

Republic of the Philippines
Congress of the Philippines
Metro Manila
Fifteenth Congress
Third Regular Session

Begun and held in Metro Manila, on Monday, the twenty-third day of July, two thousand twelve.

[REPUBLIC ACT NO. 10596]

AN ACT CONVERTING THE MINDORO STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY IN THE MUNICIPALITY OF VICTORIA, PROVINCE OF ORIENTAL MINDORO INTO A STATE UNIVERSITY TO BE KNOWN AS THE MINDORO STATE UNIVERSITY (MINSU) AND APPROPRIATING FUNDS THEREFOR

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. *Conversion.* — The Mindoro State College of Agriculture and Technology (MINSU) in the Municipality of Victoria, including the MINSU external campuses, namely: the Polytechnic College of Calapan in Calapan City and the Bongabong College of Fisheries in the Municipality of Bongabong, all located in the Province of Oriental Mindoro, is hereby converted into a state university to be known as the Mindoro State University (MinSU), hereinafter referred to as the University. The main campus of the University shall be in the Municipality of Victoria, Province of Oriental Mindoro.

SEC. 2. *General Mandate.* — The University shall primarily provide advanced education, higher technological, professional instruction and training in agriculture and forestry, fisheries and environmental studies, information and computer

technology, arts and sciences, education, business and management, health sciences and other related fields of study. It shall also undertake research and extension services in support of the socioeconomic development of the Province of Oriental Mindoro, and provide progressive leadership in its areas of specialization.

SEC. 3. *Academic Freedom and Institutional Autonomy.*

– The University shall enjoy academic freedom and institutional autonomy, pursuant to paragraph 2, Section 5 of Article XIV of the Constitution of the Republic of the Philippines.

SEC. 4. *Curricular Offerings.* – The University shall offer

undergraduate and graduate courses in the fields of agriculture and forestry, fishery and environmental studies, information and computer technology, arts and sciences, education, business and management, health sciences and other degrees/courses within its areas of specialization and according to its capabilities as the Board of Regents may deem necessary to carry out its objectives, in order to meet the needs of the Province of Oriental Mindoro and Region IV-B.

The existing high school shall be transferred to the jurisdiction and supervision of the Department of Education (DepED): *Provided*, That the high school shall be allowed to remain and operate within the campus of the University until its students, who are currently enrolled, shall have completed their high school education: *Provided, further*, That the University may operate a reasonably-sized laboratory school, if it has a College of Education.

SEC. 5. *Administration.* – The University shall have the

general powers of a corporation set forth in Batas Pambansa Blg. 68, as amended, otherwise known as "The Corporation Code of the Philippines". The administration of the University and the exercise of its corporate powers shall be vested exclusively in the Board of Regents and the President of the University.

SEC. 6. *The Governing Board.* – The governing board of

the University shall be the Board of Regents, hereinafter referred to as the Board, which shall be composed of the following:

(a) The Chairperson of the Commission on Higher Education (CHED), Chairperson;

(b) The President of the University, Vice Chairperson;

(c) The Chairperson of the Committee on Education, Arts and Culture of the Senate, member;

(d) The Chairperson of the Committee on Higher and Technical Education of the House of Representatives, member;

(e) The Regional Director of the National Economic and Development Authority (NEDA), member;

(f) The Regional Director of the Department of Science and Technology (DOST), member;

(g) The Regional Director of the Department of Agriculture (DA), member;

(h) The President of the federation of faculty associations of the University, member;

(i) The President of the federation of student councils of the University, member;

(j) The President of the federation of alumni associations of the University, member; and

(k) Two (2) prominent citizens from the private sector who have distinguished themselves in their profession or fields of specialization of the University, members.

The Board shall appoint the two (2) prominent citizens from among a list of at least five (5) qualified persons in the Province of Oriental Mindoro, as recommended by the search committee constituted by the University President, in consultation with the Chairperson of the CHED and the other members of the Board, based on the normal standards and qualifications for the position.

The term of office of the President of the federation of faculty associations, the President of the federation of student councils and the President of the federation of alumni associations shall

be coterminous with their respective terms of office, as set forth in their respective constitutions and bylaws.

The two (2) prominent citizens shall serve for a term of two (2) years from the date of appointment.

SEC. 7. Powers and Duties of the Board of Regents.

-- The Board shall have the following specific powers and duties, in addition to its general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under existing laws:

(a) To promulgate and implement policies in accordance with the declared State policies and the provisions of the Philippine Constitution on education, agriculture, science and technology, as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994";

(b) To promulgate rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the University;

(c) To receive and appropriate all sums as may be provided for the support of the University in the manner it may determine in its discretion, in order to carry out the purposes and functions of the University;

(d) To import economic, technical and cultural books and/or publications;

(e) To receive in trust legacies, gifts and donations of real and personal properties of all kinds and to administer and dispose of the same when necessary for the benefit of the University, and subject to the limitations, directions and instructions of the donor, if any;

(f) To fix the tuition fees and other necessary school charges such as, but not limited to, matriculation fees, graduation fees and laboratory fees, as the Board may deem proper to impose, after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other income generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same funds for the use of the University.

Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the University from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the University, and may be disbursed by the Board for instruction, research, extension or other programs/projects of the University: *Provided*, That all fiduciary fees shall be disbursed for the specific purposes for which these are collected

If, for reasons beyond its control, the University shall not be able to pursue any project for which the funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the University;

(g) To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;

(h) To authorize the construction or repair of its buildings, machinery, equipment and other facilities, and the purchase and acquisition of real property, including necessary supplies, materials and equipment;

(i) To appoint upon recommendation of the President of the University, Vice Presidents, deans, directors, heads of campuses, faculty members, and other officials and employees of the University;

(j) To fix and adjust salaries of faculty members and administrative officials and employees, subject to the provisions of the Revised Compensation and Position Classification System and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provision of existing

law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;

(k) To approve the curricula, instructional programs and rules of discipline drawn by the Administrative and the Academic Councils herein provided;

(l) To set policies on admission and graduation of students;

(m) To award honorary degrees upon persons in recognition of their outstanding contribution in the fields of education, public service, arts, science and technology, agriculture or in any field of specialization within the academic competence of the University; and to authorize the awarding of certificates of completion of nondegree and nontraditional courses;

(n) To establish and absorb nonchartered tertiary institutions within the Province of Oriental Mindoro as branches and centers in coordination with the CHED, and in consultation with the Department of Budget and Management (DBM), and to offer therein programs or courses to promote and carry out equal access to educational opportunities as mandated by the Constitution;

(o) To establish research and extension centers of the University where such will promote the development of the latter;

(p) To establish professorial chairs in the University and to provide fellowships for qualified faculty members and scholarships to deserving students;

(q) To delegate any of its powers and duties provided for hereinabove to the President and/or other officials of the University as it may deem appropriate, so as to expedite the administration of the affairs of the University;

(r) To authorize an external management audit of the University, to be financed by the CHED, subject to the rules and regulations of the Commission on Audit (COA); and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;

(s) To collaborate with other governing boards of the state colleges and universities within the Province of Oriental Mindoro or Region IV-B, under the supervision of the CHED and in consultation with the DBM, and work towards the restructuring of the University to become more efficient, relevant, productive and competitive;

(t) To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds from which shall be used for the development and strengthening of the University;

(u) To develop consortia and other economic forms of linkages with local government units (LGUs), institutions and agencies, both public and private, local and foreign, in the furtherance of the purposes and objectives of the University;

(v) To develop academic arrangements for institutional capability building with appropriate institutions and agencies, public and private, local and foreign, and to appoint experts/specialists as consultants, part-time or visiting or exchange professors, scholars or researchers, as the case may be;

(w) To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual learning system, open or distance education and community laboratory for the promotion of greater access to education;

(x) To establish policy guidelines and procedures for participative decision-making and transparency within the University;

(y) To privatize, where most advantageous to the University, the management of nonacademic services such as health, food, building or grounds or property maintenance and such other similar activities; and

(z) To extend the term of the President of the University beyond the age of retirement but not beyond the age of seventy (70), whose performance has been unanimously rated by the Board as outstanding, based on the guidelines, qualifications and/or

standards set by the Board, after unanimous recommendation by the search committee.

SEC. 8. *Meetings of the Board.* — The Board shall regularly convene once every three (3) months. Whenever necessary, the Chairperson of the Board may call, upon three (3) days' prior written notice, a maximum of two (2) special meetings within the same period.

A quorum of the Board shall consist of majority of all its members holding office at the time of the meeting: *Provided, however,* That the Chairperson of the Board or the President of the University is among those present in the meeting.

In one's absence, the Chairperson of the CHED shall designate a Commissioner of the CHED as representative in the meeting with all the rights and responsibilities of a regular member: *Provided, however,* That during this meeting, the President of the University as Vice Chairperson shall be the Presiding Officer: *Provided, further,* That this *proviso* notwithstanding, the Chairperson of the CHED is hereby authorized to designate a CHED Commissioner as the regular Chair of the Board, in which case said CHED Commissioner shall act as the Presiding Officer.

In case the Chairpersons of the Congressional Committees on Education shall not be able to attend the Board meeting, they may duly designate their respective representatives to attend the said meeting, who shall have the same rights and responsibilities as a regular member of the Board.

The members of the Board shall not receive any salary but shall be entitled to reimbursements for actual and necessary expenses incurred, either in their attendance to meetings of the Board or in connection with other official business authorized by resolution of the Board, subject to existing laws and regulations.

SEC. 9. *The University President.* — The University shall be headed by a President, who shall render full-time service and who shall be appointed by the Board, subject to the guidelines, qualifications and standards set by the Board, upon recommendation of a duly constituted search committee. The University President shall have a term of four (4) years and shall be eligible for reappointment for another term: *Provided,* That

in order to effect a smooth transition to a state university, the incumbent President of the MINSCAT shall serve as the first President of the University.

