



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

CHED MEMORANDUM ORDER

No. 48,
Series 2006

Subject: Criteria and Implementing Guidelines for the Identification, Support and Development of Centers of Excellence (COEs) and Centers of Development (CODs) for Criminology Program

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In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994", the CHED's policies and standards on the Centers of Excellence project, by virtue of the 285th Commission *en banc* Resolution No. 693 - 2006 dated October 9, 2006 and for the purpose of establishing Centers of Excellence and Centers of Development (COEs/CODs) that will serve as potent catalysts towards the development of a world-class program in Criminology, the following criteria and implementing guidelines for the identification, support and development of COEs and CODs for the Criminology program are hereby adopted and promulgated by the Commission, thus:

I. Rationale and Background

The implementation of the COE/COD project is pursuant to Section 8 (f) of Republic Act No. 7722, which provides that CHED shall "*identify, support and develop potential centers of excellence in program areas needed for the development of world-class scholarship, nation building and national development*". Thus, it became the policy of the Commission to promote quality and excellence in higher education by identifying, supporting and/or developing COEs and CODs for specific programs in higher education institutions (HEIs).

Consequently, the Criminology program is therefore recognized as a program area needed for the development of world-class scholarship, nation building and national development.

The project aims to strengthen and further improve the quality of higher education degree programs in the country. The identified COEs/CODs are expected to become a resource to strengthen other schools in their localities and are envisioned to become centers of graduate education and research in the particular field of specialization.

The identification of COEs and CODs for Criminology is expected to facilitate the attainment and fulfillment of the program's mission of providing professionally competent and morally upright criminology graduates who can deliver efficient and effective services in crime prevention, crime detection and investigation, and law enforcement, among others.

More importantly, it will help stimulate and expedite the utmost development of world-class, relevant and responsive Criminology program under the Criminal Justice Education. Identified COEs and CODs for Criminology program are also expected to take the lead in strengthening other non-COE/COD Criminology program.

II. Center of Excellence and Center of Development

Center of Excellence (COE) refers to a criminology program under a college or department within a higher education institution, which continuously demonstrates excellent performance in the areas of instruction, research and publication, extension and linkages and institutional qualifications. To be a Center of Excellence, the criminology program should have earned at least a total of 90 points in the evaluation.

Center of Development (COD) refers to a criminology program under a college or department within a higher education institution, which demonstrates the potential to become a Center of Excellence in the future. To be a Center of Development, the criminology program should have earned at least a total of 80 to 89 points in the evaluation.

The status of being a Center of Excellence or a Center of Development in Criminology should not be misconstrued that such status applies to other programs offered by an institution.

III. Criteria

The Centers of Excellence and Centers of Development for the Criminology program shall be selected in accordance with the following criteria:

CRITERIA	WEIGHT
<i>I. INSTRUCTIONAL QUALITY (45.00%)</i>	
A. PROGRAM ADMINISTRATION	5.00%
B. FACULTY	11.00%
C. CURRICULUM	1.00%
D. LABORATORY, FACILITIES AND EQUIPMENT	3.00%
E. LIBRARY	1.00%
F. I.T. CAPABILITY	1.00%
G. STUDENT SUPPORT SYSTEM	2.00%
H. PERFORMANCE IN LICENSURE EXAMINATIONS	8.00%
I. ACCREDITATION	10.00%
J. GRADUATE PROFILE	1.00%
K. GRADUATE TRACER STUDY / EMPLOYMENT OF GRADUATES	2.00%
TOTAL	45.00%

