



BENGUET STATE UNIVERSITY
**RESEARCH AND EXTENSION
MANUAL OF OPERATIONS
(REMO)**

2015 Revised Edition

BENGUET STATE UNIVERSITY

VISION:

A Premier State University in Asia

MISSION:

Development of people imbued with academic excellence, social conscience, and productivity, and active in generating and promoting environment-friendly, useful technologies to improve the quality of life.

GOALS:

Strengthen and sustain a working environment conducive for excellence.

Provide quality education that will produce globally competitive and well-rounded graduates.

Provide quality and client-responsive research and extension services.

Develop, strengthen and enhance institutional capability in generating revenues towards self-reliance.

Develop and strengthen quality management systems towards economy.

Strengthen and expand public-private partnerships.

-Board Res. No. 2222, s. 2013



BENGUET STATE UNIVERSITY

**RESEARCH AND EXTENSION
MANUAL OF OPERATIONS
(REMO)**

Office of the Vice President for Research and Extension
Benguet State University
La Trinidad, Benguet 2601
Philippines
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ISBN NO: 978-971-006-185-3

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Bibliographic Citation:

RESEARCH AND EXTENSION EXECUTIVE COMMITTEE (REXECOM).
2015. Research and Extension Manual of Operations, Benguet State University, La Trinidad, Benguet, Philippines. 152 pages.

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FOREWORD

Through the years, BSU has continued fulfilling its mandate of conducting research and extension activities with the primary aim of improving peoples lives. To ensure the smooth implementation of this mandate considering the needs of the present time, there is a need to update existing policies, procedures and systems as guides in managing the research and extension program of the University. Thus, I commend the Research and Extension sector of the University for coming up with a revised Research and Extension Manual of Operations (REMO).

This updated REMO elaborates the Research and Extension agenda of the University. It contains policies and procedures intended to encourage, facilitate and support research and development, extension and other scholarly activities. As we strengthen the implementation of our research and extension programs, everyone is enjoined to adhere to and be guided by this Manual of Operations.


FELICIANO G. CALORA, JR.
President

PREFACE

The Research and Extension Committee (REXECOM) started review of the 2008 Research and Extension Manual of Operations (REMO) in January 2014. The REMO underwent several reviews by the REXECOM. The provision on workload for research and extension managers and personnel was presented in various committee meetings where the Academic Sector was in attendance. The Manual was finally endorsed by the Administrative Council last September 23, 2015 and was approved by the Board of Regents on December 3, 2015.

Chapter 1 presents the University Mandate on Research and Extension. Included in this chapter is the definition and scope of research and extension, and the R and E clientele. Chapter 2 covers the five core values on Research and Extension which include ETHICS AND INTEGRITY, EXCELLENCE, EFFECTIVENESS, EFFICIENCY and ENVIRONMENT-FRIENDLY.

Chapter 3 presents the structure and functions of the different offices under the R & E Sector. It also presents the Vision, Mission, Goal, and Objectives of the Research Institutes and Centers, duties and responsibilities of the R and E Personnel, coordination with the colleges, academic institutes and campuses, and R & E Committees. In this revised chapter, a section covering the designation and function of a Special Assistant to the VPRE was included. The Project Development and Resource Generation Office was removed as a unit under the OVPRE since the function is the same as the International Relations Office which is under the Office of the University President. The R & E Publication Office (REPO) was also elevated as a Directorate under the OVPRE since it responds to one of the Major Final Output (MFO) indicators of the University which is publication of research and extension outputs. Aside from the Publications Office, 6 new centers/ institutes were created. These include: Cordillera Organic Agriculture Research and Development Center (COARDC), Climate-Smart Agriculture Center (CSAC), Cordillera Regional Apiculture Center (CRAC), Food Science Research and Innovation Center (FSRIC) (formerly the Benguet Vegetable Processing center), Agribased Technology Business Incubation/ Innovation Center (ATBI/IC), and Cordillera Center for Animal Research and Development (CCARD).

Chapter 4 elucidates how Research and Extension activities are developed. This chapter presents the R and E Program Thrusts, Agenda and priority disciplines, and the strategies on how to implement the R and E activities. Chapter 5 on the other hand, identifies the resources for Research and Extension operations which include human, physical, and financial resources.

Chapter 6 presents the system outlining the Standard Operating Procedures for R & E activities. These procedures are step-by-step sequences of courses of action that must be followed for purposes of meeting operational needs. These written procedures provide the frameworks for the R and E sector's system of internal control. Chapter 7 discusses how the University Experiment Stations are managed in coordination with the Research Centers/Institutes, Colleges, Extension Office, Land Reservation Office and the University Business Affairs. Chapter 8 covers Research & Extension Monitoring and Evaluation through field monitoring, Agency In-House Review (AIHR) and submission of project reports.

The mechanisms of disseminating knowledge, technology and information generated from R&E undertakings are presented in Chapter 9. The composition of the Editorial Board of all publications under the R&E Services are enumerated. It also presents the rules and regulations concerning publications. The new provision in this chapter is the conduct of an R and E week every year to showcase and disseminate knowledge and technologies generated. Activities may include but not limited to the conduct of exhibits, contests, skills competition, business plan competition, harvest and food festival, extension services, fora, school on the air graduation and tours to various R & E projects.

Chapter 10 defines policies on protecting intellectual properties generated by faculty members, researchers, students and employees. Specifically, it describes the general policy related to IP protection and ownership, policies on patent and licensing and policies on copyright.

Chapter 11 discusses the moral obligations of faculty, research and extension personnel, students and other constituents in the conduct of research by applying the highest ethical standards. This chapter focuses on the adherence of all researchers and extensionists to basic principles of research and extension such as honesty, carefulness, openness, proper crediting, responsible publication, responsible mentoring, human subject's protection, integrity and public/social responsibility.

Chapter 12 recognizes the importance of gender sensitivity in the conduct of research and extension activities in the University. The R and E sector upholds the role of women in nation building and ensures equal access and benefits of men and women to resources and to development results and outcome. This is a new chapter in the REMO.

Chapter 13 presents the credit loading of faculty researchers and full time researchers doing research and extension programs and projects. This chapter also presents the Guidelines on Crediting Research and Extension Load. Chapter 14 promotes research, development and extension culture among faculty, researchers and staff by providing incentives in the form of subsidy; honoraria; RATA; awards; and opportunities for advanced studies, trainings, exchange visits, and participation in conferences, seminars, workshops and conventions. Chapter 15 focuses on the upgrading of research and extension workers through the provision of advanced studies and capability building activities. This is a new chapter in the REMO.

Chapter 16 presents policy on how research capabilities of students can be enhanced. Under this policy, the colleges are allocated a maximum of Php 25,000 per year for supplies and snacks/foods for the conduct of seminars/extension activities for students. Furthermore, the students are also provided undergraduate and graduate thesis support. Each College shall be allocated a thesis grant in the form of supplies and materials with a maximum amount of Php 30,000.00 for undergraduate and Php 50,000.00 for graduate students. Also provided in this chapter is the conduct of a Student Research Congress June of every year. Each College shall select the Best Undergraduate and Graduate Theses. The top three winning theses per college including that of the Graduate Program shall compete during the University Student Research Congress. Winners from each category shall be awarded during the University Achievement/Recognition Program.

The University Research and Extension Services

Research and Extension have always been considered as inherent functions of the Benguet State University even when it operated only as a farm school in the 1920s. Back then, students were inculcated with the love of scientific inquiry and ingrained with the commitment to serve their communities well, not being only excellent examples of what a successful farmer should be but also by persisting in carrying out genuine agricultural development in the countryside.

As a chartered institution in 1971, Mountain State Agricultural College (MSAC) was mandated to do research and extension, in addition to instruction as trilogy of functions. A new organizational structure was adopted which included the Department of Experiment Station. The organizational structure was revised in 1977 thus, creating the Research and Experiment Station, and the Extension and Continuing Education Division. In 1984, a new governance schema of the College created the Office of the Vice President for Research and Development Support Services.

With the conversion of the College into Benguet State University in 1986, R&E programs were placed under the Office of the Vice President for Research and Extension (OVPRE). The move enabled the University's R&E programs to be more systematic and relevant to the needs of the University and to the region as well.

Presently, the OVPRE supervises the activities of the Office of the Research Services, the Office of Extension Services, and the different Research Centers/Institutes. The OVPRE also coordinates with the Highland Agriculture, Aquatic Resources Research and Development Consortium (HAARRDEC), a consortium of research, extension and development agencies in the Cordillera Administrative region which is based at BSU.

The Northern Philippines Root Crops Research and Training Center (NPRCRTC) was established by virtue of Presidential Decree 1107 at the then Mountain State Agricultural College in March 21, 1977. The Center is a semi-autonomous unit of the university, in the sense that its own Advisory Board approves its programs and activities, but its personnel and budget (as identified in the Internal Operating Budget) are subject to the same University rules and regulations. The Advisory Board is composed of the DA Secretary as Chair, the University President as Co-chair, the PCARRD Executive Director, the DA-BAR Director, a representative of the Center's collaborating agency, representative of DA-Regional Office (Cluster 1 & 2), and a private sector representative as members, the Director of the Center as member and secretary. The Center has 6 technical sections namely, Crop Improvement, Crop Management and Seed Production, Postharvest, Processing and Utilization, Engineering, Social Science and Policy, and Training and Extension.

The Horticulture Research and Training Institute (HORTI) was established by virtue of Presidential Decree 2010 signed by then President Ferdinand E. Marcos on January 12, 1986. It was conceived as a research and development arm of the Benguet State University to accelerate progress of horticultural enterprises in the Cordillera region and other highland areas.

The Institute of Social Research and Development (ISRD) started as the Highland Socio-Economic Research Institute (HSERI) in June 1986. It was then reorganized and renamed as IHPSSERD. The reorganization provided the avenue for the incorporation of policy research and advocacy in the mainstream of BSU's research and development focus. It also strongly addresses ongoing and existing policies that need to be constantly reviewed and evaluated to accelerate economic growth.

The Institute of Highland Farming Systems and Agroforestry (IHFSA) became operational on January 6, 1997. IHFSA was a merger of the Institute of Highland Farming Systems (IHFS) and the Highland Agro-Forestry

Institute (HAFI). It also integrated the existing Agro-Forestation Special Project located at Bektey and Puguis, La Trinidad, Benguet. The Agro-Forestation Special Project was created on June 1, 1977 by virtue of MSAC Administrative Memorandum No. 2, s. 1997 by then President Bruno M. Santos. On May 16, 1984, the IHFSA was established during the presidency of Dr. Fortunato A. Battad as provided for in MSAC Administrative Memorandum No. 17, s. 1984.

Additional centers and institutes have been established to support the growing needs of the R and E clientele. These are:

Cordillera Organic Agriculture Research and Development Center (COARDC). The center spearheads and coordinates research and extension activities on Organic Agriculture.

Climate-Smart Agriculture Center (CSAC). The center spearheads the development, dissemination, and utilization of climate-smart agriculture system and technologies in highland farming communities.

Cordillera Regional Apiculture Center (CRAC). CRAC is an offshoot of a Memorandum of Agreement between Don Mariano Marcos Memorial State University (DMMMSU) and Benguet State University (BSU) on Sept. 25, 2013 establishing the Cordillera Regional Apiculture Center as a regional center of the National Apiculture Research Training and Development Institute (NARTDI) in the Cordillera region.

Cordillera Center for Animal Research and Development (CCARD). The center upholds quality assurance in animal research, testing or instruction to support biomedical research and education in BSU and other institutions in the Cordillera Administrative Region

Food Science Research and Innovation Center (FSRIC).The FSRIC, formerly the Benguet State University- Benguet Vegetable Processing Center (BSU-BVPC), spearheads the acceleration of food science research, development and innovation programs.

Agribased Technology Business Incubator/ Innovation Center (ATBI/IC). ATBI/IC was established through BOR Res. No. 1936, s. 2010. It is a non-profit, educational, service, research and development program where start-up and early-stage micro-scale entrepreneurial companies are nurtured in a stimulating physical environment and given access to professional support services to enhance the stability of their business ventures.

R and E Publication Office (REPO). The Office leads in the translation of research results into globally-cited publications on agriculture, forestry, natural sciences, agricultural, engineering, education, socio-culture, food, nutrition and health and policy advocacy.

BSU - Higher Education Regional Research Center (HERRC). Through the Commission en banc (CEB) of CHED, Benguet State University was identified as one of the Higher Education Regional Research Centers and leading SUC for Cordillera Administrative Region (CEB Resolution No. 010 series of 2012). Accompanying this recognition is CHED's commitment for support in research funding in tandem with BSU's commitment to perform high impact researches of international standards.

Today, BSU continues to perform its R & E functions with much sincerity and commitment, in the hope that it will contribute to the improvement of the lives of those it selflessly serves.

LIST OF ACRONYMS

AIHR	Agency In-House Review
ATBI/IC	Agribased Technology Business Incubator/ Innovation Center
BIGS	BSU Internal Guarantee System
BSU	Benguet State University
BSU - HERRC	BSU - Higher Education Regional Research Center
CHED	Commission on Higher education
CCARD	Cordillera Center for Animal Research and Development
CRAC	Cordillera Regional Apiculture Center
COARDC	Cordillera Organic Agriculture Research and Development Center
CODE	Committee on Decorum and Ethics
CoRE	Committee on Research
CSAC	Climate–Smart Agriculture Center
DA-BAR	Department of Agriculture – Bureau on Agricultural Research
DOST	Department of Science and Technology
FPIC	Free Prior Informed Consent
FSRIC	Food Science Research and Innovation Center
GAA	General Appropriations Act
GAD	Gender and Development
GFPS	GAD Focal Point System
GIS	Geographic Information System
GRRP	Gender-Responsive Research Programs
GREP	Gender-Responsive Extension Program
HAARRDEC	Highland Agriculture, Aquatic Resources Research and Development Consortium
HEIs	Higher Education Institutions
HORTI	Horticulture Research and Training Institute
IBC	Institutional Biosafety Committee
ICT	Information and Communications Technology
IHFSA	Institute of Highland Farming Systems and Agroforestry
IKSP	Indigenous Knowledge Systems and Practices
IOB	Internal Operating Budget
IPRA	Indigenous People’s Rights Act
IPRO	Intellectual Property Rights Office
ISRD	Institute of Social Research and Development
LGUs	Local Government Units
M & E	Monitoring and Evaluation
MOOE	Maintenance and Other Operating Expenses
MISU	Management Information System Unit
MSAC	Mountain State Agricultural College
NCBP	National Committee on Biosafety of the Philippines

NGOs	Non-Government Organizations
NHERA	National Higher Education Research Agenda
NPRCRTC	Northern Philippine Root Crops Research and training Center
OVPRE	Office of the Vice President for Research and Extension
OES	Office of Extension Services
ORS	Office of Research Services
PCAARRD	Philippine Council for Agriculture and Aquatic Resources Research and Development
RAAMRO	Revised Accounting and Auditing Manual for Research Operations
RATA	Representation Allowance and Transportation Allowance
REEC	Research and Extension Evaluation Committee
REMO	Research and Extension Manual of Operations
REPO	R and E Publication Office
REXECOM	Research and Extension Executive Committee
R & D	Research and Development
R & E	Research and Extension
RMOA	Research Memorandum of Agreement
RTWG	Regional Technical working Group
STF	Special Trust Fund
UREC	University Research and Extension Council
UREERB	University Research and Extension Ethics Review Board
VPRE	Vice President for Research and Extension

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Chapter 1

INTRODUCTION

Section 1. University Mandate on Research (R) and Extension (E)

Benguet State University (BSU) shall promote research, extension, agribusiness, advanced studies, and progressive leadership in line with its mandate. These shall be aligned with the CHED's mandate of promoting instruction, research, extension, and production to produce quality outputs that will advance learning and research development. It shall also be aligned to the R & E mandate of the Department of Agriculture, the Department of Science and Technology, and other government and non-government agencies.

Section 2. Research

2.1 Definition

The term 'research' as used in this Manual shall mean a systematic inquiry or intensive investigation of a subject in order to discover new knowledge, information, theories, and understanding.

2.2 Scope of Research Activity

Research activities in the University shall include basic, applied, action, and developmental researches in agriculture, natural sciences, forestry and natural resources, engineering, education, health, mathematics, physical, social sciences, and technologies.

2.3 Classification of Research

Research activities in the different units of the University shall be classified as follows:

2.3.1 Application of Results

a. *Basic research.* This is an experimental or theoretical work undertaken primarily to acquire new knowledge of underlying foundations of phenomena and observable facts, without any particular or specific application or use in view.

b. *Applied research.* This is an original investigation undertaken in order to acquire new knowledge directed primarily towards a specific aim or objective.

c. *Action research.* This is any research aimed at solving urgent problems.

d. *Developmental research.* This is a systematic work, drawing on an existing knowledge gained from research and/or practical experience that is directed to producing new materials, products or devices; installing new processes, systems and services; and in improving substantially those that are generated and commercialized.

2.3.2 Research Focus

a. *By commodity.* Research undertakings shall be oriented towards commodities that are essential to the country's basic needs and trade opportunities such as crops, trees, poultry and livestock, aquatic resources, microorganisms, bees, and other relevant commodities in the region.

b. *By discipline.* Research shall be undertaken along thematic program areas such as agriculture, natural sciences, forestry, fisheries, biotechnology, engineering, mathematics, natural resources management, social studies, economics and marketing, education, policy reforms, information and communication technology, knowledge management, health and environment, Indigenous Knowledge Systems and Practices (IKSP), and gender.

2.3.3 Categories of Research Activity

a. *Program.* This shall be composed of at least two interrelated or complementing projects.

b. *Project.* This shall be a set of at least two interrelated studies.

c. *Study.* This shall be the basic unit in the investigation of a specific problem and is usually composed of several activities to meet the objectives.

2.3.4 Location of Research Activity

a. *On-station.* This shall be conducted at the University Experimental Station.

b. *On-farm/ On-site.* This shall be conducted in a farmer's field or any government farm and shall be managed either by the researcher, the farmer or both.

c. *Field-based.* This shall be conducted in target communities.

2.3.5 Stages of Technology Development Process (Fig. 1)

a. *Technology generation.* This shall refer to either a basic or applied research aimed at acquiring new knowledge.

b. *Technology verification.* This shall refer to a research that compares the performance of promising technologies with those of the stakeholders' practices.

c. *Technology adoption.* This shall refer to the utilization of generated technologies.

d. *Technology dissemination.* This shall refer to the distribution of information and intervention material or practices to a specific public audience.

e. *Technology innovation.* This shall refer to the process of refining or enhancing existing products, services, processes, and systems.

f. *Technology incubation.* This shall refer to the creation of start-up and early-stage enterprises utilizing generated technologies and accelerated with an array of business support, resources, and services to reduce losses.

g. *Technology commercialization*. This shall refer to establishment of micro, small or medium enterprises (SMEs) utilizing proven or economically viable technologies

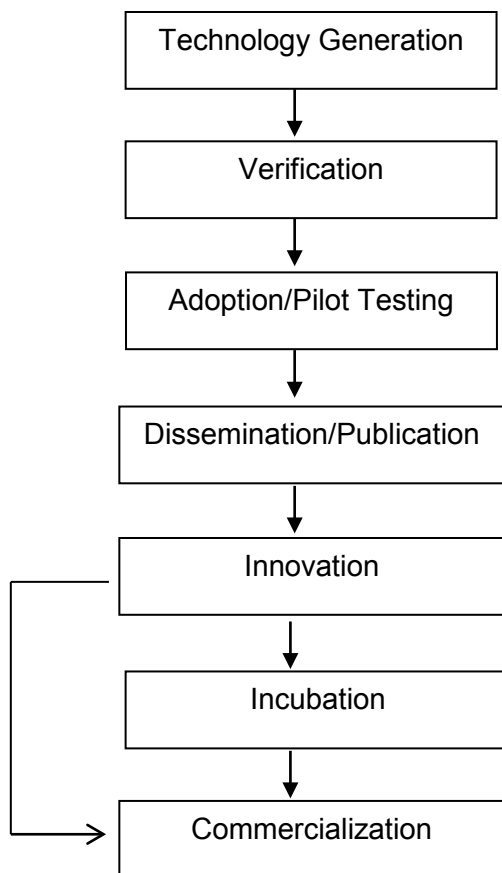


Fig. 1. Stages of technology development process

Section 3. Extension

3.1 Definition

The term 'extension' as used in this Manual shall refer to the act of communicating with, persuading and helping specific sectors or target clientele to enable them to effectively improve their quality of life (CHED, 2008). Extension services shall also refer to the diffusion of research output for the use and benefit of a community.

3.2 Scope of Extension Services

- a. Training
- b. Outreach
- c. Technology Piloting, Demonstration, and Commercialization
- d. Technology Packaging, Publication, and Information
- e. Advocacy
- f. Monitoring and Evaluation
- g. Linkage and Partnership
- h. Field visits
- i. Trade fairs and exhibits

Section 4. R and E Clientele

- a. Farm households
- b. Local Government Units
- c. Development Workers and Technicians
- d. GOs and NGOs
- e. Micro, Small, and Medium Enterprises
- f. Faculty and Students
- g. Out-of-School Youth, Youth and Elderly, Women and Children
- h. Indigenous Peoples
- i. Private Sector
- j. Policy Makers
- k. Community and peoples' organization
- l. Cooperatives
- m. Other stakeholders who may need R and E services

Chapter 2

STATEMENT OF CORE VALUES, VISION, MISSION, AND GOALS

Section 1. Core Values

The Research and Extension core values shall be aligned with the University's core values as follows:

1.1 *Ethics and Integrity*. These shall refer to the soundness and quality of research, development and extension undertakings, and adherence to moral principles and ethical practices in the conduct and dissemination of research results.

1.2 *Excellence*. This shall refer to the adherence to the highest standards in the conduct of R and E activities through competent researchers and support staff, and state-of-the-art facilities.

1.3 *Effectiveness*. This shall refer to the timely delivery of appropriate R and E technologies and services to stakeholders.

1.4 *Efficiency*. This shall refer to the cost-effective generation of useful and relevant knowledge, technologies, and best practices responsive to the diverse needs of a dynamic society.

1.5 *Environment-friendly*. This shall refer to the generation and promotion of sustainable technologies for the protection and conservation of the environment.

Section 2. Vision, Mission, Goals, and Objectives

2.1 *Vision*. A dynamic sector in the University promoting sustainable technologies of international standards to empower communities

2.2 *Mission*. To lead strong and excellent research and extension culture through knowledge creation and dissemination

2.3 *Goal*. To generate and utilize knowledge and technologies in order to enrich/enhance the academic programs and income generating projects of the University and to sustain and empower communities

2.4 Objectives

- a. Generate, develop, and verify technologies responsive to the needs of the clients;
- b. Disseminate, incubate, and commercialize mature and appropriate technologies developed;
- c. Protect, manage, and commercialize generated intellectual properties;
- d. Publish R and E outputs in refereed/indexed journals;
- e. Conduct relevant and timely trainings and outreach activities in the communities;

- f. Expand and strengthen local and international linkages/partnerships;
- g. Promote professional growth and strengthen the capabilities of R and E personnel and students;
- h. Upgrade facilities;
- i. Enhance RDE governance through updating of R and E policies;
- j. Generate revenues from research outputs and extension activities to augment RDE funds.

Chapter 3

RESEARCH AND EXTENSION ORGANIZATION

Section 1. University Research and Extension Council

There shall be a University Research and Extension Council (UREC) as an advisory body that shall be composed of the University President as Chair, Vice-President for Research and Extension as Co-Chair; Research and Extension Directors as Secretary and Co-secretary, respectively; the Center/ Institute Directors, College Deans, Academic Institute Directors, Director of Publication, and Chief of MISU as members.

The UREC shall formulate and recommend priorities and directions, policies, guidelines, rules, and regulations on research and extension for endorsement to the Administrative Council and for approval/confirmation by the Board of Regents. Other University officials and representatives of government and non-government agencies may be invited to participate in council meetings whenever necessary. The UREC shall hold one regular meeting per semester. A special meeting may be called by the Chair when needed.

Section 2. Research and Extension Committees, their Compositions, and Functions

2.1 *R and E Executive Committee (REXECOM)*. The REXECOM shall be composed of the Vice President for Research and Extension (VPRE) as Chairperson, the Special Assistant of the OVPRE as Secretary, Director for Research, Director for Extension and all the R and E Center/ Institute Directors, as members. The Committee conducts deliberations on policies, concerns, priorities, and directions of research and extension activities for presentation to the University Administrative Council for approval. It shall be responsible in the monitoring and evaluation of the approved policies that are already implemented.

2.2 *R and E Evaluation Committee (REEC)*. The REEC shall be composed of a pool of experts from the University to be headed by the Research or Extension Director. The Committee shall review and recommend research and extension proposals, publications, papers for presentation to national/international conferences, and R & E awards or incentives. To carry out these functions, the following subcommittees shall be constituted:

- a. Subcommittee on R and E proposals
- b. Subcommittee on Publication
- c. Subcommittee on Paper Presentation
- d. Subcommittee on Awards and Incentives

2.3 *Institutional Biosafety Committee (IBC)*. There shall be an Institutional Biosafety Committee in compliance with Executive Order No. 514 to be composed of at least five members. Three members shall come from the University to represent the different areas of research specialization. The other two members shall come from the community to represent health and environmental concerns. The IBC may have on-call-consultants as may deem necessary. Functions and Powers of the IBC shall be in accordance with Executive Order No. 514.

2.4 *University Research and Extension Ethics Review Board (UREERB)*. There shall be a UREERB to be constituted by the University President through the VPRE. It shall consist of at least five members representing a balance of background, gender, and disciplines comprising of at least three members having broad expertise in the methods of research and extension, one member who can represent the concerns of the community or study site, and one member independent of the institution or research site.

Section 3. Office of the Vice President for Research and Extension

The Office of the Vice President for Research and Extension (OVPRE) shall be in charge on the over-all administration and supervision of the University's research and extension programs, projects, and activities.

The Vice President shall have the following duties and responsibilities:

- a. Lead in the planning, organizing, implementation, monitoring, and evaluation of R and E programs of the University;
- b. Coordinate the preparation and management of R and E budget of the University;
- c. Recommend the project procurement management plan for the R and E sector of the University;
- d. Sustain existing R and E linkages and initiate new ones;
- e. Initiate the formulation, revision, approval, and implementation of University policies and procedures related to R and E services;
- f. Supervise the R and E centers / institutes based on approved policies and guidelines;
- g. Endorse the recruitment, hiring, promotion, career development, and giving of awards and rewards to deserving R and E personnel;
- h. Represent the University in committees, working groups, meetings, and conferences pertaining to the concerns of the R and E sector;
- i. Recommend the creation of additional units in the sector whenever necessary; and
- j. Perform other duties that may be assigned by the University President.

Section 4. Qualifications of VPRE

- a. Must be a holder of a relevant doctorate degree;
- b. At least five years administrative experience;
- c. Has a track record in research and extension; and
- d. With a rank of at least Professor I or Chief Science Research Specialist.

Section 5. Special Assistant for the OVPRE

A special assistant for the OVPRE shall be designated with the following functions:

- a. Assist the VPRE in coordination with OES and ORS regarding performance evaluation;
- b. Serve as secretary of the REXECOM;
- c. Draft communications, memoranda, and notices;
- d. Represent the VPRE in meetings as needed; and
- e. Perform other functions as may be assigned by the VPRE.

Section 6. Management Information System Unit (MISU)

The MISU shall serve as a repository of all information and data relevant to the R and E sector. It shall be headed by a Chief designated by the University President through the recommendation of the VPRES.

The Chief of the MISU shall:

- a. Consolidate data and information relevant to the sector and ensure that such materials are preserved and maintained in a stable repository;
- b. Provide up-to-date information on R and E as needed;
- c. Manage R and E database using ICT tools;
- d. Consolidate and process M and E reports from ORS and OES; and
- e. Perform other duties as may be assigned by the VPRES and the University President.

Section 7. Directorates under the OVPRES

7.1 Office of Research Services (ORS). The Office shall be headed by a Director who shall have a doctoral degree in philosophy or science, at least an associate professor or a senior science research specialist, and with three years of research experience.

The Director for Research shall have the following duties and responsibilities:

- a. Spearhead the evaluation of research proposals and endorse qualified proposals for University funding;
- b. Coordinate the planning, organization, implementation, monitoring, and evaluation of research proposals based on approved research policies and procedures;
- c. Consolidate plans, reports, and recommendations relative to research activities of the various units of the University;
- d. Coordinate the preparation and monitoring of the research budget utilization of the University;
 - e. Establish new linkage while strengthening existing ones to promote research and development programs;
 - f. Coordinate with the OES in the dissemination and utilization of research outputs;
 - g. Spearhead the evaluation of research results for publication in scientific journals in coordination with the different centers/institutes/colleges;
 - h. Maintain records of all registered research activities; and
 - i. Perform other tasks as may be assigned by the VPRES and the University President.

7.1.1 The Divisions under the ORS are as follows:

- a. Experiment Farms and Resources Management Division

This shall be headed by an Experiment Farm Manager who shall perform the following duties and responsibilities:

- Prepare plans and programs for the allocation and utilization of the experimental area including all structures, equipment, and machineries therein;

- Ensure overall cleanliness and orderliness of the experimental area including all structures therein;
- Facilitate the collection and remittance of land rentals and incidental income from research;
- Submit quarterly report to the Director of Research Services.

b. Data Processing Division

This shall be headed by a Division Chief who shall perform the following duties and responsibilities:

- Provide data processing services to R and E personnel and students; and
- Coordinate and/or conducts trainings and seminars on research designs and statistical analysis.

c. Monitoring and Evaluation Division

This shall be headed by a Division Chief who shall perform the following duties and responsibilities:

- Coordinate the conduct of annual and year-end Agency In-house Reviews and ensure that the comments and suggestions are given to researchers for incorporation and compliance;
- Undertake quarterly monitoring of on-going projects and submit report to the VPRES;
- Undertake quarterly monitoring and evaluation of all resources (facilities, experiment areas, laboratories); and
- Submit and present quarterly Monitoring and Evaluation findings to the REXECOM.

7.2 Office of Extension Services (OES)

The OES shall be headed by a Director who shall have a doctoral degree in philosophy or science, at least an associate professor or a senior science research/training specialist and with at least three years of experience in extension.

The Director for Extension Services shall have the following duties and responsibilities:

- a. Spearhead the evaluation of extension proposals and endorse qualified proposals for University funding;
- b. Coordinate the planning, organization, implementation, monitoring, and evaluation of the extension programs based on approved extension policies and procedures;
- c. Consolidate plans, reports, and recommendations relative to the extension activities of various units of the University;
- d. Coordinate the preparation and monitoring of the extension budget utilization of the University;
- e. Initiate new linkages and sustain existing partnerships;
- f. Coordinate with the ORS on the dissemination and utilization of research outputs;
- g. Spearhead the development and publication of IEC materials;
- h. Maintain records of all extension activities;
- i. Provide assistance to the R and E Centers/Institutes/Colleges in the conduct of training activities; and
- j. Perform other tasks as may be assigned by the VPRES and the University President.

7.2.1 Divisions under the Office of Extension Services. The Office of Extension Services shall have four divisions headed by Division Chiefs who are permanent employees with relevant Master's degrees and extension experience. Moreover, each division shall have one or more Section/s depending on the scope and/or nature of work.

a. Training and Outreach Division

The Division shall:

- Conduct trainings for farmers and other stakeholders;
- Conduct outreach programs in the service areas of BSU; and
- Conduct quick response services as needed.

b. Technology Diffusion and Commercialization

The Division shall:

- Pilot and showcase mature technologies on- and off- stations and recommends for commercialization; and
- Spearhead the operations of the BSU Internal Guarantee System (BIGS) Center

c. Technology Packaging and Information Dissemination

The Division shall:

- Package technologies and information for dissemination and utilization in appropriate language, forms and channels;
- Spearhead the publication of the "Rangtay" and other IEC Materials; and
- Spearhead the management of the BSU-on-the-Air Radio Program.

d. Monitoring and Evaluation Division

The Division shall:

- Conduct regular monitoring and evaluation of extension programs/projects of the OES, various colleges, campuses, and R and E centers/institutes;
- Maintain a database of extension programs/projects of the University; and
- Perform other tasks that may be assigned by the OES Director.

7.3 Intellectual Property Rights Office

7.3.1 Creation of the IPRO: The Intellectual Property Rights Office shall be established and palced under the Office of the President or under the Office of the Vice President for Research and Extension as deemed appropriate to spearhead all intellectual property rights activities of the University.

The IPRO shall operationalize as an Innovation and Technology Supports Office (ITSO) and/ or Technology Transfer and Licensing Office (TTLO) in line with the evolution of most University technology transfer offices worldwide.

7.3.2 Composition of the IPRO: At the minimum, the IPRO shall be composed of a Director as head who shall report directly to the Office of the President or to the office of the VPRE as deemed appropriate and at least four (4) technical development experts handling IP services with the following divisions and functions:

a. Assets Management Division

- Organizes an IP Audit Team for the evaluation of technologies for registration of intellectual property rights
- Prepares confidentiality agreements for the conduct of research activities and IP audit
- Assists project leaders in the preparation of documents of technologies for evaluation
- Handles the registration of intellectual properties to the Intellectual Property Office of the Philippines

b. Technology Transfer and Licensing Division

- Identifies/recommends technologies either for technology transfer or licensing
- Draws up agreements with prospective licensee of University-generated technologies
- Establishes linkages with industries
- Sets up a system to monitor IP assets and enforce IP rights

c. Education and Training Division

- Coordinates the integration of IP in the curriculum
- Prepares IEC materials on IP
- Conducts seminars and trainings on IP
- Undertakes experiential activities through organization or strengthening invention/science clubs for the youth

d. Data Management Division

- Establishes/maintains IP database in the University
- Conducts prior art search in support of the activities of the IP Audit Team
- Assists project leaders in identifying researchable areas with potential patentable results

7.3.3 Duties and Responsibilities of the Director

- a. Coordinates and assists in the evaluation, application, processing and protection of intellectual properties created under the auspices of the University;
- b. Disseminates IP information and promotes efficient implementation and enforcement of the IP system;
- c. Performs other duties as may be assigned by the VPRE/VPAA and the University President;
- d. The IPRO Director as evaluation committee member shall provide or issue a certification as evidence used by faculty members or researchers for any promotion (i.e. NBC 461 or any among others related to). Intellectual property rights declared under Section 3 (I) not registered in this Office will not be honored by the screening committee of the University; and
- e. Carries out the mandates of the office such as the issuance of primers, frequently asked questions and other similar documents regarding this policy and other intellectual property matters.

