**UP Social Sciences and Philosophy System (SSPPS)**

Application Form (Admission)

**Batch 2023-2025 (or 2024-2026)**

| ( ) Admission | ( ) Renewal |
| --- | --- |
| Name *(Last Name, Given Name, MI):* | UP Faculty/REPS Rank:Expected Retirement Date: |
| Department/Institute: | College: |
| Constituent University:  |
| ( ) UP Baguio | ( ) UP Cebu | ( ) UP Diliman | ( ) UP Los Baños |
| ( ) UP Manila | ( ) UP Mindanao | ( ) UP Open University | ( ) UP Visayas |
| Doctoral Degree as stated in diploma:(Link to the file)Year Obtained: | Birthdate: |
| Email address: | Mobile Number: |
|  |

**ADMISSION**

| **Criteria** | **Social Scientist I or Scholar I** | **Social Scientist II or Scholar II** | **Social Scientist III or Scholar III** |
| --- | --- | --- | --- |
| Total Points for Social Scientific Productivity(IA. Research and Publications and IB Leadership in Public Service) | min 35 pts | min 40 ptsmax 50 pts | min 45 ptsmax 55 pts |
| Total Points for Professional Leadership | min 20 pts | min 25 pts | min 40 pts |
| **Total Points Required** | **55** | **75** | **95** |

**SCIENTIFIC ACCOMPLISHMENTS (For ADMISSION Applications)**

All entries for Scientific Productivity and Recognition **must** be within the **reckoning** period for

SSPPS Batch 2023-2025: NEW APPLICATION/ADMISSION: January 2018 – December 2022

SSPPS Batch 2024-2026: NEW APPLICATION/ADMISSION: January 2019 – December 2023

1. **Social Scientific Productivity**
	1. **Research and Publications**
		1. **Refereed Publications**
			1. **Book**

Only books published by commercial and reputable academic book publishers, prestigious university presses, and other highly regarded international/local publishers are considered. Books published by foundations, government agencies, NGOs, professional societies, international commissions or organizations, and non-academic bodies shall be given credit.

1-2 authors – 35 pts; 3 or more authors – 28 pts

Provide copies of the title pages (labeled according to Entry Letter and Number).

| Att # | Book Published in Refereed Publishers | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| a.1 | Example:Heylighen, F., Cilliers, P., **Vicente, M.J.** and Gershenson, C. (2006). “Complexity and philosophy.” Emergence: Complexity & Organization, 8(1), 22–37. **(doi)**Title of Book:Publisher:Publication Year:Authors:Proof of publication: **(link to the file)** |  |  |  |
| a.2 |  |  |  |  |
| … | … |  |  |  |

* + - 1. **Book Chapter**

Only books published by commercial and reputable academic book publishers, prestigious university presses, and other highly regarded international/local publishers are considered. Books published by foundations, government agencies, NGOs, professional societies, international commissions or organizations, and non-academic bodies shall be given credit.

7 points per entry

| Att # | Book Chapter Published in Refereed Publishers | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| b.1 | Example:Heylighen, F., Cilliers, P., **Vicente, M.J.** and Gershenson, C. (2006). “Complexity and philosophy.” Emergence: Complexity & Organization, 8(1), 22–37. **(doi)**Title of Book:Title of Book Chapter:Publisher:Publication Year:Authors:Proof of publication: **(link to the file)** |  |  |  |
| b.2 |  |  |  |  |
| … | … |  |  |  |

* + - 1. **Journal Article Published in International and national Journals**

Papers published in refereed International and national journals must show proof of peer review process, copies of journal information from the website (if available) e.g. records of past issues, editorial board members, and other relevant information about the journal if applicable.

Provide copies of the title pages of your article/s.

