



**FACULTY
DEVELOPMENT
PROGRAM
2018-2022**

FACULTY DEVELOPMENT PROGRAM

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 2018-2022 Faculty Development Program (FDP) is meant to institutionalize practice in nurturing and 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 covers Support for Participation in Local Conferences, Support for Graduate School Program that includes Study Grant Leading towards a Master's Degree, Study Grant Leading towards a Doctorate Degree, and Support for Doctorate Sandwich Program Abroad, and Support to Graduate Program Abroad.

Moreover, it covers a Support for Thesis and Dissertation Grants, Support for Advanced Short-Term Courses, Support for Post-Doctorate Fellowship Abroad, Support for Thesis and Dissertation Assistance, and Support for Local Trainings, Seminars and Workshops.

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.
SUC President III

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SSCT VISION-MISSION-QUALITY POLICY

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.

Quality Policy

Surigao State College of Technology provides quality instruction, research, extension and production services to satisfy its customers by responding to their needs and expectations and continually improving its quality management system.

The College Faculty Development Program

Rationale

Aligned with its vision-mission-quality policy as a leading learners-centered research college, the College Faculty Development Program (CFDP) provides appropriate and relevant educational experience to faculty members who are the forefront of teaching, research and community engagement in their specific discipline. Challenged by globalization, internationalization, and the increasing demands of industry, the institution 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 a person, learner, 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 College Faculty Development Program.

The Program is only one of SSCT's continuing efforts that seeks 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 SSCTian education which is 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, 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 College 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.

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5. Training is an investment of human capital that integrates appropriate incentives individuals (i.e., the faculty) perceived beneficial; thus, motivates them.
 6. Training benefits the institution as a whole.
 7. Training is transformational.

The College 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 (4) years.

Framework of Development

The College Faculty Development Program is designed to assist individuals and departments in the area of human resource development. The FDP 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 College 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.

COMPONENTS

1. Support for Participation in Local Conferences
- 2 . Support for Graduate School Programs
 - 2.1 Masters Degree Program with Thesis
 - 2.2 Full Doctoral Degree (Local)
 - 2.3 Graduate Programs (Abroad)
 - 2.4 PhD Sandwich Program (Foreign)
3. Support for Thesis and Dissertation Grants
4. Support for Advanced Short Term Courses
5. Support for Post-Doctorate Fellowship Abroad
6. Support for Local Trainings, Seminars, and Workshops
7. Support for Thesis and Dissertation Assistance

PRIORITY FIELDS

The grant especially for the second component shall be in the following priority fields and shall be conducted in the identified delivering higher education institutions (DHEIs):

- English
- Natural Sciences
- Mathematics
- Social Sciences
- Information Technology/System
- Engineering
- Agriculture and Marine Sciences
- Environment and Related Programs
- Humanities and Communication
- Technology Courses
- Education
- Other priority fields to be identified by the Institution

PRIVILEGES

1. SUPPORT FOR PARTICIPATION IN LOCAL CONFERENCES

Definition

This refers to faculty who intended to participate in local conferences.

Benefits

1. Travel and conference expenses are subsidized by the College based on the existing rules and regulations.

Qualifications

1. Must be a full-time permanent/temporary faculty.
2. The faculty may avail the incentive of at most twice a year.
3. The theme of the conference must be in line with the faculty area of discipline.

Application Procedures

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

2. SUPPORT FOR GRADUATE SCHOOL PROGRAMS

2.1 Masters Degree Program with Thesis

Definition

Support for faculty members who intended to earn a master's degree on full-time basis in any reputable school in the country.

Benefits

1. Full Tuition and other Fees.
2. Book Allowance of Php 40,000.00 for the entire duration of the program.
3. Stipend of Php 15,000.00/month for full-time (Regular and Summer Terms); Php 7,500.00/month for Part-Time (Regular Term), and Php 15,000.00/month (Summer Term).
4. Transportation Assistance of one roundtrip for the entire duration of the program for full-time; for part-time, a maximum of Php 2,000.00/month for regular term and roundtrip for Summer Term.

