



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

IMPLEMENTATION

The Institution:

- i.1. allocates adequate funds for the conduct of faculty and student research



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Sta. Mesa, Manila

PUP Communication Tracking System
#2015933282
Tracking Number

August 12, 2015

Paulillo, Robert
08-27-15 9:00

SPECIAL ORDER
No. 2042, s. 2015

Pursuant to the provisions of Section 64 of P.D. No. 1445, the herein-named Lead Proponents/Disbursing Officers, this University, are hereby authorized to hold a cash advance amounting to **THREE HUNDRED SIXTY FOUR THOUSAND PESOS ONLY (P364,000.00)**, to defray expenses to be incurred in connection with the *Research Proposals*, broken down as follows:

Research Title	Lead Proponent & College	Approved Research Budget		
		MOOE	Honoraria	Total
1. Lung Disease Identification and Classification through Neural Networks	Engr. Orland D. Tubola College of Engineering	P196,000.00	P138,000.00	P334,000.00
2. Correlational Analysis on the PUPCET Scores and High School Academic Performance of Freshmen Students in the College of Social Sciences and Development	Asst. Prof. Norie L. Maniego College of Social Sciences and Development	P11,000.00	P19,000.00	P30,000.00
Total				P364,000.00

By the Authority of the Board of Regents:

Emmanuel C. De Guzman
EMANUEL C. DE GUZMAN, PhD
President

Copy furnished:

- Office of the President
- Executive Vice President
- Vice President for Administration
- Vice President for Finance
- Vice President for Academic Affairs
- Vice President for Student Services
- Vice President for Research, Extension, Planning and Development
- Vice President for Branches and Campuses
- COA Auditor
- Director, Internal Audit Office
- Director, Accounting Department
- Director, Fund Management Office
- Director, Budget Services Office

Polytechnic University of the Philippines
INTERNAL AUDIT OFFICE

FOR INSPECTION
By: *[Signature]* Date: *8/16/15*



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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List of Faculty who have conducted and/or are conducting research/es relevant to the Program

Name of Faculty	Title of Research	Duration of Implementation	Funding Source	Status (On-Going/Completed)
Cansino, Julius . De La Cruz, Arvin R. Tenerife Jr., Pedrito M.	Impact Assessment of the Computer Engineering Learning Management System Evaluation	2019 - 2020	Personal	On-Going
Ado, Remedios G. Cansino, Julius .S. Mahaguay, Rolito L. Tenerife, Pedrito Jr. M.	Industry Perception on the Computer Engineering Graduates of the Polytechnic University of the Philippines	2019 - 2020	Personal	On-Going
De La Cruz, Arvin R. Tenerife Jr., Pedrito M.	Design and Development of Banana Fiber Decorticator with Wringer	2018 – 2019	Personal	Completed
De La Cruz, Arvin R.	Optical Character Reader of a Braille Unicode System for the Blind	2018 – 2019	Personal	Completed
De La Cruz, Arvin R.	E-Teaching Assistance Management System (ETAMS) with Educator Stress Determination for K*12, Tertiary, Graduate School and Distance Education	2018 – 2019	Personal	Completed
De La Cruz, Arvin R.	Optical Character Reader for the Blind	2018 – 2019	Personal	Completed
De La Cruz, Arvin R. Tenerife Jr., Pedrito M.	Image-Based Microalgae Cell Identifier and Counter	2018 – 2019	Personal	Completed
Ado, Remedios G. Mahaguay, Rolito L.	Development of e-Bag Wireless Charger for Gadgets	2017 – 2018	Personal	Completed
De La Cruz, Arvin R. Tenerife Jr., Pedrito M.	Design and Development of a Hybrid Photobioreactor for Biomass Production of Spirulina Platensis Species	2017 – 2018	Personal	Completed
Tenerife Jr., Pedrito M. Tubola, Orland D.	The Development of a Hybrid Renewable Energy: Powered Light Bouy System Harnessing Sea Energy Potentials	2017 – 2018	Personal	Completed
Cansino, Julius S. Tenerife Jr., Pedrito M. Fernando, Ronald D. Mahaguay, Rolito L.	College of Engineering Online Class Record	2017 – 2018	Personal	Completed



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Natividad, Ferdinand O. Oquindo, Florinda H.				
Dela Cruz, John R.	Design of a Fuzzy-based Automated Organic Irrigation system for Smart Farm	2016 – 2017	Personal	Completed
Dela Cruz, John R.	Fuzzy-based Decision Support for Smart Farm Water Tank Monitoring	2016 – 2017	Personal	Completed
Tubola, Orland D.	Lung Disease Identification and Classification through Neural Networks	2015 – 2016	Grant in Aid (PUP)	Completed
Remedios G. Ado	Evaluation of SMART Wireless Engineering Education Program (SWEEP): Basis for a Proposed Integrated Model of Collaboration Between Industry and Academe	2014 – 2015	Personal	Completed
Ferdinand O. Natividad	Computer Engineering Laboratory Equipment Reservation and Monitoring System with Mobile Application	2014 – 2015	Personal	Completed
Remedios G. Ado	Engineering Academe Industry Partnership Towards Learning Exploration	2014 – 2015	Personal	Completed
Remedios G. Ado	Mobile Emergency Response Application Using Geolocation for Command Center	2013 - 2014	Personal	Completed
Natividad, Ferdinand O.	Enhanced Voiced Based Cane For The Blind With Anti-Lost Feature For The Resources Of The Blind Inc.	2012-2013	Personal	Completed
Oquimdo, Florinda H.	Groundwater Treatment using Bio-sand Filter in Sitio Centro Brgy. Cogunan Nasugbu, Batangas	2012-2013	Personal	Completed

Prepared by


Pedrito M. Tenerife Jr.



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PB I, 1



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Office of the Vice President for Finance
BUDGET SERVICES OFFICE

RESEARCH & EXTENSION FUND
As of September 12, 2019

Lump-sum budget for Colleges and Branches

Particulars (1)	Allocation (2)	Obligations Incurred (3)	Balance (4) = (2-3)	Estimated Obligations (5)	Balance Net of Estimated Obligations (6) = (4-5)
Research Fund	2,000,000.00	171,908.25	1,828,091.75	587,678.00	1,240,413.75
Extension Fund	2,000,000.00	950,632.25	1,049,367.75	641,006.00	408,361.75
TOTAL:	4,000,000.00	1,122,540.50	2,877,459.50	1,228,684.00	1,648,775.50

BUDGET UTILIZATION RATE: 28.06%

OBLIGATIONS INCURRED:

Research Fund

171,908.25

- 1. 95,780.00 -- conduct of Communication Research Seminar Series 2019 with the theme: Understanding the end-to-end process of Communication Research"
- 2. 3,600.00 -- Faculty Research Colloquium, January 28, 2019. [Rodora Espiritu]
- 3. 7,540.00 -- CL 1st Research Colloquium, February 16, 2019. [Gemy Lito Festin]
- 4. 22,488.25 -- seminar-workshop on Qualitative Research with Dr. Jayeel Cornelio
- 5. 5,000.00 -- seminar-workshop on Qualitative Research with Dr. Jayeel Cornelio
- 6. 21,000.00 -- COC Student Research Colloquium
- 7. 5,500.00 -- reg fee, research abstract entitled: "Multilingual Complaints Test Subcategorization Using Naïve Bayes k-Nearest Neighbors" during 7th International Higher Education Research Forum (IHERF 2019) with the theme: "The Future of Higher Education Research for Industry 4.0" [Ria A. Sagum (ocis)]
- 8. 5,500.00 -- reg fee, research abstract entitled: "The Micro Small Entrepreneurs: Gateway to Economic Development" during 7th International Higher Education Research Forum (IHERF 2019) with the theme: "The Future of Higher Education Research for Industry 4.0" on 'Aug 27-29, 2019 [Jose Marie B. Dipay (itech)]
- 9. 5,500.00 -- reg fee, research abstract entitled: "The Micro Small Entrepreneurs: Gateway to Economic Development" during 7th International Higher Education Research Forum (IHERF 2019) with the theme: "The Future of Higher Education Research for Industry 4.0" on 'Aug 27-29, 2019 [Cleotilde R. Crescini (sto tomas)]

Extension Fund

950,632.25

- 1. 52,500.00 -- CTHM extension proposal entitled: "TRIKE DAY OFF, T.O.D.A. na 'to!' -- Road to Safety and Personality Dev't. Seminar on April to July 2019. [c/o Marietta D. Reyes (cthtm)]
- 2. 14,894.50 -- CTHM extension proposal entitled: "TRIKE DAY OFF, T.O.D.A. na 'to!' -- Chicken Empanada Making. April to July 2019. [c/o Marietta D. Reyes (cthtm)]
- 3. 23,250.00 -- PUP Maragondon extension proposal titled: "Salin Kaalaman: Practical Electricity Skills Development" on September 01, 2019. [c/o Denise A. Abril (maragondon)]
- 3. 38,625.00 -- ITECH extension proposal titled: "Salin Kasanayan (Phase 1: Basic Electronics Servicing and Computer hardware Servicing. May 2019 (2 days) [c/o Prof. Raymond L. Alfonso (itech) & Prof. Josephine M. Dela Isla (itech)]
- 4. 72,634.00 -- PUP Bataan extension proposal titled: "Cooperative Management Training Bag Makers Multi Purpose Cooperatives on June 7 to November 27, 2019 [c/o Dir. Leonila J. Generales (bataan)]



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5. 46,360.00 -- CSSD extension proposal titled: "CSSD Extension and Training Program 2019 "Fundamentals of Cooperatives on June 15-16, 2019. [c/o Nicolas T. Mallari (cssd)]
6. 72,685.00 -- CBA extension proposal titled: "Alay Kasanayan Tungo sa Kaunlaran (Food Processing)" on July 01, 2019 to December 15, 2019. [c/o Jennifer Munsayac (cba)]
7. 40,000.00 -- COC extension proposal titled: "Barangay Konektado Project: Educating the Youth through the use of Technology" on June 2019 to June 2020. [c/o Prof. Kriztine R. Viray (coc)]
8. 30,000.00 -- OUS extension proposal titled: "Action Research Made Easy: A Salin Kaalaman Program for Antipolo City Senior High School -- Phase1: Basic Research Writing, Phase2: Statistical Method, Phase3: Publishing a Research" on July 2019 to December 2019. [c/o Carmencita L. Castolo (ou)]
9. 42,000.00 -- CCIS extension proposal titled: "Computer Training for Small Medium Enterprise (SME's) for Mandaluyong City (Phase 1)" on September 12-13, 2019. [c/o Monina Barretto (ccis)]
10. 27,015.00 -- PUP Lopez extension proposal titled: "Catering 101" on September 15, 2019 to November 20, 2019. [c/o Lesley Ann H. Chan-Magtibay (lopez)]
11. 18,365.00 -- PUP Lopez extension proposal titled: "Agricultural Extension Service on Organic Farming" on September to December 2019. [c/o Leilidyn Y. Zurbarano (lopez)]
12. 73,240.00 -- CHK extension proposal titled: "Get On Your Fir 2019 - Phase 1: Self Defense" to the Parent Advocates for Visually Impaired Children (PAVIC) on September 07, 14, 21, 28, 2019. [c/o Celia M. Rilles (chk)]
13. 46,890.00 -- cost of tarpaulin, documentation, instructional materials etc.
PUP QC extension proposal titled: "Business Management Enhancement Program" [c/o Edgardo S. Delmo (qc)]
14. 64,090.00 -- cost of tarpaulin, documentation, instructional materials etc.
PUP Sto Tomas extension proposal titled: "I.T.'s 4 Every JUAN: I.T. Training para sa Pamublikong Paaralan, Phase 111, Oct. 9-12, 2019 [c/o Rose Anne Reano]
15. 68,363.75 -- cost of tarpaulin, documentation, instructional materials etc.
CAL extension proposal titled: "The Summer Class by Arts and Letters for Ayta-Ambala in Barangay Tubo-Tubo dinalupihan, Bataan, Salin CAL-Alaman tungo sa Kaunlaran Project. August to September 2019, [Jackson Jake Llamas]

ESTIMATED OBLIGATIONS:

Research Fund
587,678.00

1. 22,510.00 -- conduct of Sexual Harassment Prevention and Proper Handling Seminar (gad), Nov. 24, 2018; jan. 25, 2019, PUP - Quezon City, [c/o Firmo Esguerra]
2. 150,000.00 -- research project titled: "Level of National Attachment and National Pride of PUP Manila Students and Their Parents: A 2019 Assessment Study" [Edna Bernabe]
3. 23,848.00 -- 12th Annual Research Awards (ARAW 2019) with the theme: "Pagpapayabong ng Agham at Teknolohiya para sa Sambayanan" [c/o Engr. Orlean G. Dela Cruz, Engr. Joselinda M. Golpeo, Dr. Remedios G. Ado, VPAA Muhi]
4. 32,500.00 -- COC Student Research Colloquium, April 25, 2019, Bulwagang Balagtas. [Angelito Bautista]
5. 199,240.00 -- University-Wide Training with the theme: "Research-Based Transitions Towards Academic Excellence and Productivity", May 22-23, 2019. [Dennis Dumrique]
6. 36,500.00 -- research project proposal titled: "Satisfaction Level on the President's 8-Point Agenda Among Faculty and Students of PUP" [Edgardo S. Delmo]
7. 98,000.00 -- cost of honorarium of 3research assistants for 6months, communication for 6mos,etc. research project entitled: "Practices, Beliefs, and Attitudes of Selected Business Teachers in PUP" [Lilian M. Litonjua (caf)]
8. 780.00 -- cost of am snack for 13pax (full-time), CBA training-workshop for faculty members titled: "Turnitin: Promote Academic Integrity, Improve Students Outcome" on 'Aug 9, 2019; [Aug 3, 2019] (8am-12nn) c/o Dean Raquel G. Ramos (cba)



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	9.	10,150.00	-- cost of food for 35pax, CS Research Colloquium and Echo Seminar 'Aug 7, 2019 c/o Dean Lincoln A. Bautista (cs)
Extension Fund			
641,006.00	-- 1.	52,065.00	-- PUP Lopez extension proposal entitled: "Lingap sa Barangay Project" on February 15 to December 31, 2019. [c/o Veronica S. Almase (lopez)]
	2.	27,227.00	-- PUP Ragay extension proposal entitled: "Municipality of Ragay Livelihood Dev't Training thru Entrepreneurial Facilitation Skills Training on June to September 2019. [c/o May V. Negrite (ragay)]
	3.	15,305.00	-- COED extension project titled: "Research Productivity and Capability Training" on April 23, 2019. [c/o Manolito S. San Jose (coed)]
	4.	70,500.00	-- PUP Mulanay extension proposal titled: "Techno Gabay Program/Project" on July to December 2019. [c/o Adelia R. Roadilla (mulanay)]
	5.	55,790.00	-- CAF extension proposal titled: "Accounting and Finance for Non-Accountants" on May to December 2019. [c/o Lilian M. Litonjua (caf)]
	6.	16,000.00	-- COC extension proposal titled: "CETV Caravan" on June 2019 to June 2020. [c/o Ma. Lourdes DP. Garcia (coc)]
	7.	32,240.00	-- CSSD extension proposal titled: "CSSD Extension and Training Program 2019: How to Organize Cooperative" on August 06-07, 2019. [c/o Nicolas T. Mallari (cssd)]
	8.	33,381.00	-- ITECH extension proposal titled: "The Salin Kasanayan: A Transfer of Knowledge and Technology: House Wiring Training and Transfer/Donation of BEAST (Barangay Alert Signaling Transmitter) Device to Brgy. San Miguel Lobo Batangas" on August 2019 (2-3 days). [c/o Ramir M. Cruz (itech)]
	9.	31,950.00	-- CCIS extension proposal titled: "Computer Training for Small Medium Enterprise (SME's) for Mandaluyong City (Phase 2)" on November 08-09, 2019. [c/o Monina Barretto (ccis)]
	10.	24,900.00	-- PUP Maragondon extension proposal titled: "Salin Kaalaman: Review for Civil Service Examination for the Municipality of Maragondon" on July 23 to August 12, 2019. [c/o Carmelita M. Cauli (maragondon)]
	11.	63,042.00	-- PUP Lopez extension proposal titled: "MATalinong Mamamayan Tungo sa MATagumpay na Bacungan" on September 01, 2019 to December 30, 2019. [c/o Maria Asuncion R. del Castillo (lopez)]
	12.	15,070.00	-- PUP Ragay extension proposal titled: "Municipality of Ragay Literacy Development and Improvement of Grade 5 and 6 Learners through Mind Games Strategies" on August to November 2019. [c/o Ana Maria Gracia J. Genio (ragay)]
	13.	13,487.00	-- PUP Ragay extension proposal titled: "Municipality of Ragay Development Through the Improvement of Barangay Record Information System" on August to November 2019. [c/o Sandata Yet Villareal (ragay)]
	14.	24,781.00	-- CE extension proposal titled: "Salin Kasanayan: A Basic Electrical House Wiring to Brgy. Sto. Niffo, San Mateo Riza" on August 2019. [c/o Remedios G. Ado (ce)]
	15.	25,779.00	-- CE extension proposal titled: "Salin Kaalaman: Solid Waste Management" on September 21, 28, 2019 and October 05, 2019. [c/o Maria Theresa D. Bongulto (ce)]
	16.	3,850.00	-- ITECH extension proposal titled: "Barangay Information Management System for the Brgy. 626 Zone 63 District VI, Manila" on August 01, 2019. [c/o Ramir M. Cruz (itech)]
	18.	65,090.00	-- PUP Sto Tomas extension proposal titled: "I.T.'s 4 Every JUAN: I.T. Training para sa Pampublikong Paaralan - Phase III" on October 09-12, 2019. [c/o Rose Anne L. Reaño (sto tomas)]
	19.	29,305.00	-- PUP Lopez extension proposal titled: "Kumikitang Mamamayan Para sa Kaunlaran ng Bayan" on October to December 31, 2019. [c/o Veronica S. Almase (lopez)]
	20.	9,000.00	-- CAL extension proposal titled: "Tulong Dunong ng Pilosopiya para sa Kabataan: A Salin- CAL-Alaman Tungo sa Kaunlaran" on August 10 & 17, 2019. [c/o Evangelina S. Seril (cal)]
	21.	62,430.00	-- CAL extension proposal titled: "Tulong Dunong ng Pilosopiya para sa Kabataan: A Salin- CAL-Alaman Tungo sa Kaunlaran" on November 15, 16, 22, 23, 2019. [c/o Evangelina S. Seril (cal)]
	22.	77,035.00	-- CS extension proposal titled: "Urban Agriculture at Sinag Center" on August to October 2019. [c/o Arcibel B. Bautista (cs)]




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
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|-----|-----------|--|
| 23. | 68,363.75 | -- CAL extension proposal titled: "The Summer Class by Arts and Letters (SUMMER CAL) for Ayta-Ambala in Barangay Tubo-Tubo Dinalupihan, Bataan: A Salin-CAL-Alaman Tungo sa Kaunlaran Project" on August to September 2019. [c/o Jackson Jake U. Llames (cal)] |
| 24. | 73,500.00 | -- PUP Mulanay extension proposal titled: "Guro-Turo Program/Project" on September to December 2019. [c/o Michael R. Babao (mulanay)] |
| 25. | 18,339.00 | -- PUP Ragay extension proposal titled: "Skills Development on Basic Office System for LGU-Pambayang Pederasyon ng Sangguniang Kabataan (LGU-PPSK)" on August to December 2019. [c/o Dorren D. Arenque (ragay)] |
| 26. | 69,750.00 | -- CL extension proposal titled: "Legal Concept Awareness Program" on September 05 to November 05, 2019. [c/o Gemy Lito L. Festin (cl)] |

Prepared by:


ROSEMAR D. MAMARIL
Budget Officer I

Noted:


FLORENITA E. IMPERIAL
Director

2019.09.12



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BUDGET SERVICES OFFICE

RESEARCH & EXTENSION FUND
As of December 31, 2018

Lump-sum budget for Colleges/Branches

Particulars (1)	Allocation (2)	Obligations Incurred (3)	Balance (4) - (2-3)	Estimated Obligations (5)	Balance Net of Estimated Obligations (6) = (4-5)
Research Fund	3,000,000.00	448,187.51	2,551,812.49	694,848.70	1,856,963.79
Extension Fund	2,000,000.00	1,185,956.75	814,043.25	799,956.00	14,087.25
TOTAL:	5,000,000.00	1,634,144.26	3,365,855.74	1,494,804.70	1,871,051.04

BUDGET UTILIZATION RATE: 32.68%

OBLIGATIONS INCURRED:

Research Fund

448,187.51	-- 1.	19,600.00	-- cost of food, Research Capability Training Seminar with the theme: "Strengthening Researchers Capability towards promoting Innovation, Patent Searching and Technology Transfer in Pursuit of Academic Excellence" on March 08, 2018. [c/o Guillermo O. Bernabe (cc)]
	2.	8,334.00	-- reg fee and cost of transportation and per diem, research paper entitled: "The Use of Filipino and English as Mediums of Instruction in the Teaching of Engineering Courses in Tertiary Level" Philippine Normal University North Luzon 2nd International Research Conference on Teacher Education and Indigenous Peoples Education on March 01-03, 2018. [Maria Charlene Melegrito (lhs)]
	3.	21,779.80	-- cost of food for 110pax, kits/certificates for 110participants, certificate frame for 5speakers, tarpaulin, Faculty Development Program, Seminar-Workshop with the theme: "Strategies for Sustainable Research Development" [c/o Marion A. Cresencio (gs)]
	4.	26,034.00	-- cost of food, photocopy of supplies/materials, program, tarpaulin, microphone, stage design, plaque & token, cash prize, 2018 CBA Research Colloquium with the theme: "Business Research: Interconnecting Business Ethics and Ethics in Research" on April 11, 2018. [c/o Jessie I. Quierrez]
	5.	88,460.00	-- cost of food for 123pax for 3days, OUS 3-day faculty development program dubbed as "Open and Distance Learning Research and Development" on June 15-18, 2018. [c/o Rovelina B. Jacolbia (icpd)]
	6.	32,010.00	-- cost of supplies/material for operating exp., tarpaulin, food for 60participants & 10organizers, honorarium of speaker, CSSD Research Colloquium with the theme: "Strengthening the Role of Social Sciences through Research and Extension Undertakings: Second of a Series" on September 28, 2018. [c/o Nicolas T. Mallari (cssd)]
	7.	11,970.00	-- cost of food, honorarium, supplies, photocopy, PUP Lopez Seminar on Action Research on July 30-31, 2018. [c/o Rufo N. Bueza (lopez)]
	8.	6,000.00	-- reg fee, 2018 International Higher Education Research Forum (IHERF) on August 22-24, 2018. [Ariel P. Tuazon (sto tomas)]
	9.	19,765.00	-- cost of honorarium&certificate of guest speaker, certificate with frames for 5faculty presentors, food for 30pax, sound system rental, programs/invitations/kits, backdraft & design materials, holding of Research Journal Publication and Exposition for our faculty and students, in connection with PUPQC 20th founding anniversary on September 19, 2018. [c/o Marilyn F. Isip (qc)]



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| 10. | 19,500.00 | -- cost of food for 50pax, supplies/materials, certificates, 2tarpaulin, conduct of Research presentation with the theme: "Forging and Bridging knowledge Creation and Innovation in Higher Education" on November 22, 2018. [c/o Edwin G. Malabuyoc (unisan)] |
| 11. | 17,400.00 | -- cost of food for 60pax, seminar-workshop on Freedom of Information as a Tool of Research on November 14, 2018. [c/o Nicolas T. Mallari (cssd)] |
| 12. | 13,648.96 | -- cost of certificate paper, tarpulin (2small, 1big), honorarium of 2speakers, conduct of research capability building seminar entitled: "PUP-OUS Course Specialist Research Seminar" on November 28, 2018. [c/o Andrew C. Hernandez (ou)] |
| 13. | 43,980.00 | -- cost of supplies/documentation, honorarium of 2keynote & plenary speakers, honorarium of 4external reviewer/panelist (no honorarium for internal), cash award for 3best paper, transpo, food for 80pax, PUP Lopez 1st Research Colloquium with the theme: "Promoting the Culture of Research in the Academe" on October 19, 2018. [c/o Rufo N. Bueza (lopez)] |
| 14. | 50,000.00 | -- research project entitled: "Relevance and Responsiveness of the Bachelor in Electronics Engineering (BSECE) Course Curriculum to the Needs of the Industry" for 6 months. [c/o Engr. Rosafia P. Pinlac (maragondon)] |
| 15. | 4,500.00 | -- reg fee, Association of Southeast Asian Institutions of Higer Learning, Inc. (ASAHL) - National Council of the Philippines 3rd International Graduate Students Multidisciplinary Research Conference (IGSMRC) on October 18-19, 2018. [Angelito P. Bautista Jr. (coc)] |
| 16. | 65,205.75 | -- cost of food, supplies and materials, Local Research Colloquium for Faculty and Students on November 27-29, 2018. [c/o Leonila J. Generales (bataan)] |

