



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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COMPUTER ENGINEERING DEPARTMENT

PARAMETER D: PUBLICATION AND DISSEMINATION

SYSTEM-INPUTS AND PROCESSES

S.1. The institution has an approved and copyrighted Research Journal



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PDS-1



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

MEMORANDUM ORDER
 No. 013, Series of 2017

PUP - Central Records Section	
Received by: <i>Felimon M. Rubiano Jr.</i>	<i>[Signature]</i>
<i>2/28/17</i>	<i>G: [Signature]</i>

TO : ALL CONCERNED

SUBJECT: IMPLEMENTING GUIDELINES ON PAPER PRESENTATION FINANCIAL ASSISTANCE

DATE : February 9, 2017

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

Section 1.0 Rationale

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

Section 2.0 Definitions

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

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

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Section 3.0 Eligibility

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

Section 4.0 Limitations

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

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

Section 5.0 Basic Documentary Requirements

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

Section 6.0 Application Process

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

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

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

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

6.3 Once the *Ad Hoc Committee* convenes, the RMO shall endorse the research paper/study to the Committee. To ensure that the policy on double – blind review is sternly complied with, RMO shall prepare the research paper/study devoid of any indication of identity of the researcher or applicant. The applicant, likewise, is prevented to know the identity of the members of the *Ad Hoc Committee*. In this stage of the process, all deliberations about the paper/study shall be confidential. Once the Committee's evaluation is completed and an appropriate evaluation report is made, the confidentiality rule is deemed terminated.

6.4 If the evaluation of the *Ad Hoc Committee* favors the applicant, the packet of application documents together with the Evaluation Report signed by all the members of the Committee shall be endorsed back to the OVPREPD. The OVPREPD shall make an endorsement to the Office of the Vice President for Finance (OVPPF) to ascertain availability of funds. Once the OVPPF certifies the availability of funds, the application shall be forwarded to the Office of the President for final approval. The applicant shall receive a formal update indicating the status of the request.

The OVPREPD shall veto the decision of the *Ad Hoc Committee* in any case of disagreement among evaluators.

6.5 Upon approval of the application for conference funding, the applicant shall enter into a contract/ memorandum of agreement with the University stipulating therein the terms and conditions of the financial assistance.

6.6 All applications which did not qualify may still re-apply as long as all the qualifications and none of the disqualifications remain present.



Section 7.0 Criteria for Assessment

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

Section 8.0 Policy on Multiple Authorships

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

Section 9.0 Return of Cash or Check, Reimbursement

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



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

Section 10.0 Availability of Funds

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

Section 11.0 Amount of Conference Funding Support

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

Section 12.0 Conference-proper Requirements

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

Section 13.0 Post-Conference Requirements

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

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

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

Section 14.0 Repealing Clause

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

Section 15.0 Effectivity

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


EMANUEL C. DE GUZMAN, PhD
President



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OFFICE OF THE
Sta. Mesa, Manila

Annex A.
Application and
Recommendation Letter
Template

<date>

Dr. EMANUEL C. DE GUZMAN
President
This University

THRU : Dr. HERMINIA E. MANIMTIM
Executive Vice President

Ms. MARISSA J. LEGASPI
Vice President for Finance

[Note: Include VPF if financial assistance is requested]

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

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

Dear Sir:

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

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

(use other sheet if space is not enough)

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

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

For your approval, sir. Thank you very much.

Very truly yours,

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

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

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



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PUP - Central Records Section
Received By: Roberto S. Palillo
06-06-17 7:20pm
Date: _____ Time: _____

MEMORANDUM ORDER
No. 025, Series of 2017

TO : ALL CONCERNED

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

DATE : June 7, 2017

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


EMANUEL C. DE GUZMAN, PhD
President

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Chapter 7

PROTECTION OF INTELLECTUAL PROPERTY

The University is committed to providing an environment that supports the research and teaching activities of its faculty, student and staff. It recognizes its obligation to transfer new property, the rights and obligation of the University, its faculty, administrative personnel and students, and other third parties shall be governed by the revised PUP Intellectual Property (IP) Policy, pertinent provision of R.A. 8292 (Higher Education Modernization Act of 1997), R.A. 10055 (Philippine Technology Transfer Act of 2009) and R.A. 8293 (Intellectual Property Code of the Philippines). The University IP Policy is intended to promote and encourage excellence and innovation in scholarly research and teaching by identifying and protecting the rights of the University, its faculty, administrative staff, and student.

To the extent permitted by this policy, individuals may enter into contract with the University to address issues regarding intellectual property, in which case the contract entered into a manner consistent with the policy.

