



Adventist University of the Philippines
COLLEGE OF TEACHER EDUCATION
 Home of Character Builders

MEANS OF VERIFICATION

- The following are the **suggested Means of Verification (MOVs)**.
- You are **not required to complete all** the MOVs listed; submit only those that best demonstrate your qualifications.
- Prepare your MOVs in a **portfolio format**, organized into sections according to the identified criteria.
- Save the entire portfolio as **one consolidated PDF file** before submission.

Criterion	Weight	Possible MOVs
Noteworthiness of Performance	25 %	<ul style="list-style-type: none"> • Endorsements from supervisors/deans • Certificates/commendations • Portfolio of achievements beyond job description • Published works, outreach reports
Sustainability	20%	<ul style="list-style-type: none"> • Reports showing initiatives still operational • Institutional adoption/policy integration • Longitudinal impact studies • Alumni/student testimonials
Impact on AUP's PMV	25%	<ul style="list-style-type: none"> • Narrative reports linking contributions to PMV • Faith-based values integration • Documentation of alignment with PASSB outcomes • Endorsements from administrators/community leaders
Innovation & Reliability	20%	<ul style="list-style-type: none"> • New teaching strategies/curriculum designs • Peer-reviewed publications • Pilot project reports • Testimonials validating reliability
Consistency	10%	<ul style="list-style-type: none"> • Annual performance evaluations (min of 3 years) • Continuous service records • Sustained involvement in professional/community service • Multiple recognitions across years

Suggested MOV Formats

- **Portfolio:** Compiled evidence of achievements, innovations, and sustainability efforts.
- **Endorsement Letters:** From supervisors, administrators, or community leaders.
- **Certificates & Awards:** Proof of external recognition.
- **Reports & Publications:** Academic, institutional, or community-based documentation.
- **Feedback Mechanisms:** Surveys, tracer studies, testimonials, or evaluation results.

SAMPLE MOV PORTFOLIO OUTLINE

Cover Page

- Title: *Portfolio of Means of Verification*
- Name of Nominee
- Position/Department
- Date of Submission

Table of Contents

- Section 1: Noteworthiness of Performance
- Section 2: Sustainability
- Section 3: Impact on AUP's PMV
- Section 4: Innovation & Reliability
- Section 5: Consistency

Section 1: Noteworthiness of Performance

- Endorsement letters from supervisors/deans
- Certificates of recognition/commendations
- Portfolio of achievements beyond job description
- Published works, presentations, and outreach reports

Section 2: Sustainability

- Reports showing initiatives are still operational
- Institutional adoption/policy integration documents
- Longitudinal impact studies/tracer reports
- Alumni/student testimonials

Section 3: Impact on AUP's PMV

- Narrative reports linking contributions to PMV
- Evidence of faith-based values integration in teaching/service
- Documentation of alignment with PASSB outcomes
- Endorsements from administrators/community leaders

Section 4: Innovation & Reliability

- Evidence of new teaching strategies/curriculum designs
- Peer-reviewed publications/conference proceedings
- Pilot project reports with evaluation results
- Testimonials validating reliability

Section 5: Consistency

- Annual performance evaluations (7 years)
- Continuous service records
- Documentation of sustained involvement in professional/community service
- Multiple recognitions across different years

Appendices

- Supporting documents not directly tied to a single criterion (e.g., CV, service records, photos, media coverage).

MEANS OF VERIFICATION SCORING MATRIX

Criterion	Weight	Possible MOVs	Scoring Rubric (1–5 Scale)
Noteworthiness of Performance	25 %	<ul style="list-style-type: none"> Endorsements from supervisors/deans Certificates/commendations Portfolio of achievements beyond job description Published works, outreach reports 	<p>5 – Exceptional: Consistently exceeds expectations with documented national/international recognition</p> <p>4 – Strong: Frequently exceeds expectations with multiple commendations</p> <p>3 – Satisfactory: Occasionally exceeds expectations with some recognition</p> <p>2 – Limited: Rarely exceeds expectations, minimal evidence</p> <p>1 – Weak: No clear evidence beyond standard duties</p>
Sustainability	20%	<ul style="list-style-type: none"> Reports showing initiatives still operational Institutional adoption/policy integration Longitudinal impact studies Alumni/student testimonials 	<p>5 – Exceptional: Initiatives institutionalized and sustained for 5+ years</p> <p>4 – Strong: Projects sustained for 3–5 years with clear evidence</p> <p>3 – Satisfactory: Projects sustained for 1–2 years</p> <p>2 – Limited: Short-term initiatives with limited continuity</p> <p>1 – Weak: No evidence of sustainability</p>
Impact on AUP’s PMV	25%	<ul style="list-style-type: none"> Narrative reports linking contributions to PMV Faith-based values integration Documentation of alignment with PASSB outcomes Endorsements from administrators/community leaders 	<p>5 – Exceptional: Strong, direct alignment with PMV and institutional outcomes</p> <p>4 – Strong: Clear alignment with PMV in multiple initiatives</p> <p>3 – Satisfactory: Some alignment with PMV, limited scope</p> <p>2 – Limited: Minimal evidence of PMV alignment</p> <p>1 – Weak: No demonstrated connection to PMV</p>
Innovation & Reliability	20%	<ul style="list-style-type: none"> New teaching strategies/curriculum designs Peer-reviewed publications Pilot project reports Testimonials validating reliability 	<p>5 – Exceptional: Highly innovative, widely adopted, proven reliable</p> <p>4 – Strong: Innovative with strong evidence of reliability</p> <p>3 – Satisfactory: Some innovation, moderate reliability</p> <p>2 – Limited: Minimal innovation, questionable reliability</p> <p>1 – Weak: No evidence of innovation or reliability</p>
Consistency	10%	<ul style="list-style-type: none"> Annual performance evaluations (min of 3 years) Continuous service records Sustained involvement in professional/community service Multiple recognitions across years 	<p>5 – Exceptional: Documented excellence consistently for 7 years</p> <p>4 – Strong: High-level performance for 5–6 years</p> <p>3 – Satisfactory: Consistent performance for 3–4 years</p> <p>2 – Limited: Sporadic performance, 1–2 years of evidence</p> <p>1 – Weak: No sustained record of performance</p>

Scoring Formula

- Weighted Score per Criterion** = (Raw Score ÷ 5) × Weight
- Total Score** = Sum of all weighted scores (maximum = 100%)

Example:

Criteria	Earned Score	Computation	Weighted Score
Noteworthiness	4	4/5 × 25	20
Sustainability	3	3/5 × 20	12
Impact	5	5/5 × 25	25
Innovation	4	4/5 × 20	16
Consistency	3	3/5 × 10	6
TOTAL			79

NOTE:

- Nominees who achieve a **minimum score of 70** shall be recognized as a **finalist**.
- Among the finalists, the **highest-scoring nominee in each category** shall be declared the award’s **final recipient**.