programs, high impact projects (FSTP, BioN, corn network, etc.)		36 pts per program**		
2.	Membership in Professional Organization			Intl	Natl	Local
	2.1	Officer		6	4	2
	2.2	Member		3	2	1
3.	Training/Conference/Convention/Seminar/Workshop/Symposium attended					
	3.1	International		1 for every 8 hrs of training attended		
	3.2	National		0.75 for every 8 hrs of training attended		
	3.3	Local		0.5 for every 8 hrs of training attended		
4.	Board Exam (Passed)			10		
5.	Technical accreditation with certificate/appt (PRC Agriculturist, FPA, PSM, PAFT, etc,)			8		
6.	Postdoctoral/Fellowship Training			10		
7.	Adviser of a professional organization			5		

D. ADMINISTRATIVE LOAD

CATEGORY				POINTS
1.	College Secretaries, Associate Deans; Department Chairs/ Division Heads/ Head Librarian			
	1.1	College Secretaries, Associate Deans		
	1.2	Department Chairs/ Division Heads		
		1.2.1	21 or more regular staff	
		1.2.2	16 to 20 regular staff	
		1.2.3	11 – 15 regular staff	
		1.2.4	10 or less regular staff	
2.	Program/ Laboratory Heads			
	2.1	Division Heads		
	2.2	Section Heads		
3.	University Varsity Coach			
4.	Coordinator for Research and Extension			
	4.1	Projects of 1-25		
	4.2	Projects of 26-50		
	4.3	Projects more than 50		
5.	Assistant Research/Extension Coordinator			
	5.1	Projects of 26-50		
	5.2	Projects more than 50		
6.	Project Development Assistant with special assignment but without regular administrative duties			
7.	Officer-in-charge			
8.	Committee Work			
	8.1	Chair		
		8.1.1	National	4
		8.1.2	UPLB	3
		8.1.3	College	2
		8.1.4	Department	1
	8.2	Member		
		8.2.1	National	2
		8.2.2	UPLB	1.5
		8.2.3	College	1
		8.2.4	Department	0.5

SUBSTITUTE TO A REFEREED JOURNAL (FOR MMQS)

TYPE OF OUTPUT		NUMBER OF REFEREED JOURNAL ARTICLE(S)
1.	Book* − Area of expertise − Externally reviewed (double-blind) − Published and available − excluding editorship − not less than 50 pages	4 (International) 2 (National)
2.	Patented invention/discovery/variety as certified by NSIC or BPI accredited agency or group	2 (Adopted) 1 (Not adopted)
3.	Production of play/playwriting/collection of poems/short stories (peer reviewed); favorably critiqued literary works – anthology, novel creative non-fiction	1-2
4.	Policy paper (national in scope and adopted)	2
5.	Chapter in a book* − Area of expertise − Externally reviewed (double-blind) − Published and available − excluding editorship − not less than 9 pages	1.5 (International or ISI) 1 (National or non-ISI)

*by reputable publishers to be listed by the college

MODIFIED MINIMUM QUALIFICATION STANDARDS (MMQS)** EQUIVALENCIES

A. One article published in a refereed journal

- 2 articles (full page not abstract) published in proceedings of conference
- 2 articles (full paper not abstract) published in non-refereed journal
- 5 papers presented in scientific conference w/o published proceedings
- 2 chapters in a locally published book
- 10 poster papers presented in scientific conference

B. Other publications (book published but NOT included in the list of reputable publishers)

- 1 published textbook***   =   1 articles published in a refereed journal
- 1 published monograph,   =   1 article published in a refereed journal
  excluding terminal report

** Equivalencies to be adopted for the 2008 promotion
*** Textbook   – tertiary
                 - External review process
                 - Published and available
                 - used in the course

NAME: _____ **PRESENT POSITION:** _____
UNIT: _____ **DATE OF LAST PROMOTION:** _____

FORM A. Summary of Total Points Earned (TPE) For Teaching, Scholarly/Creative Work, Service/Extension and Professional Growth for Faculty and Reps Since Last Promotion

