

Title: Recruitment, Selection and Retention Policies and Practices among HEIs with Teacher Education Programs  
Author(s): Ma. Carmela T. Mancao  
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Abstract:

The purpose of this research was to learn from and compare the Philippine Normal University with other universities offering teacher education programs, in terms of policies and practices on recruitment, selection and retention.

The PNU Center for Research and Development in Education (CREDE) took the initiative to gather data on the subject from Higher Education Institutions (HEIs) with teacher education programs under the following categories: A. HEIs which are Top Performers in Licensure Examination for Teachers (PRC Data, 2006); B. HEIs which are Centers of Excellence in Teacher Education; C. HEIs which were randomly chosen from the Professional Regulation Commission (PRC) list of LET passers, with high and low passing percentages.

The following practices were gathered and compared with PNU practices:

A. Recruitment Policy

1. Advertising Methods –Majority of the HEI respondents do not advertise admission test schedules and requirements in newspapers, radio and television. Most HEIs, including PNU, use flyers, posters, streamers, leaflets, brochures and billboards. PNU, likewise, utilizes the radio and the university website. The institutions do not also advertise their degree programs except for the usual flyers, posters, etc., the use of website, and campaign sorties in high schools. PNU takes on a broader reach by advertising in newspapers and in the radio, apart from the use of printed materials and the website.
2. Campaign Strategies – a) Akin to almost all of the HEI respondents, PNU makes time to distribute pamphlets to prospective high school graduating classes; b) Campaign sorties in high schools are not common among top performing schools and centers of excellence in teacher education, including PNU. PNU management explained that transportation funds are difficult to procure for this activity. Category C respondents replied that they send out campaign committees to high schools; c) Majority of the institution-respondents, including PNU, rely on referrals, the alumni, the institution's reputation, and the advertisement of available scholarships to encourage freshman applicants to apply in their institution; d) Less than 20% of the institution-respondents attempt to recruit by means of school campaigns and career talks. PNU likewise strives to do the same.

3. Quota of Education Students – Similar to the majority of the top performing schools (83%) and one-third of the Category B and C institution-respondents, PNU imposes a quota in the number of students admitted to the College of Education. The main reason for this is the limited number of classrooms and facilities.

## B. Selection Policy

1. Entry Requirements – PNU has the same entry requirements as majority of the HEI respondents: From 137; Certificate of Good Moral Character, Certified True Copy of Birth Certificate; and ID pictures. Together with about 16% of the HEI respondents, PNU, likewise requires the applicants to secure a medical clearance and pass the admission test.
2. High School Grades – Just like 50% of the HEI respondents, PNU requires a HS grade point average. While 30% of the HEIs which require a HS grade average opt for a mean grade of 85, PNU adheres to a mean grade of 80. A little over half of the HEI respondents, including PNU, require a minimum HS grade of 80 in all subjects, which is similar to the requirement of 35% of Category C HEI respondents. Seventy-eight percent of Category B respondents (COETE) do not require a HS minimum grade.
3. New applicants to the College of Education are required to pass the admission test, secure a medical clearance, and pass the interview. PNU abides by these practices.
4. a) A cut-off mark in the institution's admission test for incoming freshman applicants is not the norm in all the HEI respondents. PNU, however, imposes a cut-off score of 85%; 2) One third of the HEI respondents charge less than Php 100.00 for the admission test; another one-third have a test fee ranging from Php 100.00 to Php 200.00; others at Php 200.00 to Php 300.00; while a few, including PNU, charge more than Php 300.00; c) Less than 15% of the HEI respondents allow exemptions on the admission test (e.g., exempted are those who were valedictorians, salutatorians, laboratory high school graduates, and those coming from sister schools). PNU exempts only the scholars of the Department of Science and Technology (DOST); d) Together with 78% of the HEI respondents who have entrance scholars, PNU awards scholarships to those who belong to the top 10 of the HS graduating class and to those who belong to the upper 20% in the admission test ranking.
5. Less than one-third of the HEI respondents maintain an honors section. PNU does not observe this practice. PNU freshmen classes are heterogeneously grouped.
6. Just like 95% of the HEI respondents, PNU does not impose other entry requirements.
7. For transferees to the College of Education, a) 90% of the HEIs require the following: Transcript of Records, Certificate of Good Moral Character, Honorable Dismissal and ID pictures. PNU shares the same requirements, plus a true copy of birth certificate which is required by only 69% of the respondents; b) Courses previously taken by the transferee that are deemed to be reasonable equivalents to courses in the College are credited in PNU, a practice observed by 94% of the HEI respondents. A minimum grade of 3.0 is required to credit such courses; c) Majority of the HEI respondents, including PNU, do not accept transferees with academic deficiencies;

In PNU, the transferees must pass the admission test and the interview, and secure medical clearance

8. For shiftees to the College of Education (from within the institution) – At PNU, shiftees are defined as those who wish to change from one degree program to another. The only required document is the evaluation of credentials by the Registrar and the Dean. Some HEI respondents require the Shifting Application Form and a Certification of Grades. Once credentials pass the evaluation process, the PNU shiftee must hurdle the qualifying examinations set by the College and submit a “released form” from the college the shiftee originally came from.

### C. Retention Policy

1. Grounds for Dismissal – a) Academic grounds – PNU agrees with the other HEI respondents as to the academic grounds for dismissal: failure in Professional Education subjects; failure in General Education subjects; failure in major subjects; and unauthorized withdrawal of subjects/dropped subjects; b) Similar to several HEI respondents, PNU dismisses a student once s/he fails in three (3) subjects in a semester; c) Five (5) cumulative dropped subjects is a ground for dismissal of a student in PNU. The low percentage turn-out in the HEI respondents’ data show that unauthorized withdrawal or dropped subjects do not merit a student’s dismissal;
2. In PNU, all transferees are placed on probationary status during their 1<sup>st</sup> semester in the University. Probationary students are also common in majority of the HEI respondents.
3. To obtain a diploma, four (4) years of residency is required in 41% of the HEI respondents. PNU observes the same residency requirement.