



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

CHED MEMORANDUM ORDER

No. 16
Series of 2009

**SUBJECT : RULES AND REGULATIONS GOVERNING THE SEARCH FOR
PRESIDENT OF STATE UNIVERSITIES AND COLLEGES
(SUCs)**

In accordance with the pertinent provisions of Republic Act (R.A.) No. 8292, otherwise known as the "Higher Education Modernization Act of 1997", and CHED Memorandum Order (CMO) No. 03, series of 2001, otherwise known as the "Revised Implementing Rules and Regulations (IRR) for Republic Act 8292", the following guidelines are hereby adopted by this Commission, thus:

**RULE I
TITLE AND POLICY**

Section 1. TITLE. This CHED Memorandum shall be known and cited as the "Rules and Regulations Governing the Search for Presidents of State Universities and Colleges"

Section 2. POLICY. As stated in Rule VII, Section 21 of CHED Memorandum Order No. 03 s.2001 the Governing Boards (GBs) of State Universities and Colleges shall select and appoint a president upon the recommendation of a duly constituted Search Committee for the Presidency (SCP). The GB shall likewise designate the Secretariat for the SCP.

To achieve this end, the rules and procedures for the screening and selection of the possible candidates are hereby formulated in order to:

- i. achieve a more systematic search process;
- ii. adopt a uniform set of qualifications and requirements by SUCs; and
- iii. ensure the objectivity of the entire search activity

**RULE II
SCOPE OF THE RULES AND PROCEDURES**

Section 3. SCOPE. The following rules and procedures shall govern the process of screening by the Search Committee for Presidency (SCP), as well as the minimum qualification and documentary requirements, and criteria for evaluating possible candidates:

RULE III
PROCEDURES AND CRITERIA FOR THE SEARCH FOR NEW PRESIDENT

Section 4. THE COMMITTEE

The GBs of SUCs shall create a Search Committee at least six (6) months prior to the end of the term of the incumbent President but in no case earlier than one (1) year before the end of the term of said President.

The Search Committee should have at least five (5) members, and should be composed of representatives from the academic community, the private sector, this Commission, and the Philippine Association of State Universities and Colleges (PASUC). The private sector representative should not be in any way or form directly or indirectly connected or associated with the SUC conducting the Search.


Furthermore, the GB shall identify who shall serve as the Chair of the Search Committee and allocate the needed budget for the Search process.

Section 5. MINIMUM QUALIFICATIONS

5.1 Applicants for SUC Presidency *must* possess the following minimum qualifications:

- a. Not less than thirty-five (35) years old and not more than sixty-one (61) years at the time of application
- b. A natural-born Filipino citizen
- c. Holder of an earned doctorate degree from a reputable higher education institution
- d. Proven track record as an administrator (President, Vice-president, Dean, Campus Administrator, Director), preferably in the academe, whether in public or private, for at least five (5) years.
- e. For candidates who have not previously served as SUC President, he/she must not have been convicted of any administrative offense or of any crime involving moral turpitude, wherein the penalty is more than six (6) months.
- f. For SUC Presidents who are undergoing evaluation for a second term, he/she must not have been convicted of any administrative offense or crime.

5.2 An applicant who does not meet any one of the abovementioned minimum qualifications and cannot submit pertinent supporting documentary evidences shall be disqualified from the search process.



- 5.3 Incumbent Presidents of other SUCs, whose term is set to expire within the six months period of the Search Process, shall be allowed to file/submit his/her application for the vacant president post.

Section 6. DOCUMENTARY REQUIREMENTS

- 6.1 Interested applicants must submit one (1) set of original and six (6) certified photocopies of the following documents to the SCP Secretariat:
- a. Formal application letter addressed to the Chairperson of CHED
 - b. Detailed Curriculum Vitae, signed under oath
 - c. Certified true copy of documents in support of the data stated in the Curriculum Vitae
 - d. Proposed Vision Mission and Development Goals for the SUC
 - e. Certificates/Clearances from the following government agencies, obtained not more than one (1) month from the date of filing of application, indicating applicant has no pending administrative and/or criminal case:
 - Sandiganbayan
 - Civil Service Commission (CSC)
 - National Bureau of Investigation (NBI)
 - Municipal/Regional Trial Court
 - Ombudsman (for government employees)
 - Institution/Company where applicant is presently employed
 - f. NSO-authenticated Birth Certificate
 - g. Medical Certificate of Physical Fitness issued by a physician from a CHED-recognized accredited health institutions but not the same institution where the applicant is presently employed
 - h. Results of Neuro-psychiatric examination conducted by a physician from a CHED-recognized accredited health institutions but not the same institution where the applicant is presently employed
 - i. Duly accomplished CSC Form 212 made under oath.
- 6.2 The SCP Secretariat shall check the completeness of the required documents and shall make their initial report to the SCP. Should the SCP find that there are applicants who lack the necessary documents, the SCP must immediately refer to the GB whether or not the applicants will be advised to complete the documents and continue with process.



