CHED MEMORANDUM ORDER
No. 42:
Series of 2009

SUBJECT: Implementing Rules and Regulations (IRR) for CMO No. 13, S. 2009 "Guidelines for CHED Accreditation of Research Journals and Providing Incentives Therefor"

In accordance with the pertinent provisions of Republic Act (R.A) No. 7722, otherwise known as the "Higher Education Act of 1994", for the purpose of promoting and enhancing the research productivity of higher education institutions (HEIs), and pursuant to CEB Resolution No. 078 Series of 2009, CHED hereby issues the following Implementing Rules and Regulations (IRR) for CMO No. 13, s. 2009, "Guidelines for CHED Accreditation of Research Journals and Providing Incentives Therefor".

Section 1: Required Documents for Submission by applicant

The following documents are required by the CHED-Journal Accreditation Service Panel of evaluators:

1. Two (2) distinct latest volumes of the research journals to be evaluated or accredited;

2. Curriculum vitae of the members of the Editorial Board including list of publications over the last five years;

3. Detailed description of the peer-review or refereeing system adopted by the Editorial Board, signed by the Editor-in-Chief;

4. List of external reviewers/referees per article published in the last two (2) volumes of the journal;

5. One-page Curriculum Vitae of the external reviewers of the last two (2) volumes, with list of representative peer-reviewed publications of the reviewers for the last five (5) years;

6. At least two (2) sample copies of the reviewer(s)' comments and recommendations on an article published in the last two (2) volumes of the journal;

7. Certified copy of the Minutes of Deliberation of the Editorial Board for the articles to be published or rejected;
8. at least two (2) sample copies of the Editor’s Editorial decision letter to the author;

9. certification signed by the President/head of the HEI or the organization that publishes the journal indicating:
   a) the intended publication schedule of the journal (e.g., annually, in December of every year; or twice a year in March and September of every year);
   b) the actual month(s) of publication of the issues in the last five (5) years submitted for evaluation;
   c) the number of copies printed per issue.

Only submissions with complete documentation shall be entertained by the Panel of Evaluators.

Section 2: Cut-Off Dates for Annual Submission

For the initial implementation of the Journal Accreditation Service (JAS), the deadline for submission of all requirements for CY 2009 is June 30, 2009. Thereafter, HEIs wishing to have their journals accredited shall submit all requirements to the nearest CHED Zonal Research Center or Regional Office on or before January 31 or July 31 of each calendar year.

Section 3: Release of Evaluation Results

Results of the JAS evaluation shall be released to the concerned HEI no later than June 30, to HEIs/Organizations who submit on or before January 31 or December 31, to those who submit on or before July 31 of each calendar year.

Section 4: Parameters of the JAS Evaluation System

The following parameters for evaluation shall be used uniformly by the Panel of Evaluators:

4.1. Editorial Board: (30%)

4.1.1 The journal has an editorial board consisting of at least three (3) recognized research experts with at least two (2) major research papers beyond their graduate thesis or dissertation published in a refereed journal in the last five years.

The panel of evaluators shall look into the number of editors in the Editorial Board, and if the required number is met, then, the evaluators will examine the individual CV of the members of the Editorial Board to determine if each of them had published two (2) or more papers in refereed journals in the last five years.

Score: Maximum of 3 points = 1 point for every editor who satisfies the criteria
4.1.2 The editors of the journal are research experts in the disciplines covered by the journal.

The panel of evaluators will closely scrutinize the CV's submitted to determine "research expertise" of the members of the Editorial Board. Indicators of "research expertise" include, but are not limited to, (a) average number of publications in refereed journals in the last five (5) years (at the rate of one publication per year); (b) extensiveness of speakership/lectureship engagements on the research topics of the editor (at least once a year in the last five years); (c) number of times requested to referee and/or review research papers on the topic (at least once a year in the last five years; (d) research-related awards.

Score: maximum of 12 points = 4 points per editor who meets the criteria

4.1.3 At least one (1) of the editors has published an original research article in an internationally indexed journal.

Score: 1 or 0

4.2. The Refereeing System (40%)

4.2.1. The editorial policies include a refereeing system or external review policy for all submitted manuscripts and a policy for acceptance or rejection of a research manuscript.

The Panel of Evaluators will look into the submission of the Editor-in-Chief as to the refereeing system adopted by the Journal.

Score: 1 or 0

4.2.2. Each manuscript is peer-reviewed by at least two (2) referees who are experts in the subject matter of the manuscript.

The Panel of Evaluators will go through the list of research articles published and determine the external reviewers per article. There should be at least two (2) referees per article. Articles which do not have at least two (2) referees are considered invalid. The score is the average number of referees per article: No. of referees/no. of articles. Maximum limit is 2.

Score: 2 or 0

4.2.3. The editors transmit the comments of the external or peer reviewers to the authors.

Score: 1 or 0
4.2.4. Revised manuscripts are evaluated by the editors through the Editorial Board for compliance to the suggestions of the referees prior to actual publication.

Panel of Evaluators goes through the Minutes of deliberation by the Editorial Board to determine compliance to this requirement.

Score: 1 or 0

4.3. The Journal (20%)

4.3.1. The journal has an editing process that ensures no grammatical and factual error.

Score: 1 or 0. The Panel of Evaluators may opt to make a random check of an arbitrary article and check for grammatical and/or factual errors. One (1) if the article contains no more than 5 grammatical errors.

4.3.2. The printed articles contain citations, references and or bibliography in appropriate and consistent format.

Score: 1 or 0. The Panel of Evaluators may opt to make a random check of an arbitrary article and check citations, references and or bibliography in appropriate and consistent format.

4.3.3. The appearance of the journal as a whole is acceptable and contains the standard elements of a reputable journal.

Score: 1 or 0:

4.4. Regularity and Timeliness (10%)

4.4.1. The journal issues are promptly printed as announced and at regular intervals.

Score: 1 or 0

4.4.2. The journal is widely circulated, as indicated by the number of copies per issue and number of subscribers

Score: 1 or 0 (1 = if 200 copies and above; 0 = if below 200 copies)
Section 5: Interpretation of Scores

The individual scores of the Panel of Evaluators will be averaged to generate a Journal Evaluation Score. The Journal Evaluation Score shall be interpreted as follows:

<table>
<thead>
<tr>
<th>JOURNAL EVALUATION SCORE RANGE</th>
<th>JOURNAL CATEGORY</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>85 TO 100</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>70 TO 84</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>BELOW 70</td>
<td>FOR RESUBMISSION</td>
<td></td>
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Section 6: Resubmission and Re-evaluation

All journals evaluated which fail to obtain a CJC Code can be resubmitted for evaluation when all the deficiencies noted are remedied and new journal volumes/issues are submitted for evaluation.

Section 7. Repealing Clause

All issuances and provisions on the subject issued by the Commission on Higher Education contrary to the provisions of this IRR are hereby repealed.

Section 8. Separability Clause

Provisions of earlier issuances on the subject issued by the Commission on Higher Education not contrary to the provisions of this IRR shall continue to be in force and in effect.

This Implementing Rules and Regulations (IRR) shall be an integral part of CHED Memorandum Number 13, s. 2009.

Quezon City, Philippines November 4, 2009

EMMANUEL Y. ANGELES
Chairman