

**Surigao State College of Technology**

**Surigao City**

**RESEARCH DEVELOPMENT  
&  
EXTENSION MANUAL**





## **Surigao State College of Technology**

### **RESEARCH DEVELOPMENT & EXTENSION MANUAL**

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This Manual of policies and guidelines  
was first published in 2006 by the Office  
of Research Development and Extension,;  
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## FOREWORD

### SSCT as a Research College

The Surigao State College of Technology (SSCT) was formerly known as Surigao Norte School of Arts and Trade (SNSAT) hoisting its flagship Technology courses. Later by virtue of Republic Act No. 8650 which was signed into law on June 5, 1998, SNSAT was eventually converted into Surigao State College of Technology. With its continued commitment to serve the Surigaonon Community and other education advocates in the nearby provinces, SSCT offers more curricular programs in the fields of Engineering (BSCE, BSECE, BSEE, and BSCoE), Teacher Education (BSED, BEED, and BTTE), BSHRM, BSCS, BSIS, BSIT and Teacher Certificate Curriculum (TCC) which captured more students not only in the domains of Surigao del Norte but also in the domains of Surigao del Sur, Agusan del Norte and Agusan del Sur.

With this development, the Research Development & Extension Office was created under the dynamic leadership of Engr. Henry L. Lañada. He then designated Mr. Jaime O. Puracan as his Research Director who steered the office with utmost passion and commitment. From this humble beginning, SSCT RD & E has proven its manifest function and continued to shine basking the demands in producing research outputs both institutionally and externally-funded for journal accreditation and for capability-building of potential researchers in response to the research needs of the City, the Province, and the Caraga Region.

Currently, the Research Development & Extension Office continues to manifest its desire to acquire a universityhood status not only through legislation but also through accreditation. With this RD & E Manual, it is fervently hoped that the research endeavors, process, and other related procedures and guidelines be understood in a crystal clear manner for the researchers, the management, as well as the College Research Development & Extension Council (CRDEC) which form part of the active implementers of the research and extension affairs of the college.

## **FOREWORD**

The Research Development & Extension Manual was finally approved for implementation by virtue of BOT Resolution #64 series of 2016 last September, 2016 during the 70<sup>th</sup> Board Meeting at CHED Central Office, Quezon City. It supersedes the RD & E Manual of Operations crafted by the Research Manual Committee last 2006.

The RD & E Manual stipulates the policies, ethics/protocol, and the process/procedures which are composite elements that will unfold whatever issues may arise on research related affairs which in turn be addressed by the Research Development & Extension Council. This entity is vested by the power to execute and implement the stipulated research policies and procedure under the supervision of the Research Development Director and the Extension Services Director together with the other members of the College Research Development & Extension Council (CRDEC).

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## **Article 1**

### **TITLE AND DECLARATION OF PRINCIPLES AND POLICIES**

#### **Section 1. Title**

This manual shall be known as **RESEARCH DEVELOPMENT AND EXTENSION MANUAL OF THE SURIGAO STATE COLLEGE OF TECHNOLOGY.**

#### **Section 2. Applicability**

This manual applies to the campuses of the Surigao State College of Technology, including those that may be adopted/integrated later.

## **Article 2**

### **PHILOSOPHY, VISION, MISSION, GOALS, AND OBJECTIVES**

#### **Section 1. Philosophy**

The Surigao State College of Technology is a community of life-long learners who believe in the worth and total development of every individual. It adheres to the pursuit of excellence and to the democratic tenets of freedom, human dignity, wholesome work ethics, equality and equity of opportunity, and sustainable progress.

#### **Section 2. Vision**

An excellence-driven institution of higher learning committed to produce holistic and globally-competitive individuals

#### **Section 3. Mission**

To provide a relevant, high quality and sustainable instruction, research, production, and extension programs and services within a culture of credible and responsive institutional governance

#### **Goals:**

#### **Research**

SSCT integrates research programs in collaboration with other institutions primarily for the development of Caraga Region and consequently for the rest of Mindanao and the whole Philippines.

#### **Extension**

- **Livelihood/Skills Training** – The institution shall cooperate with individuals or teams and organizations as extensionists who possess capacity to transfer livelihood skills through actual training anchored on sound and/or scientific relevant surveys and other researches that promote sustainable livelihood and development.

- Health and sanitation – The institution aims to conduct extension activities that promote health awareness and sanitation among the locality by adapting and implementing effective strategies on health and sanitation.
- Youth and Family Development – The institution shall engage in researches that promote the development of the family and its members.
- Leadership Development – It shall foster the empowerment of individuals through human-capacity building efforts backed with relevant researches for both academic and local communities.
- Environmental Preservation and Management – The institution shall also engage in researches that promote the preservation and sound management of the ecosystems.
- Socio-Cultural Promotion and Preservation – The institution shall make an effort to promote the culture and tradition of the community through preservation of good values and heritage.
- Technology Transfer & Management – The institution shall engage in relevant researches that promote technology transfer and management of industries and services that encourage local and national markets and if possible, support international demands.

#### **Section 4. RDE Objectives:**

- To formulate priorities/programs in education, engineering, technology, agro-forestry, biodiversity, fishery, agricultural and industrial commodity researches, rural development studies, information management, non-formal education, and technical assistance and techno-pack development and/or adoption in the community and other stakeholders;
- To harness and develop the human resource capabilities of the College for competencies in research, development and extension;
- To identify, initiate, and conduct researches for sustainable development and extension;
- To develop, equip, and maintain/sustain research, development and extension facilities in order to produce relevant and quality outputs;
- To establish and maintain linkages with other government and non-government institutions, local, regional, national, and international for resources sharing, technology generation, adoption, commercialization, and dissemination;
- To establish social mechanisms for assuring that research, development and extension results and social benefits reach supposed beneficiaries and end-users; and
- To publish and disseminate research, development and extension findings in theories and practices and financial information in the form of journals, technical reports, proceedings and bulletins.

## **Section 5. Framework of RDE**

### **5.1 Framework of Research, Development and Extension**

The framework of Research, Development and Extension of Surigao State College of Technology is geared towards inclusive growth guided by the basic principles of collaborative, multi-disciplinary, interdisciplinary, need-based, participatory, policy-oriented, and operationalization approach and the adoption of International and the National Higher Education Research Agenda (NHERA) in partnership with industries, NGOs, LGUs and other academic institutions. The programs are aligned to the national thrusts, regional, institutional agenda, and the college curricular offerings and field of specialization ready for ASEAN integration. It identifies the learning continuum of research, instruction, extension and production as shown in figure 1.0 page 5.

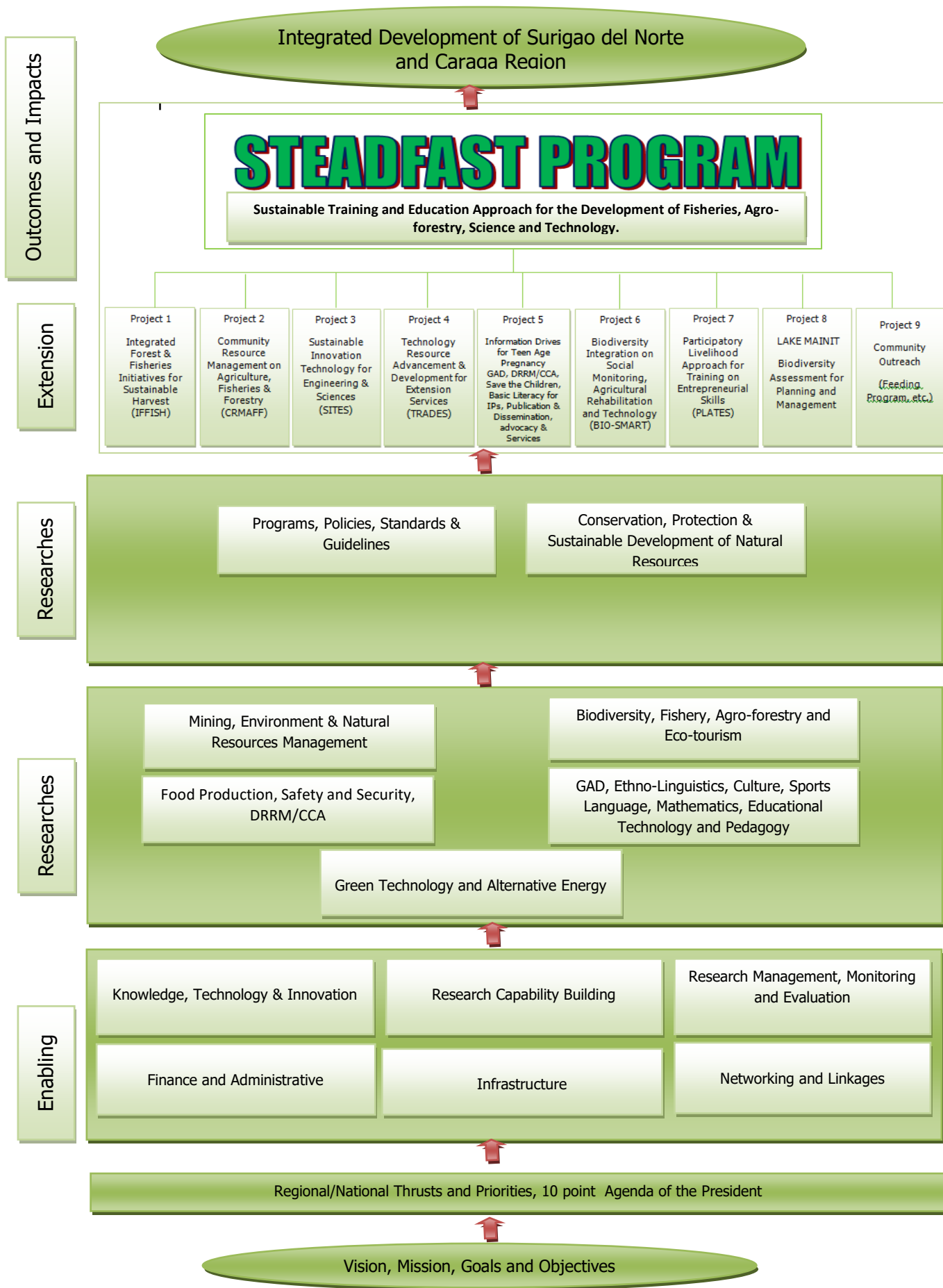


Figure 1. Framework for Research, Development and Extension

## Section 6. The RDE Agenda

### 6.1 RDE Agenda Formulation

The College formulates its agenda through a participatory approach involving internal and external stakeholders. The administrators, faculty and students constitute the internal stakeholders while the government agencies like the CHED, DOST, DA, DENR, BFAR, NEDA, represent the external stakeholders with LGUs and some NGOs, POs, alumni and parents.

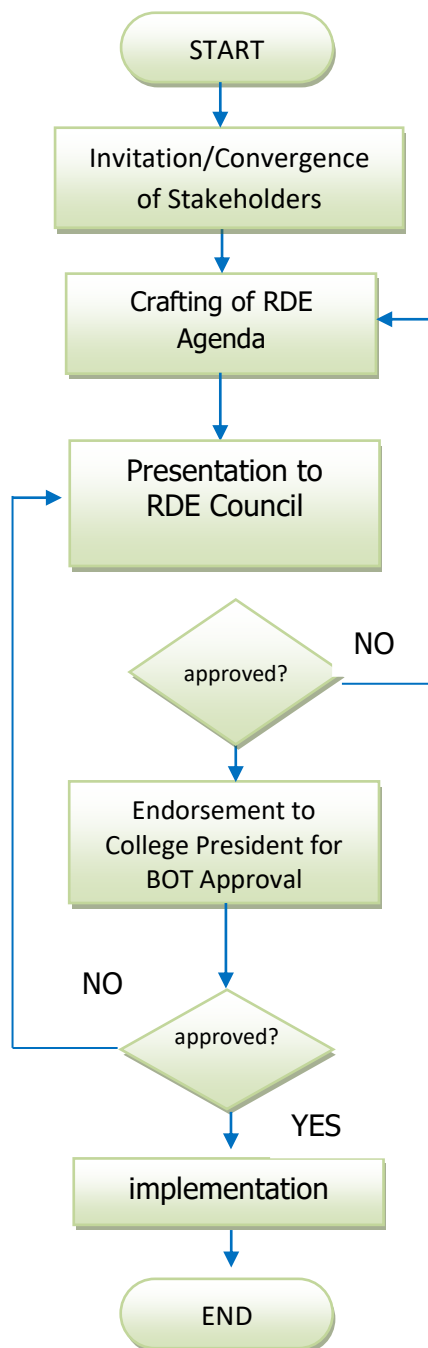


Figure 2. Process/ Flow of Preparation and Approval of RDE Agenda

The bases in the formulation of the agenda are the eight Millennium Development Goals (MDG), the National Higher Education Research Agenda (NHERA), The Regional Research Agenda on FAME (Fishery, Agro-Forestry, Minerals and Eco-Tourism), and the College Vision and Mission in determining specific research thrusts and priorities.

The faculty shall address the RDE Agenda and consistent with the College philosophy, vision and mission specifically on the priority areas and needs of the community, industries, education, and the government towards enhanced social, political, cultural, ecological, disaster-risk reduction management and intervention, climate change adaptation, vulnerability risk assessment, gender and development and economic productivity. The Process/Flow of preparation and approval of the RDE agenda is indicated in Figure 2, page 6.

### **Section 7. Process Flow of Research Development and Extension**

The operational framework as presented in figure 3.0 page 8 defines how SSCT RDE will carve its niche in the Caraga and be identified as the implementer of the Sustainable Training and Education Approach in the Development of Fishery, Agro-Forestry, and Science and Technology of the region. To do this, RDE shall take active role in multi-sectoral meetings and networking in the region specifically to establish linkage on potential external agencies. Likewise, RDE shall promote the importance of research and extension productivity in the college for institutional growth and human resources development.

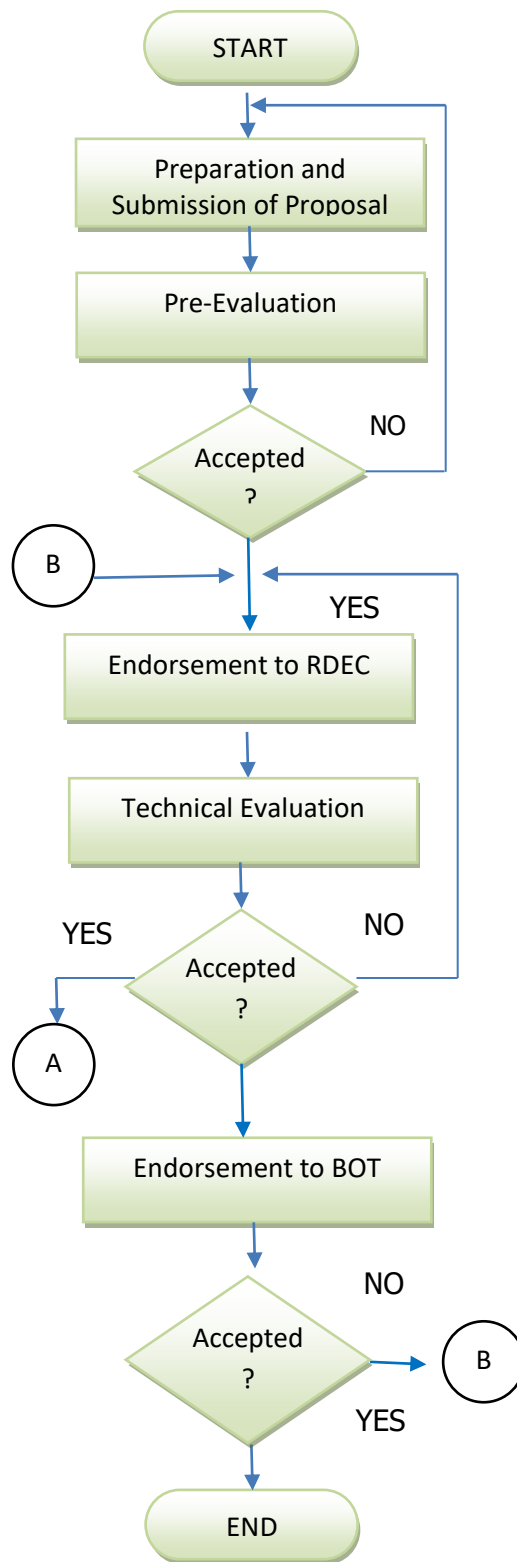


Figure 3. Process /Flow in Research Development and Extension Operations

## **Section 8. Activities and Research Development and Extension Thrusts**

- Develop organized RDE programs in education, engineering, information technology, agriculture, fishery, agro-forestry, eco-tourism, industrial technology and possibly other commodities involving concerned units or departments of the college including those in the social, physical, and animal sciences and other agencies of government in the region.
- Develop a feedback mechanism for bringing field problems to the attention of researchers and extensionists.
- Integrate students' involvement into the overall RDE programs of the college.
- Initiate a system of documentation of RDE activities and publish results for exchange of information among agencies in the local, national and international levels.
- Hold RDE conferences regularly every year for researchers and extensionists and invite speakers to exchange information on current research activities, agenda as well as evaluate and update priorities.
- Conduct action research to implement and document education, engineering, technology, agriculture, fishery, agro-forestry, eco-tourism and industrial development in the barangays or municipalities, provinces or region.
- Conduct continuing basic and applied, collaborative institutional research and extension activities.
- Involve graduate and undergraduate students to conduct their theses in line with the RDE thrusts of the College.