Extension Fund

1,185,956.75

- | | | |
|-----|------------|---|
| 1. | 19,184.00 | -- cost of supplies, documentation, fare, food for 50 participants, PUP Lopez Extension Proposal entitled: "Kumikitang Mamamayan Para sa Kaunlaran ng Bayan" on April 01 to December 31, 2018. [c/o Rufo N. Bueza (lopez)] |
| 2. | 12,000.00 | -- cost of supplies/materials, communication, documentation, transpo, food, CCIS Extension Proposal entitled: "E-Learning Application and Tutorial Services for Out-of-School Youth". [c/o Gisela May Albano (ccis)] |
| 3. | 90,500.00 | -- cost of supplies, tarpaulin, lunch, snack, transpo, communication, CL Extension Proposal/activities on June to December 2018. [c/o Gemy Lito Festin (cl)] |
| 4. | 38,518.75 | -- cost of supplies/materials for basic carpentry, basic electrical wiring, basic consumer electronics, t-shirt/silk printing/basic packaging, basic electric wiring, supplies (training kit, certificate, id & holder), food (am snack, lunch, pm snack), CE Extension Proposal entitled: "College of Engineering Skills Training and Literacy Program" on June 09, 2018. [c/o Guillermo Bernabe (ce)] |
| 5. | 23,520.00 | -- cost of supplies/materials, photocopy/binding, certificates, tarpaulin, transpo, food, PUP Unisan Extension Proposal entitled: "Likhang-Kamay Tungo sa Hanapbuhay" on August 07, 2018. [c/o Edwin G. Malabuyoc (unisan)] |
| 6. | 44,412.50 | -- cost of supplies/materials, tarpaulin, food for 80pax for 2days coffee, disposable utensils/paper plates, handouts, CSSD Extension Proposal entitled: "CSSD Training Program: Second of a Series" on August 17-18, 2018. [c/o Nicolas T. Mallari (cssd)] |
| 7. | 7,611.00 | -- cost of supplies/materials/documentation, transpo, food, PUP QC Extension Proposal entitled: "Salin-Kaalam: Basic IT Literacy" on August 28-31, 2018. [c/o Silvia C. Ambag (for qc)] |
| 8. | 48,805.50 | -- cost of supplies/materials, tarpaulin, fare & food for 3days, food and beverage, PUP STB Extension Proposal entitled: "I.T.'s 4 Every Juan: Training para sa Barangay at Pamublikong Paaralan" on July 2018. [c/o Armando A. Torres (sto tomas)] |
| 9. | 705,600.00 | -- full payment for the cost of venue, Asean Connect: Forum on Extension in Higher Education. [c/o Novotel Manila Araneta Center] |
| 10. | 1,020.00 | -- cost of snack for 17 pax, coordination meeting of ASEAN Connect committee. |
| 11. | 12,800.00 | -- cost of supplies, attorney's fee for notarized moa, binding fee of extension reports, food, PUP Sto Tomas Extension Proposal entitled: "Skills Training for Public School Teachers of STEM Strand". [c/o Silvia C. Ambag (for sto tomas)] |



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- | | | |
|-----|-----------|---|
| 12. | 27,284.00 | -- cost of equipment/supplies/materials, documentation (certificates for speakers & participants), tarpaulin, fare, food for 46pax for 3days, PUP Maragondon Extension Proposal entitled: "Salin Kaalaman: Basic Welding Training".
[c/o Silvia C. Ambag (for maragondon)] |
| 13. | 97,950.00 | -- cost of supplies, food, CBA Extension Project entitled: "Alay-Kasanayan Tungo sa Kaunlaran" on November 20 & 27, and December 04, 2018.
[c/o Silvia C. Ambag (for cba)] |
| 14. | 39,550.00 | -- cost of supplies, food for 65pax for 3days, PUP Bataan Extension Project entitled: "Interpersonal Relations and Business Communication Training for Mariveles Police Station" on November 21-23, 2018. [c/o Silvia C. Ambag (for bataan)] |
| 15. | 17,201.00 | -- cost of supplies, tarpaulin (5x2), food for 39pax for 3days, PUP Maragondon Extension Proposal entitled: "Basic Computer Literacy Program" on November 23, 30, 2017 & December 07, 2018. [c/o Silvia C. Ambag (for maragondon)] |

ESTIMATED OBLIGATIONS:

Research Fund

694,848.70

- | | | |
|-----|------------|--|
| 1. | 100,000.00 | -- cost of printing & binding expenses for research & research journal, transpo, tarpaulin & brochures, token/plaque/certificates, coverage of presentation, honorarium, 11th Annual Research Awards (ARAW 2018) with the theme: "The Commitment of Serving the Country thru Science and Technology".
[c/o Ana Liza R. Publico & Guillermo O. Bernabe (cc)] |
| 2. | 1,860.00 | -- cost of tarpaulin, certificate/specialty paper, certificate holder/frame for speaker, Research Capability Training Seminar with the theme: "Strengthening Researchers Capability towards promoting Innovation, Patent Searching and Technology Transfer in Pursuit of Academic Excellence" on March 08, 2018.
[c/o Guillermo O. Bernabe (cc)] |
| 3. | 7,995.00 | -- cost of ballpens for participants, id holder, photopaper, colored bond paper, certificate paper, tarpaulin frame for certificates, OUS 3-day faculty development program dubbed as "Open and Distance Learning Research and Development" on June 15-18, 2018. [c/o Rowelina B. Jacolbia (icpd)] |
| 4. | 4,320.00 | -- estimated cost of transportation & per diem, 2018 International Higher Education Research Forum (IHERF) on August 22-24, 2018.
[Ariel P. Tuazon (sto tomas)] |
| 5. | 45,500.00 | -- cost of special paper, ink, food (am snack, lunch, pm snack for 100pax), token for speaker, certificate for presenters, Research Colloquium and Exhibit, in connection with 114th Founding Anniversary. [c/o AVP Racidon P. Bernarte] |
| 6. | 3,980.00 | -- cost of supplies (special paper, 4ink bottles, 1certificate frames, 10sticker papers), tarpaulin, seminar-workshop on Freedom of Information as a Tool of Research on November 14, 2018. [c/o Nicolas T. Mallari (cssd)] |
| 7. | 138,103.70 | -- cost of am snack & lunch for 150pax, certificate paper, tarpaulin (2small, 1big), honorarium of 2speakers, conduct of research capability building seminar entitled: "PUP-OUS Course Specialist Research Seminar" on November 28, 2018.
[c/o Andrew C. Hernandez (ou)] |
| 8. | 63,700.00 | -- cost of supplies (paper, ink, ballpen, envelope), 2tarpaulin, photocopy of lectures, food (30pax for 3days), honorarium of speaker for 3days, conduct of workshop on research publication dubbed as Pathways to Refereed Journal Publication in Education and Social Sciences (Series II) on October 10-12, 2018.
[c/o Racidon P. Bernarte] |
| 9. | 11,640.00 | -- cost of certificates, tarpaulin, supplies, food for 31pax, conduct of research workshop/seminar with the theme: "Writing for the Publishing in Reputable Law Reviews" on October 27, 2018. [c/o Gemy Lito L. Festin (cl)] |
| 10. | 50,000.00 | -- research project entitled: "The Health and Well-being Status of the Polytechnic University of the Philippines Undergraduate Students" for 6 months.
[c/o Mr. Angelito P. Bautista Jr. (coc)] |
| 11. | 150,000.00 | -- research project entitled: "Level of National Attachment and National Pride of PUP Manila Students and Their Parents: A 2018 Assessment Study" for 6 months (November 2018 to May 2019). [c/o Dr. Edna Bernabe (coc, cal, cssd)] |



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	12.	30,000.00	-- research project entitled: "Disaster Risk Reduction and Management (DRRM) in PUP Calamity-Prone Laguna Campuses Towards Disaster Capacity Building Plan" for 6 months. [c/o Dr. Ariel P. Tuazon (sto tomas)]
	13.	50,000.00	-- research project entitled: "Development and Evaluation of OBE Practicum Manual" for 6 months. [c/o Dr. Annabelle A. Gordonas (taguig, coed, chk, qc, bataan)]
	14.	10,280.00	-- cost of food for 32pax, supplie, seminar-workshop on conductin GAD-related research and extension projects on December 04, 2018. [VPBSC Pacualito B. Gatan, AVP Norberto V. Caturay, Mely R. Luya (coordinating director), Denise A. Abril (maragondon), Conrado Nati (alfonso), Ricardo F. Ramiscal (bansud), Leonila J. Generales (bataan), Josefina B. Macarubbo (biñan), Fernando F. Estingor (cabiao), Arlene R. Queri (calauan), Adelia Roadilla (mulanay/gen luna), Rufo N. Bueza (lopez), Aaron Viro M. Baygan (parañaque), Ma. Elena M. Maño (pulilan), Firmo A. Esguerra (qc), Anastacio C. Gabriel (ragay), Lorenza Elena S. Gimutao (sablayan), Jaime P. Gutierrez Jr. (san juan), Elmer G. De Jose (san pedro), Marissa R. Baybay (sta maria), Charito A. Montemayor (sta rosa), Armando A. Torres (sto tomas), Edwin G. Malabuyoc (unisan), Marissa B. Ferrer (taguig), Sherry Ann C. Medrano (FA), Bayani C. Cabaddu (ovpbsc), Ville Andrei Vilanio (ovpbsc), Catherine S. Lavadia (ovpbsc), Lester M. Calingasan (ovpbsc), Mary Ann R. Decena (ovpbsc)]
	15.	7,470.00	-- cost of certificates, tarpaulins, supplies, food for 19pax, ITECH Research Colloquium with the theme: "Advancing Innovative and Technological Research and Collaborations" on December 14, 2018. [c/o Engr./Dean Ramir M. Cruz (itech)]
Extension Fund			
799,956.00	-- 1.	33,285.50	-- cost of venue (cebu room), projector rental, brochure print-out, hygiene kit, food for 100pax, 200pcs bottled water, materials for chicken empanada making, CTHM - Trike Day Off on March 16, 2018. [c/o Marietta D. Reyes (cthtm)]
	2.	20,000.00	-- cost of food, tarpaulin, supplies, COED Extension Proposal entitled: "Alay Dunong Para sa mga Paslit - Community Outreach Learning Center" -- enrollment period, parents orientation, nutrition month celebration, buwan ng wikang pambansa celebration, national teacher's day celebration, united nation celebration, volunteer teacher's seminar, christmas party, parent's seminar, recognition day. [c/o Ma. Junithesmer Rosales (coed)]
	3.	30,705.00	-- cost of 2tarpaulin, photocopy of hand-outs, food (am/pm snacks, lunch, moa signing), documentation, transpo, COED Extension Proposal entitled: "Research Productivity and Capability Training". [c/o Ma. Junithesmer Rosales (coed)]
	4.	185,500.00	-- cost of supplies, tarpaulin, food (am/pm snack, lunch), logistics/fare, CPSPA Extension Proposal entitled: "Barangay Legislative Process, Fiscal Management Training and Capability Building for Barangay Officials and Employees of the Municipality of Pilillia Rizal" on January to December 2018. [c/o Antonius Umali (cpspa)]
	5.	17,000.00	-- cost of supplies/materials, tarpaulin, handouts, binding, food for 8weeks training, COC Extension Proposal entitled: "Salin Kaulaman sa Pamamahayag sa Lokalidad" [c/o Divina T. Pasumbal (coc)]
	6.	27,193.00	-- cost of supplies/materials, handouts/certificates for facilitators&participants, certificate frames for 3facilitators, tarpaulin, transpo for 12pax for 3days, food, printing/binding, PUP Ragay Extension Proposal entitled: "Municipality of Ragay Livelihood Development Training thru Entrepreneurial Facilitation Skills Training (A Series)". [c/o Silvia C. Ambag (for ragay)]
	7.	24,240.00	-- cost of tarpaulin, special paper, certificate holder, terminal reports, snacks for 60 pax for 4sessions, 30swimming kick board, 30swimming caps, CHK Extension Proposal entitled: "Water Safety for Visually Impaired Children as Risk Reduction". [c/o Silvia C. Ambag (for chk)]
	8.	50,282.00	-- cost of supplies, terminal report, food, certificate with envelope, CBA Extension Project entitled: "Training in Basic Office Administration: Salin-Kasanayan Para sa Mahal na Manggagawa ng mga Barangay sa Komunidad ng PUP" on October 2018. [c/o Silvia C. Ambag (for cba)]
	9.	2,400.00	-- cost of food for 46pax, coordination meeting with barangay officials on July 24, 2018. [c/o Silvia C. Ambag]
	10.	409,350.50	-- remaining balance for ASEAN Connect 2018 Budget.

