IMPLEMENTATION

I.1. The institution/College/Academic Unit has a Research Unit managed by competent staff

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Lifted from the University Research & Development Manual (pp. 9-23)...............

CHAPTER 2

The University Research and Development Organization

The University Research and Development Council (UREDCO)

The University Research and Development Council (UREDCO) is constituted to serve as a policy-recommending body for the University Research & Development (R&D) plans and programs, and the clearinghouse of ideas, specifically in the priority-setting, implementation and evaluation of the R&D program of the University.

The UREDCO is headed by the University President, with the Vice President for Research, Extension, Planning and Development (VPREPD) as vice chair and the directors of the research institutes, chiefs of offices and centers under the OVPREPD and the designated academic area research coordinators, college deans and branch/campus directors as members. It shall meet once a year and may hold special meetings when necessary. (See Chapter 3)

The University Research Evaluation Committee (UREC)

The University Research Evaluation Committee (UREC) is an ad hoc committee that undertakes review of research proposals submitted for possible university funding. The Committee meets every quarter and holds special meetings when necessary.

The Office of the Vice President for Research, Extension, Planning and Development (OVPREPD)

The Office of the Vice-president for Research, Extension, Planning and Development (OVPREPD) is the lead implementer of the policies and programs of the University's research and development functions. It coordinates the research activities of the various colleges, campuses, branches and extensions of the University.

The Vice President for Research, Extension, Planning and Development (VPREPD) shall discharge the following duties and responsibilities:

1. Assists the University President in the direction, supervision, and management of all matters pertaining to research, extension, planning and development policies;
2. Coordinates the work of all research, extension, planning and development institutes and departments for harmonious functioning;
3. Represents the University President in official and/or social functions, as the case maybe;
4. Recommends and implements policies related to research, extension, planning, and development;
5. Submit regular reports to management and external bodies like DBM, COA, CHED, CSC and others; and
6. Performs such other duties that the President may assign from time to time.

The VPREPD is supported by the Assistant to the Vice-President for Research, Extension, Planning and Development (AVPREPD) with the following functions:

1. Assists the Vice President for Research, Extension, Planning and development in the direction, supervision and management of all matters pertaining to research, extension, planning and development policies;
2. Coordinated the work of all research, extension, planning, and development departments for harmonious functioning;

(02) 8713 5968 | dcoe_chair@gmail.com
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3. *Represents the Vice President for Research, Extension, Planning and Development in official and/or social functions, as the case maybe;*
4. *Recommends and implements policies related to research, extension, planning, and development;*
5. *Recommends plans, programs, projects, and policies relative to research planning and programs/project development to the VP for Research, Extension, Planning, and Development;*
6. *Assists the implementation of policies on research, planning, and development programs of the University;*
7. *Oversees the operation of the Research, Extension, Planning and Development office;*
8. *Submits regular reports to the management; and*
9. *Performs other duties that the Vice President for Research, Extension, Planning and Development may assign from time to time.*

Offices/Institutes/Centers under the OVPREPD

The Offices/Institutes under the OVPREPD are headed by the directors and are assisted b office/center chiefs. In that case of the research institutes and centers, faculty researches maybe designated to conduct research projects. These offices are as follows:

1. **Research and Extension Management Office (REMO)**

    1.1 Center for Research Management Services (CRMS)

    1.2 Center for Extension Management Services (CEMS)

2. **Institutional Planning Office (IPO)**

    2.1 Planning Section (PS)

    2.2 Evaluation and Monitoring Section (EMS)

3. **Institute for Science and Technology Research (ISTR)**

    3.1 Center for Life Science Research (CLSR)

    3.2 Center for Physical Science Research (CPSR)

    3.3 Center for Engineering and Technology Research (CETR)

    3.4 Center for Mathematics and Computing and Information Science Research (CMCISR)

4. **Institute for Social Sciences and Development (ISSD)**

    4.1 Center for Environmental Studies (CES)

    4.2 Center for Public Administration and Government Studies (CPAGS)

    4.3 Center for Peace and Poverty Studies (CHRGS)

    4.4 Center for Human Rights and Gender Studies (CHRGS)

5. **Institute for Cultural Studies (ICS)**

    5.1 Center for Creative Writing (CWS)

    5.2 Center for Philosophy and Humanities (CPH)

    5.3 Center for Social History (CSH)

5.4 *Center for Education Research (CER)*

6. **Institute for Labor and Industrial Relations (ILIR)**

6.1 *Center for Labor Research and Publications (CLRP)*

6.2 *Center for Labor Education and Training (CLET)*

7. **Institute for Data and Statistical Analysis (IDSA)**

7.1 *Center for Statistical Studies (CSS)*

7.2 *Statistical Training Section (STS)*

8. **Intellectual Property Management Office (IDSA)**

8.1. *Innovation and Technology Support Office (ITSO)*

8.2 *Center for Technology Transfer and Enterprise Development (CTTED)*

9. **Publication Office (PO)**

9.1 *Editorial and Layout Section (ELS)*

9.2 *Printing and Production Section (PPS)*

Functional Statement of the Various Offices/Institutes/Centers

Research and Extension Management Office (REMO)

