



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF CAVITE  
CITY OF DASMARIÑAS

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*City College of Dasmariñas*



BAGONG PILIPINAS

OFFICE OF THE PRESIDENT

EXECUTIVE ORDER

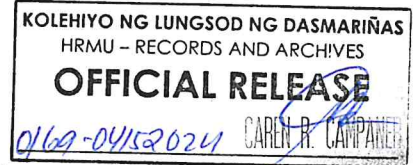
No. 7 s. o. 2024

15 April 2024

To: **All KLD Academic Teaching and Service Faculty**

From: **Prof. Dr. Juanito O. Cabanias, LPT**  
*Juanito O. Cabanias*  
President/College Administrator

Subject: **College Faculty Evaluation and Promotions Board (CFEPB)**



Regal greetings!

The KLD Academic Teaching and Service Faculty are hereby informed of the creation of the **College Faculty Evaluation and Promotions Board (CFEPB)**. Please see attached document for your reference and perusal. The CFEPB is mandated to function and execute the policies and guidelines starting May 2024 in preparation for the Academic Year 2024-2025.

Thank you very much.

cc: File



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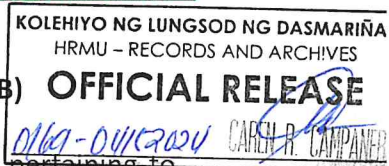
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**COLLEGE FACULTY EVALUATION AND PROMOTIONS BOARD (CFEPB)**



The CFEPB is advisory to the President/College Administrator on all matters pertaining to academic personnel hiring/re-hiring, appointment/re-appointment, classification/re-classification, ranking/re-ranking, promotion, and tenure.

The Board is also tasked with providing a system of checks and balances to ensure consistency and fairness of the academic personnel evaluation processes and that recommendations/decisions of the Institute Evaluation Committee (IEC) *formerly IREC*, are based on sound documentation and consistent with existing policies, practices, and procedures.

The CFEPB review process is NOT intended to challenge IEC level evaluation policies/procedures or the merits of the original decision/action, but to determine whether or not the decision/action in question was made fairly and consistently pursuant to existing and applicable policies, practices and procedures, and was NOT based on grounds considered impermissible or arbitrary and capricious.

**MEMBERSHIP:**

CFEPB shall consist of nine (9) eligible voting members. The Board shall be composed of:

- a. one (1) full-time faculty member with MS/MA degree, 3 years of teaching experience and 1 year residency in KLD elected by and from the Faculty Association;
- b. one (1) full-time administrative staff elected by and from the Non-Teaching Staff Association;
- c. two (2) full-time KLD employees (either from academic or non-academic domains) appointed by the President/College Administrator
- d. Head of the Monitoring and Evaluation Unit
- e. Faculty Association President or designee
- f. Vice President for Academic Affairs
- g. Vice President for Administrative Affairs
- h. Vice President for Research, Mission and External Affairs

In addition, members of the CFEPB, representing a broad spectrum of the College, must NOT be a member of any evaluation committee of the academic personnel at any level (i.e. Department/IEC) in the current academic year.

The Institute Deans and the Chair of IEC are non-voting members and may be invited for consultation, or to clarify issues raised/found in the academic personnel's file of documents.

The Chairman, shall be annually elected by and from the Board.



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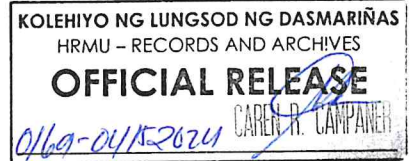


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In the interest of fairness, no member shall have more than a single vote in the evaluation/review of the academic personnel. Hence, no member shall serve simultaneously on any lower-level evaluation (e.g. Department Evaluation Committee, IEC) and the CFEPB, and shall exclude himself/herself from participation in the CFEPB review. Moreover, a member of the Department/Program of which the academic personnel is also a member shall be excluded. Any member with actual, perceived, or potential Conflict of interest regarding any case shall, during the hearing, temporarily be replaced by the alternate from his/her Institute/Department. Likewise, any member shall decline to participate in the consideration of any case in which he/she has a personal bias or prejudice which would compromise his/her ability to make fair and objective decisions. Any member may be removed for lack of objectivity on majority vote of other CFEPB members.