2019.08.12



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RESEARCH & EXTENSION FUND
As of December 31, 2017

College of Engineering (CE)

Particulars (1)	Allocation (2)	Obligations Incurred (3)	Balance (4) = (2-3)	Estimated Obligations (5)	Balance Net of Estimated Obligations (6) = (4-5)
Research Fund	120,000.00	70,900.00	49,100.00	24,922.50	24,177.50
Extension Fund	50,000.00	12,000.00	38,000.00	38,000.00	-
TOTAL:	170,000.00	82,900.00	87,100.00	62,922.50	24,177.50

BUDGET UTILIZATION RATE: 48.76%

OBLIGATIONS INCURRED:

Research Fund

- 70,900.00** -- 1. 18,400.00 -- cost of food, training on the use of SPSS as atool research on November 28-29, 2017. [c/o Lincoln A. Bautista / Guillermo Bernabe]
2. 52,500.00 -- cost of food, CE Research Colloquium with the theme: "Strengthening Research Capability towards Promoting Technopreneurship and Technology Transfer Methodology in Pursuit of Academic Excellence in the Digital Era" on November 23-25, 2017. [c/o Guillermo O. Bernabe]

Extension Fund

- 12,000.00** -- 1. 12,000.00 -- cost of food, extension program: "College of Engineering Skills Training and Literacy Program". [c/o Guillermo O. Bernabe]

ESTIMATED OBLIGATIONS:

Research Fund

- 24,922.50** -- 1. 10,025.00 -- cost of supplies & materials, honorarium of 2 resource persons, training on the use of SPSS as atool research on November 28-29, 2017. [c/o Lincoln A. Bautista / Guillermo Bernabe]
2. 6,897.50 -- cost of tarpaulin, certificate specialty paper, flowers for ribbon cutting, CE Research Colloquium with the theme: "Strengthening Research Capability towards Promoting Technopreneurship and Technology Transfer Methodology in Pursuit of Academic Excellence in the Digital Era" on November 23-25, 2017. [c/o Guillermo O. Bernabe]
3. 8,000.00 -- reg fee, 2017 International Research Conference on Higher Education (IRCHE) with the theme: "Optimizing research Innovation through International Partnerships and Collaborations" on January 24-27, 2018 at Bali, Indonesia. [Orlean Dela Cruz]

Extension Fund

- 38,000.00** -- 1. 38,000.00 -- cost basic carpentry, basic electrical wiring, basic consumer electronics, t-shirt/silk printing/basic packaging, basic electrical wiring, training kit, extension program: "College of Engineering Skills Training and Literacy Program". [c/o Guillermo O. Bernabe]

Prepared by:

ROSELYN D. MAMARIL
Budget Officer I

Noted:

FLORENITA E. IMPERIAL
Director

201809.12



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3. 100,000.00 -- 10th Annual Research Awards (ARAW) with the theme: "Isang Dekada ng Pagtataguyod ng Agham para sa Masa Tungo sa Pambansang Kaunlaran".
[c/o Ana Liza R. Publico, Guillermo O. Bernabe & VP Muhi]

Extension Fund

- 34,010.00 -- 1. 34,010.00 -- cost of materials, College of Eng'g Extension Project. [c/o Guillermo O. Bernabe]

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2019.09.12



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RESEARCH & EXTENSION FUND
 Fiscal Year 2016

College of Engineering (CoE / CEA)

Particulars (1)	Allocation (2)	Obligations Incurred (3)	Balance (As of Dec. 31, 2016) (4) = (2-3)	Estimated Obligations (5)	Balance Net of Estimated Obligations (6) = (4-5)
Research Fund	250,000.00	89,161.50	160,838.50	152,120.00	8,718.50
Extension Fund	80,000.00	31,500.00	48,500.00	34,010.00	14,490.00
TOTAL:	330,000.00	120,661.50	209,338.50	186,130.00	23,208.50

BUDGET UTILIZATION RATE: 36.56%

OBLIGATIONS INCURRED:

Research Fund

- 89,161.50 -- 1. 31,661.50 -- reg fee, cost of transportation and per diem, paper presentation during Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology 2nd Annual National R & D Forum Across Disciplines with the theme: "Linking Knowledge and Practices for Sustainable Global Development" (PASUC) on April 14-16, 2016. [Joselinda M. Golpeo, Rhodora N. Buluran, Guillermo O. Bernabe, Edna Arrojado]
2. 50,000.00 -- Annual Research Awards (ARAW) 2016 with the theme: "Scaling-up Transformation through Research and Innovation". [c/o Manuel M. Muhi]
3. 7,500.00 -- reg fee, Philippine Higher Education Research Consortium 4th International Higher Education Research Forum (IHERF) 2016 on September 14-17, 2016. [Christopher C. Mira]

Extension Fund

- 31,500.00 -- 1. 1,750.00 -- cost of food, CEA-Civil Eng'g Dept's Railway Engineering and Management "Safety Hazard and Management Training" on May 02, 2016. [c/o Guillermo O. Bernabe]
2. 29,750.00 -- cost of food, College of Eng'g Extension Project. [c/o Guillermo O. Bernabe]

ESTIMATED OBLIGATIONS:

Research Fund

- 152,120.00 -- 1. 12,120.00 -- estimated cost of transportation and per diem, Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology 2nd Annual National R & D Forum Across Disciplines with the theme: "Linking Knowledge and Practices for Sustainable Global Development" (PASUC) on April 14-16, 2016. Actual cost is yet to be determined upon submission of the itinerary of travel. [Edna Arrojado]
2. 40,000.00 -- cost of printing/binding of program & research journal, Annual Research Awards (ARAW) 2016 with the theme: "Scaling-up Transformation through Research and Innovation". [c/o Manuel M. Muhi]



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RESEARCH & EXTENSION FUND
 Fiscal Year 2015

College of Engineering (CoE / CEA)

Particulars (1)	Allocation (2)	Obligations Incurred * (3)	Balance (As of Dec. 31, 2015) (4) = (2-3)	Estimated Obligations (5)	Balance Net of Estimated Obligations (6) = (4-5)
Research Fund	382,558.85	209,062.00	173,496.85	-	173,496.85
Extension Fund	30,000.00	-	30,000.00	-	30,000.00
TOTAL:	412,558.85	209,062.00	203,496.85	-	203,496.85

BUDGET UTILIZATION RATE: 50.67%

OBLIGATIONS INCURRED:

Research Fund

209,062.00

1. 196,000.00 -- mooe component of research paper entitled: "Lung Disease Identification and Classification through Neural Networks". [Orland D. Tubola]
2. 4,500.00 -- reg fee, poster presentation entitled: "The LRT Line 2 - Santolan Station Ticket Purchasing Scheme: Basis for its Service Improvement" during the 2015 International Research Conference on Higher Education (IRCHE 2015) with the theme: "Social Capital and Innovation: Bridging the Knowledge Gap for International Competitiveness". [Christopher C. Mira]
3. 8,562.00 -- reg fee, cost of transportation and per diem, poster presentation entitled: "Kaplan-Yorke Map Implementation on FPGA for a Highly Secured Image Encryption System" during the 2015 International Research Conference on Higher Education (IRCHE 2015) with the theme: "Social Capital and Innovation: Bridging the Knowledge Gap for International Competitiveness". [Orland D. Tubola]

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Noted:

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RESEARCH & EXTENSION FUND
 Fiscal Year 2014

College of Engineering (CoE / CEA)

Particulars (1)	Allocation (2)	Obligations Incurred * (3)	Balance (As of Jan. 27, 2015) (4) = (2-3)	Estimated Obligations (5)	Balance Net of Estimated Obligations (6) = (4-5)
Research Fund	400,000.00	17,441.15	382,558.85	-	382,558.85
Extension Fund	40,000.00	25,350.00	14,650.00	-	14,650.00
TOTAL:	440,000.00	42,791.15	397,208.85	-	397,208.85

BUDGET UTILIZATION RATE: 9.73%

OBLIGATIONS INCURRED:

Research Fund

- 17,441.15 -- 1. 10,000.00 -- publication incentive for the research paper entitled: "Mobile Emergency Response Application Using Geolocation for Command Center". [Remedios A. Ado]
2. 7,441.15 -- cost of meals, supplies/materials for the participants, DOST 2014 National Science and Technology Week (NSTW) with the theme: "Philippines: A Science Nation Meeting Global Challenges".

Extension Fund

- 25,350.00 -- cost of meals (am & pm snacks and lunch) for participants, Series of Skills Training Program.

2015/09/12

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Lifted from the University Research & Development Manual (pp. 36-46).....

Chapter 6

UNIVERSITY RESEARCH FUNDING, SUPPORT AND INCENTIVES

The University, through the Office of the Vice President for Research, Extension, Planning and Development (OVPREPD), concretizes its fundamental commitment to research by providing the necessary institutional support, funding the incentives for researchers. These benefits and rewards for researchers are designed to intensify the quantity and quality of research outputs produced by teaching and non-teaching personnel in the University, reinforce the culture of research, and contribute to knowledge generation, which is indispensable function of an institution of higher learning.

Who are Eligible for Funding and Incentives?

Any of the following parties may apply as a project proponent and be eligible for University support, funding and incentives:

1. An academic department or college in the University;
2. An administrative office or research institute/center in the University;
3. A duly recognized faculty and/ or administrative organization in the University;
4. An individual or a group of full-time (regular and temporary) faculty members of the University;
5. An individual or a group of permanent administrative employees of the University;
6. A part-time faculty member, in collaboration with a regular faculty member of the University;
7. A bonafide student under the supervision and in collaboration with a regular faculty member of the University; and
8. A regular faculty member of the University in collaboration with research from other universities and/ or external agencies.

Research Funding

The University shall annually allocate funds for the conduct of institution and specialized researches, acquisition of books and project-related equipment, subscription to periodicals, professional journal and other similar publications. Funding may also be generated through external sources such as grants, donations, bilateral agreement, collaboration with government and private agencies, and other local and foreign funding institution.

The following are the types of university research, based on their fund sources and term of support given:

1. Internally-Funded Research

Internally funded researches are university-sponsored project that have been incorporated in the budget proposal for a given year. To be eligible for direct University funding, research proposals have to be submitted to the University Research Evaluation Committee (UREC) not later than first week of October of every year for screening and endorsement of the Committee. Upon approval of the University President through the recommendation of the Vice President for Research, Extension, Planning and Development (VPREPD), the funding for the approved project proposals will be provided on the fiscal year that follows.

A Memorandum of Agreement (MOA) shall be entered into by the University and the proponent/s of the research project stipulating both the extent of support granted to the researcher/s and the project deliverables expected from the proponent.

Monitoring of the University-funded research rests on the Research and Extension Management office (REMO). Disbursement of fund is subject to existing University accounting and auditing rules.



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2. Externally-Funded Research

2.1 Funding Agency-supported Research

Proposals submitted to REMO that have passed the screening or peer review, will be endorsed by the University to outside agencies for possible funding. In addition, REMO shall post titles and project description in the internet to attract would-be sponsors.

The REMO will endorse eligible proposals to the proper agencies in accordance with their requirement and research priorities. Project monitoring rests on the REMO, although the proponents are not barred from reporting directly to their funding agency. Utilization of funds from external sources shall be decided by both the research proponents and funding agency to be stipulated in the MOA between the University and the funding agency.

2.2 Commissioned Research

The University, or outside agencies through the University. May commission a faculty member, an administrative staff member, or a group of faculty member / administrative staff to conduct research on a particular problem. Faculty member and/ or administrative staff commissioned to conduct the research should prepare the proposal and submit the same to the UREC for evaluation and endorsement to the commissioning institution.