7.3.4 The Intellectual Property Rights Office shall have the following functions:

- a. Plan and implement the programs and activities of the office;
- b. Facilitate the execution of agreements, affidavits, applications, complaints, and other documents relating to works and inventions necessary to facilitate the University's intellectual property rights;
- c. Coordinate with the Legal Office of BSU with respect to requests for the filing of cases to protect and enforce the University's intellectual property rights;
- d. Make deposits on copyright and file the appropriate intellectual property applications including those for the protection of plant varieties on behalf of the University;
- e. Assist University researchers seeking technology solutions by brokering licensing agreements, from initial negotiations to concluding contracts;
- f. Assist University researchers in licensing particular technologies required for commercializing their inventions and/or for product development;
- g. Advise University researchers on the best route to market for a particular technology or invention;
- h. Negotiate with University faculty, researchers, staff and students with respect to the development of independently owned technologies after a determination of their commercial potential for purposes of registration, licensing, joint venture or other technology transfer arrangements;
- i. Help in leveraging the University brand;
- j. Promote a culture of innovation and entrepreneurship through training courses and seminars on intellectual property;
- k. Ensure integration of IP concerns in project proposal preparations and in evaluation and review of on-going and completed projects;
- l. Prepare, execute, file and act as custodian of all legal instruments pertaining to BSU IP and IP concerns;
- m. Ensure compliance by all project leaders/implementers to the BSU IPR Policy and Guidelines;
- n. Maintain database of all IPs generated, those that have been applied for patent, registration or copyright and all major accomplishments of the unit;
- o. Prepare and files patent application and registration of utility models and industrial designs and copyright with the assistance of project implementers/inventors;
- p. Coordinate the conduct of continuing education on IP management to government and non-government agencies;
- q. Handle the technology transfer arrangements and the commercialization of IPs and proprietary information with assistance from concerned units, committees and designated staff;
- r. Manage, sell, controll and reproduce registered IP such as Instructional Materials, BSU logo and other IPs;
- s. Handle the administration of revenues generated from license fees, royalties and other IP related income of BSU; and
- t. Perform other tasks related to these policies and guidelines.

7.3.5 *Request for Assistance.* The IPRO Director through the Office of the President may request assistance from any department or unit of the University that can provide expert advice on any trade or discipline that will be the subject of any patent application, litigation, evaluation of the commercial value of the work or invention or any aspect of the work of the IPRO.

7.3.6 *Relation to University Campuses, Consortia and Extensions.* The IPRO serves as an assisting and coordinating office for the University Campuses, Consortia and Extensions on matters relating to intellectual property protection.

Section 8. The Research and Training Centers/Institutes

A Research Center or Institute is a formal organization of the University established under laws of the Republic of the Philippines, or created under the authority of the Board of Regents and other governing bodies based on the need to enhance the mandate of the university in developing or generating technology and information. The Center/Institute shall focus and sustain research and development at a significant level within a defined commodity or subject area.

A Research Center or Institute shall be headed by a Director designated by the University President. The Director must have at least a relevant Master's degree and must be an Assistant Professor or Senior Science Research Specialist with three years of experience in research.

8.1 Criteria for establishing a Research Center or Institute

The following criteria shall be the bases for establishing a research center/institute:

- a. Current and emerging needs;
- b. Sustainable RDE programs;
- c. Budgetary support to be provided by the University; and
- d. Available office space and facilities.

8.2 Northern Philippines Root Crops Research and Training Center (NPRCRTC). PD No. 1107 mandates the NPRCRTC, together with the Philippine Root Crops Research and Training Center at Visayas State University to spearhead, coordinate, and implement the national root crops research, development, and extension programs.

8.2.1 *Vision.* A prime mover of sustainable rootcrops industry

8.2.2 *Mission.* To develop efficient rootcrops production and utilization systems

8.2.3 *Goal.* To increase productivity, intensify pro-active extension, develop diversified utilization of rootcrops, strengthen linkages, and improve organizational capacity

8.2.4 *Objective*

- Develop profitable and sustainable rootcrop production and industry thru the generation of applicable technologies and useful information from its research, training, extension, and production activities

8.2.5 Divisions and their Functions

Each Division shall be headed by a Division Chief who has a permanent R and E rank with relevant Master's Degree and experience.

a. Crop Improvement Division

The Division shall:

- Evaluate, improve, and develop varieties of root crops;
- Maintain promising germplasm of rootcrops;
- Provide clean up services of root crops' parent materials; and
- Provide expert services on crop improvement.

b. Crop Management and Seed Production Division

The Division shall:

- Develop and/or improve production techniques and cropping systems for root crops;
- Develop integrated crop management strategies for the sustainable control of pests of rootcrops;
- Multiply and distribute seed board approved varieties of rootcrops;
- Institutionalize the use of generation zero and rooted stem cuttings in seed production
- Provide service for soil analysis root crop pest diagnosis;
- Conduct extension activities on crop management and seed production; and
- Provide expert services on crop management.

c. Postharvest, Processing and Utilization Division

The Division shall:

- Develop and improve suitable harvest and postharvest handling technologies necessary in the industry;
- Develop and expand root crops processing and utilization;
- Develop root crop waste management systems;
- Develop a processing system utilizing agricultural wastes; and
- Provide expert services on postproduction of crops.

d. Engineering Division

The Division shall:

- Design and develop low-cost but efficient machineries, tools and facilities in root crop production, postharvest, and processing.

e. Socio-Economics and Policy Division

The Division shall:

- Conduct agro-economic database, credit, and policy research;
- Conduct market research and social marketing studies;
- Conduct indigenous knowledge and practices and gender studies;
- Conduct consumption, utilization, and nutrition studies;
- Conduct impact studies;
- Process documentation of developmental research (rural development, enterprise development, and urban agriculture);
- Conduct socio-anthropological studies;
- Draft policies and guidelines to promote the rootcrops industry as well as protect and uphold intellectual property rights; and
- Conduct other related studies.

f. Training and Extension Division

The Division shall:

- Conduct/coordinate training and extension programs;
- Develop and/or coordinate publication of IEC materials on root crops;
- Conduct conferences, symposia, and seminars on rootcrops;
- Provide visitors/clients support services including library services;
- Coordinate and spearhead submission of articles/papers and other related literatures to refereed/indexed journals.

8.3 Horticulture Research and Training Institute (HORTI). The HORTI, established as provided for in Section 3 of PD 2010, shall spearhead the generation, promotion, and utilization of appropriate technologies or significant information to accelerate and sustain the development of temperate vegetables, fruits, plantations, and ornamental industries.

8.3.1 *Vision.* A premier research institute that is responsible in promoting sustainable horticultural industries

8.3.2 *Mission.* To spearhead the planning, coordination, and implementation of relevant research

programs and effective training and extension services in order to sustain the horticulture industry

8.3.3 *Goal.* To conduct quality researches and training programs that would address the technology and information needs of a diverse clientele in horticulture

8.3.4 *Objectives*

- a. To conduct relevant researches in horticulture for public use in partnership with local, national, and international agencies;
- b. To conduct training programs in horticulture;
- c. To develop and disseminate timely appropriate and location-specific technologies and information to diverse clientele in horticulture;
- d. To address current and emergent technology needs of clientele;
- e. To develop, innovate, and utilize efficient technologies in horticulture; and
- f. To maintain and upgrade research and training facilities for global competitiveness.

8.3.5 *Divisions.* The divisions shall be commodity-based and headed by a Division Chief. The divisions shall identify and implement priority projects for research and extension activities in their respective areas of specialization.

The Divisions under the institute are the following:

- a. Vegetable Crops Division
- b. Fruit and Plantation Crops Division
- c. Ornamental Crops Division
- d. Micropropagation Division

8.3.6 *Functions of the Divisions*

The Divisions shall:

- a. Spearhead the preparation of R and E proposals and training designs based on the BSU R and E Agenda;
- b. Consolidate R and E proposals from Colleges and other research units for evaluation by the institute's TWG for endorsement to the ORS;
- c. Prepare IEC materials of generated technologies from R and E activities; and
- d. Submit research results for publication in refereed/indexed journals and for intellectual property protection.

8.4 Institute of Social Research and Development (ISRD). ISRD is the leading socio-cultural research institute in the University established in 1986 through PD 2010 to spearhead the conduct of relevant social research and development activities. It shall be responsible in the advocacy and promotion of indigenous knowledge systems and practices of the Indigenous Peoples especially in the Cordillera Region (BOR Resolution Number 959, series of 2000).

8.4.1 *Vision.* A Social R and D Institute that promotes empowered and healthy communities

8.4.2 *Mission.* To mainstream critical research perspectives in social research and development activities

8.4.3 *Goal.* To engender ethically guided social research and development responsive to the needs of the clientele

8.4.4 *Objectives*

- a. Conduct relevant policy and social research and development activities;
- b. Advocate social researches and development policies that are sensitive to community needs and aspirations;
- c. Actively disseminate research results to communities and other stakeholders;
- d. Regularly conduct capability building activities for R and E personnel of the University and the region;
- e. Establish and strengthen internal and external linkages;
- f. Prepare and regularly update RDE agenda for socio-cultural research;
- g. Publish papers in refereed/indexed journals, prepare IECs and other materials that utilizes research products; and
- h. Improve systems and procedures to facilitate institute's mandate.

8.4.5 *Divisions*

- a. Language, Arts, and Literature
- b. Economics and Policy Advocacy
- c. Development Communication
- d. Gender and Development
- e. Indigenous Knowledge Systems and Practices
- f. Education
- g. Food, Nutrition, and Health
- h. Geography

8.4.6 *Functions of the Divisions*

The Division shall:

- a. Prepare and package research proposals in their respective fields of specialization;
- b. Coordinate and facilitate proposal preparation of faculty researchers from the different colleges relevant to the field they are heading;
- c. Coordinate/pursue a smooth and efficient implementation, monitoring, and evaluation of respective R and E projects;

- d. Prepare and submit prescribed accomplishment report/s on time;
- e. Assist in establishing linkages with other agencies within and outside the University for fund-sourcing and other synergistic possibilities; and
- f. Perform other functions as may be requested for the institute.

8.5 Institute of Highland Farming Systems and Agroforestry (IHFS)

8.5.1 *Vision.* A center of excellence in promoting sustainable agroforestry, biodiversity, eco-tourism, and other farming systems in the highlands

8.5.2 *Mission.* To develop and disseminate sustainable agroforestry, biodiversity, ecotourism, and other farming systems in the highlands

8.5.3 *Goal.* To increase income of small-holder farmers through the promotion of relevant and sustainable agroforestry, biodiversity, ecotourism, and farming system technologies in highland areas.

8.5.4 Objectives

- a. Generate appropriate, efficient, and sustainable R and E in agroforestry, biodiversity, ecotourism, and other farming system technologies;
- b. Provide quality extension and training services to farmers, students, extension workers, and other stakeholders in agroforestry, biodiversity, ecotourism, and other farming systems technologies;
- c. Showcase, package, and advocate relevant and sustainable agroforestry, biodiversity, ecotourism, and other farming systems technologies; and
- d. Collaborate with stakeholders for the enhancement of curricular programs of the university incorporating agroforestry, biodiversity, ecotourism, and highland farming systems.

8.5.5 Divisions

- a. Agrisilvicultural Division (Crops and Trees-Based Agroforestry)
- b. Silvipastoral Division (Animals and Trees-Based Agroforestry)
- c. Agrisilvipastoral Division (Crops and Animals and Trees-Based Agroforestry)
- d. Agroforestry Integrated with other Farming Systems
- e. Biodiversity and Eco-tourism

8.5.6 Functions

- a. Conduct relevant research activities in agroforestry, biodiversity, ecotourism, and other farming systems technologies;
- b. Develop and disseminate organic and Good Agricultural Production (GAP) technologies on Arabica coffee-based, citrus-based, and sericulture under the principle of farming systems;
- c. Develop and disseminate organic and Good Agricultural Production technologies including the conservation of indigenous livestock, poultry, fish, and other domestic animals under the principles of farming systems;

- d. Develop and improve production, harvesting, postharvest, processing, and marketing of agroforest products;
- e. Establish technology demo-farms on Sustainable Agroforestry and other farming systems technologies;
- f. Conduct relevant trainings and extension activities to farmers, students, and other stakeholders in Agroforestry, Biodiversity, Ecotourism, and other farming system technologies;
- g. Publish in refereed/indexed journals and prepare IEC materials on research breakthroughs; and
- h. Promote biodiversity conservation and ecotourism in the highlands.

8.6 Cordillera Organic Agriculture Research and Development Center (COARDC). COARDC shall spearhead and coordinate research and extension activities on organic agriculture.

8.6.1 *Vision.* A premiere Research Center in Organic Agriculture

8.6.2 *Mission.* To lead in the generation, development, and packaging of appropriate organic farming technologies and systems adaptive for sustainable agro-industrial production

8.6.3 *Goal.* To increase productivity of organic farms through the promotion of organic agriculture production technologies, management systems, and products

8.6.4 *Objectives*

- a. Develop organic seed production techniques and management;
- b. Develop soil organic fertility management and conservation;
- c. Develop organic pest management products and systems;
- d. Develop and produce organic agriculture inputs (organic fertilizer, bio-control agents, and others);
- e. Produce organically grown products;
- f. Provide expert services on organic certification;
- g. Collaborate with other state universities and learning institutions in the offering of Organic Agriculture; and
- h. Coordinate with line agencies for continuing education programs for farmers, students, specialists, and extension workers on Organic Agriculture.

8.6.5 *Divisions*

- a. Organic Crop Production
- b. Organic Animal and Aquatic Production
- c. Biosafety and Certification
- d. Socio-Economics and Policy
- e. Education, Training, and Extension

8.6.6 *Functions*

- a. Conduct research and extension activities for Organic Agriculture;
- b. Develop appropriate organic animal and aquatic production technologies;
- c. Establish organic agriculture demo-farm;
- d. Assist in the establishment of biosafety and certification bodies in coordination with national government agencies;
- e. Assist in the certification of organic farms;
- f. Provide training and extension services to farmers, students, and other stakeholders in Organic Agriculture; and
- g. Coordinate and partner with academic institutions in the development of appropriate Organic Agriculture curricular programs.

8.7 Climate-Smart Agriculture Center (CSAC). The CSAC shall spearhead the development, dissemination, and utilization of climate-smart agriculture systems and technologies in highland farming communities.

8.7.1 Vision. A center for building capacities for climate change mitigation and adaptation in the Cordillera Administrative Region

8.7.2 Mission. To spearhead the generation, development, dissemination, and utilization of gender sensitive climate-smart agriculture systems and technologies in order for highland farming communities to be able to adapt to climate change

8.7.3 Goal. To increase agricultural productivity and income, build resilience and the capacity of agricultural and food systems amidst climate change

8.7.4 Objectives

- a. Develop and package climate-smart crop and animal production systems, information, and technologies;
- b. Develop technologies to enhance soil health of vegetable terraces and sloping land and improve/restore productivity of degraded soil;
- c. Demonstrate and disseminate technologies on climate-smart agriculture in farming communities;
- d. Conduct relevant trainings to strengthen capacities of farming communities and institutions to cope with and adapt to climate change; and
- e. Conduct climate change advocacy activities in coordination with appropriate offices/agencies.

8.7.5 Divisions and their Functions

a. Climate-Smart Crop Production Division

Establish “climate ready” crop production systems utilizing indigenous, new and improved crop species for climate change adaptation; evaluate the performance of selected vegetables, ornamentals, fruit crop germplasm for tolerance to drought, extended flooding and frost; and development of adaptable cropping and pest management systems.

b. Soil Health and Management Division

Integrate and adopt sustainable farming practices such as conservation farming and agroforestry, tending to the principles of organic farming, integrated nutrient management and

sloping land management; evaluate and develop soil rehabilitation strategies through appropriate soil conservation and management for degraded areas.

c. Climate-Smart Animal Production Division

Select and conserve indigenous animals, breed for enhanced adaptive capacity and increased resiliency of animals; develop small-scale enterprises through diversified farm system approach; enhance nutrient and feeding; and utilize animal products and waste.

d. Climate-Smart Forestry and Watershed Management Division

Identify and evaluate forest trees with resistance/tolerance under extended flooding and drought; undertake resource conservation activities such as soil and water conservation measures; increase reforestation; assist natural regeneration and forest protection; conduct domestication of indigenous fruit trees and other tree species; and establish nurseries.

e. Agriculture Risk Management and Advocacy Division

8.8 Cordillera Regional Apiculture Center (CRAC). A Memorandum of Agreement between Don Mariano Marcos Memorial State University (DMMMSU) and Benguet State University (BSU) on Sept. 25, 2013 established the Cordillera Regional Apiculture Center as a regional center of the National Apiculture Research Training and Development Institute (NARTDI) in the Cordillera region.

8.8.1 *Vision.* A premier regional apiculture center established for human, material, and natural resources development for a competitive apiculture industry

8.8.2 *Mission.* To educate and train would-be beekeepers, apiculturists, and other stakeholders; and to conduct researches and extend technologies towards the development of apiculture in the region in collaboration with the concerned government agencies/institutions, non-government organizations/private sector, and other apiculture/beekeeping stakeholders

8.8.3 *Goal.* To establish apiculture/beekeeping as a sustainable households' complimentary source of income that is integrated into the farming systems in the region

8.8.4 *Objectives*

- a. Enhance the capabilities of human resources of collaborating agencies/institutions for the effective implementation of the beekeeping development in the region;
- b. Undertake researches and technology innovations to address specific concerns of beekeeping in the region;
- c. Initiate establishment of Provincial Apiculture Satellite Centers in the provinces of Abra, Apayao, Ifugao, Mt. Province, and Kalinga based at concerned State Universities/Colleges in each province;
- d. Establish queen rearing and production projects in strategic locations of the region;
- e. Strengthen the honey processing, packaging, marketing centers, production volume, product diversification, and development of business models in strategic locations of the region;
- f. Coordinate service assistance (e.g. technical, financial, trainings/ conventions, and others) extended to beekeepers and stakeholders; and
- g. Conduct periodic monitoring and evaluation of the implementation of beekeeping development programs in the region.

8.8.5 *Divisions and their Functions*

- a. Apiculture Research and Technology Innovation Division
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The Division shall:

- Conduct researches on apiculture and other related studies;
- Conduct bee breeding programs; and
- Design, develop, and test low-cost tools and machineries needed in beekeeping.

b. Apiary Management and Colony Production Division

The Division shall:

- Establish demonstration apiary;
- Establish provincial satellite centers;
- Produce colonies for research needs of the center;
- Produce queens and colonies for dispersal; and
- Maintain breeder queens for queen rearing purposes.

c. Bee Product Processing and Diversification Division

The Division shall:

- Develop and expand bee products;
- Develop and expand bee products processing and utilization; and
- Design and develop low-cost and efficient harvesting and processing tools, machineries, and facilities.

d. Training and Extension Division

The Division shall:

- Conduct/coordinate training and extension program;
- Conduct conferences, symposia and seminars in beekeeping;
- Develop and publish IEC materials on beekeeping;
- Pilot and showcase appropriate technologies in beekeeping; and
- Provide expert services to beekeepers/visitors and other clients.

8.9 Cordillera Center for Animal Research and Development (CCARD)

8.9.1 *Vision.* Upholding quality assurance in animal research, testing or instruction

8.9.2 *Mission.* To support biomedical research and education in BSU and other institutions in the Cordillera Administrative Region

8.9.3 *Goal.* To help ensure quality care for all animals used as it generates knowledge and technologies for research and technology-based education

8.9.4 *Objectives*

- a. To help increase the supply of competent human resource to meet the demand for useful knowledge and skills in animal research;

- b. To serve as venue for student thesis/ dissertation;
- c. To conduct contract research and development projects, i.e. commissioned research as requested by an external party in exchange for payment;
- d. To conduct cooperative research and development projects;
 - Collaborative research conducted with another institution
 - Collective research as requested by industry; and
- e. To serve as a resource center for matters or issues relating to animal research.

8.10 Food Science Research and Innovation Center (FSRIC). The FSRIC, formerly the Benguet State University- Benguet Vegetable Processing Center (BSU-BVPC), shall accelerate food science research, development, and innovation programs.

8.10.1 *Vision.* A catalyst in the development of vibrant food industries

8.10.2 *Mission.* To lead in food science research and technology innovation for food and nutrition security and global competitiveness

8.10.3 *Goals.* To increase productivity and income of food processors and entrepreneurs through the promotion of technologies

8.10.4 *Objectives*

- a. Develop, evaluate, and promote new technology, new products, efficient processing systems, technology/product commercialization and marketing strategies; and to improve the sanitation, quality of processed foods in terms of sensory, nutritional values, and industrial uses;
- b. Conduct studies focused on the nutrient enrichment, application, and their enzymes to impact on the sensory, textural, techno-functional properties, and health benefits of a wide range of food products;
- c. Extract and modify food components and provide bio-functional particles as food solutions to address key diet-related health and nutrition concerns;
- d. Exploit use of natural agents (herbal/medicinal/spicy plants) to control deleterious or pathogenic organisms in food systems;
- e. Conduct market studies and value chain analysis of the food research and extension programs;
- f. Help accelerate transformation and upgrading of the food industries through trainings, technical services, and other extension programs;
- g. Serve as learning center for students in support of their academic courses; and
- h. Advocate policies on food industry research, development, and innovations to ensure operational traceability and the safety of fresh products of the food industries.

8.10.5 *Divisions and their Functions*

- a. *Crop-based Food Technology R and D Division.* This Division shall focus on harnessing the renewable nature of crops to make nutritious, healthy, and safe food and beverage food products including edible films for industrial applications, and value addition analysis of technology, products, and services.
- b. *Meat, Aquaculture, and Seafood-Based Food Technology R and D Division.* This Division shall focus on harnessing the renewable nature of animal meat, poultry, aquaculture, and sea

foods to make nutritious, healthy, and safe food products; and value addition analysis of technology, products, and services.

- c. Food Engineering Research and Development Division (FERD). The Division shall focus on the multidisciplinary field of applied physical sciences which combines science, microbiology, and engineering education for food and related industries.
- d. Extension and Technology Innovation Division. The Division shall provide the technical assistance needed for the local food processing industries to produce high quality, healthy, safe, and innovative food products; and strive to increase the awareness of Philippine's food producers regarding matters pertaining to food safety, pertinent food regulations, and general concerns associated with starting a food business.
- e. Food Quality Analytical Laboratory and Food Safety Division. This Division shall characterize product samples, sampling methods, and work flows that are ad-hoc and in demand with regular, predictable, and subjective results.

8.11 Agribased Technology Business Incubator/ Innovation Center (ATBI/IC). ATBI/IC was established through BOR Res. No. 1936, s. 2010. It is a non-profit, educational, service, research, and development program where start-up and early-stage micro-scale entrepreneurial companies are nurtured in a stimulating physical environment and given access to professional support services to enhance the stability of their business ventures.

8.11.1 *Vision.* Contributing to a prosperous and productive Cordillera region through agriculture-based technology business incubation

8.11.2 *Mission.* To create the conditions for socio-economic growth and opportunity for smallholder farmers, food processors, and vendors by promoting innovation, entrepreneurship, and productivity

8.11.3 *Goal.* Increase the income and improve the standard of living of innovative smallholder farmers, food processors, and vendors

8.11.4 *Objectives*

- a. Provide a venue for the development of technical and entrepreneurial skills of local smallholder farmers, food processors, and vendors;
- b. Provide access to a network of available public and private sector programs needed for their business;
- c. Enhance and sustain the links between universities and colleges, research institutions, and industry;
- d. Encourage the generation of employment and entrepreneurship opportunities in support to government and private sector initiatives;
- e. Nurture and grow 50 smallholder start-up companies every end of 5-7 years cycle ; and
- f. Help bring about quality products and services.

8.12 R and E Publication Office (REPO). The REPO shall be headed by a Director who shall have the following functions:

- a. Act as Editor-in chief of R and E Publications Office in concurrent capacity;
- b. Communicate and coordinate with all sectors of the University and other contributors for articles/papers resulting from research and extension activities for publication;
- c. Proofread and lay-out articles for publication;

- d. Publish articles in coordination with ORS regarding the BSU Research Journal, RDE forum, research highlights, proceedings and compendiums, and other R and E results in the colleges, institutes/centers as well as with OES with regards to the Rangtay magazine;
 - e. Circulate copies of the BSU Research Journal, College/Institute/Center Journals, Rangtay Magazine, RDE Forum, Proceedings, Compendium, and Abstracts;
 - f. Conduct research, documentation, and trainings relative to the improvement of publications; and
 - g. Monitor and evaluate the progress of publications taking into account remarks and suggestions of the stakeholders.
- 8.12.1 *Vision*. Globally-cited publications on agriculture, forestry, natural sciences, agricultural, engineering, education, socio-culture, food, nutrition and health, and policy advocacy
- 8.12.2 *Mission*. To lead in translating research results into globally cited publications
- 8.12.3 *Goal*. To publish and circulate scholarly articles
- 8.12.4 *Objectives*
- a. Publish R and E results through the BSU Research Journal, other refereed/indexed journals, printed materials, and other forms;
 - b. Coordinate with and assist institutes/centers and colleges regarding publication guidelines and updates, and publishable contents of institute/center/college-based journals;
 - c. Establish linkages with other institutions for publication exchange;
 - d. Facilitate the conduct of researches and documentation towards improving journals and other R and E-based publications in the University; and
 - e. Monitor and evaluate progress of publications in the University.
- 8.12.5 *Divisions and their Functions*
- a. Communications, Circulation, Linkage, and Procurement Division
 - Communicates with the contributors, peer reviewers, concerned editors, editorial board, and other stakeholders of publications;
 - Organizes, stores, disseminates, and promotes use of printed materials;
 - Establishes networks with regard to publication exchange; and
 - Take charge of the procurement for office needs, honoraria of peer reviewers and consultants, and printing costs.
 - b. Editing, Lay-outing, and Proofreading Division
 - Take charge of the editing, lay-outing and proofreading of manuscript drafts until a final print out shall have been produced;
 - Summarizes results of the peer reviews; and
 - Ensures that the paper conforms with the policies and guidelines of the publication resulting to accurate and significant contribution to knowledge.
 - c. Research, Documentation, and Training Division
 - Determines needs, gaps in information and trends in scientific publication as bases for

improving publication strategies;

- Documents advances in scientific publication practices and better ways of translating research results for scientific and grassroots communities; and
- Conducts trainings on how to write articles for publication.

d. Planning, Monitoring, and Evaluation Division

- Leads in the planning of the year-round activities of the Office;
- Undertakes periodic monitoring and evaluation of all publication activities and functions as covered by the other units; and
- Coordinates efforts to overcome serious problems arising during implementation by providing necessary advice and reports to the REPO Director

8.13 BSU - Higher Education Regional Research Center (HERRC). The Commission on Higher Education (CHED) in its advocacy to enhance the research capacities and productivity of Philippine higher education institutions in order to contribute towards advancing the country's development and global competitiveness, through its Res. No. 316-2011 has approved and decided to adopt a differentiated and joint approach to research promotion. This involves transforming and dividing the Zonal Research Centers into two groups: one group of national research centers clustered into a Philippine Higher Education Research Network (PHERNet), and another group of regional centers called Higher Education Regional Research Centers (HERRCs)

Benguet State University (BSU) through the Commission en banc (CEB) was identified as one of the Higher Education Regional Research Centers and leading SUC for the Cordillera Administrative Region (CEB Resolution No. 010 series of 2012). Accompanying this recognition is CHED's commitment for support in research funding in tandem with BSU's commitment to perform high impact researches of international standards.

8.13.1 *Vision.* BSU-HERRC envisions to improve the RDE capabilities, enhance RDE productivity, generate innovations, and promote and utilize RDE outputs and innovations (CMO No. 3 s. 2015)

8.13.2 *Mission.* To lead in the development of strong research culture and an innovation ecosystem that enables researchers to explore new frontiers that may lead to new technological innovations and better ways to solve economic and social issues in partnership with a wide range of stakeholders

8.13.3 *Goal.* To spearhead planning, proposal packaging, coordination implementation and transmission, dissemination and extension of innovations; participate in the global scientific discourse; develop a new generation of catalysts of scientific, technological, social, economic and creative innovations (CMO No. 3 s. 2015)

8.13.4 *Objectives*

- a. Improve capabilities of faculty to carry out research;
- b. Increase research productivity, quality, and impact;
- c. Establish/enhance linkages with the community, business, and industry stakeholders;
- d. Promote and use products of research as inputs to policy initiatives and reforms; and
- e. Build up a steady pipeline of young talented researchers who carry on the task of unleashing innovations.

8.13.5 Functions

- a. Conduct R and D activities responsive to the needs of the region and in their known field of excellence;
- b. Undertake research capability building activities;
- c. Promote and facilitate networking for research;
- d. Participate in innovation cluster (government, industry-academe) collaborative activities; and
- e. Promote the utilization of research results/outputs (technology transfer).

Section 9. Duties and Responsibilities of Research Centers / Institutes and Extension Director and Heads

9.1 The Research Center/Institute Director and Extension Director and Heads shall have the following duties and responsibilities:

- a. Plan, organize, implement, and evaluate R and E activities of the Center or Institute in coordination with the Directors for Research and Extension;
- b. Prepare and manage the research and extension budget of the Center or Institute;
- c. Prepare and submit project procurement management plan for the Center or Institute;
- d. Prepare and submit reports related to the activities and accomplishments of the Center or Institute;
- e. Recommend the recruitment, hiring, promotion, career development, rewards, awards, and other incentives for the Center or Institute staff;
- f. Monitor and evaluate performance of personnel;
- g. Sustain existing linkages and initiate new partnerships; and
- h. Perform other tasks as may be assigned by the VPRES and the University President.

9.2 Division Chief. The Division Chief shall have the following duties and responsibilities:

- a. Assist the Director in packaging proposals based on the Center's/Institute's plans;
- b. Assist the Director in planning, implementing, evaluating, and monitoring R and E programs of the division;
- c. Submit reports regularly to the Director;
- d. Act on issues/problems arising within their level of responsibility; and
- e. Perform other functions as may be assigned by the Center/Institute Director.

9.3 Section Head. The Section Head shall have the following duties and responsibilities:

- a. Assist the Division Chief in packaging proposals based on the Center's/Institute's plans;
- b. Assist the Division Chief in planning, implementing, evaluating, and monitoring R and E programs of the division;
- c. Act on issues/problems arising within their level of responsibility;

- d. Submit reports regularly to the Division Chief; and
- e. Perform other functions as may be assigned by the Center/Institute Director.

Section 10. Coordination with the Colleges, Academic Institutes and Campuses

The R and D Centers/Institutes, ORS and OES shall assist the colleges, academic institutes, and campuses in the planning and implementation of their respective research and extension programs.

Each college, academic institute or campus shall have a Research and/or Extension Coordinator with the following duties and responsibilities:

- a. Coordinate the packaging, registration, and implementation of R and E activities of the college/academic institute or campuses;and
- b. Submit required reports of College R and E activities to the Dean, copy furnished the ORS/OES.

The colleges, academic institutes, and campuses may designate Department Research and/or Extension Coordinators.

Chapter 4

R and E THRUSTS, AGENDA, PROGRAMS, AND STRATEGIES

“Research and Extension, as major functions in higher education, sets higher education apart from basic education” (CHED-NHERA, 2009). Research and Extension are two of the four-fold functions of the Benguet State University being recognized as one of the Regional and National Commodity Centers in the Philippines.

Research and Extension supports instruction and production functions of the University. To support instruction and production, research development and extension programs are developed to address the various needs of the community and the country as a whole, and to contribute to the improvement of the lives of the people.

Section 1. Program Thrusts

The RDE programs shall be formulated in line with the mandate of CHED, DOST, DA, and other government agencies to enhance the development of the service areas, and shall be consistent with regional and national development thrusts (Sec. 1 Art. 36, Chap. VIII of the BSU Code).

