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I.5. The Institution supports the researchers in all of the following activities:

I.5.1. Instructional Materials Development



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Faculty who have prepared instructional materials

Name of Faculty	Instructional Material Developed (Print/Model/Electronic)	Title
Cansino, Julius S. Pajabera, Orlando V. Tenerife Jr., Pedrito M.	Electronic Powerpoint Presentation Print	Operating System (Lecture) Operating System Laboratory Manual
Pajabera, Orlando V. Tenerife Jr., Pedrito M.	Electronic Powerpoint Presentation Print	Database Management System (Lecture) Database Management System Laboratory Manual
Cansino, Julius S. Mahaguay, Rolito L. Rodriguez, Joshua Benjamin B. Tenerife Jr., Pedrito M.	Electronic Powerpoint Presentation Print	Computer Fundamentals & Programming (Lecture) Computer Fundamentals & Programming Laboratory Manual
Cansino, Julius S. Ado, Remedios G.	Electronic Powerpoint Presentation Print	Logic Circuits & Switching Theory (Lecture) Advanced Logic Circuits (Lecture) Logic Circuits & Switching Theory Laboratory Manual Advanced Logic Circuits Laboratory Manual
Canlas, Arlene B.	Electronic Powerpoint Presentation	Project Management Database Management System
De La Cruz, Arvin R.	Electronic Powerpoint Presentation	Object Oriented Programming Software Engineering
Lorico, Julian L.	Electronic Powerpoint Presentation	System Analysis and Design Software Engineering
Mahaguay, Rolito L.	Electronic Powerpoint Presentation Print	Computer System Architecture with Assembly Language (Lecture) Computer System Architecture with Assembly Language Laboratory Manual
Natividad, Mark Kervin Z.	Electronic Powerpoint Presentation	Electronics
Reyes, Lutzer U.	Electronic Powerpoint Presentation	Project Management

Prepared by:

Pedrito M. Tenerife Jr.



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OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 016, Series of 2017

TO : ALL CONCERNED

SUBJECT: GUIDELINES ON PAYMENT OF UTIMEC/CTIMEC/HSTIMEC
EVALUATORS HONORARIA

DATE : February 16, 2017

1.3. Rationale and Objectives

The University Textbook and Other Instructional Materials Evaluation Committee (UTIMEC) was created pursuant to the University Policy to have all textbooks and other instructional materials intended to be prescribed by the University for use of the PUP students undergo evaluation.

Per BOR-approved UTIMEC Evaluation Guidelines, all books and other instructional materials intended for use in the university shall pass through two (2) levels of evaluators--the College Textbook and Other Instructional Materials Evaluation Committee (CTIMEC) or High School Textbook and Other Instructional Materials Evaluation Committee (HSTIMEC) at the first level, and the UTIMEC at the second level. The UTIMEC evaluation process requires the participation of qualified experts and specialists in the different disciplines. This role of experts and specialists is crucial in the fulfillment of the UTIMEC mandate which includes among other others, making endorsements for higher authorities' approval of all textbooks and other instructional materials which have the passed the evaluation criteria and scrutiny of evaluators.

This set of guidelines aims to guide the granting of honoraria to qualified evaluators duly tasked to review and rate the textbooks and other instructional materials submitted to the UTIMEC for evaluation purposes.

2.3. Coverage

These guidelines shall cover CTIMEC/HSTIMEC and UTIMEC evaluators who may be fulltime or part-time faculty members and external experts invited to extend their services as members of the evaluation committee.

3.0. Definition of Terms

3.1. University Textbook and other Instructional Materials Evaluation Committee (UTIMEC) shall refer to the University-level body responsible for, among others, the validation of the results of evaluation of books and other instructional materials proposed to be prescribed to students in college/high school as either textbook or as a general reference as conducted by a lower-level evaluation body.