CATEGORIES				TOTAL POINTS EARNED		
A.	**SCHOLARLY/CREATIVE WORK**					
A.1	**Scholarly/Creative Work Applicable to all Units**					
1.	Technical paper in a refereed journal					
	1.1	ISI- or Scopus-indexed				
		1.1.1	Full Paper			
		1.1.2	Review Articles			
		1.1.3	Research Notes			
	1.2	Non-ISI or Non-Scopus		International Refereed		National Refereed
		1.2.1	Full Paper			
		1.2.2	Review Articles			
		1.2.3	Research Notes			
2.	Technical paper in a non-refereed journal			International		National
	2.1	Full Paper				
	2.2	Proceedings				
	2.3	Review Articles				
	2.4	Research Notes				
3.	Author citation rate/index					
	3.1	Main author				
	3.2	Co-author				
4.	Policy paper			International	National	Local
	4.1	Adopted				
	4.2	Published				
	4.3	Commissioned				
5.	Paper presented in scientific for a/seminars/ symposia/convention			International	National	Local
	5.1	Oral				
		5.1.1	Author (presenter)			
		5.1.2	Co-author			
	5.2	Poster				
		5.2.1	Author (presenter)			
		5.2.2	Co-author			
6.	Book			International		National
	6.1	Author[5]				
		6.1.1	Refereed			
		6.1.2	Non-refereed			
	6.2	Editor				
		6.2.1	Refereed			
		6.2.2	Non-refereed			
	6.3	Author of a chapter in a book				
		6.3.1	Refereed			
		6.3.2	Non-refereed			
7.	Technical bulletin/monograph/lecture syllabus/ laboratory manual					
	7.1	Author				
	7.2	Lay-out artist				
8.	Research and Extension Project Reports and Proposal			International	National	University
	8.1	Terminal Report				
	8.2	Annual Report				
	8.3	Approved Project Proposal				

[5] See guidelines on book (Section IVA, d)

9.	Working Paper		
10.	Policy Note		
	Subtotal for A.1		
A.2	**Scholarly/Creative Work Distinct to the Unit**		
1.	Technologies/Discoveries/Inventions	International	National/Local
	1.1	Patented and Adopted		
	1.2	Utility model/utility design		
		1.2.1	Design		
		1.2.2	Registered		
		1.2.3	Adopted		
	1.3	Not patented but adopted		
	1.4	Trademark registered		
	1.5	Copyrighted		
2.	Varieties/Species		
	2.1	Greenhouse or nursery trials		
	2.2	Field trials		
		2.2.1	3 field trials		
		2.2.2	4 or more field trials		
	2.3	Efficacy testing with experimental use permit		
	2.4	With registration certificate from regulatory agency (e.g. FPA, FDA, BAPS, etc.)		
	2.5	Registered and adopted		
3.	Computer program/software/application/system		
	3.1	Deployed/Production stage		
	3.2	Testing stage		
	3.3	Upgrades/fixes		
4.	Landscape design with documentation		
5.	Engineering/Food safety standards		
6.	Land use plan		
7.	Integrated Development Plan	International	National
	7.1	Patent approved		
	7.2	Patent filed with substantive examination report		
	7.3	Patent filed		
	7.4	Invention disclosure/Patent draft		
8.	Psychological test material/methodologies/models developed, validated and adopted *(For Guidance Counselors only)*		
9.	Standardized psychological test scores (output in test norming) *(For Guidance Counselors only)*		
10.	Guidance material prepared *(For Guidance Counselors only)*		
	10.1	Original		
	10.2	Adaptation		
11.	Records evaluated/prepared *(For Guidance Counselors only)*		
12.	Case studies prepared		
13.	Feasibility studies prepared		
14.	Games and exercises (unfreezers, activities)		
	14.1	Original		
	14.2	Adaptation		
15.	Official website and/or maintainted		
	15.1	Interface/front-end design and development		
	15.2	Website back-end/database development		
	15.3	Website upgrades		
	15.4	Materials prepared (e.g. original infographics, posters, etc.)		
	15.5	Article uploaded in the website		
16.	Speech/messages/greetings written for University central administration officials		
17.	Minutes prepared		