Section 7. CRITERIA FOR EVALUATION.

- 7.1 In general, applicants for SUC presidency shall be evaluated in four (4) major areas:
- a. Professional Competence – 35%;
 - b. Academic Background- 25%
 - c. Public Forum/Presentation – 25%; and
 - d. Panel Interview – 15%
- 7.2 The hereto attached Profile Appraisal Form (ANNEX A) shall be used in evaluating Professional Competence and Academic Background

Section 8. SEARCH PROCESS

- 8.1 After the GB has constituted the Search Committee and its Secretariat, a notice for the SUC President vacancy shall be published in at least one (1) newspaper of national circulation for at least three (3) consecutive weeks. The PASUC National and Regional Offices and its respective Secretariat, shall likewise be provided a copy of the said vacancy notice.
- 8.2 The screening and selection of candidates/applicants shall generally be of the following process:
- Compliance Check by the Secretariat
 - Profile Appraisal
 - Panel Interview by the Search Committee
 - Public Forum/Presentation
 - Finalization of the SCP Report
 - Submission of the SCP Report to the SUC GB
 - Election of new president via majority vote of GB members
- 8.3 Compliance check by the Secretariat to determine if the minimum qualifications for the position are met; and the completeness of the documents as required under these rules and by the Governing Board
- a. Initially, the SCP Secretariat shall check if the applicant has met the minimum qualifications for the position and if all the documentary requirements have been submitted. It shall then submit to the SCP an initial report on these concerns. An applicant who does not meet any one of the set minimum qualifications and cannot submit pertinent supporting documentary evidences shall be disqualified from the search process.



- b. Should there be candidates/applicants who failed to submit some of the required documents, the SCP shall immediately refer to/advise the GB to determine whether the applications shall be accepted and be part of the selection process.
- c. In case the SCP finds that there are no more than three (3) qualified applicants, the SCP shall immediately refer the situation to the GB for further instruction/s.

8.4 Profile Appraisal

The Profile Appraisal Form (ANNEX A) shall be used for this purpose

8.5. Panel Interview.

- a. The sequence of the interview will be determined by drawing of lots.
- b. Each of the applicant shall be interviewed using a set of pre-determined questions formulated and agreed upon by the SCP and rated accordingly using an evaluation criteria sheet "ANNEX C".
- c. Each member of the Committee shall be allowed to ask a minimum of three (3) questions. Each questions, however, may be followed up by another clarificatory question
- d. Question related, but not limited to the following areas may be asked during the individual interview.
 - Leadership skills
 - Relations with SUC community and the general public
 - Management competencies
 - Resource generation/Good relations with Alumni
 - Personal values/Stature in the academic profession
 - Commitment to academic excellence and promotion of academic freedom
- e. The same process will be observed up to the last interviewee.
- f. There will be a designated place, which shall serve as the holding area for applicants waiting for their turn to be interviewed.
- g. Nothing in these rules however will prevent the GB from conducting the interview of the applicants for better appreciation of the applicants' abilities and readiness for the position.

8.6 Public Forum/ Presentation.

- a. The applicants shall appear before an audience composed primarily of representatives coming from the following sectors: the students, the faculty, the non-teaching staff, and the alumni association.
- b. Prior to the scheduled public forum/presentation, the aforementioned concerned sectors shall select from among themselves,



representatives who shall act as the sector's spokespersons during the public forum.