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- 3.2. **College Textbook and Instructional Materials Evaluation Committee (CTIMEC)** shall refer to the three-member College-level body responsible for the evaluation of books and other instructional materials proposed to be prescribed to students in the college level as textbook or as a general reference.
- 3.3. **High School Textbook and other Instructional Materials Evaluation Committee (HSTIMEC)** shall refer to the three-member high school-level body responsible for the evaluation of books and other instructional materials proposed to be prescribed to students in high school as textbook or as a general reference.
- 3.4. **CTIMEC/HSTIMEC Evaluators** - shall refer to experts and/or specialists in the field who, by virtue of a special order, shall be tasked to comprise the panel of evaluators and conduct the first level evaluation of a given textbook / instructional material.
- 3.5. **UTIMEC Evaluators** - shall refer to the members of the UTIMEC. The members of the UTIMEC perform the second level evaluation and acts on the evaluation made by the CTIMEC/HSTIMEC in accordance with the UTIMEC Evaluation guidelines.
- 3.6. **Honorarium** - as defined by DBM Budget Circular No. 2007-1 (April 23, 2007) and as used in this set of guidelines, is a form of compensation given as token of appreciation or reward for gratuitous services on account of one's broad and superior knowledge or expertise in a specific field for which no fixed price is set.

4.0. **General Provisions**

4.1. **CTIMEC/HSTIMEC Evaluators' Minimum Qualifications**

A member of the faculty, whether fulltime or part-time, who possesses at least the following minimum qualifications may be tapped as CTIMEC/HSTIMEC evaluator:

- a. At least a master's degree holder in the discipline
- b. Has written at least three (3) studies that have been presented or published; and
- c. Has taught the course for at least five (5) years

4.2. **Engaging External Evaluator**

An external expert or specialist in the discipline may be tapped as CTIMEC/HSTIMEC evaluator, especially when the Chair or any member of the UTIMEC is the author of the book/instructional material under evaluation.

4.3. **Payment of Honorarium**

4.3.1. Only external evaluators shall be entitled to receive honoraria.

4.3.2. An external evaluator shall be paid an honorarium of Php2,000.00 per book evaluated, subject to pertinent issuances of the Department of Budget Management.

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4.3.3. The following shall be considered new evaluation engagements hence shall entitle the evaluators to receive honoraria:

- a re-evaluation of a book/instructional material that shall not pass the first evaluation of the CTIMEC/HSTIMEC and the UTIMEC, and shall be recommended for a rework or further modifications by the author/s in order to meet the UTIMEC evaluation criteria or the minimum rating required
- evaluation of a revised edition of a book/instructional material or of a book/instructional material which validity has lapsed

4.4. **Reimbursement of Transportation Expenses**

Faculty members from any branch or campus shall be reimbursed of transportation expenses incurred in attending CTIMEC/HSTIMEC/UTIMEC evaluation meetings subject to existing University policies and procedures.

5.0. **Repealing Clause**

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

6.0. **Effectivity**

This set of guidelines shall take effect upon the approval by the PUP Board of Regents on December 23, 2015.

(Sgd.) EMANUEL C. DE GUZMAN, PhD
President

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MEMORANDUM ORDER
No. 015, Series of 2014

TO : ALL CONCERNED
SUBJECT : SUBMISSION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS FOR UTIMEC EVALUATION
DATE : April 4, 2014

Please be informed that evaluation by the UTIMEC is resuming. You are therefore advised to now submit for evaluation textbooks and other instructional materials intended to be used particularly on the first semester of school year 2014-2015 to the Office of Vice President Alberto C. Guillo who is now the UTIMEC chairman.

Please be reminded of the following guidelines:

- All textbooks and other instructional materials approved by the UTIMEC prior to 2009 are to be revised and be submitted for UTIMEC evaluation.
- Those approved by the UTIMEC in 2009 to 2012 are to undergo re-evaluation by the UTIMEC.
- Submission must be in hard and soft copies (in PDF and word formats).
- An evaluation fee of P5,000.00 is charged per book/instructional material.
- Original copy of the publisher's editorial board evaluation results and a photocopy of the receipt of evaluation fee payment must also be submitted to the Committee.

For strict compliance.