Protection for Copyright

All works referred in Article 4 Section 1 of the University Intellectual Property Policy such as manuscript of research outputs, research journals, theses, dissertations, etc. must be applied for copyright protection.

Protection for Patent and other Intellectual Property Rights

All patentable inventions referred in Article 5 Section 1 of the University Intellectual Property Policy must be applied for patent as early as possible for protection. Likewise, all utility models, industrial designs and the like shall also be registered as soon as possible. The "first to file rule" stated in the Intellectual Property Code of the Philippines should be taken in consideration of protecting all inventions of the University.

All fees related to intellectual property rights under the name of PUP shall be borne by the University.

Nondisclosure Agreement

In case where research is patentable, researchers and all persons involved should sign a nondisclosure agreement in order to prevent premature disclosure until patent applications have been filed. It is also advised that patent application should be filed first before any paper presentation, publication or exhibit is made.

All patenting and copyrighting activities and protection of other IP-related rights should be coordinated with the Intellectual Property management Office (IPMO).

Procedure for Copyright Application

1. Secure the Copyright Application Form from the Intellectual Property Management Office (IPMO). The form can also be downloaded from the PUP website through the IPMO link. (See Appendix G-1)
2. Fill-out the Application Form. For theses/dissertations and other work authored by students which are being submitted to the University in partial fulfillment of any course requirements, the authors must accomplish/sign the affidavit of Copyright Co-ownership with the Polytechnic University of the Philippines. Copy of template of this Affidavit can also be obtained from the IPMO or through the PUP website. (See Appendices G-2 and G-3)
3. Have the accomplishment Application Form and Affidavit on Copyright Co-ownership duly notarized.
4. Proceed to the Accounting Office for the order of Payment.
5. Pay the Copyright application fee at the Cashier's Office.
6. Submit to IPMO triplicate copies of the notarized application form and affidavit of Copyright Co-ownership, and the document/s applied for copyright (hard or soft copy), together with the official receipt.



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7. Return to IPMO triplicate specified date to get the Certificate of Copyright Registration to be issued by the National Library of the Philippines.