This is the research and extension arm of the University that takes charge to initiate new research activities; to manage, monitor and assist in grant applications, research proposals and projects. REMO is also in charge of the implementation of the university extension program and serves as support arm for college/branch extension activities. In particular, REMO conducts research and extension capability6-building programs to encourage and train academic and non-academic staff on research and consultancy, and secures research and extension grants and projects. Furthermore, REMO is the support arm of the University Research and Evaluation Committee (UREC). Cluster Research and Extension Coordinators (RECs) are designated under the Office to facilitate, coordinate and monitor the research and extension program of the University.

The following are the core functions of the Office:

1. *Recommends plans, programs, projects, and policies relative to research planning and program/project development to the Vice-President for Research, Extension, Planning, and Development;*
2. *Assists in the implementation of policies on research, planning and development programs of the University;*
3. *Prioritizes research programs that have significant impact and contribution to the University's research thrusts and priorities;*
4. *Conducts institutional researchers that would address efficiency and effectiveness of the services offered by the University to its stakeholders and the larger community;*
5. *Provides administrative and technical support to University researchers and faculty members to harness their research capability and skills;*
6. *Assists in the conduct of the student/faculty evaluation;*

7. Provides technical assistance to faculty and students in the preparation of research designs and in the collection, processing, analysis and interpretation of research data;
8. Establishes and maintains linkages with national institutions with similar educational goals to facilitate the conduct of various researches; and
9. Oversees the operation of its attached centers.

REMO has two centers with distinct functions:

- **Center for Research Management Services (CRMS)**

  1. Conducts research evaluation;
  2. Monitors the implementation of the approved internal and external research projects;
  3. Forges research partnership and collaboration;
  4. Conducts fund-sourcing for research projects;
  5. Implements research capability-building programs;
  6. Organizes programs and activities to motivate research production and publication; and
  7. Conducts research dissemination (national and international conferences).

- **Center for Extension Management Services (CEMS)**

  1. Develops and implements the university extension program;
  2. Coordinates the college/branch extension activities;
  3. Develops partnership and collaboration with industry;
  4. Conducts extension monitoring and evaluation; and
  5. Conducts extension-related activities.

Institutional Planning Office (IPO)

The Office formulates and regularly updates the University's long-range plans and projects, monitors their implementation, submits institutional policy recommendations to the President, through the Vice President for Research, Extension, Planning and Development, and to the Board of Regents and maintains institutional databases.

Specifically, the IPO performs the following functions:

1. Implements policies relative to planning, conceptualization, monitoring and evaluation;
2. Coordinates with the academic and administrative support units pertaining to program planning review processes;
3. Supervises the operation of the Planning Section and the Monitoring and Evaluation Section;
4. Serves as representative of the University on matters relating to data exchange with other government agencies; and
5. Submits periodic reports to the management.

IPO has two sections with the following functions:

- **Planning Section (PS)**

  1. Provides technical assistance in planning and program development to the various operating units in the University;
  2. Integrates the plans of the different operating units into a University plan;
  3. Prepares projection on University enrollment and graduates;

4. Estimates funding requirements for faculty and administrative personnel, infrastructure and maintenance, and operating expenses for the various services and facilities of the University;
5. Prepares short and medium-term plans for the University;
6. Prepares periodic reports for the management and improvement of key processes;
7. Develops/analyzes university strategic indicators and performance measures generated out of institutional data from all sectors of the University;
8. Assesses institutional needs of the University;
9. Conducts evaluative studies on areas with strategic importance to the University; and
10. Provides the management with information that suggests the policy formulation and decision making.

- **Monitoring and Evaluation Section (MES)**

    1. Undertakes monitoring and evaluation of the status of the various program and projects of the University;
    2. Undertakes performance evaluation of the various units in the University in relation to the plans and programs projected for the year;
    3. Periodically reviews the University's short-terms and mid-term plans and makes recommendations on the required reformulations/revisions in the plan;
    4. Prepares periodic report for management;
    5. Monitors the accessibility of the programs, plans and projects to all sectors of the University;
    6. Evaluates the extent to which the project is able to achieve its general objectives/goals;
    7. Undertakes systematic measuring and tracking of programs of activities and results; and
    8. Develops collaborative team environments.