				Reviewed in National publication (e.g. newspaper, magazine, journals)	Non-reviewed
	17.1	University level (for council and executive committee)			
	17.2	College level (for College Executive Committee)			
	17.3	Institute/Department level			
18.	Citations in certificates/plaques written				
18.	Prepared evaluation forms for trainings/events/seminars				
19.	Photograph (published)				
	19.1	National dailies and other publications (magazines, etc.)			
	19.2	University level (e.g. UPLB Horizon, etc.)			
	19.3	Official webpage			
	19.4	Scientific illustrations			
	19.5	College/department newsletter			
	19.6	Fabrication drawing (AutoCAD drawing at commercialization stage)			
20.	Theatre/Film/TV/Radio/Dance				
	20.1	Director/Coordinator/Implementer			
				Reviewed in National publication (e.g. newspaper, magazine, journals)	Non-reviewed
		20.1.1	Full-length play/opera/film		
		20.1.2	One-act play or equivalent production/performance		
		20.1.3	Radio/TV program		
	20.2	Performer			
		20.2.1	Lead actor in a play/opera/film		
		20.2.2	Actor in supporting role (full-length play)		
		20.2.3	Actor in supporting role (one-act play)		
	20.3	Designer (TV/Films/Opera/Play/Dance Production/Musical Production)			
		20.3.1	Scene/Set designer		
		20.3.2	Costume/make-up		
		20.3.3	Lighting design		
		20.3.4	Sound design		
	20.4	Dramaturgy (Literacy or Technical Adviser)			
	20.5	Manager/Coordinator			
		20.5.1	Production Manager		
		20.5.2	Stage Manager		
	20.6	Dance/Dance Theatre			
		20.6.1	Lead (to be determined by billing in the souvenir program)		
		20.6.2	Support		
		20.6.3	Choreographer		
		20.6.4	Performance works (interpretations of an existing literacy piece into other creative forms such as dance, music, song and movement)		
			20.6.4.a	Solo (per performance)	
			20.6.4.b	Solo (original piece performance)	
			20.6.4.c	Solo (major performance equivalent to one-act play)	
			20.6.4.d	Director (dance/music concert at least 1hr)	
21.	Art exhibit				
				Reviewed in National publication	Non-reviewed

	21.1	Artist			
		21.1.1	International		
		21.1.2	National		
		21.1.3	Local		
	21.2	Curator			
22.	Judge				
	22.1	International			
	22.2	National			
	22.3	Local/University			
23.	Authorship/scriptwriter				
	23.1	Featured article (print or official website)			
		23.1.1	International publication		
		23.1.2	National daily/magazine/UP system		
		23.1.3	University level (e.g. UPLB Horizon)		
		23.1.4	Newsletter (unit/institute/department) (e.g. UPLB Link, etc.)		
		23.1.5	Straight news (minimum of 2 paragraphs)		
		23.1.6	Position paper		
	23.2	Popular bulletins (e.g. Agri notes, fact sheet)			
	23.3	Administrative proposals to UPS (e.g. merging/clustering of units)			
	23.4	Reports			
		23.4.1	Chapter/section in UPLB annual report		
			23.4.1.a	Sole author	
			23.4.2.b	Co-author	
		23.4.2	Consolidation		
			23.4.2.a	Whole report	
			23.4.3.b	Part of report	
		23.4.3	Department/Institute/College Annual report		
		23.4.4	Periodic reports/data generation (requested by the Administration & other UPLB units)		
				Critiqued	**Non-critiqued**
	23.5	Novels			
		23.5.1	International		
		23.5.2	National		
		23.5.3	Local		
	23.6	Short stories/script kit/comics/creative non-fiction			
	23.7	Play (full-length, minimum of 50 pages)			
		23.7.1	International		
		23.7.2	National		
		23.7.3	Local		
	23.8	Play (one-act/monologue)/ Screenwriter (TV/movies) per episode			
		23.8.1	International		
		23.8.2	National		
		23.8.3	Local		
	23.9	Audio-visual presentation/script for 10-min video clip			
	23.10	Powerpoint presentation			
		23.10.1	Registered		
		23.10.2	Unregistered		
	23.11	Poems			
		23.11.1	Published		
		23.11.2	Unpublished		
	23.12	Drafted memoranda/PAC report			

		23.12.1	University level				
		23.12.2	College level				
		23.12.3	Institute/Department level				
	23.13	Drafted communication/messages/justification					
24.	Radio/TV/Video/Webcast, etc. production (disseminated)						
	24.1	Coordinator					
	24.2	Talent (e.g. actor, narrator, host, etc.)					
	24.3	Script writer per radio/TV/video/webcast program					
	24.4	Production/Program development					
	24.5	Others (production designing, editing, etc.)					
	24.6	Resource person for print and broadcast media					
Subtotal for A.2							
TOTAL FOR A							