Within six (6) months before the expiration of the term of office of the incumbent President of the University, the Board shall constitute the Search Committee for the Presidency (SCP).

In case of vacancy in the Office of the President by reason of death, compulsory retirement, resignation, removal for cause or incapacity of the President to perform the functions of the office, the Board shall designate an Officer-in-Charge of the University within six (6) months from the date of vacancy, pending the appointment of a new President. The successor or the Officer-in-Charge shall serve only the unexpired portion of the term.

The powers and duties of the President of the University, in addition to those specifically provided in this Act, shall be those usually pertaining to the Office of the President of similar universities, and those delegated by the Board.

The salary of the President of the University shall be in accordance with the Revised Compensation and Position Classification System and shall be comparable to that being received by the Presidents of similar educational institutions.

The President of the University shall be assisted by the Vice Presidents who shall be appointed by the Board upon recommendation of the President.

SEC. 10. *Heads of University Campuses.* — Campus Directors shall head the University campuses and they shall render full-time service. They shall be appointed by the Board upon recommendation of the search committee and the University President, subject to the guidelines, qualifications and standards set by the Board: *Provided*, That the incumbent college administrators of the extension campuses shall serve as campus directors of their respective campuses.

SEC. 11. *The Secretary of the University.* — The Board shall appoint a Secretary, who shall serve as such for both the Board and the University and shall keep all records and

proceedings of the Board. The Secretary shall serve upon each member of the Board the appropriate notice of the Board meetings.

SEC. 12. *The Treasurer of the University.* – The Treasurer of the Philippines shall be the *ex officio* Treasurer of the University.

SEC. 13. *The Administrative Council.* – There shall be an Administrative Council consisting of the President of the University as Chairperson, Vice Presidents, deans, directors and other officials of equal rank as members, whose duty is to review and recommend to the Board the policies governing the administration, management and development planning of the University.

SEC. 14. *The Academic Council.* – There shall be an Academic Council to be composed of the President of the University, who shall act as Chairperson, and all academic staff with the rank of at least an assistant professor, as members.

The Academic Council shall have the power to review and recommend the curricular offerings and rules of discipline of the University, subject to the approval of the Board. It shall fix the requirements for the admission of students, as well as for their graduation and conferment of degrees, subject to review and approval by the Board through the President of the University. It shall have the disciplinary power over students of the University and shall formulate academic policies and rules and regulations on discipline, subject to the approval of the Board.

SEC. 15. *The Faculty.* – No political beliefs, gender preference, cultural or community affiliation or ethnic origin, and religious opinion or affiliation shall be a matter of inquiry in the appointment of faculty members of the University: *Provided*, That said appointment shall be subject to the guidelines, qualifications and standards set by the Board: *Provided, further*, That no member of the faculty shall teach for or against any particular church or religious sect.

SEC. 16. *Scholarship Program/Admission.* – The University shall provide a scholarship program and other affirmative action programs to assist poor but deserving students who qualify for admission to the University.

No student shall be denied admission to the University by reason of sex, religion, cultural or community affiliation or ethnic origin.

SEC. 17. *Authority to Loan or Transfer Apparatus/Equipment/Supplies and Detail of Personnel.* — The heads of the bureaus and offices of the national government are hereby authorized to loan or transfer, upon the request of the President of the University, such apparatus, equipment or supplies as may be needed by the University, and to detail employees for duty therein when, in the judgment of the head of bureau or office, such apparatus, equipment, supplies or services of such employees can be spared without serious detriment to public service.

The employees so detailed shall perform such duties as required of them by the President of the University, and the time so employed shall be counted as part of their regular services.

SEC. 18. *Assets, Liabilities and Personnel.* — All assets, real and personal, personnel and records of the MINSCAT, as well as liabilities or obligations, are hereby transferred to the University. The positions, rights and security of tenure of faculty members and personnel therein employed under existing laws prior to the conversion into a University shall be respected.

All parcels of land belonging to the government occupied by the MINSCAT are hereby declared to be property of the University, and shall be titled under that name: *Provided*, That should the University cease to exist or be abolished or should such parcels of land aforementioned be no longer needed by the University, the same shall revert to the Province of Oriental Mindoro.

SEC. 19. *Tax Exemption on Importation and Donations.* — The importation of economic, technical and cultural books and/or publications, which is for economic, technical, vocational, scientific, philosophical, historical or cultural purposes made by the University, upon certification by the CHED, shall be exempt from customs duties in accordance with the provisions of the Tariff and Customs Code of the Philippines, as amended.

Donations in any form to the University shall be exempt from the donor's tax and the same shall be considered as allowable

deduction from the gross income in the computation of the income tax of the donor, in accordance with the provisions of the National Internal Revenue Code of 1997, as amended.