**Article 3  
ORGANIZATION AND MANAGEMENT**

**Section 1. Organizational Structure**

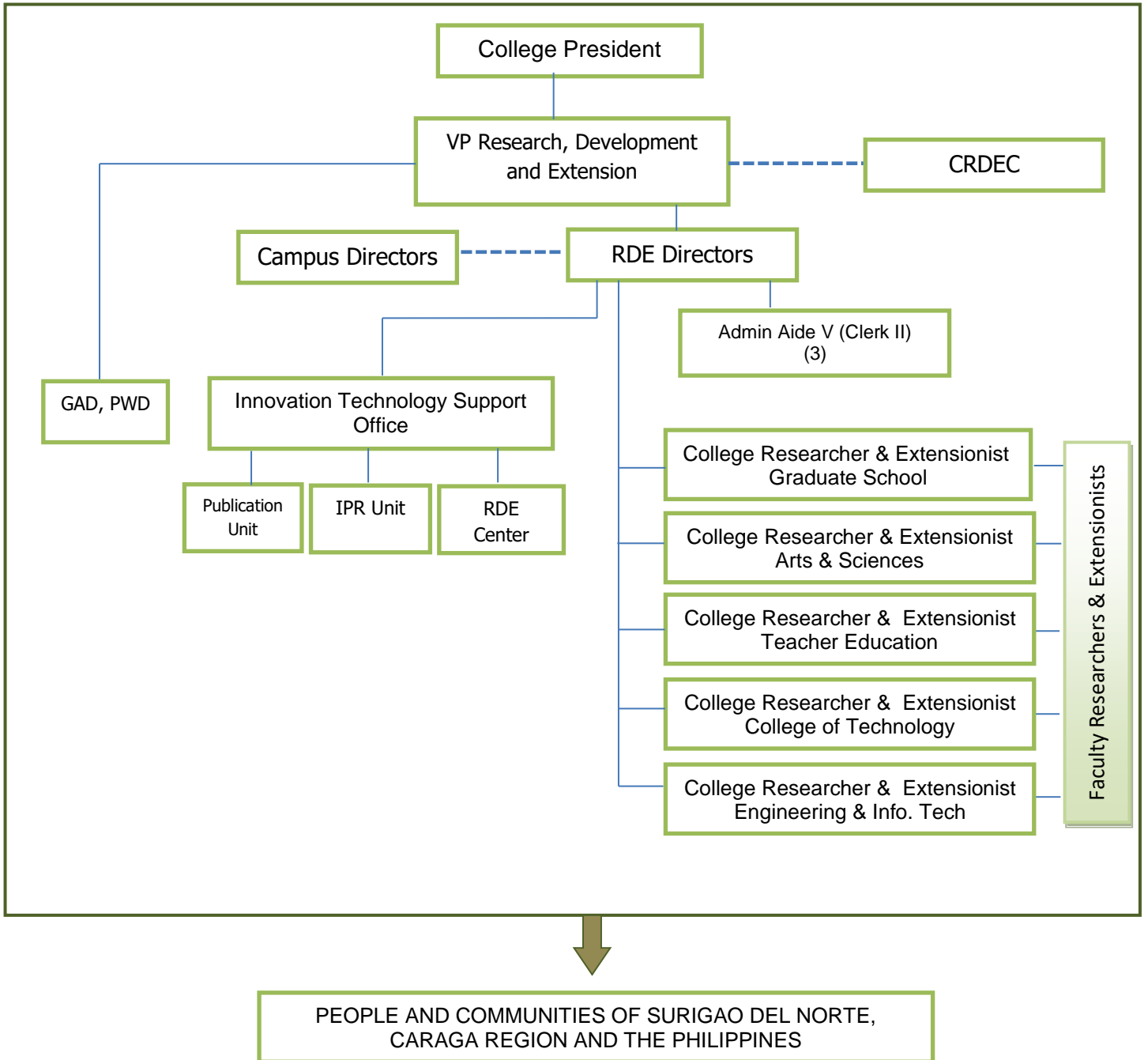


Figure 4. Organizational Structure of the RDE System of SSCT



## **Board of Trustees**

The highest policy-making body of SSCT is the Board of Trustees (BOT). All policies, rules and regulations pertaining to RDE in the College formulated by the CRDEC shall be recommended by the President to the Board of Trustees for approval.

## **College President**

The President exercises general powers of administration, supervision and control of the entire RDE operation and the program of the College. He/She administers the operation through the Vice-President for Research, Development and Extension (VPRDE)

## **The College RDE Council (CRDEC)**

The Council is tasked to formulate and review policies, rules and regulations necessary for the operation and improvement of the RDE in the College for the approval to the Board of Trustees.

The RDE Council (CRDEC) shall be composed of the following:

- College President
- VP RDE
- VP Administration
- VP Academic Affairs
- Research Director
- Extension Director
- Campus Directors
- College/Campus Coordinator

The College RDE Council:

- Suggests and recommends appropriate policies, standards and roles relating to the planning, implementation and evaluation of RDE program;
- Defines the priority areas on all disciplines covered by the RDE programs of the college;
- Evaluates the viability, feasibility and relevance of RDE proposals submitted by the faculty and staff for college funding;
- Recommends to the president the allocation of RDE funds for the college;
- Screens/evaluates and recommends to the VPRDE and RDE directors the best graduate and undergraduate theses two months before the annual commencement exercise or the second Monday of February;
- Periodically reviews college RDE issues; and
- Performs other functions assigned by the college president.

## **Vice President for Research Development and Extension**

The-Vice President for Research and Extension administers the entire RDE operation of the College. He/she is responsible in planning integrating, directing, coordinating, and supervising the RDE programs/projects/activities of the various units of the College and its external campuses, relating these activities to the goals and priorities of the College subject to the rules, policies and guidelines approved by the BOT.

His/her functions are:

- Consolidates the RDE programs in the College into a composite, concrete and interdisciplinary work, which is geared towards solving technical problems in the community, region and country as a whole.
- Accepts research proposals from faculty researchers and extensionists through the RDE Core Group (RDECG) for the incoming year; prepares an overall estimate of the budgetary requirements for submission to RDEC.
- Advises the distribution of available funds to faculty researchers and extensionists based on the approved proposals
- Sources out funds and grants from governmental, non-governmental and international funding institutions.
- Coordinates and/or collaborates RDE activities of the College with other agencies in the province, region or in the country to have working and relevant RDE.
- Coordinates with the RDE office of the College for the dissemination of the mature RDE outputs.
- Appoints committees when need arises to discuss specific problems concerning RDE.
- Keeps records of RDE activities of the division and individual faculty researcher and extensionist.
- Encourages the individual faculty researcher and extensionist to publish RDE results in the local, national and international journals.
- Consolidates and prepares annual and periodic RDE reports which include progress reports of on-going RDE, relevant results of completed studies, technologies packaged for extension, research papers published, etc.
- Supervises overall RDE programs/projects/activities and the RDE Center of the College.

## **The SSCT-Journal of Science and Technology Editorial Board**

The composition of the SSCT Journal of Science and Technology are as follows: Editor-in-Chief, Associate Editors (3), Production Manager, Managing Editor, Copy Editor, Technical & Circular Staff and Lay-out Artist. The Editor-in-Chief and Associate Editors should have a publication track record for the last 5 years and other qualifications stated in the CMO 13, s.2009 or the Journal Accreditation System (JAS).

## **Section 2. Duties and Responsibilities of RDE Personnel**

### **2.1 The RDE Core Group**

- The RDE Core Group (RDECG) is composed of the RDE Directors and two (2) College researchers and extensionists (Fig. 2) who have manifested RDE leadership in their fields of specialization. The primary responsibility of the group is to assist the VPRDE in making RDE plans, proposals, budget preparations, progress and financial reports necessary in the conduct of a sound RDE program.
- The College researcher and extensionist as specialist members of the RDECG shall be appointed by the College President upon the recommendation of the Vice President for Research, Development and Extension.
- Vacancies in the RDECG shall be filled up through the appointment of new member/s by the College President upon recommendation by the Vice-President for Research, Development and Extension.
- All RDE proposals of the faculty and student seeking funding from the College shall be evaluated by the RDE directors and the 2 specialist-members of the RDECG (Appendix G) for the criteria of the Technical Evaluation of Proposals. The RDECG evaluation shall also be conducted for progress and terminal reports of RDE programs/projects with College funding (Appendix R/S).
- Submitted proposals for In-House Review shall be pre-evaluated according to format in conformity to RDE agenda.
- In evaluating an RDE proposal or RDE report, 2 members from the RDECG who have the expertise in the RDE topic shall discuss en banc. The RDECG shall submit the evaluation report together with the RDE proposal or RDE report 3 days after.

### **2.2 Directors for RDE**

- Exercise effective leadership and management of people and ideas.
- Provide the needed vision and goals of the RDE unit in order to propel the entire college in the academic sphere of intellectuals.
- Establish and maintain strong linkages and network with other colleges and universities (here and abroad) and with other agencies.
- Coordinate all RDE activities performed on and off campus by the units and personnel of the state college; Establish RDE priorities in supporting of regional/institutional/national/international priority areas.

- Encourage and evaluate faculty and staff RDE proposals and recommend funding support thereof by the state college and/or other agencies through the VPRDE to be endorsed to the RDE Advisory Council (RDEAC).
- Recommend to the VPRDE worthwhile RDE outputs for publication in the state college RDE journals, ISI, Refereed, Peer-Reviewed, Elsevier Scopus and Thompson Reuters Indexed and other CHED-accredited journals.
- Help, solicit and procure appropriate incentives for outstanding RDE outputs done by the state college faculty and staff and recommend them for recognition by international, national, local and private organizations or institutions.
- Conduct periodic evaluation of RDE programs, activities and projects during In-House Review of the state college and make appropriate recommendations to higher authorities.
- Provide technical advice in carrying out approved RDE programs.
- Recommend to the VPRDE the priorities in the allocation of funds for authorized researchers and extensionists among specific RDE projects and activities.
- Prepare and submit reports pertaining to RDE programs, project and activities to VPRDE.
- Assist the VPRDE in making long-range fiscal plans and annual budgetary request for RDE activities.
- Check the attendance and sign the Daily Time Record (DTR)
  - 2.2.1 The immediate supervisors sign the DTR of personnel under them. The directors countersign the DTR of all program/project/study leaders.
  - 2.2.2 Programs/project leaders sign the DTR of all RDE assistants, RDE aides, enumerators, laborers, and clerical staff under them.
- Establish RDE data banking system of the College for the future and ready reference.
- Make requisitions for RDE materials needed in the office.
- Perform such other functions as the VPRDE may direct.

### **2.3 RDE College Researchers and Extensionists**

The RDE College Researchers and Extensionists carry out objectives of the RDE programs, activities and projects through the performance of the following duties and responsibilities:

- Assist the directors in the performance of the general functions, duties and responsibilities geared towards the attainment of stated vision, mission and goals of the college RDE programs;
- Formulate RDE project plans and operational schemes;

- Provide advice to unit heads on the direction and evaluation of staff performance;
- Carry out RDE project plans and overseeing their full implementation;
- Identify problems that may adversely affect the unit's stability by and instituting measures to solve or put them under control;
- Prepare Program Procurement Management Plan (PPMP), preliminary reports on the RDE programs, activities and projects and help finalize terminal reports and other write-ups that maybe requested;
- Attend in-service training programs and participates actively in unit meetings and activities;
- Represent his/her immediate head in appropriate offices/bodies and prepares reports on results of such representation;
- Assist in the implementation of RDE activities like preparation of questionnaires, data gathering, editing, tallying and preparation of reports; and
- Perform duties and responsibilities as may be directed/requested.

#### **2.4 Division/Campus Coordinator(s)**

- Coordinate(s) with the RDE Directors in promoting RDE awareness among faculty members.
- Display(s) strong interest in conducting RDE proposal.
- Disseminate(s) announcement for call of proposals
- Provide(s) logistical and technical evaluation of submitted RDE proposals.
- Attend(s) meeting as requested by the RDE directors.
- Coordinate(s) and support(s) the RDE directors in the preparation of any training or proceedings of annual in-house review on RDE studies and proposals.

## **Article 4**

### **QUALIFICATIONS AND CODE OF ETHICS OF RESEARCHERS AND EXTENSIONISTS**

#### **Section 1. Qualifications of Proponents**

- The proponent must be a faculty member of SSCT and has a great interest in RDE programs, projects and activities.
- Proponent(s) of approved and funded proposals are automatically assigned as the program/project/study leader. If for some reason, any of the proponents will no longer be available at the time of implementation, qualified personnel from RDE or other academic units can be considered.
- Recommendation for replacement can be made by the directors for RDE in consultation with the concerned program/project/study leader. The said recommendation is to be endorsed to the VP RDE who in turn should issue the appropriate designation for approval of the college president. If the proposal comes from the RDE Office, the recommendation must come from the RDE directors.
- Proponents of RDE programs, activities and projects can be designated as
  - a. program leader
  - b. project leaders
  - c. study leaders
  - d. collaborators
- The proponent must have demonstrated competencies showing potential in undertaking any RDE programs, activities and projects.

#### **Section 2. Code of Ethics for Researchers and Extensionists**

This code of ethics has regulatory function but, the most part, provides guidelines for ethical behavior and decision-making with respect to RDE conduct. Ultimately, individual proponents must take responsibility for their ethical behavior.

##### **2.1 Ethical Statements**

- Researchers and Extensionists should adhere to ethical standards as prime responsibility and obligation to colleagues and stakeholder. These are based on the vital benefits of peer review of research and scholarly works.
- Researchers and Extensionists should report results honestly, avoid actions that will violate or diminish the rights of participants or clients and avoid raising false hopes.
- Researchers and Extensionists have a responsibility to raise ethical issues well to all team members prior to and while undertaking RDE works.
- Researchers and Extensionists should protect the welfare and privacy of the people or organizations participating in the RDE programs, activities and projects. People and activities do not have an absolute right to privacy in their public capacity.
- Researchers and Extensionists should protect privacy by discussing only data relevant to the purpose of the RDE work.

- Researchers and Extensionists should not reveal information received in the course of the RDE where an assurance of confidentiality has been promised in the Non-Disclosure Agreement (NDA).
- Researchers and Extensionists should inform participants and funding agencies of any limits of confidentiality and anonymity.
- Researchers and Extensionists should respect the right of funding agencies, host institutions and publishers to be given adequate information about the RDE outputs and to have their contribution acknowledged.
- Researchers and Extensionists have a responsibility to maintain high standards of competence and to maintain knowledge of current information and methods in the areas they are undertaking.
- Researchers and Extensionists should make full and honest disclosure, in both written reports and to RDE participants, on financial and other forms of support of their undertakings.
- Researchers and Extensionists should give an account of their methodology and report the limitations of their research design/conceptual framework.
- Researchers and Extensionists should ensure that information of interest to individuals, groups and organizations be made available in a timely, acceptable and accessible manner.
- Researchers and Extensionists should support with evidence any claims or conclusions presented.

## **2.2 RDE Participants**

The RDE participants are expected to be:

- Analytical, objective, creative and capable of organizing and implementing RDE undertakings and can work well with other people;
- Responsive to their socio-physical environment;
- Ethical in the conduct of RDE activities and utilization of results;
- Observant to the Intellectual Property Rights;
- Informed as participants who understand the purpose and nature of the RDE outputs and their possible implications; and
- Entitled to receive and respond appropriate feedbacks and outcomes of RDE outputs.

## Article 5

### THE RESEARCH DEVELOPMENT AND EXTENSION IMPLEMENTING RULES AND REGULATIONS

#### Section 1. Designation/Hiring/Promotion/Termination of RDE Personnel.

**Personnel.** Designation of faculty member for the director position is made by the president with concurrence of the College RDE Council while designation/hiring/termination of positions below the director's level is made upon the recommendation of the VPRDE and endorsed to the College RDE Council with the concurrence of the college president.

##### 1.1. The designation of Officer-In-Charge (director)

- 1.1.1 For short duration of absence of the official/concurrent on official business/travel for a month or less, the designation is done by the officer concerned and a copy be furnished to the proper authorities.
- 1.1.2 For long duration of absence of the official on official business/travel for more than a month, the designation is done by higher authority upon recommendation by the president.

##### 1.2. Other Designations

- 2.2.1 Designation of other positions below the director's level is made upon recommendation by the VPRDE with concurrence of the college president.
- 2.2.2 Any additional designation/assignments to be official are put into writing by designating official, unless on emergency cases where official designation cannot be immediately done.

##### 1.3 Hiring/Termination of Personnel

- 1.3.1 For project personnel (RDE assistants, aides, laborers)
  - 1.3.1.1 After thorough review/evaluation, the project/study leader can recommend the hiring or termination of personnel to the RDE Directors for endorsement to VPRDE
  - 1.3.1.2 The president of the college issues the designation notice for the RDE personnel for a period of one (1) year or until revoked.
- 1.3.2 For personnel with academic rank
  - 1.3.1.1 The RDE directors screen and recommend the personnel for hiring/termination to the VPRDE for endorsement to the College RDE Council and to the Office of the College President for appropriate action.

## **1.4 Promotion of personnel**

- 1.4.1 The VPRDE recommends RDE personnel for promotion to the CRDEC based on the evaluation/promotion criteria.
- 1.4.2 The College RDE Council screens and recommends personnel to the Office of the College president.

## **Section 2. Faculty Workload**

The workload of every individual faculty member shall indicate equivalent credit provided to the four fold functions of the college namely; instruction, research, extension and production as emphasized in Section 11-B, Annex (QCE) of NBC 461.

- 2.1 Research and Extension personnel with academic rank should carry a minimum teaching load of 21 units per semester as indicated in Table 1. As per college policy, honorarium shall be allowed only after the personnel have met the minimum workload.
- 2.2 Researchers assigned as Program Leaders, Project Leaders, or Study Leaders should also observe the minimum teaching load as indicated in Table 1.0.
- 2.3 Academic personnel who have not met the minimum required teaching load should inform his/her immediate supervisor so that additional assignment can be given either by the office or in other units of the college to attain the minimum workload.
- 2.4 Teaching assignments other than the regular ones requested by the academic units should be coursed through the director for RDE. Decision will be arrived at upon discussion with the faculty member concerned and his immediate supervisor.
- 2.5 Faculty members who undertake research work shall be given 3 units load per recommendation from the Research and Development head, the Campus Director, Vice President for Research, Development and Extension and approved by the Vice President for Academic Affairs. (Article 237, College Code).

## **Section 3. Time Allotment to the Four HEI Functions**

The time allotted to every faculty members of the college, as indicated in the provisions of NBC 461, shall be as follows:

- 3.1 Instructors, Assistant Professors: 100% for instruction; Associate Professors, 35% for Instruction, 50% for Research and Extension and 15% Production
- 3.2 Professor: 35% for instruction, 65 % for Research, Extension and Production

#### **Section 4. Faculty Official Hours**

The individual faculty members of the College shall render forty (40) hours of service a week, pursuant to the rule of the Civil Service Commission. Thirty hours (30) of which shall be for actual teaching whose activity compositions maybe left on the discretion of the governing board and the remaining ten (10) hours of which shall be for any teaching-related preparations.