CRITERIA	WEIGHT
<i>II. RESEARCH AND PUBLICATIONS (30.00%)</i>	
A. RESEARCH UNIT AND FACILITIES	7.00%
B. POOL OF QUALIFIED FACULTY	5.00%
C. RESEARCH POLICY	3.00%
D. RESEARCH AGENDA	3.00%
E. PUBLICATION AND PRESENTATION IN CONFERENCES	7.00%
F. RESEARCH BUDGET	5.00%
<i>TOTAL</i>	<i>30.00%</i>
<i>III. EXTENSION AND LINKAGES (20.00%)</i>	
A. INDUSTRY-ACADEME LINKAGES	8.00%
B. ACADEMIC LINKAGES, CONSORTIA	6.00%
C. OUTREACH PROGRAMS	6.00%
<i>TOTAL</i>	<i>20.00%</i>
<i>IV. INSTITUTIONAL QUALIFICATIONS (5.00%)</i>	
A. MISSION/VISION/GOALS/ OBJECTIVES	2.00%
B. NATIONAL/INTERNATIONAL RECOGNITION	1.5%
C. IT – ENABLED PROCESSES	1.5%
<i>TOTAL</i>	<i>5.00%</i>
GRAND TOTAL	100.00%

The details of the criteria and other guidelines are contained in “**Annex A**” hereof.

IV. Process of Selection and Identification

The Commission shall identify COE and COD for the Criminology program upon recommendation of the Technical Panel for Criminal Justice Education (TPCJE) based on the foregoing criteria. Higher education institutions offering the Criminology program that have the intention and/or the potential of becoming a COE or COD for the program must submit application together with the pertinent documents through the CHED Regional Offices (CHEDROs) **not later than April 30, 2007**. Applications submitted beyond the prescribed date shall not be considered.

A. Application Phase

1. Application for COE/COD in Criminology shall be considered open upon issuance of these implementing guidelines.
2. The Commission will conduct zonal orientations, after which, will issue a Memorandum with attached application form, informing higher education institutions (HEIs) offering the Criminology program, that it is now accepting applications for potential COEs and CODs.
3. Interested HEIs shall submit to the CHED Regional Office (CHEDRO) concerned a letter of intent together with the pertinent documents to support the application. The supporting documents must exhibit evidence of compliance with the selection criteria.

4. The CHEDRO then assesses the completeness of the documents submitted by the applicant HEIs and recommends those **applications with complete and correct documents** for evaluation by the OPS. Applications with incomplete and/or incorrect supporting documents shall be returned to the applicant HEIs by the CHEDRO.
5. The following shall form part of the application and shall be submitted by the applicant HEIs to the CHEDRO:
 - a. *Letter of application addressed to the Commission through the CHEDRO Director;*
 - b. *Accomplished application form;*
 - c. *Required supporting documents as indicated in "Annex A" hereof.*
6. The CHEDRO shall forward all applications with complete and correct documents to the OPS within 15 days after the deadline for the filing of application as specified herein.
7. The Secretariat of the Technical Panel for Criminal Justice Education (TPCJE) shall consolidate all applications forwarded by the CHEDRO and submits the same to the Technical Panel for evaluation and short-listing.

B. Initial Paper Evaluation

The TPCJE shall conduct the initial paper evaluation of all COE/COD applications. Once all applications have been completely evaluated, the Technical Panel prepares and submits the short-list to the OPS of the potential COEs/CODs, together with the proposed schedules of ocular inspection.

C. Ocular Inspection

The OPS shall create inspection teams composed of at least two (2) members of the TPCJE, OPS Director-in-charge and two (2) members of the TPCJE Secretariat. The teams will evaluate/validate the documents submitted by the applicant HEIs.

D. Identification

1. The Technical Panel shall submit the result of evaluation to the Commission through the OPS within thirty (30) days after the completion of ocular inspection of all applicant HEIs.
2. The Technical Panel shall recommend an HEI to be a COE for Criminology if it attains an over-all rating of 90 points and above in the evaluation.
3. The Technical Panel shall recommend an HEI to be a COD for Criminology if it attains an over-all rating of 80 to 89 points in the evaluation.
4. Upon approval by the Commission, the list of identified COEs and CODs for Criminology shall be released through the issuance of a CMO.