In the case of a faculty member or a college who gets or is invited and commissioned to conduct the research, this should be properly reported to and coordinated by the REMO.

A MOA shall be entered into by the heads of both the University and the commissioning agency, or their authorized representatives, stipulating the obligations of the parties involved.

Project monitoring rest on the REMO, although the proponents are not barred from reporting directly to the commissioning agency. Disbursement of fund is subject to existing University accounting and auditing rules.

Project Budget Allocation

A research proposal submitted to the UREC should be accompanied by a detailed budget, which must be strictly followed once the proposal is approved. No allotment for one item may be reallocated to another item, unless otherwise approved by the authorized finance officers. The proponent may not be given additional budget beyond what is stipulated in the MOA.

For all types of externally-funded project, at least ten percent (10%) of the total project cost goes to the University to cover administrative costs.

Support, Funding and Incentives

Subject to the availability of resources, the following support and incentives may be granted by the University.

1. Honoraria

Honorarium is the incentive granted to researcher/s for service rendered beyond the minimum/regular workload to encourage productivity. Researcher/s involvement include conceptualization of research, implementation of research and development and other management functions in the implementation of research and development activities.

The proponent/s shall be entitled to due honorarium as project consultant/s and/or lead research/s. Depending on the type of project, a co-researcher and/or research assistant may also be granted honorarium.

For internally-funded research the total honoraria shall not exceed twenty five percent (25%) of the annual basic salary of the personnel involved in the project. The honoraria shall



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be based on the DBM Budget Circular No. 2007-2 or the Department of Budget and Management Guidelines on the Grant of Honoraria Due to Assignment in Government Special Projects.

For externally-funded research, honoraria shall be based on the stipulations in the project contract or MOA.

Non-teaching personnel can only engage in research as consultants and whatever remunerations they will get from the project shall be paid for services done outside official time.

The total cost of the research project shall be charged to the University fund including the benefits stated in this section, unless the grant is externally funded in which the fund sourced outside shall be held in trust by the University, and shall follow the schedule of access by the proponent/s as stated in the approved proposal and following the usual accounting and auditing regulations of the University.

Honoraria will be paid upon submission of the progress reports as stipulated in the MOA. Payment of Honoraria for the last two months of the project will be deferred, subject to the last fulfillment of the terminal requirements, i.e., submission of the terminal research report, holding of the research conference, and submission of a publishable version of the terminal research report.

2. Salary

Depending on the magnitude of the project, proponent/s may hire research assistants who are not full-time employees on the University on a project basis. Full-time faculty members or full-time employees of the University are not entitled to salaries/wages other than those they are currently receiving as employees of the University. They may, however, be entitled to honoraria.

The hiring of student/s as research assistant/s may be allowed on a case-to-case basis depending on the type of research project conducted. Students will be paid in accordance with the rules and regulation governing payment of Honoraria/allowance of student assistant in the University.

3. Operating Expenses

These cover travel cost, supplies and materials, and sundries (e.g., telephone calls, faxes etc.). Only the main project leader may request for cash advances for operating expenses. Request for cash advances have to be approved by the University President, upon the recommendation of the Vice President for Finance (VPF). The request must be duly countersigned by the VPRED.

A succeeding cash advance shall be allowed only after liquidation of the previous cash advance.

4. Books and Equipment

All books and equipment purchased for the purpose of the research project become University property and should be properly turned over to the appropriate office upon the completion/termination of the project.

5. Reduction of Teaching Load

Only full time faculty shall be entitled to a reduction of teaching load. The faculty may be de-loaded with twelve (12) units from the regular fifteen (15) units with corresponding night pay. A faculty member, however, may be allowed to carry a maximum of twelve (12) units of part-time teaching load, but shall not be allowed to handle any temporary substitution load. The total allowable teaching units of fulltime faculty who is into a research contract with the University shall be fifteen (15) only.



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Qualified part-time faculty member who are not employed by other agencies shall carry maximum of twelve (12) units of part time teaching load. They shall be allowed, however, to handle temporary substitution depending on the nature and the scope of their participation in the research.

6. Night Service Pay

Subject to the evaluation and recommendation by the UREC, the principal investigation project leader/proponent may be entitled to a night service pay. Only a non-designee, full time faculty member is entitled to this incentive.

7. Promotion

To encourage and reinforce research productivity, faculty members shall receive due promotion on the basis of their research output.

It is to be understood that a faculty member who is subject for promotion, must have satisfied the minimum requirement set by the Civil Services Commission and as provided for in the National Budget Circular (NBC) 461 for the said promotion.

In this promotion scheme, a faculty member who has published a paper in national or international refereed or peer-review journals shall be entitled to one rank or sub-rank promotion.

National publication refers to journal publication accredited by the Commission on Higher Education (CHED) through its journal Accreditation Services. International journal publication are those that include papers authored by research/contributors from across geographic location, and with international editorial composition.

Refereed journals, in this promotion scheme, are classified as non ISI/Scopus-indexed or ISI/Scopus-indexed.

Only full papers published in these journals shall be granted credits or points.

Points-system shall be employed in assigning the required points/scores for promotion which is based on the faculty member's current rank, the level at which the work appeared for publication, and whether the publication is ISI or Scopus-indexed or not. The table below illustrates the matrix for assigning credits for promotion based on research publication.

(more on next page)



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Table 1. Matrix for Assigning Credits for Promotion of Faculty Members Based on Research Journal Publication

To be eligible for a rank or subs-rank promotion, a faculty member must accumulate the number of points corresponding to his/her rank. For instance, an instructor I to be promoted to Instructor II sub-rank must acquire a total of fifteen (15) points, while the sub-rank promotion for the Professor level requires 40 points.

8. Conference Funding

Travel grants covering round trip transport fares, conference fee, and per diem allowance shall be made available for grantees presenting papers in national and international conference subject to relevant existing government policies.

9. Publication Financial Support and Incentive

The University shall provide the following support and incentive for every publication (including empirical research essays, policy papers, theoretical papers) in local, national and international refereed publication:

Refereed Journal				Total points to be earned to get a sub-rank or rank promotion
National		International		
Non ISI- /Scopus-indexed	ISI-/Scopus-indexed	Non ISI- /Scopus-indexed	ISI-/Scopus-indexed	
5 points For every Full paper	10 points For every Full paper	10 points For every Full paper	20 points For every Full paper	Instructor 15 points
				Assistant Professor 20 points
				Associate Professor 30 points
				Professor 40 points

Table 2. Publication Financial Support and Incentives

Level of Publication	Financial Support Incentive	
	Non-ISI- / Scopus Indexed	ISI- / Scopus -Indexed
Local / institutional Journal	Php2,000.00	-
National and CHED-Accreditation	Php10,000.00	Php30,000.00
International Journals	Php10,000.00	Php30,000.00

9.1 Citation Incentives

The University shall provide cash incentives of P20, 000.00 for every work cited by other authors/scholars in an international ISI-/Scopus-indexed journal.

9.2 National and International Recognition Incentives

The University shall provide the incentives of P30,000.00 (for national level awards) and P50,000.00 (for international awards) for a search publications recognized and awarded by prestigious national or international body of research organization/institution.



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9.3 Honoraria for Institutional Journal Reference

The University shall provide reasonable honoraria and external referees of articles published in its local/ institutional journals. This is to ensure that all papers being considered for publications undergo a through peer review process and that high level of scholarship is upheld in all institutional publication. The following scheme shall be the basis for the granting of honoraria.

Table 3. Honoraria Rates for Institutional Journal Reference

Referee/Peer-Review	Honorarium
Internal (full-time and part-time/employee of the University)	Php1000.00 per article
External (Researcher/Expert from other university or agency)	Varied depending on the evaluation of referee's credentials/qualifications, and based on the guidelines set forth in the DBM Circular No. 2007-1. (The honorarium, however, should not be lower than Php 1,000.00 per article)

10. Awards

10.1 Plaque of Recognition

The University shall award a plaque of recognition to faculty members whose research output has made significant impact in the field and contribution to the vision of becoming an epistemic communality, as exemplified by publications and citations in refereed journals, and the recognition bestowed upon the said work by prestigious award award-giving bodies.

10.2 Annual Best Research Awards

The Annual Best Research Award will be granted to faculty and administrative employees of the University who have published their research along two-cluster (1) Engineering and Sciences, and (2) Education, Humanities and Social Sciences. The awardees shall receive plaque of appreciation and corresponding monetary prizes per category as follow:

First Prize	-	P25, 000.00
Second Prize	-	P15, 000.00
Third Prize	-	P10, 000.00

In case of multiple authors, the prize shall be divided equitably among authors.

11. Thesis and Dissertation Grant

Upon approval of the administration, a full-time faculty member or administrative employees shall be provided grant to aid him/her in thesis/dissertation writing towards the completion of a graduate degree. The amount shall depend on the graduate level completed which is a follows:

Master's degree	-	P30, 000.00
Doctorate degree	-	P50, 000.00
Post-Doctorate degree	-	P80, 000.00

A faculty member or employee who has been awarded a thesis grant may still be eligible for a dissertation grant. No faculty or employee she be afforded another grant for a second master's degree or a dissertation grant for a second doctorate degree.



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The aforementioned grand shall be provided on the condition that the research output is presented in a national or international conference and/or published in a national or international refereed journal.

12. Patents

A faculty member, employee and/or student whose work has been patented and applied for utility model and industrial design will be given the following incentives.

Utility Model/Industrial Design	-	P5, 000.00
Decision to Grant Patent	-	P10, 000.00
Publication of Patent in IPO Gazette	-	P15, 000.00
Issuance of Patent certificate	-	P25, 000.00
PCT Application	-	P50, 000.00

13. Membership in the Society of Research Fellows

The University shall establish a Society of Research Fellow whose membership shall be composed of faculty members and administrative employees who have established themselves in the field of research and development in their respective disciplines. Members of the academe research outputs shall be invited in the PUP society of Research Fellows. The following are the general criteria for membership:

1. A doctorate degree in the field of specialization. Candidates for doctorate degree may also be considered;
2. A faculty rank of at least Assistance Professor.
3. Extensive experience in research development in the field of specialization; with outputs that demonstrate significant impact on policy and practice.
4. Evidence of track record in international peer-reviewed journals;
5. Ability to innovate and willingness to work effectively with colleagues;
6. Ability to carry out independent research and attract research funding;
7. Excellent interpersonal and communication skills; and
8. Ability to teach, supervise and collaborate with highly motivated and exceptional graduate student.

14. Leave Credits

Full time faculty members shall be entitled for a maximum total of 15 days vacation leave and 15 days leave credits for a research project in a duration of at least one year, where any fraction thereof shall be prorated accordingly.

15. Intellectual Property Rights

The research proponent, unless otherwise stipulated in the contract or agreement, shall own the authorship and share copyright ownership with the University. The researcher shares in royalties from copyrights, patents, or other intellectual property rights derived from the research output as stipulated in the PUP IP Policy.

General Conditions and Provisions

1. The researcher/s shall comply with the requirements stipulated in the Revised Research and Development Manual to be eligible for any of the monetary and non-monetary support and incentives.
2. Any of the aforementioned support and incentives shall be granted on the condition that the research outputs shall be presented in a national or international conference, and/or published in a refereed national or international journal.
3. The name of the Polytechnic University of the Philippines as the author/s' institutional affiliation be explicitly demonstrated in any conference program/proceedings and/or journal publication.
4. The implementation of this policy shall strictly adhere to the BOR-approved Implementing Guidelines. (See Appendix F – Implementing Guidelines of the Policy on the University Research and Development Support, Funding and Incentives)



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OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 029, Series of 2017

07-07-17 5:50

TO : ALL CONCERNED

SUBJECT: ATTENDANCE OF PUP OFFICIALS, FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES IN SEMINARS, CONFERENCES, CONVENTIONS, TRAINING SESSIONS OR COURSES AND OTHER SIMILAR ACTIVITIES

DATE : July 7, 2017

Consistent with Memorandum Order No. 040, s. 2016 (*Revised Guidelines on Participation of PUP Officials, Faculty Members, and Administrative Employees in Staff Development, Seminar and Training Activities*), the University recognizes the need of its personnel to undergo activities that will enhance their job-related skills and competencies. Thus, it is the policy of the University to support with financial assistance the initiatives of our employees to attend seminars, conferences, training sessions or courses and other similar activities, consistent with their commitments and targets as indicated in their approved Individual Performance Commitment and Review (IPCR) Form. This University support should be balanced with the responsibility of the PUP officials and rank-and-file employees to ensure judicious use of public funds, which includes the requirement that attendance of employees in capability building or enhancement activities must be directly related to their core function/s in the office where they are assigned so that, in the end, the office and the whole institution will benefit from the participation of PUP employees in these activities.

