



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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S.2. The institution has incentives for

S.2.1. paper presentations



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

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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.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

2

- 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.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

- 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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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

- 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:



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

6

- 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

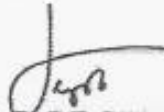
Violations shall include but are not limited to the following:

- 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
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

S.2. The institution has incentives for

S.2.2. journal publication



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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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.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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,



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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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PDS 2.2



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 OFFICE OF THE PRESIDENT

PUP - Central Records Section	
Prescribed by	Roberto S. Bellido
02-17-17	VS 20
Date	17/02/2017

MEMORANDUM ORDER
 No. 009, Series of 2017

TO : ALL CONCERNED

SUBJECT: IMPLEMENTING GUIDELINES ON INCENTIVES FOR PUBLICATION AND CITATION

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 on incentives for publication and citation 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 publication and citation incentives 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

- 2.1 *Publication* refers to the means of research dissemination whereby the researcher was able to have his/her research output/result/discussion or a concise version thereof printed in either ISI/SCOPUS-indexed publications or CHED-Accredited Journals.
- 2.2 *Citation* refers to the process of attributing to someone an idea, a thought or a claim (previously published) that contributes to the development of a subsequent argument. For the purposes of this set of guidelines, citation shall also refer to the manner by which a researcher's work or body of works is used collectively or separately either to 'support another researcher's study or to establish its background or the circumstances surrounding its major problem. Citation shall be limited to those made in articles published in ISI/SCOPUS-indexed publications and CHED-Accredited Journals.





- 2.3 *ISI/SCOPUS* is a reputable organization that conducts indexing of academic publications in both scientific and non-scientific disciplines. Its evaluation and screening process is widely and internationally recognized by various respectable academic institutions.
- 2.4 *Fund Availability* refers to the annual allocation of definite funds intended to finance the cash incentives herein provided by the University. The allocation shall be made part of the budget proposal for a given year. Should the allocated funds for the purpose is already depleted for the specified fiscal year, the University has the discretion to deny applications.
- 2.5 *CHED-Accredited/Recognized Journals* refer to research journals that passed the evaluation process of the CHED Journal Accreditation System and were given CHED Journal Codes (CJC) signifying compliance of the journal with nationally-accepted standards and practice of refereeing and peer review.
- 2.6 *Student Researchers* are students who perform research related to the students' degree program in an academic department or research unit under the direction of a faculty member or authorized principal investigator.

Section 3.0 Eligibility

Any of the following parties may apply for and be eligible for cash incentives for publication and citation:

- 3.1 Any faculty member of the University with permanent or temporary status regardless of rank;
- 3.2 Any permanent administrative employee of the University;
- 3.3 Any faculty member with permanent or temporary status/permanent administrative employee of the University in collaboration with researcher/s from other universities and/or external agencies;
- 3.4 Any faculty member with permanent or temporary status/permanent administrative employee of the University in collaboration with student researchers from the University; and
- 3.5 Any regular, bona fide student enrolled with at least nine (9) units in any graduate program or full load in any undergraduate program is qualified to receive incentive/s that shall be chargeable against the Student Development Fund (SDF).

Section 4.0 Disqualification

The following are not qualified to receive cash incentives for publication and citation:

- 4.1 A faculty member with permanent or temporary status, permanent administrative employee, or student researcher/s of the University, who did not associate him/herself with the University in the final



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3

- manuscript or published article or that the University was not mentioned as his/her affiliation;
- 4.2 A faculty member with permanent or temporary status, permanent administrative employee, or student researcher/s of the University, who was previously granted with incentives/grants that otherwise disqualifies him/her to receive a simultaneous or subsequent grant;
 - 4.3 A faculty member with permanent or temporary status, or permanent administrative employee of the University with student co-researchers or researchers from external agencies, but without the written, formal co-authorship agreement;
 - 4.4 In no case shall an applicant be given incentives for self-citation, citation with collusion with authors, and other fraudulent means of citation; and
 - 4.5 Other disqualifications that are of the same nature as the above.