Procedure for Patent Application

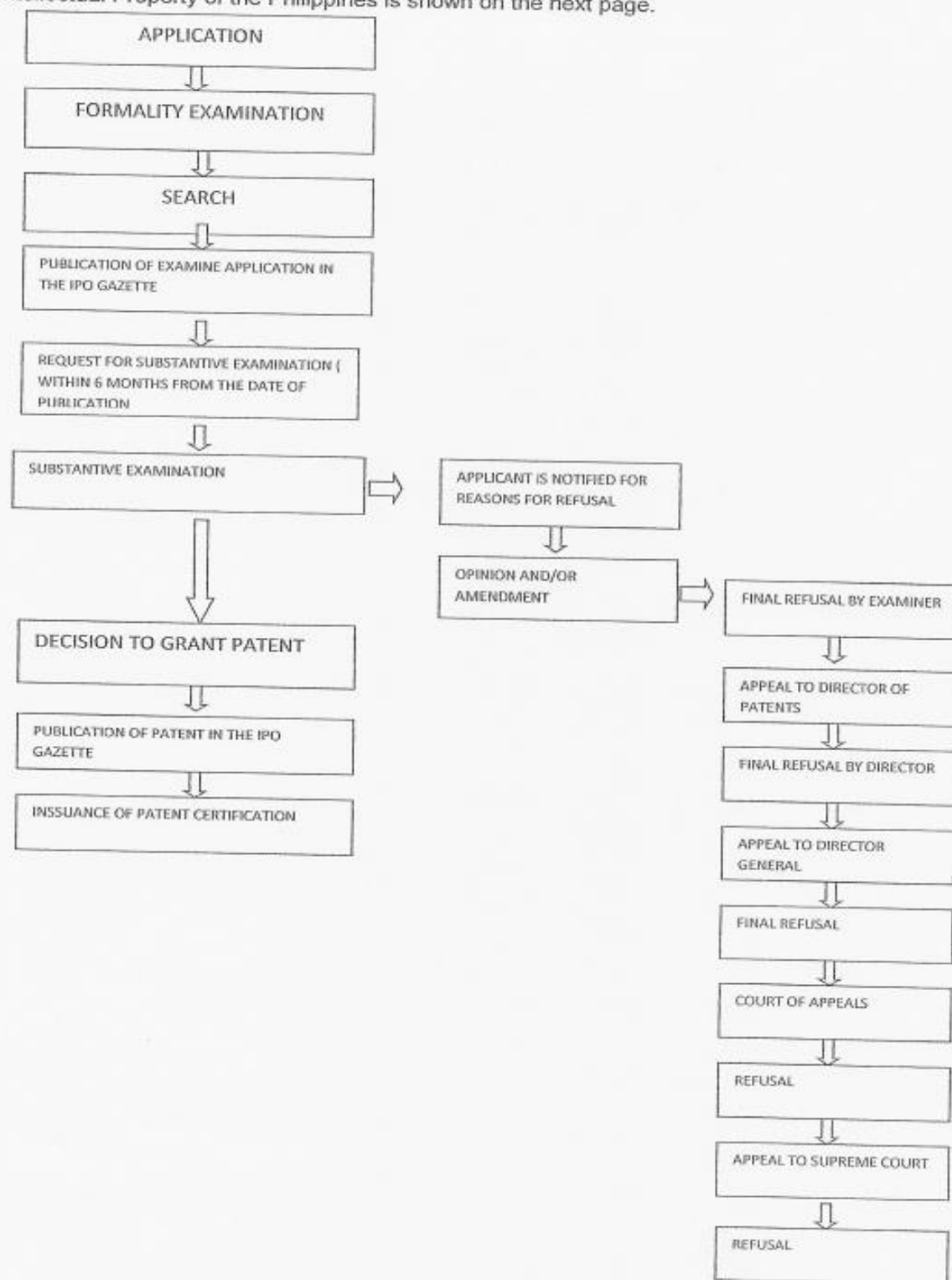
1. Inventor/creator must write a letter to OVPRED about his/her new invention.
2. If found valuable, OVPRED request IPMO for the evaluation of preventability and potential commercial success of the invention.
3. Inventors talk to IPMO for patentability and fill up the Invention Disclosure Form (See Appendix G-4 Invention Disclosure Form)
- 4 The Innovation and Technology Support Office (ITSO) conducts patent search to check for novelty. Check if it involves inventive step and verify for its industrial applicability.
5. The Center for Technology Transfer and Enterprise Developments (CTTED) conducts preliminary study for commercialization.
6. if the invention is found patentable and has potential commercial success, both the ITSO and the CTTED shall provide their recommendations to the Director of IPMO, who will in turn endorse the invention to OVPREPD for the application for patent.
7. The inventor/creator, with the assistance of ITSO will fill-up the Request for the Grant of Patent Form (See Appendix G-5 Request for Grand of Patent Form)
8. The inventor/creator together with ITSO will draft the Description of the Invention (includes Specifications and claims) and Drawings necessary for the invention (if any).
9. ITSO will file the application to the Intellectual Property Office of the Philippines.

(please refer to the flowchart presented in the succeeding pages)



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The flowchart (Figure 3) from filing to grant/refusal of patent application at the Intellectual Property of the Philippines is shown on the next page.