#### **Section 5. Other Time Allocating Scheme**

Pursuant to the interpretation of the PASUC –DBM of the 30-hour actual teaching shall mean full time teaching equivalent (FTE), the College shall likewise use the following scheme for computing the time allocation of the individual faculty members:

- 5.1 The total number of teaching hours shall be not be less than forty hours per week;
- 5.2 The total time for teaching-related preparation shall not exceed ten (10) hours per week;
- 5.3 The remaining thirty (30) hours per week for instructors, assistant professors shall be devoted to full time teaching equivalent and quasi-teaching assignments. Associate professors, 35% shall be devoted to teaching, 50% for the conduct of research and extension and 15% for production; and
- 5.4 For full professors, 35% of the thirty (30) hour FTE is allocated to instruction, 65% for Research, Extension and Production.

#### **Section 6. Teaching Load Computation**

In the computation of full load, teaching overload and/or release time, the College shall likewise adopt the time allocating scheme presented in Article 6 Sections 1-4 (faculty manual) for faculty members doing RDE and production functions as reflected in the individual faculty program. This faculty program shall be made every semester by the concerned division chair in coordination with the dean of programs and standards and RDE directors to be approved by the College President.

#### **Section 7. The Conduct of RDE in the College**

The College shall recognize the importance of RDE activities for the faculty members and staff as an essential function of higher education and shall take conscientious effort to make RDE a priority.

#### **Section 8. Definition of RDE**

The faculty RDE activities shall be classified as basic, applied, and/or action research on teacher education, humanities, social sciences and policy studies, information and communication technology, engineering and industrial technology, agriculture, agro-forestry, eco-tourism, fisheries, marine resources, environment and resource management, applied science and mathematics, business and industry, health and health-related disciplines and biotechnology to solve problems in the grassroot levels to the modern sectors in Mindanao. As such, these may be on prototyping of agricultural and industrial inventions and by-products, and curriculum and instructional materials development that can readily be commercialized by the college income-generating office.

## **Section 9. RDE Planning, Funding and Implementation**

All RDE proposals shall undergo an essential, consultative, multidisciplinary and problem-oriented planning. This is to identify certain needs and requirements for the development and progress of the project taking into account that it will benefit its target stakeholders and beneficiaries. The RDE planning and implementation shall involve the following:

- 9.1 Environmental factors refer to the set of forces both inside and outside the organization that affects organization's performance. The internal environmental factors that can be considered are institutional capacity, structure, support systems (financial and administrative) and organizational management.
- 9.2 Major consideration of the external factors can be focused on the political and national policies, laws and procedures of the government as well as the development programs of the National Economic Development Authority (NEDA), Department of Agriculture (DA), Department of Science and Technology (DOST), Department of Environment and Natural Resources (DENR) and the Commission on Higher Education (CHED).
- 9.3 In setting the RDE priorities and agenda, the College shall consider its national and regional thrusts and mandates. It should also consider the information and feedback from various agencies and sources.
- 9.34 Once the priorities are set, translating them into action plans follows. Faculty members with the Division/Campus coordinators shall prepare an action plan with their corresponding proposals. The prepared proposals are submitted to the office of the RDE and endorse the same to the College RDE Council for review, consolidation and submission to the Office of the VP RDE for endorsement and approved by the President to appropriate funding agencies.

The following deadlines must be observed for internally and externally-funded researches:

- |    |                    |   |   |   |  |
|----|--------------------|---|---|---|--|
| 1. | Call for proposals | . | . | . | one month (usually January of the fiscal year) |
| 2. | Review             | . | . | . | two weeks                                      |
| 3. | Revision           | . | . | . | one month                                      |

## **Section 10. RDE Program/Project Proposal Screening/Evaluation and Approval**

### **10.1. Under the SSCT RDEO Procedure**

For any interested faculty members and staff who want to get involved with RDE must submit their proposals to the RDEO for pre-evaluation by the RDE Core Group.

The RDECG shall make a preliminary review on the proposals made whether the proposal is in line with the college research thrusts. Possibly, the RDECG will have to provide suggestions or ideas to enhance the proposals and endorse to the VPRDE for technical evaluation by the College Research, Development and Extension Council (CRDEC).

The CRDEC shall convene on a monthly basis or as maybe determined and requested by the VPRDE, research director, extension director, or any member of the council. The council shall evaluate the proposal and make a recommendation. The president, who is the chair of the council, shall present the proposal to the Board of Trustees for confirmation. Evaluation Criteria for Research Proposal is shown in Appendix F.

### **10.2. Under PCCARD, PCIEERD, PCRD of DOST System and AFMA System**

The screening/evaluation and approval of the RDO proposal follow set procedures. For research proposals forwarded to the Philippine Council for Agriculture, National Resources Research and Development (PCARRD) for possible PCARRD, DOST and AFMA funding, RDO follows the Revised implementing Guidelines on Research Proposal Evaluation crafted by each agency under the DOST System.

The basis flow for the three funding sources is somewhat identical (APPENDIX) except in the last 2-3 steps. For proposals intended for PCARRD funding (more than Php 500,000.00) is endorsed by the Director's Council (DC) to the Technical Advisory Committee (TAC) before they are finally submitted to the Governing Council (GC) for approval. For DOST funding, the proposals are endorsed by the DC to the DOST EXECOM for approval. For AFMA funding, the proposal is endorsed by the GC to the CERDAF for approval.

### **10.3. Under CHED System Using General Appropriation (GA):**

Proponents refer to the priorities set in the National Higher Education Research Agenda (NHERA) of CHED;

Research proposals are submitted to the director for in-house evaluation/review and consolidation;

Research Development Council recommends the proposal;

College president endorses the reviewed and consolidated proposals to the CHED Executive Director;

CHED evaluates and approves research proposals and endorses them to the DBM for funding;

### **10.4. Under CHED System Using Block Grants, Grants-in-Ad and Grant for Communication Research:**

Proponents shall refer to priorities based on the National Higher Education Research Agenda (NHERA) of the Commission on Higher Education;

Proponent submits to the director of the CHED Zonal Research Center for review and consolidation;

College president endorses proposals to the Commission on Higher Education;

Commission on Higher Education releases the fund directly to the Agency where a Memorandum of Agreement is signed between CHED and the state college.

### **10.5. Under Other funding Agency (Foreign Grants, Other Grants-in-Aid)**

Proponents prepare capsule proposals and get endorsements of the Research director or head of agency/office.

Proponents negotiate with funding agency.

Once approved for funding, proper authorities (president, director) are informed. If necessary, memorandum of agreement should be signed between the institution and funding agency.

Funding agency releases budget to the institution.

## **Section 11. Technology Development Process**

According to PCARRD of the DOST, the technology development process is composed of five (5) major phases. These are technology generation, verification, adaptation, dissemination and commercialization (PCARRD) Highlights, 1997 and 1995).

### **11.1 Technology Generation (TG)**

This is the scientific and experimental stage wherein RDE office utilizes all its resources human/technical, financial, material, physical and other resources to generate a component technology or a package of technology. These vary according to the mandates of Research Development and Extension.

### **11.2 Technology Verification (TV)**

A technology is classified for verification if it can be incorporated in a package of technology that has potential for importing existing farmers' practices. Specifically, it should satisfy the following:

- 11.2.1. It is an integrated technology conducted in the farmer's fields;
- 11.2.2. It has been tested for two seasons in TG trials;
- 11.2.3. It has shown economic and technical feasibility TG trials. Its computed return based on TG trial is better than that of farmers' practices as shown by the marginal rate of return (MRR); and
- 11.2.4. It is perceived to be socially acceptable and environmentally safe.

### **11.3. Technology Adaptation (TA).**

A Technology is classified as technology for adaptation if it meets the following criteria:

- 11.3.1. It is conducted in the station of the farmers' field and is only a component of technology;
- 11.3.2. It has been tested for TG research for at least one season;

- 11.3.3. It has shown good potential for economic feasibility (sic) as based on TG research; and
- 11.3.4. It has good potential for acceptance by intended end-users.

#### **11.4. Technology Dissemination (TD)**

This is the stage when promoters of technologies can use varied approaches and methods in bringing technologies to end-users. Technologies are ready for dissemination if these have met the following criteria (PCARRD Highlights 2001);

- 11.4.1 General adaptability.** The technology is replicable under field conditions;
- 11.4.2 Economic profitability.** The percent of profitability is equal to the prevailing rate of interest on loans of formal financial institutions. Profitability also considers social costs benefits;
- 11.4.3 Social acceptability.** The technology does not contradict social norms and values prevailing in the community; and
- 11.4.4 Potential availability of support services.** Users have access to market, credit facilities, material inputs and others.

#### **11. 5. Information for Dissemination (ID)**

RDE generates information important to development. Information for generation which possess the following:

- 11.5.1 Significant social and economic implications associated with technology adoption;
- 11.5.2 Contribute to a better understanding of research problems;
- 11.5.3. Offer information gaps basic knowledge of agriculture, forestry and natural resources; and
- 11.5.4. Help policy-makers formulate policies in food, agriculture and natural resources.

#### **11.6. Technology Commercialization (TC).**

Technologies that have successfully passed the piloting stage or have not been piloted yet, but have high potential for commercialization are considered priority technologies for commercialization. Technologies are selected based on the following:

- 11.6.1. Provide the best alternative for improving income and productivity of a greater majority of people; and

- 11.6.2 Provide immediate solutions to self-sufficiency problems, environmental sustainability, import substitution, export generation and promotion of alternative sources of food.

### **11.7. Technology Assessment Protocol (TAP)**

Technology assessment is an important aspect of the whole technology development process. It requires the process of anticipation and analysis of a broad-range of socio-cultural, technical, economic, environmental and political-legal impacts prior to the introduction of a given technology or even while a specific technology is being promoted. The success of the technology assessment exercise depends on the efficient gathering and synthesis of adequate information. The TAP which was developed by PCARRD in 2000, embodies recent innovation in technology assessment procedures and processes. The processes are facilitated by the use of a gap identification tool called Quick Resources Appraisal (QRA) and an intervention identification tool, the Risk Management Process (RMP). The TAP aims to increase the level of confidence of the RDEX community technologies it will promote and transfer.

A pre-requisite to the application of TAP is the organization of an interdisciplinary team composed of at least five (5) members with two basic expertise that are critically needed; a technically competent expert, commodity being and an expert on financial analysis.

#### **11.7.1. Working Principles of Technology Assessment**

- a. Participatory approach;
- b. Team delivery;
- c. No role playing;
- d. Consensus decision-making;
- e. Iterative and time-bound.

#### **11.7.2. Procedures Technology Assessment**

- a. Technology Identification/Pre-Screening (Technical Feasibility Test)
  - Technology Classification
  - Technology Characterization
  - Technology Feasibility Test

b. Technology scanning to determine if the technology has following attributes:

- Social acceptability
- Technology feasibility
- Economic viability
- Environmentally friendly
- Politically supported

c. Technology Validation

## **Section 12. Flow of RDE Operations**

As indicated in Fig. 3 on the Process/Flow in RDE Proposal Evaluation, the following procedures shall be observed in screening, acceptance, implementation and accountability of RDE proposals:

- 12.1 The CRDEC shall determine the appropriate number of man-hours per week and be considered as one (1) unit. A MOA/MOU shall be required for every approved research proposal before the implementation phase takes place. (Appendix Q for the MOA/MOU).
- 12.2 RDE overload shall be given due honorarium, but where funds are not available, service credits shall be granted instead of the usual overload pay.
- 12.3 Approved research proposals with extension components will be allowed but not to exceed 50% of the total time indicated in the proposal, without monetary compensation. In the event that the researcher fails to complete the research after the extension, he/she will be made to render teaching overload without pay which is equivalent to his/her approved time release.

**Section 13. Annual RDEO Call for Proposals.**

The college shall issue an annual RDE call for proposals based on the current priority RDE areas that are established and kept updated under section 1.

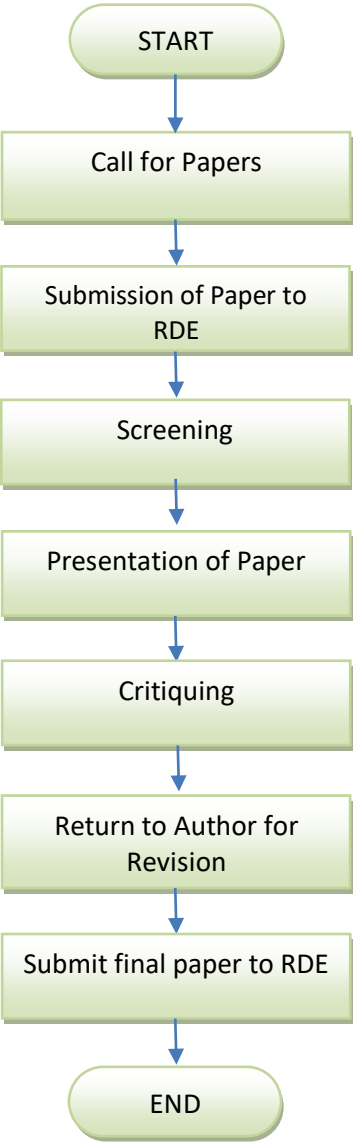


Figure 5. Process/ Flow for In-House Review

#### **Section 14. Format in Preparing Capsule RDE Proposals**

The College shall use the following format in the preparation of the capsule RDE proposals: DOST Capsule RDE Proposal (Appendix A), CHED RDE Proposal Application Guide (Appendix B), RDE Profile (Appendix C), RDE Format (Appendix D), and RDE Abstract (Appendix E).

#### **Section 15. Criteria for Selection of RDE Project**

The RDE Core Group shall identify/classify the proposal and endorse the identified proposal to the concerned subcommittee for evaluation based on the following criteria to wit: adherence to set priorities/annual call, non-duplication, adequacy, clarity and attainability of objective (the methodology should be adequate, should contain the details of experiment and the variables/indicators should be clearly stated), workability of task schedules based on methodology, reasonability of budget estimates relative to the scope of work (Also refer to Appendix G for Research Proposal Evaluation Criteria).

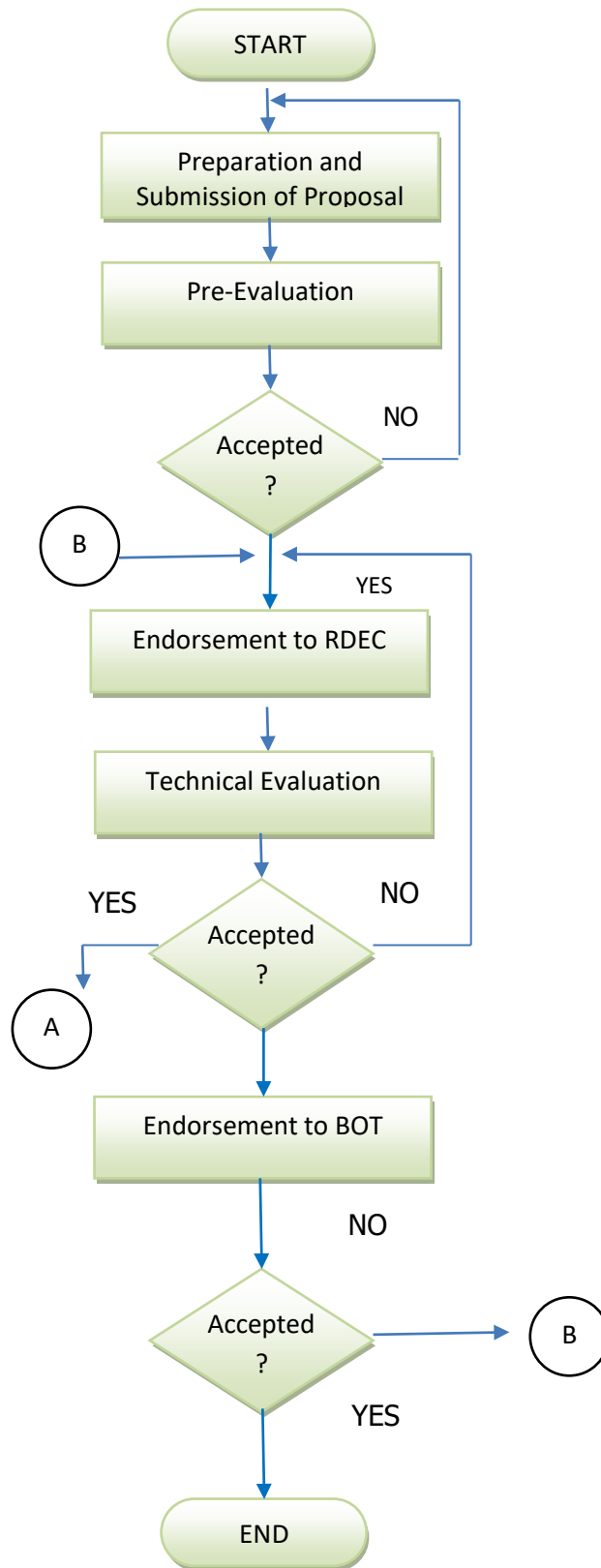


Figure 6. Process /Flow of Criteria of Selection of RDE Project

## Section 16. Other RDE-related operations

In the conduct of other RDE-related operations exercised by the faculty members concerned, the following shall be observed:

### 16.1 The researchers and extensionists must specify in the budget the supplies needed

As required, researchers and extensionists shall make a purchase report and accomplish the requisition slip countersigned by the next higher authority and sign in a logbook for supplies withdrawn (Fig.7 shows the process/flow of the request for supplies/materials/equipment).



Figure 7. Process/ Flow of Requests for Supplies/Materials/Equipment

## **16.2 On the conduct of off-campus RDE activities**

- 16.2.1 Program/project/study leader or the RDE team members should have to accomplish two copies of **locator's slip** from the RDE Office before the activity/study is conducted. It should be signed by the immediate division chair and countersigned by the RDE Directors. The slips should be submitted to the Directors and to the guard-on-duty before going out of the school premises. This is to ensure that the proponent(s) should be properly monitored as to their location specifically outside of the school campus as they conduct their RDE proceedings.
- 16.2.2 In case of long off-campus RDE activities or any travel outside the city, the program/project/study leader or the RDE team members should have to write a formal letter address to the president specifying the rationale and purpose of the activity. Once approved, a copy should be furnished to the RDE directors and the division chair.