- d. An evaluation criteria sheet (ANNEX B) shall be used by the SCP to rate the applicant's presentation.
 - e. The sequence of the individual presentation will be determined by drawing of lots.
 - f. After drawing lots, a five minute recess will be declared to give chance to the first presenter to prepare while the rest will be ushered to a separate waiting area where they will not have the opportunity to listen to the presentations being done by other candidate.
 - g. The applicant will be given a maximum of fifteen (15) minutes (depending on the number of applicants) to give a brief description about himself/herself and present to the public his/her mission/vision for the University.
 - h. The presenter will be allowed to use power point presentation or presentation with the aid of any hi-tech equipment provided that they submit a printed report of their presentation to the SCP.
 - i. A timekeeper will be assigned to remind the applicant two (2) minutes before the expiration of the fifteen (15) minutes given and another reminder at the expiration of the fifteen (15) minutes.
 - j. The same process will be observed up to the last presenter.
 - k. After the last presenter, there will be a 15-minute recess for the preparation of the Open Forum
 - l. Sheets of paper will be made available during the presentation for those, which will be read by the moderator for the applicants to respond.
 - m. The SCP to avoid inappropriate queries, which shall be derogatory to the applicant, shall screen questions from the audience.
- 8.7 The Search Committee will then rank the applicants based on the accumulated scores that each obtained in the major areas for evaluation
- 8.8 The SCP shall submit the names of at least two (2) qualified candidates to the GB. Furthermore, the SCP shall also submit to the GB the summary of the criteria evaluation sheet and the procedures followed/used for the Search.

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Section 9. SELECTION/ELECTION

- a. Selection/election of the new President shall be done via secret balloting by the GB members.
- b. The ballots shall be counted by the Secretary of the Board and witnessed by the Chairman. Every member shall be given the chance to examine the ballots if he/she desires.
- c. Failure to obtain the required majority vote from the members of the Board shall necessitate a second balloting until a majority vote is obtained.
- d. Majority vote shall be defined as 50% of the total GB members plus one (1).

Section 10. FAILURE OF SEARCH

- a. In cases wherein there are no more than three (3) applicants found qualified by the SCP, the GB can declare a failure of search and can opt to re-open the call for application. In such cases, the GB shall then instruct the SCP to start a new process of selection and screening.
- b. If two (2) failures of search occur, the GB, at its discretion, may decide to pursue and continue the selection process, and elect then subsequently appoint the new SUC President from the available qualified candidates/applicants.

Section 11. RE-APPOINTMENT

- a. No incumbent President shall be re-appointed without undergoing an evaluation of his/her performance by an Evaluation Committee constituted by the GB.

The Evaluation Committee shall submit the results of its evaluation and their recommendation to the GB for appropriate decision.

The foregoing, however, is without prejudice to the constitution of a Search Committee by the GB, upon its discretion, to open the selection/search process to other interested applicants for the position President of the SUC.

- c. For SUC Presidents whose re-appointment would reach the mandatory age of retirement, 65 years old, it is mandatory that the Search Committee shall unanimously rate his/her performance as



outstanding. Furthermore, the SCP must also unanimously recommend the re-appointment of the SUC President to the GB.

- d. There should be no President holding office at age seventy (70) or beyond.

RULE IV REPEALING CLAUSE

Section 12. REPEALING CLAUSE. All issuances, rules and regulations, specifically pertinent provisions of CHED Memorandum Order (CMO) No. 3, series of 2001 otherwise known as the "Revised Implementing Rules and Regulations of RA 8292," which are in conflict with or inconsistent with the provisions of these Rules are hereby repealed and/or modified accordingly.

RULE V REPEALING CLAUSE

Section 14. EFFECTIVITY CLAUSE. This CHED Memorandum shall take effect fifteen (15) days after its publication in a newspaper of general circulation in the country.

Issued on 27th day of May 2009, Quezon City, Philippines.


EMMANUEL Y. ANGELES
Chairman



Name of Applicant: _____

I. Professional Competence 35%

CRITERIA	Maximum Points	Suggested Points	Actual Points
<p>A. PHILOSOPHY, MISSION AND VISION</p> <p>1. Relevance to global development and national trust 2. Comprehensiveness 3. Responsiveness to provincial/regional and national objectives 4. Realism</p>	15 points	5 4 3 3	_____ _____ _____ _____
<p>B. RELEVANT ADMINISTRATIVE EXPERIENCES</p> <p>1. Administrative Experiences (for every year of full-time administrator as:) a. University President b. Executive positions in the government (e.g. Secretary/Undersecretary) c. University Vice-President d. College President e. University/College Dean/Director or Assistant Secretary 2. Linkages in the Administration a. International b. National c. Regional d. Local 3. Relevance of professional experience to the position applied for</p>	25 points	12 8 5	_____ _____ _____
<p>C. MANAGERIAL COMPETENCE</p> <p>1. Managerial performance in executive positions occupied with emphasis on quality and output 2. Leadership, Integrity and Morality a. What has been his/her track record in the use of authority and influence b. Flexibility in the exercise of different leadership styles and behavior c. How successful he/she had been in reconciling difference among various interest groups (e.g. faculty, students, staff, etc.) d. Ability to source out funds e. Integrity and Morality 3. Assertiveness a. Honest, self-respecting, straightforward, tactful 4. Awards in management a. International b. National c. Regional d. Local</p>	35 points	10 15 5 5	_____ _____ _____ _____
<p>D. ACCEPTABILITY IN THE COMMUNITY</p> <p>1. Public Reputation as professional and an administrator a. High b. Medium c. Low 2. How much respect he/she commands in his/her community a. High b. Medium c. Low 3. General Perception of his/her personal integrity a. High b. Medium c. Low</p>	25 points	10 10 7 5 10 10 7 5 5 5 3 2	_____ _____ _____ _____ _____