Institute for Science and Technology Research (ISTR)

The institute integrates holistic programs to implement various strategies in pursuing science and technology (S&T) researchers in the field of life science, physical science, mathematics, engineering, computing and information science. It promotes scientific consciousness and develops relevant research and development (R&D) expertise in the academe to develop indigenous, scientific and technological advancement in attaining social capital innovation.

The following are the core functions of ISTR:

1. Formulates and implements plans, programs and strategies for S&T through R&D;
2. Promotes the S&T research agenda of the University through the conduct of lectures, seminars, colloquia, workshops and symposia;
3. Undertakes and/or supervises S&T researches funded internally or by national and/or international funding institutions;
4. Establishes and maintains research linkages with the local, national and international research institutions;
5. Disseminates research results to local, national and/or international conferences or fora;
6. Public research outputs to scientific local, national and/or international journals;
7. Encourages and motivates faculty and students to carry out S&T researches;
8. Evaluates research proposals submitted for institutional funding of the university;

9. Monitors and assesses the progress of the on-going and completed researches conducted by faculty and students;
10. Mentors and assists S&T researchers (from inside and outside the university) through consultancies and sharing the use of the research laboratory;
11. Attends trainings and manpower development in the S&T areas of research;
12. Publishes the PUP Journal of Science and Technology; and
13. Monitors and ensures the implementation of biosafety practices in research conducted in the university.

ISTR has the following Centers and functions:

- **Center for Life Science Research (CLSR)**

    1. Formulates plans and programs towards the enrichment of life science research in the university;
    2. Promotes the life science research agenda of the University through the conduct of meetings, lectures, colloquia, seminars, workshops and symposia;
    3. Undertakes life science research funded internally, or by national and/or international funding institutions;
    4. Establishes and maintains research collaborations with the local, national and international funding institutions;
    5. Disseminates research result to local, national and international conferences or fora;
    6. Publishes research outputs to national and/or international refereed, ISI/Scopus-Indexed journals;
    7. Encourages and motivates faculty and students to carry out life science-related researches;
    8. Evaluates life science-related research proposals submitted for institutional funding of the university;
    9. Monitors and assesses the progress of the on-going life science-related researchers as well as completed researchers conducted by the faculty and students;
    10. Mentors and assists life science researchers (from inside and outside the university) through consultancies and sharing the use of the research laboratory;
    11. Strengthens manpower capabilities and development through attendance to life science-related seminars, workshops and training;
    12. Accepts and evaluates life science-related research articles for publication to PUP Journal of Science and technology; and
    13. Undertakes the transfer of the research results to their end-users.

- **Center for Physical Science Research (CPSR)**

    1. Formulates plans and programs toward the enrichment of physical science research in the university;
    2. Promotes the physical science research agenda of the University though the conduct of meetings, lectures, colloquia, seminars, workshops and symposia;
    3. Undertakes physical science research funded internally, or by national and/or international funding institutions;
    4. Establishes and maintains research collaborations with the local, national and international research institutions;
    5. Disseminates research results to local, national and international conferences or fora;
    6. Publishes research outputs to national and/or international refereed, ISI/Scopus-Indexed journals;

7. Encourages and motivates College of Science (CS) faculty and students to carry out physical science-related researches;
8. Evaluate physical science-related research proposals sub,=mitted for institutional funding of the university;
9. Monitors and assesses the progress of the physical science-related on-going and completed researches conducted by CS faculty and students;
10. Mentors and assists physical science researchers (from inside and outside the university) through consultancies and sharing the use of the research laboratory;
11. Strengthens manpower capabilities and development through attendance to physical science-related seminars, workshops and training;
12. Accepts and evaluates physical science-related research articles for publication to PUP Journal of Science and Technology; and
13. Undertakes the transfer of the research results to their end-users.