The program thrusts are indicated below and may be changed or updated depending on the needs of the times:

- 1.1 Agriculture
- 1.2 Agri-tourism
- 1.3 Apiculture
- 1.4 Biological and Physical Sciences
- 1.5 Climate Change
- 1.6 Development Communication
- 1.7 Education, Culture, and Sports
- 1.8 Environment and Natural Resources Management
- 1.9 Extension Delivery Systems
- 1.10 Food Security, Sufficiency, and Safety
- 1.11 Food Science
- 1.12 Health and Nutrition
- 1.13 Human Resource Development
- 1.14 Indigenous Knowledge, Systems, and Practices
- 1.15 Industrial Technology
- 1.16 Information and Communication Technology
- 1.17 Gender and Development
- 1.18 Language, Arts, and Literature
- 1.19 Math and Statistics
- 1.20 Organic Agriculture
- 1.21 Policy Advocacy and Governance
- 1.22 Quality Standards (GAP, CGMP, GAHP, GAP, HACCP, ISO, HALAL, KOSHER)
- 1.23 Social, Cultural, Economics, and Development
- 1.24 Sustainable Agriculture, Forestry, Agroforestry, and Aquaculture/Fisheries
- 1.25 Technology Commercialization
- 1.26 Technology Innovation
- 1.27 Technology Incubation

Section 2. R and E Agenda

2.1 Research Agenda

a. Food Security and Poverty Reduction

- Securing sources of farm productivity growth in AFNR and diversifying income sources
- Optimizing production costs and reducing postharvest losses
- Creating additional livelihood and employment opportunities in economically depressed areas
- Expanding access of the poor to productive assets via the sustainable use and enhanced quality of soil and water resources
- Mitigating the impact of chemicals on human health and the environment
- Improving post-production and marketing efficiencies
- Ensuring the effectiveness and efficiency of S and T interventions

b. Sustainable Development

- Climate Change
- Rehabilitating and restoring priority ecosystems
- Land management
- Conserving, improving, valuing, and maximizing benefits of local genetic resources
- Sustainable management of forests and watersheds

c. Competitiveness

- Improving existing production and post-production systems
- Promoting optimal utilization of selected commodities

d. R and D Support to Allied Agricultural/Forestry Services

- Identification of key production areas
- Facilitating trade and commerce
- Controlling the spread of major agricultural pests and diseases

e. Socio-cultural, Economic and Environmental Health Concerns

- Environment, Farmers' health and well-being
- Health, Social Sciences and Community Development
- Socio-cultural, Economics, History and Philosophy; Math and Education

f. Gender and Development

- Gender Dimensions of Policy Making and Implementation
- Gender and Culture (to include IKSP)

- Gender and Development Projects
- Gender and Health
- Gender, Environment, and Development

g. Education

- Curriculum assessment, development and enhancement
- Application of Information and Communication technologies in teaching and learning; model building
- Policy-oriented studies and advocacy
- Assessment procedures and modes
- Teaching competencies and relevance
- Tracer study
- Languages, communication and humanities

2.2 Extension Agenda

The 7-point Extension agenda is guided by the University's goal of providing quality and client responsive research and extension services. Anchored to the term HERALDS, each letter stands for every thematic area as follows:

- a. Holistic entrepreneurship and livelihood services
- b. Education and information trading
- c. Responsive technology promotion and rural advisory services
- d. Advocacy and policy support
- e. Linkage and partnership
- f. Development delivery support and training services
- g. Social and resiliency services

Section 3. RDE Priority Disciplines

The University adopts the following criteria for establishing priorities in developing, processing, and funding research and extension proposals:

- a. Relevance to local, regional, national, and international needs;
- b. Direct contribution to human and natural resource development and ecological improvement;
- c. Applicability and profitability of the expected research and extension results; and
- d. Urgency of the need to solve problems on areas of development.

The RDE programs include but are not limited to the following development areas:

3.1. Agriculture

Crops

- Crop improvement
- Biotechnology
- Seed/seedling production technology
- Improved cultural management practices
- Fertilizer and water management
- Integrated pest management
- Crop-based farming systems
- Postharvest handling, processing and utilization, facilities and systems
- Pesticide residue analysis and remediation
- Good farm / crop production practices
- Value chain analysis

Animals

- Stock improvement
- Biotechnology
- Feeds and feeding management
- Forage and pasture development
- Animal health care
- Animal-based farming systems
- Post production handling, processing and utilization, facilities and systems
- Good animal production practices
- Value chain analysis

Farm Resources and Systems

- Land suitability studies
- Soil and water conservation and management
- Drainage and irrigation systems and facilities
- Farm mechanization
- Design and development of farm machinery, equipment and tools
- Integrated farming systems
- Organic farming
- Sericulture
- Apiculture
- Sustainable agriculture
- Climate change
- Agroforestry

3.2. Forestry

- Forest rehabilitation, maintenance and protection
- Biodiversity
- Climate change
- Urban forestry
- Watershed management
- Forest product development and utilization
- Wildlife protection
- Park development and maintenance

3.3 Fisheries and Aquaculture

- Habitat assessment
- Conservation of aquatic resources
- Production

- Postharvest handling, processing and utilization, facilities and systems
- Product development

3.4. Environment and Natural Resources

- Restoration, maintenance, protection and development of natural resources (e.g. urban greening, development of ecotourism sites, rehabilitation of mined-out areas)
- Resource inventory, capability and utilization of natural resources
- Ecosystems studies
- Energy source development and utilization
- Environmental stress management
- Waste disposal, recycling and reuse
- Pollution analysis, prevention and mitigation
- Climate change
- Agroforestry
- Geography

3.5. Socio-cultural, Economics, and Philosophy

- Supply/Demand chain management
- Technology delivery systems
- Monitoring and impact assessment
- Entrepreneurship studies
- Employment opportunities
- Organizations, support and participation
- Policy analysis, formulation and implementation
- Gender and development
- Indigenous Knowledge Systems and Practices
- Arts, literature and humanities
- Performing arts studies
- World views and cultural memories
- Impact studies of development projects
- Cultural heritage
- Critique of human conditions
- History, society and culture change
- Time use studies
- Indigenous knowledge on crop and animal culture and management

3.6. Education, Mathematics, and Development Communication

- Curriculum assessment, development, and enhancement
- Teaching competencies and effectiveness
- Instructional materials development
- Application of information and communications technologies in teaching and learning
- Evaluation of student services
- Undergraduate and Graduate tracer studies
- Policy
- Tracer studies
- Model building
- Communication strategies
- Languages, communication, and humanities
- Evaluation of IEC materials

3.7. Health, Food, Nutrition, and Environmental Concerns

- Public health and well-being
- Reproductive health care
- Food safety
- Development, processing, and delivery of quality food products and services
- Development and utilization of food databanks and systems
- Dietary status assessments

- Development and evaluation of nutrition education and communication strategies and programs
- Functional food
- Health and social sciences
- Health technology development
- Farmers' health and well-being
- Disasters and Risk Reduction
- Land, resources, and people

3.8. Information and Communications Technology (ICT)

- Geographic information system
- Management information system
- Convergence technologies
- High-performance computing
- Data warehousing

3.9. Industrial Technology

- Product and technology development
- Food quality standardization and protocols
- Food safety assistantship
- Trainings
- Technology innovation
- Technology incubation
- Processing plant visits
- Design/fabrication of facilities and systems

3.10. Extension Programs

- Trainings
- Technical assistance and advisory services
- Technology packaging
- Technology demonstration, piloting, and commercialization
- Communication and information
- Monitoring and evaluation
- Community outreach
- Linkage and partnership
- Field visits
- Trade fairs and exhibits
- Technology impact assessment
- Community based home enterprise
- Nutri-clinic
- Advocacies that are issue-based
- Development communications

3.11. Human Resource Development

- Seminars
- Special training course
- Management Skills
- Graduate/ Degree programs
- Non-degree/ Diploma programs
- Exchange programs
- Study tour

3.12. Governance and Policy Advocacy

- Issue-based researches
- IP education, philosophy and worldview
- Women studies

- Climate change, disaster preparedness and community resiliency
- Organic Agriculture and Good Agricultural practices
- Regulatory Policies in Agriculture and other development projects
- Technology and Knowledge Management
- Industrial Technology
- Public Governance
- Issues on Free Prior Informed Consent (FPIC)
- Customary laws and governance
- Rights based RDE

3.13. Gender and Development (GAD)

- Indigenous Knowledge Systems and Practices (IKSP)
- Policy on GAD
- Gender and health
- Time use studies
- Women studies
- Women and technology

Section 4. R and E Strategies

R and E strategies shall be gender-sensitive, inter-disciplinary, ethically-guided, and multi-sectoral using appropriate/innovative tools of science and technology.

Research and extension personnel shall collaborate with research partners in the industries, government line agencies, local government units, non-government organizations, people's organization, and international organizations. These partnerships are intended to enhance the quality of research and extension outputs and outcomes, to source out or augment research funds, share resources, and expedite transfer of research findings to end-users using participatory approach.

Chapter 5

PERSONNEL, PHYSICAL, AND FINANCIAL RESOURCES FOR RESEARCH AND EXTENSION

Section 1. Human Resources

The R and E personnel shall consist of the following:

- 1.1 University officials and faculty members who are designated as R and E administrators(i.e. VPRE, DOR, DOE, Center/Institute Directors);
- 1.2 Faculty members who are conducting research and development, and extension activities (BSU Code, 1987);
- 1.3 Research and extension technical staff such as science research assistants, science research analysts, science research specialists, senior science research specialist, supervising science research specialists, chief science research specialists, and other research, extension, and training positions that may be created;
- 1.4 Research and extension support staff including science aides, research aides, administrative assistants and aides, laborers, farm workers, utility workers, foreman, farm supervisor, and light equipment operator driver;
- 1.5 Non-regular personnel who shall include the following:
 - a. Retired professors who are appointed Professor Emeritus;
 - b. Visiting scientists and research fellows in the University;
 - c. Professionals and non-professionals whose engagements in RDE programs and projects are governed by established University guidelines;
 - d. Job Orders who are hired for University-funded projects; and
 - e. Contract of Service who are hired for externally-funded projects.
- 1.6 Functions of R and E Personnel
 - 1.6.1 *Program/Project Leader.* The Program/Project Leader shall have the following duties and responsibilities:
 - a. Oversee the overall implementation of the program/project in accordance with the approved proposal and Memorandum of Agreement;
 - b. Act on problems that may adversely affect the program/projects;
 - c. Prepare reports and other write-up on the project;
 - d. Present results in the Agency In-house Review;
 - e. Submit papers for publication;

- f. Submit research outputs for intellectual property protection; and
- g. Disseminate outputs.

1.6.2 *Study Leader/Project Staff.* The study leader shall have the following duties and responsibilities:

- a. Implements specific studies/activities assigned to him/her;
- b. Supervises research assistants, aides, and enumerators in the conduct of research;
- c. Prepares reports on the project and other write-ups;
- d. Presents results in the Agency In-house Review;
- e. Submits papers for publication;
- f. Submits research outputs for intellectual property protection;
- g. Disseminates output; and
- h. Performs other duties and responsibilities as may be assigned by the program/project leader.

1.6.3 *Project-based Research Assistant.* The research assistant shall have the following duties and responsibilities:

- a. Assists in the conduct of research according to the approved proposal;
- b. Provides assistance to field staff in day-to-day activities and/or problems related to the study and ensure smooth communication and relationship between and among other members;
- c. Gathers data and help analyze and interpret results;
- d. Reports to the project/study leader regarding the status of the experiment including problems encountered;
- e. Submits reports to the project/study leader, and
- f. Performs other duties and responsibilities as may be assigned by the program/project/study leader.

1.6.4 *Laboratory In-Charge.* The personnel in-charge of a laboratory shall have the following duties and responsibilities:

- a. Takes charge of the use and maintenance of laboratory facilities;
- b. Serves as the responsible person in the safekeeping of equipment and laboratory rooms; and
- c. Keeps records on the use of laboratory equipment and facilities.

1.6.5 *Plantilla R & E Personnel*

a. Scientist/Chief/Supervising/Senior Science Research Specialist

- Assists the Center/Institute Director in formulating plans and operational schemes;
- Packages R and E proposals;
- Implements approved R and E proposals;
- Identifies problems that may adversely affect the unit's stability, and institutes measures to solve or put them under control;
- Supervises research assistants, aides, and enumerators in the conduct of research;
- Prepares reports on the project and other write-ups;
- Presents results in the Agency In-house Review;
- Submits papers for publication;
- Submits research outputs for intellectual property protection;
- Disseminates output;
- Performs other duties and responsibilities as may be assigned by the program/project leader;
- Attends in-service training programs and participates actively in unit meeting/activities; and
- Performs other functions as may be assigned by the Center/Institute Director.

b. Science Research Specialist

- Implements specific study/activities assigned to him/her;
- Packages R and E proposals;
- Supervises research assistants, aides, and enumerators in the conduct of research;
- Prepares reports on the project and other write-ups;
- Presents results in the Agency In-house Review;
- Submits papers for publication;
- Submits research outputs for intellectual property protection;
- Disseminates output; and
- Performs other duties and responsibilities as may be assigned by the program/project leader.

c. Science Research Assistant/Analyst/Aide

- Assists in the conduct of research according to the approved proposal;
- Provides assistance to field staff in day-to-day activities and/or problems related to the study and ensures smooth communication and relationship between and among other members;
- Gathers data and helps analyze and interpret results;
- Reports to the project/study leader regarding the status of the experiment including problems encountered;
- Submits reports to the project/study leader; and
- Performs other duties and responsibilities as may be assigned by the program/project/study leader.

Section 2. Physical Resources

University R and E facilities shall include experiment stations, greenhouses, packing houses, laboratories, demo-farms, composting sheds, museums, apiary, insectary, nurseries, physical resources, forest reserves, training halls, dormitories, and equipment.

An Agro-meteorological station which is jointly maintained by the University and DOST-PAG-ASA serves as a facility for gathering climatic data.

Section 3. Financial Resources

Sources of funds to support research and extension activities of the University shall be from the following:

- 3.1. Internal funds from University appropriations (GAA and STF) for personal services, maintenance and other operating expenses (MOOE), and capital outlay. The research and extension budgets are sub-allocated among the research centers/institutes and colleges;
- 3.2. External funds from various local and foreign funding agencies;
- 3.3. Other sources such as donations, grants, endowments, and royalties; and
- 3.4. Incidental income from research and extension activities.

Chapter 6

PROCEDURES IN RESEARCH AND EXTENSION OPERATIONS

The University shall provide equal opportunity to faculty, research and extension personnel, and students in the pursuit of research and extension. Likewise, they shall be guided to be responsible in the conduct of their R and E undertakings.

To effectively carry out this policy, a system shall be established which outlines the standard operating procedures for R and E activities in the University. These procedures are step-by-step sequence or course of action that must be followed for purposes of meeting operational needs. These written procedures provide the framework for the R and E sector's system of internal control.

In general, a suitable environment shall be provided for R and E activities, subject to availability of resources.

Section 1. Consultation with stakeholders

The formulation of the BSU RDE Agenda shall be grounded on a consultation process with the different sectors that will be directly benefitted or involved such as people's organizations, civil society organizations, industry, local government units, and government line agencies.

Series of consultations shall be conducted to identify gaps, issues, problems, and possible solutions. After the consultation with stakeholders, the R and E agenda shall be formulated.

Section 2. Development of Programs and Projects

Figure 2 illustrates the flow of processing proposals.

2.1. Call, Submission, and Approval of Proposals for University funding;

The ORS/OES shall post notices for submission of proposals every first quarter of the year. Proposals shall be prepared by faculty/researchers following prescribed format (Appendix 1, 2, and 3) to be endorsed by the chairperson, Dean, VPAA to the ORS/OES on or before the end of the first quarter. All endorsed proposals shall be evaluated by the R and E Evaluation Committee.

Approved proposals shall be recommended by ORS/OES for the issuance of a Special Order and Memorandum of Agreement. Proposals that require revision shall be returned to the proponent for corrections. Corrected proposals shall be resubmitted to ORS/OES for action. In case of disapproval, the ORS/OES shall notify the proponent.

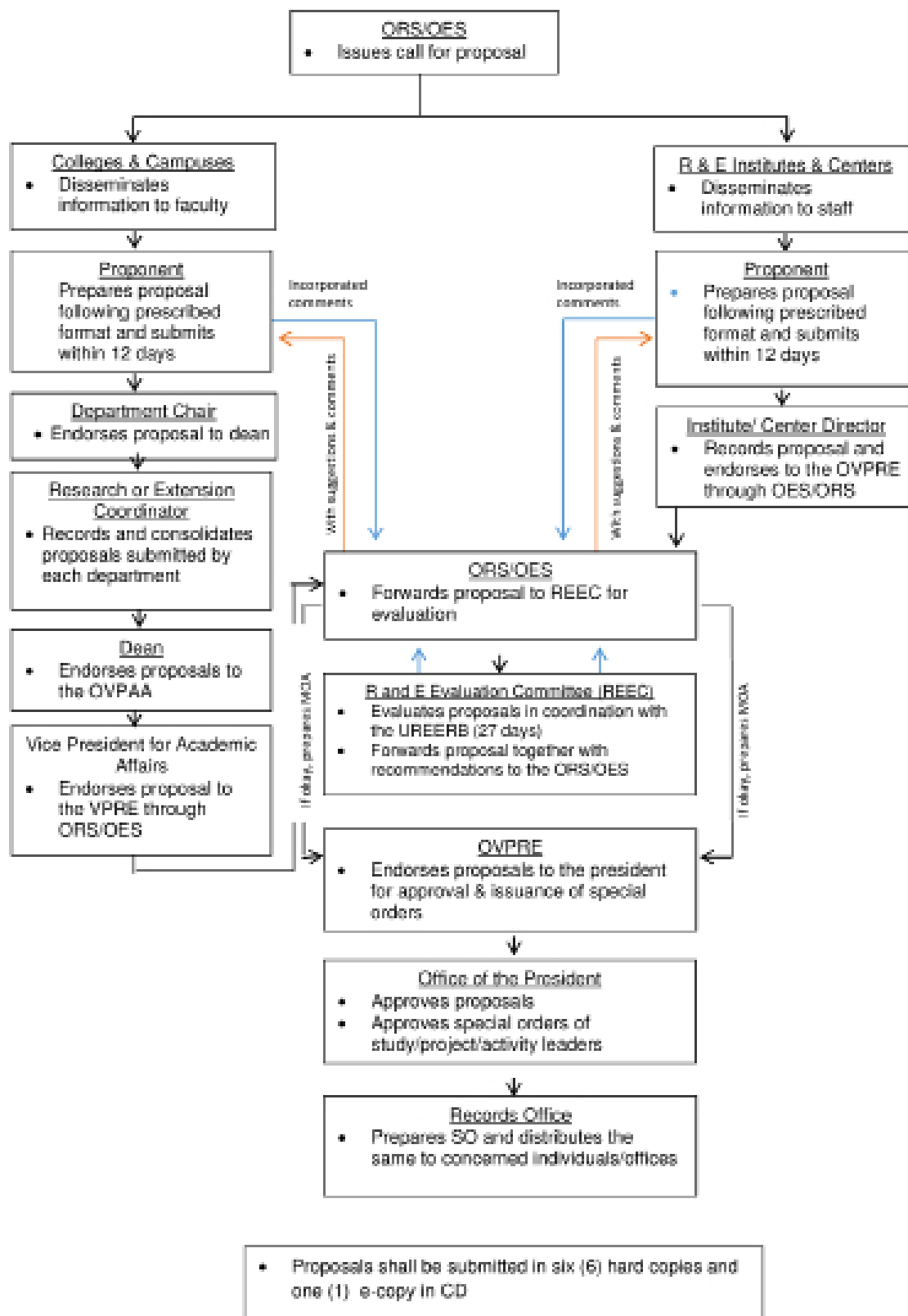


Figure 2. Proposal Development Process

2.2. Processing of faculty-funded projects, following the same process as that of University funded projects;

2.3. Evaluation, registration and approval of all R&E activities prior to implementation; and

2.4. Funding (external) of R&E proposals

Submission of proposals shall be in accordance with the Call for Proposal by funding agencies. Proponents of approved proposals shall provide a copy of the MOA to ORS/OES for registration and issuance of a Special Order.

Section 3. Implementation of Approved R and E Proposals

3.1 *Registration of Approved R and E Programs/Projects/Studies/Activities.* Approved R and E programs/projects/studies/activities shall be registered with the ORS/OES (Appendix 4 and 5). Registration shall mean submission of approved proposal, MOA, and other pertinent documents as basis for the issuance of Special Order.

3.2 *Designation of Program, Project, or Study Leader.* The Special Order for the research leaders shall be issued by the University President.

3.3 *Internal Operating Budget (IOB).* Researches funded from STF (incidental research income) shall prepare an IOB as basis for the line item budget.

3.4 *Project Procurement Management Plan.* The Program/Project/Study Leaders shall submit a PPMP in accordance with the approved budget.

3.5 Any deviations from the approved plan of activities or methodologies shall be considered only upon approval by the Center/Institute Director noted by ORS/OES copy furnished the OVPRE.

3.6 *Hiring/Termination of personnel.* For contractual positions/job orders, the Program/Project/Study Leaders shall select among applicants and recommend for hiring (research assistants, aides, laborers) to the OVPRE through the Institute/Center. The University President shall issue the appointment.

For plantilla positions, the recruitment, appointment, and termination policies of the University shall be applied.

3.7 *Fiscal Management.* All research and extension funds obligated for approved programs/projects shall be disbursed in accordance with government auditing and accounting rules and regulations (Fig. 3).

All applicable provisions of the Revised Accounting and Auditing Manual for Research Operations (RAAMRO) shall be adopted as part of these guidelines.

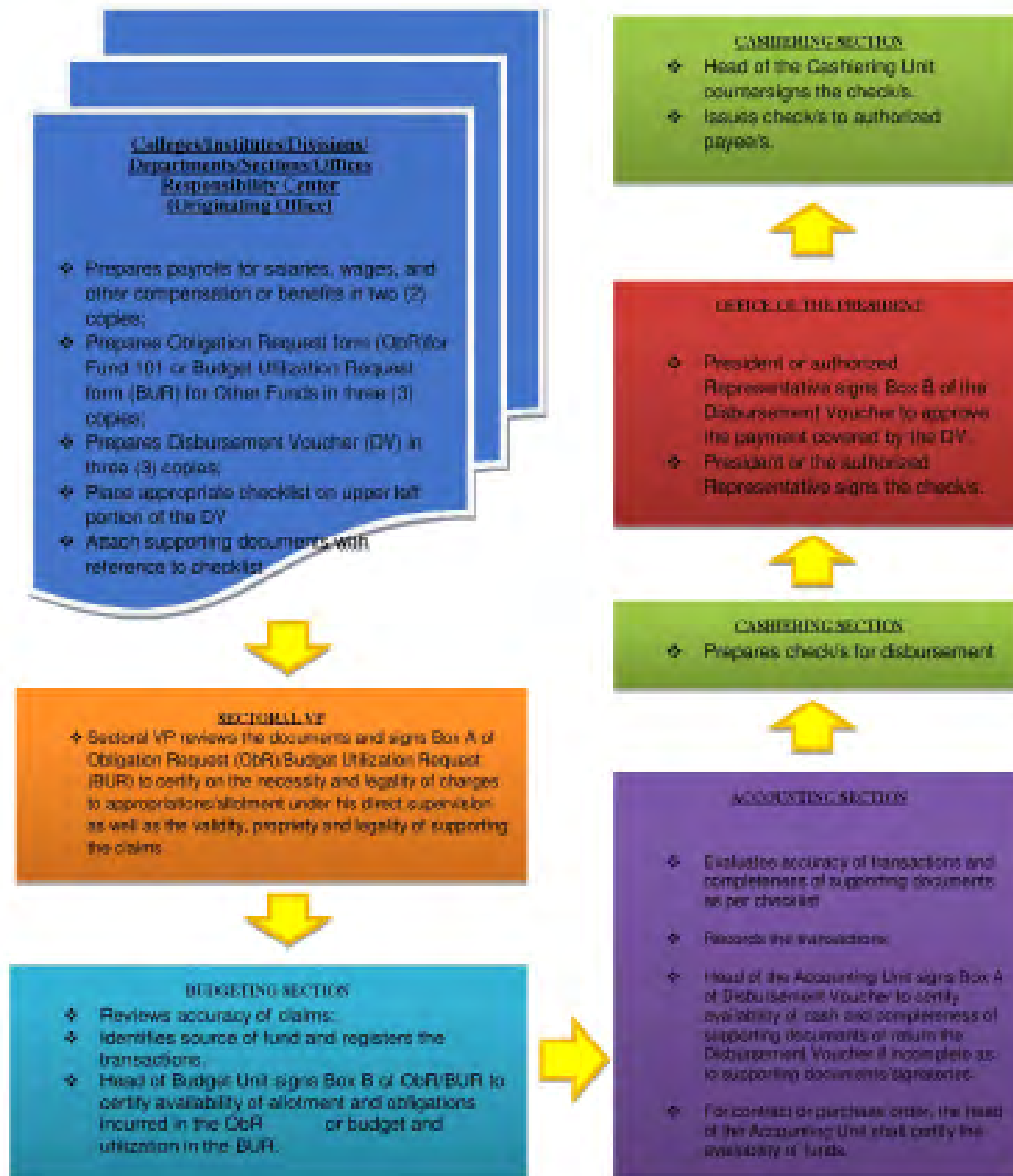


Fig. 3 Disbursement Flow or Procurement Process

3.8 Leave of Absence. For Leaves of Absence/official business/travel exceeding one month, the Program/Project/Study Leader shall recommend to the Center/Institute Director who shall take over the project for the duration of his/her absence, this is then recommended to the President. In case of non-compliance to the above, the Center/Institute Director shall recommend an Officer-In-Charge for the project.

For outside-funded projects, the research leader shall recommend R and E personnel who shall take over the project for the duration of his/her absence and inform the funding agency in writing.

Remuneration usually received by the Project Leader, if there is any, shall automatically be given to the Officer-In-Charge throughout the duration of the leave of the concerned Program/ Project/ Study Leader.

3.9 *Magna Carta for S & T Personnel* (RA No. 8439, 1997; Joint Circular No.1, Series of 2-13)

- a. *S & T personnel categories*. These shall be classified as follows: a. S & T managers, supervisors, and planners; b. members of the Scientific Career Systems; c. scientists, engineers, and researchers; and d. Department of Science and Technology technicians and related S & T personnel (Section 5).
- b. *S & T Benefits*. Aside from the salaries, S & T personnel shall be entitled to the following additional benefits: honorarium, share in royalties, hazard allowance, subsistence allowance, laundry allowance, housing and quarter allowance, longevity pay, and medical examination (Sections 6 & 7; Joint Circular No. 1, Series of 2013).

3.10 *Retirement/Resignation*. A researcher who is scheduled for retirement/resignation, and has an ongoing research shall recommend who shall take over from among the research team. In case the retiree will be conferred Professor Emeritus for research, he/she shall continue the conduct of the research.

3.11 *Incapacitation*. In case of incapacity of the project leader to continue, the concerned director shall recommend replacement.

3.12 *Problems and Grievances*. Any problem or grievance related to R and E activities shall be settled first within the unit before being elevated to the REXECOM which shall serve as the R and E Grievance Committee. If not settled in the REXECOM, the case shall be elevated to the University Grievance Committee/Committee on Decorum and Ethics (CODE).

3.13 The ORS/OES shall not entertain proposals from researchers who have not submitted terminal reports of their previous approved and funded researches.

Section 4. Storage and Maintenance of Data

The researchers shall maintain logbooks (data sheets) of their respective projects/research activities which shall be stored in the R and E Centers/Institutes for at least five years after completion. In case the researchers shall retire from service or resign from the University prior to the completion of the project/research activities, the logbooks shall be turned over to the successors/members of the team.

Chapter 7

SUPERVISION AND MANAGEMENT OF THE EXPERIMENT STATIONS

Section 1. Management of Experiment Stations

The Director for Research assisted by the Experiment Farm Manager shall oversee the allocation and utilization of areas to various projects. Research Centers/Institutes and Colleges utilizing portions of the farm shall take charge of the maintenance of their allocated areas.

Section 2. Operational Guidelines in the Utilization of Experiment Farms

- 2.1. Any student, faculty or researcher who wishes to undertake a field project in the Experiment Farm shall accomplish an application form (Appendix 6) obtained from the ORS. The Experiment Farm Manager shall evaluate the application and if found in order, he shall then allocate an area as requested.
- 2.2. Students who will be conducting their theses or farm training shall be given priority in the allocated area for instruction.
- 2.3. Institutional partners with existing MOA in the university may be allocated an area for research upon request and if available.
- 2.4. Only approved projects and registered with the ORS shall be allocated an area and the research shall only be conducted in the assigned lot.
- 2.5. The requested area must be utilized as requested and approved, and not for any other purposes.
- 2.6. No housing shall be allowed to be built in the experiment areas.
- 2.7. The Farm Manager shall program the use of the water pump for irrigation.
- 2.8. The area shall be vacated upon the termination of the project as specified in the application.
- 2.9. Private companies that wish to conduct researches that are aligned with the University research thrusts may apply for an area with the ORS. Once approved, they shall pay the corresponding and prevailing land rental to the Cashier's Office.
- 2.10. Whenever available, research areas may be rented out to BSU employees under prevailing rates.
- 2.11. Seedlings and other planting materials obtained outside the Experiment Farms must be inspected and certified by the Plant Health Clinic before planting. Inspection Certificate (Appendix 7) must be presented to the Experiment Farm Manager.

Chapter 8

R and E MONITORING AND EVALUATION

Section 1. General Policy

Research and extension projects of the University shall be monitored technically and financially. The system of technical monitoring and evaluation (M and E) of programs / projects in the University shall follow that of the National Agriculture and Resources Research and Development Network (Appendix 8 and 9).

Section 2. Technical Monitoring

The mechanisms for technical M and E of on-going and completed programs/projects will include the following:

2.1. *Field Monitoring.* This shall consist of visits to project sites to observe the actual conduct of the experiment, to validate information contained in technical reports, and to recommend courses of action to the REXECOM to improve project implementation.

A monitoring team shall be composed of the Experiment Farm Manager and representative of OES and concerned research institutes/centers. Outside funded projects are being monitored by the monitoring team of the funding agency.

2.2. *Agency In-House Review (AIHR).* Only registered projects either on-going or completed shall be presented in the Agency In-House Review. During the AIHR, researchers/project staff shall present the progress/ highlights of their projects before researchers of the University and credible evaluators from HAARRDEC member agencies.

2.2.1 The AIHR and planning workshop shall be coordinated by the ORS and OES with HAARRDEC. A pre-AIHR may be conducted by the Center/Institute from where the papers for presentation shall be determined. To facilitate the evaluation process, standard forms are institutionally prescribed (Appendix 10).

Immediately after the AIHR, the REXECOM shall meet to act on the recommendations/comments made by the evaluators and notify the researchers concerned.

2.2.2 Evaluators. Experts shall be invited to serve as Evaluators during the Annual Agency In-House review. Their fields of specialization shall be along the general themes of researches that will be presented.

2.2.3 Payment of Honoraria of Evaluators

The honorarium for each referee shall be in accordance with DOST Memorandum Circular No. 001 series of 2009 (Appendix 11), which is PhP 3,000 per consultation. Any amendment to be made in the future as to the rate of honorarium for evaluators shall correspondingly be adopted by the University.

2.3. *Submission of Project Reports*

2.3.1 Submission of Semi-annual and Annual Accomplishment. All program/project/study leaders shall submit semi-annual (Appendix 12) and annual accomplishment and financial reports. In case of sponsored researches, audited financial report shall be prepared annually or as often as required by the funding agency.

2.3.2 Submission of terminal reports (Appendix 13) shall be strictly imposed with the following guidelines:

- On the last quarter of implementation, the ORS/OES shall send reminders to program/project/study leaders through proper channels to submit their terminal reports.
- Terminal reports shall be submitted to the ORS/OES within three (3) months after project completion.

2.3.3 Extension activity reports shall be submitted to OES upon completion (Appendix 14).

2.3.4 The research leaders shall be required to publish articles of their completed projects for publication in the BSU Research Journal or other refereed or indexed journals.

Chapter 9

DISSEMINATION OF R and E OUTPUT

Section 1. General Policy

The University shall disseminate knowledge and technologies generated from researches to various clients and stakeholders through appropriate modalities or forms of dissemination

Section 2. Forms of Dissemination

Results of research and other undertakings shall be processed using appropriate forms and presented or disseminated through:

- a. Agency In-house Reviews (AIHR)
- b. Symposia
- c. Conferences
- d. Fora
- e. Seminar series
- f. Information, Education, Communication (IEC) materials
- g. Trade fairs and exhibits
- h. Print Media
- i. Broadcast
- j. Social Media
- k. Other appropriate extension modalities

Section 3. University R and E Week

There shall be a yearly University Research and Extension Week to be conducted every second week of February to showcase and disseminate knowledge and technologies generated. Activities may include but will not be limited to the conduct of exhibits, contests, skills competition, business plan competition, harvest and food festival, extension services, fora, school-on-the-air, and tours to various R & E projects.

Section 4. Publications

4.1 BSU shall promote dissemination of R and E outputs in various forms of publication such as through the:

- a. BSU Research Journal, the official research journal of the University that publishes original research of faculty, researchers, and students, is an accredited and refereed journal where articles are critically reviewed by referees both from inside and outside the university.
- b. RANGTAY is the official extension magazine which features mature technologies in popularized forms for public consumption.
- c. RDE Forum, is a monograph which contains research results presented by faculty or researchers in a lecture series, in seminars, workshops or conferences.
- d. BSU research highlights in a series of working papers

- e. Proceedings of the Annual In-House Review
- f. Bibliography of R and E Abstracts
- g. Compendium
- h. Various publications of Research Centers/Institutes and Colleges

4.2 The BSU Research Journal

The BSU Research Journal is a multidisciplinary journal that serves as an avenue for the publication of researches of faculty, staff, and other researchers. All articles published in the BSU Research Journal shall be results of research activities (technical and social) which are relevant to the development thrusts of the university. It is published bi-annually or thrice a year depending on the number of articles.

4.2.1 Manuscript Submission and Acceptance

The following are the guidelines for research papers/ articles submitted for possible publication:

- a. The manuscript shall have not yet been published elsewhere.
- b. The research shall have undergone the BSU In-House Review.
- c. The manuscript shall be subjected for evaluation through internal and external refereeing using a double blind scheme.
- d. Manuscripts shall be submitted following the prescribed Publication Office format.
- e. A hard copy and electronic copy of the manuscript shall be submitted to the BSU Research Journal Editor-in-Chief and shall be subjected to editing (Appendix 15).
- f. Publication of the manuscript shall be based upon the result of the reviews from both internal and external referees.