1-2 authors – 7 pts per entry; 3 or more authors – 5.6 pts per entry

| Att # | Papers Published in Peer-reviewed International Journals | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| c.1 | Example:Heylighen, F., Cilliers, P., **Vicente, M.J.** and Gershenson, C. (2006). “Complexity and philosophy.” Emergence: Complexity & Organization, 8(1), 22–37. **(doi)**Proof of indexing: **(link to the file)**Proof of review**: (link to the file)**Journal information:Records of past issues: **(link to the file)**Editorial board members: **(link to the file)** |  |  |  |
| c.2 |  |  |  |  |
| … | … |  |  |  |

* + - 1. **Monograph**

Published monographs must be published by a reputable publisher. Attach other supporting documents that may be helpful in verifying the reputability of the publication, if available.

25 points per entry

| Att # | Monographs published in Refereed Publishers | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| d.1 |  Proof of publication: **(link to the file)** |  |  |  |
| d.2 |  |  |  |  |
| … | … |  |  |  |

* + 1. **Other Publications/Research Output**
			1. **Social Technology** (e.g. National/Local/ International Policy, Regulation, Legislation)
				1. Nature of work done

Membership in Technical Working Group (e.g. legislative, education, etc.) or similar activity

Provide copies of the appointment with the period of appointment and proof of invitation (labeled according to Entry Letter and Number).

Less than a year: 2 points per entry

1-2 years: 4 points per entry

More than 2 years: 5 points per entry

| Att # | Membership in Technical Working Group (TWG) or a similar activity | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| 1.1 | Name of TWG:Position in TWG:Period of Appointment:Proof of membership: **(link to the file)** |  |  |  |
| 1.2 |  |  |  |  |
| … | … |  |  |  |

Leadership in policy advocacy for legislation concerns/public engagements (e.g., congressional committee hearing and/or a local Sanggunian hearing). Supporting documents must show proof of leadership in policy advocacy for legislation concerns etc.

Provide copies of the appointment with the period of appointment, and proof of invitation

Less than a year: 2 points per entry

1-2 years: 4 points per entry

More than 2 years: 5 points per entry

| Att # | Leadership in policy advocacy/public engagements | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| 2.1 | Title of leadership engagement:Period of Appointment:Proof of leadership: **(link to the file)** |  |  |  |
| 2.2 |  |  |  |  |
| … | … |  |  |  |

Position papers, Policy Papers, Policy Notes, Policy Briefs, Case Studies, and similar written inputs

5 points per entry

Provide copies of the position papers, policy notes, policy briefs, case studies and similar written outputs.

| Att # | Submission of position papers, Policy Papers, Policy Notes, Policy Briefs, Case Studies, and similar written inputs | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| 3.1 | Title:Type: (Example: Policy Papers)Date Submitted:Institution to which the paper was submitted:Proof of submission: **(link to the file)** |  |  |  |
| 3.2 |  |  |  |  |
| … | … |  |  |  |

* + - * 1. Status of the Policy or Bill Submitted or Pleadings Filed

1. Plenary Stage

 5 points per entry

Provide proof of contribution and impact of the policy submitted or pleadings filed on UP and clearly establish the University’s affiliation on the submitted entries.

| Att # | Plenary stage | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| 1.1 | Title of Policy/Bill:Author:Bill Number:Submitted to:Date Submitted:Proof of filing: **(link to the file)** |  |  |  |
| 1.2 |  |  |  |  |
| … | … |  |  |  |

2. Enacted into Law

10 points per entry

Provide proof of contribution and impact of the policy or bill submitted or pleadings filed on UP and clearly establish the University’s affiliation on the submitted entries.

| Att # | Enacted into Law | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| 2.1 | Title of Policy/Bill:Bill Number: Author:Date Enacted as Law:Proof of filing: **(link to the file)** |  |  |  |
| 2.2 |  |  |  |  |
| … | … |  |  |  |

* + - 1. **Published Translation of Scholarly Work**
				1. Published translation of scholarly work of other academics/ primary sources

Provide copy of the published translation of scholarly work and peer-reviewed process