- **Center for Engineering and Technology Research (CETR)**

1. Formulates and adopts a comprehensive engineering and technology research plan for the university;
2. Promotes the engineering and technology research agenda of the University though the conduct of meetings, lectures, seminars, workshops and symposia;
3. Undertakes engineering and technology research, funded internally or by national and/or international funding institutions;
4. Establishes and maintains research collaborations with the local, national and international industrial companies and research institutions;
5. Disseminates research result to local, national and international conferences or fora;
6. Publishes research outputs to national and/or international refereed, ISI/Scopus-Indeed journals;
7. Encourages and motivates COE, CAFA and IT faculty and students to carry out engineering and technology-related researches;
8. Evaluates engineering and technology research proposals submitted for institutional funding of the university;
9. Monitors and assesses the progress of the engineering and technology-related on-going and completed researches conducted by COE, CAFA, and IT faculty students;
10. Mentors and assists engineering and technology researchers (from inside and outside the university) through consultancies and sharing the use of the research laboratory;
11. Strengthens manpower capabilities and development through attendance to engineering and technology seminars, workshops, and training;
12. Accepts and evaluates engineering and technology research articles for publication to PUP Journal Science and Technology; and
13. Undertakes the transfer of the results of scientific and technological research and development to their end-users.

- **Center for Mathematics and computing and Information Science Research (CMCISR)**

1. Formulates plans and programs towards the enrichment of mathematics, computing and information science research in the university;
2. Promotes the mathematics, computing and information science research agenda of the University though the conduct of meetings, lectures, colloquia, seminars, workshops and symposia;

3. Undertakes mathematics, computing and information science research funded internally or by national and/or international funding institutions;
4. Establishes and maintains research collaborations with the local, national and international research institutions;
5. Disseminates research result to local, national and international conferences or fora;
6. Publishes research outputs to national and/or international refereed, ISI/Scopus-Indexed journals;
7. Encourages and motivates College of Computer and Information Science (CCIS) and Department of Mathematics and Statistics faculty and students to carry out mathematics, computing and information science-related researches;
8. Evaluates mathematics, computing and information science-related research proposals submitted for institutional funding of the university;
9. Monitors and assesses the progress of the mathematics, computing and information science-related on-going and completed researches conducted by CS faculty and students;
10. Mentors and assists mathematics, computing and information science researchers (from inside and outside the university) through consultancies and sharing the use of the research laboratory;
11. Strengthens manpower capabilities and development through attendance to physical science-related seminars, workshops and training;
12. Accepts and evaluates mathematics, computing and information science-related research articles for publication to PUP Journal of Science and Technology; and
13. Undertakes the transfer of the mathematics, computing and information science-related research result to their end-users.

Institute for Social Sciences and Development (ISSD)

Serves as the research hub of the social sciences and development disciplines. Institutionalizes researches and encourages experimentations and empirical research on various approaches on social development, conducts thematic seminar-workshops and conferences; publishes journals as well as serves as clearing house that supports the research requirements of the College of Social Sciences and Development. ISSD has the following functions:

1. Provides leadership and supervises the day-to-day operation of the Institute;
2. Recommends research works in the areas of social sciences, human rights, political and socioeconomic issues, and other related disciplines;
3. Monitors the implementation of the various Centers under the Institute;
4. Undertakes research studies on human rights, labor and gender development;
5. Invites foreign scholar/lecturer/researchers who will work in partnership with the Institute to give lectures and discourse on the discipline;
6. Publishes books and journals and contemporary literary pieces to add knowledge on the social sciences and development; and
7. Creates local and international network in the academe, public, and private sectors, and civil society groups.

ISSD has the following Centers and Functions:

- **Center for Environmental Studies (CES)**

    1. Develops plans and programs on environmental and ecological studies in the University;

2. Provides technical, consultative and advisory services to the University officials relative to environmental concerns;
3. Undertakes activities to promote environmental awareness in the University; and
4. Takes up projects, conducts training programs, and builds database on environmental studies.

- **Center for Public Administration and Governance Studies (CPAGS)**

  - Engages in capacity-building, research and extension services in public administration and governance;
  - Formulates plans and programs towards the development of researches and studies on public administration, governance and related issues;
  - Undertakes researches, organizes lectures, symposia, conferences and the like promoting effective and efficient public administration and governance;
  - Establishes linkages and networking activities and groups and agencies having similar objectives;
  - Publishes papers and documents on field experience and theoretical studies on public administration and governance;
  - Establishes Professorial Chairs, and Student/Faculty Exchange Programs for the study of public administration and governance; and
  - 7. Provides consultancy and advisory on services on public administration and governance research, as well as retooling public servants in education for citizenship and genuine political participation.

- **Center for Peace and Poverty Studies (CPPS)**

  1. Undertake research and recommends policy for development focusing on poverty alleviation, human development, conflict, peace and regional development;
  2. Formulates plans and programs towards the development of research and studies on peace and related issues;
  3. Undertakes researches, organizes lectures, symposia, conferences and the like that promotes peace;
  4. Establishes linkages and networking activities with groups and agencies having similar objectives;
  5. Publishes papers and document on field experience and theoretical studies on peace building;
  6. Provides consultancy and advisory services on peace research and development studies; and
  7. Establishes Professional Chairs, Fellowship Grants and Scholarship for Faculty and Student Exchanged Programs for the study of peace, justice and democracy.