## **16.3 Checking of Attendance and signing of Daily Time Record**

- 16.3.1 The immediate supervisor signs the DTR of all program/project/study leaders under them. The RDE directors countersign their DTRs.
- 16.3.2 The division chair signs the DTR of all RDE assistants, aides, enumerators, laborers and clerical staff under them. Program/project leaders sign the DTR of all the personnel under them.

## **16.4 Problems and Grievances**

- 16.4.1 All problems and grievances should be tackled first within the unit before these are elevated to higher authorities.

## **Section 17. RDE Financial Support and Accountabilities**

Pursuant to the national and international recognition and professional growth, the College shall give equal opportunity to all faculty members to excel in any of the four functions by committing strong financial support, such that this commitment of the College shall be tied in with the accountability of the corresponding College officials and the faculty members concerned.

## **Section 18. Release of the Research Project Funds**

The budget allocation per project under the college research development and extension grants is pegged at a maximum of THREE HUNDRED THOUSAND PESOS (Php 300,000.00) and a minimum of ONE HUNDRED THOUSAND PESOS (Php 100,000.00) subject to the approval of the Board of Trustees. The total budget allocation shall be based on the approved budgetary allocation of the project. For externally-funded research projects, the approved budget per project will be disbursed in tranches.

Funds shall be released in accordance with the approved line item budget (LIB) of the project, terms of reference and schedule of deliverables and tranche releases (SDTR), provided there are no outstanding cash advances and depending on the availability of funds of the implementing unit.

The schedule of tranche releases will be 50%-50% for institutionally-funded research projects, specifically those falling under the pre-paid scheme. For the post-payment scheme, payment will be done on a one-time basis. For externally funded researches, fund releases will be based on the SDTR as stipulated in the MOU/MOA.

Expected deliverables reflected in the SDTR and progress reports shall be required for succeeding releases of funds. Further cash advances shall be allowed only if the previous cash advance is fully liquidated. Realignment or reprogramming of the line item budget is allowed as long as it is within the approved amount of the project.

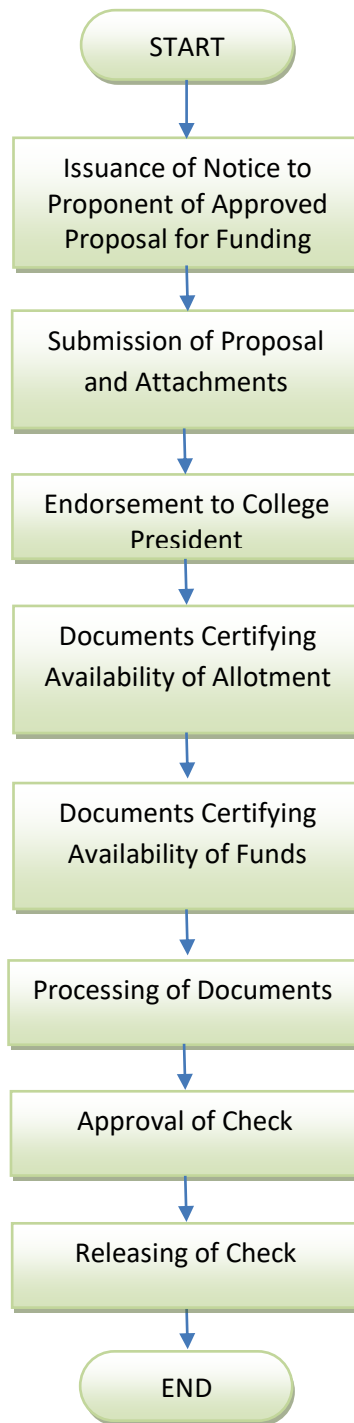


Figure 8. Process/ Flow of Requesting/Releasing Budget for Approved RDE Proposals

## **Section 19. Institutional Linkages and Fund Sourcing**

Surigao State College of Technology is dedicated to teaching, research and the extension of knowledge to the public through an extensive network and linkages among internal and national funding agencies that support the research program.

SSCT is a member of:

- Philippine Council for Marine and Aquatic Resources Management (PCMARD)
- Caraga Consortium for Aquatic Research and Development (CCARD)
- BFAR-Regional Fisheries Research Development
- Siliman University Angelo King Research for Environmental Management (SUAKREM)
- Regional Integrated Research Development and Extension Agenda Planning (RIRDEAP)
- Philippine Association of State Universities and Colleges (PASUC)
- Hinatuan Passage Development Alliance (HPDA)
- Caraga Health Research and Development Council (CHRDC)
- DOST/PCIEERD-EMERALD
- PDRRM/CCA – LGU Surigao del Norte
- VISMIN Consortium for Journal Publication
- Surigao Small Medium Enterprise Development (SSMED) and
- Regional Research and Extension Network (RRDEN)
- DENR/NEDA/DILG/CHED/DSWD

Fund for Research and Extension operations given by the DBM to SUCs are usually limited and thus, oftentimes the management relies heavily on external support. This necessitates the preparation and submission of research and extension project proposals to local, national, and international funding agencies/organization.

### **19.1 Local Linkages**

Within the college, the faculty and staff involved in Research and Extension must have good working relationship since they usually complement each other by unifying mechanism to ensure that all the concerted efforts of its manpower will create impact to target communities.

The college must likewise establish a viable linkage with the provincial government where the college is located since the province is considered as the immediate impact zone of all its RDE programs and activities.

The municipal/local government units within the province can very well serve as partners in the whole technology development process i.e. technology generation to commercialization. Oftentimes, they rely on the innovations/technologies from SUC's to uplift the economic and social life of the people within its areas of jurisdiction.

### **19.2 National Linkage**

National government agencies involved in RET like the Department of Agriculture (DA), Philippine Coconut Authority (PCA), Bureau of Agricultural Research (BAR), Bureau of Fisheries and Aquatic Resources (BFAR), Bureau of Postharvest Research and Extension (BPRE), National Irrigation Administration (NIA), Philippine Rice Research Institute (PhilRice), DA-Agricultural Training Institute (DA-ATI), Department of Science and

Technology (DOST), Philippine Council of Agriculture, Forestry and Natural Resources Research and Development (PCARRD), PCAMRD, Philippine Ports Authority (PPA), PCIERD, Department of Environment and Natural Resources (DENR), Department of Education (DepEd), Department of Trade Industry (DTI), Department of Labor and Employment (DOLE), National Economic Development Authority (NEDA), Metal Industries Research and Development (MIRD), Metal Industries Association of the Philippines (MIAP), Commission on Higher Education (CHED), and Technical Education and Skills Development Authority (TESDA) can be tapped either as collaborating or funding agencies. Regional offices of these national agencies can be consulted and partnerships among them can be established. For instance, there are 14 national research and Development consortia throughout the country under the realm of PCARRD and these consortia have viable mechanism for planning and administering RET in the Region.

### **19.3 International Linkage**

Offshore linkages can also be established to provide the research faculty and staff with opportunities to work with their international counterparts/agencies. Innovations and technologies generated as a result of this collaborative undertaking may find significance not only in the Philippines but for other countries as well.

SSCT has established a collaborative effort with Philippines-Australia Community Assistance Program (PACAP) under the Australia's Development Cooperation Program to support community-initiated, economically sustainable, ecologically sound and gender responsive development projects to reduce poverty and alleviate the of living in the society.

At present SSCT has established additional partnerships with Save the Children for Education in Emergencies, GIZ, and New York.

## **Section 20. Submission to Other/External Funding Agency**

Funds for RDE operations given by the DBM to SUCs are usually limited and thus, oftentimes the management relies heavily on external linkages among local, national and international funding agencies/organizations that support the RDE programs. This shall necessitate the preparation and submission of RDE project proposals. If proposals are accepted, the said funding organization shall enter into Memorandum of Agreement with the College for the proponents to enjoy the benefits hereof, otherwise the proponent may undertake the RDE activities on his/her own time and the college shall forfeit ownership of the resulting intellectual property right, if any.

## **Section 21. The Programs/Projects Specific to Extension Services**

The College shall establish extension programs/projects that promote growth and development in the society.

### **21. 1. Scope of Extension Programs.**

Pursuant to the guidelines for extension services contained in pages 29-35 of CHED's MOSUC, subtitled as "Extension Program / Project Proposal Preparation, Evaluation and Approval." The College shall be an advocate to introduce change and implement innovation in the community.

## **Section 22. SUCs Extension Mandate.**

The College shall take an auxiliary role in doing extension work: academe only collaborates with and helps the government agencies primarily tasked to manage the national extension system.

- 22.1** The current mandate of SUCs to deliver extension services is based on the Agriculture and Fisheries Modernization Act (or AFMA).

## **Section 23. Areas of Concern**

The College shall anchor on the areas of concern for establishing extension programs/projects and shall make effort to address the needs of these areas.

**Areas of Concern.** Cited as areas of concern for SUC extension are the following: Pilot Projects / Model or Special Projects, Capability Building or Training, Information, Education and Communication (IEC) Materials Development, Research on Extension, Case Studies, Process Documentation and Related Activities, Thus explained below that:

### **23.1. Pilot Projects / Model or Special Projects. CHED elaborates thus:**

The SUCs shall conduct pilot / model / special projects in selected areas where the technology / project have potential for adoption. The pilot project shall be undertaken to showcase field test and demonstrate viability and goodness of the project. It shall be properly documented, monitored and evaluated before recommended for wider dissemination and adoption. Pilot projects can focus on: a) component technology; b) package of technology; c) community development approach; d) group or cooperative approach; e) new production, post-harvest and marketing system; f) model extension delivery; g) LGU-academic partnership, and h) agribusiness model.

### **23.2. Capability Building or Training. CHED sets the following guidelines:**

The SUCs shall plan and implement capability-building projects for various groups particularly for national government employees, farmers, women, youth, entrepreneurs, people's organizations, non-government organization and other clients. This can be done in cooperation with LGUs and existing GOs/NGOs. The concentration of the training program shall be based on the needs and interests of target groups of clientele.

Some SUCs are centers of development and centers of excellence in a particular field. These SUCs are expected to be trainers and sources of new technologies or innovations. Projects under capability building shall include, but not limited to, the conduct of training, seminar, workshop, symposium, lecture-series, lakbay-aral, apprenticeship, exchange program, distance education, among others.

### **23.3. Information, Education and Communication (IEC) Materials Development.**

The development and adoption of IEC materials is explained as:

The extension and communication faculty and staff in the SUC shall make IEC materials for various clientele groups. The use of local/national radio stations and television to promote work out of a MOA between the SUC and the radio/TV station

is required. Technologies can be popularized in various forms like print (leaflets, primers, posters, flyers, and newspapers), videotapes, and CDs. Techno for a press/media conference, and other strategies which can create greater awareness and interest about the technologies shall also be used.

#### **23.4 Research on Extension, Case Studies, Process Documentation and Related Activities. The CHED manual explains:**

SUCs with trained faculty and staff shall conduct researches (technical or social), case studies on various areas of interests, process documentation of special projects and other related activities. SUCs shall conceptualize new schemes, paradigms, or projects in agricultural and rural development. After piloting the model / technology, the SUC shall identify an agency or group which will manage or continue the project to insure its eventual institutionalization. Since SUCs can only perform limited extension work, the NES shall be the front liners in technology dissemination.

### **Section 24. Identification of Other Areas of Concern**

In addition to the said areas of extension services, the college shall conduct assessment of both its internal and external environment. This is to determine the internal resource and capability of the institution as well as the opportunities and problems posed by the real world outside the campus.

#### **24.1 Internal Assessment.**

In doing the internal assessment, the following are to be considered:

- total budget for extension of the institution
- manpower and its capabilities
- vehicles, equipment, facilities
- extension program / projects with approved line budget and
- linkages and networking

The determination of these factors and the technologies or inventions ripe for inclusion in the extension program requires the Extension Office's coordination with other offices, departments and organizational units of the College.

#### **24.2 External Assessment.**

In addition, the College shall coordinate with institutions outside the campus in order to assess the external environment. This is known as External Assessment, which is explained in the following paragraph:

This requires coordination with the LGUs from the provincial, city/municipal down to the barangays/village level in order to assess their priority and pressing problems. The SUC Extension Office shall work with existing political structure and existing national or local extension delivery system. Some extension projects may not involve LGUs, but in many cases, the Extension Office shall coordinate, cooperate, complement and supplement the current government programs implemented by various local and national offices. Considering the resource limitations of SUCs, there is a need to set extension priorities.

## **Section 25. Monitoring and Evaluation of RDE Projects**

On-going and completed research and developed projects are regularly monitored and evaluated to ensure that the resources invested to such projects are used appropriately and that the projects have effectively delivered the benefits as expected. Series of evaluation activities should be included at various phases in the design and implementation and compilation of whether it is funded from external or local sources.

Evaluation activities are usually organized before the implementation and after completion of the project.

The project is assessed before implementation process takes place to identify and define a potential project and appraise its likely results. This requires identification of a problem that the project will aim to alleviate, and an assessment of the environment within which the project will be implemented.

Monitoring a project during implementation can make periodic checks that implementation is covering planned activities. Monitoring includes field evaluation, agency in-house reviews and integrated reviews. Major bottlenecks and potential problems that can hamper the development process are identified and solve right away before causing too much damage. It keeps the manager aware of what is being achieved and facilitates management's task of noticing unexpected and problems so that implementation plans can be revised. It is possible that changes have to be made during the implementation stage or after completion, such as addition of an experiment and addition of a pilot village or survey site.

After completion of the project, a team of evaluators have to identify whether the project have been or have not been able to attain its objectives as planned or verify whether the project led to the expected impact on the people who were to benefit from it. A time frame and measurable standard of accomplishment is used. It also seeks to explain what in the way the activity was designed and implemented facilitated or hampered in reaching the desired results. It is therefore necessary, as with monitoring that the activity be clearly identifiable and with well-defined expected results against which actual results can be measured.

In some cases, the evaluator goes to the site as originally planned to see and estimate the contribution of research to development.

Monitoring is generally aimed at:

1. Determining the status of projects to ensure that progress and output are in accordance with plans;
2. Assessing project resources to determine if these are being used efficiency and effectively and are available at the right time in the required amount;
3. Promoting coordination among participating agencies by disseminating information on the scope, schedules and problems of on-going projects;
4. Providing necessary feedback in project control so that prompt corrective measures can be instituted when required; and
5. Providing feedback necessary in planning and evaluation of project.

## **Section 26. Monitoring and Evaluation Methods/Tools**

### **26.1. Regular Meetings.**

Offices should conduct weekly or monthly meetings so that problems can be given immediate solutions.

### **26.2. Field Evaluation.**

Field evaluation consists of regular visits to experimental sites at specific dates. An evaluation team conducts these visits to discuss with the researchers and extensionists, the progress of project implementation. Field evaluation schedules can be synchronized with the quarterly meeting of the Regional Technical Working Group (RTWG) of the regional consortium or the Regional RD and E Network. It has the following objectives:

- To observe the actual conduct of the experiment, particularly in terms of methodology;
- To verify information conducted in technical and financial reports;
- To recommend alternative courses of action to improve project performance; and
- To consult with researchers on the possibility of undertaking other priority project.

### **26.3. College In-House-Review.**

The College in house review is conducted annually and specifically during the 3<sup>rd</sup> quarter to assess the attainment of objectives of the college completed and on-going RDE projects; to identify problems met during project implementation and recommend specific courses of action to these problems; to update the college RDE plans; to identify researchable areas, generated technologies requiring field testing, verification and piloting; and to identify mature and potential technologies ready for packaging, dissemination and/or significant information for policy formulation and development planning of the agency.

### **26.4. Regional Integrated Review.**

This is the second level review conducted annually by PCARRD through the regional consortium. Significant breakthroughs or technologies and information for dissemination identified in the agency in-house reviews are elevated in the regional integrated review.

#### **This activity aims to:**

- Identify significant RDE breakthrough which could be widely disseminated in the region;

- Identify technologies or significant information for policy planning;
- Formulate regional and development framework plans.

## **Section 27. Report requirements**

### **27.1. Progress/Terminal Reports (Appendix R/S)**

After completion of the projects, submission of terminal reports should be strictly enforced. The following guidelines may be observed:

- Claims for honorarium should be supported with quarterly progress reports.
- On the last quarter of implementation, the Office of the Directors for RDE should send reminders to program/project leaders to submit their terminal reports.
- Honorarium for the last quarter shall be withheld subject to submission of terminal reports and publishable article.
- Terminal reports are expected to be submitted to the Office of the RDE two months after project completion. This in turn should be immediately submitted to PCARRD in compliance with PCARRD Administrative Order 143-e Series of 1996.
- The Office of the Directors for RDE should not entertain proposals from researchers with pending terminal reports.
- Completed RDE projects are published in the RDE Office catering to come and on-going RDE projects with significant information and the winners of the best graduate thesis/dissertation.

### **27.2. Monitoring and Evaluation Report**

Each of the offices under the RDE should submit their accomplishment report featuring the significant RDE activities/events implemented during the period in review.

Detailed narrative reports should be submitted to give emphasis on the proceedings of the activity. Two copies will be submitted one is for the directors of RDE and the other for the direct supervisor which the proponent belong

Monitoring and Evaluation Reports format is given in Appendix H. This should be furnished by the proponent in quarterly basis.

Annual accomplishment reports are usually of two types depending on the coverage of the report.