				International	National	Local (Regional/ Provincial)	
B.	**SERVICE/EXTENSION**						
B.1	**Service/Extension Applicable to All Units of UPLB**						
1.	Training/Workshop/Conference/Convention/ Seminar/Symposium/Research Forum			International	National	Local (Regional/ Provincial)	
	1.1	Organizer					
		1.1.1	Chair (Co-chair, half credit)				
		1.1.2	Member				
		1.1.3	Support staff				
	1.2	Coordinator					
		1.1.1	Chair (Co-chair, half credit)				
		1.1.2	Member				
		1.1.3	Support staff				
	1.3	Training Assistant					
	1.4	Resource Person/Speaker/Lecturer					
	1.5	Rapporteur/Documenter					
	1.6	Moderator/Reactor/Discussant/Reviewer/ Facilitator/Evaluator/Panel					
2.	Technical assistance (e.g. Legislation, Adviser to the Dept. Secretary (ex. DA, DAR), TWG, etc.)						
3.	Resource Generation						
	3.1	Product sales, project funds, equipment/other facilities, service/training fees					
	3.2	Scholarship, student loan fund					
4.	Popular presentation						
5.	Special events/occasions (e.g. Parolan, Faculty follies, office events, etc.)			International	National	Local	University
	5.1	Organizer					
		5.1.1	Chair				
		5.1.2	Member				
		5.1.3	Support staff				
	5.2	Coordinator					
		5.2.1	Chair				
		5.2.2	Member				
		5.2.3	Support staff				
	5.3	Performer/artist (e.g. musician, singer, dancer, etc.) game master, emcee					
6.	Trade fairs/exhibits						
	6.1	Conceptualization, design and preparation of materials					
		6.1.1	Author				
		6.1.2	Designer				

				International	National
	6.2	Re-exhibition as author			
	6.3	Original exhibit materials			
		6.3.1	Author		
		6.3.2	Designer		
	6.4	Other persons involved (representative to man the exhibit)			
7.		Editorship in journals/extension		International	National
	7.1	Book			
		7.1.1	Refereed		
			7.1.1.a	Editor-in-chief/Technical Editor	
			7.1.1.b	Managing Editor/Associate Editor	
			7.1.1.c	Editorial Staff Member	
			7.1.1.d	Member of Board Reviewers	
		7.1.2	Non-refereed		
			7.1.2.a	Editor-in-chief/Technical Editor	
			7.1.2.b	Managing Editor/Associate Editor	
			7.1.2.c	Editorial Staff Member	
			7.1.2.d	Peer Review	
	7.2	Refereed journal			
		7.2.1	ISI or Scopus		
			7.2.1.a	Editor-in-chief/Technical Editor	
			7.2.1.b	Managing Editor/Associate Editor	
			7.2.1.c	Editorial Staff Member	
			7.2.1.d	Member of Board Reviewers	
		7.2.2	Non-ISI	International	National
			7.2.2.a	Editor-in-chief/Technical Editor	
			7.2.2.b	Managing Editor/Associate Editor	
			7.2.2.c	Editorial Staff Member	
			7.2.2.d	Member of Board Reviewers	
	7.3	Non-refereed			
		7.3.1	House bill		
			7.3.1.a	Editor-in-chief/Technical Editor	
			7.3.1.b	Managing Editor/Associate Editor	
			7.3.1.c	Editorial Staff Member	
		7.3.2	Proceedings		
			7.3.2.a	Editor-in-chief/Technical Editor	
			7.3.2.b	Managing Editor/Associate Editor	
			7.3.2.c	Editorial Staff Member	
		7.3.3	Annual report (University level)		
			7.3.3.a	Editor-in-chief/Technical Editor	
			7.3.3.b	Managing Editor/Associate Editor	
			7.3.3.c	Editorial Staff Member	
		7.3.4	Agri Notes		
			7.3.4.a	Editor-in-chief/Technical Editor	