- **Center for Human Rights and Gender Studies (CHRGS)**

  1. Plans and develops curricular programs in human right and gender and development. The CHRGS provides training and symposia and establishes the University Gender and Development focal point systems.
  2. Formulates plans and programs towards the development of a curricula in human rights education;
  3. Establishes and maintains linkages with national and international organizations and educational institutions engaged in similar activities to facilities research;
  4. Assists in the development of curricula and training of faculty and students;
  5. Develops training programs to prepare faculty members to handle courses in human rights education; and

6. Conducts research to enrich and update human right program related to education curricula.

Institute for Cultural Studies (ICS)

Fosters research-based and workshop-led outputs and activities across divisional and disciplinary boundaries. The Institute promotes and engages with interpretative or hermeneutic, historical, social and political science, and theoretical works in the Arts and allied disciplined. The Institution has the following function;

1. Establishes as archive of published and unpublished researches, work and personal papers associated with the formation of the Institute and its centers;
2. Constructs and houses special library of cultural studies publication;
3. Fosters linkage with universities, local and abroad;
4. Organizes regular symposia and conference both local and International
5. Establishes professorial chairs, fellowship grants, and scholarship and faculty and student exchange program in cultural studies and associated disciplines;
6. Augments disciplinary expertise for curricular development In order to deliver informed course teaching in undergraduate and graduate programs of the University; and
7. Promotes assistance to undergraduate the graduate student and faculty working on cultural studies and associated disciplines;

ICS has the following Centers and Function:

- **Center for Creative Writing (CCW)**

1. Hold weekly workshop that will develop writing skills of student, leader and staff enabling them to create work that can be included in the production and publication of anthologies, literary journals and books;
2. Launches regular discussion among teachers, students and scholar about the newest, up-to-date and important books, multimedia and other related topics in the arts;
3. Hold fora, symposia and seminars on the ever-changing methods and issues dealing with literature from local and International scope.
4. Builds a special and unique library for cultural studies and produces publication that can be accessed and utilized by student, diligent writers, scholar and other intellectuals for research and study;
5. Creates an organization of writers that will develop, train, ascertain and embody the literature produced by our university and make it know in and out of PUP;
6. Regularly produces issues of literally journals, anthologies and other work that will herald PUP as one of the newest for progressive and patriotic literature;
7. Establishes link to other Institutional and cultural organization in and out of the PUP that can assist the center in its plans for activities, project, and productions; and
8. Launched yearly community work to chosen places/areas that could be helped and trained by the center with regard to the creation of mini libraries and in producing standard knowledge in the creative writing discipline.

- **Center for Humanities and Philosophy (CHP)**

1. Assist the University in establishing linkages with institution specializing in the areas of humanities, philosophy, cultural studies, art practices, heritage promotion and preservation;
2. Formulates, supervise and monitors the implementation of the programs and services by the Center;
3. Conduct and publishes researches, papers, transcript, article and monographs books and journals; and
4. Conduct fora, training workshop roundtable discussions and seminars in the areas of humanities and philosophy

- **Center for Social History (CSH)**

  1. Establishes and maintains an archive of published and unpublished researches, works, and personal papers associated with the formation of the Institute and its associated centers;
  2. Construct and houses special library of cultural studies publications;
  3. Fosters linkage with universities locally and abroad;
  4. Organized regular symposia and conference both local and international;
  5. Establishes professional chairs, fellowship grants, and scholarship and faculty and students exchanged programs in cultural studies and associated disciplines;
  6. Augments disciplinary expertise for curricular development in order to deliver informed course teaching in undergraduate and graduate programs of the University; and
  7. Promotes assistance to undergraduate and graduate student and faculty working on cultural studies and associated disciplines.

- **Center for Education Research (CER)**

  1. Supports R&D project of college, branches, and campuses offering education courses;
  2. Supports the University in promoting poverty reduction studies focusing on education
  3. Publishes a research journal on education incorporating contemporary theories and empirical methodologies on the discourse and practice of education;
  4. Help promote education innovation; and
  5. Assists in establishing partnership and linkages with education institution and professional organization.