4.2.2 Acceptance of manuscripts shall be based on the review and approval by a corps of technical editors and by selected referees whose specializations coincide with the subject of the research.

To ensure high quality standards for the journal, manuscripts submitted shall be evaluated / reviewed by internal as well as external reviewers and follow a double blind peer review process.

4.3. Editorial Board. There shall be an Editorial Board that sets the rules and regulations concerning publications of research and extension results and other similar knowledge and information to the public. It shall consist of the University President and VPRE/VPAA as editorial consultants; editor-in-chief; and external and internal editors by discipline. The Editorial Board shall be supported by staff writers, proofreaders, circulation staff, layout artist, photographer/illustrator, and an encoder.

4.4 Referees. To ensure high quality standards for the BSU Research Journal, submitted manuscripts shall be evaluated/ reviewed by internal as well as external referees and shall follow a double blind peer review process.

4.4.1 Selection of Referees

The selection of Referees shall be based on the following:

- a. The field of specialization of a referee should coincide with the subject of the research.

- b. The referee must have had publications in various journals.
- c. The curriculum vitae of a potential referee shall be requested before a formal request for refereeing will be done.

4.4.2 Payment of Honoraria of Referees

The honorarium for each referee (either internal or external) shall be in accordance with DOST Memorandum Circular No. 001 series of 2009 (Appendix 11), which is Php 3,000 per manuscript. Any amendment to be made in the future as to the rate of honorarium shall correspondingly be adopted by the university.

4.5. Rules and Regulations

- a. All technical/popular papers for publication in any form shall be submitted in hard copy and in electronic form.
- b. Preliminary or initial research and extension results shall be published whenever possible.
- c. Matured technologies and other information shall be disseminated as soon as possible (preferably within three years from completion unless no data exist beforehand) in printed form and most appropriate to the client's need and level of understanding.
- d. In writing the paper, the use of the University guidelines for style and format (Appendix 14) shall be instituted for clarity, consistency, and adequacy of information.
- e. English and Filipino shall be used as the language in writing. However, the use of different languages as appropriate shall be explored.
- f. All designated Technical Editors shall be issued appointments by the President with a definite tenure of service.
- g. Editorial staff shall be designated from among the regular staff.

4.6. All researches that were published in a research journal / in any form of technical publication shall not be published again in another technical publication.

Section 5. Database Management

All data, knowledge, information, and technology generated and/or acquired from research and extension works shall be managed by the Management Information System Unit (MISU). These data can be in the form of abstracts for completed researches, highlights of on-going activities, profiles for various commodities, and other appropriate forms that facilitate easy storage and retrieval.

Section 6. Library Exchange for Publication

Publications shall be shared with partner agencies like SUCs, LGUs, PCAARRD, DA-BAR, line agencies, NGOs, private HEIs, and others.

Section 7. Broadcast Media

Research findings shall be processed into appropriate scripts for BSU-on-the-Air and other appropriate broadcast media.

Chapter 10

INTELLECTUAL PROPERTY RIGHTS (IPR) POLICY AND GUIDELINES

Section 1. General Policy

As an academic institution, Benguet State University shall promote and encourage technological innovations, inventions, and creations of scholarly and artistic works by all sectors and their personnel. The University shall protect and secure the exclusive rights of its scientists, researchers, artists, and other gifted employees and students to their intellectual property and creations as provided in Republic Act 8293, otherwise known as the Intellectual Property Code of the Philippines. To enhance the enforcement of this law and in the interest of the service, the BSU hereby adopts the policy guidelines governing ownership, protection, and utilization of intellectual property outputs of the University.

Section 2. Coverage and Scope

2.1 Coverage

The coverage of these policies and guidelines shall include, but will not be limited to the following:

- a. All BSU employees (BSU Main, BSU-Buguias, and BSU-Bokod) regardless of status including contractors, consultants, and students having undertakings with intellectual property potentials;
- b. All Intellectual Property (IP) transactions/negotiations with collaborators or partners, whether in the national or international research and development network or with other agencies and organizations, public or private;
- c. All faculty members, researchers, students, staff, and visiting professors undertaking research and/or creative activities pursuant to any program, project, grant or contract under the auspices of the University;
- d. All research and/or creative activities, tangible research properties or outputs with or without patent or copyright protection, whether for commercial or non-commercial purposes, undertaken using any University resources and including all technology transfer arrangements; and
- e. All completed researches produced or conducted by individuals as stated in letter C of this section submitted to the IPRO application for protection preceding any paper presentations whether in local, regional, or international fora.

2.2 Scope

These policies and guidelines shall be made to apply to all intellectual properties derived from BSU-directed, assisted, commissioned, contracted, and collaborative research and development projects.

Section 3. Definition of Terms

For the purpose of this policy, the following terms shall be defined as follows:

- a. “Assignee” is a natural or juridical person to whom the rights, title to, and interest in IP or proprietary information has been assigned by the inventor, plant breeder, or author, through an undertaking or any other legal instrument.

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- b. “*Assignment*” refers to the act of assigning all the rights, title to, and interest in intellectual property or proprietary information by the inventor, plant breeder, or author, through an undertaking or any other legal instrument.
- c. “*Assisted research*” refers to any R and D activity supported financially and/or in kind, wholly or partly by the BSU and undertaken by any person, or entity, private or public other than BSU.
- d. “*Author*” is a person who has contributed to authorship and is thereby entitled to have a publication attributed to them. A single publication may be attributed to more than one author.
- e. “*Authorship*” is the intellectual participation in conceiving, executing or interpreting at least part of a research, scholarly or other academic output in the author’s field of expertise, sufficient for the author to take public responsibility for that output.
- f. “*Creator*” refers to the natural person who made substantial creative and intellectual contribution to the creation of the intellectual property be it an invention, new plant variety, or a copyright. Substantial creative and intelligent contributions include the conceptualization and planning of any activity resulting to the creation and expression of the intellectual property or proprietary information.
- g. “*Commercialization of intellectual property*” refers to the deliberate effort to generate intellectual property for specific markets or commercial purposes. Commercialization involves technology transfer arrangements.
- h. “*Collaborative research/work*” is a research undertaken in partnership with an outside entity.
- i. “*Directed or University-funded*” research/work refers to research conducted in the course of employment with the University and with the use of University facilities and resources.
- j. “*Fair use*” refers to the doctrine that brief excerpts of copyright material may, under certain circumstances, be quoted verbatim for purposes such as criticism, news reporting, teaching, and research, without the need for permission from or payment to the copyright holder.
- k. “*Holder*” refers to a natural or juridical person who owns the rights to an IP at any moment in time.
- l. “*Intellectual property*” or “intellectual property rights” are used interchangeably in these Guidelines. These terms refer to intellectual property or intellectual property rights defined under the Intellectual Property Code of the Philippines. Intellectual property rights consists of:
- Copyrights and Related Rights;
 - Trademarks and Service Marks;
 - Geographic Indications;
 - Industrial Designs;
 - Patents;
 - Layout-Designs (Topographies) of Integrated Circuits; and
 - Protection of Undisclosed Information.
- m. “*Protection of intellectual property*” refers to the act of formally registering intellectual property with appropriate agencies to acquire vested rights thereto, and, where registration is not required, protection shall mean the act of transferring legal ownership of intellectual property or proprietary information to individuals or organizations through proper documentation.
- n. “*Research Assistant/Staff*” is a person employed under the RDE programs, or as a staff, of the University.
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- o. “*Royalty*” refers to payment made for the use of property, especially a patent, new plant variety, copyrighted work, franchise, or natural resource. The amount is usually a percentage of revenues obtained through its use.
- p. “*Sponsored*” research/work is an externally -funded, BSU- implemented research.
- q. “*Student*” is a person who has been accepted for admission to or enrolled in any course or program offered by a University who undertakes part of his/her research under the banner programs of the University.
- r. “*Technology Transfer Arrangements*” as defined in the IP Code, refers to contracts or agreements involving the transfer of systematic knowledge for the manufacture of a product, the application of a process, or rendering of a service including management contracts; and the transfer, assignment or licensing of all forms of intellectual property rights or proprietary information.
- s. “*Third party*” refers to someone other than the principals directly involved in a transaction or agreement.
- t. “*Visiting Research Fellow*” is an honorary or visiting fellow appointed by the University to a non-salaried, full-time or fractional position titled “Associate Fellow”, “Fellow”, “Senior Fellow”, “Principal Fellow”, “Professorial Fellow”, “Visiting Fellow”, or “Research Fellow”; and who is not a visiting student or volunteer who will undertake RDE activity under the University banner programs.
- u. “*Visiting Student*” is a student whose home institution (institution at which the student has primary enrolment) is not of the University; and/or a student who undertakes part of their research under the banner programs of the University but is not enrolled with any of the degree programs of the University (eg. a research practicum student whose home institution is not BSU).
- v. “*Volunteer*” is a person who is not a Fellow, visiting student, staff member or student, but who is working on a University RDE project on a voluntary capacity.

Section 4. Obligations

4.1 Creator/s

The creator/s shall execute in favor of BSU, an Intellectual Property Rights Undertaking (Appendix 16) containing the following minimum provisions prior to any research undertaking:

- a. To abide by BSU intellectual property policy and guidelines;
- b. To disclose to the Intellectual Property Rights Office (IPRO) at least twelve (12) months prior to the sale, offer, publication, presentation, or communication to the public of any information on any intellectual property or proprietary information, through submission of a duly filled-up Intellectual Property Disclosure Form (Appendix 17);
- c. To assign to BSU, intellectual properties which may have been solely or jointly invented, created, or generated in connection with or generated with others in the performance of their regular duties, or those invented, created, or generated with the use of BSU funds, facilities, or services;

- d. To cooperate fully with the Intellectual Property Rights Office in facilitating the application for protection of intellectual properties such as patenting, registration for new plant variety, registration for copyright, trademark, and other forms of IP protection;
- e. To assist in facilitating the promotion and technology transfer in any mode, such as licensing, franchising, and similar ones; and
- f. To preserve all confidential and proprietary information and refrain from using them in unauthorized manner, both during their employment or contract with BSU and for a period of five (5) years after such employment or contract.

4.2 University Officials

4.2.1 To sign Confidentiality Agreements (Appendix 18) in connection with BSU R and D derived intellectual properties.

4.2.2 To comply with BSU intellectual property rights and guidelines.

4.2.3 To observe all protocols in connection with any arrangement involving intellectual property or proprietary information.

4.2.4 To disclose any and all transactions involving BSU on intellectual property or proprietary information and ensure that the use thereof by a third party shall be covered by the required instrument.

4.2.5 To ensure that all Memoranda of Agreement entered into by BSU, which may generate any intellectual property or proprietary information, shall contain the following clauses:

“Any intellectual property or proprietary information generated in the course of and is a result of the implementation of this agreement such as, but not limited to discoveries, inventions, works, databases, information systems, reports, articles, research papers, research notebooks or records, tri-media presentations, and other project outputs, shall be subject to the Intellectual Property Rights Policy and the Implementing Guidelines of the University and such other laws, rules and regulations on intellectual property, all of which are deemed incorporated into this Agreement. All personnel involved in carrying out this agreement shall further be subject to such policies, rules and regulations”.

4.2.6 The University shall undertake to inform creator/s about the consequences of potential disclosures because premature or inappropriate disclosure may defeat legal protection of intellectual properties. The University and Creator/s shall work together to facilitate both scholarly disclosures and the acquisition of appropriate intellectual property protection.

Section 5. Technology Transfer Agreement

5.1 If a company desires to evaluate a technology from the University, it shall enter into an agreement with BSU. This agreement gives the company the sole right to the technology for a period of 12 months only. As indication of serious intent, the company pays a non-refundable deposit of Php 50,000 to BSU. If the company desires to proceed to licensing agreement, the money is put forward as advance payment to cover intellectual property costs and other fees as outlined in the licensing agreement.

5.2 For any intellectual property resulting from sponsored research, the sponsor has the option to negotiate an exclusive license to commercialize the invention or discovery whose development it had supported. The BSU shall receive a share of future revenues in the form of royalties on gross sales. If the sponsor chooses not to commercialize the intellectual property, it shall still have the right to avail of a non-exclusive license to use the intellectual property. Having waived its rights in favor of the University, BSU may proceed to commercialize the invention or discovery.

5.3 License agreements must contain clauses that indemnify the University and allowing BSU to retain the rights to use the intellectual property for instruction, research and extension purposes.

Section 6. Protection Application Procedure

6.1 Any University personnel who creates an intellectual property shall report this through a prescribed form (Invention or Copyrightable Work Disclosure Report) to the IPRO for evaluation not later than three (3) months after such discovery or invention.

6.2 Upon determination by the IPRO that the discovery, invention, or creation has IP or proprietary potentials and that there is obligation to assign rights to such discovery, the inventor shall execute a Deed of Assignment in favor of BSU.

6.3 IPRO shall then prepare requirements for application for protection.

6.4 The IPRO Director shall endorse the application for protection.

6.5 The University President shall sign application for patent or other appropriate mode of intellectual property protection.

6.6 The IPRO staff shall file the application for the appropriate protection of the intellectual property

Section 7. Inventions

7.1 *Inventions Covered.* All inventions which may relate to a product, process, intangible assets such as drug targets and biomarkers, platform technology or an improvement of any of the foregoing, whether or not patentable, including utility models, layouts of integrated circuits, industrial designs and new plant varieties referred to in this policy as inventions, shall be covered by these rules.

7.2 Ownership of inventions

7.2.1 *General Rule.* Except as otherwise provided in these rules, patent rights and/or other rights related to the invention such as undisclosed information or know-how shall belong to the inventor/s.

7.2.2 *University Ownership of Inventions.* Subject to the provisions of existing laws such as the Intellectual Property Code of the Philippines and the Technology Transfer Act of 2009, inventors shall disclose the existence and assign patent rights and other related rights such as undisclosed information or know-how pertaining to the following inventions to the University in accordance with contractual stipulations, the implementing rules and regulations of the Technology Transfer Act.

a. Inventions that are produced through research and development funded by any Philippine government agency or instrumentality or government-owned and controlled corporation from government appropriations and those sourced from government-managed official development assistance funds;

b. Inventions supported by a specific allocation of the University funds or substantial University resources other than the usual salary and resources made available to every faculty, researcher, student or staff;

c. Inventions produced by an employee as a result of the performance of his or her regularly assigned duties;

d. Commissioned inventions produced through the direction and control of the University in pursuit of a specific project or purpose regardless of the source of funding; and

- e. Works whose inventorship could not be attributed to one or a discrete number of inventors despite the application of processes provided in these rules.

7.3 Inventions Funded by Outside Entities

- a. Subject to the provisions of the Technology Transfer Act of 2009, in the event that funding for the research and creation of the invention is sourced by the University, wholly or partially, from outside entities, the University shall negotiate with the funding entity with respect to the ownership of the invention, patent rights and royalty sharing subject to confirmation by the Board of Regents. The agreement shall bind all parties including the inventors.
- b. In case of a default in a negotiated agreement, all patents and inventions regardless of the research funds sourced from or by the University shall be owned by the University.

7.4 Waiver by University of Rights to Patent

- a. In the absence of existing contractual obligations to third parties, the University may release patent rights to inventors if all of the following conditions are met:
- The University elects not to file a patent application as when the invention does not appear to be commercially viable and the inventor is prepared to do so;
 - The waiver would facilitate the transfer of technology or its access to the general public; and
 - The equity of the situation clearly indicates that such release should be given.
- b. No waiver shall be given unless there is a written commitment that no further development of the invention shall be made involving the financial support or resources of the University. Nor shall any waiver be made in violation of any contractual obligation of the University. The University may also impose other conditions for the grant of the waiver such as revenue sharing provisions, University equity or shares in a spin-off company formed around the invention, a non-exclusive royalty-free license in favor of the University and third parties to use the invention for teaching, scholarly and other academic non-profit purposes and such other similar requirements that would promote reasonable access by the public to the technology.

7.5. Collaborative Efforts between Institutions. Subject to the provisions of the Technology Transfer Act of 2009, and the absence of any stipulation to the contrary, if the invention is the result of collaborative efforts of the University, an outside entity and the creator/s, the patent and other related rights over said invention shall belong in joint ownership among the University, the inventor/s and the outside entity.

Section 8. Copyright

8.1 Works Covered. All literary, artistic and derivative works collectively referred to in this policy as “works” as defined in sections 172 and 173 of the Intellectual Property Code of the Philippines including course materials for e-learning and distance education, regardless of format in which it was created or produced, shall be covered by these rules on copyright.

8.2 Ownership of Copyright

8.2.1 General Rule. Copyright of all works shall remain with the creator except as may be otherwise provided in these rules.

8.2.2 When copyright must be assigned to the University. Subject to the provisions of existing laws such as the Intellectual Property Code of the Philippines and the Technology Transfer Act of 2009, creators shall disclose the existence and assign copyright over the following works of the University in accordance with

contractual stipulations and the implementing rules and regulations of the Technology Transfer Act.

a. Works that are produced through research and development funded by any Philippine government agency or instrumentality, or government-owned and controlled corporation from government appropriations and those sourced from government managed official development assistance funds

b. Works supported by a specific allocation of University funds or substantial University resources other than the usual salary and resources made available to every faculty, researcher, staff or student

c. Commissioned works or those works created at the direction and control of the University through its officials or designates for a specific project or purpose

8.3 Waiver of Copyright Ownership by the University

8.3.1 In the case of works mentioned in Section 8 (2) and works of joint ownership with the University, the University through its designated officials may waive copyright (Appendix 19) in favor of the creator if all of the following conditions are met:

a. the waiver would enhance the transfer of technology or improve the access to the works by the public in general;

b. the waiver does not violate any existing contractual obligation to third parties; and

c. the participation of the University in the work is acknowledged by the creator in all publications of the work, whether local or international.

8.3.2 If the University is unable to or has decided not to publish or exhibit the works mentioned in Section

8.2.2 within one year from its disclosure, its copyright is automatically waived in favor of the creator provided that no contractual obligations or rights of third parties will be violated. The one-year period may also be waived by the University at the request of the creator if the work is to be published in a reputable international or local journal relevant to the academic discipline to which the work falls under, provided that no contractual obligations or rights of third parties will be violated. The contribution of the University shall be duly acknowledged in all publications or exhibitions of the work.

8.4 Collaborative Works Among Institutions– Subject to the provisions of the Technology Transfer Act of 2009 and Section 8 (2), and in the absence of any contractual stipulation to the contrary, if the work is the result of collaborative efforts between the University, an outside entity and the creator/s, the copyright shall be jointly owned by the University, the creators and the outside entity.

8.5 Determination of Authorship in Cases of Contributed Efforts

8.5.1 In the case of works resulting from the contribution of efforts coming from different persons, authorship, whether sole or collaborative, shall be determined as follows:

a. by contractual stipulation;

b. by application of the rules for joint, primary and sole authorship as determined by a publication for which the work was intended; and

c. through alternative modes of dispute processing including mediation and arbitration to be facilitated by the Office of the Vice President for Research and Extension, if the work originated from the efforts of faculty, research staff and students.

8.5.2 Only in the event of failure of any of these modes of dispute resolution may a conflict pertaining to the authorship or copyright of a work be referred for legal action.

Section 9. Other Intellectual Property Rights

9.1 Trade and Service Marks. Trade and service marks are distinctive words or graphic symbols identifying the sources, product, producer, or distributor of goods or services. The University shall own trade or service marks relating to goods or services distributed by the University. These include names and symbols used by the University in conjunction with its computer programs or University activities and events.

9.2 Protection of Undisclosed Information. While the University's mission is to transfer knowledge and technology for the benefit of the public, it may resort to the protection of undisclosed information in any of the following and other similar instances:

9.2.1 The protection is necessary in order to comply with contractual stipulations or to pursue an academic research project to its completion;

9.2.2 The information being protected is necessary in order to protect intellectual property rights of the University on an invention; and

9.2.3 Upon the determination of the IPRO Director, circumstances are such that well-defined interests of the general public will better be protected by claiming legal protection of information or technology as "trade secrets".

9.3 Subject to the provisions of applicable laws such as the Technology Transfer Act of 2009 and contractual stipulations, Tangible Research Property (TRP) or research results which are in a tangible form (i.e. integrated circuit chips, computer software, biological organisms, engineering prototypes, laboratory notebooks or logbooks) which cannot be the subject of any other kind of intellectual property protection are presumptively owned by the University.

Section 10. Thesis and Dissertations

A student shall own the copyright of his/her thesis/dissertation subject to the provisions of applicable laws such as the Technology Transfer Act of 2009, the provisions of this policy as well as any agreement(s) with the University and/or external parties. To enable the University to perform its mission of transferring knowledge and technology for public benefit, the student shall grant to the University a non-exclusive worldwide, royalty free license to reproduce, publish and publicly distribute copies of said thesis/dissertation in whatever form

subject to the provisions of applicable laws, the provisions of this policy and any contractual stipulations.

In the event that a thesis/dissertation would contain information on an invention that may be patentable or registrable, or if the same contains confidential information of the University and/or that of a third party, the department, institute or college may withhold public access to said thesis/dissertation and the defense proceedings and may take such other reasonable steps to protect the University and/or third party's IP rights until the University and/or third party has given written permission to disclose the same. In the event that the University waives its right to the invention as provided under this policy as the inventor is willing and able to comply with the condition, among others that may be imposed by the University, to file a patent or other applicable intellectual property application for the same, the inventor may request the department, institute or college to withhold public access to said theses/dissertation or to the defense proceedings pertaining to said invention.

Section 11. Common Provisions

11.1 *Waivers and Authorities*

11.1.1 Except in cases of failure to publish or failure to file an application for a patent, all waivers of ownership of intellectual property rights shall be confirmed by the University president.

11.1.2 The President shall periodically report to the Board of Regents intellectual property rights owned by the University which are impliedly or expressly waived immediately upon their discovery.

11.2 *Royalty Sharing.* In the absence of contractual stipulations to the contrary, royalties derived from copyrights, utility models or patents and other intellectual property rights of the University shall be shared as follows:

a. Thirty percent (30%) of net income shall be given to the office assigned that facilitated the application of the Intellectual Property to be utilized in funding instructional, research and developmental programs(15% IPRO, 15% department)

b. Seventy percent (70%) of the net income shall be given to the author(s), inventor(s), or creator(s). Joint author(s), inventor(s), or creator(s) shall share equally from this portion. Collaborating author(s), inventor(s), or creator(s) shall share in accordance with the determination of their participation in the authorship or invention as prescribed under these rules.

The net income shall mean gross income less applicable taxes, administrative costs, filing fees, cost relating to the reproduction, distribution, advertising, maintenance and similar expenses of the work or invention.

11.3 *Upfront, milestones and other payments.* Determination of the sharing of revenues from IP commercialization agreements other than royalties which shall be governed by the section above, such as upfront, milestones and other similar payments, between Benguet State University, inventors, authors or creators structured into a deal shall be governed by the appropriate agreements pursuant to the provisions of the Technology Transfer Act after consideration of all expenses incurred in protecting the intellectual property, as well as for maintenance, possible litigation and other costs.

All other expenses such as administrative costs, filing fees, costs relating to the production, distribution, advertisement, maintenance and related expenses of the work or invention shall be for the account of the University and shall be taken from its share in the royalties and other payments. In the disposition of any royalty income accruing to the University from copyrights utility models or patents, first consideration shall be given to support research activities.

If the University receives shares from a company as consideration for any intellectual property commercialization agreement, the shares which the University obtains will be held by the University and the proceeds from the liquidation of the shares shall be distributed to the author(s)/inventor(s)/creator(s) according to the same ratio above. An author/inventor/creator may also request to hold his/her portion of the share in his/her own name, in which case such inventor shall no longer be entitled to any proceeds from the liquidation of the remaining shares by the University.

The share of the University in the royalty and other revenues mentioned above shall be constituted as a revolving fund for use by the University, deposited in a depository bank of the University as Royalty Trust Fund to be administered and managed by the IPRO subject to the University's accounting and auditing rules and regulations. Said revolving fund shall be used to defray intellectual property management costs and expenses including professional fees and to finance research and development, science and technology capability building and technology transfer activities. Also, income shall be used for payment of salaries, bonuses and allowances and other incidental expenses.

11.4 *Portability of shares.* Shares in royalty and other revenues such as upfront, milestones and other payments shall be payable to the creator(s)/inventor(s) of the IP even after retirement, termination of their employment with

the University or their contract of service or in the case of students after their graduation from the University; provided further, that said creator(s)/inventor(s) have not been dismissed from the University because of violation of provisions of this policy (e.g., selling or compromising University trade secrets).

11.5 Use of copyright, patents and other intellectual property rights of the University. Pursuant to its public function, the University shall not enter into any kind of contractual arrangement that would deter the public in general from having reasonable access to the works or inventions. Non-exclusive licensing, through which a license may be granted to more than one licensee is preferred but in some cases, as when significant investments of time and resources are needed to bring the technology to market, an exclusive license may be necessary and appropriate as the same will provide an incentive to the licensee to bear the risks of further development (e.g., in drug discovery and development).

11.6 *University Contracts*

11.6.1 All contracts for research and the production of creative works, regardless of source of funding, should include provisions for ownership of intellectual property rights and resulting tangible materials, means for the determination of authorship as well as processes for settling disputes on authorship or inventorship.

11.6.2 No allocation of funds from the University shall be made for research and the production of creative works unless the same are covered by contracts containing the provisions required under 11.6.1 above.

Section 12. Conflict Resolution

12.1 In case of conflict arising from any of the provisions of this policy, the parties may agree to resort to mediation to settle the dispute with the assistance of the IPRO.

12.2 In the event that the University and the inventor(s) cannot agree with respect to any of their respective rights or obligations hereunder, such dispute shall be submitted for determination to an arbitration panel of three members chosen from the University community and having a member named by the inventor(s), a member named for the University by the Provost, and a chair selected by mutual agreement of these two nominees. The decision of a majority of such panel shall be final and binding upon both the inventor(s) and the University.

12.3 If the parties are not amenable to mediation, the parties may avail of any remedy provided for by existing laws, rules, and regulations.

Section 13. Penalties

Aside from penalties which may arise from the violation of any other law or University policy or guideline, any person found to have violated any of the provisions of this policy shall be subject to the following penalties:

- a. Ineligibility for research grants from the University or any of its affiliated foundations for a period not exceeding five years;
- b. Automatic removal of research load credits and ineligibility to receive these benefits for a period not exceeding five years;
- c. Removal from any University administrative position and disqualification from any administrative position for a period not exceeding five years; and
- d. Ineligibility for outside teaching activities or the privilege to practice profession for a period not exceeding five years.

Chapter 11

UNIVERSITY ETHICS ON RESEARCH AND EXTENSION

Section 1. General Principles on Researches

Benguet State University has the moral obligation to ensure that all faculty, research and extension personnel, students, and other constituents conducting research and extension activities observe the highest ethical standards. While BSU is mandated to promote research and transmit research results to society for its benefits, financial rewards, fame and pressure should not erode research integrity, academic freedom and institutional autonomy of the University. In these times of changing environment and emerging needs, it is important that the University has in place policies that will assist administrators, faculty, research and extension personnel, and students to safeguard the integrity of researches by not succumbing to the lure of money and prestige. This set of policies also aims at providing guidelines on how to handle sensitive research data as well as the supervision of student researchers.

With the end view of preventing willful scientific misconduct by University research personnel, the policies herein are developed to comply with the provision of Republic Act No. 6713 known as the Code of Conduct of Ethical Standards for Public Officials and Employees and the NCIP AO No. 1 series of 2012 otherwise known as the Indigenous Knowledge Systems and Practices on Customary Laws Research and Documentation Guidelines – Free Prior Informed Consent (FPIC). This is enshrined in RA 8731 also known as the Indigenous People's Rights Act or IPRA. As far as animal subjects are concerned, RA 8485 otherwise known as "The Animal Welfare Act of 1998" and the DAO No. 40, s. of 1999 on the "Rules and Regulations on the Conduct of Scientific Procedures Using Animals," including RA 9147 or the "Act providing for the conservation and protection of wildlife resources and their habitats," shall serve as basic policy guide. It is the responsibility of Research Center/ Institute Directors to ensure that each researcher and administrator adhere to these policies and enforce the implementation thereof in their respective spheres of authority.

Section 2. University Research and Extension Ethics Review Board

In accordance with the standing committee on UREERB in Chapter 3, the Board shall promote a robust and responsible research and extension system consistent with the 2011 National Ethical Guidelines for Health Research as set up by the Philippine Health Review Ethics Board (PHREB). The PHREB is the regulatory national body as far as research ethics is concerned (National Ethical Guidelines for Health Research, 2011).

The functions, composition, responsibilities, components, and principles of the UREERB shall be guided by the 'General Ethical Guidelines for Health Research,' as it encompasses socio-cultural and behavioral researches, emerging technologies, genetic researches (PNHRS, 2011: 29-42) and other technical researches in the context of the University and its communities.

2.1 Committees

The UREERB shall consist of three committees:

- a. Agriculture, Forestry, Fisheries, and Natural Resources
- b. Social Sciences, Education, Humanities, and other related fields
- c. Health and Nutrition

2.2 Appointment of Officers and Members

The officers and members of the UREERB shall be officially appointed by University President. Appointment shall be guided by the standard operating procedures as contained in the PHREB guidelines.

2.3 Functions

The functions of the UREERB as based from PNHRS, 2011 are as follows:

- a. Evaluate the conduct of research in accordance with international and national guidelines, local laws, standards of professional conduct and practice and community morals, values, and needs;
- b. Promote research integrity by identifying and resolving conflicts;
- c. Determine and recommend whether a research proposal need to undergo the FPIC process;
- d. Establish appropriate ethics mechanisms in all stages of the research;
- e. Keep a systematic and organized record of all proposals reviewed, including actions taken and other pertinent information;
- f. Help safeguard the dignity and rights, safety and well-being of all actual or potential research participants;
- g. Submit annual reports to concerned bodies; and
- h. Update the Standard Operating Procedures (SOPs).

2.5 Meetings and deliberations

The UREERB shall regularly meet as a review body on a schedule that is determined based on the research cycle of the University. There shall be a provision for holding special meetings to consider urgent matters as deemed necessary.

2.5 Training and continuing education

Members of the UREERB shall undergo continuing trainings on ethics and science of biomedical research. Initial training must be required for new members. Continuing educational activities must be held at least once a year.

Section 3. Fundamental Principles on Research Integrity

While it is true that researchers are allowed to pursue new ideas that interest them either by coming up with new ones or by critiquing old ones, the following lay down integrity in researches but shall not be limited to the following:

- a. Honesty in research. This refers to the effort of not committing scientific fraud by fabricating, and manipulating data;
- b. Carefulness in research and extension. This refers to the effort in striving to avoid careless errors and sloppiness either by oversight of data or by not considering other fields of knowledge;
- c. Openness. This is a part of research ethics referring to the ability to share to inquirers, authorities and people, data results, methods, theories, equipment, and other resources;
- d. Proper crediting. This is a must in research. It is observed by not plagiarizing the work of others either by intentional misquotation and non-quotation or by technical mistake;
- e. A policy of 'do no harm'. This shall be observed at all times. Forms of harms as far as fellow researchers and subjects of research activities (people, animals, plants, and food products) are concerned include psychological, physical, social, and legal;
- f. Public/Social responsibility. This is described as the availability of the research finding in the mass media for public consumption. However, consent from concerned individuals, disclosure of names, places, groups, and institutions are to be asked from those concerned individuals/ stakeholders. Researchers shall also strive to promote social good and prevent or mitigate social harms through research, public education, and advocacy;

- i. Scope of scientific responsibility. This covers the public and fellow researchers. This means that the responsibility towards participants and/or beneficiaries includes voluntary and fully informed consent about methods, purposes, anticipated risks, benefits, and alternative procedures. Participants shall be allowed to ask questions and/ or withdraw from participation if they find it against their will. Researchers shall also respect the Right to Confidentiality such as access to information vs. Privacy, access to person, anonymity, and safeguard to protect identity.
- ii. Human Subjects Protection. This is minimizing harm and risks and maximizing benefits specifically when conducting research on human subjects. This includes respecting human dignity, privacy, and autonomy; taking special precautions with vulnerable populations; and striving to distribute the benefits and burdens of research fairly.
- g. Integrity. This refers to keeping one's promises and agreements, acting with sincerity, and striving for consistency of thought and action;
- h. Responsible Publication. This means publishing research results not only to advance one's own career but rather to advance research and scholarship. Wasteful, fragmented and duplicative publication shall not be allowed; and
- i. Responsible in mentoring. This shall be the responsibility of each researcher.

Section 4. Human Subjects and Animals in Research

Researches involving humans and animals as subjects shall be reviewed and approved by the University Research Ethics Review Board (UREERB) prior to commencing studies. This is to ensure that clinical and epidemiological research, other researches in health science, and social science researches have satisfied such principles as voluntary participation and informed consent of subjects, protection of human subjects from risks, and ensuring confidentiality. Whenever applicable, the Free Prior and Informed Consent (FPIC) Guidelines (2012) must be observed.

There are two types of research 'subjects': the human subject and the animal subject. The conduct of research involving these subjects shall be guided by pertinent laws and ethical guidelines such as the 2011 Philippine Health Research Ethics adopted from the Philippine National Health Research System (PNHRS), Republic Act 8485: An Act to Promote Animal Welfare in the Philippines, otherwise known as "The Animal Welfare Act of 1998; Department of Agriculture Administrative Order No. 4, s. 1999: Rules and Regulations on the conduct of scientific procedures using animals; R.A 9147: An act providing for the conservation and protection of wildlife resources and their habitats; and the Joint DA-DENR-PCSD Administrative Order No. 1, s. of 2002: and Joint Implementing Rules and Regulations pursuant to R.A No. 9147.

