



SSCT

FACULTY DEVELOPMENT

PROGRAM

2018-2021

Message of the President

In pursuit of strengthening the major thrust on Advanced and Higher Education, SSCT commits to provide its academic workforce the privilege to avail of the faculty development programs. The Administration adheres to the principle that the faculty is the most important workforce in the institution and deemed the most essential element to achieve its mission.

The 2018-2021 Faculty Development Program (FDP) is a guide for identifying and managing professional growth opportunities. It shall help enhance professional development and vitality to successfully fulfill its mandates and offer quality education and efficiency among the students of SSCT.

FDP includes Incentive for Publication in Pre-Selected High Impact Journals, Support for Paper Presentations in Conferences and in Pre-Selected High Impact Conferences, Support for Participation in Local Conferences, Support for Graduate Studies, Study Grant Leading towards a Master's Degree, Study Grand Leading towards a Doctorate Degree, Support for Doctorate Sandwich Program Abroad, Thesis and Dissertation Grants, Support for Graduate School Application Abroad, Support for Post-Doctorate Fellowship Abroad and Support for Faculty Research Leave. Further, the programs include Support for Advanced Short-term Courses, Support for Local Trainings, Seminars and Workshops, Support for Membership in Professional Organizations, and Support for Networking with Local and International Institutions.

The faculty members are encouraged to take advantage of the opportunities provided in the program that enable them to develop the essential skills needed in their fields of specialization, deliver quality education and perform outstanding research and extension work that will propel SSCT to its place in the academic world as a leading institution in engineering, science, and technology in the region.

Towards this end, it is my fervent wish that this Faculty Development Program will provide a preview of how we as an academic institution worked as a team and help each other improve by providing opportunities in order to create a substantial impact and difference in the lives of our constituents and the community we profess to serve.

Be with us as we take a leap towards fulfilling our UNIVERSITY dream!

DR. GREGORIO Z. GAMBOA, JR.
President



Surigao State College of Technology

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Table of Contents

Message of the President

College Faculty Development Committee

SSCT Vision-Mission-Goal Statement

The SSCT Faculty Development Program

Journal Publication

 Incentive for Publication in Pre-Selected High Impact Journals

Conferences

 Support for Paper Presentations in Pre-Selected High
 Impact Conferences

 Support for Paper Presentations in Conferences

 Support for Participation in Local Conferences

Graduate Studies

 Support for Graduate Studies

 Study Grant Leading Towards a Master's Degree

 Study Grant Leading Towards a Doctorate Degree

 Support for Doctorate Sandwich Program Abroad

 Thesis and Dissertation Grants

 Support for Graduate School Application Abroad

Research Leave

 Support for Post-doctoral Fellowship Abroad

 Support for Faculty Research Leave

Short-term Courses, Seminars, Trainings

 Support for Advanced Short-term Courses

 Support for Local Trainings, Seminars and Workshops

Other Programs

 Support for Membership in Professional Organizations

 Support for Networking with Local and International Institutions

SSCT VISION-MISSION-GOALS

Vision

An excellence-driven institution of higher learning committed to produce holistic and globally competitive individuals.

Mission

To provide relevant, high quality and sustainable instruction, research production and extension program and services within a culture of credible and responsive governance.

Goals

1. Foster application of the discipline and provide it's learners with industry-based training and education particularly in engineering, technology and fisheries.
2. Conduct and utilize studies for the development of new products, system and services relevant to Philippine life and of the global villages.
3. Promote transfer of technology and spread useful technical skills, thus empowering its learners and their activities.

The SSCT Faculty Development Program

Aligned with its vision-mission-goals as a leading learners-centered research college, the SSCT Faculty Development Program provides appropriate and relevant educational experience to SSCT faculty members who are the forefront of teaching, research and community engagement in their specific discipline. Challenged by globalization and the increasing demands of industry, SSCT is committed to develop, nourish and support a pool of faculty who are academic frontrunners – abreast with cutting – edge development and innovation in their fields of specialization and pursue holistic growth as person, learners and scholar. While the Faculty Development Program has the faculty member’s integral growth as its immediate end, ultimately it is the student who will benefit from the presence of highly trained faculty members whose pursuit for excellence is at the heart of the Program. Likewise, high quality research and publication can only come from faculty with doctorate degrees and post-doctoral training. Thus, this is the crux of SSCT’s Faculty Development Program.

The Program is only one of SSCT’s continuing efforts that seek to ensure the vitality, relevance and effectiveness of its educational mission. Similar projects that likewise aim to enhance faculty are the many capability-building and enhancement programs sponsored by PASUC, SUCTEA, PMASUC and BIOTA to name a few endorsed by the Commission on Higher Education (CHED). The Faculty Development Program, along with these efforts, is anchored on an over-arching principle of SSCTinian education, i.e., to develop and sustain quality faculty committed to life-long personal and professional improvement and services.

Philosophy

In its quest as a research college, SSCT views its mission as aligned with other developing higher educational institutions in “transcending the boundaries of the nation – state, educating for global perspective and advancing the frontiers of knowledge worldwide” (Emerging Global Model of Research University, Mohrman, et al. 2008, p.7). With accelerating globalization, borderless education has produced numerous and diverse avenues for knowledge sharing and creativity to make individuals locally and globally competitive. The SSCT’s Faculty Development Program, thus, provides a variety of training opportunities that are premised on the following principles:

1. Training develops and empowers the individual.
2. Training is a learning (not only a teaching) mode.
3. Training focuses on the needs of faculty.
4. Training, both formal and on the job is continuous.
5. Training is an investment in human capital that integrates appropriate incentives individuals (i.e., the faculty) perceived beneficial; thus, motivates them.
6. Training benefits the institution as a whole.

The SSCT Faculty Development Program is an integral part of the Faculty Manual. Cognizant of the changing needs of the faculty members and the imperative to cope with the trends and demands of education in general and faculty development in particular, the program shall be reviewed every three (3) years.

Framework

The SSCT Faculty Development Program is designed to assist individuals and departments in the area of human resource development. The Program aims to facilitate the college's goal of academic excellence through the development of the competencies and professionalism of its faculty. Hence, efforts directed towards the quality of training shall be sustained at a high level and training relevancy shall be valued increasingly in accordance with the broad range of current and emerging needs of faculty, both for today and in the future. Furthermore, the SSCT Faculty Development Program is grounded on the principles that:

1. The individual's professionalism competence is integral to the College's overall human resources.
2. One way to achieve academic excellence is to integrate the desires of individuals in the community for growth and development aligned with the College's goals.
3. The College, as an educational institution, is a learning organization where expansion, production, and nurturance of knowledge remain in a fundamental priority.
4. In today's knowledge-based society, training is imperative for the faculty to be producers of new knowledge that can be best attained with opportunities that expose them to global perspective, approaches, international collaborations and linkage (against the tendency for academic inbreeding).

Built on the aforementioned principles, SSCT is committed to sustain a dynamic academic community where members share collective aspirations that are mutually beneficial, driven, and the need to learn together is primordial.

How to Avail of the Program

Application forms for the Faculty Development Program grants can be accessed from the Office of the Vice-President for Academic Affairs (VPAA).

Incentive for Publication in Pre-selected High Impact Journals

Objectives

- To encourage faculty members to publish in pre-selected high impact journals.
- To expose faculty members to international norms, standards and socio-academic culture with regard to publication.
- To allow faculty members to network with international circles of researchers and university professors for possible collaboration for themselves, their divisions or laboratories/institutes, or for the entire College.

Strategy

Support faculty members, who publish in high impact journals, in their paper presentation or keynote address/invited talk in international conferences, workshops, symposia and similar fora.

Eligibility

Permanent full time faculty members who meet the following criteria may apply for the incentive.