(Sgd.) EMANUEL C. DE GUZMAN, PhD
President

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MEMORANDUM ORDER
No. 041, Series of 2013

TO : ALL CONCERNED

SUBJECT: SUBMISSION OF TEXTBOOKS AND OTHER INSTRUCTIONAL
MATERIALS FOR UTIMEC EVALUATION

DATE : September 30, 2013

Please be informed that evaluation of textbooks and other instructional materials by the UTIMEC is continuing. You are therefore advised to submit for evaluation textbooks and other instructional materials intended to be used particularly this Second Semester, 2013-2014.

Please be reminded of the following standing guidelines:

1. All textbooks and other instructional materials approved by the UTIMEC prior to 2009 are to be revised and submitted to the editorial board of the publishing company for editing, comments and approval.

Hard and soft copies (in PDF and word formats) together with the publisher's editorial board evaluation results and endorsement are to be submitted by the concerned authors or publishers to the UTIMEC for evaluation.

2. All textbooks and other instructional materials approved by the UTIMEC in 2009 to 2012 are to undergo re-evaluation by the UTIMEC.

Hard and soft copies (in PDF and word formats) are to be submitted by the concerned authors or publishers to the UTIMEC for evaluation. No re-evaluation fee shall be charged if payment has been made during the previous UTIMEC evaluation.

3. All textbooks and other instructional materials newly submitted to the UTIMEC this 2013 are to undergo the process of evaluation based on the 2013 Revised Guidelines for Evaluation of Textbooks and other Instructional Materials.

For strict compliance,

(Sgd.) EMANUEL C. DE GUZMAN, PhD
President

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MEMORANDUM ORDER
No. 035, Series of 2017

TO : ALL CONCERNED

SUBJECT: AMENDMENT TO MEMORANDUM ORDER NO. 035, SERIES OF 2013

DATE : September 5, 2017

This Memorandum is being issued to amend Memorandum Order No. 035, Series of 2013, the "Monitoring and Investigation Committee for Textbook and Other Instructional Materials Policy Implementation (MICTIMPI)", dated August 27, 2013.

The committee composition is hereby amended as follows:

- Chair:** University/Board Secretary
- Co-chair:** Director, Internal Audit Office
- Members:** Faculty Regent
- Student Regent
- Dean, College of Communication
- Dean, College of Business Administration
- Dean, College of Political Science and Public Administration
- Dean, College of Tourism, Hospitality and Transportation Management
- Dean, College of Architecture and Fine Arts
- PUP Legal Counsel
- Representative from the College Student Councils
- President, Sentral na Konseho ng Mag-aaral

For your information.

EMANUEL C. DE GUZMAN, PhD
President

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 University Textbooks and other Instructional Materials Evaluation Committee

Annex B

CRITERIA FOR TEXTBOOK EVALUATION
 Revised May 2014

Author/s _____
 Title _____
 Copyright Year _____
 Subject for Which the Book is Intended _____
 College _____
 Department _____

Instructions:

Below are statements that describe or show the qualities of an acceptable textbook. Consider how the book you are assessing shows these qualities. For facility in evaluation, the highest total number of points for each group of items are given and the highest number of points assigned to each item is shown.

I. **Format and Other Technical Matters** (Please check the appropriate boxes if the items indicated below are present in the material.)

A. Preliminary Pages

- 1. Title Page
- 2. Author Page
- 3. Copyright Page
- 4. Preface – this contains the author's objective. If acknowledgement is brief, it can be incorporated in the preface.
- 5. Table of Contents

B. All Chapters/Major Divisions

- 1. Objectives
- 2. Brief Introduction
- 3. Citations, and proper documentation for intellectual property rights.
- 4. Study helps/discussions
- 5. Bibliography/References/Work Cited

C. Certification of Editing



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I.5. The Institution supports the researchers in all of the following activities:

I.5.2. paper presentations, journal publication, classroom



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MEMORANDUM ORDER
No. 009, Series of 2018

TO : ALL CONCERNED

SUBJECT: REVISED 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 : March 23, 2018

1. Rationale and Objectives

This Revised 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 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.

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:



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- 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 or program.