5. A thesis assistance of Php 50,000.00 for without laboratory and Php 80,000.00 for with laboratory.

Qualifications

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

Chair : Vice-President for Academic Affairs

Members : City Campus Director

Dean, College of Engineering & Information Technology

Dean, College of Technology

Dean, College of Arts and Sciences

Dean, College of Teacher Education

Head, Human Resource Management Office

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

2. Selection Criteria

Two (2) faculty 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 and of academically/technologically articulated;
- b. Be a Filipino citizen and not more than 47 years old upon application to the program;
- c. The Delivering Higher Education Institution (DHEI) is preferably COD/COE and well-known in the program of study of the faculty;
- d. Endorsement by the Program Chair and College Dean, and
- e. Must have undergone the local interview.

Application Procedures

1. The faculty initiates the process by writing a formal application addressed to the VPAA, duly endorsed by the Program Chair, College Dean, and Vice President for Research, Development and Extension.
2. Applications must be submitted to the VPAA not later than May 30 of every opening of the school year.
3. Application should be accompanied by the following:
 - a. Application Form;
 - b. Letter of admission from the University where faculty member will study, and
 - c. Certificate of good health from the college physician.
4. The VPAA shall inform all applicants in writing on the decision of the College President regarding their application.
5. Upon completion of the study, faculty member shall render three (3) years of service to the College for every year of study leave.

2.2 Full Doctoral Degree (Local)

Definition

Support for faculty members who intended to earn a doctorate degree on full-time basis in any reputable school in the country.

Benefits

1. Full Tuition and other Fees;
2. Book Allowance of Php 50,000.00 for the entire duration of the program;
3. Stipend of Php 25,000.00/month for full-time (Regular and Summer Terms); Php 15,000.00/month for Part-Time (Regular Term), and Php 25,000.00/month (Summer Term);
4. Transportation Assistance of one roundtrip for the entire duration of the program for full-time; for part-time, a maximum of Php 2,000.00/month for regular term and roundtrip for Summer Term, and
5. A thesis assistance of Php 70,000.00 for without laboratory and Php 140,000.00 for with laboratory.

Qualifications

1. One (1) Faculty per academic year will be chosen for the program.
2. Be a Filipino citizen and not more than 45 years old upon application to the program;
3. Be a permanent faculty member of the Surigao State College of Technology;
4. Be currently teaching in any of the identified priority fields;
5. Have no master's degree/doctorate degree in the priority field applied for;
6. Have good academic record;
7. Be in good health and of good moral character, and
8. Have no other scholarships at the time of application.

Application Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VPAA, duly endorsed by College Dean, Vice-President for Research, Development, and Extension;
2. The application must be submitted to the VPAA 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 College, and (ii) the chosen degree program for the study grant is a priority area of the Institution;
 - 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, and

- d. For continues coverage of the study grant, a written recommendation by the College Dean and endorsed by the Program Chair must be submitted to the VPAA every term.
4. The faculty shall furnish the VPAA a copy of his/her grades for courses enrolled in the preceding term prior to approval of the study grant for the current term, and
5. Upon completion of the study, faculty member shall render three (3) years of service to the College for every year of study leave.

2.3 Support for Graduate Program Abroad

Definition

This refers to a support for faculty members who are pursuing graduates studies in top rate universities abroad through grants from external funding sources.

Benefits

1. Reimbursement of Application Fee;
2. Pre-departure expenses to include passport application/renewal fee, visa application fee, terminal fee, travel tax;
3. 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;
4. 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, and
5. 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.

Qualifications

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 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, and
5. Must have been awarded a scholarship as shown by the letter from the funding agency.

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 College 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 three (3) years 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, and
 - 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 College President:

Chair : Vice-President for Academic Affairs

Members : City Campus Director

Dean, College of Engineering & Information Technology

Dean, College of Technology

Dean, College of Arts and Sciences

Dean, College of Teacher Education

Head, Human Resource Management Office

The Selection Committee shall submit their recommendation to the College 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 College Dean, and
- e. Priority will be given to applicants whose scholarships require the scholars to return to their country of origin after completion of study.