Section 5. Data Management

Meticulous attention to the acquisition and maintenance of researches data, including experimental protocols, is essential for research integrity. These research data shall be carefully recorded in a form that will allow continuous access for analysis and review. All data shall be available to research collaborators and supervisors, consistent with requirements of confidentiality. Everyone should be aware that research data are legal documents for purposes such as establishing patent rights, or when the veracity of published results is challenged and the data are subject to subpoena by standing committees.

Section 6. Data Maintenance

Research data shall be retained for a sufficient period to allow analysis and repetition by others of published materials resulting from those data. In general, five to seven years is specified as the minimum period of retention of research (raw) data. Data shall be retained at the concerned Research Center or Institute and the researchers shall maintain a logbook (data sheet) for easier reference.

Section 7. Publication Practices

Other than presentation in scientific meetings, publication in a scientific journal is an important mechanism for the first disclosure and dissemination of research findings. Timely publication of research results is important and is also an ethical obligation. Fragmentary publication of the results of a scientific investigation or multiple publications of the same or similar data shall not be allowed.

As an ethical practice, researchers, and extension workers shall ensure dissemination through the regular Agency-In-House Review and other forms of dissemination of the research outputs may be through other popular forms such as Information, Education, and Campaign materials (IECs’).

Section 8. Authorship

Authorship is defined as assigning responsibility and giving credit for intellectual work. Practices thereof are judged by honest reflection of the actual contributions to the final product. It is taking credit for a published work and being accountable for the content of the published work. It is also a joint ownership from the contributions of different persons and shall be determined as follows:

- a. By stipulation in the research contract;
- b. By application of the policies for joint and sole ownership; and
- c. Through dispute resolution arbitrated by the University.

8.1 Author of a publication

Authorship may not carry the same authors in the research report, as authorship will depend on the contribution of each of the members in the writing and packaging for publications as well as contributions that merit authorship. An author of a publication is someone who has made substantial intellectual and major practical contributions to the published work, and takes responsibility and accountability for the integrity of the research results being reported and for the content of the published work.

8.2 Accepted criteria for authorship

Anyone who is listed as an author shall have made a substantial, direct intellectual or practical contribution to the work. He/she shall have met at least three criteria for authorship with at least five points as listed on Table 1. Any one item, while essential to the work, is not sufficient contribution to justify authorship.

Table 1. Author’s intellectual and practical contribution

Contribution	Weight/ point	Description/ Detail
Concept	1	The source of ideas for the research or article, formulating/ developing the proposal and the hypothesis
Design/ methodology	2	Planning the methods/ methodology to generate results
Supervision and leadership	1	Oversight and responsibility for the organization and course of the project and the manuscript
Resources / experimental material	1	Finances, equipment, laboratory space, biological materials, reagents, supplies etc and personnel vital to the project
Data collection and processing of research results	2	Having the responsibility of gathering data, doing the field works and the experiments, managing of experimental materials, organizing and reporting of data
Analysis and interpretation	2	Responsibility for making sense of and presenting the results
Literature search	1	Creating all or a substantive part of the literature
Writing manuscript	2	Reasonability for creating all or a substantive part of the manuscript

Critical review	1	Reworking the manuscript for intellectual content before submission (substance editing), not just spelling and grammar checking (language spelling)
Others	1	For novel contributions

**To qualify as an author, the total contribution should have an equivalent point of at least 5*
(Adopted and modified from PhilRice Employees Manual. p. 75)

For multiple authorships, the one with the most substantial contribution from the conceptualization of the research to the writing of the manuscript shall be the main author. Inclusion of honorary/guest/gift/ghost authors is misconduct and shall not be tolerated. When research is done by teams whose members are highly specialized, individual contribution and responsibility may be limited to specific aspects of the work. All authors should participate in writing the manuscript by reviewing drafts and approving the final version but one author (guarantor) should take primary responsibility for the work as a whole, even if he or she does not have an in-depth understanding of every part of the work. The guarantor should assure that all authors meet basic standards for authorship and shall prepare a concise, written description of their contributions to the work, which has been approved by all authors. This record should remain with the sponsoring division/institution.

Anybody listed as author shall be informed of his/her inclusion in the byline and shall be provided with the draft of the manuscript for review before submission for publication. Asking for inclusion of, or allowing a colleague's or supervisor's name to be included in the manuscript reporting research with which he/she has not been involved and has no substantial intellectual or practical contribution, is a misconduct and shall likewise not be tolerated.

All contributors who do not meet the criteria for authorship shall be listed in the acknowledgment section (e.g. a person who provided purely technical help, writing assistance, department or laboratory head that provided only general support.) The submitting author/s shall be considered the primary/ senior author with these additional responsibilities: coordinating the completion and submission of the work; satisfying pertinent rules of submission; coordinating responses of the group to inquiries or challenges; assuring that the contributions of all collaborators are appropriately recognized, and assuring that each author has reviewed and authorized the submission of the manuscript in its original and revised forms.

8.3 *Who are Not Authors of a Publication (Adopted from HARRDEC)*

Individuals who do not meet the requirements to assert the right to authorship shall not be included as authors. Examples include: being included by virtue of position (such as dean) or association with the author rather than by virtue of intellectual input into the work; providing routine assistance or technical support in the absence of intellectual input to the project; or providing previously published materials or data to include in the publication in the absence of intellectual input into the specific project; and providing resources, even if the provision would have made the research difficult or impossible to pursue or complete.

8.4 *Publication of Thesis/Dissertation.* The student shall be the primary author and the adviser may be a co-author provided that the adviser merits the criteria for authorship and that authorship agreement has been forged between the student and adviser.

From the very start, the researcher shall ensure that these ethical considerations such as responsibilities and accountabilities have been discussed, agreed upon and observed throughout the research cycle. It is also assumed that before engaging in a project, a personal assessment of capabilities that includes "sufficient knowledge and expertise", time allocation, workload, authorship etc. shall have been considered.

Section 9. Peer review and privileged information

Peer review can be defined as expert critique of a research proposal, a researcher's report, an article submitted for publication, or a research protocol. The peer reviewer shall be composed of experts in the subject under review.

The reviewer shall avoid any real or perceived conflict of interest that might arise because of a direct competitive, collaborative or other close relationship with one or more authors of the materials under review. In such a conflict of interest, the reviewer shall not participate in the review process and return any material unread.

All materials under review is privileged information. These shall not be used for the benefit of the reviewer unless it has been previously made public. It shall not be shared with anyone unless necessary to the review process, in which case the names of those with whom the information was shared shall be made known to the management of the review process.

Materials under review shall not be copied and retained or used in any manner by the reviewer unless specifically permitted by the researcher him/herself. A confidentiality agreement or Memorandum of Agreement shall be forged among concerned parties.

Section 10. Conflicts of Commitment

All BSU personnel owe primary professional allegiance to the University, and their primary commitment of time and intellectual energies shall be towards the pursuit of its mandate. Whenever an individual's time commitment to outside activities such as consulting, teaching and business development exceeds the permitted limits, or when the outside activities interfere with his/her primary commitment to the University, then a conflict of commitment occurs.

Section 11. Conflicts of Interest

A conflict of interest occurs when a University employee's personal or financial concerns could compromise his/ her professional judgment regarding the design, conduct, or reporting of sponsored R & D activities. A conflict of interest may arise when activities or situations place an individual or institution in a real and/or potential conflict between the duties or responsibilities related to research, and personal, institutional or other interests (www.pre.ethics.gc.ca). These interests include, but are not limited to, business, commercial or financial interests pertaining to the institution and/or the individual, their family members, friends, or their former, current or prospective professional associates.

Conflicts also occur when the investigator or a close relative has supervisory, managerial, or ownership interest in the sponsoring agency; or if the interest of such corporation or business, or his/her rights or duties therein, are opposed to or affected by the faithful performance of official duty in the University. Other cases of conflict include consultancy arrangements between the researcher and the sponsor or an entity having economic interest in the research, using University employees or students to perform services for another company, using University resources (name or logo, personnel, facilities or equipment) for non-University related business, purchasing and subcontracting from entities in which a researcher has ownership or financial interest, and restricting a researcher's public reporting of research output.

Any activity which can be reasonably determined to be a conflict of interest, or commitment, shall be prohibited.

Section 12. Misconduct in Research or Extension Work

There are two broad categories of misconduct in research or extension works: negligence and deliberate dishonesty. Scientific negligence includes those instances where a researcher has provided erroneous information without the premeditated intention to defraud. Scientific misconduct by deliberate attempt of dishonesty involves premeditated acts of fraud that may include forged or fabricated data, falsified or invented results, plagiarism, piracy, hoaxes, and other such malicious acts.

If the erroneous work is discovered by the researcher, extension workers, or by his/ her colleagues after it has entered the public domain, corrections to the work shall be announced or published in the same journal.

12.1 Plagiarism as a Misconduct in Research

12.1.1 Plagiarism is the unauthorized and deliberate or neglectful use of the published or unpublished ideas or work of another, passing the same as one's own in any written material submitted, printed or published in compliance with curricular as well as extracurricular requirements or in connection to instruction, research, and publication works.

12.1.2 Forms of Plagiarism (adopted from the Ateneo de Manila University Policy against Plagiarism)

- a. Copying a written source verbatim without enclosing in quotation marks or giving credit to the original author.
- b. Taking words or paragraphs from a written source and paraphrasing such written source by changing one or two words or sentences without a direct quotation or giving credit to said source.
- c. Copying the work of another and changing the structure of the sentences from active to passive or vice-versa without quoting or giving credit or retaining the structure and just replacing some words
- d. Re-arranging the structure of the paragraphs of the copied material and passing it as his or her own without giving credit.
- e. Putting together sections of the work of others into a new whole and passing it as his or her own without giving credit.
- f. Summarizing the copied material in his or her own words without giving proper credit.
- g. Adopting ideas, concepts, frameworks, formulas, graphics, or pictures without acknowledgment.
- h. Appropriating as one's work the project output of a team of which he or she is a member without acknowledgment.
- i. Claiming credit for a proportion of the work contributed to a project output of a team that is greater than that actually contributed.
- j. Manipulating and deliberately changing facts and figures from a previous material and presenting them as new information.

12.2 Duty to report plagiarized material

It shall be the duty of any student, faculty, official or personnel of the University to report to the UREERB any act of plagiarism committed by another student, faculty, official, or personnel of the University.

12.3 Observance of Due Process in Cases of Plagiarism

In no way shall the student, faculty, official, or personnel accused of committing plagiarism be penalized without giving him/her due notification of the accusation against him/her and an opportunity to answer such accusation in an appropriate forum called for such purpose.

12.4 Penalties for plagiarism

- a. Any student (graduate or undergraduate) who commits any of the forms of plagiarism enumerated in Section 12.1.2 shall, after observance of due process, suffer the following penalties:

First offense: Written warning/reprimand

Second offense: Suspension for one week for undergraduate students
Suspension for one month for graduate students

Third offense: Suspension for one semester

b. Any employee who commits any of the forms of plagiarism enumerated in Section 10.2. shall, after observance of due process, suffer the following penalties:

First offense: Written warning/reprimand with full refund of research assistance given, if any

Second offense: Suspension for one month with full refund of research assistance given, if any

Third and succeeding offenses: Suspension for one semester with full refund of research assistance given, if any

c. Plagiarism may not warrant dismissal from work or from the school.

Section 13. Policy dealing with alleged Research Misconduct

Any allegation of premeditated misconduct in research and extension shall be forwarded in writing to the Research Center/ Institute Director or Dean of the college providing research space to the respondent. Where a respondent is a Director/ Dean, allegations shall be forwarded to the Vice-President for Research and Extension. The written complaint shall then be referred to the UREERB for preliminary investigation. The UREERB shall submit its findings to the REXECOM for appropriate action. For protection purposes, the identity of the complainant, known as "whistle blower" should be placed in secrecy.

In all instances, malicious accusations or charges without basis shall be avoided. No sanction or punishment shall be imposed without giving the accused a fair chance to defend himself/ herself. There shall be no cover-up nor reprisals against whistleblowers as these types of misconduct would encourage further wrongdoing, perpetuate injustice, and compromise scientific integrity.

The above procedures shall apply to all allegations and complaints of premeditated misconduct in research against faculty members, researchers, research staff, students and other individuals in the University.

Chapter 12

GENDER AND DEVELOPMENT (GAD) IN RESEARCH AND EXTENSION

Section 1. General Policy

The R and E Sector shall uphold the role of women in nation building and shall ensure the substantive equality of men and women. It shall promote empowerment of women and pursue equal opportunities for women and men and shall ensure equal access to resources and to development results and outcomes. It shall further recognize equality of men and women without distinction or discrimination on account of class, age, sex, gender, language, ethnicity, religion, ideology, disability, education, and status. It shall also ensure the full integration of women's concerns in the mainstream of development, provide ample opportunities to enhance and develop their skills, acquire productive employment and contribute to their families and communities to the fullest of their capabilities.

Section 2. Coverage

The scope of the BSU GAD focal point system shall include functions of the University covering gender-responsive research and extension programs.

Section 3. Definition of Terms Based on Gender Concepts

Gender refers to the roles and responsibilities of men and women that are created in the family, society and culture.

Gender Analysis refers to a framework that compares the relative advantages and disadvantages faced by women and men in various spheres of life, including the family, workplace, school, community, and political system.

GAD Policy refers to the concrete translation of the government's commitment to the constitutional provision on gender equality as enshrined in the 1987 Philippine Constitution which affirms the fundamental equality of women and men before the law (Article 11 section 14).

Gender and Development refers to the development perspective and processes that are participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, and supportive of self-determination actualizing human potentials. It seeks to achieve gender equality as a fundamental value that should be reflected in development choices; seeks to transform society's social, economic, and political structures and questions the validity of the gender roles they ascribe to women and men; contends that women are active agents of development and not just passive recipients of development assistance; and stresses the need of women to organize themselves and participate in political processes to strengthen their legal rights.

GAD Focal Point System refers to an interacting and interdependent system composed of a group of people in all government instrumentalities tasked to catalyze and accelerate gender mainstreaming. It is a mechanism established to ensure and advocate for, guide, coordinate, monitor development, implement, review, and update GAD plans and related programs, activities, and projects.

GAD Plan and Budget refers to a systematic approach to gender mainstreaming carried out by all government instrumentalities through their annual development and implementation of programs, activities, and projects; and addressing gender issues and concerns in their respective organizations, sectors, and constituencies by utilizing at least 5% of their total budget allocation.

GAD Resource Center refers to institutional repositories of gender-related information and materials in selected state universities and colleges in the region.

Gender Equality refers to the principle asserting the equality of men and women and their right to enjoy equal conditions realizing their full human potential to contribute to and benefit from the results of development, and with the State recognizing that all human beings are free and equal in dignity and rights.

Gender Mainstreaming refers to the strategy to make women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring, and evaluation of policies and programs in all political, economic, and societal spheres so that women and men benefit equally and inequality is not perpetuated. It is the process of assessing the implications for women and men of any planned action, including legislation, policies, or programs in all areas and at all levels.

Gender-Responsive Research Program refers to a collaborative, purposive research activity, or activities conducted by various members of HEI's to contribute to the empowerment of identified communities that they may eventually, by themselves, achieve gender-responsive development, and inclusive growth.

Magna Carta for Women (Republic Act No. 9710) refers to the Philippines comprehensive women's human rights law that seeks to eliminate discrimination against women by recognizing, protecting, fulfilling and promoting the rights of women, especially those in the marginalized sector.

Sex-Disaggregated Data refers to data on men and women collected and presented separately.

Social Protection refers to policies and programs that seek to reduce poverty and vulnerability to risks and enhance the social status and rights of all women, especially the marginalized by promoting and protecting livelihood and employment, protecting against hazards and sudden loss of income, and improving peoples' capacity to manage risk.

Women Empowerment refers to the provision, availability, and accessibility of opportunities, services, and observance of human rights which enable women to actively participate and contribute to the political, economic, social, and cultural development of the nation as well as those which shall provide them equal access to ownership, management, and control of production, and of material and informational resources and benefits in the family, community, and society.

Violence Against Women refers to any act of gender-based violence that results in, or is likely to result in, physical, sexual, or psychological harm or suffering to women, including threats of such acts, coercion, or arbitrary deprivation of liberty, whether occurring in public or in private life.

Section 4. BSU GAD Focal Point System (GFPS) Technical working group for Research and Extension Concerns

Each Research and Extension Center/ Institute, including the Bokod and Buguias campuses shall be represented in the Technical Working Group specifically for research and extension works sector.

Section 5. Duration of Designation to the GFPS Technical working group

The duration of members' designation to the GFPS Technical Working Group shall be based on the decision of the University President as Head. Should the need arise, these members shall be replaced only by personnel who have been trained and capacitated to ensure continuity in the implementation of the institution's GAD programs.

Section 6. Duties and Functions

The GFPS Technical Working Group for R and E shall perform the following functions:

- a. Coordinate the implementation of activities with the University GFPS;
- b. Maintain records of GAD Rand E plans, activities and programs;
- c. Establish a database of information and report status of the implementation annually; and
- d. Submit reports to the University GFPS.

Section 7. University Funding Requirements of the GFPS

THE BSU GAD Focal Point System (GFPS) shall provide funds for GAD R and E programs.

Section 8. Gender-Responsive Research Programs (GRRP)

Pursuant to the University mandate on conducting research, there is a need to undertake gender-sensitive research programs to support relevant researches on women's right to health, women-friendly and sustainable agriculture technologies. In the integration of GAD in the institutional agenda, BSU shall consider the following:

- a. Priority research areas as defined in the NHERA, NUHRA and respective CHED Memorandum Orders (CMOs) of the disciplinal programs;
- b. Institutionalization of GAD database with sex-disaggregated data and gender statistics in all research activities;
- c. GAD policy review and program assessment and evaluation;
- d. Integration of GAD concerns in the UREERB;
- e. GAD guidelines on ethical standards in research in accordance with the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW) and the Magna Carta for Women (MCW); and
- f. Incentives and other support structures for the conduct of researches related to GAD.

Section 9. Priority Areas of Gender-Responsive Researches

The University shall extend and strengthen research programs to include the following:

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- a. GAD research program for GAD planning and budgeting;
 - b. Gender research and women's studies as areas of study in all disciplines;
 - c. Specific topics for gender research, in the light of social issues raised by the Magna Carta for Women;
 - d. Gender in power and decision making: Citizenship classes and extension;
 - e. Mapping and strengthening economic empowerment: livelihood skills required in the entire process of running business not only limited to production (e.g. accounting, bookkeeping, product branding);
 - f. Counting the uncounted: Indigenous women and girls and other marginalized sectors in education;
 - g. Matching mismatch: career tracking of women;
 - h. Mainstreaming GAD in various disciplines (e.g. women in history);
 - i. Emerging gender issues such as but not limited to sexual orientation and gender identities;
 - j. Time use studies; and
 - k. Gender and sexuality research.

Section 10. Gender-Responsive Extension Program (GREP)

In compliance with the general provisions of the MCW, BSU shall include Gender-Responsiveness in the Extension Programs of the University. It shall contribute to the empowerment of both the institution and the community identified to promote and achieve core values of gender equality. GREP involves the packaging, promotion, demonstration and application of appropriate technologies, tools, processes, and products generated from GAD research and other activities.

The BSU GREP shall apply two broad goals of GAD set forth in the MCW:

- a. Social protection; and
- b. Appropriate technology/suitable technologies that usually comprise skills and materials easily available in the locality and that address gender issues and concerns.

Section 11. General Principles of Gender-Responsive Extension Program

BSU shall observe the following principles of Gender-Responsive Extension Program:

- a. Reiterates the reliability of science in all its manifestations (e.g., technology), the power of education, the possibility of change, and the equality of people as the basic premises of cooperative extension programs;
 - b. Encourages interdisciplinary program, participation, and networking as well as dove-tailing and
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complementation;

- c. Promotes the culture of excellence, desires for life-long learning, natural impetus to do service for the common good which are anchored and guided by the core values of GAD; and
- d. Nurtures and supports communities through informative, persuasive, formative, emancipatory, and participatory decision-making activities that eliminate gender disparities.

Section 12. Forms and Priority Areas of Gender-Responsive Extension Programs

The following are the forms of GREP:

- a. Technology transfer
- b. Livelihood program and literacy
- c. Technical assistance
- d. Advocacy
- e. Linkages

BSU shall serve as vehicle of GREP to promote gender equality, poverty reduction and sustainable development.

BSU shall focus on, but not limited to, the following areas:

- a. Access to privileges and opportunities
- b. Human rights and equality and role modification
- c. Social empowerment
- d. Governance and administration
- e. Critical legal issues and procedures
- f. Disaster risk preparedness and mitigation and peacekeeping

Section 14. International Linkages for Gender-Responsive Research and Extension Programs

In determining partnerships and linkages with recognized international and local entities spearheading work on GAD, BSU shall be guided by the following:

- a. That such partnerships and expected outcomes are aimed at strengthening national development strategies and promoting gender equality and women's empowerment.
- b. That such partnerships shall develop and support the capacities and systems of BSU.
- c. That such partnership shall lead to the systemic mainstreaming and institutionalization of GAD into the BSU structures and systems.

Existing partnerships or linkages corresponding to this part of these guidelines shall submit a list to BSU GFPS within the fiscal year.

Chapter 13

WORKLOAD FOR RESEARCH AND EXTENSION MANAGERS AND PERSONNEL

Section 1. General Policy

Research and Extension personnel of the University shall be compensated based on required workload in accordance with existing policies.

Section 2. Workload shall refer to the totality of load in instruction, research, extension, production and administrative assignment.

Section 3. Faculty researcher shall refer to a BSU employee with an academic rank and who is involved in research. Fulltime researcher shall refer to a BSU employee holding a science and technology position.

Section 4. Credit Loading

4.1 Equivalent credit loads shall be given to faculty with designations as follows:

DESIGNATION	EQUIVALENT TEACHING LOAD (ETL)	TEACHING LOAD (units)	Other work load	Total work Load	RESEARCH LOAD
Vice President for Research and Extension	18 units	0	3	21	May conduct 1 project
Director for Research / Extension / Training	15 units	3	3	21	May conduct 2 studies
Institute / Center Director	15 units	3	3	21	May conduct 2 studies
Consortium Director	15 units	3	3	21	May conduct 2 studies
Deputy Consortium Director	12 units	6	3	21	May conduct 2 projects or 4 studies
Deputy / Assistant Director	12 units	6	3	21	May conduct 2 projects or 4 studies
Special Assistant for OVPRE	9 units	9	3	21	May conduct 3 projects or 4 studies
Division Chief	6 units	12	3	21	May conduct 2 projects or 4 studies
Section Head	3 units	15	3	21	May conduct 2 projects or 4 studies
Program Leader	9 units	9	3	21	Maximum of 1 program
Project Leader	6 units	12	3	21	Maximum of 2 projects
Study Leader / Project Staff	3 units	15	3	21	Maximum of 3 studies
Thesis Adviser	1 unit/advisee or 1 unit/thesis title				

BSU RESEARCH AND EXTENSION MANUAL OF OPERATIONS (REMO)

DESIGNATION	EQUIVALENT TEACHING LOAD (ETL)	TEACHING LOAD (units)	Other work load	Total work Load	RESEARCH LOAD
	(maximum of 6)				
Extension Activity	1 unit/activity (maximum of 6)				
College Research/Extension Coordinator	3 units	15 units			

- The above ETL shall be given regardless of number of staff
- Semestral reports are required
- * 9 units may be credited to two (2) or more projects
- * 6 units may be credited to two (2) or more studies
- *Thesis advising shall also refer to research advising or advising any similar research project having the elements and processes of thesis writing as different programs and colleges use different terms

4.2 Faculty Researchers

POSITION	TEACHING LOAD	R or E LOAD	Other Workload	TOTAL WORKLOAD
Instructor	15 - 18	0 - 3	3	21
Assistant Professor	15 - 18	0 - 3	3	21
Associate Professor	15 - 15	0 - 3	3	21
Professor	9 - 12	6 - 9	3	21

- Load in excess of 21 units shall be accorded overload pay but not to exceed 6 units.

4. 3 Fulltime researchers

POSITION	REQUIRED UNITS	Research/ Extension/ Production Load
Director	15 units Admin	1 project
Division Chief	9 units Admin	3 studies
Section Heads	6 units Admin	4 studies
Project Manager	6 units Admin	4 studies
***Scientist	21 units	At least 6 studies/extension activities*
Chief Science Research Specialist	21 units	At least 6 studies/extension activities*
**Supervising Science Research Specialist	21 units	At least 6 studies/extension activities*
**Senior Science Research Specialist	21 units	At least 6 studies/extension activities*
Science Research Specialist III	21 units	At least 6 studies/extension activities*
Science Research Specialist II	21 units	At least 6 studies/extension activities*
Science Research Specialist I	21 units	At least 6 studies/extension activities*
Science Research Analyst	40 hours/week	At least 5 studies assisted
Science Research Assistant II	40 hours/week	At least 5 studies assisted
Science Research Assistant I	40 hours/week	At least 5 studies assisted
Educational Research Assistant II	40 hours/week	

POSITION	REQUIRED UNITS	Research/ Extension/ Production Load
Agricultural Technician I	40 hours/week	
Science Aide	40 hours/week	

* Production is a built-in component of extension activities to showcase the viability of generated technologies

** Senior Science Research Specialists to Scientists shall be encouraged to teach at least three units with corresponding overtime pay.

Section 5. Guidelines on Crediting Research and Extension Load

5.1 The load for approved and registered research program, project, and study shall be 9, 6 and 3 units, respectively;

5.2 The load for approved and registered extension program, project and activity shall be 9, 6 and 1 unit, respectively. There shall be a maximum of 6 units for extension activities. Extension activities shall include quick response service, technical assistance, and as resource person;

5.3 The load for administrative assignments shall be for management functions only;

5.4 The load for R and E function such as program/project/study leader shall be given a separate load in addition to the load for administrative assignments;

5.5 Entitlement to overload pay, if any, shall only commence during the actual date of implementation and shall end as specified in the approved proposal. Extension of the project shall only be allowed if recommended by evaluators/ project leaders/ and approved by the University President and/or funding agencies, and thus the personnel shall still be given the equivalent credit load;

5.6 Faculty researchers/extensionists shall submit semestral reports;

5.7 Upon completion of the project, faculty/researchers/ extensionists are required to submit three copies of their terminal reports; one copy to be submitted to the Dean/Director of their respective colleges/center/institute, one copy to the Office of Research Services for research projects or to the Office of Extension Services for extension projects; and one copy for the Office for Quality Assurance and Accreditation. Accomplished disclosure form for completed research projects shall be submitted to the Intellectual Property Rights (IPRO);

5.8 Faculty/Researchers/Extensionists shall publish their outputs in national or international publications, refereed/ indexed journals and present the same during AIHR, trainings, seminars or fora;

5.9 Extra time spent for R and E activities shall be compensated according to Civil Service rules and Department of Budget and Management circulars.

Chapter 14

RESEARCH AND EXTENSION MANAGERS AND PERSONNEL INCENTIVES

Section 1. General Policy

The University shall promote research, development and extension culture among faculty, researchers and staff by providing incentives in the form of subsidy, honoraria, RATA, awards and opportunities for advanced study, training, exchange visit, and participation in conferences, seminars, workshops and conventions. Funds shall be sourced out from R and E budget or other possible sources.

Section 2. Representation Allowance and Travelling Allowance (RATA)

2.1 The existing RATA for the Vice President for Research and Extension, Director for Research Services and Director for Extension Services shall be sustained;

2.2 The University shall provide RATA of Php 10,000.00 per month for designated R and E Centers/ Institute Directors. This shall provide them the resources to carry out their functions effectively such as planning, establishment of linkages and collaboration, financial resource management, staff management and training, publication, protection, and commercialization of research outputs, and routinary office works.

Section 3. Honorarium and other Compensation for R and E Personnel / Invited Experts

An honorarium is an incentive for services rendered beyond the regular and primary functions of an individual whose broad and superior knowledge and expertise or professional standing in a specific field contributes significantly to scientific and technological R and E. This incentive is granted for sponsored research and extension activities and University-funded researches. Honorarium may also come from incidental research income.

For purposes of consistency, the following shall be adopted by the University in granting honorarium: a) DOST Memorandum Circular No. 001, series of 2009 (Appendix 11) referred to as an amendment to Memorandum Circular No. 1, series of 2003, otherwise known as "Revised Implementing Guidelines on the Grant of Honoraria to Personnel whose services are engaged by the National Science and Technology system" ; b) Department of Budget and Management and Department of Science and Technology Joint Circular No. 1, series of 2013 known as "Rules and Regulations on the Grant of Compensation – Related Magna Carta Benefits to Scientists, Engineers, Researchers and other Science and Technology (S & T) Personnel" (Appendix 20); and DOST Administrative Order No. 010 series of 2015 providing the "Guidelines on the Honoraria Rates to Scientists, Engineers, Researchers and other Science and Technology (S & T) Personnel" (Appendix 21).

Section 4. Awards

Awards shall be given in recognition of outstanding research, development and extension projects undertaken by faculty, research, and extension personnel. Awards shall be in the form of plaques or certificates of recognition, trophies, and cash prizes.

The University gives the following awards during the celebration of the BSU Foundation/Charter Day Anniversary:

- Outstanding Researcher (Science and Technology Category) (Appendix 22)
- Outstanding Researcher (Social Research Category) (Appendix 22)

- Outstanding Extension Worker (Appendix 22)
- Special Awards – regional, national and international awards from recognized award-giving bodies
- Outstanding Research and Extension Manager Award (Appendix 23)

Section 5. Research Grant

This grant shall be given to deserving faculty and R and E personnel who obtained their PhD from recognized universities. The postdoctoral fellow shall hold a public lecture on the subject of research at the end of the one-year grant.

There shall be two slots for the year, one for technical researches and one for social researches.

5.1 Selection. The applicant shall be properly recommended by his/her immediate supervisor. A selection committee chaired by the VPRES will screen the applicant.

5.2 Criteria for Selection

- a. The applicant shall submit a proposal along his field of specialization and in line with the priority research areas of the University.
- b. If the applicant has availed of the scholarship privilege, he/she should have already served the return service of the scholarship to qualify for another grant.
- c. This grant is applicable within 5 years from completion of doctorate degree within or outside the University

5.3 Call for Application

- a. Application shall be submitted not later than the second week of March of every year for the June cycle, and the second week of August for the November cycle.
- b. The grantee shall be notified at least one month before the start of the grant.

5.4 Grant Period. The research shall be completed for a period of one to two years.

5.5 Expected Output

- a. The grantee shall submit a quality research report at the end of the grant period.
- b. The output shall have appropriate IPR or published in refereed/ indexed journals.

5.6 Terms of the Grant

- a. The grantee shall be allocated a research grant up to a maximum of Php 250,000.00 depending on the research topic and the approved proposal.
- b. In case the grantee is not able to deliver the expected outputs, he/she shall pay back in full the amount given. For meritorious conditions, the grantee may be granted 6 months extension.

5.7 Requirements

- a. Copies of the research proposal
- b. Three (3) letters of recommendation from the immediate supervisor/ Research Director, Dean and Department Chairperson.
- c. Certified copies of PhD diploma and Transcript of Records (TOR)

- d. Contract of agreement (to be submitted after the approval of the application)

Section 6. BSU Professorial Chair Award

6.1 There shall be two slots per year to be awarded per year: one for science and technology and one for social science.

6.2 Criteria for Selection

- a. *Academic Qualifications.* A candidate for the BSU Professorial Chair award shall have earned at least a PhD degree or its equivalent and shall at least be an Assistant Professor. He shall have served the University as faculty member for at least 10 years.
- b. *Teaching Competence.* In determining the competence of the candidate, the following shall be considered:
- The candidate should have had a very satisfactory rating for the last ten rating periods.
 - He/ She should have had at least two instructional materials prepared along his/her field of specialization.
- c. *Research Output.* The candidate should have been a Program/Project/ Study Leader and have at least one completed project for the last five years. He/She should have had at least one on-going research.
- He/She should have presented at least one research paper in a scientific forum/ symposium for the last two years.
- d. *Extension or Community Service.* This shall include public service activities, i.e. in training programs, specialist support, extension information and action programs.

The candidate should have been a resource person/lecturer/trainer/ evaluator/ referee for the last five years.

- e. *Publication.* The candidate should have published at least two research papers within the last five years in a refereed research journal.

6.3 Selection. Nomination for appointment to this Professional Chair shall be initiated and screened by the College/Research Center/Institute where the applicant is connected. A shortlist shall be made and submitted to the Office of the Vice President for Research and Extension for final selection in each category where there may be numerous nominees.

The R and E Executive Committee shall evaluate the credentials of the nominee and recommend the final candidate who meets the credentials.

6.4 Terms and Conditions of the Award. The appointment shall be for one (1) year.

6.5 Duties of Chair holder. During his/her term, the holder of the professorial chair shall:

- a. Teach at least one regular course in the undergraduate or graduate level;
- b. Deliver a public scholarly lecture of the research the chair holder had submitted within the term of his appointment; and
- c. Publish a scholarly paper of the research conducted in a refereed journal during the term of his/her appointment.

6.6 Remuneration. Each Professorial Chair Award shall carry the amount of Php 30, 000.00 per annum. Monthly honorarium/grant is Php 2, 000.00. The balance of Php 6, 000.00 shall only be released upon compliance with the aforementioned duties.

6.7 Termination. Failure to perform any of the aforementioned duties shall be sufficient cause for revoking the award. The award shall be forfeited should the holder go on leave of absence for a total of at least three months during the year. Moreover, a Chair holder who fails to deliver his/her lecture during the term of his/her appointment shall be asked to reimburse in full the honoraria paid to him during the period of his appointment.