In the light of the above-stated policy, all university officials, faculty members and administrative employees who will be recommended to participate in seminars, conferences, conventions, training sessions or courses and other similar activities, and their supervisors, are required to accomplish the prescribed Application and Recommendation Letter template, as attached (Annex A), which may be downloaded from the PUP website with the link, <https://www.pup.edu.ph/downloads/employees/>.

The template will be used by the Sector Head in recommending approval of the employee's application to attend a training or staff development activity. Moreover, the number of recommended employees in an office per activity should be such that the delivery of quality and prompt service of these offices, especially those providing frontline services, will not be compromised.

The Vice President or Sector Head concerned, by recommending approval of the office head recommendation, is responsible for ensuring that due diligence was applied in the evaluation of the recommendation.

For compliance.


EMANUEL C. DE GUZMAN, PhD
 President

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OFFICE OF THE _____
Sta. Mesa, Manila

Annex A.
Application and
Recommendation Letter
Template

<date>

Dr. EMANUEL C. DE GUZMAN
President
This University

THRU : Dr. HERMINIA E. MANIMTIM
Executive Vice President

Ms. MARISSA J. LEGASPI
Vice President for Finance

[Note: Include VPF if financial assistance
is requested]

Dr. JOSEPH MERCADO
Vice President for Research, Extension and Development

[Note: Include VPRED if the activity is
research or extension in nature]

Dear Sir:

In connection with the conduct of <Title of Seminar/Conference/Convention/Training/Course>, organized by <Name of Company/Organizer> and to be held on <Date/s> at <Venue> in <City/Province>, may we request for the issuance of a special order for the participation on official time of the following administrative employee/s in the said activity:

Name of University Official/Faculty Member/Administrative Employee	Position/Designation	Core Function/s (as reflected in the employee's IPCR or office's OPCR) that is/are related to the activity	In what specific way/s will the participation of the employee/s in the activity help improve the performance of the identified core functions?*
1.			
2.			
3.			

(use other sheet if space is not enough)

[Justification may also be in connection with the succession plan of the office]

<Note: Include this portion if financial assistance is requested: Also, may we seek approval that the registration fee amounting to <Amount> per head, including actual traveling expense and/or per diem of each participant be borne by the University.>

For your approval, sir. Thank you very much.

Very truly yours,

<Signature over Printed Name of Head of the Office>
<Position/Designation>

I have diligently reviewed and evaluated the above-stated recommendation and found it necessary and consistent with existing University rules and regulations. I, therefore, recommend approval of the same.

<Signature over Printed Name of VP/Head of the Sector>
<Position/Designation>

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OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
 No. 025, Series of 2017

PUP - Central Records Section	
Received by: <i>Roberto S. Palillo</i>	
<i>06-07-17</i>	<i>7:20pm</i>
Date	Time

TO : ALL CONCERNED

SUBJECT: AMENDMENT TO MEMORANDUM ORDER NO. 013, SERIES OF 2017 RE: IMPLEMENTING GUIDELINES ON PAPER PRESENTATION FINANCIAL ASSISTANCE

DATE : June 7, 2017

- 1.0 This Memorandum is being issued to amend Memorandum Order No. 013, Series of 2017, the "Implementing Guidelines on Paper Presentation Financial Assistance", dated February 09, 2017.
- 2.0 Section 3.6 is hereby amended to read as follows:
 - "3.6. Only conferences with provision for paper publication in an ISI/Scopus indexed or CHED-recognized journals or conference proceedings shall be considered for funding."
- 3.0 This took effect upon the approval of the PUP Board of Regents in its 155th Regular Meeting.

Emmanuel C. De Guzman
EMANUEL C. DE GUZMAN, PhD
 President

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OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 013, Series of 2017

PUP - Central Records Section	
Received by: Felimon Jr. Rubiano Jr.	
2/28/17	6:10 AM
Director	Records

TO : ALL CONCERNED

SUBJECT: IMPLEMENTING GUIDELINES ON PAPER PRESENTATION FINANCIAL ASSISTANCE

DATE : February 9, 2017

In accordance with the decision made by the PUP Board of Regents in its 155th Regular Meeting, the following implementing guidelines for on paper presentation financial assistance is hereby promulgated.

Section 1.0 Rationale

To justly implement the University Policy on Research and Development Support, Funding and Incentives as approved by the Board of Regents on October 18, 2013, this set of guidelines which contains specific and clear provisions pertaining to paper presentation financial assistance is hereby outlined. The Guidelines is a supplement to the *Specific Guidelines for Implementing the BOR-Approved University Policy on R & D Funding, Support and Incentives* (Approved by the BOR during its 144th Regular Meeting, March 26, 2014).

Section 2.0 Definitions

For the purposes of this set of guidelines, the following terms are hereby clarified and defined:

- a. *Paper Presentation* refers to the presentation of research outputs or results in either international or national conferences. The term shall exclusively be confined to oral presentation and shall preclude poster presentation.
- b. *Ad Hoc Committee* refers to a body established by the Research Management Office by the authority of the Office of the Vice President for Research, Extension, Planning and Development (OVPREPD) for the sole purpose of evaluating a specific paper/title as to its quality, scholarship, and appropriateness for international or national presentation. It is also the body that would either recommend or refuse to recommend the award of financial assistance as hereby contemplated.
- c. *Double-Blind Review* refers to the process of evaluation of papers where the evaluators' identity is not known to the applicant and vice versa.

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Section 3.0 Eligibility

- 3.1 Only permanent administrative employees and faculty members with permanent or temporary status are eligible to receive financial assistance for paper presentations in international conferences and national conferences, and international conferences conducted in the Philippines.
- 3.2 Only paper presenters are qualified to receive financial assistance. Participants and organizers shall not be granted assistance in accordance with the University Policy on Research and Development Funding, Support and Financial Assistance.
- 3.3 Regular bona fide students enrolled with at least nine (9) units in any graduate program and full load in any undergraduate program are qualified to receive financial assistance that shall be taken from the Student Development Fund (SDF) and shall be subject to existing rules and regulations of the Office of the Vice President for Student Affairs and Services.
- 3.4 In no case shall the financial assistance be transferred, directly or indirectly, by a qualified person to anybody not otherwise eligible.
- 3.5 No financial assistance shall be granted to papers which have been previously presented or published.
- 3.6 Only conferences with provision for paper publication in an ISSN peer-reviewed journal or conference proceedings shall be considered for funding.
- 3.7 This financial assistance shall not be granted in conjunction with another financial assistance awarded or given to the researcher by any government funding institution. A paper that has been granted or is being applied for any government travel financial assistance shall no longer be qualified for conference funding by the University.
- 3.8 Papers that did not pass the assessment of the *Ad Hoc Committee* convened by the OVREPD shall not qualify for financial assistance, notwithstanding the acceptance of the conference organizer.

Section 4.0 Limitations

- 4.1 The University shall only provide financial assistance to five paper presenters in the same international conference held inside and outside the country and ten paper presenters in the same regional/national conference unless the University is the organizer or co-organizer.
- 4.2 Since there are limited slots per conference, priority shall be given to first time applicants and/or to applicants who made the necessary revisions ahead of required schedule.

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- 4.3 It is the applicant's sole responsibility to make his/her travel arrangements, i.e., visa, foreign exchange permit, ticket, etc. A copy of the travel documents must be submitted to Research Management Office (RMO).

Section 5.0 Basic Documentary Requirements

- 5.1 Letter of application for conference financial assistance addressed to the President through the Vice President for Finance (VPF), Vice President for Research, Extension, Planning and Development (VPREPD) and sector vice president concerned duly noted/recommended by the dean/director/head of office must be submitted to the President at least two (2) months before the date of the conference.
- 5.2 Copy of full paper in publishable format for conference presentation.
- 5.3 Copy of the Letter of Invitation and/or Acceptance Letter from the conference organizer.
- 5.4 Copy of the conference brochure and other relevant information materials including the provision for publication from the conference official website and/or any of the conference portals.
- 5.5 Copy of procedure or schedule of payments of registration fees.
- 5.6 Details of financial assistance, to be attached in the application letter.
- 5.7 Applicant's curriculum vitae.
- 5.8 For collaborative work, consent letter and co – authorship agreement among researchers must be submitted stipulating that the applicant is permitted by the team to apply for Paper Presentation Financial Assistance.

Section 6.0 Application Process

- 6.1 Only applicants with complete documentary requirements may be submitted to the OVREPD. Incomplete documentary requirements will not be processed.
- 6.2 Upon receipt of the application, the OVPREPD shall endorse all the documents to the Research Management Office for Technical Evaluation. Technical Evaluation involves the determination of whether or not there is compliance with the existing policies and regulations of the University as to eligibility, technical standards and structures.

The OVPREPD shall also delegate RMO to constitute an *Ad Hoc Committee* which will be tasked to evaluate the paper according to nature, quality, substance, and value. The *Ad Hoc Committee* shall be constituted by experts in the area or field under which the topic

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of the research paper is aligned. The members of the committee should not have, explicit or otherwise, any interest in the research/study/paper or eventual results thereof. Any official such as Dean, Director or Chairperson, who initially endorsed the application for approval, shall not be allowed to sit in the *Ad Hoc Committee*.

Primarily, the members of the *Ad Hoc Committee* shall be from within the University. In exceptional circumstances, however, experts from other institutions may be invited to sit in the *Ad Hoc Committee*. Exceptional circumstances include, but not limited to, the following: where no available experts can be found within the University; where though there are available experts within the University, they are otherwise disqualified because of conflict of interest; and such other situations as may be determined on a case to case basis.

- 6.3 Once the *Ad Hoc Committee* convenes, the RMO shall endorse the research paper/study to the Committee. To ensure that the policy on double – blind review is sternly complied with, RMO shall prepare the research paper/study devoid of any indication of identity of the researcher or applicant. The applicant, likewise, is prevented to know the identity of the members of the Ad Hoc Committee. In this stage of the process, all deliberations about the paper/study shall be confidential. Once the Committee's evaluation is completed and an appropriate evaluation report is made, the confidentiality rule is deemed terminated.
- 6.4 If the evaluation of the Ad Hoc Committee favors the applicant, the packet of application documents together with the Evaluation Report signed by all the members of the Committee shall be endorsed back to the OVPREPD. The OVPREPD shall make an endorsement to the Office of the Vice President for Finance (OVPF) to ascertain availability of funds. Once the OVPF certifies the availability of funds, the application shall be forwarded to the Office of the President for final approval. The applicant shall receive a formal update indicating the status of the request.

The OVPREPD shall veto the decision of the Ad Hoc Committee in any case of disagreement among evaluators.
- 6.5 Upon approval of the application for conference funding, the applicant shall enter into a contract/ memorandum of agreement with the University stipulating therein the terms and conditions of the financial assistance.
- 6.6 All applications which did not qualify may still re-apply as long as all the qualifications and none of the disqualifications remain present.

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Section 7.0 Criteria for Assessment

- 7.1 *The quality of the conference program.* High quality conferences are usually well-established and well-known in the area, with program content that is largely devoted for scientific presentations, and are sponsored and/or endorsed by reputable scientific organizations and/or institutions.
- 7.2 *The quality of the full paper for presentation.* The quality of the paper shall be evaluated through a double blind peer-review process.
- 7.3 Alignment of the research topic with the applicant's field of specialization.
- 7.4 The importance/relevance of the conference with regard to the research strategy of the college/branch/institute/center/office in particular, and the University in general.
- 7.5 The research paper will be evaluated through an approved point system.

Section 8.0 Policy on Multiple Authorships

- 8.1 In the case of collaborative research or multiple authorships, the project lead proponent or the author shall have the right to apply for the conference financial assistance. However, if the lead proponent/author will not avail of the financial assistance, his co-author or any one among his co-authors may apply for the financial assistance. This arrangement must be agreed upon in writing among the authors (See Section 5:5.8).
- 8.2 Co-authorship agreement between and among the authors must be submitted along with the other basic documentary requirements. The agreement must be subscribed and sworn in the presence of a notary public.