SEC. 20. *Appropriations.* – The amount necessary to carry out the provisions of this Act shall be charged against the current year's appropriations of the MINSCAT, except the sums needed to continue the operations of the existing high schools. Thereafter, such sums as may be necessary for the continued operation and maintenance of the University shall be included in the annual General Appropriations Act.

SEC. 21. *Development Plan, Management Audit, Organizational/Administrative/Academic Structure.* – Within the period of one hundred twenty (120) days after the approval of this Act, the University shall accomplish the following:

(a) Submit a five (5)-year development plan, including its corresponding program budget to the CHED, for corresponding recommendation to the DBM;

(b) Undergo a management audit in cooperation with the CHED; and

(c) Set up its organizational, administrative as well as academic structure, including the appointment of the key officials of the University.

SEC. 22. *Filing of Report.* – On or before the fifteenth (15th) day of the second (2nd) month after the opening of the regular classes each year, the Board shall file with the Office of the President of the Philippines, through the Chairperson of the CHED, and with both Houses of Congress, a detailed report on the progress, conditions and needs of the University.

SEC. 23. *Supplementary Application.* – The provisions of Republic Act No. 8292, otherwise known as the "Higher Education Modernization Act of 1997", shall be an integral part of this Act and shall serve as part of the Governing Charter of the University.

SEC. 24. *Parity Clause.* – All other powers, functions and privileges, responsibilities and limitations to state universities and their officials under existing laws shall be deemed granted to

or imposed upon the University and its officials whenever appropriate.

SEC. 25. *Implementing Rules and Regulations.* — The Board, in consultation with the CHED, shall formulate the guidelines to fully implement the provisions of this Act.

SEC. 26. *Compliance With CHED Requirements.* — The provisions of this Act notwithstanding, the establishment or conversion of the institution into a state university shall become effective only upon the determination and declaration by the CHED, based on the recommendation of a panel of experts, that the institution has complied with the requirements for a university status. The CHED, through its regional office, shall regularly provide technical assistance to the institution and monitor compliance with the requirements of the Commission.

The CHED shall designate a panel of experts who shall prepare a recommendation to the Chairperson of the CHED, on whether the institution has substantially complied with the requirements for the grant of university status.

The following are the operational requirements for a university:

(a) Level III accreditation or equivalent under CHED policies for at least four (4) of its undergraduate programs, one (1) in liberal arts and one (1) in the sciences, and two (2) of its graduate programs;

(b) Ratio of qualified full-time faculty with requisite degrees to number of students;

(c) Adequate library and laboratories;

(d) Research and development output of practical and commercial application to the community;

(e) Relevant linkages and outreach programs that are of service to the community; and

(f) Relevant academic policies, systems and processes.

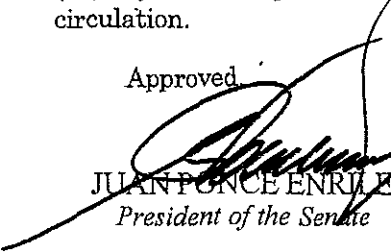
The institution shall retain its status prior to the effectivity of this Act, unless in the meantime it is able to comply with the requirements provided herein, within a period not exceeding January 1, 2016.

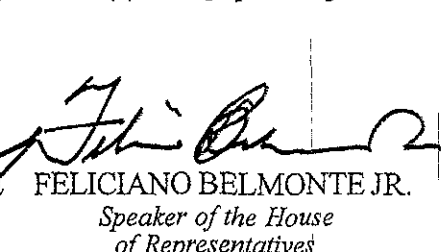
SEC. 27. *Separability Clause.* — If, for any reason, any part or provision of this Act is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

SEC. 28. *Repealing Clause.* — All laws, presidential decrees, executive orders, rules and regulations contrary to or inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

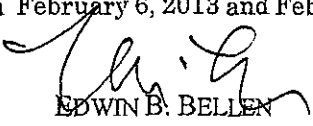
SEC. 29. *Effectivity.* — This Act shall take effect fifteen (15) days after its publication in two (2) newspapers of general circulation.

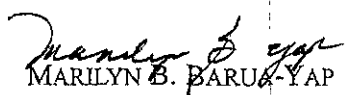
Approved


JUAN PONCE ENRILE
President of the Senate


FELICIANO BELMONTE JR.
Speaker of the House of Representatives

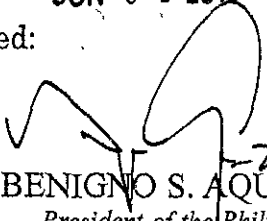
This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on February 6, 2013 and February 4, 2013, respectively.


EDWIN B. BELLEN
Acting Senate Secretary


MARILYN B. BARUA-YAP
Secretary General House of Representatives

JUN 04 2013

Approved:


BENIGNO S. AQUINO III
President of the Philippines





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GENELITA E. HERNANDEZ, Ed.D.