1. Must have a paper published in pre-selected high impact journals.
2. Must have served the College for at least 5 years.
3. Must have an average teaching performance rating of at least “Very Satisfactory” for the past 3 years.
4. Must present a paper in a conference or invited as a keynote speaker.

Benefits

1. Plane fare, economy class, to be booked by the College, at a maximum of US\$1,000.00. Additional funds for more expensive plane fare will need to be sourced from other funds, such as the interest income of the Faculty Development Fund.
2. Pre-departure expenses to include passport application/renewal fee, visa application fee, airport terminal fee, travel tax and insurance.
3. Airport transfer by most reasonable means at a maximum of US\$100.00 to be paid on reimbursement basis.
4. Conference registration fee at a maximum of US\$500.00 per faculty per year to be financed by the reimbursement basis.

5. Hotel accommodation based on the recommendation of the forum organizer at a maximum of US\$80.00/night, to be paid by credit card and through reimbursement basis. The number of days is based on the duration of the conference plus one day before the commencement of the activity.
6. Per diem of US\$25.00 per day appropriated for food, local transportation and communication expenses and to cover for inadequate funds hotel expenses. The number of days is based on the duration of the conference, plus one day before and one day after the conference.

Policies

1. The pre-selected journals are chosen for their reputation as high-impact journals, low (strict) acceptance rate, and a distinguished editorial board. An additional indicator of high quality journal is the regular presence of publications from faculty members of prestigious universities in Asia, North America and Europe.
2. The list of pre-selected journals will be submitted by each division through the Deans to the Vice-President for the Academic Affairs (VPAA) for final approval.
3. At the discretion of the VPAA and if he/she funds the needs for it, he/she may refer the list for review for partners from universities abroad. The initial list will be reviewed after one (1) year and every two (2) years thereafter but the reckoning of the incentive will be based on the article's submission date.
4. The list of pre-selected high impact journals can be accessed from the Research Development and Extension Office journals are listed by college, faculty members can publish not only in the journals listed under their college but in other colleges as well.
5. One journal publication merits one conference participation anytime within 3 years from the date of the journal paper's acceptance. If there are multiple authors, they need to agree among themselves as to who would avail of the incentive.
6. A faculty member may avail of this incentive at most once every two years.
7. In exceptional cases, full-time faculty members who have rendered less than 5 years of service to the College but have garnered a "Very Satisfactory" teaching performance rating may also avail of this incentive.
8. Exceptions are treated on a case to case basis, and will be at the discretion and sole prerogative of the VPAA, in consultation with the Dean. Faculty members are allowed to avail of the incentive as an exception only once.
9. The VPAA will equitably distribute the full utilization of the fund/incentive among the different divisions of the college.
10. Regulation on disbursement, liquidation, and oversight shall follow relevant SSCT accounting procedures.
11. The Budget Officer will monitor the usage of fund.

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VPAA, duly endorsed by the Division Chair and the Dean. Endorsement and approval process shall follow the College's organizational structure.
2. The application should be accompanied by the following:
 - a. Application form
 - b. Copy of the journal paper
 - c. Proof of acceptance from the journal editor
 - d. Call for Papers of conferences/symposium
 - e. Proof of paper acceptance or copy of invitation to deliver the keynote presentation or as an invited speaker.

Support for Paper Presentation in Pre-Selected High-Impact Conference

Objectives

- To raise the standards of research methodologies in the College by encouraging faculty members to choose international conferences based on the quality of the paper acceptance process.
- To provide opportunities for faculty members to network with top researchers in the field.

Strategy

Support to faculty members when they present papers or deliver keynote presentations or as invited speakers in prestigious, high quality international conference, workshops, symposia and similar fora.

Eligibility

Permanent full time faculty members who meet the following criteria may apply for the incentive.

1. Must present a paper in a pre-selected conference or invited as a keynote speaker.
2. Must have served the College for at least 5 years.
3. Must have an average teaching performance rating of at least “very satisfactory” for the past 3 years.

Benefits

1. Plane fare, economy class, to be booked by the College, at a maximum of US\$1,000.00. Additional funds for more expensive plane fare will need to be sourced from other funds, such as the interest income of the Faculty Development Fund.
2. Pre-departure expenses to include passport application/renewal fee, visa application fee, airport terminal fee, travel tax and insurance.
3. Airport transfer by most reasonable means at a maximum of US\$100.00 to be paid on reimbursement basis.
4. Conference registration fee at a maximum of US\$500.00 per faculty per year to be financed by the reimbursement basis.

5. Hotel accommodation based on the recommendation of the forum organizer at a maximum of US\$80.00/night, to be paid by credit card and through reimbursement basis. The number of days is based on the duration of the conference plus one day before the commencement of the activity.
6. Per diem of US\$25.00 per day appropriated for food, local transportation and communication expenses and to cover for inadequate funds hotel expenses. The number of days is based on the duration of the conference, plus one day before and one day after the conference.

Policies

1. The pre-selected conferences are chosen for their reputation as high-impact journals, low (strict) acceptance rate, and a distinguished editorial board. An additional indicator of high quality conferences is the dominant presence of paper presenters (not invited speakers) from prestigious universities in Asia, North America and Europe.
2. The list of pre-selected conferences will be submitted by each division through the Deans to the Vice-President for Academic Affairs (VPAA) for final approval.
3. The Vice-President for Academic Affairs (VPAA), at his/her discretion and if he/she finds the needs for it, may refer the list for review to partners from universities abroad. The list may be revised at the start of each academic year.
4. The list of pre-selected high impact conferences can be accessed from the Research Development and Extension Office.
5. A faculty member may avail of this grant at most once a year only, even if several of his/her papers have been accepted to different high-quality conferences.
6. In exceptional cases, full-time faculty members who have rendered less than 5 years of service to the College but have garnered a “Very Satisfactory” teaching performance rating may also avail of this grant.
7. In exceptional cases where the conference or keynote presentation and invited talk does not figure in the list of the pre-selected conference but is otherwise accepted to be a high-impact and relevant conference, partial support may be granted up to 80% of the total actual cost of travel and accommodation, subject to maximum of US\$800 for airfare and US\$60/night for hotel accommodation, and 100% of conference fees. No per diem will be provided for the faculty member.

To assist the VPAA in deciding on such exception cases, Divisions may supplement their list of pre-selected high impact conferences with a list of second-tier conferences.

8. Exceptions are treated on a case to case basis, and will be at the discretion and sole prerogative of the VPAA, in consultation with the Dean. Faculty members are allowed to avail of the incentive as an exception only once.
9. The VPAA will equitably distribute the use of the fund/incentive among the different divisions of the College.
10. Regulation on disbursement, liquidation, and oversight shall follow relevant SSCT accounting procedures.
11. The Budget Officer will monitor the usage of fund.

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VPAA, duly endorsed by the Dean and the Program Chair. Endorsement and approval process shall follow the College's organizational structure.
2. The application should be accompanied by the following:
 - a. Application form
 - b. Call for Papers of conferences/symposium
 - c. Copy of conferences paper
 - d. Proof of paper acceptance or copy of invitation to deliver the keynote presentation or as an invited speaker.

Support for Paper Presentation in Conferences

Objectives

- To encourage faculty members to publish in pre-selected high impact journals.
- To provide opportunities for faculty members to network with international and local researchers for possible collaboration in the research and the other academic pursuits.

Strategy

Support faculty members who present papers in international and local conferences.

Eligibility

Faculty members who meet the following criteria may apply for the incentive.

1. Must be a full-time (permanent or probationary), or part-time faculty member. If he/she is a part-time faculty member, he /she must have taught at least 36 units.
2. Must present a paper in a conference.