Section 5.0 Application Process and Documentary Requirements

- 5.1 Letter of Application for incentives 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 should be submitted.
- 5.2 Proof of Publication/Citation must be submitted along with the letter of application which indicates, among others, the following: date of publication/citation; ISS Number; Publisher; Domain and address of the Publisher; website/online reference if any; peer reviewers and printed copy.
- 5.3 Proof of ISI/SCOPUS-indexing which might be in a form of certification from the publisher or any other possible evidence that could prove with certainty that the publication is in an active index or listing of ISI/SCOPUS.
- 5.4 In cases where citations are made three years prior to its discovery, an affidavit that the said citation was only discovered within the fiscal year from which the fund will be taken must be submitted.
- 5.5 An affidavit that the applicant possesses all the qualifications and none of the disqualifications for the said incentives.
- 5.6 Co-authorship agreement between and among the authors must be submitted along with the basic documentary requirements. In the agreement, it must be stipulated who shall apply and receive the publication and/or citation incentive. Moreover, it must include that the incentive shall be divided between and among authors. The agreement must be duly acknowledged, subscribed and sworn to in the presence of a notary public.



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**POLICY ON CO-AUTHORSHIP IN
PAPER PRESENTATION AND PUBLICATION**

Rationale

The Polytechnic University of the Philippines encourages research collaboration between and among faculty members, and between faculty and students. The University ensures that those who participate in this type of research activity are properly recognized and their contributions are fairly and appropriately acknowledged.

This policy aims to provide a clear understanding on the roles/responsibilities of co-researchers/co-authors, the criteria for "authorship" and the order in which authors should be recorded.

Definition of Terms

Author. The Author is the natural person who has created the work (RA 8293, Section 171.1).

Authorship. Authorship is reserved for persons who receive primary credit and hold primary responsibility for a published work (APA Publication Manual 6th Edition).

Co-author. Also known as collaborating or joint author, this refers to any person or persons who have made significant scientific contributions in the written/published work and who share responsibility and accountability for the results.

Co-authorship. Refers to two or more individuals – colleagues, faculty, students, and research advisors/supervisors – who share in the credit and responsibility for the published work.

Paper Presentation. Refers to the presentation of research findings in local, national, and international forums or conferences.

Publication. Refers to work that is published in scientific and scholarly journals or books, which usually passes through peer review or editorial refereeing to qualify for publication.

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Published Work. This means works, which, with the consent of the authors, are made available to the public by wire or wireless means in such a way that members of the public may access these works from a place and time individually chosen by them (RA 8203, section 171.7)

Authorship and Co-authorship

1. All persons designated as authors should qualify for authorship. To qualify as author/co-author, a researcher must have made a substantial scholarly contribution to the work, and be able to take responsibility for the content or at least that part of the work they contributed.
2. Attribution of authorship depends to some extent on the discipline, but in all cases, authorship should be based on substantial contributions in a combination of (Vancouver Protocol):
 - 2.1 writing all or significant part of the manuscript
 - 2.2 conception and design of the project
 - 2.3 analysis and interpretation of research data
 - 2.4 drafting significant parts of the work or critically revising it to improve the interpretation or the discussion on the theoretical and practical implications of results
 - 2.5 methodological support throughout the implementation of the study (generally through regular participation in meetings/discussions)
 - 2.6 finalization and approval of the publishable version
3. The following conditions are not usually ground for claiming authorship/co-authorship:
 - 3.1 providing routine technical support in some aspects of the project (e.g. statistical analysis and consulting, manuscript editing, etc.)
 - 3.2 providing materials and/or data that have already been published or materials obtained from third parties, but with no other intellectual input
 - 3.3 providing funding/financial assistance or support in the acquisition of funding
 - 3.4 enumeration or collection of data, or data entry/tabulation
 - 3.5 administrative support
 - 3.6 general research supervision of a research group

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3.7 merely reviewing and providing comments/suggestions on how to improve the paper

4. Generally, the authorship of any undergraduate and graduate thesis or dissertation submitted to the University remains to with the student. The thesis/dissertation or academic paper adviser shall only be acknowledged in the work as "Adviser" and not as co-author.
5. No faculty must impose co-authorship as a condition for accepting the task or assignment as adviser.
6. Only in the publishable version of the student's work can the adviser be included or recognized as co-author. However, this type of co-authorship is not automatic by virtue of the latter's being a research adviser unless he/she has made a significant contribution to drafting the manuscript for publication and has met the above mentioned authorship criteria.
7. The right to authorship is not tied to the position or profession and does not depend on whether the contribution was paid for or voluntary. Substantial intellectual involvement is required in the recognition of co-authorship.