Section 7. Incentives

7.1. Patented Invention/Technologies – Php 60, 000.00 per approved/registered patent

7.2. Utility Model – Php 40, 000.00 per approved/registered utility model

7.3. Refereed (ISI/Thomson Reuters/Scopus Indexed) Journal Publications – Php 50,000.00 per published research article

7.4. Accredited and refereed Journal Publication –Php 20,000.00 per published research article

7.5. Book Authorship with copyright – Research and Extension Results published in book form Php 50,000.00 per book published

7.6. Best Paper during AIHR

Award (Oral Presentation)	Amount/ Incentive
First Place	Php 5,000.00 + certificate
Second place	Php 3,000.00 + certificate
Third Place	Php 2,000.00 + certificate

7.7 Best Paper/Poster Award in regional, national competitions by recognized award giving body shall be given cash incentive as follows:

Award	Amount / Incentive for Full Paper	Amount / Incentive for Poster
First Place	Php 5,000.00 + certificate	Php 1,500.00+ certificate
Second place	Php 3,000.00 + certificate	Php 1,000.00+ certificate
Third Place	Php 2,000.00 + certificate	Php 500.00+ certificate

7.8 Best Paper/Poster Award in international competitions by recognized award giving body shall be given Cash Incentive as follows:

Award	Amount / Incentive for Full Paper	Amount / Incentive for Poster
First Place	Php 7,000.00 + certificate	Php 2,000.00+ certificate
Second place	Php 5,000.00 + certificate	Php 1,500.00+ certificate
Third Place	Php 3,000.00 + certificate	Php1,000.00+ certificate

7.9 Best R and E booth during University activities

Award for best booth	Amount/ Incentive
First Place	Php 3,000.00 + certificate
Second place	Php 2,000.00 + certificate
Third Place	Php 1,000.00 + certificate

7.10 Skills Competition (Technology-based skills)

Award	Amount/Incentive
First Place	Php 3,000.00 + certificate
Second place	Php 2,000.00 + certificate
Third Place	Php 1,000.00 + certificate

7.11 Resource generation in cash or in kind shall be given incentive equivalent to 5% of the total grant.

7.12 Completed research study or extension project presented in the AIHR shall be given Php 500.00/study plus certificate.

7.13 Production of Information Education Campaign (IEC) materials shall be given an incentive of P 1,000/ IEC material.

Section 8. Credits for Promotion

Research and extension involvement and outputs are major sources of credits for promotion under the National Budget Circular 461. However, these shall be registered with ORS/OES and results shall be presented in the Annual Agency In-House Review.

Section 9. Consultancy

The University shall adopt a positive attitude to faculty members and staff who are engaged as consultants as an effective way of disseminating knowledge gained in research and development, and in being responsive to addressing stakeholder needs. It believes that a consultancy will bring benefits not only to the clients, but to the university and the academe as a whole.

9.1 Consultancy or consulting services shall refer to activity/ies when the academic knowledge or expertise of a faculty member or staff will be engaged by external organizations for a fee. The external organizations may include government institutions and the private sector represented by businesses, cooperatives/ associations, or community groups.

9.2 The nature of the consultancy can either be institutional, or private and has a duration either as short-term or medium-term. Institutional consultancy pertains to the university being engaged as the consultant and thereby selects the faculty members or staff who will be involved. Private consultancy will be a direct personal engagement of the clients of specific faculty members or staff and approved by the university. Private consultancy should be done without prejudice to the current workload of the faculty member. The consultancy should be conducted outside of office hours.

A short-term consultancy refers to engagements that last from a month to less than a year. Medium-term consultancy refers to at least one year to at most two years. No consultancies spanning more than two years shall be allowed per engagement. Only one consultancy involvement per year shall be allowed.

9.3 The fee for consultants tapped by the university shall be based on a minimum overload pay of three units to a maximum of nine units depending on the scope of the work and computed using the salary equivalent to the current academic rank of the faculty member concerned.

The fee for the private consultants shall be as agreed upon with the client. Ten percent of the total professional fee shall be paid to the university as its share.

9.4 The MOA for the consultancy shall be registered with and endorsed by the Office of the Vice president for Research and Extension, and approved by the University President and the Board of Regents.

Chapter 15

ENHANCING CAPABILITIES FOR RESEARCH AND EXTENSION PERSONNEL

Section 1. General Policy Statement

Upgrading of research and extension positions as per HRD program of the University shall be done every three years. Automatic Promotion of National Awardees as per Executive Order 508 and Civil Service Commission shall be strictly implemented.

Section 2. Advanced Studies

R and E personnel may avail of the opportunities being provided by the University to pursue graduate studies to wit;

2.1 Scholarships available on a limited and competitive basis. National and foreign institutes provide scholarship grants for master and doctorate level in specific fields of specialization. Nominations from the University are required to avail of these scholarship awards. The University also offers limited scholarship slots to qualified employees.

2.2 Study leave with pay. R and E personnel with permanent status and with at least very satisfactory performance rating for the last two preceding years are qualified to apply for full-time study leave with pay in any recognized University in the Philippines for a maximum of two years for MS and three years for PhD.

2.3 Graduate study with reduced fee. Based on existing BSU policy, R and E personnel shall enjoy the privilege to study in the University. An employee shall be recommended by the immediate supervisor and shall get permission from the University President. A maximum of six (6) academic units per semester are allowed for qualified employees.

Section 3. Capability Building

3.1 *Trainings*. Local and international trainings for specialized skills are available for R and E personnel. Training costs may be charged against project funds or R and E allocation, or may be shouldered by sponsors.

3.2 *Study Tours/Benchmarking*. University RDE personnel may be allowed to go on study tour/benchmarking to other universities and collaborating research institutes locally and abroad. Study tours aim to widen exposure of R and E personnel.

3.3 *Exchange Visits*. University R and E personnel may be allowed to leave as visiting professors/scientists to other universities and collaborating research institutes locally and abroad.

3.4 *Participation in Conferences, Seminars and Workshops*. R and E personnel shall be allowed to participate as resource speakers, paper presenters or poster presenters in conferences, conventions, seminars and workshops locally and abroad. Expenses may be shouldered fully or partially by the organizers and sponsors, charged against project funds or R and E allocation, or solicited from other sources.

A paper/poster presenter shall be supported only once but this shall not hinder the researcher from presenting in other conferences using personal and other funding sources.

When the paper to be presented is a product of a graduate thesis or dissertation and is found meritorious for country-based conference paper presentation, the University may provide 50% fund support.

Chapter 16

ENHANCING STUDENT RESEARCH AND EXTENSION CAPABILITIES

Section 1. General Policy

Students shall be encouraged to engage in the discovery and creation of new knowledge as well as its dissemination by providing equal opportunity to them.

Section 2. Strengthening R and E Capabilities through Trainings and Seminars

Proposals for trainings and seminars for students shall be prepared by the different Colleges. Each college shall be allocated a maximum of Php 25, 000.00 budget per year for supplies and snacks/foods for the conduct of seminars/extension activities for students.

Section 3. Undergraduate and Graduate Thesis Support

Graduate and undergraduate students with approved thesis/dissertation outline may apply for thesis support. The thesis topic shall be in line with existing research thrusts/priorities of the University. The concerned College Deans in consultation with the Department select the entries for their college.

The selected proposals shall be submitted to the OVPRE through the ORS on or before the following schedules:

January – February:	thesis to be conducted during the second semester
August – September:	thesis to be conducted during the first semester

Each College shall be allocated a thesis grant in the form of supplies and materials with a maximum amount of Php 30,000.00 for undergraduate and Php 50,000.00 for graduate students. The amount allocated per College shall be granted to qualified students.

Upon approval, a Research Memorandum of Agreement shall be forged between the student and the VPRE. The thesis adviser, concerned Dean, and the Director for Research/ Extension, shall sign as witnesses.

After the completion of the research, the student shall submit two electronic copies (CD/DVD) to the ORS. Student researches with potential IP shall be submitted to IPRO for protection. Thesis with provisioning results may be published by the adviser in the BSU Research Journal with consent from the student. Ethics policies (Chapter 11) shall apply.

Section 4. Student Research Congress (Appendix 24)

4.1 A Student Research Congress shall be conducted June of each year to select the Best Thesis for both the Undergraduate and Graduate Programs. Each College shall select the Best Undergraduate and Graduate Theses.

4.2 The top three winning theses per College including that of the Graduate Program shall compete during the University Student Research Congress.

4.3 Entries for both the Undergraduate and Graduate Programs shall be categorized into Science and Technology and Social Researches. Winners shall be selected from each category and awarded during the University Achievement/Recognition Program.

4.4 Prizes

a. College Level Competition

- Best Thesis – Php 3,000.00 + Certificate of Recognition
- 2nd Place – Php 2,000.00 + Certificate of Recognition
- 3rd Place – Php 1,000.00 + Certificate of Recognition

b. University Level Competition

- Best Thesis – Php 6,000.00 + Certificate of Recognition
- 2nd Place – Php 5,000.00 + Certificate of Recognition
- 3rd Place – Php 4,000.00 + Certificate of Recognition

Chapter 17

AMENDMENTS

Any proposed amendment in this Manual of Operations shall be reviewed and endorsed by the Research and Extension Executive Committee (REXECOM) to the Board of Regents through the Research and Extension Council (REC) and Administrative Council.

Chapter 18

EFFECTIVITY

This Manual of Operations shall take effect upon approval by the Board of Regents.

APPENDICES

Appendix 1

FORMAT FOR RESEARCH PROPOSAL (BSU Funding)

Endorsed by: _____

RESEARCH TITLE:

RESEARCH COORDINATOR/LEADER:
(Name, Field of Specialization, Highest Degree Obtained)

TYPE:

COMMODITY CLASSIFICATION/
RESEARCH AREA:

RESEARCH DISCIPLINE(S)/
SECTORAL COVERAGE:

PRIORITY AREA(S):

RESEARCH THRUST(S) IMPLEMENTING SCHEDULE
(Start Date, Completion Date, Duration) PROPONENT AGENCY:

IMPLEMENTING AGENCY(IES);

RESEARCH STATION(S)/UNIT(S):

COOPERATING AGENCY(IES):

TOTAL RESEARCH COST:
SOURCE OF FUND:
SIGNIFICANCE OF THE PROPOSAL:
(Specific Problems, Development Areas, and Identified Beneficiaries)

OBJECTIVES:
(General and Specific)

EXPECTED OUTPUT(S):

REVIEW OF LITERATURE:

METHODOLOGY:

LITERATURE CITED:

BUDGETARY REQUIREMENTS

ITEMS YEAR 1

ITEMS	YEAR 1				YEAR 2				YEAR 3				YEAR 4				TOTAL
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Personal Services																	
Maintenance and Operating Expenses																	
Capital Outlay																	
TOTAL																	

FORMAT FOR EXTENSION PROGRAM/PROJECT/ACTIVITY PROPOSAL
(BSU Funding)

Endorsed by: _____

TITLE OF THE EXTENSION PROJECT:
 LOCATION OF THE PROJECT:
 PROPONENT/COLLEGE:
 RATIONALE:
 OBJECTIVE:
 NUMBER AND TYPE OF CLIENTELE:
 METHODOLOGY:
 IMPLEMENTATION PLAN:

Example:

ACTIVITIES	July	August	Sept	Oct	Nov	Dec	Jan	Mar	Apr	May	June
Planning											
Implementation											
Requisition of Supplies											
Land Preparation											
Lay outing											
Maintenance											
Data Gathering											
Analysis and Discussion											
Reporting											

BUDGETARY REQUIREMENT

Example:

ACTIVITIES	July	August	Sept	Oct	Nov	Dec	Jan	Mar	Apr	May	June
Operating Expenses											
Material inputs											
Planting materials											
Fertilizer											
Bio pesticide											
Others (specify)											
Labor inputs											
Land preparation											
Planting											
Maintenance											
Weeding											
Harvesting											
Travel expenses											
Documentation											
Field day											

SOURCE OF FUND

FORMAT FOR TRAINING DESIGN (for BSU Funding)

TITLE
(Training Design)

I. Basic Information

- Training Title:
- Date and Venue:
- Target Participants:
- Estimated Cost:
- Fund Source:
- Proponents/Implementors:
- Cooperating Agencies:

- II. Rationale:
- III. Objectives:
- IV. Target Participants:
- V. Management, Date and Venue
- VI. Training Mechanics
- VII. Expected Output
- VIII. Budgetary Requirements and Fund Source

Breakdown of Budgetary Requirements

Item Description	Estimated Cost (Php)

Prepared by:

(Signature over printed name)

Recommending Approval

(Signature over printed name)

Approved:

(Signature over printed name)

R&D PROGRAM/PROJECT/STUDY REGISTRATION FORM

R&D Center/College:				Date Submitted:	
Division/Department:				Duration:	
Classification:				Start mo/yr: _____	
<input type="checkbox"/> Program <input type="checkbox"/> Project <input type="checkbox"/> Study				End mo/yr: _____	
<input type="checkbox"/> BSU-funded <input type="checkbox"/> Outside-funded, specify: _____				Status:	
<input type="checkbox"/> International <input type="checkbox"/> National <input type="checkbox"/> Regional					
<input type="checkbox"/> Basic research <input type="checkbox"/> Applied research			Discipline/s: _____		
<input type="checkbox"/> On-station experiment/s		<input type="checkbox"/> On-farm/on-site experiment/s		<input type="checkbox"/> Field/Survey location/s	
Exptl. area: _____		lot no.: _____		Sitio/Brgy/Mun/Prov: _____	
Program Title:				Program Leader:	
				Name: _____	
				Signature: _____	
				Department/College: _____	
Project Title:				Project Leader:	
				Name: _____	
				Signature: _____	
				Department/College: _____	
Study Title:				Study Leader:	
				Name: _____	
				Signature: _____	
				Department/College: _____	
Budget Summary: Total Approved Budget: Php _____				Other Researchers: (names and positions)	
				<i>(include JO RAs, laborers, etc.)</i>	
Item	Y1	Y2	Y3	Total	
Personal services					
MOOE					
Capital Outlay					
Total					
Expected Final Output/s:				Collaborating Researchers/ Agency/ies, if any	
<i>(to be filled up by ORS)</i>				Verified by: _____	
Checklist before issuance of SO:				_____	
<input type="checkbox"/> Final Approved Proposal				<i>(R&D Center Director/College Dean)</i>	
<input type="checkbox"/> Workplan schedule/Program of activities				Date signed _____	
<input type="checkbox"/> MOA/Agreement (for external-funded projects)				Recommending Approval: _____	
Checklist before signing of DPCR:				_____	
Reports: Semestral Y1 <input type="checkbox"/> Y2 <input type="checkbox"/> Y3 <input type="checkbox"/>				<i>(Director of Research Services)</i>	
Annual Y1 <input type="checkbox"/> Y2 <input type="checkbox"/> Y3 <input type="checkbox"/>				Date signed _____	
Terminal report <input type="checkbox"/>				Approved for implementation: _____	

Program/Center Code:				<i>(Vice President of R&E)</i>	
Project code:				Date signed _____	
Study code:					

EXTENSION PROGRAM/PROJECT/ACTIVITY REGISTRATION FORM

R&E Center/Institute/College:	Date Submitted:
Division/Department:	Duration:
Classification:	Start mo/yr: _____
<input type="checkbox"/> Program <input type="checkbox"/> Project <input type="checkbox"/> Activity <input type="checkbox"/> BSU-funded <input type="checkbox"/> Outside funded, specify: _____	End mo/yr: _____
<input type="checkbox"/> International <input type="checkbox"/> National <input type="checkbox"/> Regional	Status: <input type="checkbox"/> New <input type="checkbox"/> Ongoing <input type="checkbox"/> Others, specify _____
Program/Project/Activity Location:	
Program Title: Project Title:	Program Leader: Name: Signature: Institute/Center: Department: College: Project Leader: Name: Signature: Institute/Center: Department: College:
Activity Title:	Activity Leader: Name: Signature: Institute/Center: Department: College:
Budget: Year 1: Php _____ Year 2: Php _____ Year 3: Php _____	Other Extensionists: <i>(names and positions)</i>
Expected Final Outputs:	Collaborating Agency/ies, if any:
(to be filled by OES)	Verified by:
Checklist of attachment: <input type="checkbox"/> Final approved Extension Program/ Project/Activity Proposal/Design <input type="checkbox"/> MOA/MOU if any	_____ (R&D Center/Institute Director/ College Dean) Date signed
	Recommending Approval: _____ (Director for Extension Services) Date signed
	Approved for implementation: _____ (Vice President for R & E) Date signed

REQUEST FOR EXPERIMENTAL AREA

Request Form for Experimental Area
Office of Research Services

1. Applicant: _____

2. Status (Undergraduate/Graduate/Researcher): _____

3. Title of Research: _____

4. Time of Implementation/Area Size: _____

5. Action on the Request:

<input type="checkbox"/> Endorsed	<input type="checkbox"/> Not Endorsed	Signature of adviser/Project Leader _____
<input type="checkbox"/> Allocated area	<input type="checkbox"/> Denied	Signature of Farm Manager _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Signature of ORS Director _____

Remarks: -----

INSPECTION CERTIFICATE FOR INSECT PESTS AND DISEASES

1. Requesting party: _____ Date: _____

College: _____ Department: _____

2. Crop/Stage: _____ Source of Plant: _____

3. Adviser/Project Leader: _____

4. Title of Research: _____

Signature of Requesting Party

Findings/Remarks: _____

Signature of Attending Personnel

NARRDS Form No. 1
 CY _____
 For Use of Researcher

NATIONAL AGRICULTURE AND RESOURCES RESEARCH AND DEVELOPMENT SYSTEM

COMMODITY REVIEW
 Report Format for **COMPLETED PROJECTS**

A. Basic Information

- 1. RDMIS Code: _____
- 2. Program Title: _____
- i. Project Title: _____
- ii. Study Title: _____
- 3. Sector: _____
- 4. Commodity: _____
- 5. Discipline(s): _____
- 6. Researchers: _____
- 7. Implementing Agency/Station: _____
- Lead Agency: _____
- Cooperating Agency: _____
- 8. Project Site/Location: _____
- 9. Funding Agency(ies): _____
- 10. Duration (Definite Dates)
 Date Started: _____
 Date Ended: _____
- 11. Project Status
 _____ a. New
 _____ b. On-going
 _____ c. To be completed for the year
 _____ d. Completed with terminal report
 _____ e. Suspended
 _____ f. Terminated
 _____ g. Extended
- 12. Project Location (up to Barangay level): _____
- 13. Financial Report

Status	Year	Budget Amt.	Source of Fund	Personal Services	MOE	Capital Outlay	Budget Released	Date	Actual Expenditures

B. Technical Report (Separate Sheet)

- TITLE
- ABSTRACT
- I. Rationale
- II. Review of Literature
- III. Objectives
- IV. Procedure/Methodology
- V. Discussion of Results
- VI. Conclusion
- VII. Recommendation
- VIII. Bibliography (Standard Citation)
- IX. Acknowledgment

- C. Summary of Yearly Comments of Evaluators and Action Taken by Researchers
- D. Problems Encountered and Recommendations
 - I. Technical
 - II. Administrative

Note: Please use legal size bond paper, single space

NARRDS Form No. 1
 CY _____
 For Use of Researcher

NATIONAL AGRICULTURE AND RESOURCES RESEARCH AND DEVELOPMENT SYSTEM

COMMODITY REVIEW
 Report Format for **ON-GOING STUDIES/PROJECTS**

A. Basic Information

1. RDMIS Code: _____
2. Program Title: _____
- i. Project Title: _____
- ii. Study Title: _____
3. Sector: _____
4. Commodity: _____
5. Discipline(s): _____
6. Researchers: _____
7. Implementing Agency/Station: _____
- Lead Agency: _____
- Cooperating Agency: _____
8. Project Site/Location: _____
9. Funding Agency(ies): _____
10. Duration (Definite Dates)
 Date Started: _____
 Date Ended: _____
11. Project Status
 _____ a. New
 _____ b. On-going
 _____ c. To be completed for the year
 _____ d. Completed with terminal report
 _____ e. Suspended
 _____ f. Terminated
 _____ g. Extended
12. Project Location (up to Barangay level): _____
13. Financial Report

Status	Year	Budget Amt.	Source of Fund	Personal Services	MOE	Capital Outlay	Budget Released	Date	Actual Expenditures

B. Technical Report

- I. Rationale
- II. Review of Literature
- III. Objectives
- IV. Workplan

Activity/Objectives	Target Percentage				Percentage of Completion				Actual Accomplishment				Milestones	
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		

- V. Expected Output
- VI. Research Highlights
 - i. Procedure/Methodology
 - Framework of the Study
 - Original Procedure/Methodology
 - Change in Procedure/Methodology (Cite Reasons)
 - ii. Accomplishment
 - iii. Problems Met/Recommendations
 - iv. Justification for Continued Implementation

C. Plan on activities for CY _____ (Succeeding Year)

Note: Please use legal size bond paper, single space

**GUIDELINES FOR THE REGIONAL MONITORING AND EVALUATION
OF RESEARCH WORK**

Best Paper Award: Research Category

CRITERIA	RATING (%)
A. Technical Content	70
1. Significance of findings (30)	
a. Contribution to new knowledge (20)	
b. Environment and economic benefit (10)	
2. Experimental resourcefulness of researcher in terms of organization, procedure, or method (15)	
3. Results and Discussion (25)	
a. Are the results “pertinent” in achieving the objectives? (10)	
b. Are the results correctly interpreted and discussed? (10)	
c. Are the conclusions correct based on the results obtained (5)	
B. Presentation	30
1. Organization of Presentation of Results (10)	
2. Clarity of Presentation (10)	
3. Use of Audio-Visual Materials (10)	

Best Paper Award: Development Category

CRITERIA	RATING (%)
A. Technical Content	70
1. Significance of findings (30)	
a. Contribution to new knowledge in the study (10)	
b. Environment and economic benefit (20)	
2. Experimental resourcefulness of researcher in terms of organization, procedure, or method (15)	
3. Results and Discussion (25)	
a. Are the results “pertinent” to achieve the objectives? (10)	
b. Are the results correctly interpreted and discussed? (10)	
c. Are the conclusions correct based on the results obtained (5)	
B. Presentation	30
1. Organization of Presentation of Results (10)	
2. Clarity of Presentation (10)	
3. Use of Audio-Visual Materials (10)	

Best Poster Award

CRITERIA	RATING (%)
A. Technical Content	60
1. Significance of findings (e.g. environmental and economic benefits) (20)	
2. Clarity of the statement of objectives (10)	
3. Experimental resourcefulness of researcher (organization, procedure or method) (20)	
4. Overall quality of poster (10)	

B. Visual Impact

40

1. Attractiveness of the poster (orderliness, neatness, and good use of color and materials) (10)
2. Mix of text and graphics (photos, maps and graphs, and relevance to subject) (10)
3. Logical order in presentation of methods and results (10)
4. Appropriateness of volume of information for effective presentation (10)

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY

MEMORANDUM CIRCULAR NO. OO1

Series of 2009

Subject: AMENDMENT TO MEMORANDUM CIRCULAR NO. 001, SERIES OF 2003 OTHERWISE KNOWN AS “REVISED IMPLEMENTING GUIDELINES ON THE GRANT OF HONORARIA TO PERSONNEL WHOSE SERVICES ARE ENGAGED BY THE NATIONAL SCIENCE AND TECHNOLOGY SYSTEM”

The amendment to Memorandum Circular (MC) No. 001, Series of 2003, is hereby prescribed as follows:

1. WHEREAS, sub-section 2.6 of Section 2 (Definition of Terms) of M.C. 001 Series of 2003 is hereby amended to read as follows:

“2.6 Program Leader/Manager/Director – one who directly plans, organizes, supervises the overall activities of an S&T program and is directly responsible for the conduct of at least one of the projects under said program. “

2. WHEREAS, Section 3 – Rate of Honoraria of MC No. 001, Series of 2003 is hereby amended as follows:

“3. Rates of Honoraria

3.1 Program/Project

3.1.1 Researcher

Program Leader

(at least)	1 – 2 projects	Php	10,200/mo.
	3 – 4 projects		11,600/mo
	5 or more		14,600/mo

Project leader	Php	8,800/mo./project
----------------	-----	-------------------

Project staff

Level 3	Php	7,500/mo./project (SG 24, S8)
---------	-----	----------------------------------

Level 2	Php	6,000/mo./project (SG 18, S8)
---------	-----	----------------------------------

Level 1	Php	4,800/mo./project (SG 15, S8)
---------	-----	----------------------------------

3.1.2 Program/Project Coordinator

1 – 3 programs/projects	Php	4,400/qtr.
4 or more projects		6,600/qtr.

Program/Project Support Staff

Level 2	Php	1,500/qtr.
---------	-----	------------

Level 1	Php	1,000/qtr.
---------	-----	------------

3.1.3 S & T Consultant

On-call basis (as Referee/evaluator)	Php	3,000/consulation
---	-----	-------------------

3.2 Special Activity/Assignment

3.2.1 Commodity Team / Technical Panel

Commodity Team Leader/ Technical Panel Chairman	Php	6,000/mo.
--	-----	-----------

Commodity Team Member/ Technical Panel Member	Php	3,000/mo.
--	-----	-----------

Xxx

3.2.3 Inter-Agency Committee (IAC) working Group

IAC/WG Chairman	Php	3,000/mtg.
-----------------	-----	------------

IAC/WG Member	Php	2,700/mtg.
---------------	-----	------------

IAC/WG Support Staff Level 2	Php	1,400/mtg.
---------------------------------	-----	------------

Level 1		900/mtg.
---------	--	----------

3.2.4 Training

Training Coordinator	Php	1,400/day
----------------------	-----	-----------

Training Resource Person		
--------------------------	--	--

Lecture	Php	1,400/hour
---------	-----	------------

Laboratory	Php	840/hour
------------	-----	----------

Training Support Staff		
------------------------	--	--

Level 2		1,100/day
---------	--	-----------

Level 1		600/day
---------	--	---------

3.2.5 Board of Judges/Evaluation Panel
For National S & T Awards

Chairperson	Php	3,000/mtg.
-------------	-----	------------

Member		2,700/mtg.
--------	--	------------

3.3 National Policy-making Body/Governing Council

Chairman	Php	8,800/mtg.
----------	-----	------------

Vice-Chair/Member		8,300/mtg.
-------------------	--	------------

The honoraria shall not exceed two (2) meetings per month.

3.4 Technical Advisory Committee/Steering Committee

Council/Institute/Other Equivalent National Php 5,900/mtg.
Technical Advisory Body/Steering Committee

The honoraria shall not exceed two (2) meetings per month.

3. WHEREAS, under section 5 (Limitations/Exemption) of M.C. No. 001, S. of 2003, the following provisions are hereby added:

xxx

5.8 The number of programs to be handled by a program leader shall not exceed two (2) programs at a time.

5.9 The number of projects to be handles by a project leader shall not exceed two (2) projects at a time. However, in case of researches or undertakings with limited number of experts, the project leader may be allowed to handle a maximum of four (4) projects at a time provided that his/her tract record shall be evaluated by the Agency Head and Monitoring Council/Agency concerned. After evaluation has been undertaken and it is found that the project leader may efficiently handle 4 projects at a time, the Agency Head and Monitoring Council Agency concerned shall endorse the same in writing to the DOST-GIA EXECOM or Funding Agency as the case may be, for approval.

5.10 A project staff shall only be allowed to handle a maximum of two projects at a time.

This Circular shall take effect fifteen days after its publication in the Official Gazette or newspaper of general circulation and provisions of M.C. No. 001 S.2001 not affected thereby shall remain valid and subsisting.

(Sgd) ESTRELLA F. ALABASTRO
Secretary

FORMAT FOR SEMI-ANNUAL PROGRESS REPORT (Research)

RESEARCH TITLE:

PROJECT LEADER:

IMPLEMENTING AGENCY:

COOPERATING AGENCY:

FUNDING AGENCY:

DURATION:

 Date Started:

 Expected Date of Completion:

SIGNIFICANCE OF THE STUDY:

OBJECTIVES:

METHODOLOGY:

ACCOMPLISHMENTS/HIGHLIGHTS OF RESEARCH FINDINGS:

PROBLEMS MET AND RECOMMENDATIONS:

PLAN OF ACTIVITIES:

FINANCIAL REPORT:

 Total Approved Budget:

 Actual Released Budget:

 Budge for Current Year:

 Amount Released for Current Year:

FORMAT FOR TERMINAL REPORT (Research)

TITLE:

ABSTRACT:

INTRODUCTION:

MATERIALS AND METHODS:

RESULTS AND DISCUSSION:

CONCLUSION AND RECOMMENDATIONS:

LITERATURE CITED:

FORMAT FOR ACTIVITY/PROJECT ACCOMPLISHMENT REPORT (EXTENSION)

BASIC INFORMATION

1. Title of the Extension Project:
2. Implementors/Extensionist/s:
3. Location of the Project:
4. Duration:
 - Date started:
 - Date of completion:
5. Budget Utilized:
6. Source of Funds:

REPORT

1. Rationale
2. Objectives
3. Type and Number of Clientele
4. Methodology Used
5. Brief Summary of Activities/Accomplishment
6. Problems Met
7. Recommendation
8. Justification for Continued Implementation

* Please include photos of the activity

Prepared by:

(Signature over printed name)

Recommending Approval

(Signature over printed name)

Approved:

(Signature over printed name)

GUIDELINES FOR BSU JOURNAL MANUSCRIPT PREPARATION
(Abridged/improved from the editorial policies of the Benguet State University)

1. All manuscripts must be the result of research activities (technical or social) that are relevant to the development thrust of the University and should not have been published elsewhere.
2. Acceptance of manuscript is on the basis of the review and approval by a corps of technical editors and selected referees.
3. Original photos should be submitted in PNG or JPEG format with corresponding captions.
4. The manuscript should not exceed 40 pages, typed double spaced in 12-point Times New Roman on one side of 8 1/2" paper with margins of 3.81 cm on the left and 2.54 cm top, right and bottom and must be submitted in hard and electronic copy via bsupublications@gmail.com using MS Word Program.
5. The manuscript should be organized in the following order: (a) Title; (b) Authors/s; (c) Authors/s position; (d) Abstract; (e) Introduction; (f) Materials and Methods; (g) Results and Discussion; (h) Conclusions and Recommendations; (i) Acknowledgment, optional; and (j) Literature Cited ; and written all centered.
6. The title should be a precise and concise description of the contents of the manuscripts without abbreviations and typed in upper case. If the paper is a portion of a larger manuscript which shall be serialized and will be indicated in a superscript followed by a brief explanation.
7. The author(s) name(s) is/are written in this way: initial letter for the middle names only, first and family names in full and typed in title case. Senior author comes first in case of more than one author.
8. The abstract must be 200 words or less, summarizing the main points of the articles.
9. The introduction should contain scope and statement of the problem, brief survey of previous work and objectives and importance of the study.
10. Citations in the text follows the name and year system, e. g.
Single Author:
 (Adeyemo, 2010), Yeo (2009) or Boquiren (n.d.)
Two Authors:
 Pladio and Villasenor (2004), (Pladio and Villasenor, 2004)
More than Two Authors:
 Folbre et al. (2011) or (Folbre et al., 2011).
11. Materials and methods should describe very concisely but comprehensively the materials used, techniques, and lay-out of the research.
12. Scientific names and other foreign expressions such as *in situ*, *et al.*, *i.e.*, and other similar expressions are italicized. Technical terms, abbreviations and acronyms must be defined.
13. In abbreviating or using acronyms, the System International-Units (SI) of the metric system should be followed. Such abbreviations or acronyms should be written first in full before the truncated terms in parenthesis, e.g. thin-layer chromatography (TLC). If this information is given in the abstract, it should be re-identified when mentioned the first time.
14. The results should be presented logically and in objective way and conclusions stated as valid facts.
15. The discussion of results should lead to interpreting significance and /or possible similarity or discrepancy from previous findings.
16. A statement on conflict of interest should be declared by authors before the Acknowledgment section. Where appropriate, Conflict of Interest statements may be in instances such as: "There are no known conflicts interests associated with the publication" or "There has been no significant financial support for the work that could have influenced its outcome." Whenever appropriate, acknowledgements are made relevant for contributions in terms of financial and technical support.
17. Literature cited in the text should be indicated as follows: Consolacion (2000) or (Consolacion, 2000); for two authors, Colting and Maddul (1999) or (Colting and Maddul, 1999); for more than two authors, Bucu et al. (1999) or (Bucu et al., 1999).

18. Electronic sources must be cited as follows: author (s), year, title, date of retrieval and the complete Uniform Resource Locator (URL) of the site.

19. Listing of literature cited is by author(s) in alphabetical order. The list contains: author (s), year, title of literature, publisher, address of publisher, volume and issue numbers and inclusive pages (printed as 1(2):1-9). Names of authors are typed in upper case: for single author, surname (separated by a comma) first before the initials of the given and middle names; for multiple authors, surname then initials of senior author followed by initials then surnames of succeeding authors. Authors are separated by commas.

Single author:

Mondejar, L.A. 1998. Understanding Student Judgments of Teaching Performance: A Conjoint Approach. Unpublished Doctoral Dissertation, University of the Philippines. Diliman. Quezon City.

Durano, M. 2008. From profit to provisioning: A gender equitable public policy. Development Alternatives with Women for a New Era. QC: Miriam College.

Eriksen, T. 2001. Small Places, Large Issues. An introduction to Social and Cultural Anthropology. 2nd ed. London: Pluto Press.

Two authors:

Hallauer, A. R. and F. O. Miranda. 1980. Quantitative Genetics in Maize Breeding. Iowa State University Press. Ames, Iowa. Pp. 49-52.

Carrasco, C. and M. Serrano. 2011. Lights and Shadows of Household Satellite Accounts: The Case of Catalonia, Spain. *Feminist Economics* 17 (2): 68-85. IAFFE: Routledge Taylor and Francis Group.