### TENURE:

Members of the CFEPB shall serve for a period of one (1) year subject for renewal every year.

### CHARGE:

1. Conduct a procedural review concerning each candidate to ensure procedural uniformity and consistency, and compliance with existing and applicable policies, practices and procedures.
2. Ensure that all lower-level evaluations (i.e. Department Evaluation Committee and/or IEC) applied the evaluation criteria fairly and equitably.
3. Ensure that the academic personnel's evaluation is free from personal animosity, favoritism, or bias.
4. Upon request of an appellant:
  - a. conduct an independent and unbiased review regarding the decision/action being recommended at any lower-level evaluation (i.e. Department or IEC), specifically appeals from negative decisions in matters of re-appointment, re-classification, re-ranking, promotion, and tenure, EXCEPT those resulting from Department changes/Program discontinuance, compelling financial reasons, and just cause.

N.B.

- Appeals/petitions brought to CFEPB must be based ONLY on the following grounds:
  - a. substantial procedural error/irregularity/deviation, including improper or inequitable application of criteria employed in arriving at a recommendation/decision/action



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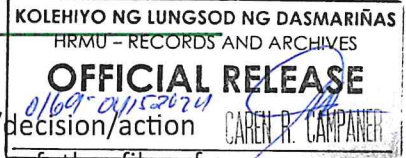


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- b. arbitrary, capricious, or unsubstantiated recommendation/decision/action
  - c. inadequate consideration or mistake in the evaluation of the file of documents (i.e. misinterpretation/misappreciation of information provided)
  - d. violation of constitutional/statutory rights, to include lack of due process, misinterpretation or incorrect application of a policy/procedure stipulated in the Faculty Manual
5. Render advisory opinions on matters regarding academic personnel's employment and evaluation policies/procedures, and its generic implementation.
6. Report regularly to the President/College Administrator on the operations/implementation of the hiring, retention, promotion, and tenure systems, including the number of candidates and the outcomes.

### PROCEDURES:

The CFEPB shall adopt reasonable procedural rules, designed to provide a fair review/hearing of all cases (substantive or procedural), consistent with applicable Faculty Manual/Institutional policies, practices, and procedures.

### DECISION:

1. The CFEPB shall render recommendations/decision, after review/hearing of the case, within 10 working days of submission of completed file of documents.
2. If the CFEPB does not concur with any lower-level evaluation, it may direct the appropriate evaluation body to rehear/review the case. In exceptional cases, the Board may also reconsider the recommendations/decision to the extent permitted and as warranted.
3. The CFEPB shall send, to the President its Report which should include its recommendations/decision with rationale based on the strength of evidence, the vote count, and names of Board members. If the decision of the CFEPB is not unanimous, dissenting opinions, expressed in a minority report with rationale, shall be sent to together with the CFEPB Report.
4. After receiving the CFEPB recommendations/decision, the President/College Administrator shall, within 3 working days, review the personnel's files, reach a decision with justification, and implement the decision through the Director for People's Operations.

N.B. The President/College Administrator shall NOT act on any case within the CFEPB's authority until the recommendations/decision of the CFEPB have been received, deadlines have passed, or under unusual circumstances.



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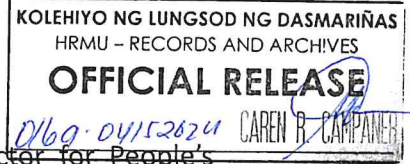


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5. Thereafter, the President/College Administrator through the Director for People's Operations shall notify the personnel, the Chair of the IEC through the appropriate Dean, and his/her Department Chair/appropriate direct supervisor of the final decision, which shall be final, binding, and non-appealable.

N.B. The President/College Administrator may, at his discretion, impose sanction on any participant found accountable for knowingly misapplying employment/evaluation criteria, policies/procedures, or for willfully violating any relevant Faculty Manual provision, institutional policy, and labor law/regulation.

\*\*\*nothing follows\*\*\*

PREPARED AND CONSOLIDATED:

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