Board Secretary V

Resolution No. 49, S. 2022

A Resolution Approving the Proposed Research, Development & Extension Operations Manual

WHEREAS, MinSU is one of the state institutions of higher learning mandated to promote research, advanced studies and progressive leadership in the fields of agriculture including agricultural education and home technology, with special emphasis given to agricultural industry, fishery, forestry, and industrial education;

WHEREAS, part of its commitment is generating impactful researches and packaging these into usable information and technologies which will eventually lead to food sustainability and better means of livelihood among the people;

WHEREAS, this proposed manual containing the University's mission, goals, and objectives, together with policies and guidelines in the implementation of Research, Development, and Extension programs and projects will serve as the guiding principle in planning, monitoring, and implementation of various RDE activities, attaining the University's vision, mission, goals and objectives and geared towards the University's pursuit towards sustainable development bringing MinSU into becoming a center of excellence in research, development and extension;

WHEREAS, with the RDE Operations Manual, the University has set definite direction and goal in and out of R & D activities, and in collaboration with other partner-institutions, it is its desire to adhere to be a dynamic center for research, development and extension which adheres to the concept of relevance to the national thrusts and focuses activities toward continuous generation of knowledge and technologies crucial to economic development;

WHEREAS, the said RDE Operations Manual was presented to the Administrative Council of the University and was approved through Res. No. 24, S. 2022;

WHEREAS, during the 2nd Regular Meeting held on 11 November 2022, the Governing Board approved the proposed RDE Operations Manual of the Mindoro State University (MinSU);

NOW, THEREFORE, in view of the foregoing premises, the Board approved as it is hereby approved, the proposed RDE Operations Manual of the Mindoro State University (MinSU).

I hereby certify to the correctness and authenticity of the foregoing resolution.


GENELITA E. HERNANDEZ, Ed.D.
Board Secretary V

Attested:


LEVY B. ARAGO, JR., Ph.D.
University President
Vice-Chair, MinSU Board of Regents



**Mindoro State College
of Agriculture and
Technology**

Alcate, Victoria, Oriental Mindoro 5205 Philippines

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Bongabong Campus

Labasan, Bongabong

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Masipit, Calapan City

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College & Board Secretary V

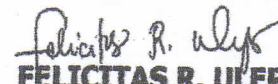
**Excerpt from the Minutes of the CY 2014 Third
Quarter Regular Meeting of the Board of Trustees of
Mindoro State College of Agriculture and Technology
(MinSCAT) held on August 27, 2014, 1:00 pm at the
CHED Conference Room, CHED Central Office, UP-
Dilliman, Quezon City**

**RESOLUTION NO. 34
SERIES OF 2014**

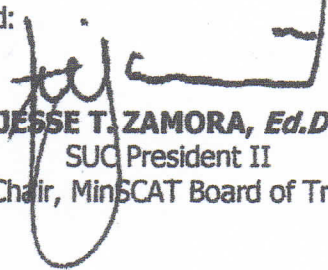
**A RESOLUTION APPROVING THE REVISION OF THE
MINS CAT RESEARCH MANUAL**

APPROVED

I hereby certify to the correctness and authenticity of
the foregoing resolution.


FELICITAS R. ULEP
College & Board Secretary

Attested:


JESSE T. ZAMORA, Ed.D.
SUC President II
Vice Chair, MinSCAT Board of Trustees

mswbot excerpt/JTZ/fm/14

Research **D**evelopment **E**xtension **OPERATIONS MANUAL**

*“...exploring
knowledge,
improving
lives...”*

Research Centers

Food Innovation

Capacity Building

Resilience

Natural Resources

Human Resources
Integrity

Health Climate

Commitment

Education

Agriculture

Aquaculture
Excellence

Technology Transfer

Gender & Development

Disaster & Risk Reduction Management



**Mindoro
State
University**

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FOREWORD

In the performance of our mandated functions, MinSU envisions to be a center of excellence in science, technology, culture, and education of globally competitive lifelong learners in a diverse yet cohesive society. The prime catalysts towards empowerment of the rural people and alleviation of poverty in the countryside. Part of its commitment is generating impactful researches and packaging these into usable information and technologies which will eventually lead to food sustainability and better means of livelihood among the people.

With this, the university has set definite direction and goal in and out of R & D activities, and in collaboration with other partner-institutions, it is our desire to adhere to be a dynamic center for research, development and extension which adheres to the concept of relevance to the national thrusts and focuses activities toward continuous generation of knowledge and technologies crucial to economic development.

This manual containing the university's mission, goals, and objectives, together with policies and guidelines in the implementation of Research, Development, and Extension programs and projects will serve as our guiding principle in planning, monitoring, and implementation of various RDE activities, attaining our university's vision, mission, goals and objectives and geared towards the University's pursuit towards sustainable development bringing MinSU into becoming a center of excellence in research, development and extension.

LEVY B. ARAGO, JR., *Ph.D.*
University President

CHAPTER I UNIVERSITY MANDATES

I. MinSU RDE Mandates

1. Legal Basis

A. 1987 Philippine Constitution

Section 5.