- *Annual Report – Calendar year (from January to December)*
- *Annual Report – School year (June of the previous year to May of the current year)*

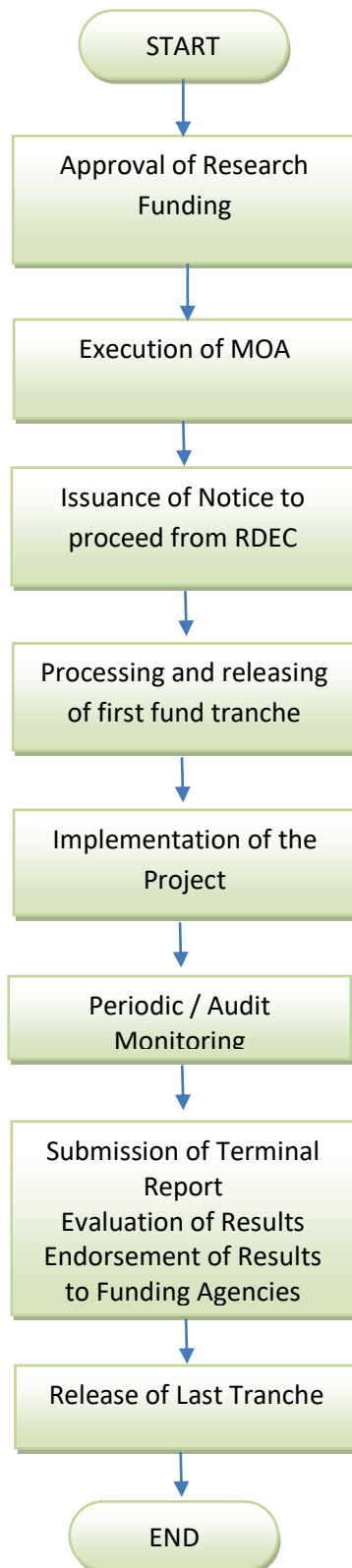


Figure 9. Flow/Process in Project Implementation, Monitoring and Evaluation

## Section 28. Incentives, Recognition and Awards

### 28.1 Teaching Load

The different programs under the RDE may have distinct and separate designation positions composed of faculty and non-academic staff. Faculty/Staff from other colleges and offices in the college are also encouraged to get involved in RDE activities.

However, every faculty must have a mother unit where he/she can be identified. His/her involvement in research or extension functions must be approved by the head of the mother unit to gain legitimate teaching load (TL). Appropriate designation shall be issued to each faculty indicating the TL.

**Table 1. Teaching Load (TL) and Deloading (DL) of Various Positions Under the RDE Program**

<b>Position/Designation</b>	<b>Teaching Load</b>	<b>Deloading</b>
<b>Director/Officer In-Charge for RDE</b>	<b>6 units</b>	<b>15 units</b>
<b>College Researchers/Extensionists</b>	<b>9 units</b>	<b>12 units</b>
<b>Program Leader</b>	<b>15 units</b>	<b>6 units</b>
<b>Project Leader</b>	<b>*17 units</b>	<b>4 units</b>
<b>Study Leader</b>	<b>*18 units</b>	<b>3 units</b>

Note:\*\_ The given teaching load (TL) takes effect only the semester immediately following the approval of the proponent's RDE proposal.

## Section 29. Incentives Schemes

### 29.1 Honoraria

Honorarium is a form of remuneration for services rendered beyond the minimum regular workload of an individual whose broad and superior knowledge, expertise or professional standing in a specific field contributes significantly to scientific and technological research and development (PD 1502 and Accounting and Auditing Manual for Research Operations (AAMRO Book 1). It is an honorary payment or reward given as compensation for services rendered by officials/employees on an assignment to special project (OCPC CPG No. 80-4, Aug.4, 1980, implementing LOI No., dated June 30, 1977). For this purpose special project is an inter-agency or inter-committee activity, or an undertaking by an individual or a composite group of officials/employees from various agencies which are not among the regular primary functions of the agency concerned.

#### 29. 1.1 Coverage.

Honorarium is paid to a government official or employee or to a private individual who is involved in the conceptualization of studies, projects or programs and in the implementation and coordination of RDE activities, rendition of advisory, administrative and/or management functions in the conduct of RDE activities.

Officials and employees assigned to special activities (task forces, study groups, teams, technical review panel, committees and consultancy group) which are beyond their normal regular workload shall be entitled to honorarium or incentive pay, provided that such funds have been allocated in the budget or made available through grants/donations, or income from outside sources.

**29.1.2 Rates**

Honorarium/incentive pay must be provided in approved line item budget except special assignments. In cases where specific provisions of rates of honorarium are stipulated in the MOA/MOU for project with external funding, the terms of the contract shall be followed. Payments of honorarium/incentive for project staff and other personnel concerned shall be made only after the targeted milestones are attained or after six months of project completion for activities of projects whose duration is less than six months. Payment for committee work maybe based on actual performance of work.

Under the College, the rates are as follows:

**Program Leader      Php 3,500.00-5,000.00/project**  
**Project Leader      Php 3,000.00-/project**  
**Study Leader        Php 2,000.00/project**

*Table 2. Honorarium Rates per Project*

RDE PROGRAM/PROJECT RATES	HONORARIA RATES Rate/project
RDE Program Leader	
1-2 projects	3,500.00
3-4 projects	4,000.00
5 or more projects	5,000.00
Project Leader	
1 or more projects	3,000.00
Project Staff	
Level 3 (Study/Team Leader)	2,000.00
Level 2 (Team Member )	1,000.00
Level 1 (Adm. Support Staff)	750.00

Honoraria for externally funded researches shall be subject to approved prevailing rates.

**29. 1.3 Limitations/Exemptions**

No honorarium shall be paid regardless of the source of fund without prior approval by the head of the agency. Such authority to receive honorarium shall be expressly stated in a special order signed by the head of agency.

Individual faculty member may be entitled to receive honorarium/incentive pay in more than one project/study/activity within the

program or project subject to submission of progress reports and terminal reports. In case where funds are not available, service credits shall be granted instead of honorarium (Article 5, section 19.5).

## **29.2 Incentives for Authors who Published Scientific, Scholarly Works and Books**

31.2.1. The granting of fair incentive can be provided to encourage the publication of research, scientific, scholarly works and books by faculty and staff members aside from the self-fulfillment the author gets for the publication of his work.

31.2.2. Guidelines for this incentive scheme can be worked out by an Ad Hoc Committee constituted by the College President. The said guidelines should be presented to the College Administrative Council prior to presentation to the Board of Trustees for approval.

## **Section 30. Support for Student's Research Capabilities**

The RDE Office, in response to call and its relentless efforts to fully serve its beneficiaries through various projects and approaches and attain greater research impact, envisions to initially provide the SSCT student with the following programs and activities:

### **30.1 Trainings/Seminars for Students**

Students shall be provided with relevant trainings and seminars to enhance capability to do RDE from conceptualization to implementation and presentation of outputs.

### **30.2 IEC Materials Access and Library Services**

The SUC can establish scientific literary services apart from regular library services where specialized commodity collection data and popular Information Education Communication materials can be accessed by interested users.

### **30.3 Off-campus Field Practice on Development Projects**

Apprenticeship/Field Practice can be done by graduate/ undergraduate students in the barangays covered by the College RDE under the supervision of a faculty from the Office/College (where the student comes from) or the cooperating agency.

### **30.4 Students Assistantship**

Students can be hired to work in RDE projects as student assistants for them to get exposure to the RDE projects while earning some amount of money to augment their allowances.

## **Section 31. Graduate Thesis Support**

Faculty enrolled in the graduate program can avail financial support subject to availability of funds:

**31.1 Criteria for Application.** Faculty with an approved thesis/dissertation outline can apply for support.

### **31.2 Guidelines for Support**

- a. The thesis/dissertation should be in line with existing research thrusts/priorities of RDE
- b. In case the thesis/dissertation is not in line with the research thrusts of RDE, the following criteria will be considered:
  - b.1 Importance to national development considering its social, economic, and environmental impact;
  - b.2 Originality (done by the students themselves); and
  - b.3 Urgency in terms of the college's needs.
    - b.3.1 The college area coordinator with the department chair person select the entries for their corresponding colleges.
    - b.3.2 The thesis proposals are then submitted to the RDE office on or before the following schedule:

August – thesis to be conducted during the second semester

February –thesis/dissertation to be conducted during the first semester.
    - b.3.3 Submitted proposals are referred to the College RDE Council with the area coordinators for final review and shall approve thesis/dissertation to be funded
    - b.3.4 Only two students per semester (one masters and one doctoral) who are on the stage of conducting their thesis/dissertation could avail of the financial support.
    - b.3.5 Each student is entitled to a thesis/dissertation support in the amount of P10,000.00 for masters and P20,000.00 for doctoral.
    - b.3.6 Upon approval, a written memorandum of agreement is signed by the student and the directors for RDE
    - b.3.7 After the completion of the RDE, students are required to submit one (1) copy of the manuscript to the RDE Office.

### **Section 32. Undergraduate RDE**

The College, as an institution of higher learning, shall gear its programs and activities toward students' welfare and well-being. This requires synchronization and support from the major programs of the college and RDE. The effort will strengthen students' RDE capabilities by providing thesis/journal support subject to availability of funds. Both the student and the college shall enter into a Memorandum of Agreement for the student to protect his/her rights to enjoy the incentives of conducting RDE.

### **Section 33. Graduate RDE**

The graduate program of the college shall be shifted from the usual course work to RDE degrees or at least a combination thereof but heavier on research. Participation of graduate students in nationally/internationally funded RDE projects done by the college shall be credited to their thesis/dissertation requirement. Publication in a national/international research journal shall be a requirement for graduation from a doctoral degree. Both the student and the college shall enter into a Memorandum of Agreement for the student to protect his/her rights and enjoy the incentives of conducting RDE.

### **Section 34. Internal Funding Support**

The College shall appropriate as much as twenty-five (25%) of the non-fiduciary school fees collected from students annually to support RDE function, provided that a resolution is executed and such fund shall not be used for personal services.

### **Section 35. Other Funding Support**

In the event that there is a limited and minimal funds sourced out from tuition fees, the College shall undertake any appropriate and legal-raising activities to allocate financial support for RDE.

### **Section 36. External Funding**

The College shall obtain RDE funds from external sources to support its activities and attendance of faculty RDE in local, regional, or national/international fora.

### **Section 37. The College RDE Incentive Mechanism**

The College shall implement incentive mechanism to promote awareness and encouragement among faculty members to conduct RDE activities for productivity and acknowledgement of extraordinary performance and efficient delivery of output/services. Such incentive mechanisms shall be comparative with the best in the country.

### **Section 38. Extrinsic and Intrinsic Incentives**

The College shall provide faculty members both extrinsic and intrinsic incentives to pursue RDE activities. Such incentives may include the following:

- 38.1 one-year vacation leave for faculty members and staff who have served the college for at least fourteen (14) years and every seven years thereafter to engage in RDE work;
- 38.2 grant time release from teaching subject to the IRR of Policy No. 1, Article 6, Sections 1-4 of Faculty Manual;

- 38.3 grant of credits pursuant to the CCE under NBC 461 or any other similar issuance in the future;
- 38.4 the best paper and presenter shall receive a certificate of recognition and cash incentive in the amount of P5,000.00 each for the local; P7,000.00 for the regional; P10,000.00 for national and P15,000.00 for international;
- 38.5 the best poster shall receive a certificate of recognition and cash incentive in the amount of P2,000.00 for the local; P3,000 for the regional; P5,000 for national and P7,000 for international;
- 38.6 attendance to regional, national and international conferences, seminars/fora shall be given priority to paper or poster presenters. A letter of request of the faculty shall be accompanied with acceptance from the organizers duly endorsed by the division chair to the dean and recommended by the VPRDE for approval by the President. Travel and liquidation reports shall be executed upon return. An echo- seminar is required. IRR for Travel Assistance in International Oral Paper Presentation outside the country (Appendix V);
- 38.7 publication in the ISI, Thompson Reuters, Scopus, Elsevier Indexed Journals shall receive a plaque of recognition and cash incentive in the amount of P50,000.00.. Non ISI published papers of International scope shall receive a cash incentive of P30,000.00 and national non ISI P10,000.00 subject to availability of funds;
- 38.8 the granting of honoraria/incentives to faculty members who are involved in the conceptualization of programs, projects or studies, and in the implementation and coordination of RDE activities or rendition of advisory administrative and/or management functions as stipulated in Table 2; and
- 38.9 designation as professor Emeritus upon retirement or honorable separation from the service in the college with all the rights and privileges pertaining to that title for as long as he/she remains productive in his/her contribution to research in the college.

**Section 39. Awards and Recognition**

**39. 1 Best RDE papers**

The best RDE papers in each sector during the annual agency in-house review can be selected as a motivation and incentive to researchers in recognition of their outstanding and notable accomplishments. A modest monetary incentive and a plaque of recognition should go with the award

The criteria for the selection of the best paper are as follows:

Table 2.0 Criteria for Best Research Paper

Criteria	Percentage
B. <u>Relevance/Significance of the Project</u> (Potential contribution to countryside development whether social, economic, ecological..etc.)	45%
B. Organization of Paper Comprehensiveness Validity of Approach and Reliability/Dependability of Results	30%
Presentation and Confidence	

Knowledge of the Content of Paper	10%
Clarity of Presentation	5%
Composure and Presence of Mind	5%
Effective use of Visual Aid and other Medium of Presentation	5%
Total Points	100%

### 39.2 Best Poster

As an added feature in the annual agency in-house review, the Best Poster can also be selected. It may be open to all researchers and extensionists of the university engaged in research. Only one best poster may be selected among all competitors based on the following criteria undertaken by the Board of Judges selected from outside of the college.

Table 3.0 Criteria for Best Poster

Criteria	Percentage
Technical Content	70%
Significance relevance of Findings	30%
Experimental organization; procedure or methods resourcefulness of researchers	20%
Presentation <ul style="list-style-type: none"> <li>• Attractiveness of poster (orderliness, neatness and good use of colors and materials) (6%)</li> <li>• Appropriateness or volume of information for the effective information (6%)</li> <li>• Clarity in statement of purpose of the hypothesis of problem) (6%)</li> <li>• Logical order in presentation of methods and results (6%) Effective use of graphics(photos, maps, graphs) to support and supplement the text in terms of goods blending, relevance and contribution to ease</li> </ul>	30%
Interpretation (6%)	
TOTAL	100%

As a general guideline, the poster should be well organized, concise, self-explanatory and attractive and should fit in a 30x40 inches illustration board. The information contained in the poster should include among others: title of research; name(s) of researchers; brief introduction; objectives; methodology; and results and discussion. The information should be readable from 2 meters distance. The researcher(s) should be stationed in the poster competition area during the session to answer queries from the Board of Judges and participants.

## Section 40. Search for Best Graduate and Undergraduate Thesis

**40.1 Objective.** The main objective of the search is to encourage students to develop outstanding thesis/dissertation by giving incentives to their work.

Specifically, it aims to:

- Select one outstanding thesis for science and non-science courses in the undergraduate level and one each for master level and doctorate level, and
- Provide certificate of recognition and cash awards to students with outstanding thesis/dissertation.

**40.2 Mechanics of Implementation.** Thesis of all graduating undergraduate/graduate students can be considered for the best thesis award. However, theses/dissertations which are part of any on-going government and non-government funded researches are not eligible in the search.

**Selection is done sequentially in three levels; namely:**

#### **40.2.1. Department Level**

Every department screens students' thesis during the final defense. For the undergraduate level, the selection committee, composed of the chairman and the members of the faculty, selects one outstanding thesis for the department.

For the graduate level, members of the advisory committee shall recommend potential candidates to the department where the student belongs. The selection committee, composed of the chairman and the faculty members, then selects one outstanding thesis/dissertation for the department

Those selected for each department in the undergraduate and the graduate levels are submitted to the head of screening committee in the college.

#### **40.2.2. College/Graduate Level**

From all nominees in each department, the selection committee composed of the dean, the department chairpersons and the college research coordinator selects one outstanding undergraduate thesis for the colleges for the graduate level, the selection committee, composed of the dean, secretary and chairpersons, select the best thesis and dissertation for each graduate degree program.

All nominees of each college are evaluated by a screening committee composed of the Research management team and the RDE campus/division coordinators.

#### **40.2.3. Recognition of Winning and Awarding of Cash Incentives**

The best thesis for each college and graduate programs are then submitted to the office of the RDE for endorsement to VPRDE for funding and issuance of plaque of recognition.

**40.3 Requirements Participation.** The following are submitted to the chairman of the final screening committee, (the director for research) not later than three working days before the meeting of the Academic Council to prove the candidates for graduation;

- a. One (1) copy of the final manuscript; and
- b. Five (5) copies of the abstract and the summary, conclusion and recommendation.

**40. 4 Criteria for Selection.** The following are the criteria for the selection of the best thesis award.

Table 4.0 Criteria for Best Thesis Award

Criteria		Percentage
I.	Originality (Student's original proposal)	30%
II.	Organization (validity of approach and Reliability of results)	30%
III.	Relevance/significance (potential contribution to countryside development considering its social, economic and ecological impacts)	40%
Total		100%

A cut-off 85 percentile for undergraduate level and 90 percentile for graduate level for the above criteria are maintained during the final selection. The candidate(s) receiving the highest point which is equal or above the cut-off point are considered winners.

**40.4.1 Incentives.** All college nominees for the best thesis are given a certificate of recognition. During the university/college recognition program the best thesis are awarded the following:

- a. Certificate of Recognition
- b. Cash Award : P5,000.00 for doctorate level  
P4,000.00 for masteral level  
P3,000.00 for undergraduate

The cash award can be sourced out by tapping sponsors or through the income generation unit of the university/college.

The selected best theses are immediately published in the R and E-Bytes.

The RDE Directors presents the best thesis award during the Year-end Commencement Exercises.

**Section 41. Priority for RDE grant of the college**

Professors with superior accomplishments in RDE shall be given priority in the grant of college/university professor rank pursuant to NBC 461 or any other similar issuance in effect in the future.

## **Section 42. RDE Capability Approaches**

Professors who have distinguished himself/herself in RDE shall be given the honor to lead the other faculty members in doing RDE works with the following approaches.

## **Section 43. RDE Publication and Opportunities**

The College shall promote faculty RDE outputs to local, national, and international fora and shall provide equal opportunity for potential and capable researchers to any form of capability building and exposure.

## **Section 44. Transitory Period**

After the approval of this set of IRR, all existing associate professors and full professors shall be given equal opportunity to prove their worth in RDE services during the three-year period or per NBC 461 evaluation cycle.