V. Grants and Benefits

Identified COEs/CODs for the Criminology program are entitled to the following grants and benefits:

1. Priority in the selection of CHED institutional partners with regards to CHED developmental projects;
2. Entitlement to other non-monetary subsidies and awards such as:
 - a. faculty scholarships for graduate studies;
 - b. priority for CHED research grants;
 - c. consideration for conversion to University Status; identification as autonomous or deregulated status
3. Financial assistance –

COEs and CODs that would like to **avail of financial assistance/support** from CHED must submit project proposals. The CHED will evaluate the proposals and based on the evaluation, decides on whether or not financial assistance will be granted.

VI. Roles and Responsibilities of Identified COEs and CODs

Identified COEs/CODs for the Criminology program shall have the following roles and responsibilities:

For Identified COEs:

1. Act as role models / leaders in criminology education program;
2. Sustain and enhance research capabilities and upgrade professional or research graduate programs in Criminology;
3. Provide assistance to agencies / institutions within its geographical area of coverage;
4. Undertake activities / projects necessary in developing quality Criminology education program;
5. Accelerate the development of the Criminology program through strategic developmental agenda and projects;
6. Develop quality instructional program through faculty development and upgrading of facilities and library holdings;
7. Undertake basic and applied research activities on emerging trends and developments in the field of Criminology; and
8. Undertake extension and linkages through consortia and industry-academe collaborations.

For Identified CODs:

1. Accelerate the development of the Criminology program through strategic developmental agenda and projects;
2. Develop quality instructional program through faculty development and upgrading of facilities and library holdings;
3. Undertake basic and applied research on emerging trends and developments in the field of Criminology;
4. Undertake extension and linkages through consortia and industry-academe collaborations; and
5. Establish linkages with COEs in Criminology to further improve instructional and research capabilities to undertake research in the said program.

VII. Duration of the Status as COEs/CODs

The designation as COEs / CODs for Criminology shall be for a period of three (3) years. If at any point based on the monitoring by CHED, the COE/COD is found not fulfilling its functions/responsibilities and/or not maintaining compliance with the criteria as COE/COD, the designation shall be revoked.

VIII. EFFECTIVITY:

This order shall take effect immediately.

Issued this 3rd day of November 2006.



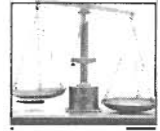
CARLITO S. PUNO, DPA
Chairman

Annex - A

Re: Criteria and Implementing Guidelines for the Identification, Support and Development of COE/COD for Criminology Program



Detailed Criteria and Guidelines for Selection and Identification of Centers of Excellence (COE) and Centers of Development (COD) for the Criminology Program



CRITERIA	POINTS	BREAK-DOWN	CRITERIA DESCRIPTION	GUIDELINES / REQUIREMENTS	Basic Documents to be Submitted and/or Presented
I. INSTRUCTIONAL QUALITY (45%) A. PROGRAM ADMINISTRATION a. Qualifications of the Dean	5.0	1.0	Complied with CMO 21, s. 2005	The Dean must possess the following qualifications in order to be given 1 point : (1) must be full time; (2) - must have a doctorate degree in Criminology or other allied courses such as Psychology, Sociology, Law, Public Safety, National Security Administration, Correctional Administration and Police Administration; (3) must have at least 5 years of teaching; (4) must have at least 3 years of administrative experience.	Copies of Certificate/Contract of Employment with the applicant HEI; Diploma and Transcript of Records with S.O.; Service Record (<i>for Teaching and Administrative experience</i>) must be included with the application. Original copies of the aforementioned documents must be presented during ocular inspection.
b. Qualifications of the Department Head		1.0	Complied with CMO 21, s. 2005	The Department Head must possess the following qualifications in order to be given 1 point : (1) must be full time; (2) - must be a BS Criminology graduate; (3) must be a holder of MS degree in Criminology; (4) must be a Registered Criminologist; (5) must have at least 3 years of teaching experience; (6) must have one (1) year of supervisory experience.	Copies of Certificate/Contract of Employment with the applicant HEI; Diploma and Transcript of Records with S.O.; updated Professional License as Criminologist and Service Record (<i>for Teaching and Supervisory experience</i>) must be included with the application. Original copy of the aforementioned documents must be presented during ocular inspection.
c. Organizational Structure		0.5	Presence of an organizational structure within the department.	The organizational structure of the Criminology department and its management plan/system must all be presented in order to be given 0.5 point	Copies of organizational structure of the Criminology department and its management plan/system must be included with the application and presented during ocular inspection.
d. Strategic Development Plans		1.0	Presence of Strategic Development Plans within the department.	The Department must have identified doable development plans in order to be given 1 point .	Copy of doable development plans must be included with the application and presented during ocular inspection..