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. **Academic-related Activity** refers to any competition, award-giving event that promotes discovery, innovation and creativity in line with student's program or specialization, and student exchange program as defined in this set of guidelines.
- 3.3. **Student Exchange Program** refers to the program which the Office of International Affairs and the Academic Sector jointly undertake under a MOA with a foreign academic institution and involves exchange of PUP student/s and their foreign counterpart student/s from the partner institution in pursuit of their respective academic programs.
- 3.4. **Daily Subsistence Allowance** refers to the provision for participant's food, accommodation and other expenses before, during and after the event and/or exchange program. This includes the stipend which may be availed of by a participant in the Student Exchange Program.
- 3.5. **Stipend** refers to the fixed amount given to qualified student participant in the Student Exchange Program to cover food and other expenses/needs that typically occur during the course of his/her study but are not covered by other allowances spelled out in this set of guidelines.
- 3.6. **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, train, 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 for the purpose of earning units in subjects such as practicum, internship, OJT and similar requirements. A student who shall be sent under the Student Exchange Program of the University shall be qualified on the basis of the specific requirements of the exchange program being availed of and maybe given funding support subject to the provisions of this Revised Guidelines and availability of funds.
- 4.2. The event or program 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.

5. Funding Support for participation in Local Student Development Activities

- 5.1. For individual participation, the funding support shall be based on actual expenses but shall not exceed Php15,000.00 per participant per event.
- 5.2. For group or team participation, the delegates who may avail of funding should not be more than fifteen (15), and the amount of funding support shall be based on actual expenses but shall not exceed Php15,000.00 per delegate or Php 120,000.00 for the entire student delegation subject to availability of funds.
- 5.3. Accompanying faculty, coach or staff may be extended funding support subject to pertinent guidelines and availability of funds.



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- 5.4. 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 items 3.1 and 3.2 in this set of guidelines, with the exception of Student Exchange Program, the university funding shall be based on actual expenses but shall not exceed Php30,000.00 per participant subject to availability of funds.
- 6.2. The funding which may be extended to a participant in a Student Exchange Program may include:
- travel allowance for actual airfare and transportation costs from participant's origin to the venue & back but not to exceed Php50,000.00;
 - accommodation allowance based on actual cost but not to exceed Php25,000.00 per semester; and
 - stipend of Php15,000.00 per month for a maximum of five months per semester, subject to the MOA, the pertinent provisions of this Revised Guidelines and availability of funds.
- 6.3. For group or team participation in international student development activities with the exception of Student Exchange Program, the delegates who may avail of funding should not be more than five (5) and the amount of funding support shall be based on actual expenses but shall not exceed Php30,000.00 per delegate or Php150,000.00 for the entire student delegation.
- 6.4. Essential events-related materials such as for the construction of prototype models in case of scientific competitions, innovations, and new knowledge creation shall be based on actual expenses but not to exceed Php30,000.00 per approved project or event.
- 6.5. Accompanying faculty, coach or staff may be extended funding support subject to pertinent guidelines and availability of funds.

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,

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- 7.1.8 In case of funding request for paper presentation, the OVPREPD-REMO endorsement of the paper,
- 7.9.1. Expense Items and Amount Requested from the University. In case of funding request for international student development activity and student exchange, the accomplished OIA Study, Training and Exchange Program Form
- 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) and to the Office of the International Affairs (in case of international event or exchange program)
- c. Submit the following documents to the Accounting Office for cash advance liquidation:



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- o original copies of tickets and boarding passes, if applicable
 - certificate of participation
 - itinerary of travel (using the prescribed form)
- o certificate of travel completed (using the prescribed form)
- o Official Receipt (in case of refund of excess cash advance)
- o 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 took effect upon the approval of the PUP Board of Regents in its 160th Regular Meeting.

This Memorandum amends Memorandum Order No. 007, Series of 2017, the "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", dated February 1, 2017.


EMANUEL C. DE GUZMAN, PhD
President



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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COMPUTER ENGINEERING DEPARTMENT

I.5. The Institution supports the researchers in all of the following activities:

I.5.3. editorship/writing in academic, scientific and professional



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COMPUTER ENGINEERING DEPARTMENT

P D 5 . 5 . 3

Lifted from the University Research & Development Manual (pp. 36-43).....