## **Section 45. Faculty Classification**

After the transitory period, the associate professors and full professors shall be classified either as researchers or extension workers for ranking purposes in the NBC 461 and to strengthen RDE productivity among them.

## **Section 46. Faculty Selective Promotion**

Upon approval of this IRR and pursuant to the provisions of NBC 461, no faculty member shall be promoted to the rank of associate professor unless she/he has demonstrated productivity in doing RDE work or production during the last three years before such promotion, regardless of the result of evaluation under existing system of evaluation for faculty rank.

## **Section 47. Faculty Promotion to Full Professor**

Pursuant to the spirit and expression of the provisions of NBC 461, hereafter no faculty member shall be promoted to the rank of full professor unless he/she has consistently demonstrated his/her expertise in research as evidenced by his/her publication in a refereed national or international research journal-accredited by CHED despite the result of an evaluation under NBC 461 or whatever similar system in existence at the time.

## **Section 48. Sustainability in RDE**

After the approval of this IRR, promotion of full professor to higher rank/sub-rank shall be dependent upon his/her sustainability and commitment in publishing RDE outputs in refereed local, national or international journals accredited by CHED.

## **Section 49. Membership in RDE Organization**

The College shall make an effort to join and sustain membership in appropriate national and international RDE organizations to promote continuous exposure of the faculty members to activities, fellowship, acquisition of RDE journals and attendance in national and international RDE fora.

## **Section 50. The College Academic Freedom**

The College shall acknowledge academic freedom through exercise/encouragement of free expression of scientific and research-based ideas and theories.

## **Section 51. Constitutional Provisions**

Article XIV, Sec. 5 [2]2 1987 Constitution provides that “Academic Freedom shall be enjoyed by all institutions of higher learning.

## **Section 52. Academic Freedom of the College**

The college shall also recognize its own academic freedom as reflected in the following Supreme Court decision. “This institutional freedom includes not only the freedom of professionally qualified person to inquire, discover, publish and teach the truth as they see it in the field of their competence subject to no control or authority except of rational methods by which the truth and conclusions are sought and established in their disciplines but also the right of the school or college to decide for itself, its aims and objectives and how best to attain them the grant to institution of higher learning-free from outside coercion or interference save passively when the overriding public welfare calls for some restraint” (Amado C. Dizon in his Law and Education quoted the Supreme Court in deciding the case of TOGONAN vs. PAÑO (137 SCRA, 246 [1983]; Ateneo de Manila University vs. (CA 145 SCRA 100 [1986])).

## **Section 53. Limitation of Academic Freedom**

The College along with the faculty members shall be cautioned as they are hereby cautioned that academic is not absolute as cited by Amado Dizon. Any faculty member or staff member may receive external funding for researches on a personal capacity provided that there is no conflict of interest with regard to his function in the university (benchmarked statement).

## **Section 54. RDE Activities to be Supported by the College**

Pursuant to the Constitutional provision stated under section 1 on academic freedom of the faculty in higher education and the expectation that all faculty members with the rank of Associate Professor 1 and above shall be involved in RDE activities. However, faculty members with ranks below Associate 1 are encouraged to engage in RDE activities in collaboration with senior faculty-researchers. The college shall promote and support:

- 54.1 faculty RDE activities in any field of inquiry in line with his/her expertise/interest and agenda;
- 54.2 holding of annual RDE in-house review activity as an opportunity for the faculty to present papers, and to give incentives/awards to the best paper and best presenter;
- 54.3 holding of capability building activities for potential/advanced faculty members to regularly update and harness their skills and potentials in making and conduct of RDE activities;
- 54.4 conduct of regular meetings, field, evaluation, in-house review, and integrated review to assess the implementation of RDE activities and attainment of objectives set on the proposal and provide intervention for any potential risks/problems that may occur;

- 54.5 conduct benchmarking activities to other institutions and agencies to gather good and appropriate RDE proceedings for the college;
- 54.6 publish faculty RDE outputs in refereed local, national and international journals duly accredited by CHED; and
- 54.7 invite a pool of experts to referee RDE outputs to be published in refereed journals of the college.

### **Section 55. Intellectual Property Rights**

Intellectual property rights of all RDE outputs funded by or through the college shall be owned by the college subject to the payment of royalty to the author if any or when such RDE output(s) is/are commercialized. (pursuant to the Intellectual Property Code of the Philippines or R.A. 8293), research work made by a faculty member or staff member should uphold the provisions of the Intellectual Code of the Philippines)

### **Section 56. Income Generation of RDE Projects**

For commercialization of products resulting from RDE projects, the College shall observe the following:

- 56.1 For projects under trust fund and with memorandum of agreement as legal procedures of the college. Any income generated from the sales of the produce shall be credited to the trust fund of the project.
- 56.2 For other projects: transaction and remittance of sales should strictly follow the requirements of the financial management and auditing procedures of the college.
- 56.3 In no case shall any of the project personnel be entitled or allowed to free share of the produce unless officially allowed or sanctioned by higher authorities.

### **Section 57. Publication and Intellectual Rights**

Pursuant to the Intellectual Property Code of the Philippines or R.A. 8293 the Philippine Constitution recognizes that an effective intellectual and industrial property system is vital to the development of creative activity. To this end, it enjoins the State to protect and secure the exclusive rights of scientists, inventors, artists, and other gifted citizens to their intellectual property and creation. To fulfill this mandate, the Philippine Congress passed the Intellectual Property Code, Republic Act 8293, which took effect in 1998. Introduction unlike many other copyright laws, Philippine copyright laws also protect patents, trademarks, and other forms of intellectual property (Transcript of IPC of the Philippines).

Significant research results are published in the annual publication, RDEO Highlights. For commodities where information are generated, significant results are published in the following publications:

- 1) RDEX Highlights '05
- 2) RDE Journal ( 1 issue for 2004 and 1 issue for 2005)
- 3) SSCT Journal
- 4) SSCT Journal of Science and Technology (Category B, CHED Refereed Journal)

The researcher recognizes that all results of the research/ extension project and the rights of publication belong jointly to the researcher and Surigao State College of Technology and full acknowledgement shall accordingly be given to Surigao State College of Technology in case the research/extension is published or reported to scientific societies.

In case any other entity besides Surigao State College of Technology has contributed funds, facilities or services or services for undertaking this researcher/extension, the intellectual rights shall be shared in value with Surigao State College of Technology at 5% and the share of the entity shall be taken from the 95% share of the researcher-inventor. For this purpose, the researcher-inventors obligates himself to inform Surigao State College of Technology accordingly should there be another entity which contribute financial support to this project, giving the name address of the entity and the nature of the contribution.

### **Section 58. Ownership and Utilization of Discoveries, Inventions and Improvements**

Discoveries and inventions of the researcher-inventor shall be owned by College. Use of discoveries and inventions in the SSCT- assisted projects may be availed of upon application and approval by SSCT subject to the terms and conditions that may be mutually agreed by the parties, provided:

- 58.1. That the applicant is a Filipino citizen, corporation or association of which sixty (60) percentum of its capital is owned by Filipino citizens;
- 58.2. That the applicant shall be the end-user of the discovery; and
- 58.3. That the researcher-inventor shall be entitled to benefits from his discovery or invention.

### **Section 59. Promotion, Publication, and Ownership of College RDE**

The college faces the big challenge to strengthen its RDE capability and productivity. The goal is to mobilize and accelerate research output for global competitiveness. The scope of the program covers the RDE conceptualization, processing, promotion publication and ownership to evaluate socio-economic impact.

### **Section 60. Technology Promotion**

Publicity and other appropriate communication strategic are used to promote the technologies. Technology forum and forms where specific requirement of each technology can be featured are being enhances. Promotion activities are complemented by an aggressive information dissemination campaign through multi-media approach, training and market linkage.

### **Section 61. Ownership of Property**

Upon termination of the project, the research/extensionist shall turn over to the Supply Office all equipment and other non-expandable property under proper receipt. Surigao State College of Technology reserves the accretions, increments, and improvements accruing from the conduct of researcher/extension are properties of the College.

The RDE Directors shall keep an updated inventory of all non-expendable property acquired by the researcher and extensionist.

**Section 62. Mandatory Clause**

Article 5, The Research Development and Extension Implementing Rules and Regulations maybe amended, modified or replaced by the members of the College Research, Development and Extension Council.

**Section 63. Effectivity**

These rules shall take effect upon the approval of the Board of Trustees. .

## REFERENCES

- Central Luzon State University, Research Manual.
- Commission on Higher Education. Manual on State Universities and Colleges.
- CSU RDE Manual of Operations 2011-2016
- Cebu Normal University University Research Manual, Revised 2013
- Eastern Visayas State University. Research Manual. Research, Planning and Extension Services, Tacloban City.
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- Northern Mindanao Institute of Science and Technology. Research Manual.
- Philippine Council for Agriculture, Forestry, and Natural Resources Research and Development (PCARRD) Highlights (20056 and 2007)

**APPENDIX A**

**DOST CAPSULE RESEARCH PROPOSAL**

**APPENDIX A  
DOST Capsule Research Proposal**

<b>DOST FORM</b> <input type="checkbox"/> NAST <input type="checkbox"/> PCMRD <input type="checkbox"/> NRCD <input type="checkbox"/> PCHRD <input type="checkbox"/> PCCARD <input type="checkbox"/> PCIERD	DEPARTMENT OF SCIENCE AND TECHNOLOGY  <b>CAPSULE RESEARCH PROPOSAL</b>	<b>[1] ENDORSED BY:</b> NAME _____ DESIGNATION _____ AGENCY _____ SIGNATURE _____																									
<b>[2] RESEARCH TITLE</b>		YR SEQ.NO. PG PJ SDY 																									
<b>[3] RESEARCH COORDINATOR / LEADER</b> [Name, Field of Research Specialization, Highest Degree Obtained]																											
<b>[4] TYPE</b> <input type="checkbox"/> PROGRAM <input type="checkbox"/> PROJECT <input type="checkbox"/> STUDY	<b>[5] CLASSIFICATION</b> <input type="checkbox"/> BASIC APPLIED <input type="checkbox"/> DEVELOPMENTAL	<b>[6] MODE OF IMPLEMENTATION</b> <input type="checkbox"/> SINGLE <input type="checkbox"/> MULTI AGENCY																									
<b>[7] COMMODITY CLASSIFICATION / RESEARCH AREA</b>		RANK <input type="checkbox"/> <input type="checkbox"/> <table border="1" style="float: right; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																									
<b>[8] RESEARCH DISCIPLINE / SECTORAL COVERAGE</b> 		 																									
<b>[9] PRIORITY AREAS</b>		<table border="1" style="float: right; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																									
<b>[10] RESEARCH THRUST(s)</b> 																											
<b>[11] SIGNIFICANCE OF THE PROPOSAL (SPECIFIC PROBLEMS AND IDENTIFIED BENEFICIARIES)</b> (Use a Separate Sheet)																											
<b>[12] OBJECTIVES (SPECIFIC)</b> (Use Separate Sheet)																											
<b>[13] EXPECTED OUTPUT(s)</b>																											
<b>[14] MAJOR ACTIVITIES (METHODOLOGIES)</b> (Use Separate Sheet)																											
<b>[15] IMPLEMENTING SCHEDULE</b> START DATE    Y Y M M D D    COMPLETION DATE    Y Y M M D D    DURATION    M O S 																											
<b>[16] PROPONENT AGENCY</b>		<table border="1" style="float: right; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																									
<b>[17] IMPLEMENTING AGENCY(IES)</b>		<table border="1" style="float: right; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																									
<b>[18] RESEARCH STATIONS/ UNITS</b>		<table border="1" style="float: right; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																									
<b>[19] COOPERATING AGENCY (IES)</b>		<table border="1" style="float: right; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																									
<b>[20] TOTAL RESEARCH COST</b>																											
<b>[21] ESTIMATED ANNUAL BUDGET PER SOURCE OF FUND</b>																											
SOURCE OF FUND	YEAR1				YEAR2	YEAR3	YEAR4	TOTAL																			
	PS	MOE	SOURCE	TOTAL																							
<b>TOTAL</b>																											

## APPENDIX B

### CHED RESEARCH PROPOSAL APPLICATION GUIDE

- I. Research Title (This is the distinctive name given to the research proposal which describes the work scope in specific, clear, and concise terms.)
- II. Name of the Proponent / Institutions: (the research proponent may be a faculty / researcher or an institution).
  - Name and Designation of the Faculty / Researcher
  - Name of Institution
  - Name of the Head of Institution
- III. Address (This refers to the mailing / forwarding address where communication to both proponent / institution can be facilitated)
  - a. Proponent
  - b. Institution
- IV. Background of the Study (This refers to the overview of the project discussing the factors that lead to the conceptualization of the problem).
- V. Review / Study of Related Literature (This refers to the body of literature related to the study being proposed or a discussion on how the research proposal is related to the existing researches in the field).
- VI. Conceptual / Theoretical Framework of the Study. (This includes a discussion of the different theories and models that provide the conceptual underpinning of the study or the legitimate bases for defining its parameters.)
- VII. Statement of the Problem: (This refers to the problems both general and specific which the research proponent hopes to achieve)
  - a. General
  - b. Specific
- VIII. Assumptions (This refers to a proposition of some occurrence or considerations that may be used in delimiting the area of study)
- IX. Significance of the Study: (This refers to the contribution of the study to a) national goals/plans b) national policies c) emerging realities d) regional (local goals/plans) and e) community goals/plans.
- X. Definition of Terms: (This refers to the contextual and operational meanings of the variables in the study)

- XI. Scope and Limitation: (This refers to the scope or inclusive frame of reference as well as procedural limits of the study)
- XII. Methodology (This refers to the detailed technical/scientific activities which include: the research design, sampling plan, instrumentation, statistical tool and treatment of data).
- XIII. Working Bibliography (This refers to list of sources of the survey literature in the study)
- XIV. Work Plan (This includes a brief description in chronological order of each activity to be undertaken in the conduct of the study. The starting data and plan completion data are indicated in year and month and it may be presented via gantt chart or others for clarity).
- XV. Budgetary Outlay: (This includes a detailed/itemized breakdown of the total project costs and the source/s of funds).
- XVI. Manpower Requirement: (This specifies the number of staff needed to rationalize the proposed budget in the conduct of the study).
- XVII. Expected Outputs and Deliverables: (This refers to the products of the investigation which would contribute and increase the stock of knowledge).
- XVIII. Credentials of Key Personnel / Staff Involved: (These documents are required to establish credibility and expertise among the staff involved in the study)

Submitted by:

\_\_\_\_\_  
 Printed Name and Signature of Proponent

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

Received by:

\_\_\_\_\_

*(Printed Name and Signature of the President  
 (RD-OPPRI Staff)*

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

Endorsed by:

\_\_\_\_\_

*Printed Name and Signature of the Head of  
 University/College where the proponent is  
 connected*

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

**APPENDIX C**

**RESEARCH PROFILE**

**IDENTIFYING INFORMATION (Please accomplish in 5 copies)**

- A. Title
- B. Proponent(s)  
Contact Person  
Address
- C. Cooperating Agency(ies)

**BACKGROUND / RATIONALE**

**OBJECTIVES / THEORETICAL FRAMEWORK**

- A. General
- B. Specific

**METHODOLOGY**

- A. Research Design
- B. Research Locale
- C. Target Respondents
- D. Data Collection Strategies
- E. Data Processing and Analysis

**PLAN OF IMPLEMENTATION**

MAJOR ACTIVITY(IES)

AGENCY/PERSON  
INVOLVED

TIMEFRAME  
(START-END)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPENDIX D**  
**RESEARCH FORMAT**

- I. Introduction
  - A. Background of the Study
  - B. Statement of the Problem
  - C. Hypothesis/es
  - D. Conceptual Framework
  - E. Significance of the Study
  - F. Scope and Delimitation
  - G. Definition of Terms
- II. Review of Related Literature and Studies
- III. Methods and Procedures
  - A. Research Design
  - B. Respondents of the Study
  - C. Research Instrument
  - D. Methods of Scoring
  - E. Methods of Analysis
- IV. Results and Discussion
- V. Summary, Conclusion, and Recommendation

## **APPENDIX E**

### **RESEARCH CAPSULE FORMAT**

#### **RESEARCH TITLE**

##### **I. Introduction**

- A. Background / Rationale
- B. Significance / Economic Contribution
- C. Purpose / Importance

##### **II. Objectives**

- A. General
- B. Specific

##### **III. Theoretical Considerations**

##### **IV. Brief Methodology**

- A. Phases of Projects
- B. Process / Procedures
- C. Research Design
- D. Calendar of Activities
- E. Financial Requirements

##### **VI. References**

**APPENDIX F**  
**RESEARCH ABSTRACT**

Name of the College: \_\_\_\_\_  
Address: \_\_\_\_\_

Title: \_\_\_\_\_  
Author(s) Proponent (s): \_\_\_\_\_

Funding Source (s): \_\_\_\_\_ Cost: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Objectives of the Study:

- A. General : \_\_\_\_\_
- B. Specific : \_\_\_\_\_

Scope and Coverage: \_\_\_\_\_

Methodology: \_\_\_\_\_

Major Findings: \_\_\_\_\_

Conclusion: \_\_\_\_\_

Recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX G

### RESEARCH PROPOSAL EVALUATION CRITERIA/CRITERIA FOR TECHNICAL EVALUATION OF PROPOSAL

<b>Evaluation Criteria</b>	<b>Weight</b>
1. Contribution to Knowledge	20%
2. Soundness of research proposal / design	20%
3. Replicability, applicability and marketability of the Research outputs	20%
4. Capability of proponent to carry out research project	10%
5. Conformity with the country's thrusts for national or regional development	15%
6. Conformity with CHED's research priorities	15%
<b>TOTAL</b>	<b>100%</b>

#### **CHED Decision:**

Top Priority, Highly Recommended	-	96-100 points
Top Priority, Recommended	-	91-95 points
Priority, Highly Recommended	-	86-90 points
Priority, Recommended	-	81-85 points
Not Recommended	-	81 points and below

**APPENDIX H**

**MONITORING AND EVALUATION FORM**

To be accomplished by the Researcher in two (2) copies and be validated by Directors of RDE