Application Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VPAA, duly endorsed by the Program Chair, College Dean, Director of Research Development and Extension;
2. All applications must be submitted to the VPAA Office not later than May 30 of every academic 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, and
 - d. Certificate of good health from the college physician.
4. The VPAA shall inform all applicants in writing of the decision of the President regarding their application.

2.4 PhD Sandwich Program (Foreign)

Definition

This refers to a support for faculty members who are on their dissertation through joint supervision by local and international advisors.

Benefits

1. Regular salary for the duration of the study based on the faculty member;
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, and
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.

Qualifications

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) year may allowed but not the benefits listed above;

2. A maximum of two (2) faculty 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 College Dean and the Program Chair;
 4. Faculty grantee shall submit to the VPAA a 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 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, College Dean and Post Graduate Program and Coordinator;
 8. The faculty grantee shall render two (2) years of service to the College for six years 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 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, and
 11. Regulation of disbursements, liquidation, and oversight shall follow relevant to SSCT accounting procedures.

Application Procedures

1. The faculty 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 College Dean;
2. Application must be submitted to the VPAA not later than May 30 of every academic 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 signed by the panel members and the local adviser;
- d. Letter for Recommendation for the Grant from the local adviser and endorsed by the Program Chair and the College 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, and
- j. Program of the study indicating milestone.

4. The VPAA shall inform the applicant/s in writing the decision of the College President regarding the result of the application.

Note: After completion of the program of study (masters, doctoral, and sandwich program), the faculty shall submit Two (2) copies of thesis/dissertation books to the College Library.

3. SUPPORT FOR THESIS AND DISSERTATION GRANTS

Definition

This refers to a support to the faculty members who are working on their thesis and Dissertation locally in terms of teaching deloading and financial assistance for research preparation.

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, and
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, and
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 College 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/thrusts of the College as Certified by the Program Chair, College Dean, and the Vice-President for Research, Development and Extension;
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 two (2) years for a thesis grant and three (3) 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;
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 Affair.

The contract must be signed prior to the start of the implementation of the deloading, and

11. Regulation on disbursement, liquidation and oversight shall follow relevant to SSCT accounting procedures.

Application 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, the College Dean and Program Chair;
2. Applications must be submitted to the VPAA 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), and
 - c. Work plan indicating milestone duly approved by the College Dean 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, and
 - d. Work plan indicating milestone and corresponding deloading duly approved by the College Dean and Adviser.

4. SUPPORT FOR POST-DOCTORATE FELLOWSHIP ABROAD

Definition

This refers to the support faculty members in their post-doctoral training

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\$ 750.00. 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 Php 15, 000.00 per month (net of tax) shall be given during the first year of the fellowship, and

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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.

Qualifications

1. Permanent full-time faculty members;
2. Must not be more than 45 years old;
3. Must have been accepted to a post-doctoral fellowship abroad within three (3) years after obtaining a doctoral degree;
4. The duration of the fellowship should not be more than two (2) years. Extension beyond two (2) years is not allowed;
5. This grant may be availed of once by the eligible faculty member;
6. The faculty grantee is expected to submit one (1) article in refereed 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;
7. Upon his/her return to the College, the faculty grantee shall submit to the VPAA a report on the outcome of the fellowship program;
8. The faculty grantee shall serve the College for two (2) years for every year of fellowship or any fraction thereof;
9. 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.
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 fellowship, and
11. Regulation on disbursement and liquidation shall follow relevant accounting procedures.

Application Procedures

1. The faculty initiates the process by writing a formal application addressed to the VPAA, duly endorsed by the Vice-President for Research, Development and Extension, the College 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 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, and

- e. A commitment to publish articles in refereed and abstracted journals.

5. SUPPORT FOR ADVANCED SHORT TERM COURSES

Definition

Advanced short term courses are defined as seminars, trainings or workshops on the state of the art or frontier of knowledge in the discipline with duration of not more than three (3) weeks.

Benefits

1. Tuition and Other 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, and
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.

Qualifications

1. The faculty must have an employment status of either permanent or temporary, and
2. Program to be enrolled in should be within the priority areas of the College Faculty Development Plan and should not lead to a degree.