- (1) The State shall take into account regional and sectoral needs and conditions and shall encourage local planning in the development of educational policies and programs.
- (2) Academic freedom shall be enjoyed in all institutions of higher learning.

Section 10. Science and Technology are essential for national development and progress. The State shall give priority to research and development, invention, innovation, and their utilization; and to science and technology education, training, and services. It shall support indigenous, appropriate, and self-reliant scientific and technological capabilities, and their application to the country's productive systems and national life.

B. Higher Education Modernization Act of 1997 (Republic Act 8292)

Section 2. Declaration of Policy

"The State shall likewise ensure and protect academic freedom and shall promote its exercise and observance for the continuing intellectual growth, the advancement of learning and research... State-supported institutions of higher learning shall gear programs to national, regional or local development plan..."

Section 4 (m) to establish research and extension centers of the SUC where such will promote the development of the latter;

C. Mindoro State University Charter of 2013 (Republic Act No. 10596)

Section 2. General Mandate

"The University shall primarily provide advanced education, higher technological, professional instruction and training in agriculture and forestry, fisheries and environmental studies, information and computer technology, arts and sciences, education, business and management, health sciences and other related fields of study. It shall also undertake research and extension services in support of the socioeconomic development of the Province of Oriental Mindoro, and provide progressive leadership in its areas of specialization."

Section 4. Curricular Offerings

"The University shall offer undergraduate and graduate courses in the fields of agriculture and forestry, fishery and environmental studies, information and computer technology, arts and sciences, education, business and management, health sciences and other degrees/courses within its areas of specialization and according to its capabilities... to carry out its objectives, in order to meet the needs of the Province of Oriental Mindoro and Region IV-B."

Section 7. Powers and Duties of the Board of Regents

The Board shall have the following specific powers and duties,...

(a) To promulgate and implement policies in accordance with the declared State policies and the provisions of the Philippine Constitution on education, agriculture, science and technology, as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994";

(b) To promulgate rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the University;

(c) To receive and appropriate all sums as may be provided for the support of the University in the manner it may determine in its discretion, in order to carry out the purposes and functions of the University;

(i) To appoint upon recommendation of the President of the University, Vice Presidents, deans, directors, heads of campuses, faculty members, and other officials and employees of the University;

(m) To award honorary degrees upon persons in recognition of their outstanding contribution in the fields of education, public service, arts, science and technology, agriculture or in any field of specialization within the academic competence of the University; and to authorize the awarding of certificates of completion of nondegree and nontraditional courses;

(o) To establish research and extension centers of the University where such will promote the development of the latter;

(u) To develop consortia and other economic forms of linkages with local government units (LGUs), institutions and agencies, both public and private local and foreign, in the furtherance of the purposes and objectives of the University;

(v) To develop academic arrangements for institutional capability building with appropriate institutions and agencies, public and private, local and foreign, and to appoint experts/specialists as consultants, part-time or visiting or exchange professors, scholars or researchers, as the case may be;

(w) To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual learning system, open or distance education and community laboratory for the promotion of greater access to education;

(x) To establish policy guidelines and procedures for participative decision-making and transparency within the University;

D. CHED Memorandum Order 46. S. 2012 Policy Standard to Enhance Quality Assurance (QA) in Philippine Higher Education Through An Outcomes-Based and Typology-Based QA

Article I Rationale for Enhancing Quality Assurance

Section 1. Philippine Higher Education is mandated to contribute to building a quality nation capable of transcending the social, political, economic, cultural and ethical issues that constrain the country's human development, productivity and global competitiveness.

Section 2. This mandate translates to multiple missions for the Philippine higher education system:

- To provide focused support to the research required for technological innovation, economic growth and global competitiveness, on the one hand and crafting the country's strategic directions and policies on the other;
- To help improve the quality of human life of Filipinos, respond to changing societal needs and conditions; and provide solutions to local problems at the local community, regional, and national levels.

Section 23.2. Colleges contribute to nation building by providing experiences to develop adults ... in order to attain its mandate, College should have:

- Links with the community that would ensure development of relevant academic and extension programs as well as the application of their learning outcomes; and
- Outreach programs involving students in social-development oriented experiences that allow them to contextualize their knowledge within actual social and human experience.

Section 23.3. Universities contribute to nation building providing highly specialized educational experiences to train experts in the various technical and disciplinary areas and by emphasizing the development of new knowledge and skills through research and development... in order to attain its mandate, the Universities should have:

- Viable research programs in specific (disciplinary or multidisciplinary) areas of study that produce new knowledge as evidenced by refereed publications, citations, inventions and patents, etc.
- Links with other research institutions in various parts of the world that would ensure that the research activities of the university are functioning at the current global standards;
- Outreach activities that allow students, faculty, and research staff to apply the new knowledge they generate to address specific social development problems, broadly defined.

