



OVCA FORM 108B: APPLICATION FOR RECLASSIFICATION AND RANKING AND PROMOTION for ASF

Date: \_\_\_\_\_

For: \_\_\_\_\_  
*Dean/Director*

Attention: \_\_\_\_\_ **Department Chair/Program Director**

From: \_\_\_\_\_

Subject: **Application for Reclassification and Promotion**

I wish to submit my application for reclassification/promotion. I believe I have reached the required number of points to be reclassified/promoted from \_\_\_\_\_ (current rank) to \_\_\_\_\_ (rank being applied for).

Below is a table which highlights the criteria contained in the ASF Manual, the credentials submitted to satisfy these requirements and the equivalent points proposed for your evaluation.

Criteria (maximum points)	Credentials	Proposed Equivalent Points	Actual Points (ASFEB)
Educational Qualification (22 pts.)			
Professional Experience (20 pts.)			
Efficiency Rating (58 pts)			
<ul style="list-style-type: none"> <li>• Research/Scholarly Outputs (12 pts.)</li> </ul>			
<ul style="list-style-type: none"> <li>• Community Service (7 pts.)</li> </ul>			
<ul style="list-style-type: none"> <li>• Trainings / Seminars / Conferences (13pts.)</li> </ul>			
<ul style="list-style-type: none"> <li>• Involvement in Professional Organizations (3 pts.)</li> </ul>			
<ul style="list-style-type: none"> <li>• Performance Evaluation (23pts.)</li> </ul>			

TOTAL POINTS: \_\_\_\_\_  
EQUIVALENT ACADEMIC RANK: \_\_\_\_\_  
EFFECTIVE DATE: \_\_\_\_\_  
SY: \_\_\_\_\_

I am willing to clarify the points I presented regarding my application or present other credentials should the ASFEB require me to do so.

Thank you for your attention.

EVALUATED AND ENDORSED:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
*Dean/Director & Chairman*