Guidelines for Admission

Phil-HECS
Executive Development Program
2016
1. General Statement

1.1 Pursuant to the pertinent provisions of RA 7722, otherwise known as the “Higher Education Act of 1994,” and in accordance to the CHED Special Order No. 26 dated 4 November 2014 creating the Technical Working Group tasked with institutionalizing a career system for public HEEs, the Commission En Banc adopted Resolution No. 714-2014 dated 3 December 2014 which engaged the services of DAP to design and operationalize the Philippine Higher Education Career System (Phil-HECS)—a merit-based career system for leaders in Philippine higher education.

1.2 Committed to the reform agenda of Higher Education, the Philippine Higher Education Career System (Phil-HECS) is envisioned to recruit, select, and develop senior executives in the Philippine higher education based on merit, thereby improving the quality of Philippine higher education and increase the efficiency and effectiveness of the institutional governance of SUCs by promoting accountability and strengthening the leadership and management competencies of SUC presidents.

1.3 The Professional Advancement Program (PAP), the capability development element of Phil-HECS, is designed to enhance and update the competencies of both aspiring and incumbent SUC leaders. Anchored on the initiative laid out in the Roadmap for Public Higher Education Reform that aims to strengthen public higher education management through executive development for SUC officials, PAP responds to CHED’s emphasis on the need to augment the skills and capabilities of top administrators to implement and sustain the RPHER.

Among the key features of the Phil-HECS is the Executive Development Program (EDP) which aims to prepare candidates for the unique demands of leading an SUC. It also serves as a venue for these candidates to dialogue with other participants, to address critical issues in higher education, and to be developed as executives who are able to recognize, understand, and address various forces and changes that their institutions would face.

2. Program Objectives

Specifically, the EDP shall pursue the following objectives:

2.1 Improve the candidates’ knowledge, skills, and attitudes (KSAs) to prepare them for SUC leadership;

2.2 Increase SUC leaders’ commitment to public service.
3. Admissions Policy

This policy covers the screening, selection and admission of all applicants into the Phil-HECS.

3.1 It is the policy of the program to process the applications of all interested applicants, regardless of whether they come from the public or private sector and whether or not they are nominated by heads of institutions.

3.2 Application to the Phil-HECS shall be made using the prescribed forms, in accordance with the admission guidelines and on or before the specified closing date.

3.3 All information/documents submitted to the Phil-HECS Secretariat must be accurate and complete. Any application found to contain false or fraudulent information will not be accepted. Any applicant found to have falsely represented oneself in the nomination process shall be expelled from the program and reported to their respective institutions for appropriate action.

3.4 Admission to the program shall be decided by the CHED through the Phil-HECS Technical Working Group based on the information gathered through the screening process.

4. Minimum Qualification Standards

The program is open to individuals who meet the following qualifications:

4.1 35 to 55 years of age;

4.2 Filipino citizen;

4.3 Has not been convicted of any administrative offense or crime, wherein the penalty is more than six (6) months;

4.4 Has at least five (5) years in a senior-level administrative or management position, or at least three (3) years in a senior-level administrative or management position for individuals with an academic rank of assistant professor or higher;

4.5 Holds an earned doctorate degree from a reputable HEI.

5. Criteria

5.1 Entry into the program will be based on the applicants’ capacity to lead, professional merit, and fitness for a greater role within any SUC. Specifically, the following competencies will be considered:

   a. Leads a globally competitive HEI;

   b. Thinks strategically and creatively;

   c. Nurtures a high-performing learning institution;
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d. Generates and manages financial and other resources;

e. Builds collaborative and inclusive working relationships; and

f. Manages self and works towards one’s full potential.

6. Deadline of Applications

6.1 Requirements must be submitted on or before 03 June 2016.

6.2 Submission of admission requirements must be done through e-mail and by courier:

a. Scanned or e-copies of requirements must be e-mailed to philhecs.secretariat@dap.edu.ph

b. Original copies of the same documents must also be sent to one of the following:

   Development Academy of the Philippines
   4th Floor A, DAP Building
   San Miguel Avenue, Ortigas Center, Pasig City 1600

7. Admission Process

Applicants go through a competitive multi-stage selection process:

7.1 Preliminary screening. Application forms will be filtered by the Phil-HECS Secretariat based on the minimum qualification standards.

7.2 Examination and Essay Writing. Applicants who meet minimum qualification standards will be provided with essay questions to be accomplished upon invitation to the DAP office. On the same day, the applicants will be asked to take a series of tests designed to quantitatively measure the applicants’ leadership competencies and behavioral inclinations. Tests will be administered by a third party service provider.

7.3 Interview. Applicants will be assessed for their ability to express ideas verbally. This stage in the process also aims to validate certain aspects of their competencies as shown in the results of the managerial assessment and those relating to the applicants’ personal and professional backgrounds.

7.4 Deliberation. A team of Phil-HECS assessors will discuss the cumulative results of the selection process and deliberate who among the candidates will be recommended for admission to the CHED through Phil-HECS Technical Working Group.

7.5 Confirmation. The CHED through the Phil-HECS Technical Working Group will approve the final list of accepted candidates. Successful candidates will be notified by the Phil-HECS Secretariat.
8. Application Requirements

Application requirements will be deemed complete only upon submission of the following documents:

8.1 Fully accomplished Application Form;
8.2 Detailed and updated curriculum vitae;
8.3 Certification from present employer that applicant has no pending administrative or criminal case;
8.4 Signed and sealed recommendation forms from two referees;
8.5 Government service record (or equivalent for private sector applicants);
8.6 Copy of transcript of records;
8.7 Copy of professional certification/s;
8.8 Performance Appraisal rating for the past two semesters as certified by the institution's Human Resource Officer;
8.9 Copy of Statements of Assets, Liabilities, and Networth in the past 3 years for public sector applicants; and
8.10 Medical Certificate of Physical Fitness issued by a physician from a recognized accredited health institution but not the same institution where the applicant is presently employed.

9. Scholarship Eligibility

9.1 Accepted applicants from the public sector will receive full government scholarship.
9.2 Accepted applicants from the private sector will have to provide counterpart funding for their meals and accommodation for the duration of program.