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 Commission 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 be based on the DBM Budget Circular No. 2007-2 or the Department of Budget and



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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 deloaded 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 full-time faculty who is into a research contract with the University shall be fifteen (15) only.

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,



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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.



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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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I.5. The Institution supports the researchers in all of the following activities:

I.5.4. thesis/dissertation advising; and



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PDI 5.4



Republic of the Philippines
 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 Office of the Vice-President for Academic Affairs

*To all chairs,
 For your information
 MJC*

MEMORANDUM ORDER
 No. 9, Series of 2017

TO : ALL DEANS/BRANCH/CLUSTER DIRECTORS,
 DEPARTMENT ACADEMIC HEADS

PROM : VPAA MANUEL M. MUHI

SUBJECT : UNDERGRADUATE THESIS SUBJECT

DATE : JUNE 9, 2017

To produce quality and excellent student theses, you are hereby instructed to assign thesis subjects to faculty with master's/PhD degree who will properly guide and advise the students in crafting thesis.

It is expected that faculty who will serve as advisers will develop a cutting-edge, if not create new knowledge that will address basic societal problems and will integrate aspects of academic skills.

Also please remind thesis advisers not to extract money from their students as honorarium for the panel.

For strict compliance.

2nd Floor, South Wing, A. Mabini Campus, Anonas Street, Sta. Mesa, Manila
 Tel.Nos. 713-3532; 335-1718 local 206; 722
 Website: www.pup.edu.ph

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COMPUTER ENGINEERING DEPARTMENT

**SILAW: A HYBRID RENEWABLE ENERGY-POWERED
LIGHT BUOY SYSTEM HARNESSING
SEA ENERGY POTENTIALS**

A
Design Project
Presented to the Faculty of the
Computer Engineering Department
Polytechnic University of the Philippines, Sta. Mesa, Manila

In Partial Fulfillment
of the Requirements for the Degree
Bachelor of Science in Computer Engineering

by:
Jann Warren S. Aralar
Christopher Renz R. Arnau
John Angelo D. Mariano
Ian Kenneth M. Poblete

May 2017



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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Published by
Center of Research and Development
College of Engineering
Polytechnic University of the Philippines
Sta. Mesa, Manila

**SILAW: A HYBRID RENEWABLE ENERGY – POWERED LIGHT BUOY SYSTEM
HARNESSING SEA ENERGY POTENTIALS**

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Center of Research and Development and Polytechnic University of the Philippines
College of Engineering Polytechnic University of the Philippines

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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

APPROVAL SHEET

This is to certify that we have supervised the preparation of and read the design project paper proposed by **Jann Warren S. Aralar, Christopher Renz R. Arnau, John Angelo D. Mariano, Ian Kenneth M. Poblete, and Engr. Orland D. Tubola** entitled **SILAW: A HYBRID RENEWABLE ENERGY – POWERED LIGHT BUOY SYSTEM HARNESSING SEA ENERGY POTENTIALS** and that said paper has been submitted for final examination by the Oral Examination Committee.


Engr. Pedro M. Tenerife Jr.
Design Project Adviser


As members of the Design Project Committee, we certify that we have examined this paper and hereby recommend that it be accepted as fulfilment of the requirement for the degree in Bachelor of Science in Computer Engineering.



Engr. Julius S. Cansino
Design Project Evaluator


Engr. Rolito L. Mahaguay
Design Project Evaluator


Antonieta D. Evangelista
Design Project Evaluator

This design project paper is hereby approved and accepted by the College of Engineering as fulfilment of the requirement for the degree in Bachelor of Science in Computer Engineering.


Engr. Julius S. Cansino
Chairperson, CpE Department


Engr. Guillermo O. Bernabe
Dean, College of Engineering

PUP NDC Campus, Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 713-59-68
website: www.pup.edu.ph e-mail: coe@pup.edu.ph/pup.edu.org

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

MEMORANDUM ORDER
No. 010, Series of 2017

Approved by the President
Date: 02-17-17
Signature: [Handwritten Signature]
Initials: S-20

TO : ALL CONCERNED

SUBJECT: IMPLEMENTING GUIDELINES FOR THESIS AND DISSERTATION GRANT

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 thesis and dissertation grant is hereby promulgated.