TOTAL	100 points	_____
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II. Academic Background

25%

CRITERIA	Maximum Points	Suggested Points	Actual Points
A. TERTIARY LEVEL EXPERIENCE			
1. Teaching <i>For every year of full-time academic service in a state institution of higher learning and/or other higher education institution</i>	40 points	2	_____
2. Research (other than dissertation) <i>For every project undertaken</i>		1	_____
3. Extension (outreach program) <i>For every year of participation in service-oriented project in the community</i>		1	_____
B. RELEVANT ACADEMIC AND RESEARCH BACKGROUND			
<i>Relevance of educational background to the position applied for; Distinctive academic/technical training undergone that has prepared him/her for the responsibilities of a university/college president</i>			
1. Educational qualification related to the present position <ul style="list-style-type: none"> a. Post-doctorate Degree b. Doctorate Degree c. Others 	60 points	20	_____
2. Innovations, patented inventions, publications and other creative work and scholarly outputs during the last 10 years <ul style="list-style-type: none"> a. For every scholarly/technical articles published (refereed and/or non-refereed) b. For every published books c. For every research published in a technical, scientific, professional journals d. For every cost and time saving innovations, patented and creative work 		25	_____
3. Relevant seminars, conventions attended for the last 10 years <i>For expert services as presenter, resource person, training and active participation in conferences, convetions, seminar-workshops</i> <ul style="list-style-type: none"> a. International b. National c. Regional d. Local 		10	_____
4. Professional/Government Examinations Passed		5	_____

TOTAL	100 points	
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Name of Applicant: _____

CRITERIA	Maximum Points	Actual Points
A. PERSONAL TRAITS 1. Articulateness 2. Poise 3. Cohesiveness	25 points	_____ _____ _____
B. GRASP AND ABILITY TO RESPOND TO THE SITUATION 1. Analytical Skill 2. Comprehensive reading of events/issues 3. Ability to respond to current issues	25 points	_____ _____ _____
C. MISSION, VISSION, PROGRAMS 1. Relevance to global development and national thrust 2. Comprehensiveness 3. Responsiveness to provincial/regional/naional issues 4. Realism, attainability, practicality 5. Clarity of presentation	25 points	_____ _____ _____ _____ _____
D. PUBLIC IMAGE, ACCEPTABILITY AND RAPPORT WITH CONSTITUENTS AND PERSONAL CREDIBILITY 1. General perception of his/her personal integrity 2. Grasp and ability to respond to the situation 3. Rapport with and acceptability to the community 4. Public reputation as a professional and administrator	25 points	_____ _____ _____ _____
TOTAL	100 points	_____

Name of Applicant: _____

CRITERIA	Maximum Points	Actual Points
A. PERSONAL TRAITS 1. Articulateness 2. Poise 3. Cohesiveness	25 points	_____ _____ _____
B. GRASP AND ABILITY TO RESPOND TO THE SITUATION 1. Analytical Skill 2. Comprehensive reading of events/issues 3. Ability to respond to current issues	25 points	_____ _____ _____
C. MISSION, VISSION, PROGRAMS 1. Relevance to global development and national thrust 2. Comprehensiveness 3. Responsiveness to provincial/regional/naional issues 4. Realism, attainability, practicality 5. Clarity of presentation	25 points	_____ _____ _____ _____ _____
D. PUBLIC IMAGE, ACCEPTABILITY AND RAPPORT WITH CONSTITUENTS AND PERSONAL CREDIBILITY 1. General perception of his/her personal integrity 2. Grasp and ability to respond to the situation 3. Rapport with and acceptability to the community 4. Public reputation as a professional and administrator	25 points	_____ _____ _____ _____

TOTAL	100 points	_____
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