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CRITERIA	POINTS	BREAK-DOWN	CRITERIA DESCRIPTION	GUIDELINES / REQUIREMENTS	Basic Documents to be Submitted and/or Presented
e. Implementation of the Plan		1.5	Proof of execution/compliance with the plan.	The department must show proof of execution and compliance with the plan in order to be given 1.5 points.	Documents showing accomplishments based on the strategic development plans must be included with the application and presented during ocular inspection.
B. FACULTY	11.0				
a. <i>Academic Qualifications:</i> 1. Faculty with Master's Degree in Criminology		4.0	5 Full-time Faculty for professional subjects with master's degree in Criminology	There must have five (5) full-time faculty members who are holders of Master's degree in Criminology in order to be given 4 points.	Copies of Diploma and Transcript of Records with S.O. as well as Certificate/Contract of Employment with the applicant HEI must be included with the application. Original copy of the aforementioned documents must be presented during ocular inspection.
2. % of Faculty with at least 18 units in Ph.D. in Criminology		1.0	75% of faculty for professional courses with at least 18 units earned in Ph.D. in Criminology	At least 75% of faculty members for professional courses must have earned 18 units in Ph.D. in Criminology in order to be given 1 points.	Faculty line-up indicating complete profile of faculty members; Certificates of units earned in Ph.D. in Criminology or Transcript of Records must be included with the application. Original copy of the aforementioned documents must be presented during ocular inspection.
b. <i>Other Qualifications</i> 1. Faculty Development Initiatives		2.0	With faculty development incorporated in the strategic plan.	The department of Criminology must have faculty development plans, implementation details of the plans and proof of accomplishments in previous faculty development programs in order to be given 2 points.	Copy of the faculty development plan, its implementation details as well as proof of accomplishments in previous faculty development programs must be included with the application and presented during ocular inspection.
2. Faculty with Ph.D.		2.0	More than 5 faculty members with Ph.D. in any criminal justice education or non-criminal justice education programs	More than 5 faculty members out of the total faculty complement for Criminology must be Ph.D. holders in order to be given 2 points.	Faculty line-up indicating complete profile of faculty members with Ph.D. degree as well as the Diploma and Transcript of Records with S.O. must be included with the application. Original copy of the aforementioned documents must be presented during ocular inspection.