- **Institute for Labor and Industrial Relation (ILIR)**

  Its focus is to create labor programs and research study on labor and industrial relations, to serve as worker education and training center, to establish network and linkages among labor groups and organizations while providing support services

  ILIR has the following function:

  1. Conduct researches and studies for faculty and student development programs relevant to labor and industrial relation for social transformation;
  2. Publishes journals and other education materials including curriculum initiatives focusing on labor, industrial relations and nation development
  3. Organizes information campaign, training, seminar, educational activities, support services such as financial system analysis and other advocacies for labor right and standards;
  4. Maintain SALIKSIKAN, a labor resource center to house research materials and serves as educational center for student, faculty and employees on labor and national development; and 5. Establishes volunteer groups, initiates linkages and networking activities with group agencies, offices and organization having similar objectives.

- **Center for Labor Research and Publication (CLRP)**

  1. Conducts and assist in research studies on labor and society linking academic research to the concern and struggle of labor for national development and social transformation
  2. Promotes labor-related research, these and dissertation and conducts colloquia (public presentation of research papers) with the initiative, support and cooperation of departments, colleges and agencies of the university.
  3. Publishing Bisig, the official journal publication of the institute.
  4. Establish and coordinates a board of editors, referees and contributors for the institute's publication and educational materials.

5. Maintains and enriches a resources center (SALIKSIKAN) as repository of reading materials, audio-visual materials and other educations tools and aids for the perusal of students, employee, and faculty of the university and workers and labor advocates outsides the university.

- **Center for Labor education and Trainings (CLET)**

  1. Conducts regular information campaigns, seminar and trainings and other educations activities and prepares corresponding educational materials.
  2. Facilities resources speakers and trainers for labors issues and labor \-related education activities and trainings.
  3. Established a pool of speakers, trainers composed of faculty members, employees and student to respond to request for speakers, trainers and facilitators within and outside the university.
  4. Organize and maintain volunteers groups to help the institutes in providing services to the workers and communities; and other advocacies of the institutes and the university.
  5. Establishes network and partnership and individuals, labor organizations and institution, local and international government, non-government organizations and universities on issues and advocacies for the right and welfare of workers and tillers.

Institute for Data and Statistical Analysis (IDSA)

This Institute serves as the University's facilities for statistical consultancy and processing of research data of faculty members, students and staff of PUP, as well as researchers from other institutions/organizations. The IDSA offers training for internal and external clients. It also functions as generator/providers of data requirements of business, government and non-government organization through surveys and other scientific methods of data collection.

IDSA has two sections with the following functions:

- **Center for Statistical Studies (CSS)**

  1. Accept statistical consulting service from individuals or institutions in the private and public sectors;
  2. Provides expert or responsible advice/assistance on data gathering, data organization, processing and analysis to undergraduate and graduate student researches.
  3. Analyze and interprets institution statistical information (like demographic profile of faculty and administrative employees, performance of PUP graduates in licensure examinations, etc.);
  4. Coordinates with Research and Extension management Office (REMO) and Information and Communication Technology Office (ICTO) on the analysis of the Online Faculty Evaluation of Student.
  5. Facilities the conduct of Client Satisfactory Survey and analyze the survey result to measure the performance of the academic and non-academic office of the University;
  6. Establish and maintains linkages and collaboration with national institution and organization like the Philippines Statistic Authority (PSA), which are engaged in similar activities to facilities research: and
  7. Collates, evaluation and interprets institution data that will be used to develop the University Statistic Bulletin.

- **Statistic Training Section (STS)**

  1. Exposes faculty members and graduates and undergraduate students to actual use of popular statistic software through seminar-workshops and in-house trainings;

2. Schedule training courses and organizes lectures, seminar and workshop on the use of statistical software; and
3. Prepares manuals and training descriptions of participants.

Intellectual property Management Office (IPMO)

The Officer is responsible for developing and implementing policies and guidelines that encourage the creation, invention, dissemination, utilization and commercialization of intellectual property in the University. In particular, IPMO has the following major functions:

1. Provides assistance and advice to the stakeholders on intellectual property rights and ensures that this right are protected and promoted in the manner that will be beneficial for both the creator/author/inventor and the University.
2. Facilitates and promotes University-industry partnership through technology transfer, and generate income for the university through the commercialization of product and services derive from its RND processes.
3. Recommends effective support for inventor through various incentive mechanism to fast- track technology processes in the university; and
4. Coordinate/collaborate with the various institute and college to facilitate the execution of agreements, affidavit, application, and other documents relating to works and inventions.