Order of Authorship

1. The order of authorship should be a joint decision of the authors.
2. In general, the order of authorship should be determined by the intellectual input from each of the authors. Entitlement to be listed as the first author should be based on one of the following:
 - 2.1 the person makes the major contribution to the paper
 - 2.2 the person takes the lead in the writing
 - 2.3 the person who produced the first draft of the publication
3. In case of theses or dissertations, the students are normally recognized as the principal investigators or primary authors on research outputs or publications that arise from the said academic works, provided that they have done more than half of the publishable version and have met the journal requirements.
4. When the adviser has contributed more than half the effort in producing the publication, and the research student agrees on this, it is acceptable that the adviser's name be considered as the primary author of the publishable version.

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In this instance, a brief written agreement to this effect must be made between the student and the adviser.

5. Authors may be listed in alphabetical or random order, which is acceptable provided there is written agreement demonstrating that each author gives his/her consent. This method can be explicitly explained (as required by some journals), for instance, by stating in the footnote that "All authors contributed equally and are presented in alphabetical order".

Acknowledgment versus Authorship

1. Due recognition of all participants in the research process shall be recognized. The participation of other persons involved but did not qualify as co-authors must be acknowledged in the research output. The usual practice is for these contributions to be cited as acknowledgments or in footnote.
2. Authors should ensure that the work of research students/trainees, research assistants and technical staff is properly acknowledged.
3. Individuals and organizations who provided funding and facilities should also be acknowledged.
4. However, written consent must be obtained from individuals/organizations/institutions when they are to be named in the publication.

Terms of Agreement

1. Collaborating researchers should agree on authorship and authorship order for a publication at an early stage in the research project.
2. The co-authors should discuss and make a reasonable agreement based on specific abilities of each party on what tasks, contributions and responsibilities, and extent of supervision/advising necessary to complete the scholarly presentation or publication.
3. The agreement between co-authors must clearly define the following aspect of the publication:

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- 4.1 the role each partner in the collaboration will play;
- 4.2 how data will be collected, stored, and shared;
- 4.3 how changes in the research design will be made;
- 4.4 who will be responsible for drafting the publication;
- 4.5 who should be the correspondent author
- 4.6 the criteria that will be used to identify and rank contributing authors;
- 4.7 who will be responsible for submitting reports and meeting other requirements;
- 4.8 who will be responsible for or have the authority to speak publicly for the collaboration;
- 4.9 how intellectual property rights and ownership issues will be resolved; and
- 4.10 how the collaboration can be changed and when it will come to an end.

Disputes Over Authorship

Disputes over authorship between or involving University researchers should in the first instance be mediated by the Chairperson and/or Dean of the academic department/college where the faculty belongs, or the Director of Research and Extension Management Department (REMD) and the Director of the research institute involved, with escalation to the Vice President for Research, Extension, Planning and Development (VPREPD). The VPREPD shall convene the University Research Ethics Committee to evaluate and make the final decision on the matter.

Approved by the University Board of Regents on on its 144th Regular Meeting held at the Commission on Higher Education, Diliman, Quezon City on March 26, 2014.

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S.2. The institution has incentives for

S.2.3. outstanding research related performance; and



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OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 008, Series of 2017

PUP - Central Records Section	
Received by:	Roberto S. Palillo
02-17-17	1/20
Elizav	

TO : ALL CONCERNED

SUBJECT: IMPLEMENTING GUIDELINES FOR GAWAD TUKLAS:
OUTSTANDING RESEARCHER AWARD

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 Gawad Tuklas: Outstanding Research Award 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 Gawad Tuklas: Outstanding Researcher Award 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 Eligibility

- 2.1 The nominee must be working in the University for at least three years at the time of nomination and must be a regular faculty member of the University regardless of rank or a permanent administrative employee.

Section 3.0 Disqualification

- 3.1 No member of the Award Committee, Secretariat and Executive Committee of the University shall be eligible for nomination.
- 3.2 The acceptance of appointment as member of the Award Committee shall be tantamount to an abstention from nomination. If a faculty member or department nominates the member later or after the said acceptance, the same shall be *motu proprio* rejected.
- 3.3 Should any member of the Award Committee decide to resign from the Committee on the basis of the subsequent nomination; he/she remains disqualified notwithstanding his/her resignation.