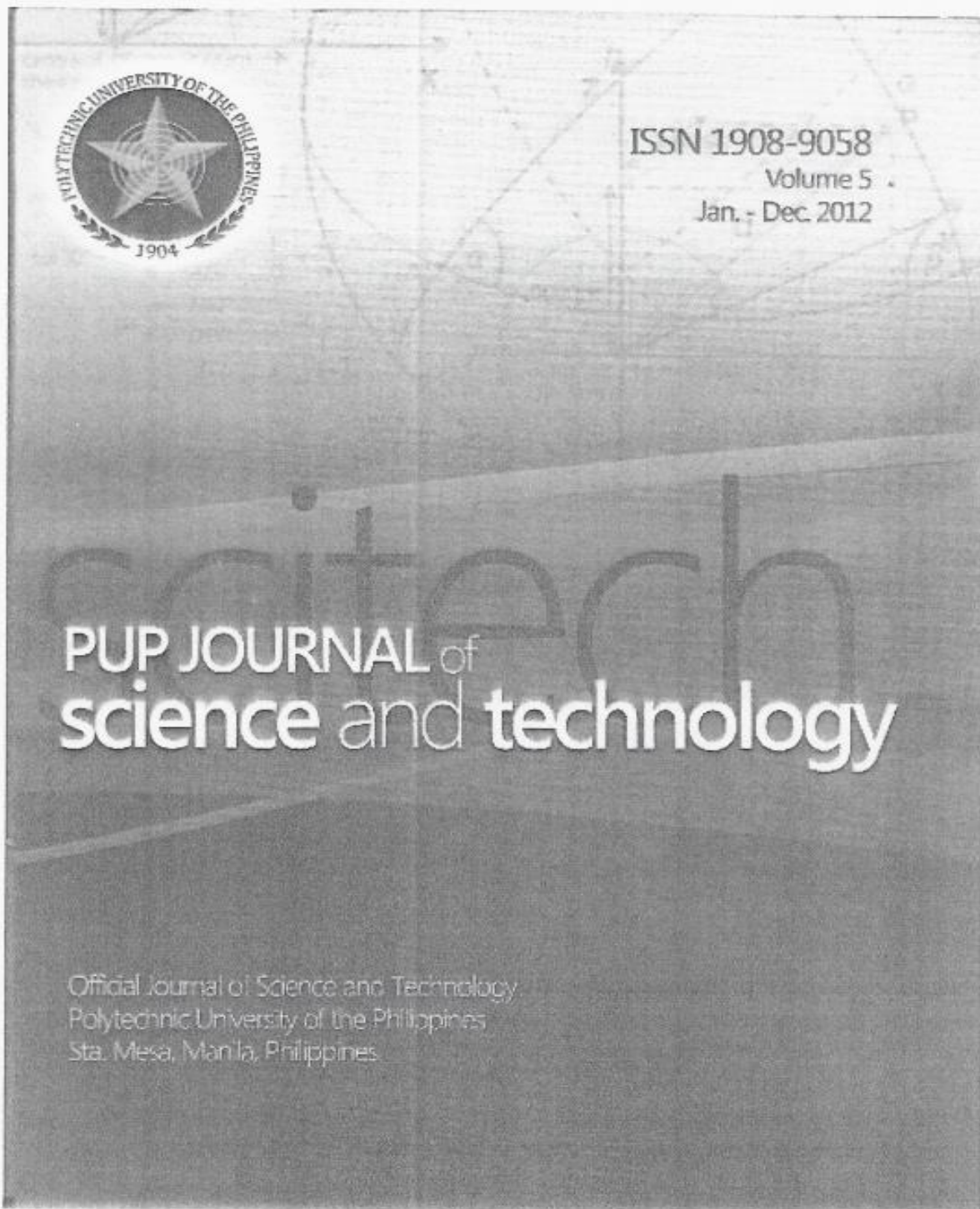




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PD 5.1

The PUP JOURNAL OF SCIENCE AND TECHNOLOGY (PUPJST) is the official journal of theoretical and applied science and technology of the Polytechnic University of the Philippines. It is a referred journal devoted to original articles on current researches and expositions by PUP faculty members, scholars, and students. It is published annually by the Office of the Vice-President for Research, Extension, Planning and Development (OVPREPD).





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PUP JOURNAL OF SCIENCE & TECHNOLOGY

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GUIDELINES FOR AUTHORS

Authors of contributed papers/articles are advised to take note of the following guidelines:

Four types of papers/articles are accepted for publication: (1) research papers, (2) research notes, (3) expository papers and texts of significant speeches delivered before prestigious professional bodies, and (4) short communications. [(1) A research paper is an original article on a recent accomplishment in research in science and technology; (2) a research note is an article on significant partial results of an on-going study; (3) an expository paper, on the other hand, is a broad and well-documented exposition or survey of a currently active area of research with some original perspectives; and (4) a short communication is an extended abstract of an unpublished study. Such articles should be written in clear and simple style understandable by undergraduate/graduate students and researchers who are not necessarily experts in the subject matter of the paper].

The paper/article must include the following: Title, Author(s) and affiliation, Abstract, Introduction, Body, Summary/Conclusion of paper, and References. The title should be descriptive and brief. The abstract should be a short and clear description of the new results being presented. The introduction should indicate the motivation, background, and significance of the results presented in the body of the paper. The body of the paper should include a clear statement of the problem, the methodology, the data obtained, and graphic illustrations (if any). The summary or conclusion should clearly state in brief the main results and/or conclusions of the paper. The references must be numbered and must indicate the author(s), title of article/book, publication date, and page number(s) if appropriate.

To facilitate the processing of contributed papers, authors are advised to submit their manuscripts in two forms: **HARD COPY** (preferably without any special formatting) and **SOFT COPY** (preferably in Microsoft Word, plain text, or LaTeX). These must be submitted to the Institute for Science and Technology Research, PUP, Sta. Mesa, Manila. Submission by email is preferred. Send to: scitech@pup.edu.ph

All submitted papers/articles will be reviewed by a panel of referees and the editors reserve the right to accept or reject them or to suggest revisions. Contributors will receive five (5) copies of the Journal.



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