17.5 per book; 12.5 per monograph; 3.5 per other scholarly works per entry e.g., book chapter

| Att # | Published translation of scholarly work | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| I.1 | Title:Author: Publisher:Date Published:Proof of review: **(link to the file)** |  |  |  |
| I.2 |  |  |  |  |
| … | … |  |  |  |

* + - * 1. Published translation of own work translated by another academic

Provide copy of the published translation of scholarly work and peer-reviewed process

17.5 per book; 12.5 per monograph; 3.5 per other scholarly works per entry e.g. book chapter

| Att # | Published translation of own work translated by another academic | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| II.1 | Title:Author: Publisher:Date Published:Proof of review: **(link to the file)** |  |  |  |
| II.2 |  |  |  |  |
| … | … |  |  |  |

* + - * 1. Published translation of own scholarly work

Provide copy of the published translation of scholarly work and peer-reviewed process

17.5 per book; 12.5 per monograph; 3.5 per other scholarly works per entry e.g. book chapter

| Att # | Published translation of own scholarly work | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| II.1 | Title:Author: Publisher:Date Published:Proof of review: **(link to the file)** |  |  |  |
| II.2 |  |  |  |  |
| … | … |  |  |  |

**I.Social Scientific Productivity**

* 1. **Leadership in Public Service**
		1. **Leadership in UP-organized Volunteer Work and Public Service in the profession (e.g., Pahinungod, Padayon, PsychServ, etc.)**

Provide copies of the appointment with the period of appointment and proof of invitation or any relevant supporting documents.

Less than a year: 2 points per entry

1-2 years: 4 points per entry

More than 2 years: 5 points per entry

| Att # | Leadership in UP-organized Volunteer Work and Public Service in the profession | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| 1.1 | Title/Description of Volunteer work/Public service:Period of engagementProof of engagement: **(link to the file)** |  |  |  |
| 1.2 |  |  |  |  |
| … | … |  |  |  |

* + 1. **Service to the Community (e.g., leadership in people's organizations and civil society organizations, knowledge products validated and directly used by communities and stakeholders, etc.)**

Provide a copy of the actual module, certifications, output module, any relevant certifications/output etc.

Less than a year: 2 points per entry

1-2 years: 4 points per entry

More than 2 years: 5 points per entry

| Att # | Service to the Community | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| 2.1 | Description of service/engagement:Title of output module (if any):Period of engagementProof of engagement/output: **(link to the file)** |  |  |  |
| 2.2 |  |  |  |  |
| … | … |  |  |  |

* + 1. **Service to the Global Community (e.g., leadership/advisory position in UN committees, peace panels, etc.)**

Please provide a copy of the certifications or appointments or other relevant information or certifications.

Less than a year: 2 points per entry

1-2 years: 4 points per entry

More than 2 years: 5 points per entry

| Att # | Service to the Global Community | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| 3.1 | Description of service/engagement:Title of output module (if any):Period of engagementProof of engagement/output: **(link to the file)** |  |  |  |
| 3.2 |  |  |  |  |
| … | … |  |  |  |

* + 1. **Leadership in research programs/ projects/ consultancy team**

Please provide a copy of the certifications or appointments or program etc.

Less than a year: 2 points per entry

1-2 years: 4 points per entry

More than 2 years: 5 points per entry

| Att # | Leadership in research programs/ projects/ consultancy team | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| 4.1 | Description of engagement:Period of engagementProof of engagement: **(link to the file)** |  |  |  |
| 4.2 |  |  |  |  |
| … | … |  |  |  |

* + 1. **Consultancy to major stakeholders**

Provide proof of consultancy with major stakeholders, including documents such as MOAs, MOUs, or other relevant supporting materials (local, national, or international). Additionally, the submitted documents must demonstrate the impact of the consultancy on UP and clearly establish the University's affiliation with the consultancy.