			7.3.4.b	Managing Editor/Associate Editor	
			7.3.4.c	Editorial Staff Member	
		7.3.5	Magazines/Popular publications		
			7.3.5.a	Editor-in-chief/Technical Editor	
			7.3.5.b	Managing Editor	
			7.3.5.c	Associate Editor	
			7.3.5.d	Editorial Staff Member	
		7.3.6	Magazines/Popular publications		
			7.3.6.a	Editor-in-chief/Technical Editor	
			7.3.6.b	Managing Editor	
			7.3.6.c	Associate Editor	
			7.3.6.d	Editorial Staff Member	
		7.3.7	Fact sheet		
			7.3.7.a	Editor-in-chief/Technical Editor	
			7.3.7.b	Managing Editor/Associate Editor	
			7.3.7.c	Editorial Staff Member	
		7.3.8	Magazines/Popular publications		
			7.3.8.a	Editor-in-chief/Technical Editor	
			7.3.8.b	Managing Editor	
			7.3.8.c	Associate Editor	
			7.3.8.d	Editorial Staff Member	
8.		Extension materials/developed			
	8.1	Poster			
		8.1.1	Author		
		8.1.2	Designer		
	8.2	Brochure/flyer/leaflet			
		8.2.1	Author		
		8.2.2	Designer		
	8.3	Souvenir/original artistic items (e.g. calendar cards, notebook/record books, designed mugs, hats, T-shirts, etc.)			
		8.3.1	Author		
		8.3.2	Designer		
	8.4	Booklet/handbook/pamphlet			
		8.4.1	Author		
		8.4.2	Designer		
	8.5	Compendium			
		8.5.1	Author		
		8.5.2	Designer		
	8.6	Techno guide			
		8.6.1	Author		
		8.6.2	Designer		
	8.7	Training manual/laboratory manual			
		8.7.1	Author		
		8.7.2	Designer		
	8.8	Techno guide			
		8.8.1	Author		
		8.8.2	Designer		
	8.9	Translated extension materials (as translator)			
		8.9.1	Book		
		8.9.2	Training material		
		8.9.3	Brochure		
	8.10	New and approved office forms (adopted)			
		8.10.1	University		
		8.10.2	College		
		8.10.3	Institute/Department/Unit		

9.	Techno demo, demo farms established				
	9.1	Project leader			
	9.2	Member			
10.	Cooperatives/POs/Network organized (with report and registration)				
11.	Visitor's program				
	11.1	Briefing and tour			
	11.2	Coordination			
12.	Media liaison				
	12.1	Media visit			
	12.2	Articles published as a result of coordination			
13.	Referee/reviewer/evaluator				
	13.1	Book		International	National
		13.1.1	Refereed		
		13.1.2	Non-refereed		
	13.2	Journal Article			
		13.2.1	ISI		
		13.2.2	Non-ISI		
	13.3	Monograph			
	13.4	Course proposal/offering			
	13.5	Projects (including proposals)			
		13.5.1	International		
		13.5.2	National		
		13.5.3	University		
	13.6	External thesis reviewer			
14.	Revision of forms for document processing				
15.	Public Information Associate (PIA) Coordination				
16.	Assistance to clients (e.g. students, farmers, entrepreneurs, local government units, cooperatives, etc.)				
17.	Preparation of GIS-based maps (by request)				
18.	Assistance in the preparation of IEC materials used in research, extension & other purposes				
19.	Adviser of student organization officially recognized by the UPLB Office of Student Affairs				
20.	Library and Information Services *(For College Librarians)*				
	20.1	Technical processing (cataloguing, classifying & indexing)			
		20.1.1	Title		
		20.1.2	Agricultural literature		
		20.1.3	Social science		
	20.2	Collection development			
		20.2.1	Main Library		
		20.2.2	Unit Library		
	20.3	Information development			
	20.4	Community work (related to libraries, guidance with documentation)			
	20.5	Maintaining databases			
		20.5.1	Main Library		
		20.5.2	Unit Library		
	20.6	Updating databases			
		20.6.1	Main Library		
		20.6.2	Unit Library		
	20.7	Circulation services			
		20.7.1	Main Library		
		20.7.2	Unit Library		
	20.8	Reference services			
		20.8.1	Main Library		
		20.8.2	Unit Library		
	20.9	Analysis/evaluation of library resources per year (weeding, preserving, etc.)			
	20.10	Current awareness (per issue)			
		20.10.1	Monthly		