2. Institutional Philosophy

The Mindoro State University believes in the supremacy of God over His creation, and that man as His special creation has the capacity to learn and can be developed physically, mentally, socially, and spiritually. The University strongly upholds education as an indispensable aspect of the changes in individual. Equipped with functional and more effective education, an individual must strive to maintain an honest and productive life coupled with his duties and obligations to serve humanity and his country and to recognize his responsibility of conserving and developing the rich and natural resources for sustainable development.

3. VMGO of RDE

A. Research, Development, and Extension

Vision

A dynamic center for research, development and extension – A center of excellence for research, development, and extension in MIMAROPA which adheres to the concept of relevance to the national thrusts and focuses activities toward continuous generation of knowledge and technologies crucial to economic development.

Mission

Contribute to the advancing scientific, technical, and educational researches, technology innovation and community extension for sustainable socio-economic development.

Goals

Strengthen research and extension capabilities of the institution in social, technology and agricultural and fisheries spheres.

1. Catalyze community and faculty engagement to research, development and extension.
2. Empower its scientific workforce responsive to the needs of instruction, extension, production, and the community nation-building.
3. Commercialize Research Outputs for Societal Impact.
4. Advance the University's RDE branding

Objectives

1. Rationalize research, development, and extension activities which focus on AANRs, IEET, education, health, DRRM and Climate Change Adaptation (CCA), institutional development, and human resource capacity enhancement, and social sciences.
2. Establish and strengthen research and extension linkages with various national and international research agencies, consortia, either government or non-government organizations.
3. Develop means of communication channels for effective dissemination and utilization of generated technologies for greater productivity and improvement of the quality of life.
4. Conduct community livelihood skills training, programs, and projects to targeted beneficiaries that could serve as alternative livelihood or additional source of income for the family.
5. Conduct trainings, programs and projects that will cater to the needs of the vulnerable sectors to make them more productive members of the community.
6. Package and disseminate mature technologies and information generated and/or validated in the University.
7. Coordinate with the different departments of the University in the implementation of the various academic/curricular and other co-curricular community outreach projects.
8. Maintain existing working linkages and establish networking opportunities with government and non-government organizations/agencies for resource generation that could help implement the thrust of the University.

CHAPTER II

RESEARCH, DEVELOPMENT, AND EXTENSION DEPARTMENT

I. The RDE Department

The Research, Development and Extension performs the two of the four university thrusts – Research and Extension.

The RDE is serving under the stewardship of the University President through the Vice President for Research, Development, and Extension (VP-RDE). The VP-RDE is accompanied by the Director for Research and Development (DR&D) and the Director for Extension, Knowledge and Technology Transfer (DEKTT) serving as the managers, together with Coordinators, Project/Program Heads and Leaders, Team Leaders, Research Assistants (RAs) and Aides, Extensionists, Officers, and Field Assistants/Aides. The Research, Development, and Extension Council (RDEC), comprising of faculty researchers/extension officers, students, public and private agency partners, private HEIs, SUCs, and other stakeholders serve as the core component of the MinSU RDE.

The RDE is an integral component of the Mindoro State University working for all academic research and development, and extension services; the generation and development of priority technologies and information, as well as verification, piloting and commercialization of the technologies resulting to economically feasible, socially acceptable and environmentally sound and technology-based enterprises.

The RDE essentially operates to realize the university's primordial task in providing advanced education, higher technological, professional instruction and training in agriculture and forestry, fisheries and environmental studies, information and computer technology, arts and sciences, education, business and management, health sciences and other related fields of study and support of the socioeconomic development of Oriental Mindoro; envisions itself as the prime mover of advancement of programs and projects through research and development; collaborator in the discovery, development of new knowledge and technology innovation (R&D) and provision of relevant professional and technological trainings, knowledge and technology transfer (extension) to the community.

The Extension Unit is mainly responsible in facilitating technology dissemination and in the utilization of available appropriate agriculture, fisheries, forestry, and social technologies. Based on available resources, the University can perform the following areas of concern (SUC mandate based on AFMA):

a) Pilot Projects/Model or Special Projects

The University shall conduct pilot/model/special projects in selected areas where the technology/project has potential for adoption. The pilot project shall be undertaken to showcase, field test and demonstrate viability and goodness of the project. It shall be properly documented, monitored and evaluated before recommended for wider dissemination and adoption. Pilot projects can focus on: a) component technology, b) package of technology, c) community development approach, d) group or cooperative approach, e) new production, postharvest and marketing system, f) model of extension delivery, g) LGU-academe partnership, and h) agribusiness model.

b) Capability Building or Training

The University shall plan and implement capability building projects for various groups particularly for national government employees, farmers, women, youth, entrepreneurs, people's organizations, non-government organizations and other clients. This can be done in cooperation with LGUs and existing GOs/NGOs. The concentration of the training program shall be based on the needs and interests of target groups of clientele.