Crisologo, L. C. and L. Berlage. 2006. Bargaining in rural households: a study of decision on labor market participation in the Cordillera. *The Philippine Review of Economics*. 48 (2): 249- 537.

More than two authors:

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20. If necessary, protocols for manuscript preparation can be requested from the Editorial Board.

21. Please see the latest issue of the Journal for concrete details as to format.

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KNOW ALL MEN BY THESE PRESENTS:

I, _____, of legal age, single/married in consideration of my employment or contract or affiliation with the BSU, having sworn to in accordance with law, undertake:

1. To comply with the BSU Intellectual Property Policy and Guidelines
2. To disclose promptly to BSU any intellectual property or propriety information which I may solely or jointly with others discover, generate or create in the performance of my regular duties, or with the use of BSU funds, facilities, or services.
3. To do and to perform all acts and all things necessary to ensure that BSU is able to exercise its ownership, protect and commercialize the intellectual property or proprietary information.

I further understand that during my employment, contract, or affiliation with BSU, I may use or have access to any other proprietary information or any intellectual property of BSU. As to these, I undertake:

1. To use them only in the performance of my duties to BSU; and
2. To use them in confidence and to employ all reasonable precautions to assure that they are not disclosed to unauthorized persons or used in an unauthorized manner, both during my employment, contract or affiliation, and for a period of five (5) years after my employment, contract, or affiliation with BSU.

IN WITNESS WHEREOF, I have voluntarily and freely signed this undertaking this ___ day of _____, 20____, at _____.

Full Name and Signature

Subscribed and sworn to before me this _____ day of _____, 20__ at _____ the affiant having exhibited his/her Community Tax Certificate No. _____ issued on _____ at _____.

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1. Name of Person Submitting the Form:
2. Received by (BSU IPU or BSU IPU staff):
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5. Description of the invention (characteristics):
6. Drawings necessary for the understanding of the invention:
7. One or more claims for inventions:
8. An abstract of the invention:
9. All other pertinent documents:
10. Sponsor or funding agency:
11. Disclosure or publication of the invention:
12. Other relevant information:

All inventors are to sign this disclosure in the space below:

Inventor(s)

_____	_____	_____
_____	_____	_____
_____	_____	_____

CONFIDENTIALITY AGREEMENT

THIS AGREEMENT entered into by and between _____, of Benguet State University, La Trinidad, Benguet and _____, of _____.

WITNESSETH

WHEREAS, the contracting parties herein abovementioned have indicated interest in working together in a project that will require them to disclose to each other proprietary confidential subject matters concerning the "Intellectual and Technical Property Audit of the project _____".

NOW, THEREFORE, the Parties hereby agree to disclose certain information and proprietary and confidential subject matter related to the project under the following terms and conditions:

1. "Confidential Subject Matter" shall mean any and all information, know-how and data, technical or non-technical, and materials including germplasm, biological materials and products or derivatives thereof and information related thereto disclosed or provided by one Party to the other for the purpose of this Project, whether disclosed or provided in oral, written, graphic, photographic or any other form, except for subject matter and information:

- a. that is or becomes generally known or available to the public without breach of this Agreement;
- b. that is known to the receiving Party at the time of disclosure, as evidenced by written records of the receiving Party;
- c. that is known or independently developed by the receiving Party, as demonstrated by written evidence;
- d. that are disclosed to the receiving Party in good faith by a third party who has an independent right to such subject matter and information;
- e. that is required to be disclosed by law; provided that the receiving Party, at the disclosing Party's expense, is not interposing an objection to such requirement.

2. The Parties agree to hold in confidence all Confidential Subject Matter; to not disclose Confidential Subject Matter to any third party without prior written approval from the disclosing party; and to use Confidential Subject Matter solely for the Project.

3. Unless otherwise specified in writing, all Confidential Subject Matter remains the disclosing Party's property. Upon request of the disclosing Party, the receiving Party agrees to return or destroy all Confidential Subject Matter received from the disclosing Party.

4. The term of this Agreement is for five (5) years from the effective date of its execution.

5. All Confidential Subject Matter shall be held confidential by the receiving Party for three (3) years from the termination of this agreement.

6. Nothing contained in this Agreement shall be construed as an obligation on the part of the contracting parties to enter into any further agreement concerning the Confidential Subject Matter as herein specified, or as a grant of a license over this Confidential Subject Matter, other than the purpose herein stated.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed this ____ day of _____ at _____.

Project Leader

The ITP Audit Team

Concurred by:

(Head of the Agency)

President, BSU

WAIVER OF COPYRIGHT OWNERSHIP

KNOW ALL MEN BY THESE PRESENTS:

I, _____, of legal age, married, Filipino citizen and having residence and postal address at La Trinidad, Benguet by these presents do hereby WAIVE and ASSIGN copyrights over the publication _____ unto the Benguet State University (BSU), a public educational institution located at La Trinidad, Benguet represented by _____, President of the said University, likewise of legal age, married, Filipino citizen and with business and postal address at BSU compound, La Trinidad, Benguet.

I certify for and by myself that, being of sound mind and body, I am executing this waiver without any form of pressure or duress and that BENGUET STATE UNIVERSITY is the copyright owner and publisher of the said publication.

IN WITNESS WHEREOF, we have hereunto set our hands this ____ day of _____ in the presence of our witnesses.

AUTHOR:

Signed in the presence of:

REPUBLIC OF THE PHILIPPINES) S.S
LA TRINIDAD, BENGUET)

Before me this ____ day of _____ personally appeared name of Owner known to me to be the same person who executed the foregoing waiver and who acknowledge before me that the same is his free act and voluntary deed. His community tax certificate was exhibited to me the same bearing numbers _____ dated _____ and issued at _____.

WITNESS MY HAND AND SEAL, the date and place first given.

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DOST and DBM Joint Circular No. 1
Series 2013

Subject: RULES AND REGULATIONS ON THE GRANT OF COMPENSATION- RELATED MAGNA CARTA BENEFITS TO SCIENTISTS, ENGINEERS, RESEARCHERS, AND OTHER SCIENCE AND TECHNOLOGY (S&T) PERSONNEL

1.0 Background

1.1 Under Section 22 of Republic Act (RA) No. 8439¹, approved in December 22, 1997, the Department of Science and Technology (DOST), in consultation with government and non-government agencies involved in S&T activities, was authorized to formulate the implementing rules and regulations to carry out the provisions of the Act.

1.2 On the other hand, item (6), "*Magna Carta Benefits*," of the Senate and House of Representatives Joint Resolution (JR) No. 4², s. 2009 provides, among others, that the Department of Budget Management (DBM), in coordination with the agencies concerned, shall determine the qualifications, conditions, and rates in the grant of said benefits, and to determine those may be categorized under the Total Compensation Framework. It further states that the consultative councils, departments, and officials previously authorized to issue the implementing rules and regulations of Magna Carta benefits shall no longer exercise said functions relative to the grant of said benefits.

1.3 Pursuant to the compensation principles espoused in JR No. 4, the grant of compensation-related Magna Carta benefits to Scientists, Engineers, Researchers, and other S&T Personnel in the Philippine government, collectively the S&T Personnel, needs to be rationalized to ensure equity and uniformity in remuneration, while considering the unique and distinct needs of highly technical and specialized S&T Personnel and the imperative to sustain the driver for Philippine economic growth through S&T mastery.

1.4 Moreover, there is a need to balance and harmonize the provisions of R.A. No. 8439 and the implementing rules and regulations on the grant of said benefits with the availability of government financial resources and the imperative to enforce the rules on the use of funds, particularly savings.

2.0 Purpose

This joint Circular (JC) is issued to prescribe the rules and regulations on the grant of the following compensation-related Magna Carta benefits to S&T Personnel:

- 2.1 Honoraria for Assignment in Special Projects;
- 2.2 Honoraria for Lectures, Resource Persons, Coordinators, and Facilitators;
- 2.3 Honoraria/Compensation for Consultancy Services Rendered to the Private Sector;
- 2.4 Compensation for Secondment to the Private Sector;
- 2.5 Honoraria/ Per Diem for Membership in Governing Boards of National Government Agencies (NGAs) under the DOST and in Inter-Agency Committees Created by Law or Executive Issuance;
- 2.6 Hazard Pay;
- 2.7 Subsistence Allowance;
- 2.8 Laundry Allowance;
- 2.9 Fee Living Quarters or Quarters Allowance;
- 2.10 Longevity Pay; and
- 2.11 Salary Increase for Retirement and Terminal Leave Benefit Purposes.

3.0 Coverage

This JC covers the following personnel in NGAs, including SUCs, and GOCCs holding regular, contractual, or casual positions, which are either covered or not covered by RA No. 6758, as amended:

¹ R.A. No. 8439- "Magna Carta for Scientists, Engineers and Other S&T Personnel in the Government," approved on December 22, 1997 and took effect on January 20, 1998

²JR No. 4- "Joint Resolution Authorizing the President of the Philippines to Modify the Compensation and Position Classification System of Civilian Personnel and the Base Pay Schedule of Military and Uniformed Personnel in the Government, and for Other Purposes," approved on June 17, 2009

³RA No. 6758- "Compensation and Position Classification Act of 1989." Dated August 21, 1989

3.1 Personnel under the DOST and its attached agencies who are involved in the following activities

3.1.1 S&T program and project planning and policy work- includes the formulation of policies, plans, programs, and projects for S&T development and promotion and for ensuring that the results thereof are properly applied and utilized; and prescription of guides for performance evaluation and monitoring;

3.1.2 S&T activities such as:

3.1.2.1 Research and development services- includes conduct of basic and applied research to increase stock of knowledge and to devise new or modified applications or technologies and products up to the commercial state, which may be in joint venture with the public and private sectors; and establishment of product/technology standards.

3.1.2.2 Scientific and technological services- refers to support basic and applied research, including but not limited to the following:

- a) Conduct of geological, hydrological, other science-related surveys; undertaking observations and forecasts of weather systems and other climatological studies; conduct of studies related to: volcanology, seismology, tsunamis, other related hazards- to enhance capacity for disaster risk reduction and for generation of technologies; observance of atmospheric, geophysical, and astronomical phenomena to ensure the safety, security, and well-being of people; biotechnology; and micro-electronics;
- b) Conduct of technology assessment, feasibility, and technical studies;
- c) Operation and maintenance of research and development facilities;
- d) Provision of engineering design services and/or consultancy services to complement research and development;
- e) Licensing and regulatory activities related to the production, transfer and utilization of nuclear and/or radioactive substances;
- f) Counseling of clients;
- g) Providing access to S&T information through library services, museum services, dissemination of S&T information through publications and press releases;
- h) Provision of testing, standardization, quality control, and calibration services;
- i) Provision of support services to patent application;
- j) Overseeing technology transfer and commercialization;
- k) Programming of government funds for research and development; generation of external funds for research and development projects, conduct of scientific conferences, scientific publications; and
- l) Development and maintenance of management information systems on S&T.

3.1.3 S&T education and training- undertaking S&T manpower development for improvement of science and mathematics instruction; conduct of specialized non-university education; provision of secondary education with emphasis on science and mathematics subjects; administration of scholarship grants; maintenance of effective linkages with scientific organizations; and promotion of S&T information exchange;

3.1.4 S&T technical support services- those rendered by technicians, technologists or science aides in the operation and maintenance of scientific and technical equipment and conduct of supervised routine technical or laboratory procedures; other related technical assistance services;

3.1.5 Support services rendered by DOST S&T Related Personnel, provided that they have obtained at least 12 academic units in science, engineering, related courses, or completed any appropriate training, as determined by the

DOST Secretary.

3.2 Personnel under the DOST and other government agencies appointed to the ranks of Scientist I to V under the Scientific Career System, along the fields of natural sciences, engineering, technology, medical sciences, agricultural sciences, selected fields of social sciences, and other related disciplines as may be determined by the Scientific Career Council created under Executive Order No. 90, upon recommendation of the DOST.

3.3 S&T Personnel and technical support personnel under other government agencies outside of the DOST who are engaged in S&T program and project planning and policy work, and S&T activities, who are certified as S&T Personnel by the DOST Secretary on a yearly basis, subject to the following conditions, among others:

3.3.1 The S&T- related functions of an agency are authorized by law or by competent authority;

3.3.2 The positions concerned are part of the authorized staffing pattern of organizational units performing S&T functions;

3.3.3 The incumbents of positions are actually engaged in S&T- related work; and

3.3.4 The validity of the DOST certification shall be coterminous with the actual exercise of functions or involvement of the certified S&T Personnel.

4.0 Honorable for Assignment in Special Projects

Section 7(a) of R.A. No. 8439 provides that S&T personnel who render services beyond the established workload of scientists, technologies, researchers and technicians whose broad and superior knowledge, expertise or professional standing in a specific field of contributes to productivity and innovativeness shall be entitled to receive Honoraria. The Implementation Rules and Regulations of R.A. No. 8439 allows the grant of Honoraria to S&T Personnel for assignment in special projects.

Section 44(e) of the General Provisions of R.A. No. 10352, the FY 2013 General Appropriations Act (GAA), provides that personnel assigned to special projects that are reform-oriented and development, contribute to the improvement of service delivery and enhancement of the performance of the core functions of an agency, and have specific timeframes and deliveries for accomplishing objectives and milestones set by the agency for the year, shall be entitled to Honoraria. Such assignment entails the rendition of work in addition to, or over and above their regular work load.

Consequently, S&T Personnel have to perform the regular duties and responsibility of their positions related to their agency's functions mandated under existing laws within the prescribed work hours. When assigned to special projects, the S&T Personnel concerned may have to exert extra effort to be able to perform both the regular work and the added work borne out of assignment to special projects.

4.1 Special Projects

For purposed of this JC, and in line with Section 44(e) of the General Provisions of R.A. No. 10352, and as may be reiterated in subsequent GAAs, special projects in an agency or among agencies may be composed of one or more components requiring an inter-disciplinary or multi-disciplinary approach, to be accomplished within a specific timeframe. Special projects may include:

4.1.1 High technology solutions in the event of national emergencies, national security threats, public safety threats, public health crises, and natural calamities;

4.1.2 Collaborative undertaking between or among agencies of the national/local government for the improvement of critical and priority public services;

4.1.3 Projects assigned on ad-hoc basis by the Office of the President, in view of the exigencies of the service; Collaborative undertaking between DOST and the private sector; and

4.1.4 Membership in Technical Panels, Steering Committees, Councils and other Equivalent National Technical Advisory Bodies.

4.2 Designations

S&T Personnel may be assigned to designated positions in DOST special projects by virtue of office orders issued by the agency head.

The following hierarchy of responsibilities shall serve as guide in designating personnel to special projects and in determining rates of Honoraria:

4.2.1 Senior Project Manager or Senior Project Director- Plans, organizes, directs, and coordinates the activities of a big special project with at least 2 component sub-projects. This level of work is equated to that of a position at SG-28.

4.2.2 Project Manager or Project Director- Plans, organizes, directs, and coordinates the activities of a small special project or one component of a big special project. This level of work is equated to that of a position at SG-27.

4.2.3 Project Consultant- Provides special/advisory expertise, assistance, or services outside of agency capability. This level of work is equated to that of a position at SG-27.

4.2.4 Assistant Project Manager or Assistant Project Director- Assists in planning, organizing, directing, and coordinating the activities of a small special project or one component of a big special project. This level of work is equated to that of a position at SG-26.

4.2.5 Technical Staff Team Leader- Heads a group of technical staff assigned to a special project component; may devise own plans, and procedures, consistent with overall special project objectives. This level of work is equated to that of a position at SG-24.

4.2.6 Senior Technical Staff- Performs the difficult phases of professional, technical, or scientific work of a special project which may or may not be subject to technical review. This level of work is equated to that of a position at SG-19 or SG-18, as may be applicable.

4.2.7 Team Member/Technical Staff- Performs the simple phases of professional, technical, or scientific work of a special project which are subject to technical review. This level of work is equated to that of a position at SG-16 or SG-15, as may be applicable.

4.2.8 Senior Administrative Staff- Renders administrative and support services to a special project, including but not limited to personnel, financial, records, and supply management and other auxiliary services. This level of work is equated to that of a position at SG-10.

4.2.9 Administrative Staff- Provides technical support services in a special project, such as conduct of laboratory and other scientific procedures, calibration, operation, and maintenance of laboratory/scientific equipment. This level of work is equated to that of a position at SG-8.

4.3 Honoraria Rates

As token payment for services rendered beyond the regular duties and responsibilities of their positions, Honoraria for Assignment in Special Projects may be granted.

4.3.1 The total Honoraria per personnel for a month shall be based on productivity and quality of completed and accepted deliverables for the set timeframe. Hence, a special project plan shall be prepared, in consultation with all personnel concerned, subject to approval by the agency head. Such as plan contain the following details:

4.3.1.1 Outputs or deliverables per project component;

4.3.1.2 Project timetable;

4.3.1.3 Personnel assigned to the special project and their duties and responsibilities;

4.3.1.4 Expected deliverables per personnel; and

4.3.1.5 Estimated cost of monthly honoraria for each personnel based on work hours spent beyond the regular work hours, computed as follows:

$$\text{Estimated Honoraria} = [\text{Salary}/\text{Month}] [(1 \text{ Month}) / (22 \text{ Dayst})] [1 \text{ Day} / (8 \text{ Hours})] T \text{ hours}$$

Where:

Salary = Step 1 of the Salary Grade for the designated position

T= estimated numbers of work hours spent in the special project

4.3.2 The total Honoraria that may be paid from government funds for all special projects shall not exceed 25% of the employee's annual basic salary pursuant to Section 44(e) of R.A. No. 10352 and as may be reiterated in subsequent GAAs.

4.4 Department Secretaries, Department Undersecretaries, and Department Assistant Secretaries who are designated to positions in special projects are not entitled to receive Honoraria, as their additional assignments relate to their primary functions and are already paid for and covered by the compensation attached to their positions in the principal office. This is in line with the Supreme Court decision in Civil Liberties Union vs. Executive Secretary, 194 SCRA 317 (1991).

5.0 Honoraria for Lectures, Resource Persons, Coordinators, and Facilitators

Although Section 7(a) of R.A. No. 8439 is not specific, the Implementing Rules and Regulations on R.A. No. 8429 allows the grant of Honoraria to S&T Personnel requested to organize, speak, lecture, or act as resource persons in seminars, workshops, conferences, symposia, trainings, and classroom sessions.

Section 44(b) of the General Provisions of R.A. No. 10352, as may be reiterated in similar provisions in succeeding GAAs, allows the grant of Honoraria to those who act as lecturers, resource persons, coordinators, and facilitators in seminars, training programs, and other similar activities in training institutions, including those conducted by agencies for their officials and employees.

However, if the preparation for and conduct of seminars and training programs are part of the permanent duties and responsibilities of positions, then the incumbents thereof are not entitled to such Honoraria since they have been compensated through their salaries.

The policy guidelines under Budget Circular No. 2007-1 dated April 23, 2007 shall apply to the S&T Personnel concerned:

5.1 Honoraria shall not be granted to S&T Personnel who act as lecturers, resource persons, coordinators, and facilitators within their parent agencies since dissemination of information, clarifying issues and concerns, and interacting with clients and/or implementers of agency mandates are deemed part of the duties and responsibilities of their regular positions.

5.2 Agency heads have the flexibility to determine the rate of Honoraria for the duration of the engagement of a qualified lecturer, resource person, coordinator, or facilitator, within a range of minimum and maximum amounts computed in accordance with the following formula:

$$\begin{aligned} \text{Total Minimum Honoraria} &= (2) [\text{MSRmin}/(1 \text{ Month})] [(1 \text{ Month})/(22 \text{ Dayst})] [1\text{Day}/(8 \text{ Hours})] (2)(T \text{ hours}) \\ &= (0.023) (\text{MSRmin}) (T) \end{aligned}$$

$$\begin{aligned} \text{Total Maximum Honoraria} &= (2) [\text{MSRmax}/(1 \text{ Month})] [(1 \text{ Month})/(22 \text{ Dayst})] [1\text{Day}/(8 \text{ Hours})] (2)(T \text{ hours}) \\ &= (0.023) (\text{MSRmax}) (T) \end{aligned}$$

Where:

MSRmin = monthly salary rate of the lecturer, resource person, coordinator, or facilitator

MSRmax = monthly salary rate of a Professor VI, Step1 of SG-29; to consider the difficulty and complexity of the subject matter, professional qualifications, and position levels of participants

T = number of actual lecture/training hours

First factor (2) = as recognition of expertise on the specialized subject, and excellent interpersonal and communication skills required to make quality and effective presentations

Second factor (2) = to consider hours of preparation for such engagement

6.0 Honoraria/Compensation for Consultancy Services Rendered to the Private Sector

Section 10 of R.A. No. 8439 allows S&T Personnel to render consultancy services to the private sector and to be entitled to Honoraria for such services.

Consultancy services refer to the technical and advisory services rendered by the S&T Personnel outside of the parent agency. It may be in the form of local consultancy, rendered to Filipino-owned/controlled enterprises/entities based locally or abroad, or in the form of foreign consultancy, rendered to foreign-owned/controlled enterprises or institutions based locally or abroad.

6.1 Qualified S&T Personnel

The following S&T Personnel may be authorized to render local or foreign consultancy services:

6.1.1 Those who hold permanent appointments and possess the appropriate education, training, and relevant experience; have rendered a minimum of 2 years continuous service with very satisfactory performance ratings for the last 2 consecutive semestral rating periods in the parent agency; and without pending administrative or criminal cases; and

6.1.2 Contractual and casual personnel who meet all of the qualifications in item 6.1.1, on a selective basis as may be determined by the agency head.

6.2 Instances When Consultancy Services May Be Rendered to the Private Sector

Upon request of a third party expressing the need, urgency, and nature of the consultancy, the rendition of consultancy services to the private sector may be allowed if it redounds to:

6.2.1 The encouragement of active involvement of both the public and private sectors in technology development and utilization to increase productivity and quality of products;

6.2.2 The rendition of expertise, technical know-how and advice as well as the promotion and assistance of technological services;

6.2.3 The increase of awareness and appreciation of the usefulness of science and technology in everyday life;

6.2.4 The expansion and reinforcement of scientific and technical cooperation with the other countries through technical assistance programs in identified priority areas;

6.2.5 The maximum utilization of the benefits of bilateral and multilateral linkages;

6.2.6 The encouragement of private sector to tap government-generated S&T Innovations; and

6.2.7 The increase of hands-on exposure and experience in addressing current S&T-related issues.

6.3 Conditions on the Rendition of Consultancy Services

Consultancy services to the private sector may be allowed provided the following conditions are observed:

6.3.1 The consultancy will not jeopardize or adversely affect the regular operations of the parent agency and the regular duties and responsibilities of an S&T Personnel;

6.3.2 The consultancy will not involve divulging Philippine trade, business, military/national security secrets, and Philippine foreign competitors based locally or abroad;

6.3.3 If the consultancy will be rendered to a multi-national corporation, the latter should be one that does not directly compete with Philippine products, to safeguard the interest of local, micro, small and medium enterprises;

6.3.4 The consultancy services will be rendered to an institution where the S&T personnel has no direct oversight function or supervisory authority/influence on the decision or approval of projects, and where they are not responsible for the evaluation and screening of projects funded by grants from their respective agencies;

6.3.5 Whenever applicable, the corporation or institution where the S&T personnel will be detailed does not use rare, endemic and endangered species of animals and plants including micro-organisms as raw materials in manufacturing their products; and

6.3.6 Whenever applicable, the corporation or institution has established policies/programs on environment protection.

6.4 Period of Consultancy Services

6.4.1 S&T personnel may render local consultancy services for a maximum total of 48 working days per year, on staggered or continuous basis, up to a maximum of 3 consultancies at any one time.

6.4.2 For foreign consultancy to be rendered locally, an S&T Personnel may render services for a maximum of 2 months per year, on staggered or continuous basis. In case of extension, S&T Personnel must file a leave of absence, with or without pay, for a maximum of 10 months, subject to Civil Service laws, rules and regulations.

6.4.3 For foreign consultancy to be rendered abroad, an S&T Personnel may render services for a maximum of 2 months per year, on staggered or continuous basis, while on leave of absence with or without pay. In case of extension, S&T Personnel must file a leave of absence, with or without pay, for a maximum of 10 months, subject to Civil Service laws, rules and regulations.

6.5 Other Conditions

6.5.1 The rendition of consultancy services shall be governed by a tripartite contract among the private sector entity, the parent agency, and the S&T Personnel.

6.5.1.1 The contract shall indicate the duration, nature of consultancy services to be rendered, remuneration, other fringe benefits, and other relevant terms/conditions.

6.5.1.2 The contract shall fully disclose the use of the parent agency's scientific and technological innovations.

6.5.1.3 The contract shall not include any commitment of the resources of the parent agency; otherwise, the contract shall provide for the charging of specific fees for the use of agency resources.

6.6 Honoraria/Compensation for Consultancy Services

The Honoraria/Compensation for consultancy services rendered by S&T Personnel to the private sector shall be determined by the parties to the tripartite contract as provided in item 6.5.1 above.

6.7 Reportorial Requirements

6.7.1 The S&T Personnel concerned shall submit to the parent agency a monthly report on the consultancy services undertaken.

6.7.2 The private sector third party shall provide the parent agency a monthly report of performance of the S&T Personnel concerned.

6.7.3 The agency head shall submit a semi-annual report to the Department Secretary concerned.

7.0 Compensation for Secondment to the Private Sector

Section 11 of R.A. No. 8439 allows the secondment of S&T Personnel to the private sector whenever such services are required.

For purposes of this JC, secondment shall refer to the temporary movement of S&T Personnel holding professional, technical, and scientific positions from one government agency to the private sector or international organization recognized by the Philippine Government.

7.1 Qualified S&T Personnel

The S&T Personnel who may be authorized for secondment should possess the following qualifications:

7.1.1 Holds a permanent appointment;

7.1.2 Has the appropriate education, training, and relevant experience;

7.1.3 Has at least 4 years of continuous and actual service in the parent agency;

7.1.4 With very satisfactory performance ratings for the last 2 consecutive semestral rating periods in the parent agency; and

7.1.5 Without pending administrative or criminal cases.

7.2 Instances When Secondment May Be Allowed

The instances cited in items 6.2.1 to 6.2.7 hereoff shall apply in the secondment of S&T Personnel.

7.3 Period of Secondment

For secondment to a local or foreign private sector entity, an S&T Personnel may render services for a maximum of one (1) year while he/she is on leave without pay in the parent agency.

7.4 Other Conditions

7.4.1 The secondment shall be governed by a tripartite contract among the private sector entity, the parent agency, and the S&T Personnel. The contract shall indicate the duration, nature of services to be rendered, remuneration, other fringe benefits, and other relevant terms/conditions.

7.4.2 The secondment shall not affect the security of tenure nor result in loss of seniority rights.

7.4.3 After the secondment, an S&T Personnel must serve the parent agency for the following duration before another secondment may be authorized.

Period of Secondment	Required Service Period before Another Secondment
9 mos. to 1 year	4 years
6 mos. to less than 9 mos.	3 years
3 mos. to less than 6 mos.	2 years
Less that 3 mos.	1 year

7.4.4 During the period of secondment, an S&T Personnel shall not be entitled to the salaries, allowances, benefits, including Magna Carta benefits under R.A. No. 8439, and incentives attached to the position in the parent agency, and accumulation of leave credits.

7.4.5 In line with Section 11 of R.A. No. 8439, the period of secondment shall be considered as part of government service for purposes of determining retirement benefits. The period of secondment immediately preceding resignation, however, shall not be counted as part of government service.

7.5 Compensation Due to Secondment

Heads of government agencies shall determine the reasonable compensation for the services to be rendered by an S&T Personnel, to be charged the receiving private entity or international organization, subject to the approval of the Department Secretary or equivalent official.

7.6 Responsibilities of the Parties Concerned

7.6.1 The S&T Personnel concerned shall submit to the agency head a monthly report on the activities and accomplishments;

7.6.2 The private sector third party shall:

7.6.2.1 Pay the salary and other benefits due the S&T Personnel;

7.6.2.2 Provide all benefits under R.A. No. 8439 unless otherwise specified in the contract;

7.6.2.3 Grant leave privileges including monetization of leave credits earned by the seconded employee during the period of secondment;

7.6.2.4 Shoulder all mandatory contributions (e.g GSIS, PAG-Ibig, ECC, Philhealth, etc.); and

7.6.2.5 Submit a monthly performance report of the S&T personnel to the parent agency.

7.6.3 The agency head shall submit a semi-annual report to the Secretary of the Department concerned.

8.0 Compensation for Membership in Governing Boards of NGAs Under the DOST and in Inter-Agency Committees Created by Law or Executive Issuance

Although Section 7(a) of R.A. No. 8439 is not specific, the Implementing Rules and Regulations on R.A. No. 8439 allows the grant of Honoraria to members of policy-making bodies composed of representatives from various government, private, and other institutions that provide policy direction in terms of program identification and priority setting, among others.

Such policy-making bodies refer to the sectoral planning councils and the governing boards of agencies under the DOST.

Per existing compensation policy, Honoraria shall be granted to the chair, vice-chare, and members of a governing board if so specified in the pertinent law. Otherwise, Per Diem per meeting shall be the appropriate compensation for the governing boards pursuant to items (4)(e) and (4)(g)(ii) of JR No. 4.

8.1 The rates of Per Diem per meeting shall remain the same as those for the Honoraria previously granted under item 3.3 of DOST Memorandum Circular No. 001 series of 2009, and shall remain in force until amended by a Budget Circular to be issued to standardize Per Diem rates of governing boards of NGAs.

8.2 The chair, the vice-chair, and members of governing boards from the public sector who are appointed by the President of the Philippines may be granted Per Diem per meeting actually attended at rates provided under sub-item 8.1 of this JC.

8.3 Department Secretaries, Department Undersecretaries, and Department Assistant Secretaries and other officials who are ex-officio chairs, vice-chairs, and members of governing boards are not entitled to Per Diem per meeting, in line with the Supreme Court ruling in G.R. No. 83896 and G.R. No. 83815, as consolidated, dated February 22, 1991. Such ex-officio positions are actually and in legal contemplation part of the principal office. They act in such capacities without further warrant or appointment.

8.4 The alternates/representatives of those under sub-item 8.2 are also not entitled to Per Diem per meeting in view of the Supreme Court rulings in G.R. No. 138489 dated November 29, 2001, and G.R. No. 147392 dated March 12, 2004, that such alternates/representatives should not have better rights than their principals.

8.5 The elective and/or appointive chair, vice-chair, and members from the private sector who are appointed by the President of the Philippines or by authorities as provided for by law, may be granted Per Diem per meeting actually attended at the rates under sub-item 8.1 of this JC.

8.6 Reimburse Expenses

The ex-officio, appointive and elective chair, vice-chair, and members of governing boards may be reimbursed of actual and reasonable expenses necessary to attend board meetings, but only for the following items:

8.6.1 Transportation expenses in going to and from the place of meeting;

8.6.2 Travel expenses during official travel, subject to pertinent guidelines;

8.6.3 Communication expenses; and

8.6.4 Meals during meetings.

9.0 Hazard Allowance

Hazard Allowance is an additional compensation for performing hazardous duties and for enduring physical hardships in the course of performance of duties.

As a general compensation policy, and in line with Section 7(c) of R.A. No. 8439, S&T Personnel whose nature of duties and responsibilities, actual services, and location of work expose them to great danger, occupational risks, perils to life, and physical hardships, may be granted Hazard Allowance, but only during periods of actual exposure to hazards and hardships.

9.1 Hazard Allowance may be granted to S&T Personnel if they are at high risk or low risk to hazards as defined below.

⁴Chairman – P8,800 per meeting actually attended; Vice-Chairman/Member – P8,300 per meeting.
The Honoraria/Per Diem may be given for a maximum of two (2) meetings per month.

9.1.1 High Risk to Hazard – S&T Personnel that are at high risk to hazards are those that have direct and unavoidable exposure in the following areas:

9.1.1.1 Work areas including laboratories and service workshops that pose risks or dangers to health and safety due to dangerous working conditions or environmental elements such as: contaminants; ionizing radiation; electromagnetic radiation, communicable and contagious diseases; combustible, explosive, reactive, corrosive, and toxic chemicals and biological substances; absence of adequate supply of safe and potable water; and operation of hazardous equipment;

9.1.1.2 Remote areas, depressed areas, and hardship posts characterized by difficult terrain, distance, inconvenience of travel due to bad roads and conditions of the terrain, isolation, inaccessibility, and extreme weather conditions;

9.1.1.3 Embattled or strife-torn areas which are sites of armed encounters between government troops and enemy forces and/or enemy-initiated attacks, raids, or ambushes, as may be declared by the Department of National Defense;

9.1.1.4 Work areas under state of calamity or emergency where there are: earthquake, tsunami, volcanic activity/eruption, lahar and pyroclastic flows, floods, landslides and other natural hazards; and,

9.1.1.5 Work areas that are considered natural danger zones.

9.1.2 Low Risk to Hazards – S&T Personnel that are at low risk to hazards are those exposed to less degree of occupational risks, perils to life, or physical hardships such as: in work areas in prison camps, drug rehabilitation centers and mental health institutions; or in frequent interaction with employees working in the laboratory or highly hazardous areas.

9.2 The Hazard Allowance for a month shall be based on the degree of risk to hazards, as specified in sub-items 9.1.1 and 9.1.2 above, and the number of workdays of actual exposure over 22 workdays in a month, at rates not to exceed 30% of monthly basic salary. In case of exposure to both high risk and low risk to hazards, the Hazard Allowance for the month shall be based on only one risk level, whichever is more advantageous to the S&T Personnel.