Section 4.0 Mechanics

- 4.1 *Call.* The Vice President for Research, Extension, Planning and Development through the Research Management Office (RMO) will send out an announcement calling for nominations every January each year. The deadline for nomination is every second Friday of March each year.
- 4.2 *Origin of Nominations.* Nominations shall come from the academic/non-academic departments of the University. Signed nominations shall be submitted by any member of the faculty to the Research Management Office. Self-nomination is not allowed. The immediate supervisor (i.e. department chair, college dean, branch/campus director, chief/director of office) shall endorse the nomination form.
- 4.3 *Documentary Requirements.* The following documentary requirements must accompany the nomination:
 - 4.3.1 Duly accomplished nomination form;
 - 4.3.2 Letter of acceptance of nomination;
 - 4.3.3 Curriculum Vitae ;
 - 4.3.4 Employment Certificate with Service Record issued by the Human Resource Management Department;
 - 4.3.5 Tabular List of Research Works/Publications/Presentations within the preceding three (3) years and Patents/Citations within the preceding five (5) years. The Tabular List should have supporting documents attached and arranged accordingly. A sample form is attached.
 - 4.3.6 Tabular List of Awards. The list should have supporting documents attached.
 - 4.3.7 Other miscellaneous documents such as certificates, contracts, etc.
- 4.4 The nominee must have contributed a meaningful amount of his/her work in the last three years (for researches and publications) or in the last five years (for citations and patents) as the case may be. Furthermore, the works must indicate his/her affiliation with PUP.

Section 5.0 Categories

There will be two categories for the Award: (1) the *Social Science, Education, Business and Humanities Category*, and (2) the *Science, Technology and Engineering Category*.

Section 6.0 Criteria

- 6.1 A finalist or an awardee may or may not have an entry in each of the criterion but the nominee who earned the highest total points shall be declared the winner.
- 6.2 Nominees who have Patent Cooperation Treaty (PCT) application shall receive a special award regardless of total points obtained.



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3

Production		
Externally-Funded	7	20
Internally-Funded	5	
Self-Funded	1	
Presentation		
International	5	10
National	3	
Regional	1	
Publication		
ISI/Scopus-indexed	8	25
CHED-Accredited	5	
Citation		
ISI/Scopus-indexed	8	25
CHED-Accredited	5	
Awards		
International	5	20
National	3	
Regional	1	
Additional Criterion: Patent		
Issuance of Patent Certificate	15	20
Publication of Patent in IPO Gazette	10	
Utility Model/ Industrial Design Certificate	5	

6.3 The point system is applicable to each category.

6.4 The Patent is an additional criterion for each category. The highest recognition of patent will be scored per project.

Section 7.0 Computation of Points

7.1 For each evaluation factor, the credit points shall not exceed the maximum allowable points.

7.2 For sole attribution, full credit of points shall be accordingly applied.

7.3 For collaborative attribution, the points shall be divided accordingly to the number of authors/researchers/inventors.

7.4 In terms of Awards Criterion, the scheme mentioned below shall be followed:

International	5	5	4	3
National	3	3	2	1
Regional	1	1	Cannot be considered	Cannot be considered



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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.

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Section 7.0 Criteria for Assessment

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

Section 8.0 Policy on Multiple Authorships

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

Section 9.0 Return of Cash or Check, Reimbursement

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

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Section 8.0 Qualifying Score

To ensure the integrity and quality of the award, a floor score shall be strictly implemented. Only those who obtained a total score of 70 points shall qualify as winners and only those who obtained a total score of 60 points shall qualify as finalists. There will be instances where no winners/finalists will be declared for a specific year because of this qualification.

Section 9.0 Evaluation Process

- 9.1 An Award Committee will be constituted by the President through the Vice President for Research, Extension, Planning and Development to evaluate the nominees for each category. The Committee shall be composed of a Chair [Research Management Office (RMO)], Co-Chair (Faculty Regent) and three members.
- 9.2 The Research Support Center of RMO shall serve as the Secretariat of Gawad Tuklas.
- 9.3 All nominations with complete documentary requirements that passed the general test of eligibility shall be organized and forwarded by the Secretariat to the Award Committee.
- 9.4 The Award Committee will evaluate the accumulated points corresponding the nominee's awards and research productions, presentations and publications within the last three (3) years, and citations and patents within the last five (5) years.
- 9.5 The Award Committee is expected to conclude its evaluation within one month upon receipt of the documents.
- 9.6 The Award Committee shall decide as a collegial body. A summary of scores duly signed by all the members of the Committee must be submitted to the Secretariat.
- 9.7 The decision of the Award Committee is final and irreversible.
- 9.8 The decision of the Award Committee will be forwarded to the Executive Committee for endorsement to and confirmation by the Board of Regents.