Section 9.0 Return of Cash or Check, Reimbursement

- 9.1 Should the recipient fail to attend and/or present his/her approved paper in the intended conference, for whatever reason, he/she is obliged to return the amount of cash assistance provided within three (3) working days.
- 9.2 The return of cash assistance mentioned in 9.1 shall be accompanied by a letter detailing the reasons of the recipient's inability to attend/present.
- 9.3 In cases of postponement of the scheduled conference, the OVPREPD shall be notified through a formal communication. If the postponement is indefinite and/or the schedule is moved to dates no longer within the fiscal year, the recipient shall return the amount of assistance within 3 working days.

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- 9.4 In any case of return of cash assistance, the recipient is deemed not to have applied for and granted the financial assistance. Hence, reapplication is allowed.
- 9.5 In cases where the assistance was released after the dates of the conference, the amount shall be reimbursed to the recipient subject to the existing accounting rules and regulations on reimbursement.

Section 10.0 Availability of Funds

Since financial assistance is made from finite funds duly appropriated for this purpose, the maximum number of recipients for a given fiscal year shall be subject to availability of funds.

Section 11.0 Amount of Conference Funding Support

- 11.1 For international conferences, the University shall provide for the actual expenses which only include registration fee, lowest round-trip airfare cost, and daily subsistence allowance (DSA) in reference with United Nations Development Programme (UNDP) rates. Provided that the amount of financial assistance for conferences held within ASEAN, Hong Kong and Taiwan shall not exceed Seventy Five Thousand pesos (Php 75,000) and One Hundred Thousand pesos (Php 100,000) for conferences held outside ASEAN, Hong Kong and Taiwan. Provided further that the detailed projected expenses are well-justified and with documentary evidence provided.
- 11.2 For national conferences, the usual financial assistance allowed by circulars/guidelines issued by the Department of Budget and Management (DBM) and the Commission on Audit (COA) shall apply.

Section 12.0 Conference-proper Requirements

During the presentation, the paper must explicitly state the "Polytechnic University of the Philippines" as the author's institutional affiliation. The presenter may also use the University Logo in all his/her presentation materials.

Section 13.0 Post-Conference Requirements

- 13.1 The recipient shall submit to the Office of the President (OP) through the OVPREPD two copies each of the report of proceedings and liquidation report within one month upon returning from the conference, containing the following documents:
- a. Certification or proof from the conference organizer that the recipient has presented the approved paper during the conference;
 - b. A travel report indicating the highlights of the conference, observations, insights and recommendations; and

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- c. Photocopy of the electronic ticket and original copies of the receipts of airfare, accommodation and conference fee, and original copies of the boarding passes used during the travel.

13.2 After the conference, the recipient shall present the paper in a University-sponsored forum within the year.

Section 14.0 Repealing Clause

This set of guidelines repeals all circulars and memoranda that are not consistent herewith

Section 15.0 Effectivity

Effective immediately upon approval by the Board of Regents on December 17, 2016.


EMANUEL C. DE GUZMAN, PhD
President

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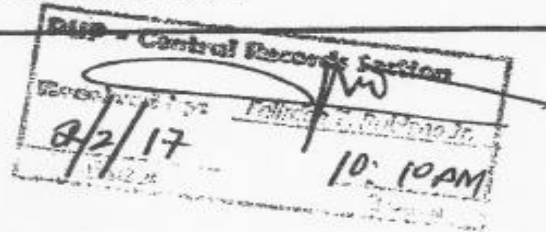


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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 007, Series of 2017



TO : ALL CONCERNED

SUBJECT: GUIDELINES IN PROVIDING UNIVERSITY FUNDING SUPPORT TO STUDENT PARTICIPATION IN LOCAL AND INTERNATIONAL CONFERENCES, SEMINARS, STUDY PROGRAMS, TRAINING-WORKSHOPS AND OTHER ACADEMIC-RELATED DEVELOPMENT ACTIVITIES

DATE : February 1, 2017

1. Rationale and Objectives

This set of guidelines is established to promote local and international engagements and presence of PUP students as part of their holistic development through actual exposure to diverse learning and work environment, cultures, and knowledge creation events.

The emphasis on providing support especially to international activities is based on the following:

CMO No. 21, Series of 2016 of the Commission on Higher Education (CHED) provides that -

The Commission on Higher Education (CHED) recognizes that international exposure and worldwide access to education create opportunities for our students to be globally competitive and have the ability to cope with the rapid demands of the changing world. With the continuing increase in students' participation in cross border education, international conferences and/or seminars have become instruments in our students' learning process...

...International conferences and/or seminars allow students to socialize with students from institutions in other countries and provide them with the opportunity to exchange ideas, share resources, participate in debates, develop friendships, and increase their awareness of new trends happening in their areas of interest.

Furthermore, the Department of Budget Management and CHED Joint Circular No. 1, series FY 2016 on Levelling Instrument for State Universities and Colleges and Guidelines for the Implementation Thereof includes under KRA 1 (Quality and Relevance of Instruction) indicators the student involvement in inter-country mobility programs through internships and related training programs in recognized institutions abroad. Likewise, the instrument's KRA 2 (Research Capability and Output) includes research paper presentations in international fora and conferences among its indicators.

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In line with the recognition of the important role of out-of-classroom local and international learning and research avenues to our students, the University's fund allotment for student development includes providing financial support to student participation in both local international conferences, seminars, study programs, training-workshops, paper presentations and other academic-related activities.

Specifically, this set of guidelines intends to:

- 1.1 Define the entitlement to funding support of students and their advisers, coaches, coordinators, if any, in local and international student engagements and development activities;
- 1.2 Set parameters that will be used as basis in the request for and approval of funding support; and
- 1.3 Provide a set of rules and procedures to be followed in complying with the accounting and auditing rules and regulations before, during and after the conduct of the approved participation in the event.

2. **Scope and Coverage**

The guidelines shall cover the utilization of Student Development Fund (SDF) intended for student participation in local and international exchanges, conferences, seminars, study programs, training-workshops, paper presentations, and other academic-related engagements. Students and their qualified advisers, coaches, and/or coordinators, if any, who have obtained endorsement and/or official approval for their participation as official delegates, participants, contenders, and paper presenters may avail of the SDF.

3. **Definition of Terms**

- 3.1. **Conferences, Seminars, Training-Workshops, local or international**, are formal, structured learning events or fora aimed at enriching knowledge, skills, attitudes and values of students. A local learning event/fora referred to in this guidelines is one with participants from different schools and held outside PUP campus but within the Philippines. An international event/fora is one with participants from more than two countries and may be held within or outside the country.
- 3.2. **Other Academic-related Activity** refers to any competition and/or award-giving event that promotes discovery, innovation and creativity in line with student's program or specialization.
- 3.3. **Daily Subsistence Allowance** refers to the participant's food and accommodation expenses during the event.
- 3.4. **Transportation Allowance** refers to the expenses incurred from the participant's origin to the venue of the event and back via an aircraft, boat/ship, bus, taxi, tricycle or jeepney.

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4. General Provisions

- 4.1. The University shall allocate funds for student development which includes student participation in both local and international conferences, seminars, training-workshops, paper presentations, study programs, student exchanges and other activities which are relevant to the specialization of the student but not a requirement to earn units in any subject in the curriculum like practicum, internship, OJT and similar requirements.
- 4.2. The event which may be considered for University funding support should be sponsored or organized by reputable or established educational, research, or development organization and expected to have constructive impact not just on the participant but also on the University and the academic unit where the participating student/s belong.
- 4.3. Priority shall be given to events that have University-wide representation, are part of an active and long-term agreement of the University with the sponsoring organization/s, or those officially initiated by the College as part of its development targets.
- 4.4. Research paper for presentation in a regional, national or international forum should pass the evaluation and have the endorsement of the Research and Extension Management Office.
- 4.5. The participation in the activity should be recommended by the College Dean, Campus or Branch Director, endorsed by the concerned sector's vice president/s and should have the final approval of the University President.
- 4.6. The University may fund up to two (2) accompanying coaches/coordinators/mentors for a given event/activity as deemed necessary. Requests to allow more than two accompanying coaches/coordinators/mentors shall be evaluated for funding on a case to case basis and subject to availability of funds.
- 4.7. All the herein-cited provisions for funding support shall be subject to availability of funds and to government accounting and auditing rules and regulations. Any amount in excess of the prescribed ceilings shall be borne by the participant/s or by other external sources willing to provide sponsorships.
- 4.8. The university funding shall be based on EO. Nos. 248 and 248-A, s. 1995 as amended by EO 298, s.2004 and COA Circular 2013-003 inclusive of participant/s' registration or joining fees.

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5. Funding Support for participation in Local Student Development Activities

- 5.1. For individual participation, the funding support shall not exceed Php15,000.00 per participant per event
- 5.2. For group or team participation (including the coach or adviser as approved), the funding support shall not exceed Php70,000.00 for the entire delegation.
- 5.3. Essential events-related materials such as for the construction of prototype models in case of scientific competitions, innovations, new knowledge creation, shall be based on actual expenses but not to exceed Php30,000.00 per approved project or event.

6. Funding Support for Participation in International Student Development Activities

- 6.1 For individual participation in international student development activities as defined in this set of guidelines, the university funding shall not exceed Php30,000.00 per participant.
- 6.2 For group or team participation (including the coach or adviser as approved), the amount shall be based on actual expenses but shall not exceed Php100,000.00 for the entire delegation.
- 6.3 Essential events-related materials such as for the construction of prototype models in case of scientific competitions, innovations, new knowledge creation, shall be based on actual expenses but not to exceed Php30,000.00 per approved project or event.

7. Procedures for Availment of Funding Support

The head of office/department shall prepare request for the participation in the international event addressed to the University President thru the Executive Vice President and Vice President for Finance and endorsed by the concerned sector's vice president/s.

7.1 The request for funding assistance should have the following details:

- 7.1.1 Title of activity;
- 7.1.2 Venue and accommodation details;
- 7.1.3 Duration;
- 7.1.4 Description/rationale of the event
- 7.1.5 Objectives of PUP/College/Branch/Campus participation or involvement in the event
- 7.1.6 Participating organizations/countries represented by the target delegates in the event
- 7.1.7 Assistance provided by the sponsoring agency and other donors, if any,
- 7.1.8 In case of funding request for paper presentation, the OVPREPD-REMO endorsement of the paper, and
- 7.1.9 Expense Items and Amount Requested from the University

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- 7.2 The request, including documentary requirements as listed in item 9 of this set of guidelines, shall be submitted to the Office of the Sector Vice President at least one (1) month prior to the conduct of the activity for his/her recommending approval;
- 7.3 Upon recommendation of the College Dean or Campus/Branch Director and the Sector Vice President, the request including documentary requirements shall be forwarded to the Vice President for Finance for financial evaluation and the Vice President for Student Affairs and Services for endorsement;
- 7.4 The Vice President for Finance and the Vice President for Student Affairs and Services shall recommend the evaluated requests including documentary requirements to the Executive Vice President for appropriate action;
- 7.5 The Executive Vice President shall recommend the evaluated requests to the President for final approval;
- 7.6 The President shall forward the approved request to the Human Resource Management Department (HRMD) for the preparation of Special Order.

8. Documentary Requirements

- 8.1 Request Letter with recommendation of the College Dean or Campus/Branch Director and proper endorsements of concerned authorities
- 8.2 Letter of Acceptance or Approval of Participation in the Activity from the Sponsoring Organization/Agency
- 8.3 Program of Activities, Brochures (if any) and Itinerary;
- 8.4 Compliance with the requirements for off-campus activities
- 8.5 Photocopy of the paper to be presented (if applicable)
- 8.6 Budgetary estimates to cover the registration, transportation and daily subsistence allowance

9. Post-Activity Requirements

The participant/delegation, upon return from the activity, should:

- a. Submit a post activity report to the Internal Audit Office for evaluation and to the OVPSAS-Student Services Office for documentation and reference. Non-submission of the post activity report shall be a ground for disapproval of or non-action on current/future request for student development assistance or activity of the College Dean or Campus/Branch Director or organization to which the student/s belong.
- b. Submit post-activity report to REMO (in case of paper presentation)

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- c. Submit the following documents to the Accounting Office for cash advance liquidation:
- original copies of tickets and boarding passes, if applicable
 - certificate of participation
 - itinerary of travel (using the prescribed form)
 - certificate of travel completed (using the prescribed form)
 - Official Receipt (in case of refund of excess cash advance)
 - Proceedings and preferably with other evidences of the activity

10. Violations and Sanctions

Any violation of the above-mentioned policies and guidelines shall be subject of the following penalties depending on the nature and seriousness of the violation/s committed:

- a. Written warning
- b. Forfeiture of the right of the individual or unit to avail of new or further funding
- c. Administrative sanction

Violations shall include but are not limited to the following:

- a. Submission of fabricated document/s
- b. Endorsing student participant in invalid or inappropriate event
- c. Failure to submit the required post activity reports and documents
- d. Non-completion or non-attendance in the event without valid reason
- e. Failure to return within the authorized itinerary without prior approval
- f. Gross violation of the rules, regulations and/or law of the host country
- g. Failure to comply with liquidation requirements

11. Effectivity

This set of guidelines shall take effect **January 3, 2017**.