Benefits

For International Conference

1. Travel allowance equivalent to PhP20,000.00 will be provided once every academic year.
2. Pre-departure expenses to include passport and visa application fee, travel tax, airport terminal fee, and insurance coverage.
3. Registration fees to be financed through the school's general fund once a year subject to SSCT accounting procedures.

For Local Conference

Travel and conference subsidy:

1. PhP 5,000.00 for Mindanao to cover registration fee only.
2. PhP 7,000.00 for Luzon to cover transportation, accommodation and registration fee.
3. PhP 10,000.00 for Luzon and Visayas, Palawan to cover transportation, accommodation and registration fee.

Policies

1. Except for travel allowance and registration fee for international conference, a full time-faculty member may avail of this incentive as often as there are conferences for paper presentations.
2. A part-time faculty member may avail of the incentive once a year the most, either local or international.
3. The paper to be presented should be in the line with the faculty member's area of discipline or a product of interdisciplinary or multidisciplinary research as defined by the Research Development and Extension Office (RDEX).
4. Funds for the program will be administered by the Vice President for Academic Affairs (VPAA) for international conferences and the Deans for local conferences. The VPAA and the Deans will equitably distribute the full utilization of the funds among the different divisions of the College.
5. The faculty member shall submit post-conference reports/summary of activities and liquidate financial obligations within (2) weeks after returning from the conference.
6. Regulations on disbursements, liquidation, and oversight shall follow relevant SSCT accounting procedures.
7. Faculty absence while on official business shall be covered by existing College rules on faculty attendance.

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VPAA, duly endorsed by the Dean/Program Chair. Endorsement and approval process shall follow the College's organizational structure.
2. The application must be submitted to the VPAA Office at least two (2) weeks prior to the conference.
3. Application should be accompanied by the following:
 - a. Application form
 - b. A copy of the abstract, the program or Call for Papers of the conferences/symposium to be participated in, and proof of paper acceptance or copy of invitation to deliver the keynote presentation or as an invited speaker.
 - c. An itinerary or outline of conference activities, including arrival and departure dates, and as well as the faculty member expects to return to his/her work in the College.
 - d. A brief description of how the faculty member plans to manage the classes to be missed while on official business.

Support for Participation in Local Conferences

Objectives

- To upgrade the knowledge and skills of faculty members in their area of discipline.
- To provide opportunities for faculty members to network with local researchers.

Strategy

Support for faculty members for their participation in conferences.

Eligibility

Full-time (permanent or probationary) faculty members may be eligible for this incentive.

Benefits

Travel and conference subsidy:

1. Maximum of PhP 5,000.00 for Mindanao to cover registration fee only.
2. PhP 7,000.00 for Luzon to cover transportation, accommodation and registration fee.
3. PhP 10,000.00 for Luzon and Visayas, Palawan to cover transportation, accommodation and registration fee.

Policies

1. The incentive may be availed of at most twice a year.
2. The theme of the conference must be in line with the faculty member's area of discipline.
3. Faculty absence while on official business shall be covered by existing College rules on faculty attendance.
4. The faculty member shall submit post-conference reports/summary of activities to the VPAA Office within two (2) weeks.
5. Regulations on disbursement, liquidation, and oversight shall follow relevant SSCT accounting procedures.

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VPAA, duly endorsed by the Dean/Program Chair. Endorsement and approval process shall follow the College's organizational structure.

2. The application must be submitted to the VPAA Office at least one (1) month before the conference.
3. Application should be accompanied by the following:
 - a. Application form
 - b. A copy of the invitation and program of the conference.
 - c. A brief description of how the faculty member plans to manage the classes to be missed while on official business.
 - d. For conferences outside of Surigao City, an itinerary which includes then program of activities, arrival and departure dates, and when the faculty member expects to return to his/her work in the College.

Support for Graduate Studies

Objectives

- To minimize inbreeding and raised the quality of faculty members.
- To increase the number of faculty members with graduate degrees earned from top-rate foreign universities.

Strategy

Support for faculty members who are pursuing graduates studies in top-rate universities abroad through grants from external funding sources.

Eligibility

Full-time (permanent or probationary) and part-time faculty members who meet the following criteria may apply for the program.

1. At least three (3) years of service or its full-time equivalent if applicant is a part-time faculty member.
2. Must not more than 40 years old at the start of the study program.
3. Must be in good health as attested to by the College physician.
4. Must have been admitted in the program study as shown by the letter of admission from the university where the faculty will enroll.
5. Must have been awarded a scholarship as shown by the letter from the funding agency.

Benefits

1. Reimbursement of application fee.
2. Reimbursement of fee for TOEFL, GMAT, GRE if required by the university.
3. Pre-departure expenses to include passport application/renewal fee, visa application fee, terminal fee, travel tax.
4. Regular salary for the duration of the study based on last rank for full-time faculty or equivalent full-time rank for part-time faculty.
5. For permanent faculty members, the period of study leave shall be credited towards years of continues services, services including years of service for purposes of promotion, service leave, sabbatical leave research incentive and longevity benefits.
6. For part-time or probationary faculty members, the number of years of teaching at SSCT prior to the start of the study will be counted as part of the probationary period upon their return.

Policies

1. Faculty members must be recommended by the Dean, and approved by the VPAA based on their academic performances, teaching and research potential, and other related criteria.
2. Program of study must be within the priority areas of the college as certified by the Program Chair, Dean and VP for Research Development and Extension.
3. The faculty member will continue to receive his/her salary for the period of study prescribed by the department/institution where he/she is enrolled. Salary will be disbursed monthly following the salary schedule of SSCT for an initial period of one year. Renewal of the benefit is contingent upon the faculty member's successful completion of the academic requirements for the preceding year based on the progress report as certified as his/her academic adviser and endorsed by the Program Chair and Dean.
4. The faculty member is expected to complete his/her studies within the period prescribed by the department/institution where he/she is enrolled. Beyond this period, benefits will not be provided except in case where an extension is approved by the VPAA due to circumstances beyond the control of the faculty member.
5. Part-time member shall sign a contract indicating his/her commitment to join the College full-time upon completion of the study.
6. Upon completion of the study, faculty member shall render one (1) year of service to the College for every year of study leave.
 - a. In the event that the faculty member fails to return to the College or is unable to fulfill the required service payback, he/she shall be required to pay the College all the financial benefits received plus prevailing interest. The amount will become due within thirty (30) days after the faculty member's scheduled return.
 - b. In case the faculty member is unavailable to complete the required years of return service, he/she must pay the proportionate balance of the total amount.
7. The study leave shall be covered by a contract between the faculty member and the College represented by the Vice-President for Academic Affairs (VPAA).

Selection Process

1. A selection Committee composed of the following shall evaluate the applications and make recommendation to the President:

Chair – Vice-President for Academic Affairs

Members: City Campus Director

Dean, College of Engineering

Dean, College of Arts and Sciences

Dean, College of Teacher Education
Head, Human Resource Development and Management Office

The Selection Committee shall submit their recommendation to the President before the end of each academic year.

2. Selection Criteria

Three (3) faculty members per academic year will be chosen for the program. The criteria for selection are:

- a. The program of study must be relevant to the development thrusts of the College.
- b. Probability of returning to the College upon completion of study.
- c. School/university is well-known in the program of study of the faculty.
- d. Endorsement by the Program Chair and Dean.
- e. Priority will be given to applicants whose scholarships require the scholars to return to their country of origin after completion of study.

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VPAA, duly endorsed by the Program Chair, Director of Research Development and Extension and the Dean.
2. All application must be submitted to the VPAA Office not later than May 30 of each year.
3. Application should be accompanied by the following:
 - a. Application form
 - b. Letter of admission from the University where faculty member will study.
 - c. Letter from funding institution providing scholarship.
 - d. Certificate of good health from the College physician.
4. The VPAA shall inform all applicants in writing the decision of the President regarding the result of their application.