The IPMO directly supervises the following offices with their respecting functions:

- **Innovation and Technology Support Offices (ITSO)**

  1. Boost the intellectual property creation in the academe by facilitating access to global science and technology information.
  2. Provide skills training in patent searching
  3. Renders patent search services
  4. Organize a community of patent information
  5. Provides skills training in patent drafting
  6. Renders patent drafting services
  7. Organize community of expert to participate in patent examination
  8. Advices researcher on intellectual property issues and right
  9. Renders IP audit and evaluation services
  10. Serves as a depository of patent-related documents papers and statistics
  11. Conducts seminar and fora and intellectual property rights

- **Centers for Technology transfer and enterprise Development (CTTED)**

  1. Assist researchers to identify possible partners within the academe, other business and investors to promote translation of research innovations into new products;
  2. Collaborate with the values courage research institutes/centers, and other units in the university of matters concerning technology transfer and commercialization
  3. Establish and collaborate with network of commercial venture contracts and promotes the advancements of innovation within and outside the university
  4. Pursues commercialization through expert analysis intellectual property protections and license and partnership negotiation
  5. Provides licensing support
  6. Provides assistance to researchers to secure attractive return in the long term from the commercialization of valuable research outcomes and intellectual property
  7. Provides of portfolio of new technologies created through university research for licensing
  8. Collaborates with industry another stakeholders on technology creation, adaption and commercialization
  9. Assesses university invention /innovation for their commercial potential
  10. Assists in the disclosure and patenting processes.
  11. Assists in the facilitating transfer agreement and in raising capital for the university; and
  12. Conduct seminars and training on technology transfer and commercialization of research product

Publications Office (PO)

The Publication Office takes charge of ensuring the efficient and effective production of high-quality university publications that include, but are not limited to, the PUP Annual Report, university research journals, monographs and other publication.

Collectively, the Publication Office performs the following functions:
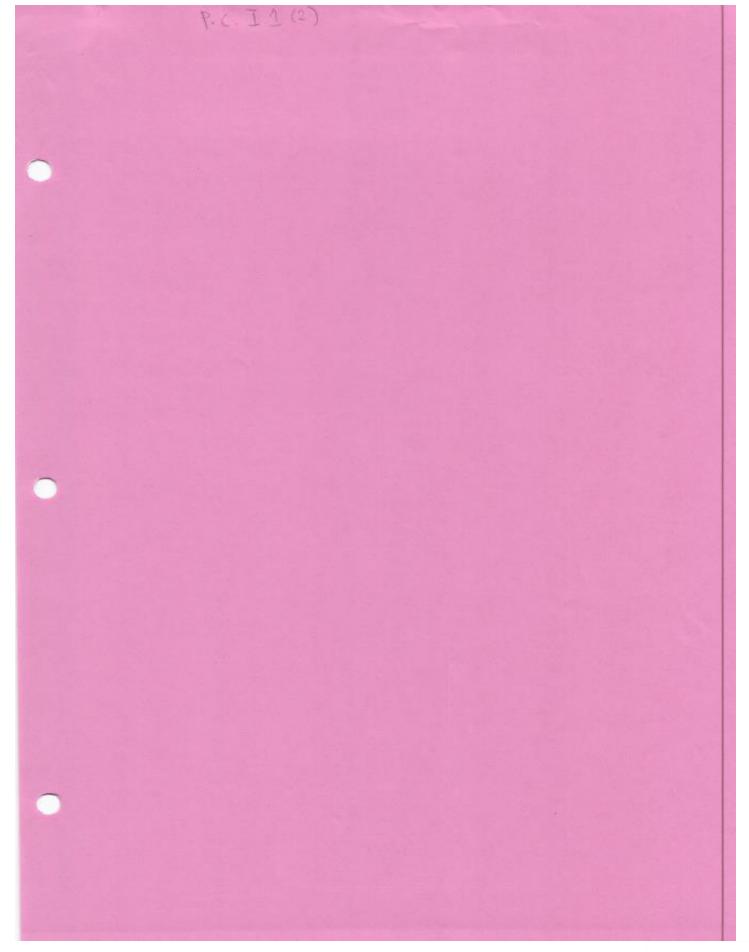
1. Prepares layout, performs technical editing, prepares for publication and/or prints the University research journals;
2. Prepares layout and/or prints the University's Annual Report;
3. Prepares layout and prints monthly issues of The Observer;
4. Prepares the layout and/or prints souvenir programs, commemorative issues of periodicals, and other printed material;
5. Prints various University forms, office forms and other forms and other printing requirements during University activities; and
6. Performs other tasks as maybe required by the VP for Research, Extension, Planning and Development.

PO is composed of two sections, namely:

- **Editorial and Layout Section (ELS)**

  1. Performs technical editing work on books, manuals, magazines and other materials;
  2. Provides graphic designing services for tarpaulin, logo, poster, certificates, and other printed materials; and
  3. Provides typesetting/lay outing services for journals, newsletters and brochures.