				Manager/Head/ Administrator	Contributor/ Member/ Assoc
		20.10.2	Quarterly		
		20.10.3	Bi-annually		
		20.10.4	Annually		
	20.11	Collection abstracts from the internet (requested by clients)			
		20.11.1	<100		
		20.11.2	100-200		
		20.11.3	>200		
	20.12	Documentation/abstracting			
	20.13	Document delivery of requested journal			
		20.13.1	Scanned printed documents (as requested by client)		
		20.13.2	Online journals/databases		
21.	Management of Web/Database Content/Social Media/SMS/Email			Manager/Head/ Administrator	Contributor/ Member/ Assoc
	21.1	Maintaining and Updating of Database in Official Website			
	21.2	Consolidation of reports/data/analyses			
	21.3	Generation of lists of information resources			
	21.4	Management of Social Media Account			
22.	Course preparation (Courses taught per semester)				
	22.1	More than 4 different courses			
	22.2	3 different courses			
	22.3	2 different courses			
	22.4	1 course			
23.	Course preparation (Courses taught per semester)				
	23.1	Lecture (with multiplier)			
	23.2	Laboratory			
	23.3	Large class with more than 100 students			
24.	Project Development Associate				
25.	Administrator				
Subtotal for B.1					
B.2	**Service/Extension Distinct to the Unit**				
1.	Website design (referral)				
2.	Identification of species (referral)				
3.	Statistical assistance				
4.	Techno demo (referral)				
5.	Case studies (referral)				
6.	Feasibility studies (referral)				
7.	Farmers' forum				
8.	Nutrition clinic				
9.	Review of house bills				
10.	Diagnosis of pests & diseases, chemical analysis, semen processing & analysis, feed analysis, lab analysis, etc				
11.	Others (e.g. infrastructure dev't, landscaping, etc)				
12.	Counseling/advising (For Guidance Counselors Only)				
13.	Community services (with documentation)				
	13.1	Participation in Non-professional organization (i.e. cooperative)			
		13.1.1	Officer		
		13.1.2	Member		
Subtotal for B.2					
TOTAL FOR B					

C.	PROFESSIONAL GROWTH					
1.	Awards					
	1.1	Professional Recognition				
		1.1.1	International			
		1.1.2	National			
		1.1.3	University System (Scientist, Textbook Writing/Creative Work/Research Grant, Professorial Chair) and UP Alumni Association			
		1.1.4	Regional Government Agency/Local Government Unit			
		1.1.5	UPLB, UPLB Alumni Association (e.g. Outstanding Researcher, Outstanding Alumni, etc.) and other Academic Institutions			
		1.1.6	College and College Alumni Association			
	1.2	Others (pahinungod, national programs, high impact projects (FSTP, BioN, corn network, etc.)				
2.	Membership in Professional Organization			Intl	Natl	Local
	2.1	Officer				
	2.2	Member				
3.	Training/Conference/Convention/Seminar/Workshop/Symposium attended					
	3.1	International				
	3.2	National				
	3.3	Local				
4.	Board Exam (Passed)					
5.	Technical accreditation with certificate/appt (PRC Agriculturist, FPA, PSM, PAFT, etc,)					
6.	Postdoctoral/Fellowship Training					
7.	Adviser of a professional organization					
			TOTAL FOR C			

D.	**ADMINISTRATIVE LOAD**			
1.	College Secretaries, Associate Deans; Department Chairs/ Division Heads/ Head Librarian			
	1.1	College Secretaries, Associate Deans		
	1.2	Department Chairs/ Division Heads		
		1.2.1	21 or more regular staff	
		1.2.2	16 to 20 regular staff	
		1.2.3	11 – 15 regular staff	
		1.2.4	10 or less regular staff	
2.	Program/ Laboratory Heads			
	2.1	Division Heads		
	2.2	Section Heads		
3.	University Varsity Coach			
4.	Coordinator for Research and Extension			
	4.1	Projects of 1-25		
	4.2	Projects of 26-50		
	4.3	Projects more than 50		
5.	Assistant Research/Extension Coordinator			
	5.1	Projects of 26-50		
	5.2	Projects more than 50		
6.	Project Development Assistant with special assignment but without regular administrative duties			
7.	Officer-in-charge			
8.	Committee Work			
	8.1	Chair		
		8.1.1	National	
		8.1.2	UPLB	
		8.1.3	College	
		8.1.4	Department	
	8.2	Member		
		8.2.1	National	
		8.2.2	UPLB	
		8.2.3	College	
		8.2.4	Department	
			TOTAL FOR D	
			GRAND TOTAL (A + B + C + D)	

FORM B. Summary of Total Points Earned for Scholarly/Creative Work, Service/Extension, Professional Growth, and Administrative Load

EVALUATION CATEGORY	TOTAL POINTS EARNED (TPE)
A. Scholarly/Creative Work	
B. Service/Extension	
C. Professional Growth	
D. Administrative Load	
Total	