Policies

1. A maximum of three (3) faculty per academic year may avail of the program;
2. A faculty member may attend short term courses once every five (5) years;
3. 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, and
 - b. Submit within two (2) weeks upon return a written report to the VPAA, the College Dean and the Program Chair discussing the training received and ways it can be utilized by the College in the curriculum development or improvement, syllabus revision, development of an elective course, etc.
4. Payments for substitutes shall follow the guidelines provided for in the Faculty Manual;
5. The faculty grantee shall serve the College for one (1) year upon completion of the course;
6. 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.

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

Application 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. Applications must be submitted to the VPAA not later than May 30 of every academic 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, and
 - 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 on the decision of the College President regarding the result of their application.

6. SUPPORT FOR THESIS AND DISSERTATION ASSISTANCE

Definition

This refers to the financial assistance given by the College to the faculty who requested for a subsidy while on his/her thesis/dissertation writing.

Benefits

1. A financial assistance of Php 30, 000.00 for thesis and Php 40,000.00 for dissertation.

Qualifications

1. Only the permanent/temporary faculty can avail of the assistance whose program of study is aligned/allied/vertically articulated;
2. A 50% of the amount maybe released provided that the faculty can present a Certification from the Graduate School of the Delivering Higher Education Institution (DHEI) that the faculty has complied the Proposal Defense, and
3. The remaining 50% of the assistance may be released upon submission of the Approval Sheet and Two (2) copies of thesis/dissertation books for the College Library and for the Graduate School.

Application Procedures

1. The concerned faculty initiates the process by writing a formal request with complete attachments addressed to the College President, duly endorsed by the VPAA and the College Dean, and
2. Upon approval of the request, the faculty shall bring the letter to the finance section for processing of voucher.

7. SUPPORT FOR LOCAL TRAININGS, SEMINARS, AND WORKSHOPS.

Definition

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.

Benefits

1. Actual registration fees but not to exceed Php 15,000.00, and
2. Travel allowance of Php 3,000.00 for seminar held within the province but outside Surigao City; and, Php 7,000.00 for outside Caraga.

Qualifications

1. Must be a permanent/temporary faculty;
2. The faculty may avail of this incentive only once a year, and
3. The theme of the trainings, seminars, and workshops must be in line with the faculty area of discipline.

Policies

1. 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;
2. Funding support by the College shall be provided only to those items for which no funding from other sources is available;
3. The seminar, workshop, or training should be sponsored, organized and conducted by a reputable agency or institution;
4. 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;
5. The faculty member shall submit a post-training report/s summary of activities within two (2) weeks after returning from the training;
6. 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 College Dean or Program Chair, and
7. Regulations on disbursements, liquidation, and oversight shall follow relevant SSCT accounting procedures.

Application 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;

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2. The application must be submitted to the VPAA at least one (1) month prior to the schedule of 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, and
 - d. For conferences outside the province, an itinerary of travel shall be prepared.



Surigao State College of Technology

Faculty Development Program Committee

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Vice President for Academic Affairs

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City Campus Director

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EXCERPT FROM THE MINUTES OF THE JOINT ADMINISTRATIVE AND ACADEMIC COUNCILS MEETING OF THE SSCT- ADMINISTRATIVE AND ACADEMIC COUNCILS HELD ON JANUARY 23, 2019 AT THE OLD COLLEGE LIBRARY, SSCT, SURIGAO CITY


After the discussion, the SSCT – Administrative and Academic Councils adopted:

Resolution No.6 S. 2019

Approving the Proposed Policies and Guidelines of the Faculty Development Program

APPROVED

Certified true and correct:


ROWENA A. PLANDO, PhD
Board Secretary V

Attested:


GREGORIO Z. GAMBOA, JR., EdD
SUC President III



"For Nation's Greater Heights"