Study Grant Leading Towards a Master's Degree

Objective

To raise the quality of faculty members and increase the number with graduate degree.

Strategy

Support for faculty members who intended to earn a master's degree on part-time basis while they continue to teach with the university.

Eligibility

Faculty members who meet the following criteria may apply for the study grant.

1. Must be a full-time (permanent or probationary), or part-time faculty member, or ASF (permanent or probationary).
2. Must have regular teaching load.
3. Must be in good health as attested to by the College physician.

Benefits

A. Tuition and fee subsidy for SSCT degree programs

1. Full tuition and fee subsidy for full-time faculty members.
2. For part-time faculty members, the following shall apply:
 - Fifty percent (50%) discount in tuition fees for those with 6 units teaching and thirty percent (30%) discount in tuition fees for those with 3 units teaching for the first 3 trimesters of teaching the College.
 - Seventy-five percent (75%) discount in tuition fees for those who have accumulated at least 3 but less than 6 trimesters of teaching in the College.
 - One hundred percent (100%) tuition fees coverage for those who have accumulated at least 6 trimesters of teaching in the College.

B. Tuition and fee subsidy for other local universities

1. Full tuition and fee subsidy for full-time faculty members.
2. For part-time faculty members, the following shall apply:

- Twenty percent (20%) discount in tuition fees coverage for the first 3 trimesters of teaching the College.
 - Thirty percent (30%) discount in tuition fees for those who have accumulated at least 3 but less than 6 trimesters of teaching in the College.
 - Fifty percent (50%) tuition and fees coverage for those who have accumulated at least 6 trimesters of teaching in the College.
- C. An incentive reward of PhP30, 000.00 will be given to the faculty grantee who completes his/her Master's degree on time or earlier.

Policies

1. A faculty member shall enroll in a master's degree program identified as a priority area (addressing the needs of the division/unit) determined by the head of the division, and endorsed by the Dean/Program Chair.
2. Qualifications and potential of the faculty member should be consistent with the plans/thrusts of the college/division.
3. The master's degree program selected for the study grant should be offered by a reputable (autonomous and accredited) academic institution.
4. If he/she is full-time, faculty member should not carry an overload. If he/she is part-time, faculty member must be teaching not more than 6 units at SSCT.
5. The maximum study load shall be nine (9) units per term for teaching faculty.
6. The following are not allowed:
 - a. Shifting to another degree program.
 - b. Enrolment in two graduate program simultaneously.
 - c. Enrolment in a second master's degree.
7. The following are not covered by the study grant.
 - a. Additional courses enrolled that are not part of the curriculum.
 - b. Refresher courses taken when the faculty has exceeded the duration of the program.
 - c. Enrolment in audit subjects.
8. The study grant shall be a period of three (3) academic years. Any request for extension should be justified and only one period of one (1) year.
9. Faculty member who withdraw /drop subject/s or incur failing grades will be made to pay for the re-enrolment of said subject/s.
10. The study grant shall be temporary suspended if the faculty member incurs two incomplete grades at any given time. It will only be reinstated after the grantee earns the completion of grades for the incomplete courses.
11. For full-time faculty, additional policies shall apply.
 - a. A faculty member who resigned or is dismissed for cause from employment prior to the completion of the degree shall pay back all the tuition and fees granted to him/her plus interest at the prevailing rate computed from the actual date of

disbursement, the whole amount being due within 2 months. This provision does not apply to probationary members whose contracts are not renewed or are allowed to expire by the College for failure to meet the standards for permanency.

- b. Upon completion of the degree, faculty member shall serve the college for one (1) year for every three (3) trimester of scholarship and any fraction thereof.
- c. Faculty member who fails to render the required service payback shall pay back all the tuition and fees granted to him/her plus interest at the prevailing rate computed from the actual date of disbursement, the whole amount being due within 2 months. This provision does not apply to faculty members whose contracts are not renewed or are allowed to expire by the College for failure to meet the standards for permanency.

In case the faculty member is unable to complete the required year of return service, he/she must pay the proportionate balance of the total amount.

- d. The study grant shall be covered by a contract between the faculty member and the College represented by the Vice-President for Academic Affairs (VPAA). The contract must be signed prior to enrolment in the master's program.

12. For part-time faculty members, additional policies shall apply.

- a. A part-time faculty member who is not qualified for a 100% study grant under the Faculty Development Program may avail of additional study grant by entering a Memorandum of Agreement (MOA) with the College following the latter's policies and guidelines.
- b. Part-time faculty members who opt not to finish their teaching load for the full term shall be required to pay back the tuition and fees granted to them during the said term.
- c. The study grant shall not be covered by a contract. However, it is renewable every term subjects to a teaching performance of Very Satisfactory (VS).

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VPAA, duly endorsed by the Vice-President for Research Development and Extension, and the Dean/Program Head.
2. The application must be submitted to the VPAA Office at least one (1) month prior to enrolment to the master's program.
3. Application should be accompanied by the following:
 - a. Application form
 - b. Certification from the Dean or Program Chair that (i) the applicant possesses the qualifications and potentials consistent with the plans/thrusts of the division or

unit; and (ii) the chosen degree program for the study grant is a priority area of the division/unit.

- c. If studying in a local college/university other than SSCT, documentary support (from CHED, PAASCU, etc.) indicating that the academic institution chosen by the faculty is autonomous and accredited.
4. For continues coverage of the study grant, a written recommendation by the Dean and endorsed by the Program Chair must be submitted to the VPAA Office every term.
5. The faculty member shall furnish the VPAA Office a copy of his/her grades for courses enrolled in the preceding term prior to approval of the study grant for the current term.

Study Grant Leading Towards a Doctorate Degree

Objective

To raise the quality number of faculty members with doctorate degrees.

Strategy

Support for faculty members who intended to earn a doctorate degree on a part-time basis while they continue to teach with the College.

Eligibility

Faculty members who meet the following criteria may apply for the study grant.

1. Must be a full-time (permanent or probationary).
2. Must have regular teaching load.
3. Must be in good health as attested to by the College physician.

Benefits

A. Tuition and fee subsidy for SSCT degree programs

1. Full tuition and fee subsidy for full-time faculty members.
2. For part-time faculty members, the following shall apply:
 - Fifty percent (50%) discount in tuition fees for those with 6 units teaching and thirty percent (30%) discount in tuition fees for those with 3 units teaching for the first 3 trimesters of teaching in the College.
 - Seventy-five percent (75%) discount in tuition fees for those who have accumulated at least 3 but less than 6 trimesters of teaching in the College.
 - One hundred percent (100%) tuition fees coverage for those who have accumulated at least 6 trimesters of teaching in the College.

B. Tuition and fee subsidy for other local universities

1. Full tuition and fee subsidy for full-time faculty members.
2. For part-time faculty members, the following shall apply:

- Twenty percent (20%) discount in tuition fees coverage for the first 3 trimesters of teaching the College.
 - Thirty percent (30%) discount in tuition fees for those who have accumulated at least 3 but less than 6 trimesters of teaching in the College.
 - Fifty percent (50%) tuition and fees coverage for those who have accumulated at least 6 trimesters of teaching in the College.
- C. An incentive reward of PhP50,000.00 will be given to the faculty grantee who completes his/her doctorate degree on time or earlier.