Progress Report No. : \_\_\_\_\_  
Title of the Project : \_\_\_\_\_  
Source of Funds : \_\_\_\_\_  
Date Project Started : \_\_\_\_\_  
Period Covered by the Report: \_\_\_\_\_  
Objectives of the Project / Study: \_\_\_\_\_

Brief Summary of Accomplishments / Highlights of the Study: (Work accomplished on the basis of the total work programmed for the period covered)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Problem Encountered (Administrative, Technical, and other problems encountered)	Action Taken:	Recommendation

\_\_\_\_\_  
*Grantee/Researcher*  
(Signature over printed name)

(Please attach the necessary tables, figures, charts, photographs & other pertinent papers)

Table 2. Flow of RD Proposal Evaluation (PCARRD/DOST/AFMA Funding)

CHANNEL	PROCESS	Documentary Requirements / Timetable / Expected Action	Evaluation Parameters
Proponent	Capsule proposal preparation  Detailed proposal preparation (30 days)	Capsule proposal (4 copies)  Detailed proposal (3 hard copies and 1 electronic copy)	
Regional Consortia Secretariat (31 days)	Initial administrative Screening	Capsule proposal (4copies)  Due: last Friday of April  All proposals screened / appraised and returned to the  Proponent on/before the end of May (31 days) for the  Preparation of the detailed proposals	Endorsement of agency or head  Adherence to prescribed format (capsule proposal)  Non-duplication, regional level  Load/availability of the researcher
Regional Technical Working Group	Initial technical screening	Proponents whose capsule proposal have passed the preliminary screening are expected to work on their detailed proposals within 30 days  All detailed proposals must be submitted again to the  Regional Consortium for 2 <sup>nd</sup> endorsement not later than the 2 <sup>nd</sup> week of June (15 days) and forwarded to PCARRD ODED-RD on/before the last Friday of June (around 15 days) together with 2 <sup>nd</sup> endorsement letter and evaluation report their respective consortia at least one copy of all proposals forwarded to PCARRD together with documents are kept by the consortium secretariat for record purposes	Capability of the researchers  Availability of research facilities required  Compatibility with agency Commodity assignment adherence to regional research development and extension programs and priorities adherence to NARRDN membership adherence to prescribed format (detailed proposal) Legend: red- secretariat's duty; Black – RTWG's duty
PCARRD ODED-RD	Administrative evaluation	Detailed proposal (2 hard copies and 1 diskette form)	
PCARRD TRD	Technical and Financial Evaluation	Detailed proposal (1hard copy and 1 diskette form)  Upon receipt of the proposals, the concerned Program Specialist (PS) classifies them and organizes the Technical Review Panel form the existing Commodity Research Development and Extension teams.  PS prepares their appointments and forwards copies of the proposals to them for evaluation together with a copy of the evaluation sheet, preliminary consortia evaluation report and the guidelines for evaluating RDEX projects.  On the average, the evaluation does not take more than two (2) weeks, after which proposals is returned to the proponents for review (two weeks)	

		<p>Upon receipt of the revised proposal, the PS then reviews it for compliance to the TRP's comments.</p> <p>If requirements are met, PS rates the proposal according to the approved guidelines, consults with the TRD Director, prepares to produce copies of the final report document including all relevant attachment, and drafts the 3<sup>rd</sup> endorsement letter ODED-RD for DC presentation (30 days). Otherwise, the revised proposal is returned to the proponent until all issues raised during the evaluation process have been satisfactorily answered.</p>	
PCARRD Director's Council	<p>PCARRD FUNDING Recommended for ED approval if budget is &lt;Php 500,000.00</p> <p>Endorsement to TAC if budget is &gt;Php 500,000.00</p> <p>DOST FUNDING Endorse to DOST EXECOM</p> <p>Endorse to GC</p>	<p>Revised proposal (required no. of copies)</p> <p>TRP/RCT evaluation</p> <p>TRD evaluation/scoring validates the rating made by the RDs</p>	<p>Scrutinizes the accuracy of the TRD Rating</p>
TAC		<p>Revised proposal (required of copies)</p> <p>TRP/RCT/TRD evaluation/scoring compliance to DC recommendations and TAC TOR</p>	<p>Checks whether the RDEX Proposal is really demand driven and compliments action plan of DOST/PCARRD, DA, DENR</p> <p>Evaluations whether the results of RDEX proposal benefits target beneficiaries and other stake-holders through a system of promotion and dissemination</p> <p>Ensures that duplication of RDEX efforts are validated.</p> <p>Evaluates if the proposal generates national and international recognition</p>
GC	<p>Approved for PCARRD Funding</p> <p>Endorsement to CERDAF(for AFMA funding)</p>	<p>Revised proposal (required no. of copies)</p> <p>Approval (for PCARRD funding/endorsement for CERDAF)</p>	<p>TRP/RCT/TRD evaluation scoring</p> <p>Scrutinizes the proposed project based on its potential contribution to new knowledge and the achievement of the existing RDEX goals/priorities</p>
DOST EXECOM	<p>Approval by USEC for RDEX if budget is &lt;Php 500,000</p> <p>Approval by EXECOM if budget is &gt;Php 500,000</p>	<p>Revised proposal (required no. of copies)</p> <p>Funding approval</p>	<p>TRP/RCT/TRD evaluation scoring</p> <p>DC action/decision</p>
CERDAF	<p>Approval</p>	<p>Revised proposal (required no. of copies)</p> <p>Funding Approval</p>	<p>TRP/RCT/TRD evaluation scoring</p> <p>TAC and GC Action / decision</p>

## APPENDIX J

### CHED-NATIONAL HIGHER EDUCATION RESEARCH AGENDA

#### PRIORITY RESEARCH AREAS

#### 1. Principles Guiding Priorities.

The National Higher Education Research Agenda (NHARA) integrates the concerns of the higher education sector with overall development goals and objectives of the country and the higher education international community. In framing, the NRERA (1998-2007), THE Commission was guided by the following principles;

**Multidisciplinary.** Researches that involve the expertise of researchers in several disciplines are preferred over researches needing the expertise in a single discipline. However, the principle does not apply to the category of “breakthrough researches” such as revolutionary scientific or mathematical discoveries.

**Policy-Orientation.** Policy-oriented researches are preferred over researches that have a little or no policy implication across the various higher education disciplines.

**Operationalization.** Researches which aim to investigate and explain the relationship of different phenomenon are preferred over researches that simply document the association among observable events, phenomena or factors.

**Participation, and Board Impact.** Higher education researchers should involve the participation of as many stakeholders as possible and should have impact on the greatest number of individuals or group of individuals.

#### 2. Priority Thrusts in Research and Research Areas

The research thrusts are categorized according to (a) disciplines, and (b) other research emphases.

##### 2.1 Across Higher Education Disciplines.

The present priorities are as follows:

Higher Education Center	Research Areas
1. Science and Mathematics	<ul style="list-style-type: none"> <li>• Multidiscipline research aimed to advance the frontiers of science and mathematics</li> <li>• Leading – edge scientific research</li> <li>• Use of scientific principles in responding to the development needs of the country</li> <li>• Breakthrough or pioneering researches</li> </ul>
2. Engineering, Maritime Studies and Architecture	<ul style="list-style-type: none"> <li>• Multidisciplinary research on the improvement of engineering designs and concepts;</li> <li>• Engineering research with social or economic impact</li> <li>• Leading-edge technological research</li> <li>• Breakthrough pioneering researches</li> </ul>
3. Humanities Social Science and Communication	<ul style="list-style-type: none"> <li>• Multidisciplinary research on Philippine literature, arts and sociology;</li> <li>• Peace and Development Studies with direct application to the Philippine Situations</li> <li>• Policy-oriented research on HUSOCOM</li> </ul>
4. Agriculture and Fisheries	<ul style="list-style-type: none"> <li>• Multidisciplinary research on agriculture and Philippine Economy;</li> <li>• Use of scientific principles to enhance</li> </ul>

	<ul style="list-style-type: none"> <li>fisheries and agricultural productivity</li> <li>Breakthrough or pioneering researches</li> </ul>
5. Business and Industry	<ul style="list-style-type: none"> <li>Policy-oriented researches leading to improvements in Philippine business and economic sectors</li> <li>Multidisciplinary research on Philippine economics, industry, and business</li> </ul>
6. Health and Health Related-Discipline	<ul style="list-style-type: none"> <li>Multidisciplinary research on health and health-related discipline leading to better quality of life for Filipinos; and the delivery of basic health services to the rural areas;</li> <li>Policy-oriented health researches</li> </ul>
7. Information and Communication Technology	<ul style="list-style-type: none"> <li>Policy research on information technology;</li> <li>Technological research for the advancement of Philippine Information Technology;</li> <li>Breakthrough and pioneering researches</li> </ul>
8. Teacher Education	<ul style="list-style-type: none"> <li>Policy-oriented researches focused on quality and excellence, relevance and responsiveness and equity in higher education;</li> <li>Technological inputs to teacher education</li> <li>Multidisciplinary teacher education</li> </ul>
9. Industrial Technology	<ul style="list-style-type: none"> <li>Policy Research on Industrial Technology</li> <li>Research on product development</li> <li>Research on enterprise incubation</li> </ul>

### 2.2.1 Program/Curricular Assessment Studies on Higher Education Clusters of Disciplines

The purpose of program/curricular assessment studies is not only to identify the significant weakness or problem of present programs/curricular but also to determine how they can be improved or designed. Such studies may deal with measures of inputs or antecedent variables, transactions, processes, outputs and outcomes or results of programs/curricular.

### 2.2.2 Research on Integrative Theories, Models or Philosophy

Research on the development and validation of unifying theories or models to explain natural or man-made phenomena is envisaged in the belief that such studies lead to a better understanding of the global environment. For instance, current work on “Chaos Theory” leads to a better understanding of unifying explanation of dynamical systems e.g. population dynamic, fluid turbulence, and others.

#### 2.2.3.1 Studies on Financing Higher Education

These studies are intended to determine how investments in education enhance the quality and productivity of high-level human resources. It may include studies on the following topics:

- Source and uses/allocation of fund/resources in HEIs (public and private)
- Internal efficiency and effectiveness of an educational program
- Linkages of the education sector with the social and economic sector in terms of external efficiency indicators such as employment, labor, market adjustments and development.

### **2.2.3.2 Economic of Higher Education**

One of the central questions in the economics of education is the relationship among education, income and productivity. Such intended to show evidence of the relationship of education to work skills, (cognitive and effective) other than incomes, as well as the competitiveness of the educated labor in the market, are encouraged. Such serve as valuable inputs to educational policies of higher education.

### **2.2.3.3 Studies on the Governance and Management of Higher Education**

Studies on tertiary education oftentimes are narrowly limited to instruction, neglecting other areas such as governance and management. However, these non-teaching functions of higher education also affect the pursuit of quality teaching.

### **2.2.3.4 Studies on Accreditation of HEIs**

On way to attain education or academic excellence in higher education is through accreditation. Accreditation of an institution signifies that it has surpasses the minimum standards of instructional capability. The Commission on Higher Education recognizes the value of accreditation to improving the quality of tertiary education. However, despite its importance, there is a dearth of studies on accreditation. The Commission therefore encourages such studies.

### **2.2.3.5 Rationalizing Higher Education**

The performance of HEIs needs to be documented. Results of investigation on performance are needed for policy-formulation purposes and can lead to rationalization of HEIs program offerings and allocation of resources.

### **2.2.3.6 Model Building Studies**

The purpose of model-building is to understand a complex phenomenon by reducing the number of variables influencing this event or phenomena into a few numbers of parameters as possible. Models provide a good way of building future scenarios and determining the effect of certain factors advance.

### **2.2.3.7 Institution-Building Studies**

Given the urgent demand for high-level human resource force to meet the development thrusts of the Philippines, there is a need to enhance the institutional capability of higher education institutions. The main objective of institution-building studies is to justify the need of institutions to enhance capability to provide high quality and relevant education.

### **2.2.3.8 Manpower Supply and Demand Studies**

These studies provide the basis for assessing labor-market behavior and also serve as guide for new graduate who are to enter the labor market and for entering college students. They will also enable CHED to determine policies aimed to balance the production of needed manpower with the requirements of business and industry. Graduate tracer studies also fall under this general category.

### **2.2.3.9 Integrative Studies in Linguistics, Sociology, Anthropology, the Social Science and Humanities**

These studies aim to integrate the fragmented bits of information relating Philippine linguistics, Filipino sociology and others. The purpose is to provide a more holistic view of Philippine society. Such studies can provide important information to policy makers.

### **2.2.3.10 Other research topics considered by the Commission in response to emergent of the country (e.g. socially oriented and community-based studies).**

**APPENDIX K**

**WORK PLAN/ TIME TABLE OF ACTIVITIES**

Date Started	Date Finished	Proposed Activities	Expected Outputs

Gantt Chart

Activity	Months						
	Mo. 1	MO. 2	Mo.3	Mo.4	Mo.5	Mo.6	Mo.nth

**APPENDIX L**

**LINE ITEM BUDGET (Sample Only)**

Items/Particulars	Amount
<b>Maintenance and Other Operating Expenses</b>	
Travel / Transportation Expenses: 1. 2. Etc.	
Supplies and Materials: 1. 2. Etc.	
Communication Expenses: 1. 2.	
Meals/Venue Expenses: (e.g Meeting, etc.)	
Group Insurance	
Other Expenses Honoraria: Project Leader @ P _____ x no. of month(s) Team Leader (s)/ Members @ P _____ x no. of month(s) x no. of pax, etc	
Contractual Services e.g. Field Researcher @ P _____ x no. of month(s) , etc.	
<b>Total</b>	

## APPENDIX M

### EVALUATION CRITERIA FOR RESEARCH FUND ALLOCATION (Institutional Research)

INDICATOR	CATEGORY	PERCENT OF THE MAXIMUM PROJECT FUND
1. Scope of research area	National	21-30
	Regional	11-20
	Local	05-10
2. Number of Respondents	201-above	21-30
	101-200	11-20
	051-100	06-10
3. Number of variables/research instruments	04-above	11-20
	01-03	05-10
4. Data Gathering Techniques	With field workers	06-10
	Researchers	01-05
5. Need for expert/s or consultant/s	Yes	10
	No	0

**APPENDIX N**

**MAN-HOUR REQUIREMENT PER RESEARCH TASK**

RESEARCH ASPECT	Minimum MANHOUR	Average MANHOURS	Maximum MANHOURS
I. Proposal Presentation 1.1 Problem Conceptualization 1.2 Research Design 1.3 Literature Review 1.4 Framework			
II. Instrumentation 2.1 Preparation of Instruments 2.2 Validation			
III. Data Gathering			
IV. Data Analysis			
V. Final Report			
TOTALS			
STANDARD ERROR OF ESTIMATES			
95% Confidence Maximum			

**APPENDIX O**

**SCHEDULE OF DELIVERABLES AND TRANCHE RELEASES (DTR)**

Program / Project Title	
Name of the Project Leader	
Implementing College	
Period Covered (in months)	
Total Project Costs	PhP

Tranche Release	Amount	Deliverables / Outputs
50%		50% of the approved budget will be released upon complete submission of the following:
50%		50% of the approved budget will be released upon complete submission of the following:

Prepared and Submitted by:  
(to be filled out by the Project Leader)

Reviewed and Endorsed by:  
(to be filled out by CRD Director)

Signature   
 Printed Name   
 Date Submitted

(to be filled out by the Research Coordinator)

Signature   
 Printed Name   
 Date

**APPENDIX P**

**TERMS OF REFERENCE (TOR)**  
Institutional Research

Research Project Title	
Implementing College	

Name of Project Leader

Project Duration

Objectives:

Scope:

Research Method (sampling, research design and data treatment):

Activities:

--

Prepared and Submitted by:  
(to be filled out by the Project Leader)

Reviewed and Endorsed by:  
(to be filled out by CRD Director)

Signature	
Printed Name	
Date Submitted	


(to be filled out by the Research Coordinator)

Signature	
Printed Name	
Date	

Gantt Chart:

Activity	Months						
	Mo. 1	MO. 2	Mo.3	Mo.4	Mo.5	Mo.6	Month

Note: Number of months depends on the project duration

Personal Requirements/ Team Composition

The research team may include:
1. Project Leader
2. Project Member(s):
3. Project Technical / Support Staff:

Modus Operandi (including delineation of assignments, coordination / networking arrangements)

Activity	Person Involved / Institution	Responsibility	Duration of Involvement /Time Frame

Prepared and Submitted by:  
(to be filled out by the Project Leader)

Reviewed and Endorsed by:  
(to be filled out by CRD Director)

Signature

Printed Name

Date Submitted

(to be filled out by the Research Coordinator)

Signature

Printed Name

Date

Adapted from CHED GIA from TOR

**APPENDIX Q**

**MEMORANDUM OF AGREEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

This instrument made and executed by and among:

**SURIGAO STATE COLLEGE OF TECHNOLOGY (SSCT)**, a college duly organized and existing under the laws of the Philippines with campus address at Narciso Street Surigao City, duly represented in this act by its President \_\_\_\_\_, hereinafter referred to as the FUNDING AGENCY.

- and -

\_\_\_\_\_ (**researcher/s**), of legal age and faculty members of the SSCT, hereinafter referred to as the "**RESEARCHERS**".

Witnesseth:

WHEREAS, THE RESEARCHERS have committed to conduct the Research Project Study entitled: " \_\_\_\_\_ " to be conducted in Surigao City, with the maximum duration of \_\_\_\_ months;

WHEREAS, THE RESEARCHERS have the technical expertise and experience in the conduct of the said Research Project Study for the maximum duration of \_\_\_\_\_ months as reflected in the approved Research Project Proposal submitted to the College Research Development and Extension Council through the Research Development and Extension Office

WHEREAS, THE SSCT, in its effort to encourage all teaching and non-teaching staff to conduct relevant studies in various fields of study, that will enhance knowledge and promote professionalism in their respective fields of endeavor, has committed to provide a funding assistance of

\_\_\_\_\_, the releases of which shall be based on the approved schedule of expected deliverables and fund releases indicated in the approved Work Plan (WP) and Line Item Budget (LIB); for the conduct and completion of the above mentioned Research Project Study, covering the period from \_\_\_\_\_ to \_\_\_\_\_.