Section 1.0 Rationale

The University shall provide thesis and dissertation grant to full time faculty members or permanent administrative employees towards the completion of a graduate degree.

The grant is intended to (1) *motivate the University manpower/personnel to improve their qualification and sharpen their intellectual skills and scholarship;* and (2) *promote within the University the importance of advance and graduate education.*

Section 2.0 Eligibility

- 2.1 All full time faculty members with permanent status shall be eligible to receive the thesis and dissertation grant who studied either in any PUP graduate program, in national university (University of the Philippines), in any university that is included in the most recent top 1000 universities in the region or of the world as determined by CHED, or in any university provided that the enrolled academic program is Level 3 accredited or CHED recognized Center of Excellence/Center of Development.
- 2.2 All permanent administrative employees shall be eligible to receive thesis and dissertation grant.
- 2.3 In case of MA thesis grant, the grantee is obliged to present it in any reputable disciplinary regional/national/international conference within one (1) year from the date of graduation before the grant will be awarded.
- 2.4 In case of dissertation grant, the grantee is obliged to present it in any reputable disciplinary international conference and publish it in any reputable refereed journal, any CHED-Accredited/Recognized Journal, or any ISI/Scopus-indexed publication within two (2) years from the date of graduation before the grant will be awarded.

2nd floor South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 716-1143; Telefax: 7162644
(Trunk Line) 3351-777/787 local 201/202/658/659 ; website: www.pup.edu.ph e-mail: president@pup.edu.ph



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2

- 2.5 In exceptional cases where the dissertation is not yet published within two years from the date of graduation, the grant may be awarded provided that certificate of acceptance for publication or any document of the same nature is submitted. However, the grant must be returned if the dissertation will not be published after a year from the date when the grant was released.

Section 3.0 Disqualification

- 3.1 A full time, faculty member or permanent administrative employee who received a simultaneous grant from another institution (government or non-government) is disqualified.
- 3.2 A faculty member or employee who has been awarded a thesis grant may still be eligible for a dissertation grant. However, no faculty employee shall be afforded another grant for a second master's degree or dissertation grant for a second doctorate degree.
- 3.3 A full time faculty member or permanent administrative employee who undertakes or completed a thesis or dissertation towards the completion of a degree from a university/college that is verified to be unauthorized to award the degree for failing to comply with the policies, guidelines and standards of the Commission on Higher Education (for Philippine Universities) or for lack of accreditation or authority from the government or regional accreditation (for foreign universities) is disqualified.
- 3.4 Failure to comply with all the documentary requirements herein set forth is tantamount to outright disqualification.
- 3.5 Applicants whose thesis/dissertation was completed beyond the last two years from date of application shall not qualify for the grant.

Section 4.0 Documentary Requirements

- 4.1 Letter of application duly endorsed by the applicant's immediate supervisor.
- 4.2 Employment certificate issued by the Human Resource Management Department
- 4.3 At least four (4) copies of the completed thesis/dissertation. The *Polytechnic University of the Philippines* must have been mentioned in the acknowledgement, in categorical terms, as a provider of fund instrumental in the completion of the thesis/dissertation.
- 4.4 Diploma or certification of degree completion.
- 4.5 Affidavit stating among others that the thesis/dissertation was written as a requirement towards the completion of a master's or doctorate degree and that the same is not written for the completion of a second master or second doctorate degree.

2nd floor South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 716-1143; Telefax: 7162644
(Trunk Line) 3351-777/787 local 201/202/658/659; website: www.pup.edu.ph e-mail: president@pup.edu.ph



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I.5. The Institution supports the researchers in all of the following activities:

I.5.5. patenting of research outputs.



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PDI 5.5

Lifted from the University Research & Development Manual (pp. 36-43),.....

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2. Externally-Funded Research

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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 Commission 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 be based on the DBM Budget Circular No. 2007-2 or the Department of Budget and



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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 deloaded 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 full-time faculty who is into a research contract with the University shall be fifteen (15) only.

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,



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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.



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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)