College of Arts and Sciences
 Faculty Development Plan
 BS Mathematics

Goals	Objectives	Strategies	Target		
			2020	2021	2022
1. To increase highly qualified committed faculty (MS and Doctorate degree) in vertical articulation	- to provide scholarship program, institutional assistance, thesis assistance that would assist faculty to finish MS/Doctoral degree in vertical articulation	1. Grant scholarship, institutional assistance, thesis assistance per year for faculty pursuing MS/Doctorate degree in vertical articulation.	1 faculty to finish CHED scholarship in MS Statistics 1 faculty to finish CHED scholarship in doctorate degree 1 faculty to finish institutional assistance in doctorate degree in vertical articulation.	1 Faculty to pursue PhD in vertical articulation 1 faculty to finish / continue CHED scholarship for doctorate degree.	100 % Faculty finished in graduate (MS and PhD) degree in vertical articulation.
2. Expert Pool	-Increased pool of experts in mathematical software applications.	-Grant assistance for faculty to upgrade different field of specialization.	2 Faculty will undergo training on statistical and/or mathematical software applications.	2 Faculty will pursue training in statistical and/or mathematical software applications.	1 Faculty will finish training in statistical and/or mathematical software applications.
3. Faculty Competencies	Increased number of faculty to attend seminars/conferences and trainings in all levels	-Recommend faculty to attend seminars/conference/ trainings in all levels	4 faculty to attend seminars/conferences/trainings in local/regional/national/international level	6 faculty to attend seminars/conferences/trainings in local, regional, national and international level	
	Increase number of faculty to join professional organizations	-Encourage faculty to become members of the professional organization.	90% of faculty will be members of professional organizations	100% of faculty will be members of professional organizations	

Prepared by:

IRMALYN B. PAYMALAN
 Program Chair, BSM

Noted by:

LOUIDA P. PATAC, PhD
 Dean, CAS

Recommended by:

RONITA E. TALINGTING, PhD
 Campus Director

Approved by:

EMMYLOU A. BORJA, EdD
 VP for Academic Affairs

SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City

FACULTY/STAFF PROFESSIONAL DEVELOPMENT PLAN
2020 – 2025

IRMALYN B. PAYMALAN
(Name of the faculty/staff)

A. Advanced Studies:

	Degree Earned	Major / Minor	School Attended / Enrolled	Year Graduated / Expected to Graduate	Time Frame			Estimated Cost
					<i>(for those who are yet to start)</i>			
Baccalaureate	BS Mathematics		Mindanao State University- Marawi	2001				
Master's	MS Mathematics		Mindanao State University- Marawi	2021				
Doctoral	PhD Mathematics		Caraga State University	2022				

B. Subject Handled (for faculty) Work Assignment (staff): Calculus, Topology, Real Analysis, Complex Analysis

C. Training Needs:

Objectives <i>(What competencies will I enhance?) e.g. To gain more content knowledge and skills in teaching Microbiology</i>	Strategies <i>(What professional activities will I undertake to achieve my objective?) e.g. Attend training / seminar on Microbiology offered by reputable school / organization.</i>	Resources <i>(What will I do to access resources?) e.g. Request approval from the finance office to fund / I will shoulder the expenses. - Avail scholarship grant/ financial assistance</i>	Estimated Cost	Time Frame <i>(When do I expect to have accomplished the activities?) e.g. Summer 2021</i>
To gain more content knowledge and skills in teaching Environmental Monitoring & Evaluation	Attend training / seminar on Environmental Monitoring & Evaluation offered by reputable school / organization.	Request approval from the finance office to fund / Avail scholarship grant/ financial assistance	PhP 20,000	Summer 2021
To gain more content knowledge and skills in teaching Systems Analysis and Environmental Modeling	Attend training / seminar on Systems Analysis and Environmental Modeling offered by reputable school / organization.	Request approval from the finance office to fund / Avail scholarship grant/ financial assistance	PhP 20,000	Summer 2021
To gain more content knowledge and skills in teaching Environmental Impact Assessment	Attend training / seminar on Environmental Impact Assessment offered by reputable school / organization.	Request approval from the finance office to fund / Avail scholarship grant/ financial assistance	PhP 20,000	Summer 2021

Prepared by:

IRMALYN B. PAYMALAN, MS
(Printed Name and Signature)

Reviewed by:

LOUIDA P. PATAC, PhD
Dean/Head

Noted by

RONITA E. TALINGTING, PhD
Campus Director

Recommending Approval:

EMMYLOU A. BORJAN, EdD
VP – Academic Affairs/Administrative Services