NOW, THEREFORE, for and in consideration of the foregoing premises and of the mutual covenants herein stipulated, the parties hereto affirm and agree as follows:

**Article I. The Researchers shall:**

1. Submit to the CRDEC, through the RDEO, periodic reports on the status, progress and assessment in the conduct of the research project study following the rules and guidelines stipulated in the college research guidelines as set by the RDEO and duly approved by the Board of Trustees.

2. Comply with all recommendations and implement all revisions and improvements that may be raised by the CRDEC through the RDEO for the effective and successful conduct of the research study.

3. After incorporating all the recommendations of the final output by an external expert, submit to the RDEO three types of the research final report outputs: (a) one hardbound copy; (b) an electronic file copy, in CD for databank/database, reproduction and dissemination purposes; and (c) a publishable version of the paper for publication in local/national or international journals. The

prescribed forms of these outputs are within the guidelines set forth by the CRDEC and the SSCT Journal of Science and Technology Editorial Board.

4. Present the research project study results/output(s) in the right forum and take charge of all technical preparations for the computer-aided presentations for the said forum to be scheduled by the CRDEC through the RDEO;

5. Turn over to the University any item and/or equipment worth ONE THOUSAND PESOS (P1,000.00) AND ABOVE purchased during the conduct of the Research Project Study paid for from the research project fund and such items and/or equipment shall become the legal property of the university to be deposited at the RDEO office;

6. In the event that the study will be recognized and awarded with cash, the award shall be divided at on a 70 – 30 percent sharing basis in favor of the researchers; in case of a plaque or citation, the RDEO shall be the custodian;

7. Submit to the RDEO original copies of all reimbursements and official receipts and any other required legal document for liquidation purposes of project expenses incurred in the conduct of the research project study.

**Article II. The Surigao State College of Technology shall:**

1. Provide funding of no more than Ph\_\_\_\_\_ for the conduct of the approved research project study upon recommendation by the CREDC through the RDEO based on the following scheme:

1.1 Release fifty percent (50%) of the total project cost upon submission by the researcher to the RDEO of the full blown research project proposal which conform to the appropriate research proposal format (RPF) stipulated in the college research guidelines including the operational work (tabulated GANTT chart) and financial plans and actual survey instrument(s) whenever applicable;

1.3 1.2 Release the next fifty percent (50%) of the project cost upon submission by the researchers of the liquidation documents (of the fund released for operating expenses if any) to the accounting office (AO) and upon submission of the complete, revised and final research project study report to the RDEO as afore stated under Article I-3;

2. Monitor, evaluate, review and provide technical assistance in the conduct and progress of the research project study through the RDEO throughout the duration of the project study.

3. The RDEO shall have the prerogative to identify and recommend external experts to review and evaluate the final report.

**Article III. Other Covenants**

1. The researchers shall be responsible for the accuracy of the information generated from the research project study and shall address any concern arising from the study;

2. The researchers shall not, in any way, disclose any information relative to the research unless the study results/output(s) are duly received and approved by the CRDEC, where the dissemination of which shall be made official through the RDEO;

3. In the event that the researchers cannot, in any way, complete the research project study of which partial fund assistance had already been released, they shall be made to reimburse the excess amount released for project expenses vis-à-vis project accomplishment as jointly determined by the CRDEC through the RDEO and the AO in the most affordable and acceptable schedule. The researchers then waive their rights to subsequent researcher(s) who shall continue

and complete the conduct of the research project study wherein the latter shall assume the privilege to claim the remaining fund assistance after duly complying with all legal and just requirements stipulated in the university research guidelines.

**Article IV. Effectivity**

This agreement shall be effective and shall continue to be in full force and effect unless revoked by mutual agreement of both parties.

IN WITNESS WHEREOF, the PARTIES have hereunto set their hands this \_\_\_\_ day of \_\_\_\_\_ at Surigao State College of Technology, Surigao City, Philippines.

\_\_\_\_\_  
SUC President  
Surigao State College of Technology

Researchers:

\_\_\_\_\_  
Res. Cert. No \_\_\_\_\_  
Issued at \_\_\_\_\_  
Issued on \_\_\_\_\_

\_\_\_\_\_  
Res. Cert. No \_\_\_\_\_  
Issued at \_\_\_\_\_  
Issued on \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ affiants exhibiting to me their Residence Certificates with the numbers, dates, and places of issuance as indicated above.  
\_\_\_\_\_

**Notary Public**

**APPENDIX R**  
**PROGRESS REPORT FORM**

I. Project Title: \_\_\_\_\_

II. Name of Proponent and College: \_\_\_\_\_

III. Implementing Institution: \_\_\_\_\_

IV. Project Duration: \_\_\_\_\_ **months**

a. Date Project Started: \_\_\_\_\_

b. Expected Date of Completion: \_\_\_\_\_

V. Period Covered by this Report: \_\_\_\_\_

VI. Project Funding:

a. Total Project Cost PhP \_\_\_\_\_

b. Amount Received PhP \_\_\_\_\_

c. Balance PhP \_\_\_\_\_

d. Actual Disbursement this Quarter PhP \_\_\_\_\_

VII. Description of Accomplishment

Activities/Deliverables	Percent Completed

VIII. Administrative and Technical Matters and Problems Encountered:

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IX. Actions Taken Relative to the Problems Encountered:

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X. Suggestions / Recommendations:

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Prepared and Submitted by:

Certified true and Correct by:

Project Leader

**APPENDIX S**  
**TERMINAL REPORT**

Basic Background

Program Title: \_\_\_\_\_

Project Title: \_\_\_\_\_

Leader/ Gender: \_\_\_\_\_

Lead Agency \_\_\_\_\_

Complete Address: \_\_\_\_\_

Tel/ Fax/ Email: \_\_\_\_\_

Project Staff \_\_\_\_\_

Project Duration \_\_\_\_\_

Period Under Review \_\_\_\_\_

Site of Implementation (Municipality/ District/Province/Region)

\_\_\_\_\_

Actual Start Date: \_\_\_\_\_

Expected Completion Date: \_\_\_\_\_

II. NATURE AND SIGNIFICANCE OF THE PROJECT

- o Background information about the research project
- o Issues that the project wishes to address
- o Conceptual Framework
- o Significance of the study
- o Objectives of the study

III. REVIEW OF LITERATURE

IV. METHODOLOGY

V. RESULTS AND DISCUSSION

VI. LITERATURE CITED

**APPENDIX T**

**EVALUATION FORM FOR COMPLETED RESEARCH**

**Title:** \_\_\_\_\_

Action Taken:  
(Please check appropriate box)

- Accept without revision.
- Accept with minor revision/s.
- Accept with major revision/s.
- Reject. Reason/s:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*(Signature of Evaluator Over Printed Name)*

## APPENDIX U

### IMPLEMENTING RULES AND REGULATIONS FOR TRAVEL ASSISTANCE IN INTERNATIONAL ORAL PAPER PRESENTATION OUTSIDE THE COUNTRY

1. Approval of Financial Support for paper presentation outside the Philippines from the University President.
2. Eligibility:
  - a. This grant is open to regular, permanent faculty and staff whose research paper has been accepted for oral presentation in international conference/seminars/workshops/fora
  - b. Theses and Dissertations to be presented are excluded.
  - c. The paper has not been presented in any international conference
3. The paper for presentation should be within the SSCT Research Thrusts and Agenda
4. Coverage of Grant:
  - Travel and Conference Expenses
  - a. Per diem during conference plus 1 day– based on the country of destination (UNDP Rate)
  - b. Plane Ticket Fare – round trip lowest economy fare to foreign country where the conference will be held, not to exceed \$1,500
  - c. Conference registration – not to exceed US\$300.00
  - d. Pre-departure expenses (travel tax, etc) - US\$100
5. Application and Processing:
  - a. Application must be submitted in the prescribed format and should reach the CRD at least two months before the date of conference.
  - b. Two( 2) sets of the following documents with the application:
    - b.1. The paper (full Text) to be presented to the conference
    - b.2. The applicant's latest bio-data
    - b.3. Photocopy of the Letter of Invitation and Letter of Acceptance
    - b.4. Photocopy of the brochure about the conference
    - b.5. Letter of Intent duly signed by the applicant; recommended by Vice- President for Academic Affairs and the dean of the college where the applicant is affiliated and approved by the President. For non-teaching personnel, recommendation shall be from the head of the office where he/she is affiliated and the Vice-President for Administration.
  - c. The paper shall be reviewed by an expert in the discipline covered by the paper; however if the paper has passed the university protocol for paper presentation outside the university, this process shall be understood as complied
6. Yearly slots to be allotted per college: 10 slots per college subject to availability of funds
7. Limitation in the slots per year allows the CRD to give priority to first time applicants. Re-application for those who have previously availed the grant may be done after 2 years from last availment.
8. It will be the applicant's responsibility to make his/her travel arrangements, i.e. visa, foreign exchange permit, ticket, etc. A photocopy of travel documents must be submitted to CRD.
9. Within one month after the return from the conference, the grantee shall submit one copy of each document to the following:
  - a. Certification or proof of paper presentation (Accounting and CRD)
  - b. Liquidation of Expenses with original receipts (Accounting only)

**APPENDIX V**

**APPLICATION FOR INTERNATIONAL TRAVEL GRANTS OUTSIDE THE COUNTRY  
(Form)**

Date of application: \_\_\_\_\_

College/ Office Affiliated: \_\_\_\_\_

1. Name of Applicant (Dr/MR/Miss/Mrs)

2. Status

3. Sex

4. Date of Birth

5. Passport No.

6. Contact Nos.

7. Email Address:

8. Employment status:

9. Academic/ Professional Qualifications/ Curriculum Vitae ( supporting documents)

10. Field of Specialization of research work:

11. Details of the conference/ seminar/ symposium/fora to be attended:

a. Name of Conference: \_\_\_\_\_

b. Venue of the conference: \_\_\_\_\_

c. Date(s) of the conference: \_\_\_\_\_

d. Theme of the conference \_\_\_\_\_

e. Registration fee: \_\_\_\_\_

12. Details of the paper accepted for presentation: ( attach full text copy of the paper with abstract)

a. Title: \_\_\_\_\_

b. Subject area: \_\_\_\_\_

13. Has this paper been presented in other international conferences/ symposium/fora /seminar?

\_\_\_\_\_ Yes \_\_\_\_\_ No

( attach certification from College Research Coordinator duly noted by the Dean/Head of Office that the paper has satisfied this condition)

14. Proposed date of departure from the Philippines and date of return: \_\_\_\_\_

15. Breakdown of Travel assistance

Particulars	Amount
Airfare economy class (to and from) by shortest air route between Phils and country where the paper is to be presented	
Per diem based on UNDP rate for duration of conference plus 1 day	
Registration fee	
Other expenditure	

I hereby declare that all particulars given in this application are correct. I have not hidden any such fact/information available with me as must be necessary. I will satisfy the terms and conditions herewith prescribed by SSCT. I also agree to be penalized by SSCT as deemed fit by it for the terms and conditions not satisfied by me.

Place: \_\_\_\_\_

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

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

*Note. This application should be clearly filled up with complete attachments*

*Checklist:*

- \_\_\_\_\_ *The paper (full Text) to be presented to the conference*
- \_\_\_\_\_ *The applicant's latest bio-data*
- \_\_\_\_\_ *Photocopy of the Letter of Invitation and Letter of Acceptance*
- \_\_\_\_\_ *Photocopy of the brochure about the conference*
- \_\_\_\_\_ *Letter of Intent with appropriate signatories*
- \_\_\_\_\_ *Certification from RDEAC and Dean/ Head of Office*
- \_\_\_\_\_ *Proof of Review (by RDEO)*

*Complete application received by RDEO:*

*Name:* \_\_\_\_\_

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

*Reviewed and endorsed:*

**TERESITA P. SENADOS, PhD.**  
Director, Research

**ENGR. EVANGELINE P. SABEJON**  
Director, Extension

Certified as to availability of allotment:

Certified as to availability of funds:

**FELIPE T. CACHO, MBA**  
Budget Officer III

**GAY ROSE M. SEGUERA, CPA**  
Accountant III

APPROVED:

**GREGORIO Z. GAMBOA, Jr. Ed.D.**  
SUC President

## APPENDIX W

### CONTRACT FOR SSCT SUPPORT FOR PAPER PRESENTATIONS IN INTERNATIONAL CONFERENCES OUTSIDE THE COUNTRY

#### KNOW ALL MEN BY THESE PRESENTS:

This Contract for SSCT SUPPORT FOR PAPER PRESENTATION IN INTERNATIONAL CONFERENCES entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at Surigao City, Philippines by and among;

The SSCT, a government agency created pursuant to R.A. \_\_\_\_ with principal address at Narciso Street Surigao City, represented herein by its President, **DR. GREGORIO Z. GAMBOA, Jr.** and herein referred to as the "GRANTOR";

- and - \_\_\_\_\_, of legal age, Filipino and residing at \_\_\_\_\_, Philippines, herein referred to as the "GRANTEE";

WITNESSETH, that:

**WHEREAS**, the SSCT Charter, otherwise known as RA 8688 mandates one of the major functions of the university which is the conduct and dissemination of researches;

**WHEREAS**, SSCT has embarked on several research capability programs to fulfill this mandate one of which is entitled: *Travel Assistance for Paper Presentations in International Conferences Outside the Country* that provides financial assistance to enable faculty and staff researchers to participate in international conferences/seminars/workshops/fora;

**WHEREAS**, SSCT, in its effort to encourage all teaching and non-teaching staff to conduct relevant studies in various fields of study, that will enhance knowledge and promote professionalism in their respective fields of endeavor, has committed to provide a funding assistance in support for paper presentation outside the country;

**WHEREAS**, the GRANTEE upon invitation to present a paper abroad, immediately applied for this program in order to disseminate his research findings to the international community;

**WHEREAS**, SSCT after having considered the merits of the paper to be presented has committed to provide the needed financial support as part of its development programs to nurture/enhance our researchers;

**NOW, THEREFORE**, for and in consideration of the foregoing and the stipulations herein set forth, the parties hereby agree on the following:

#### A. SSCT RESPONSIBILITIES

1. SSCT shall ensure that all the appropriate documents submitted by the grantee for the processing of the amount needed for his/her travel abroad are complete as follows:

- details of financial assistance (3 quotations of round trip airfare economy class; registration fee; per diem (based on UNDP rate) for the duration of the conference plus 1 day; other expenses; and funding source(s) other than CHED)
- travel authority
- authenticated visa ( as necessary);

2. SSCT commits to release a total amount of \_\_\_\_\_

\_\_\_\_\_ or  
**US\$** \_\_\_\_\_ to the GRANTEE for the following expenses:

- Round trip Airfare Economy Class = **US\$** \_\_\_\_\_ (lowest price per attached quotations

but not to exceed \$1,500.00)

- Per diem (\$\_\_\_\_\_/day) from \_\_\_\_\_ = **US\$**\_\_\_\_\_
- \_\_\_\_\_, 20\_\_\_\_ (Duration of Conference plus 1 day)
- Registration Fee (not to exceed \$300) = **US\$**\_\_\_\_\_
- Other Expenses = **US\$**\_\_\_\_\_

(Pre-departure expenses for Phil. Travel Tax, Terminal Fee, etc.)

Total Grant = **US\$** \_\_\_\_\_ x \_\_\_\_\_ \*

= **Php** \_\_\_\_\_

\*rate as of \_\_\_\_\_

3. CHED shall require the GRANTEE to:

- submit personally to SSCT within 30 days upon her return from the conference the following:

- **Original receipt of the registration fee and plane ticket and other liquidation requirements;**

- Certification from the organization that he/she delivered a paper;

- travel report indicating highlights of the conference, observations, learning; and recommended follow thru actions; and

**B. GRANTEE’S OBLIGATIONS/RESPONSIBILITIES**

1. The GRANTEE hereby represents and warrants that his paper titled:

“\_\_\_\_\_” will be presented in the \_\_\_\_\_ to be held in \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_.

The GRANTEE must submit to SSCT the appropriate documents required for the processing of the amount needed for her travel abroad specified under Section A No. 1 of this Contract;

2. The GRANTEE is responsible for his travel arrangements/bookings and coordination with the conference organizers;

3. The GRANTEE is required to submit personally to SSCT within 30 days upon his return from the conference proofs/documents relative to his travel grant as indicated in Section A No. 3 of this Contract and

4. The GRANTEE shall render return service (6 months) in accordance with (Section 12 (h) of E.O. 367 S. 1989; and

5. The GRANTEE shall reimburse SSCT the total assistance released to him in case he fails to attend the conference as paper presenter.

**C. GRANT USE**

The amount granted shall be spent only for the expenses covered by this Contract.

The GRANTEE hereby understands that the GRANTOR is not liable for any amount in excess of the Grant. Thus, any and all expenses in excess of the Grant relative to his participation in the Conference shall be shouldered by the GRANTEE.

**D. AMENDMENTS**

The parties hereto, upon mutual consent, may amend or modify this Contract by or through an addendum signed by all parties which shall form an integral part hereof.

IN WITNESS WHEREOF, the parties hereto have signed this Contract this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

**Surigao State College of Technology, Surigao City.**

by :

**Dr. GREGORIO Z. GAMBOA, Jr.**  
SUC PRESIDENT II

\_\_\_\_\_  
Grantee

WITNESSES

\_\_\_\_\_  
VPRDE

\_\_\_\_\_  
RDE Directors

**CERTIFIED FUNDS AVAILABLE**

\_\_\_\_\_  
Accountant III

**ACKNOWLEDGMENT  
(REPUBLIC OF THE PHILIPPINES)**

**(CITY OF SURIGAO) s.s.**

Before me, a Notary Public for and in \_\_\_\_\_ on this  
\_\_\_\_\_ day of \_\_\_\_\_ personally appeared before me:

Name	Comm. Res. Cert. No.	Place/Date Issued
_____	_____	_____

Known to me and to be known the same persons who executed the foregoing instrument consisting of four (4) pages including this page and acknowledge to me that the same is their free and voluntary act and deed.

WITNESS IN HAND AND SEAL ON THE DATE PLACE FIRST ABOVE WRITTEN.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series No. \_\_\_\_\_

*(to be complied in 4 copies)  
Adopted from CHEd*

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