Policies

1. A faculty member shall enroll in doctoral program identified as a priority area (addressing the needs of the department/unit) as determined by the dean, and endorsed by the program chair.
2. Qualifications and potential of the faculty member should be consistent with the plans/thrusts of the college/division.
3. The doctoral program selected for the study grant should be offered by a reputable (autonomous and accredited) academic institution.
4. If he/she is full-time, faculty member should not carry an overload. If he/she is part-time, faculty member must be teaching not more than 6 units.
5. The maximum study load shall be nine (9) units per term for teaching faculty.
6. The following are not allowed:
 - a. Shifting to another degree program.
 - b. Enrolment in two graduate program simultaneously.
 - c. Enrolment in a second doctorate degree.
7. The following are not covered by the study grant.
 - a. Additional courses enrolled that are not part of the curriculum.
 - b. Refresher courses taken when the faculty has exceeded the duration of the program.
 - c. Enrolment in audit subjects.
8. The study grant shall be a period of six (6) academic years. Any request for extension should be justified and only one period of one (1) year.
9. Faculty member who withdraw/drop subject/s or incur failing grades will be made to pay for the re-enrolment of said subject/s.
10. The study grant shall be temporarily suspended if the faculty member incurs two incomplete grades at any given time. It will only be reinstated after the grantee earns the completion of grades for the incomplete courses.
11. For full-time faculty, additional policies shall apply.
 - a. A faculty member who resigns or is dismissed for cause from employment prior to the completion of the degree shall pay back all the tuition and fees

granted to him/her plus interest at the prevailing rates computed from the actual date of disbursement, the whole amount being due within 2 months. This provision does not apply to probationary members whose contracts are not renewed or are allowed to expire by the College for failure to meet the standards for permanency.

- b. Upon completion of the degree, faculty member shall serve the college for one (1) year for every three (3) trimester of scholarship and any fraction thereof.
- c. Faculty member who fails to render the required service payback shall pay back all the tuition and fees granted to him/her plus interest at the prevailing rates computed from the actual date of disbursement, the whole amount being due within 2 months. This provision does not apply to faculty members whose contracts are not renewed or are allowed to expire by the College for failure to meet the standards for permanency.

In case the faculty member is unable to complete the required year of return service, he/she must pay the proportionate balance of the total amount.

- d. The study grant shall be covered by a contract between the faculty member and the College represented by the Vice-President for Academic Affairs (VPAA). The contract must be signed prior to enrolment in the doctorate program.
12. For part-time faculty members, additional policies shall apply.
- a. A part-time faculty member who is not qualified for a 100% study grant under the Faculty Development Program may avail of additional study grant entering into a Memorandum of Agreement (MOA) with the College subject to the latter's policies and guidelines.
 - b. Part-time faculty members who opt not to finish their teaching load for the full term shall be required to pay back the tuition and fees granted to them during the said term.
 - c. The study grant shall not be covered by a contract. However, it is renewable every term subjects to a teaching performance of Very Satisfactory (VS).

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VPAA, duly endorsed by Dean, Vice-President for Research Development and Extension.
2. The application must be submitted to the VPAA Office at least one (1) month prior to enrolment to the doctorate program.
3. Application should be accompanied by the following:

- a. Application form
 - b. Certification from the Program Chair that (i) the applicant possesses the qualifications and potentials consistent with the plans/thrusts of the division or unit; and (ii) the chosen degree program for the study grant is a priority area of the division/unit.
 - c. If studying in a local university other than SSCT, documentary support (from CHED, PAASCU, etc.) indicating that the academic institution chosen by the faculty is autonomous and accredited.
4. For continues coverage of the study grant, a written recommendation by the Dean and endorsed by the Program Chair must be submitted to the VPAA Office every term.
 5. The faculty member shall furnish the VPAA Office a copy of his/her grades for courses enrolled in the preceding term prior to approval of the study grant for the current term.

Support for Doctorate Sandwich Program Abroad

Objectives

- To expose the faculty members to international research standards and socio-academic culture.
- To ensure high quality and innovative doctorate thesis that would result in publications in reputable referred journals.
- To enable doctorate students to conduct research in the areas that is yet to be developed and to solve problems of practical importance which will produce high-value added activities.
- To minimize inbreeding among faculty members.

Strategy

Support for faculty members who are on their dissertation through joint supervision by local and international advisors.

Eligibility

Full-time faculty members, preferably permanent, who meet the following criteria, may apply for the program.

1. Must not be more than 45 years old at the start of the study program.
2. Must be in good health and fit to do research abroad as attested to by the College physician.
3. Must be enrolled in doctorate program within three (3) straight years.
4. Must have completed and passed all academic courses required for the doctorate program.
5. Must have passed the comprehensive examination program (where appropriate).
6. Must have successfully defended his/her doctorate dissertation proposal.
7. Must have been accepted in a foreign university as a Research Fellow or Visiting Researchers with a faculty member in said University willing to act as his/her supervisor/co-adviser while doing the research abroad.

Benefits

1. Regular salary for the duration of the study based on the faculty member's last rank.
2. Pre-departure expenses to include passport application/renewal fee, visa application fee, travel tax, and airport terminal fee.

3. If the faculty member does not have a scholarship or fellowship from external funding sources, he/she will be given a study grant of US\$25,000.00 for one (1) year if Host University is located in the USA or Europe or US\$18,000.00 if located in Asia. It will be pro-rated if duration of the program is less than one (1) year. It shall be used for airfare, accommodation, living allowance and miscellaneous research expenses.
4. The entire leave shall be credited towards years of continuous service, including years of service for purposes of promotion, service leave, sabbatical leave, and research incentive and longevity benefits.

Policies

1. The research leave shall be for a maximum of one (1) year. For meritorious cases (factors beyond the control of grantee), extension beyond one (1) years may allowed but not the benefits listed above.
2. A maximum of three (3) faculty member per academic year may avail of the program.
3. The research topic must be within the priority research areas/thrusts of the College and certified by the Vice-President for Research Development and Extension, the Dean and the Program Chair.
4. Faculty grantee shall submit to the VPAA Office quarterly progress report in accordance with the approval program of research duly certified by the foreign faculty research supervisor/adviser and the local adviser.
5. Upon return to the College, the faculty grantee shall submit to the VPAA Office a copy of the expected outputs in accordance with the approved program of research duly certified by the foreign faculty research supervisor/adviser and local adviser.
6. The faculty grantee should not seek employment of any form during the research leave. He/she expected to devote full time on the research study during the entire duration of the program.
7. In the event that there will be changes in the approved research proposal, the faculty grantee shall put in writing he/she request to do so. The request should be approved by both the local and foreign dissertation advisers and panel members and certified by the faculty grantee's Research Director, Department Dean and Post Graduate Program and Coordinator.
8. The faculty grantee shall render one (1) year of service to the College for six year of fellowship or a fraction thereof.
9. In the event that the faculty grantee fails to return to the College or unable to fulfill the required service payback, he/she shall be required to pay the College all the financial benefits received plus prevailing interest within thirty (30) days after he/she is scheduled to return.

In case the faculty member is unable to complete the service payback due to resignation or is dismissed for cause from employment, he/she must pay the proportionate balance of the total amount.

10. Faculty grantee shall sign a contract indicating the terms of the grant and his/her commitment to return to the College upon completion of the course.
11. Regulation of disbursements, liquidation, and oversight shall follow relevant SSCT accounting procedures.

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VPAA, duly endorsed by the Vice-President for Research Development and Extension and the Dean.
2. All application must be submitted to the VPAA Office not later than May 30 Of each year.
3. Application should be accompanied by the following:
 - a. Application form
 - b. Certification by the Vice-President for Research Development and Extension that the applicant passed and received approval of his dissertation proposal.
 - c. Copy of approval sheet proposal defense duly by all members of the panel and the local adviser.
 - d. Letter for Recommendation for the Grant from the local adviser and endorsed by the Program Chair and the Dean.
 - e. Copy of comprehensive examination results (when applicable).
 - f. Copy of approval dissertation proposal.
 - g. Certification from host University abroad on acceptance as a research fellow or visiting researcher.
 - h. Letter from prospective foreign faculty adviser/supervisor on willingness to supervise the Grantee in his department/laboratory.
 - i. Certificate of good health from the College physician.
 - j. Program of the study indicating milestone.
4. The VPAA shall inform all applicants in writing the decision of the President regarding the result of their application.