5 points per entry

| Att # | Consultancy to major stakeholders | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| 5.1 | Description of engagement/consultancy:Period of engagementProof of consultancy: **(link to the file)** |  |  |  |
| 5.2 |  |  |  |  |
| … | … |  |  |  |

1. **PROFESSIONAL LEADERSHIP**
	* 1. **Invited as keynote or plenary speaker in conferences/social scientific meetings/symposia**

The applicant should be indicated as the keynote address or keynote speaker or plenary speaker during a conference, convention, social scientific meetings, and the like.

Provide copies of the invitation and program, certification from organizers (labeled according to Entry Letter and Number)

5 pts/entry (max of two (2) entries per period under review)

| Att # | Invited Keynote Speaker/Plenary Speaker in Conferences, Symposia, Scientific Meetings | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| 1.1 | Name of Conference/Symposium/Congress:Place and Date of Conference/Symposium/Congress:Proof of invitation: **(link to the file)** |  |  |  |
| 1.2 |  |  |  |  |
| … | … |  |  |  |

* + 1. **Editor of journals/books (includes guest editor)**

Provide copies of the letter of appointment and other supporting documents, if applicable.

Less than a year: 3 points per entry

1 or more years: 5 points per entry

(max of two (2) entries per period under review)

| Att # | Editor of Journals/Books | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| 2.1 | Name of Journal:Publisher:Address:Inclusive Dates:Period of Appointment:Proof as editor: **(link to the file)** |  |  |  |
| 2.2 |  |  |  |  |
| … | … |  |  |  |

* + 1. **Editorial board membership in an academic or scholarly publication**

Provide a copy of the letter of appointment or a certification from the Editor-in-Chief, title page and list of members of the editorial board (labeled according to Entry Letter and Number).

Less than a year: 1 points per entry

1 or more years: 2 points per entry

(max of two (2) entries per period under review)

| Att # | Member of Editorial Board | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| 3.1 | Name of Journal:Publisher:Address:Inclusive Dates:Period of Appointment:Proof of membership: **(link to the file)** |  |  |  |
| 3.2 |  |  |  |  |
| … | … |  |  |  |

* + 1. **Peer reviewer for articles/books prior to publication/ judge in national book awards**

Provide a copy of the actual review sent to the publisher (labeled according to the Entry Letter and Number ).

2 pts/entry (max of two (2) entries per period under review)

| Att # | Peer reviewer for articles/books prior to publication/ judge in national book awards | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| 4.1 | Name of Journal:Publisher:Address:Inclusive Dates:Reviewed Article:**(link to the file)** |  |  |  |
| 4.2 |  |  |  |  |
| … | … |  |  |  |

* + 1. **Election as Academician/ University Professor/ Conferment of Honorary Degree**

Provide copies of the award certificates, information about the award (criteria, selection process, previous awardees, etc.), and website link (labeled according to Entry Letter and Number)

10 pts/award (max of two (2) entries per period under review)

| Att # | Election as Academician/ University Professor/ Conferment of Honorary Degree | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| 5.1 | Name of Award:Awarding Organization:Year Awarded:Website (if any):Reviewed Article:**(link to the file)** |  |  |  |
| 5.2 |  |  |  |  |
| … | … |  |  |  |

* + 1. **Professional qualifications specific to the discipline (e.g., arbitrator, amicus curiae; election in government technical panel like CHED, PRC; Examiners in Bar Exams, Foreign Service Officers' Exams, and other licensure exams)**

Provide copies of the supporting documents

5 pts/entry

(max of two (2) entries per period under review)

| Att # | Professional qualifications specific to the discipline | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| 6.1 | Name of Professional Qualifications:Date Obtained:Supporting document: **(link to the file)** |  |  |  |
| .2 |  |  |  |  |
| … | … |  |  |  |

* + 1. **Leadership in the professional or disciplinal organization (e.g., founder, convenor, or officer of an academic/ professional organization, being selected as researcher/lecturer in local research institutes, teaching units of some government departments)**

Provide copies of the supporting documents

1 year engagement is equivalent to 1 year

5 pts/entry (max of two (2) entries per period under review)

| Att # | Leadership in the professional or disciplinal organization | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| 7.1 | Name of Organization:Period covered:Supporting document: **(link to the file)** |  |  |  |
| 7.2 |  |  |  |  |
| … | … |  |  |  |