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CRITERIA	POINTS	BREAK-DOWN	CRITERIA DESCRIPTION	GUIDELINES / REQUIREMENTS	Basic Documents to be Submitted and/or Presented
3. Faculty Industry Experience		1.0	More than 5 faculty members with industry experience	There must have more than 5 faculty members with industry experience in the field of Criminology in order to be given 1 point .	Service record or certificate of employment must be included with application and presented during ocular inspection.
c. Class Size 1. Faculty - Student Ratio		1.0	Ratio of 1:35	A faculty-student ratio of 1:35 must be evident in order to be given 1 point .	Enrollment data and faculty line-up for Criminology must be included with the application and presented during ocular inspection.
C. CURRICULUM a. Syllabus	1.0	0.5	Presence and well disseminated Syllabi for faculty members handling both professional and general education courses	The presence of a well disseminated Syllabi for faculty members handling both professional and general education courses is required in order to be given 0.5 point .	Sample copy of Syllabi for at least 5 professional courses must be submitted with the application. Complete set of Syllabi must be presented during ocular inspection.
b. Updated Curriculum		0.5	Presence and implementation of an updated curriculum	The presence and implementation of an updated curriculum attuned with the requirements under the existing policies and standards and latest development in Criminology is required in order to be given 0.5 point .	Copies of the existing curricula and its previous revisions must be included with application and presented during ocular inspection.
D. LABORATORY, FACILITIES AND EQUIPMENT a. Laboratory facilities <i>plus</i> specialized laboratory equipment	3.0	1.0	Complied with the minimum laboratory requirements under CMO 21, s. 2005	Compliance with all of the minimum laboratory requirements under CMO 21, s. 2005 is required in order to be given 1 point .	Picture of laboratory for Criminology and the list of laboratory equipment/chemicals required under CMO 21, s. 2005 must be included with the application and presented during ocular inspection.
		1.0	Presence of any one of the following specialized equipment, available for use of the Criminology students to enhance learning: <i>computerized polygraph machines, computerized bullet comparison equipment, firing range, and bullet-reloading machine.</i>	The presence of any one of these specialized equipment: <i>computerized polygraph machines; computerized bullet comparison equipment; firing range; and bullet-reloading machine</i> , available for use of the Criminology students shall be given 1 point .	Picture of any of the specialized equipment as aforementioned must be included with the application and presented during ocular inspection.

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CRITERIA	POINTS	BREAK-DOWN	CRITERIA DESCRIPTION	GUIDELINES / REQUIREMENTS	Basic Documents to be Submitted and/or Presented
b. Availability of Faculty Lounge		0.5	Must have a Faculty Lounge	The presence of a faculty lounge available for use of the faculty members for Criminology shall be given 0.5 point.	Picture of the faculty lounge must be included with the application to be validated during the ocular inspection.
c. Classroom Size		0.5	Must be at least 8 x 6 meters or a total of 48 sq. meters (as per Bldg Code of the Phils.)	A classroom size of 8 x 6 meters or a total of 48 sq. meters shall be given 0.5 point.	Copy of the building / floor plan indicating clearly the floor area of each classroom must be included with the application and presented during ocular inspection.
E. LIBRARY a. Library requirements as per CMO 21, s. 2005	1.0	0.75	Complied with CMO 21, s. 2005	Compliance with the minimum library requirements under CMO 21, s. 2005 is required in order to be given 0.75 point.	List of library holdings including Criminology magazines, journals, equipment and the library support staff must be submitted with the application and presented during ocular inspection.
b. Additional Qualification of the Librarian		0.25	Librarian with Master's degree	A librarian who possess a Master's degree over and above the required minimum qualifications shall be given 0.25 point.	Copies of Certificate/Contract of Employment with the applicant HEI; Diploma and Transcript of Records with S.O. and updated Professional License as Librarian must be included with the application. Original copy of the aforementioned documents must be presented during ocular inspection.
F. INFORMATION TECHNOLOGY CAPABILITY a. Availability of Internet Ports / Online Resources	1.0	1.0	Presence of internet facilities outside of laboratories available for use of the Criminology students and faculty	On-line resources are very much useful to Criminology students. Hence, the presence of internet facilities outside of laboratories that are available for use of the students and faculty is required in order to be given 1 point.	List of available internet facilities outside of laboratories but within the Criminology department must be included with the application and presented during ocular inspection.
G. STUDENT SUPPORT SYSTEM a. Availability of Study Centers	2.0	0.6	Presence of study centers with adequate facilities for Criminology students.	The provision of study centers with adequate facilities for Criminology students is required in order to be given 0.6 point.	List of available study centers with adequate facilities within the Criminology department must be included with the application and presented during ocular inspection.

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CRITERIA	POINTS	BREAK-DOWN	CRITERIA DESCRIPTION	GUIDELINES / REQUIREMENTS	Basic Documents to be Submitted and/or Presented
b. Student-Faculty Consultations		0.5	School conducts regular student-faculty consultation	Regular student-faculty consultations must be conducted in order to be given 0.5 point.	Schedules of regular student-faculty consultations indicating the names of students and assigned faculty must be included with the application. The same must be presented during ocular inspection together with other supporting documents related thereto.
c. Availability of Consultation Rooms		0.4	Presence of student-faculty consultation rooms	Consultation rooms must be available to provide a conducive place for the conduct of student-faculty consultations. The presence and availability of consultation rooms shall be given 0.4 point.	List of available consultation rooms with adequate facilities within the Criminology department must be included with the application and presented during ocular inspection.
d. Extra - curricular Programs		0.5	Presence of extra-curricular programs that enhance the knowledge and competencies of the Criminology students.	There must have a variety of extra-curricular programs / activities that enhance the knowledge and competencies of the Criminology students in order to be given 0.5 point.	List of extra-curricular programs / activities that enhance the knowledge and competencies of the Criminology students together with the regular schedules of the same must be included with the application and presented during ocular inspection.
H. PERFORMANCE IN LICENSURE EXAMINATIONS	8.0				
a. Performance in Licensure Examination within the last three (3) years		5.0	Above or equal to the national percentage of passing (<i>average performance over the last three (3) years</i>)	The average performance in the Criminology Licensure Examinations over the last three years must be above or equal to the national percentage of passing in order to be given 5 points.	Certification from PRC as to the HEI's percentage of passing in Criminology Licensure Examination over the last three (3) years must be included with the application and presented during ocular inspection.
b. Frequency of being in the list of top 20 schools in the Licensure Examination over the last three years for the program		3.0	Within the top 10 schools in the licensure examination over the last three years gets full 3 points.	A Criminology school that is <i>within the list of top 10 schools</i> in the licensure examination over the last three years shall be given 3 points.	PRC list of top 10 schools in the Criminology Licensure Examination must be included with the application and presented during ocular inspection.
			Within the top 11th to 20th place in the licensure examination over the last three years gets 1 point.	A consideration of 1 point shall be given if the criminology school is <i>within the top 11th to 20th place</i> in the licensure examination over the last three years	PRC list of top 20 schools in the Criminology Licensure Examination must be included with the application and presented during ocular inspection.

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CRITERIA	POINTS	BREAK-DOWN	CRITERIA DESCRIPTION	GUIDELINES / REQUIREMENTS	Basic Documents to be Submitted and/or Presented
I. ACCREDITATION	10.0	10.0	With <i>Level III Accreditation</i> for the Criminology program gets full 10 points	A criminology program that is accredited Level III by a CHED-Recognized accrediting body shall be given 10 points.	Copy of Accreditation Certificate must be included with application and presented during ocular inspection.
			With <i>Level II 2nd Re-accreditation (RA)</i> status for the Criminology program gets 7 points	A criminology program that is accredited Level II 2nd RA by a CHED-Recognized accrediting body shall be given 7 points.	-do-
			With <i>Level II 1st Re-accreditation (RA)</i> status for the Criminology program gets 5 points	A criminology program that is accredited Level II 1st RA by a CHED-Recognized accrediting body shall be given 5 points.	-do-
			With <i>Level II Accreditation</i> status for the Criminology program gets 3 points	A criminology program that is accredited Level II by a CHED-Recognized accrediting body shall be given 3 points.	-do-
			With <i>Level I Accreditation</i> for the Criminology program gets 1 point	A criminology program that is accredited Level I by a CHED-Recognized accrediting body shall be given 1 point.	-do-
J. GRADUATE PROFILE	1.0	1.00	90-100% of graduates consistently took the licensure examination over the last five years gets full 1 point	It is important that a Criminology school encourages its yearly graduates to take the licensure examination. If 90% - 100% of criminology graduates per year consistently took the licensure examination over the last five years, 1 point shall be given.	Yearly graduate data and annual list of Criminology examinees from the applicant HEI, duly certified by the PRC must be included with application and presented during ocular inspection.
a. % of Graduates taking the Licensure Examination for Criminology			90-100% of graduates took the licensure examination in four years over the last five years gets 0.8 point	If 90%-100% of graduates took the licensure examination in four years over the last five years 0.8 point shall be given	-do-
			90-100% of graduates took the licensure examination in three years over the last five years gets 0.6 point	If 90% - 100% of graduates took the licensure examination in three years over the last five years 0.6 point shall be given.	-do-

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CRITERIA	POINTS	BREAK-DOWN	CRITERIA DESCRIPTION	GUIDELINES / REQUIREMENTS	Basic Documents to be Submitted and/or Presented
			90-100% of graduates took the licensure examination in two years over the last five years gets 0.4 point	If 90% - 100% of graduates took the licensure examination in two years over the last five years 0.4 point shall be given.	-do-
			90-100% of graduates took the licensure examination in one year over the last five years gets 0.2 point	If 90% - 100% of graduates took the licensure examination in one year over the last five years 0.2 point shall be given.	-do-
K. GRADUATE TRACER STUDY/ EMPLOYMENT OF GRADUATES	2.0				
a. Conduct of Graduate Tracer Study/Survey		1.5	School conducts graduate tracer study / survey as evidenced by a record showing the rate of employment of graduates over the last five years for the program	A graduate tracer study / survey pertaining to employment of Criminology graduates over the last five years must have been conducted in order to be given 1.5 points.	Graduate tracer data and documentary evidence of tracer studies or surveys that were conducted from past to present must be included with application and presented during ocular inspection.
b. Strong Alumni Program		0.5	Evidence of a strong alumni program	There must be a proof or evidence of a strong alumni program in order to be given 0.5 point.	Documentary evidence of a strong alumni program must be included with application and presented during ocular inspection.
II. RESEARCH AND PUBLICATION (30%) <i>(Evidence of a strong research program as defined under CMO No. 9, s. 2003)</i>	30.0				
a. Research Unit and Facilities		7.0	Presence of a research unit with adequate facilities that manages, monitors and evaluates research activities, and manned by qualified staff.	There must have a research unit with adequate facilities that manages, monitors and evaluates research activities in Criminology, and manned by qualified staff in order to be given 7 points.	Picture of the research unit, list of adequate facilities, copy of well-defined functions of the unit and list of assigned staff must be included with application and presented during ocular inspection.
b. Pool of Qualified Faculty		5.0	Presence of faculty members who are holders of Master's and Doctor's degree responsible for handling the research activities.	There must be at least two (2) faculty members who are Master's and Doctor's degree holders, respectively, in Criminology who are assigned and/or designated to handle research activities in Criminology in order to be given 5 points.	Copies of Certificate/Contract of Employment with the applicant HEI; Diploma and Transcript of Records with S.O. as well as a the appointment / designation of faculty members assigned to handle research activities in Criminology must be included with the application. Original copies of the aforementioned documents must be presented during ocular inspection.

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CRITERIA	POINTS	BREAK-DOWN	CRITERIA DESCRIPTION	GUIDELINES / REQUIREMENTS	Basic Documents to be Submitted and/or Presented
c. Research Policies		3.0	Presence of policies and guidelines on the benefits and incentives for faculty members undertaking research work e.g. <i>deloading, research awards, patents and intellectual property rights (IPR)</i> .	The presence of research policies and guidelines particularly on the benefits and incentives for faculty members undertaking research is required in order to be given 3 points .	Copies of research policies and guidelines on the benefits and incentives for faculty members undertaking research must be submitted with the application and presented during ocular inspection.
d. Research Agenda		3.0	Presence of a clearly stated research agenda anchored at the institutions philosophy and framework; responsive to identified goals and prioritized niches in the Arts and Sciences; aligned with the National Higher Education Research Agenda (NHERA) and other research thrust; and answer the needs of the industry for economic development.	A clearly stated research agenda, anchored at the institution's philosophy and framework; responsive to the institution's identified goals; and answer the needs in the field of Criminology is required in order to be given 3 points .	Copy of the research agenda must be submitted with the application.
e. Publication and Presentation in Conferences	8.0	2.0	<i>Proof of publications in refereed journals:</i> - National	The Criminology department must have proof or evidence of at least two (2) local publications in refereed journals in order to be given 2 points .	Copy of the required local publications in refereed journals must be included with application and presented during ocular inspection.
		3.0	- International	The Criminology department must have proof or evidence of at least one (1) international publication in refereed journal in order to be given 3 points .	Copy of the required international publication in refereed journal must be included with application and presented during ocular inspection.
		2.0	Presence of research accomplishments presented in local and international fora.	The Criminology research unit must be able to present research accomplishments that have already been presented in local and/or international fora in order to be given 2 points .	Proof or documentary evidence of research accomplishments that have already been presented in local and international fora must be included with application and presented during ocular inspection.

Annex - A

Re: Criteria and Implementing Guidelines for the Identification, Support and Development of COE/COD for Criminology Program

CRITERIA	POINTS	BREAK-DOWN	CRITERIA DESCRIPTION	GUIDELINES / REQUIREMENTS	Basic Documents to be Submitted and/or Presented
f. Research Budget		5.0	Provision of a reasonable budget of at least 2% of the total school budget for research undertakings.	There must be proof that at least 2% of the total annual school budget is regularly allocated for research undertaking in order to be given 5 points .	Copy of the HEI's annual <i>financial plan</i> clearly indicating that at least 2% of the total annual budget is regularly allocated for research undertaking must be included with application and presented during ocular inspection.
III. EXTENSION AND LINKAGES (20%)	20.0				
a. Industry - Academe Linkages		8.0	Presence of functional linkages with industry institutions duly supported by MOA	At least two (2) functional linkages with the industry institutions duly supported by MOA is required in order to be given 8 points .	Copy of the MOA for at least two linkages with the industry institutions must be included with the application and presented during ocular inspection
b. Academic Linkages		6.0	Presence of functional academic linkages duly supported by MOA	At least two (2) functional academic linkages duly supported by MOA is required in order to be given 6 points .	Copy of the MOA for at least two academic linkages must be included with the application and presented during ocular inspection
c. Outreach Programs		6.0	Presence of 4 outreach programs that contribute to peace and order in the community.	There must have at least 4 outreach programs that contribute to peace and order in the community in order to be given 6 points .	List of the HEI's outreach programs that contribute to peace and order in the community must be included with application. Proof of implementation of said outreach programs must be presented during ocular inspection.
IV. INSTITUTIONAL QUALIFICATIONS (5%)	5.0				
a. Mission / Vision / Goals / Objectives		2.0	Evidence of institutional achievements based on mission / vision / goals / objectives	Institutional achievements based on mission / vision / goals / objectives must be presented in order to be given 2 points .	Copy of institutional accomplishments/ achievements based on mission/vision/goals/objectives must be included and presented during ocular inspection.
b. National / International Recognition		1.5	With recognition awarded by national or international institutions for faculty, academics, and institutional achievements	Recognition for faculty, academic, and institutional achievements awarded by national or international institutions shall be given 1.5 points.	Copy of recognitions awarded for faculty, academic and institutional achievements must be included with the application and presented during ocular inspection.
c. IT – Enabled Processes		1.5	Presence of IT - enabled administrative processes	A potential COE/COD must have IT - enabled administrative processes in order to be given 1.5 points .	A list of IT - enabled administrative processes must be included with application and presented during ocular inspection.