- **Printing and Production Section (PPS)**

  1. Provides printing services during University-wide activities; and
  2. Prints various forms, office forms and other printing requirements of the University.

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Lifted from the University Research & Development Manual (pp. 33-35)...............

Chapter 5

DISSEMINATION AND UTILIZATION OF RESEARCH RESULTS

Dissemination of Research

Dissemination is the means of imparting research results to intended audiences in the most effective and cost-efficient manner. It is the process of transmitting new information, discoveries and innovations to intended recipients based on the research findings conducted in the University. The purpose is to effect the utilization of the information on the part of the recipient and contribute to advancement of knowledge in the country.

To accomplish the dissemination activity, the University and the research grantee/s share the responsibility of distributing the research output to the potential users and beneficiaries through a variety of ways. There are two types of audiences intended to be informed about the research results:

1. Primary audience which include key audiences, such as donors, or financers, programs mangers or implementers, service providers, regulatory authorities, researchers, experts, specialists, consultants and the academe.

2. Secondary audience which include other interested groups, multilateral organizations, NGOs, political and government sectors, private sectors, church, media, general population, among others.

As a principle, the University provides avenues for the dissemination of research findings or results. These may be in form of publications (either print or electronic) or through presentations in conferences, seminars, fora and other similar events.

The University shall disseminate research results in any or a combination of the following modes:

1. By Print and/or Electronic Publication

The University has the first option to publish, either wholly or in part the results of the university research undertaking. These researches may b e published in book form, as a research monograph, as part of any of the University research journals, or in the PUP website.

The proponents have the option to publish their works by the other means. In such cases, the permission of the University is needed. However, this requirement of getting the University's written permission becomes void one year after the termination of the project for non-publication in another form or venue, in newspapers, and other printed forms, locally and internationally. They are also encouraged to publish in open access journals over the Internet and other venues using the new media platform.

While the authorship remains with the proponents, the name of the University and/ or funding institution as project partner/s should always appear in all forms of publication of the said research.

Provided also that all the aforementioned do not run counter to the provisions on the Waive of Copyright by the University as stipulated in the PUP Intellectual Property (IP) Policy.

1.1 College Journals. Research results by faculty members can be published in their college journals. Format and style of articles for publication in these journals are determined by the Editorial Board or concerned officials of the said colleges.

1.2 The PUP Journals. There shall be eight refereed University research journals where research results can be published, namely –

a. *Bisig*
b. *Education Review*
c. *Graduate Forum*
d. *Journal of Cultural*
e. *Journal of Science and Technology*
f. *Mabini Review*
g. *PUP Open University Journal Open and Distance Learning*
h. *Social Sciences and Development Review*

These refereed research journals of the University are regularly published both in print and online. Contributors to any of these journals must observe the format and style specified in the editorial policy of the above-mentioned journals.

1.3 National/international Journals. The researchers must at all times abide by the proper documentation guidelines as regard citation of sources of information used or mentioned in the paper. In general, the style and format of the Publication Manual of the American Psychological Association Publication Manual (APA) is observed.

1.4 Open Access journals. These are scholarly journals that are available online to the reader "without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself." (Suber, 2013) Researchers may refer to the Directory of Open Access Journals (www.doaj.org) for the list of open access journals.

2. By Research Presentation to Conferences

The University researchers are encouraged to present and disseminate their research outputs in national or international professional conferences. Research presentations maybe done in the form of oral (either virtually or in person) or poster presentation in the following venue:

2.1 *University-wide, national or international conference by the University through the Office of the Vice President for Research, Extension, Planning and Development;*
2.2 *Research forum organized in the collegial level;*
2.3 *Research colloquium organized by student organizations; and*
2.4 *National or international research fora of the scientific and professional organizations.*

These conferences are intended to encourage healthy discussions among researchers, exchange of new ideas and research findings, establish linkages between research institutions and attract future researchers.

3. By Other Forms of Dissemination

Research findings may be cited orally in writing through media interviews, press briefings, news releases and other similar formats provided the proponent seeks clearance from the Office of the University President through the Communications Management Office (CMO) in coordination with the Intellectual Property Management Office (IPMO).

Utilization of Research Results

The University can utilize the research results in generating income subject to the provision set forth in the University Intellectual Property (IP) Policy and pertinent provisions of R.A. 8292 (Higher Education Modernization Act of 1997) and R.A. 8293 (Intellectual Property Code).

Research findings can also be used in aid of legislation and policy formulation by the local national government. This form of utilization of research results should be documented and reported to the University by the research proponents.