EMANUEL C. DE GUZMAN, PhD
President

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OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 40, Series of 2016

Received of	Signature
02-09-17	Roberto S. Pallido
	1:15
	Witness

TO : ALL CONCERNED OFFICIALS, FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES

SUBJECT : REVISED GUIDELINES ON PARTICIPATION OF PUP OFFICIALS, FACULTY MEMBERS, AND ADMINISTRATIVE EMPLOYEES IN STAFF DEVELOPMENT, SEMINAR AND TRAINING ACTIVITIES

DATE : December 29, 2016

1.0 Rationale and Objectives

This set of guidelines is established to provide support in the professional growth of officials and personnel of the Polytechnic University of the Philippines (PUP) as well as guidance in the grant of this support, including the submission of post activity report requirements. This is in line with Polytechnic University of the Philippines' (PUP) established Strategic Performance Management System (SPMS), which aims to empower and enhance the employees' performance towards the attainment of the University goals, motivate them to further development, enhance the culture of performance and ensure accountability.

The PUP SPMS is in compliance with Memorandum Circular No. 6, Series of 2012 of the Civil Service Commission (CSC) otherwise known as the "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)".

Specifically, this set of guidelines is intended to:

- 1.1 Define the entitlement to privileges of officials and academic and administrative personnel to Polytechnic University of the Philippines (PUP) staff development and training activities;
- 1.2 Set parameters that will be used as basis in the approval of the request for the conduct of and participation in staff development and training activities;

Provide a set of rules and procedures to be followed in complying with government accounting and auditing rules and regulations before, during and after the conduct of or participation in the staff development or training activity.

2.0 Scope and Coverage

The guidelines shall cover all University officials, permanent and temporary faculty members, and permanent and casual administrative employees.

3.0 Definition of Terms

- 3.1 *Staff Development Activities* refer to seminars, performance assessment, planning and team building activities, benchmarking and exposure trips;
- 3.2 *Seminars* refer to seminars, conventions, conferences, symposia and similar non-training gatherings;
- 3.3 *Trainings* refer to those personnel interventions that are conducted for the purpose of gaining or strengthening the skills and technical expertise or management expertise of the participant in his/her area of endeavor;

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- 3.4 *Planning* refers to the activity conducted by an office/department to determine the programs, activities and projects to achieve the performance targets for the succeeding year/s. The planning activities may be strategic planning, annual action planning, mid-year and year-end assessment;
- 3.5 *Training Fund* refers to the amount allocated to the office/department to fund the cost that shall be incurred for the participation/attendance in and/or conduct of trainings, conventions and seminars/workshops. This shall cover training fees, honoraria for lecturers (in accordance with Budget Circular 2007-1), cost of handouts, supplies, materials, meals, snacks and all other training related expenses, which does not include travelling and transportation expenses and per diem;
- 3.6 *Staff Development Fund* refers to the lump sum amount allocated to the office/department to fund the cost that shall be incurred in the conduct of and participation in staff development activities. This shall cover travelling and transportation expenses, per diem and other staff development related activities.

4.0 General Provisions

- 4.1 The University shall allocate annually per office/department funds for staff development and training activities of its personnel. All expenses as cited in items 3.5 and 3.6, incidental to the participation in and conduct of said activities may be charged to these funds;
- 4.2 University officials and employees may be authorized to participate in conventions, seminars, conferences, symposia, and such other activities conducted by non-government organizations or private institutions for a fee, as part of the human resource development program of the University, in accordance with the rules and regulations prescribed by the Civil Service Commission (CSC) and the Department of Budget and Management (DBM), chargeable against University funds;
- 4.3 Staff Development Activities Sponsored by Private Organizations (POs) and Non-Government Organizations (NGOs)
 - 4.3.1 The registration fee or charge for the participation in the conventions, seminars, conferences, symposia, and other similar non-training gatherings sponsored by non-government organizations or private institutions shall not exceed Two Thousand Pesos (P2,000.00) per day for each participant as prescribed in NBC 563. Any amount in excess of the prescribed rate shall be at the expense of the participant.
 - 4.3.2 In case where the convention/conference/seminar is held out-of-town, authorized participants may be entitled to per diems, travelling and transportation and other expenses as authorized under existing budgeting and accounting rules and regulations. The travelling and transportation allowance shall be based on the actual expenses or as prescribed in Executive Order 248 as amended by Executive Order 298, whichever is lower;
 - 4.3.3 Membership and similar fees paid for personal or individual membership in private organization shall be for the account of the member concerned and shall not be charged against University funds. However, institutional membership, that is PUP membership, may be charged to University funds;
 - 4.3.4 As far as practicable, University officials and employees should avail of the early registration rates to avail of reduced costs of participation in conventions, seminars, conferences and other similar activities;
 - 4.3.5 All expenditures for the purpose shall not exceed the appropriation for training and seminar expenses of offices/departments concerned and shall be subject to the usual accounting and auditing rules and regulations;

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4.4 Staff Development Activities Sponsored by Government Organizations (GOs) and Training Activities Sponsored by Government Organizations (GOs), Private Organizations (POs) and Non-Government Organizations (NGOs);

4.4.1 Seminars, conferences and the like that are conducted or organized by government institutions and trainings either conducted by government institutions or NGOs/POs are not covered by NBC 563, and, thus, payment for actual registration fees in these functions may be fully shouldered by the University, provided, such amount does not exceed a total amount of P15,000.00 per activity/function.

4.4.2 The approval of funding request shall be subject to the availability of funds allocated for the office/department of the requesting individual. The head of office/department shall coordinate with the Budget Services Office (BSO) in monitoring the balance of said funds;

4.5 Planning Activities

4.5.1 The conduct of planning activity (Strategic Planning/Annual Action Planning) shall be ONCE for each year with or without University funding support. It shall be limited to three (3) days, inclusive of travel time which shall not exceed one (1) day. University funding support for the planning activity shall be limited to the allocated budget for each employee of the office/department based on the actual attendance and subject to the availability of funds.

4.5.2 A transportation allowance shall be provided to each participant in the amount of One Thousand Pesos (P1,000.00) or based on actual transportation fare, whichever is lower. In case of rented vehicle, the cost shall be based on the equivalent mode of transportation to the venue;

4.5.3 The office/department may request for the use of the University vehicle, subject to the availability of the said vehicle. In this case, no transportation allowance will be provided but the University will cover gasoline expenses, per diem of the University driver, and toll fees;

4.5.4 Mid-year assessment planning shall be conducted by the office/department which shall not exceed two (2) days. For Branches and Campuses located within Metro Manila, the assessment planning activity shall be conducted within National Capital Region (NCR). In the case of Branches and Campuses outside of Metro Manila, the assessment planning activity shall be conducted within the city or municipality where the branch or campus is located.

4.5.5 For mid-year assessment planning, the University shall provide meal allowance of One Hundred Fifty Pesos (P150.00) per day per participant chargeable against the office/department Staff Development Fund based on actual attendance and shall cover gasoline expense and toll fees, when the University vehicle will be utilized;

4.5.6 Under the normal performance cycle of the University, the year-end assessment shall be undertaken by an office within the same period as that of the annual action/development planning;

4.5.7 Post Planning/Assessment report shall be submitted within fifteen (15) working days from the last day of the activity. This shall include the narrative report, photo documentation and copy of the outputs of the planning activity.

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4.6 Other Provisions

- 4.6.1 University Officials, faculty members and administrative employees may be allowed to attend national and international conferences with funding support every year, subject to the availability of office/department funds. On the other hand, if the allocated funds of the office/department are fully utilized, the participation of concerned University official, faculty member and administrative employee, if approved, may be issued Special Order on official time only;
- 4.6.2 For activities organized by institutions other than PUP, casual employees who have rendered at least six (6) months of continuous service in PUP shall be entitled to staff development privileges while one (1) year of continuous service shall entitle the same employees to training privileges. Employees retiring within one (1) year or with application for optional retirement shall not be entitled to financial support for participation in staff development and training activities held outside the University campus as provided herein. However, they may be allowed to attend/participate in these activities on official time only;
- 4.6.3 A Post-Staff Development Activity Report shall be submitted to the HRMD-Training and Development Section including photos and certificate of completion/participation within thirty (30) calendar days upon completion of the staff development activity. The report shall provide the details on the proceedings of the attended staff development activity and action plan of the personnel involved, the same report shall be posted at the PUP website within thirty (30) calendar days after the seminar.
- 4.6.4 The conduct of echo seminar/sharing (structure or unstructured) shall be limited to training/s attended/participated. Proof of echo seminar/sharing conducted shall be submitted to HRMD-Training Section within fifteen (15) working days upon conduct of the echo seminar/sharing;
- 4.6.5 All requests for the participation/attendance in and conduct of trainings, conventions and seminars/workshops, and the conduct of staff development activities shall be subject to the approval of the President thru the Executive Vice President and the Vice President for Finance, upon recommending approval of the concerned Vice President;
- 4.6.6 In case the staff development and training funds of the office/department are fully utilized or not sufficient to cover the participation of a faculty-designee in the staff development and training activities, he or she may request that the funds may be sourced from his/her mother academic unit, provided the College Dean endorses the request.

5.0 Procedures

- 5.1 The head of office/department shall prepare request for the participation/attendance in and conduct of trainings, conventions and seminars/workshops, and the conduct of staff development activities addressed to the University President thru the Executive Vice President and the Vice President for Finance. The request for the conduct of staff development and trainings activities shall be supported with a project proposal with the following details:

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- 5.1.1 Title of Activity;
- 5.1.2 Venue;
- 5.1.3 Duration;
- 5.1.4 Description and Rationale;
- 5.1.5 Objectives;
- 5.1.6 Target Participants;
- 5.1.7 Budgetary Requirements;

- 5.2 The request, including documentary requirements as listed in item 6.0 of this set of guidelines, shall be submitted to the Office of the Sector Vice President at least one (1) month prior to the conduct of the activity for his/her recommending approval;
- 5.3 Upon recommendation of the Sector Vice President, the request including documentary requirements shall be forwarded to the Vice President for Finance for financial evaluation;
- 5.4 The Vice President for Finance shall recommend the evaluated requests including documentary requirements to the Executive Vice President for appropriate action;
- 5.5 The Executive Vice President shall recommend the evaluated requests to the President for final approval;
- 5.6 The President shall forward the approved request to the Human Resource Management Department (HRMD) for the preparation of Special Order.

6.0 Documentary Requirements

- 6.1 Request Letter;
- 6.2 Project Proposal;
- 6.3 Program of Activities and Itinerary;
- 6.4 Certificate of Compliance from the HRMD on the Submission of Previous Post Seminar Report or No Pending Submission of Post Seminar Report;
- 6.5 Certificate of Compliance from the Internal Audit Office (IAO) on the submission of Post-Planning Activity Report;
- 6.6 Canvass of at least three (3) venues within the area (*For conduct of out-of-campus staff development or training activity*).

7.0 Sanction

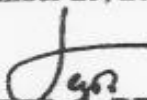
The non-submission of post activity report/s on the participated/attended and conducted trainings, conventions and seminars/workshops and conducted staff development activities shall be a ground for the disapproval of or non-action on current request for staff development or training activity until such time the submission of post activity report/s is complied with accordingly.

8.0 Repealing Clause

Any other guidelines, administrative order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of this set of guidelines is hereby repealed, modified or amended accordingly.

9.0 Effectivity

This set of guidelines shall take effect on December 29, 2016.


EMANUEL C. DE GUZMAN, PhD
President

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