Rates of Hazard Allowance

Level of Risk	High Risk	Low Risk
Actual Exposure		
15 or more days	30% of monthly basic salary	15% of monthly basic salary
8 to 14 days	23% of monthly basic salary	12% of monthly basic salary
Less than 8 days	15% of monthly basic salary	10% of monthly basic salary

9.3 For non-DOST personnel, Hazard Allowance shall be granted only to those certified by the DOST Secretary as entitled to this benefit.

10.0 Subsistence Allowance

Section 7(d) R.A. No. 8439 entitles S&T Personnel to Subsistence Allowance

The following rationalized rules shall apply:

10.1 S&T personnel who are required to render services within the premises of offices, laboratories, field operations centers, research and development centers, and other S&T facilities, and to make their services available at any and all times may be entitled to Subsistence Allowance.

10.2 S&T Personnel under the following circumstances are not entitled to Subsistence Allowance:

10.2.1 When not required to make their services available at all times such that they can leave their work stations during break-times;

10.2.2. with or without pay;

10.2.3 While on official travel and entitled to travel expenses under E.O. No. 298 and as amended; and

10.2.4 While attending trainings, seminars, workshops, and similar activities where meals are provided.

10.3 The Subsistence Allowance for an S&T Personnel shall be:

10.3.1 P150 for each day (8 hours) of actual full time service; and

10.3.2 P75 for each half-day (4 hours) of actual service.

10.4 For services of less than 4 hours, the employee shall not be entitled to Subsistence Allowance

11.0 Laundry Allowance

Section 7(e) of R.A. No. 8439 provides that Laundry Allowances shall be granted to S&T Personnel.

The following rationalized rules shall apply:

11.1 S&T Personnel assigned in offices, laboratories, field operation centers, research and development centers, and other S&T facilities and who are required to wear personal protective clothing or uniforms at all times while working, in order to provide them the required degree of protection at work, while reassuring clients of their professionalism, competency, and identity, may be granted Laundry Allowance to defray the cost for washing and pressing the uniform/protective clothing.

11.2 An S&T Personnel who rendered actual service on all workdays in a month may be granted Laundry Allowance at P500 per month.

11.3 An S&T Personnel who rendered less than a month of actual service may be granted the Laundry Allowance for the month, La, corresponding to the number of days of actual services rendered, D, computed by using the following formula:

$$LA = [P500 / (1 \text{ Month})] \cdot [(1 \text{ Month}) / (22 \text{ Dayst})] \cdot (D \text{ days of actual services rendered})$$

To simplify, $LA = (22.727)(D)$

12.0 Free Living Quarters or Quarters Allowance

12.1 In view of Section 7(f) of R.A. No. 8439, S&T Personnel on duty in laboratories, research and development centers, and other S&T facilities, shall be entitled to Free Living Quarters within government facilities where they are stationed, provided, that their residences are outside of the 50-kilometer radius from such government facilities.

12.2 Availment of Free Living Quarters shall be subject to the availability thereof, and shall include telephone, water, and electricity for basic needs.

13.2 In the absence of Free Living Quarters, each qualified S&T Personnel shall be granted Quarters Allowance at the prevailing rental rate in the locality, until Free Living Quarters are available.

13.0 Longevity Pay

Section 7(g) of R.A. No. 8439 provides that a monthly Longevity Pay equivalent to 5% of the current monthly basic salary shall be paid to S&T Personnel for every 5 years of continuous and meritorious services as determined by the Secretary of the Department.

To rationalize the grant of Longevity Pay, the following rules shall be observed:

13.1 To be entitled to the Longevity pay, the S&T Personnel who holds a position in the agency plantilla of regular positions shall have rendered at least satisfactory performance on all rating periods covered by the 5-year period, and has not been found guilty of any administrative or criminal case within said period.

13.2 The Longevity Pay already received by S&T Personnel as of the effectivity of this JC pursuant to sub-section 9.2 of the Implementing Rules and Regulations of R.A. No. 8439, shall be continually received and not diminished. Any subsequent adjustment of Longevity Pay on or after the effectivity of this JC shall be based on the monthly basic salary of the employee as of every 5-year milestone prescribed herein.

13.3 An S&T Personnel hired on or after the effectivity of R.A. No. 8439 shall be granted the first Longevity Pay, LP1, on the day after reaching the first 5 years as S&T Personnel, subject to sub-item 15.2 hereof. Subsequent adjustments in LP shall be granted every 5 years thereafter.

13.4 An S&T Personnel hired on or after the effectivity of this JC, and duly certified by DOST, may be granted LP after completion of 5 years of service as S&T Personnel, subject to the conditions set in sub-item 13.1 hereof.

13.5 The grant of Longevity Plan to an S&T Personnel on leave of absence with or without pay for more than 3 months shall be deferred corresponding to the period of leave of absence in order to complete the service and performance rating requirements.

13.6 An S&T personnel previously granted Step Increment Due to Length of Service shall no longer be granted subsequent Step Increment Due to Length of Service in view of the prohibition in item (4)(d) of JR No 4. Likewise, an S&T Personnel hired on or after the effectivity of this JC shall not be granted Step Increment Due to Length of Service.

13.7 The first Longevity Pay, LP1, shall be based on the monthly basic salary, S1, as of the LP1 effectivity, upon completion of the first 5 years of service as S&T Personnel. The second Longevity Pay, LP2, shall be based on the monthly basic salary, S2, as of the LP2 effectivity and so on. The total Longevity Pay, LPT, at any given time shall be the sum of LP1 to the latest Longevity Pay, LPn. Thus,

$$LP1 = (0.05)(S1)$$

$$LP2 = (0.05)(S2)$$

$$LPn = (0.05)(Sn)$$

$$LPT = LP1 + LP2 + \dots LPn$$

13.8 The LP shall be a separate benefit not integrated into the basic salary.

14.0 Salary Increase for Retirement Benefit and Terminal Leave Benefit Purpose

14.1 Upon retirement, an S&T Personnel shall automatically be granted one (1) salary grade higher than his/her basic salary and retirement benefits shall be computed on the basis of the highest salary received, pursuant to Section 14 of R.A. No. 8439.

14.2 Consistent with the clarification on a similar issue expounded in the "Primer on the GSIS Act of 1997 (RA 8291)," the effectivity of the 1 salary grade increase "upon retirement" shall take effect on the last day of service of the retiring S&T Personnel. This will affect the computation of:

14.2.1 Retirement gratuity under R.A. No. 1616 which is based on the highest salary received (but with negligible effect on the computation of the retirement benefits under R.A. No. 660, Presidential Decree No. 1146, and R.A. No. 8291); and

14.2.2 Terminal Leave Benefit.

14.3 If the position of an S&T Personnel is covered by R.A. No. 6758, as amended, the 1 salary grade increase on his/her last day of service shall be based on the applicable salary schedule for the NGA or GOCC concerned. For example, if the salary of an S&T Personnel is at SG-18, Step 7, it shall be adjusted to SG-19, Step 7.

14.4 If the position of an S&T Personnel is not covered by R.A. No. 6758, as amended, the 1 salary/job grade increase on his/her last day of service prior to retirement shall be based on the salary schedule authorized for the agency.

15.0 General Conditions on the Grant of Magna Carta Benefits

15.1 The grant of compensation-related Magna Carta benefits to S&T Personnel shall be subject to availability of funds. In case of insufficiency or lack of funds, the benefits may be granted at lower rates which shall be applied uniformly or proportionately to all S&T Personnel concerned in an agency.

The agency head shall determine the priority benefits that can be supported by available funds.

15.2 S&T Personnel shall not be entitled to back Magna Carta benefits for prior years.

15.3 The prohibition on double compensation under Section 8, Article IX-B of the Philippine Constitution, and the prohibition against double benefits under Section 13 of R.A. No. 8439 shall be complied with.

16.0 Fund Sources

16.1 For NGAs including SUCs:

16.1.1 The amounts required for payment of Magna Carta benefits shall be charged to the respective agency appropriation/budgets. The augmentation thereof from any available savings of the agency concerned shall be subject to the approval by the DBM pursuant to Section 41 of R.A. No. 10352, and to similar general provisions in subsequent GAAs.

16.1.2 In succeeding years, the requirement for Magna Carta benefits of S&T Personnel in national government agencies concerned shall be provided for in the budget.

16.1.3 The Magna Carta benefits for contractual and casual personnel shall be charged against the respective agency lump sum appropriations from which their salaries or wages are drawn.

16.2 For GOCCs, the amounts required shall be charged against their respective corporate funds in the approved corporate operating budgets.

16.3 Any funding requirement for compensation-related Magna Carta benefits, borne out of working arrangements with the private sector, shall be charged against the funds of private sector entities involved in the agreements.

17.0 Responsibilities of Agency Heads

17.1 Agency Heads shall be held responsible for the proper implementation of the provisions of this JC.

17.2 They may issue such agency internal guideline providing specific criteria and administrative procedures on the grant of each Magna Carta benefit as supplement to this JC.

17.3 They shall be held liable for any grant or payment of Magna Carta benefits not in accordance with the provisions of this JC without prejudice, however, to the refund of any undue payment received by the S&T Personnel concerned.

18.0 Cases for Resolution

Cases not covered by the provisions of the JC shall be referred to the DBM for resolution, in coordination with the DOST.

19.0 Repealing Clause

All existing provision of circulars or issuances on the grant of compensation-related Magna Carta benefits to S&T Personnel that are inconsistent with the provisions of this JC are repealed or superseded accordingly.

20.0 Effectivity

This Joint Circular shall take effect immediately.

FLORENCIO B. ABAD
Secretary
Department of Budget and Management

MARIO G. MONTEJO
Secretary
Department of Science and Technology

DOST ADMINISTRATIVE ORDER NO. 010
Series of 2015

Subject: GUIDELINES ON THE HONORARIA RATES TO SCIENTISTS, ENGINEERS, RESEARCHERS, AND OTHER SCIENCE AND TECHNOLOGY (S & T) PERSONNEL

In the exigency of service and for the purpose of clarifying the guidelines on the computation of honoraria benefits to S & T officials/employees in the government, the following rules should be strictly observed:

1.0 Honoraria for S & T Activities

Pursuant to section 7 (a) of Republic Act No. 8439, series of 1997 otherwise known as the "*Magna Carta for S & T Personnel*" in relation to section 55 (d) of Republic Act No. 10651, series of 2015 otherwise known as the "*General Appropriation Act of 2015*" (GAA 2015), S & T Personnel who rendered services beyond the established regular workload of scientists, technologists, researchers and technicians whose broad and superior knowledge, expertise or professional standing in a specific field contributes to productivity and innovativeness shall be entitled to receive honorarium subject to the rules set by the Department.

Section 3 (b0 of R.A. No. 8439 defined S & T activities as those that involve:

- 1.1 research and development services;
- 1.2 scientific and technological services;
- 1.3 S & T education and training;
- 1.4 S & T technical support services; and
- 1.5 support services rendered by DOST S & T personnel provided that they have obtained at least twelve (12) academic units in science, engineering, related courses, or completed any appropriate training, as may be determined by the DOST Secretary.

2.0 Honoraria for Special Projects

In accordance with Section 55 (e) of the GAA 2015 honoraria may be paid to officials and employees assigned to "*Special Projects*" provided that the following conditions shall be met:

2.1 Said special projects are reform-oriented or developmental, contribute to improvement of service delivery and enhancement of the performance of the core functions of the agency, and have specific timeframes and deliverables in accomplishing objectives and milestones set by the agency for the year; and

2.2 Such assignment entails rendition of work in addition to, or over and above, their regular workload. However, in these instances, the rates of honoraria shall depend on the level of responsibilities, nature of work rendered, and extent of individual contribution to produce the desired outputs: PROVIDED, that the total honoraria received from all special projects shall not exceed twenty-five percent (25%) of the annual basic salaries.

In connection thereto, Item 4.1 of the DBM-DOST JC No. 1. S. 2013, "*special projects*," as defined in the GAA, is further particularized as follows:

- a) High technology solutions in the event of national emergencies, national security threats, public safety threats, public health crises, and natural calamities;
- b) Collaborative undertakings between or among agencies of the national/local government for the improvement of critical and priority public services;
- c) Projects assigned on ad-hoc basis by the office of the President, in view of the exigencies of the service;
- d) Collaborative undertakings between DOST and the private sector; and
- e) Memberships in technical panel, steering committees, councils, and other equivalent national technical advisory bodies.

The JC further provides that “*special projects*,” as enumerated in Item 4.1 of the JC, are covered by the 25% cap set in the applicable GAA.

3.0 Application/ Ramification

The 25% cap pertains only to the “*special projects*” defined in Section 55 (e) of the GAA 2015 and Item 4.1 of the DBM-DOST JC No. 1, series of 2013. Any and all other honoraria sourced from “science and technological activities” beyond the established workload [Section 55 (d) of the GAA 2015], are not covered by the proscription as this is not the intention of the law.

4.0 Coverage

This Order covers the personnel in National Government Agencies (NGAs), including State Universities and colleges (SUCs), and Government-Owned and Controlled Corporations (GOCCs), either covered or not covered by R.A. 6758 or otherwise known as the “*Compensation and Position Classification Act of 1989*” as enumerated in the DBM-DOST JC No. 1, series of 2013.

For guidance.

(Signed) **MARIO G. MONTEJO**
DOST Secretary

**GUIDELINES FOR ANNUAL SEARCH FOR
OUTSTANDING RESEARCHER AND OUTSTANDING EXTENSIONIST**

I. Rationale

The Benguet State University conducts a search for Outstanding Researcher and Outstanding Extensionist from among its RDE personnel to recognize contributions of personnel in the field of Research, Development and Extension Services of the University. The search aims to motivate and give recognition to those engaged in Research and Extension.

The award is given annually during the University Charter/Foundation Day.

II. Objective of the Award

1. To give recognition to employees of Benguet State University who have exemplary accomplishments in research, development and extension.

2. To select outstanding researchers and extensionists who will serve as models for the research and extension professions.

III. Qualifications

1. The search is open to all full-time and permanent RDE personnel at BSU who have rendered at least five years of permanent service prior to the nomination.

2. The following are disqualified:

- a. Those with pending criminal, civil and/or administrative cases;
- b. Those with performance ratings of below Very Satisfactory (VS); and
- c. Members of the Search Committee.

3. Candidates should be duly nominated by the local search committee or a college, academic institute or Research and Training Institute/Center.

IV. Criteria for Evaluation

1. Criteria for Outstanding Researcher

a. Accomplishments: (for the last five years)	60%
a1. Technology developed/significant information generated	20%
• Technology/Invention (1 = 0 points)	
• New information (2 = 20 points)	
a2 Publications	20%
• Refereed Journals (1 = 5 points)	
• Books (1 = 20 points)	
• Series (1 = 5 points)	
• CD ROMs (1 = 5 points)	
a3 Awards received	20%
• Local (1 = 10 points)	
• Regional (1 = 20 points)	
• National (1 = 20 points)	
• International (2 = 20 points)	
*Group award: Senior Leader = 50% of the total 20%	
b. Impact/Adoption of Technology Generated	30%
b1. Copy of documents showing his/her involvement in research work (i.e. as resource person in training, institutional participation/ linkages and consultancy services)	10%
• 21 and above = 20%	
• 18 – 20 = 15%	
• 15 – 17 = 10%	
• Less than 15 = 5%	
b2. Copy of certificates and other evidences showing innovative and significant approaches in research work and publication of IEC materials	10%

b3. Copy of documents showing technologies extended from various interest groups 10%

Classify involvement in training as:

- Resource speaker/Training (3 points/training)
- Facilitator (1 point)
- Paper presenter (3 points)
- Farm demonstrator (3 points)
- Coordinator/organizer (2 points)
- Consultancy (3 points)

Classify participants as:

- Professional technicians
- Farmers
- Students

c. Educational and Professional Advancement 5%

- PhD (10 points)
- MS (7 points)
- BS (5 points)

c1. Certified true copy of transcript of records or diploma for the highest degree attained or the degree being pursued

c2. Certificate of participation in any advanced training, seminar or workshop attended in the last five (5) years related to research activities

c3. Certificate of membership in any professional organization related to research activities

d. Personal Qualities and Character 5%

Performance Evaluation System (PES) for the last five years

- Excellent/Outstanding (5 points)
- Very satisfactory (4 points)
- Satisfactory (3 points)

2. Criteria for Outstanding Extension Worker

a. Extension Involvement 60%

a.1 Extension Involvement = 8% to get a total of 40%

- Community/institutional assessment of the nominee in the area (province, municipality, or barangay) and institution where extension work has been conducted and participated, respectively.

- Certified copy of workload and/or designations within the last two years workload for the period that extension was conducted

21 and above = 20%
18 – 20 = 15%
15 – 17 = 10%
Less than 15 = 5%

b. Impact of Extension Service Rendered 30%

- Copy of documents showing his/her involvement in extension work (i.e. as resource person in training, community involvement, student involvement, institutional participation/ linkages, and consultancy services)

- Copy of certificates and other evidences showing innovative and significant approaches/models in extension work (demonstration projects and publication of IEC materials).

- Copy of documents showing technologies extended from various interest groups.

Classify involvement in training as:

- | | |
|---|------------|
| <input type="checkbox"/> Resource speaker/trainer | - 3 points |
| <input type="checkbox"/> Facilitator | - 1 point |
| <input type="checkbox"/> Paper presenter | - 3 points |
| <input type="checkbox"/> Farm demonstrator | - 3 points |
| <input type="checkbox"/> Coordinator/organizer | - 2 points |
| <input type="checkbox"/> Consultancy | - 3 points |

Classify training as:

- | | |
|--|-----------|
| <input type="checkbox"/> Local | - 1 point |
| <input type="checkbox"/> National | - 1 point |
| <input type="checkbox"/> Regional | - 1 point |
| <input type="checkbox"/> International | - 1 point |

Classify participation as:

- | |
|---|
| <input type="checkbox"/> Professional technicians |
| <input type="checkbox"/> Farmers |
| <input type="checkbox"/> Students |

25 and above	= 30%
20 – 24	= 25%
15 – 19	= 20%
Less than 10	= 15%

c. Educational and Professional Advancement

5%

- Certified true copy of transcript of records or diploma for the highest degree attained or the degree being pursued
- Certificate of participation in any advanced training, seminar or workshop attended for the last five (5) years related to extension activities.

PhD	- 10 points
MS	- 7 points
BS	- 5 points

d. Personal Qualities and Character

5%

- Performance Evaluation System (PES) for the last two years

Excellent/Outstanding	- 4 points
Very satisfactory	- 4 points
Satisfactory	- 3 points

V. Prizes

The awardee shall receive a plaque of recognition and a cash prize of Php 10,000.00

VI. Search Procedure

1. A nominating unit (College, Academic Institute or Research and Training Institute/Center) creates its own local search committee composed of three or more members.

2. After a nominee has been identified, the local search committee shall fill up the nomination form and forward the same including all supporting documents in six copies to the University Search Committee (USC) on or before the deadline set for the year.

3. The University Search Committee (USC) shall then select three finalist who shall be interviewed to further classify issues if any, and to gauge/validate personal qualities and character of the nominees. Out of the three finalists, the USC shall select the Outstanding Researcher and Outstanding Extensionist awardees. In case of a tie, both awardees shall be given a Plaque of Recognition but will equally share the cash prize of Php 10,000.00. The University Search Committee shall be composed of the Vice President for Research and Extension as Chairman, the Special Assistant for the OVPRE as Secretary, the Director of Research, Director of Extension, BSUEA President, Human Resource Management Officer, the Directors/research institutes/academic institutes and Deans of colleges who have no nominees, as members.

4. The decision of the University Search Committee shall be final and unappealable.

GUIDELINES FOR ANNUAL SEARCH
FOR OUTSTANDING RESEARCH AND EXTENSION MANAGER

VII. Coverage

1. R&E Institute/Center/Office Director or Assistant Directors
2. Division/Section Chiefs
3. Deans
4. Program Leaders

VIII. Criteria

The Presidential Citation/Award on Research Management will be given based on the following criteria:

1. Performance Evaluation

- A. Educational and Professional Advancement (5%)
 - A1. Ph.D. (10%)
 - A2. MS (7%)
 - A3. BS (5%)
- B. Human Resources Development (10%)
 - B1. Subordinates sent to pursue degree programs (5%)
 - B2. Subordinates sent to pursue training and non-degree programs (5%)
- C. Promotions/Awards (15%)
 - C1. Promotions (3%)
 - C2. Incentives Award (3%)
 - C3. Awards Received by the Staff (3%)
 - C4. Awards Received by the Office/Organization (3%)
 - C5. Attendance to Seminars/Conferences Abroad/National (3%)
- D. Capability to Generate Resources (15%)
 - D1. More than Php 1.5 Million (8%)
 - D2. Php 501,000 – 1.5 Million (5%)
 - D3. Php 300,000 – 500,000 (2%)
- E. Policy Advocacy/Innovations to Enhance Effectivity of the Agency (10%)
- F. Local and International Linkages Established (15%) (MOAs/MOUs signed)
 - F1. International (8%)
 - F2. National (5%)
 - F3. Regional (2%)
- G. Information/Technologies Generated which have been Adapted by Clientele (15%)
- H. Membership in Professional Organizations (5%)
 - H1. As Member (2%)
 - H2. As Officer (3%)
- I. Awards Received as R&D Implementor/Manager (10%)
 - I1. As Implementor or Main Worker (5%)
 - I2. As Manager/Supervisor (5%)

2. The University Praise Committee shall be tasked to evaluate Presidential Citations on Research and Extension Management

3. The award will be in the form of a Plaque of Recognition plus P10,000.00 cash award and will be given every year during the celebration of the University Charter Day.

**Republic of the Philippines
BENGUET STATE UNIVERSITY
La Trinidad, Benguet**

OFFICE OF THE PRESIDENT

**Administrative Memorandum No. 12 Series of 2016
May 2, 2016**

**TO : ALL VICE-PRESIDENTS, COLLEGE DEANS, ACADEMIC INSTITUTES DIRECTORS,
DEPARTMENT CHAIRS, FACULTY, STAFF, AND STUDENTS**

SUBJECT : GUIDELINES ON THE CONDUCT OF STUDENT RESEARCH CONGRESS

1. The Revised Research and Extension Manual of Operations (REMO) which was approved under Board of Regents Resolution Number 2441, s. 2015 provides for the conduct of a Student Research Congress to be held in the month of June every year before the Achievement and Recognition Program. The purpose of this activity is to select the Best Undergraduate and Graduate Theses/Research Papers. Winners from each category shall be given the award during the University Achievement and Recognition Program.

2. The purpose of the Student Research Congress shall however be seen beyond being an academic requirement but rather to also serve as a motivation for the students to pursue excellence in research and eventually write and present their respective research papers in local and international fora.

3. There are two levels of competition: College Level and University Level.

4. The Student Research Congress shall be conducted every month of June.

A. College Student Research Congress

The College Student Research Congress will be a venue for the presentation of researches conducted by the students.

A.1 Scope of the Competition

1. The competition is open to all graduating students of the College/Academic Institutes/Open University
2. There are two categories: Undergraduate and Graduate Students
3. Entries will be classified either Technical or Social Research

A.2 Mechanics of Selection of Entries

Preparation of Entries

1. The student shall prepare a research paper based from his/her thesis/research manuscript following the BSU Research Journal format
2. The student/s shall be the first author/s, with the Adviser as Co-author

A.3 Selection of College/Academic Institute/OU Entries

1. Each Department under the College/Academic Institute/OU shall evaluate and select its entry/ies from its graduating students with approved manuscripts.
2. One individual thesis or 1 group thesis or 1 research paper (for non-thesis degree courses but research is a required subject) shall be equivalent to one entry; For group thesis, only one student will present
3. The Department Chair shall indorse the Department entry/ies to the College Dean/Academic Institute Director/OU Director
4. The College/Academic Institute/OU shall schedule its Student Research Congress anytime

between June 1-15 every year

5. Qualified entries shall present their research through Oral Presentation.

A.4 Oral Presentation

1. The student must be the one to present his/her paper.

2. A total of 20 minutes will be allotted per presentation. Each presenter will be given 15 minutes for the oral presentation. Five minutes will be allotted for the Question and Answer portion. The questions will come from the Board of Judges. If time permits, questions from the audience can be entertained.

3. Rapporteurs will remind the presenter of the time left for the presentation: 5 minutes and 2 minutes to wrap up the presentation.

4. The College/Academic Institute/OU shall constitute the Board of Judges who may come from its roster of experts or may invite experts from other Colleges in the University. A minimum of three and a maximum of five shall constitute the Board of Judges.

5. Advisers of qualified entries are disqualified to be members of the Board of Judges.

A.5 Selection of Winners

1. To qualify for the award, presenters should have earned a score of at least 85%.

2. The decision of the Board of Judges is final and non-appealable.

3. Winning papers shall be published in the BSU Research Journal.

A.6 Prizes (per Category)

Cash prizes will be given per College/Academic Institute/OU (P6,000 each for Science & Technology and Social Research)

1. Best Thesis/Best Research Paper – P3,000.00 + Certificate of Recognition

2. 2nd Place –P2,000 + Certificate of Recognition

3. 3rd Place – P1,000 + Certificate of Recognition

B.University Student Research Congress

The University Student Research Congress will be the avenue for the presentation of student researches that have won in the College Student Research Congress. This will be conducted after the College Student Research Congress but before the University Recognition/Achievement Day.

The University Student Research Congress will be coordinated by the R&E Sector in collaboration with the Colleges/Academics Institutes/Open University.

B.1 Scope of the Competition

1. Winners (1st, 2nd and 3rd) from both the Undergraduate and Graduate Categories will compete in the University Student Research Congress

2. There will be two categories: Undergraduate and graduate

3. Entries will be classified as Technical or Social Research

B.2 Mechanics

a. All three winners in the College Student Research Congress will compete in the University Student Research Congress.

b. Winners from the Colleges/Academics shall be endorsed by their respective Deans/Directors

to the OVP-R&E.

- c. The student must be the one to present his/her paper.
- d. A total of 20 minutes will be allotted per presentation. Each presenter will be given 15 minutes for the oral presentation. Five minutes will be allotted for the Question and Answer portion. The questions will come from the Board of Judges/Evaluators. If time permits, questions from the audiences will be entertained.
- e. Rapporteurs will remind of the time left: 5 minutes and 2 minutes to wrap up the presentation.
- f. The Evaluation Criteria used in the College Level will also be used for the University Student Research Congress.
- g. The University shall invite external evaluators as Board of Judges.

B.3 Selection of Winners

- a. To qualify for the award, presenters should have earned a score of at least 85%
- b. Decision of the Board of Judges are final and non-appealable.

B.4 Prizes

Cash prizes will be given for both the Graduate and Undergraduate Categories (Technical Science & Technology and Social Research)

- a. Best Thesis – P5,000.00 + Certificate of Recognition
- b. 2nd Place – P3,000 + Certificate of Recognition
- c. 3rd Place – P2,000 + Certificate of Recognition

C. The following should be the research paper format to be followed:

I. Basic Information

Complete Title of the Thesis:

Name of Student:

Email address:

Adviser:

Department:

Category:

II. Technical Description

a. Abstract

b. Introduction (Statement of the Problem/Objectives including conceptual framework as necessary for multi-discipline/integrative studies only)

c. Methodology

(for S&T)

- Research Design
- Experimental Procedure (summary)
- Statistical Analysis (if any)

(for social research)

- (include conceptual framework as necessary)
- Research Design
- Sampling
- Data/Statistical Analysis

(for Multi-disciplinary/Integrative Studies)

- Research design
- Sampling and procedure
- Data/Statistical Analysis

d. Results and Discussion

e. Conclusions and Recommendations

f. Literature Cited

D. The criteria for the selection of Best Student Thesis/Research Paper (both Undergraduate and Graduate) are as follows:

<p>Research and theoretical farming</p>	<ul style="list-style-type: none"> • Clarity of research inquiry/objectives and well-formulated research questions/hypthesis; • Adequate and appropriate literature review that lead to the establishment of the research inquiry/ gap in the research area and or theoretical framework; • Contribution to scientific knowledge, solution to problem, productivity and cost-effectiveness 	<p>25 % (7.5) (7.5) (10)</p>
<p>Adequacy and efficiency of design and procedures/ methodology and analysis</p>	<ul style="list-style-type: none"> • Clarity and appropriateness of the methodology to answer the research inquiry/objectives; • Efficiency and accuracy of implementation and analysis; • Completeness and quality of analysis 	<p>30% (10) (10) (10)</p>
<p>Discussion, conclusions and recommendations</p>	<ul style="list-style-type: none"> • Accuracy, clarity and depth of interpretation in connection with prior literature; clear and substantive weaving/linking of empirical data with theory and concepts; • Adoptability, replicability and applicability 	<p>25 % (15) (10)</p>
<p>Presentation</p>	<ul style="list-style-type: none"> • Readability, coherence, effective organization and presentation of visual aids; • Oral Presentations <ul style="list-style-type: none"> - Stage presence - Voice modulation - Response to inquiries 	<p>20 % (8) (4) (4) (4)</p>



Republic of the Philippines
Benguet State University
 La Trinidad, 2601, Benguet

EXCERPT FROM THE MINUTES OF THE 176TH REGULAR BSU BOARD OF REGENTS MEETING,
 DECEMBER 3, 2015; 2:00 PM AT BSU ADMINISTRATION CONFERENCE ROOM, LA TRINIDAD,
 BENGUET, LA BENGUET.

II. New Business

A. Matters for Approval

1.2. Research and Extension


1.2.a. Revised Research and Extension Manual of Operation (REMO)

RESOLUTION NO. 2441, s. 2015

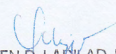
RESOLVED, AS IT IS HEREBY RESOLVED that after careful deliberation the Board approved the revised Research and Extension Manual of Operations (REMO), subject to inclusion of the Board's suggestions

APPROVED

CERTIFIED TRUE AND CORRECT:


 GRACE TAGUBA-BENGWAYAN
 University/Board Secretary V

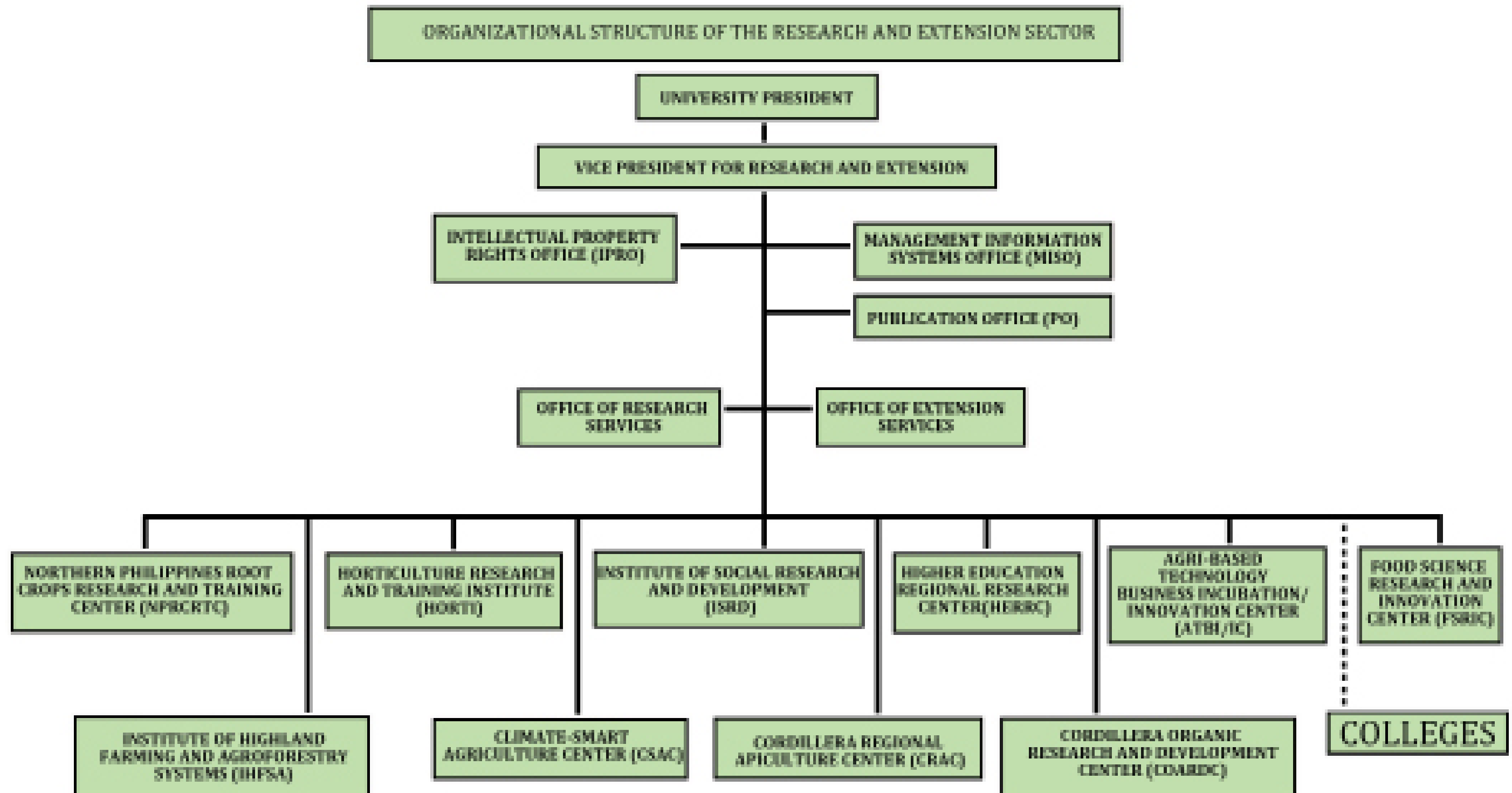
NOTED :


 BEN D. LADILAD, Ph.D., CESO III
 BSU, University President
 Vice Chair, BSU-BOR

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