Section 10.0 Prize

There will be finalists for each category from which one (1) awardee per category will be selected. A Gawad Tuklas Awardee shall receive One Hundred Thousand Pesos (Php 100,000) and a plaque. Each finalist shall receive Ten Thousand Pesos (Php 10,000) and a certificate of recognition.

Finalists can reapply for the award in the succeeding year and thereafter.



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Section 11.0 Repealing Clause

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

Section 12.0 Effectivity

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


EMANUEL C. DE GUZMAN, PhD
President



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For effective action research works, matrix, which is a medium or structure, is used as support to the research works. It also allows the design and delivery activities to be conducted successfully. The information below state the matrix of copyright and published researches.

MATRIX OF COPYRIGHT AND PUBLISHED RESEARCHES

Research Title	Copyright	Published
Simulation of an Electric Behavior of the CDI System		✓
A Capacitive Deionization System with High Energy Recovery and Effective Re-use		✓
Capacitive Deionization (CDI): An Environmentally Friendly Water Purification Technique		✓
Effects of Current Density on Capacitive Deionization Process Using Activated Carbon as an Electrode		✓
Challenges of a HPLC-UV Analysis of Methomyl, Carbofuran, and Carbaryl in Soil and Fresh Water for Degradation Studies		✓
Development of an Ion Removal Technique Based on Capacitive Deionization for Treatment of Rinse Water from Incineration Ash		✓
Development of a Methane Gas Quantifier for the Analysis of Methane Production of an Organic Material (<i>Zea mays var. indetata</i>) in a Small Scale Reactor		✓
Utilization of Vertical-Axis Wind Turbine (VAWT) and Solar Energy to Power Street Light Equipped with Earthquake Alarm System		✓
Low Cost Geophysical Resistivity Instrument		✓



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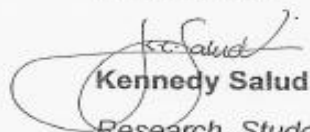
Development of Arduino Based Methane Gas Quantifier for the Analysis of Methane Production of an Organic Material (<i>Zea mays var. indetata</i>) in a Small Scale Reactor	✓	
Energy Generating-Steps: Piezoelectric Transducers as a Source of Electric Power	✓	
Forced Convection Dryer using Phase Change Material	✓	
Designing and Prototyping of Vertical-Axis Wind Turbine and Solar Energy to power Street light equipped with Earthquake Alarm System	✓	
Development of an Arduino Based Shock bond using Eccentric Rotating Mass (ERM) vibration motor for Sleep Paralysis Conditioning	✓	
Polymeric Based Hydrogel Intergrated with <i>Caulerpa lentillifera</i> (Lato) Extract as Wound Dressing	✓	
DASAP Drone	✓	
Motorcycle Crash Alarm via Txt Alert with Horn Activation and Real Time Accident Monitoring System	✓	
Air Conditioning Training Unit	✓	
Aerodynamic Design of Blades for Small Horizontal Axis Wind Turbine	✓	
Emergency Electromagnetic Braking System: Oriented Solenoid Paired with Magnetic Rotor Disc	✓	
Multi-function triceps bar with swiveling handle and locking mechanism	✓	
Wi-fi based Automated Valve Control System	✓	



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Shrouded Savonius Vertical Axis Wind Turbine for Urban Applications	✓	
Performance of a solar battery electric and gasoline engine hybrid vehicle	✓	
Fabrication of a Novel Material as Anode and Cathode Electrode for High Power Generator AI-Air Battery	✓	
Portable Emergency Solar Panel	✓	
Design and Analysis of Underwater Sampling Device Integrated in Autonomous Underwater Vehicle used for Detecting Microplastic in Manila Bay	✓	
Innovative rescue Hard Hat	✓	
HHO Generator: An Experimental study on the Effectivity of Electrolyte Solution and Number of cells in Hydroxy Production	✓	
Seismic Sensor- Equipped Traffic Light	✓	
Semi-Actuated Time Efficient Salt Block Manufacturing System	✓	

Prepared by:


Kennedy Salud

Research, Student Assistant

Noted by:


Dr. Ginno Andres

Director, Intellectual Property Management Office



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

MEMORANDUM ORDER
No. 013, Series of 2017

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

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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S.2. The institution has incentives for

S.2.4. patented outputs



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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.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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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COMPUTER ENGINEERING DEPARTMENT

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 of 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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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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

To be eligible for a rank or sub-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.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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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COLLEGE OF ENGINEERING
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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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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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

Chapter 6

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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.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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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

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

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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 fulltime 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,



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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

To be eligible for a rank or sub-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.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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)