Thesis and Dissertation Grants

Objectives

- To increase the number of quality faculty having graduate degrees in line with their field of specialization.
- To ensure the completion of graduates studies of faculty members within the prescribed period of time.

Strategy

Support the faculty members who are working on their thesis and dissertation in terms of teaching deloading and financial assistance for research preparation.

Eligibility

Faculty members who meet the following criteria may avail the grant.

1. For thesis grant, application must be a full time (permanent or probationary) faculty member; for dissertation grant, application must be a full time (permanent or probationary) faculty member.
2. Must not be more than 35 years old at the time of application for a thesis grant and 45 years old for a dissertation grant.
3. Must be in good health attested to by the College physician.
4. Must have finished the academic requirement within the first two (2) years of enrolment in the master's program, or three (3) years in the doctorate program.

Benefits

For Master's Thesis

1. A total of 9 units deloading for full time faculty members broken down as follows: (i) units for thesis proposal writing; and (ii) 6 units for thesis writing.
2. Financial assistance in the amount of PhP7,000.00 for thesis preparation (documentation, production, photocopying) to be reimbursed based on actual expenses.

For Doctoral Dissertation

1. A total of 18 units deloading broken down as follows: (i) 6 units for dissertation proposal writing; (ii) 12 units for dissertation writing.

2. Financial assistance in the amount of PhP15,000.00 for dissertation writing (documentation, production, photocopying) to be reimbursed based on actual expenses.

Policies

1. The implementation of the thesis/dissertation deloading shall be based on the progress of the faculty in his/her work program. The deloading units will be allocated across the various stages of thesis/dissertation according to the work plan approved by the Dean or Program Chair and the Adviser/s to ensure that the thesis/dissertation is complete after the total deloading has been availed of. Failure to deliver the required output/s will not merit the deloading for the next phase.
2. The deloading for the thesis/dissertation proposal writing can be availed of during the term when the faculty member writes the proposal. For dissertation proposal writing, deloading may be spread over two (2) consecutive terms based on the approval work plan of the member.
3. Approval of the deloading for thesis/dissertation writing will be subject to the progress report of the faculty as certified by the adviser.
4. The research topic must be within the priority research areas/thrust of the College/Division as Certified by the Dean, Vice-President for Research Development and Extension and the Program Chair.
5. A dissertation grantee needs to complete his/her degree within one (1) year from the start of dissertation writing. A Master's thesis grantee needs to finish his/her degree with in two (2) terms for the start of thesis writing.

If the grantee fails to finish within the prescribed period, he/she is made to pay back the deloading term of 3 units overload without pay per term.

6. The faculty member shall not hold administrative position; he/she must not have teaching overload or special classes over and above the allowed teaching loads; he/she must not be allowed for consultancy work.
7. Upon completion of the degree, faculty member shall serve the college for one (1) year for a thesis grant and two (2) years for a dissertation grant. The year/s of service is in addition to the years of service required for study grant leading to Master's and Doctorate degrees (Refer to the guidelines for the study grant leading towards a master's degree and the doctorate degree).
8. A faculty member who fails to render the required service payback due to resignation or is dismissed for caused from employment shall pay back the amount of total deloading and the financial assistance granted plus interest at the prevailing interest rates computed from the actual date of deloading, the whole amount being due within 2 months.

In case the faculty member is unable to complete the required year of return service due to resignation or is dismissed for cause from employment, he/she must pay the proportionate balance of the total amount.

9. A faculty member who resigns or is dismissed for a cause from employment prior to the completion of the thesis or dissertation shall pay back the amount of total loading and financial assistance granted plus interest at the prevailing rate computed from the actual date of deloading, the whole amount being due within 2 months.
10. The thesis/dissertation grant shall be covered by a contract between the faculty member and the College represented by the Vice-President for Academic Affairs (VPAA). The contract must be signed prior to the start of the implementation of the deloading.
11. Regulation on disbursement, liquidation and oversight shall follow relevant SSCT accounting procedures.

Procedure

1. The faculty member initiates the process by writing a formal application addressed to the VPAA, duly endorsed by the Vice-President for Research Development and Extension, the Dean and Program Chair.
2. All application must be submitted to the VPAA Office one (1) term prior to the start of the program.
3. Application must be done separately for the thesis/dissertation proposal writing and thesis/dissertation writing.
4. For thesis/dissertation proposal writing, application must be accompanied by the following documents:
 - a. Application form
 - b. Copy of comprehensive examination results (when applicable).
 - c. Work plan indicating milestone duly approved by the Chair and adviser.
5. For thesis/dissertation proposal writing, application must be accompanied by the following documents:
 - a. Application form
 - b. Certification by the Vice-President for Research Development and Extension that the applicant passed and received approval of his/her thesis/dissertation proposal.
 - c. Copy of approval sheet for proposal defense duly signed by all members of the panel and adviser.
 - d. Work plan indicating milestone and corresponding deloading duly approved by the Chair and adviser.

Support for Graduate School Application Abroad

Objective

To increase the number of faculty members with graduate degrees earned from top ranking international Universities.

Strategy

Encourage junior faculty members as well as SSCT undergraduate and graduate students who have the potential of joining the faculty ranks to apply for admission, and graduate assistantship in top Universities abroad by subsidizing the cost of graduate application.

Eligibility

1. Junior full-time (permanent or probationary, with a rank of Instructor or Assistant Professor) faculty members who have an excellent undergraduate academic record, i.e., CGPA of 3.4 or higher.
2. Graduates student (who may be part-time junior faculty members) who are expected to finish their Master's degree within the year and have excellent undergraduate academic record, i.e., CGPA of 3.4 or higher.
3. Undergraduate students at the senior year who have excellent undergraduate academic record, i.e., CGPA of 3.4 or higher.

Policies for Junior Faculty Members

1. Priority will be given to those with a strong potential for research and teaching, as attested to by high teaching evaluation scores and number of publication.
2. The amount of US\$175.00 for IELTS/TOEFL; and US\$180.00 for GMAT/GRE will be appropriated for these international examinations.
3. Those who scored at least 600 in TOEFL and a total at least 2,100 in the General Test of the (or its equivalent in GMAT) will get an additional subsidy of US\$100.00 for the admission fees of the three top Universities (as determined by the College).
4. Those admitted to good European universities through Erasmus Mundus, DAAD, or other forms of scholarships, and who have not enjoyed any subsidy for TOEFL/IELTS nor GRE/GMAT, may avail of graduate admission subsidy of up to US\$200.00 to cover for various official fees related to graduate admission.

Procedure for Junior Faculty Members

1. At the start of academic year, qualified full-time junior faculty members will write a request to the Vice-President for Academic Affairs (VPAA), duly endorsed by a senior Faculty Member (mentor), the Dean and Program Chair. If there are unutilized funds, additional request from other faculty applicants will be accommodated during the rest of academic year.
2. Faculty applicants are required to send a copy of the IELTS/TOEFL, and GMAT/GRE results to the Office of the VPAA for reimbursement of the testing fees.