* + 1. **Fellowships (postdoctoral, research, and/or writers fellowships)**

Provide copies of the supporting documents

5 pts/entry (max of two (2) entries per period under review)

| Att # | Fellowships | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| 8.1 | Type of fellowships:Period covered:Supporting document: **(link to the file)** |  |  |  |
| 8.2 |  |  |  |  |
| … | … |  |  |  |

* + 1. **Professional Awards (University level or international/national)**

Provide copies of certificates or other relevant supporting documents.

5 pts/award (max of two (2) entries per period under review)

**a. Awards in Teaching**

| Att # | Professional Awards in Teaching | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| a.1 | Title of award:Date of award:Supporting document: **(link to the file)** |  |  |  |
| a.2 |  |  |  |  |
| … | … |  |  |  |

**b. Awards in Public Service and Extension**

Please provide copy of certificate or other relevant supporting documents.

5 pts/award (max of two (2) entries per period under review)

| Att # | Awards in Public Service and Extension | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| b.1 | Title of award:Date of award:Supporting document: **(link to the file)** |  |  |  |
| b.2 |  |  |  |  |
| … | … |  |  |  |

**c. Awards in Research and Publication**

Please provide copy of certificate or other relevant supporting documents.

5 pts/award (max of two (2) entries per period under review)

| Att # | Awards in Research and Publication | Points |
| --- | --- | --- |
| SSPPC (Dept. level) | SSPPC (CU) | SSPPC (System) |
| c.1 | Title of award:Date of award:Supporting document: **(link to the file)** |  |  |  |
| c.2 |  |  |  |  |
| … | … |  |  |  |

**SUMMARY OF SYSTEM POINTS (to be filled out by the System SPS Committee):**

|  | **Raw Points** | **Earned Points** |
| --- | --- | --- |
| **Criteria** | **Unit Level** | **CU Level** | **System Level** | **Unit Level** | **CU Level** | **System Level** |
| Total Points for Social Scientific Productivity (I.A. Research and Publications and I.B Leadership in Public Service) |  |  |  |  |  |  |
| Total Points for Professional Leadership |  |  |  |  |  |  |
| **Total Points** |  |  |  |  |  |  |

| **System Recommendation** | ( ) Social Scientist I or Scholar I ( ) Social Scientist II or Scholar II( ) Social Scientist III or Scholar III |
| --- | --- |

| **Criteria** | **Social Scientist I or Scholar I** | **Social Scientist II or Scholar II** | **Social Scientist III or Scholar III** |
| --- | --- | --- | --- |
| Total System Points for Social Scientific Productivity (IA. Research and Publications and IB Leadership in Public Service) | min 35 pts | min 40 ptsmax 50 pts | min 45 ptsmax 55 pts |
| Total System Points for Professional Leadership | min 20 pts | min 25 pts | min 40 pts |
| **Total Points Required** | **55** | **75** | **95** |

**APPLICATION FOR ADMISSION/RENEWAL TO THE UP SOCIAL SCIENCES AND PHILOSOPHY SYSTEM (SSPPS)**

(As of 2025)

I declare that all the information I have provided and declared in this document is true and accurate. I understand and accept that any false declaration on my part will disqualify me from the UP Social Sciences and Philosophy System (SSPPS).

**(FULL NAME OF APPLICANT)**

Date Signed:

I hereby certify that the information provided by the applicant has been verified and that the supporting documents are complete:

**(NAME OF CHAIR/DIRECTOR)**

**Chair/Director**

Date Signed:

**(NAME OF COLLEGE DEAN)**

**Dean**

Date Signed:

**(NAME OF VICE CHANCELLOR)**

**Vice-Chancellor**

Date Signed:

Endorsed by:

**(NAME OF CHANCELLOR)**

**Chancellor**

Date Signed: