

MINDANAO STATE UNIVERSITY
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
MAIN CAMPUS, MARAWI CITY
(PLEASE FILL UP THE FORM LEGIBLY)

CAMPUS ACADEMIC PROMOTION PANEL FORM

FACULTY PROFILE		
Name		
Contact Number		
College/Department		
Highest Educational Attainment		
Date of Employment in MSU Main		
Date of Last Promotion (BOR Approved)		
Current Status of Employment		
Item Occupied		
Current Rank		
For the Rank Category of		
Title of Thesis/Dissertation:		
CONSIDERATIONS FOR PROMOTION		
BASIC CONSIDERATIONS	NEEDED DOCUMENT TO SUBMIT	REMARKS
1.Regular Faculty	Updated Service Record	___ Complied ___ Not Complied
2.At Least two (2) years in service	Updated Service Record	___ Complied ___ Not Complied
3.At Least three (3) unit load	Current Individual Teaching Loading	___ Complied ___ Not Complied
4.Letter of Endorsement	By the Dean/Chairperson	___ Complied ___ Not Complied
A. RETURNING APDP GRANTEE		
1.Proof of Study Grant	Special Order from OP	___ Complied ___ Not Complied
2.Proof of Study Completion	Final Report of Grantee	___ Complied ___ Not Complied
3.Transcript of Records	Original Copy	___ Complied ___ Not Complied
4.Thesis/Dissertation	Hardbound Copy duly signed	___ Complied ___ Not Complied
B. STUDIED ON ONE'S OWN TIME & EXPENSE		
1.Permit to Study (All semesters)	Duly signed	___ Complied ___ Not Complied
2.Transcript of Records	Original Copy	___ Complied ___ Not Complied
3.Thesis/Dissertation	Hardbound Copy duly signed	___ Complied ___ Not Complied
C. TEACHING EFFICIENCY RATING FOR PROMOTION (AVERAGE)		
1.Not less than VS in the last 4 Sems	Printed TER Result duly signed	___ Complied ___ Not Complied
Academic Year & Semester	Rating	Description
Average		___ Complied ___ Not Complied
2. Meet at least one requirement based on current rank to be promoted:		
SUBMISSION GUIDELINES (FOR THE SMOOTH PROCESSING OF DOCUMENTS FOR PROMOTION)		
1. Fill up the OVCAA CAPP Form based on the category of your promotion.		
2. Submit ORIGINAL DOCUMENTS for authentication/validation.		
3. Submit CLEAR PHOTOCOPIES of Documents (one page per document)		
4. Arrange your documents with PROPER TABBING in a folder, based on ISRP Criteria for Promotion in the ff order: Educational Attainment, Work Experience, Productivity, Teaching Efficiency Rating, Professional Growth, Institutional/ Extra- Academic Services and Extension Services.		
5. DO NOT SUBMIT in Ring bound/Hard bound format for easy transfer of your documents should there be a need to by the evaluator during evaluation or deliberation.		
SUBMITTED BY:		RECEIVED BY:
_____ Faculty Signature over printed name		_____ OVCAA Personnel Signature over printed name
ISRP 2005: THE BURDEN OF PROOF SHALL REST ON THE PERSONNEL/FACULTY CONCERNED.		