Policies for Non-Faculty Members

1. Priority will be given to those with a strong potential for research and teaching.
2. The cost of US\$200.00 to be used for IELTS/TOEFL, and/or GRE/GMAT examination will be provided for an interested graduate school applicant.
3. Non-faculty members who scored at least 600 in TOEFL and a total at least 2,100 General Test of the GRE (or its equivalent in GMAT) will get an additional subsidy of US\$100 for the admission fees of the three top-rate universities (as determined by the College).
4. Those admitted to good European universities through Erasmus Mundus, DAAD, or other funding agencies, and who have not enjoyed any subsidy for TOEFL/IELTS or GRE/GMAT examinations, may avail of graduate admission subsidy of up to US\$100.00 to cover for various official fees related to graduate admission.

Procedure for Junior Faculty Members

1. At the start of academic year, graduate students (who may be part-time junior faculty members), and undergraduate students at the senior year will write a request to the Vice-President for Academic Affairs (VPAA), duly endorsed by a senior Faculty Member (mentor), the Dean and Program Chair.
2. The applicant is required to submit a copy of the IELTS/TOEFL, and GMAT/GRE results to the Accounting Office for reimbursement of the examination fees.

Support for Post-Doctorate Fellowship Abroad

Objectives

- To expose faculty members to international norms, standards and socio-academic culture with regards to research and publication.
- To encourage faculty members to engage in high quality research that would result in top rate journal publication.
- To encourage faculty members to network with top researchers in their field.

Strategy

Support faculty members in their post-doctoral training.

Eligibility

Permanent full-time faculty members who meet the following criteria may apply for the program.

1. Must not be more than 45 years old.
2. Must have been accepted to a post-doctoral fellowship abroad within three (3) years after obtaining a doctoral degree.

Benefits

1. Reimbursement of fees incurred during the application period for the fellowship grant.
2. Pre-departure expenses including passport and visa application fees, airport terminal fee and travel tax.
3. Airfare subsidy not to exceed US\$1,000.00. If the fellowship grant includes airfare, this amount shall be used instead as an establishment allowance. But in case the fellowship also provides for establishment allowance, this benefit shall be waived.
4. Financial subsidy of PhP20, 000.00 per month (net of tax) shall be given during the first year of the fellowship.
5. The entire fellowship period shall be credited towards years of continuous service, including years of service for purposes of promotion, service leave, sabbatical, leave, research incentive and longevity benefit.

Policies

1. The duration of the fellowship should not be more than two (2) years. Extension beyond two (2) years is not allowed.
2. The research leave is without pay. It cannot be taken successively with sabbatical, service or professional leave.
3. This grant may be availed of once by the eligible faculty member.
4. The faculty grantee is expected to submit one (1) article in referred and abstracted journals for every year of fellowship. The manuscript/s should be submitted during the fellowship period while the published journal/s will be required upon his/her return to the College.
5. Upon his/her return to the College, the faculty grantee shall submit to the VPAA Office a report on the outcome of the fellowship program.
6. The faculty grantee shall serve the College for one (1) year for every year of fellowship or any fraction thereof.
7. In the event that the faculty grantee does not return to the College or is unable to fulfill the required service payback, he/she shall be required to pay the College all the financial benefits received plus prevailing interest within thirty (30) days after he/she is scheduled to return.

In case the faculty is unable to complete the service payback due to resignation or is dismissed for cause from employment separation from employment, he/she must pay the proportionate balance of the total amount.

8. Faculty grantee shall sign a contract indicating the terms of the grant and his/her commitment to return to the College upon completion of the fellowship.
9. Regulation on disbursement, liquidation and oversight shall follow relevant SSCT accounting procedures.

Procedure

1. The faculty member initiates the process by writing a formal application addressed to the VPAA, duly endorsed by the Vice-President for Research Development and Extension the Dean and the Program Chair. Endorsement and approval process shall follow the College's organizational structure.
2. The application must be submitted to the VPAA Office one (1) term before the start of the fellowship.
3. Application should be accompanied by the following:
 - a. Application form
 - b. Post-doctorate award from the host institution.
 - c. A research proposal in the line with the faculty development plan of the college.
 - d. Work plan for the duration of the fellowship.
 - e. A commitment to publish articles in refereed and abstracted journals.

Support for Faculty Research Leave

Objectives

- To expose faculty members to international norms and standard in research and publication.
- To encourage faculty members to engage in high quality research that would result in top rate journal publications.
- To encourage faculty members to network with the top researcher in the fields.

Strategy

Support for faculty members in their research undertakings.

Eligibility

Permanent full-time faculty member may apply for the program.

Benefits

1. Pre-departure expenses including passport and visa application fee, airport terminal fee and travel tax.
2. The entire research leave shall be credited towards years of continuous service, including years of service for purposes of promotion, service leave, sabbatical leave, research incentive and longevity benefits.

Policies

1. The duration of the research leave shall be for a maximum of one (1) year. Extension beyond one (1) year is not allowed.
2. The research leave is without pay. It cannot be taken successively with sabbatical, service or professional leave.
3. A faculty member may avail of this leave once every five (5) years.
4. Faculty members shall submit a report on the outcome of his/her research, including the follow-up activities to be undertaken in SSCT.
5. Regulations on disbursement, liquidation, and oversight shall follow relevant SSCT accounting procedures.

Procedures

1. The faculty member initiates the process writing by a formal application addressed to the VPAA, duly endorsed by the Dean and Program Chair. Endorsement and approval process shall follow the College's organizational structure.
2. The application must be submitted to the VPAA Office one term before the start of the research leave.
3. Application should be accompanied by the following:
 - a. Application form
 - b. An invitation from the host institution.
 - c. A research proposal in line with the faculty development plan of the department or the college.
 - d. Work plan for the duration of the research leave.

Support for the Advanced Short-Term Courses

Objectives

- To advance the knowledge and competencies of the faculty members on the state of the art or frontier knowledge in their area of discipline through advanced short term courses.
- To provide opportunities for faculty members to network with top experts in their discipline.

Strategy

Support for faculty members in their pursuit of advance knowledge in their area of discipline.

Eligibility

Permanent full-time faculty member may apply for the grant.

Benefits

1. Tuition and fees
2. Reimbursement for books and other materials needed for a maximum amount of US\$200.00.
3. Regular salary for entire duration of the study.
4. The entire leave shall be credited towards years of continuous service, including years of service for purposes of promotion, service leave, sabbatical leave, research incentive and longevity benefits.

If the course is offered abroad, additional benefits shall include:

5. Round trip airfare to be booked by the College Administrative Office.
6. Per-departure expenses including passport and visa application fee, airport terminal fee, travel tax.
7. Accommodation and living allowance of US\$100.00 per day if course is held in Asia or US\$150.00 per day if course is held in America or Europe.

Policies

1. Advance short term courses are defined as seminars, trainings or workshop on the state of the art or frontier of knowledge in the discipline with duration of not more than 3 weeks.

2. Program to be enrolled in should be within the priority areas of the Faculty Development Plan of the Division and should not lead to a degree.
3. A maximum of three (3) faculty member per academic year may avail of the program.
4. A faculty member may attend short term courses once every five (5) years.
5. Upon the return of the grantee from the training, he/she is expected to do the following:
 - a. An echo seminar of training received within one (1) month upon return to the College.
 - b. Submit within two (2) weeks upon return a written report to the VPAA Office and the College Dean and Program Chair discussing the training received and ways it can be utilized by the Division in the curriculum development or improvement, syllabus revision, development of an elective course, etc.
6. Payments for substitutes shall follow the guidelines provided for in the Faculty Manual.
7. The faculty grantee shall serve the College for one (1) year upon completion of the course.
8. In the event that the faculty grantee does not return to the College or unable to fulfill the required service payback, he/she shall be required to pay the College all the financial benefits received plus prevailing interest within thirty (30) days after he /she is scheduled to return.

In case the faculty is unable to complete the service payback due to resignation or dismissed for a caused from employment, he/she must pay the proportionate balance of the total amount.

9. Faculty grantee shall sign a contract indicating the terms of the grant and his/her commitment to return to the College upon the completion of the course.
10. Regulations on disbursement, liquidation, and oversight shall follow relevant SSCT accounting procedure.

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VPAA, duly endorsed by the College Dean. Endorsement and approval process shall follow the College's organizational structure.
2. All applications must be submitted to the VPAA Office not later than May 30 of each year.
3. Application should be accompanied by the following:
 - a. Application form
 - b. A copy of acceptance letter from the institution offering the course.
 - c. A brief description of how the faculty member plans to manage the classes to be missed while on official business.

- d. An itinerary which includes the program of activities, arrival and departure dates, and when the faculty member expects to return to his/her work in the College.
4. The VPAA shall inform all applicants in writing the decision of the President regarding the result of their application.

Support for Local Trainings, Seminars and Workshops

Objectives

- To upgrade the knowledge and skills of faculty members in their field of discipline or line of work through participation in local trainings, seminars and workshops.
- To provide opportunities for faculty members to network with experts and their peers in the discipline.

Strategy

Support for faculty members in attending trainings, seminars and workshops.

Eligibility

Full-time (permanent or probationary) faculty members may apply for this incentive.

Benefits

1. Actual registration fees but not to exceed P20,000.00.
2. Travel allowance of PhP3, 000.00 for seminar held within the province but outside Surigao City; and, PhP7, 000.00 for Mindanao, Visayas, and Palawan.

Policies

1. The trainings, seminars, and workshops referred to in this program are those that lead to the transfer of academic or professional knowledge and skills to the participants.
2. The faculty member shall not be given any of the benefits that will be funded by the organizers or sponsors of the training/seminar/workshop.
3. Funding support by the College shall be provided only to those items for which no funding from other sources is available.
4. A faculty member may avail of this incentive only once a year.
5. The seminar, workshops or training must be directly in the line with the faculty member's area or discipline or line of work and should clearly lead to the upgrading of his/her knowledge or skills. It should be also be part of the faculty development plan of the department to which the faculty members belong.
6. The seminar, workshop, or training should be sponsored, organized and conducted by a reputable agency or institution.
7. The duration of the training, workshop or seminar should not exceed to two (2) weeks. Faculty absence while on official business shall be subject to the provision on faculty attendance in the Faculty Manual.

8. The faculty member shall submit a post-training report/s summary of activities within two (2) weeks after returning from the training.
9. Faculty member should be able to echo their learning to their fellow faculty or workers at the College when requested to do so by the Dean or Program Chair.
10. Regulations on disbursements, liquidation, and oversight shall follow relevant SSCT accounting procedures.

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VPAA, duly endorsed by the Dean. Endorsement and approval process shall follow the College's organizational structure.
2. The application must be submitted to the VPAA Office at least one (1) month prior to the training/seminar/workshop.
3. Application should be accompanied by the following:
 - a. Application form
 - b. A copy of the acceptance to the training/seminar/workshop.
 - c. A brief description of how the faculty members plan to manage the classes to be missed while on official business.
 - d. For conferences outside the province, an itinerary which includes the program of activities, arrival and departure dates, and when the faculty member expects to return to his/her work in the College.

Support for Membership in Professional Organization

Objectives

- To provide faculty members the opportunity to network with professional, industry practitioners and researchers in their field of discipline for possible collaboration in research and other academic/professional pursuit.
- To upgrade the knowledge and skills and faculty members through the annual conference and meetings of professional organizations.

Strategy

Support for faculty members in their annual and/or lifetime membership fees in professional organizations.

Eligibility

1. Full-time (permanent-probationary) faculty members may avail of the annual membership fee.
2. Only permanent full-time faculty members with the rank of Associate Professor and may avail of the lifetime membership fee.

Benefits

1. Annual membership fee at a maximum of PhP10, 000.00 per professional organization.
2. A lifetime membership fee at a maximum of PhP10, 000.00 for local professional organization.
3. A lifetime membership fee at a maximum of US\$1, 000.00 for international professional organization.

Policies

For annual membership fee:

1. A faculty may avail of this incentive for 1 local and 1 international professional organization. In case a faculty wishes to join an additional professional organization, he/she should present a paper in the organization's annual conference and meeting to be eligible for reimbursement of the membership fee.
2. The faculty should determine the quality of the professional organization her/she intends to be a member of.

3. Regulations on disbursement, liquidation, and oversight shall follow relevant SSCT accounting procedure.

For lifetime membership fee:

1. The faculty member must have presented at least five (5) papers (cumulative) in the organization's annual conference and meeting.
2. Only one (1) lifetime membership fee may be availed of.
3. The faculty should determine the quality of the professional organization her/she intends to be a member of.
4. Regulations on disbursement, liquidation, and oversight shall follow relevant SSCT accounting procedure.

Procedure

1. The faculty member initiates the process by writing a formal application addressed to the VPAA, duly endorsed by the Dean/Chair. Endorsement and approval process shall follow the College's organizational structure.
2. The application must be submitted to the VPAA Office at least one (1) month prior to the training/seminar/workshop.
3. Application should be accompanied by the following:
 - a. Application form
 - b. A completely filled out membership form from the professional organization.
 - c. Print-outs/brochures that will determine the credentials of the professional organization.

For lifetime membership, additional documents are required:

- d. Copies of the organization's annual conference and meeting programs/s showing the paper presentations of the faculty; or
- e. A certification from the professional organization's secretariat that the faculty member has presented at least five (5) papers (cumulative) in the organization's annual conference and meetings.

Support for Networking with Local and International Institutions

Objectives

- To expose administrators and senior faculty members to the academic standards and the socio-academic culture of both local and foreign institutions.
- To promote and enhance the College stature and interest in the specific disciplinary circle and geographic regions, with the aim of fostering possible collaborations and academic partnerships.

Strategy

Support administrators and senior faculty members when they present the College in various local and international for a regional meetings and seminars.

Eligibility

Priority shall be given to administrators and senior faculty members who have the stature and profile that will enhance the image and the good name of the College.

Senior faculty members who are full-time (permanent or probationary) Associate Professors and Full Professors who may also contribute to this endeavor.

Benefits

1. Plane fare, economy class, to be booked by the College, at maximum of US\$800.00. Additional funds for more expensive plane fare will need to be sourced from other funds, such as the interest income of the Faculty Development Fund.
2. Pre-departure expenses to include passport application/renewal fee, airport terminal fee, travel tax and insurance.
3. Hotel accommodation commensurate to the position of the administrator and the faculty in the College, usually based on the recommendation of the host institution, to be paid by credit card on reimbursement basis.
4. Per diem of US\$50 per day for international travel to cover for airport transfer, food, and other incidental expenses other than hotel accommodation.
5. Travel allowance of PhP1, 000.00 for local travel to cover for food, and other incidental expenses other than hotel accommodation.

Policies

1. The President and Vice-President for Academic Affairs (VPAA) will equitably distribute the utilization of the funds among the different divisions and units of the College.
2. Regulations on disbursement, liquidation, and oversight shall follow relevant SSCT accounting procedures.
3. The Budget Officer will monitor the usage of the fund and in some instances, may recommend the use of the fund for specific invitations from current targets or potential partner institution.

Procedures

1. The College, usually through the office of the President, in consultation with the Vice-President for Academic Affairs (VPAA), will assign administrators and senior faculty members to represent the College in the various meetings, workshop, and round table discussion/conferences, both locally and abroad.
2. Travel support for senior faculty members has to be approved by the VPAA and duly endorsed by the Dean and Program Chair.
3. Travel support for administrators has to be approved by the President, through endorsement from their respective Vice-President.