Projects under capability building shall include, but not limited to, the conduct of training, seminar, workshop, symposium, lecture-series, lakbay-aral, apprenticeship, exchange program, distance education, among many others

c) Information, Education and Communication (IEC) Materials Development

The extension and communication faculty and staff in the Extension shall make IEC materials for various clientele groups. The use of local/national radio stations and television to promote technologies shall also be explored, and when deemed possible, work out a MOA between the University and the radio/TV station. Technologies can be popularized in various forms like print (leaflet, primers, posters, flyers, and newspapers), videotapes, and CDs. Techno fora, press media conference, and other strategies which can create greater awareness and interest about the technologies shall also be used.

d) Research on Extension, Case Studies, Process Documentation and Related Activities

Trained faculty and staff shall conduct researches (technical or social), case studies on various areas of interests, process documentation of special projects and other related activities.

The University shall conceptualize new schemes, paradigms, or projects in agricultural and rural development. After piloting the model/technology, the University shall identify an agency or group which will manage or continue the project to insure its eventual institutionalization. Since the University can only perform limited extension work, the NES shall be the frontliners in technology dissemination.

To fully perform its mandate of providing support to the socioeconomic development of Oriental Mindoro, establishing cooperation/ collaboration, mutual agreements/understandings (MOA/MOU) and other important partnerships with local, regional, national, and international partners (HEIs, LGUs, NGOs, INGOs, NGAs, etc.) forming linkages and networks in achieving its mission.

II. Scope and Priority Areas of Research, Development & Extension Activities

The RDE priorities of MinSU are in line with its vision, mission, goals, and objectives to sustain its operational mandate towards national integration and greater contribution to the national agenda on food security, poverty alleviation and rapid economic growth in Oriental Mindoro and MIMAROPA Region in general. MinSU defines the scope of its research and extension activities based on its thrusts. Allocation of research and extension resources is based on its research and extension priorities that may vary among College Units, thus a set of criteria for determining priorities is indicated.

A. Programs and Activities: Priority Thrusts and Research & Extension Areas¹

Rationalizing MinSU research, development, and extension activities focusing on:

- a) Agriculture, Aquatic, and Natural Resources (AANRs) such as high-value commercial fruit crops (banana, calamansi, citrus, lanzones, rambutan), plantation crops (coffee, cacao, coconut), rice and corn, and high-value vegetables and root crops; poultry and livestock (native pig, native chicken); forestry; Natural Resources Management; Aquaculture, Marine, and inland Fisheries.
- b) Industry, Energy and Emerging Technologies such as: Engineering and Agro-industrial Technologies; Food Technology; Automotive Technology and Electronics; Information and Communications Technology; Alternative Energy; Business, Tourism and Hospitality Management.
- c) Health
- d) Disaster Risk Reduction and Climate Change Adaptation.
- e) Institutional Development and Human Resource Capacity Enhancement
Other Areas
- f) Enhancing scientific and strategic value of MinSU research and extension services
- g) Maintenance and upgrading of research and extension service facilities and establishing College Research Centers.
- h) Strengthening knowledge, information, and technology transfer - commercialization.
- i) Maximizing the benefits of information and communication technologies.
- j) Improving project development capability and system monitoring and evaluation.
- k) Increasing productivity in RD&E.
- l) Maintaining existing ties and forging new innovative linkages with the industry, private sector, other Colleges and Universities, Non-Government Organizations (NGOs), Non-Government Agencies (NGAs), Regional and National Government Offices and Agencies.

B. RDE Programs and Activities

The Research and Extension Programs shall be focusing with the development of AANRs IEET, and human resources capacity enhancement, ICTs, health, DRRM and climate change adaptation, which have short and long-term impact on the socio-economic, and environmental welfare of its clientele. The program components shall cover a range of basic and applied researches on the different priority programs and areas covered in the institutional research and extension agenda.

Food Innovation Center (FIC)

The MIMAROPA Food Innovation Center (MIMAROPA-FIC) is established in MIMAROPA region to serve as a hub for innovations, R&D, and support services for value-adding of fresh produce and development of processed foods. It is envisioned that through the Center, innovative technologies, relevant support services, technical expertise, necessary infrastructures and facilities will be more accessible for MSMEs in the urban centers and countryside for a more effective technology application, deployment (transfer), and commercialization for sustained economic growth and productivity. (FIC Generic Operational Manual, 2016).

Benefits of FIC

1. Innovative Product Research and Development;
 - A. Academic Driven;

¹ BOT Resolution No. ____

- 1) Student Special Projects/Theses;
- 2) Intra-Academic Institutions/Inter-Collegial Collaboration;
- B. Industry Need Driven;
 - 1) Contact Research with MSMEs;
 - 2) Intra-RDIs/Gov't Agencies Collaboration;
2. Prototype Development Services;
 - A. Novel Product Idea/Concept;
 - 1) Product/Process/Standardization/Optimization;
 - 2) Product Characterization;
 - B. Benchmarking/Product Simulation;
 - 1) Raw Material/Ingredient/Packaging Substitution;
 - 2) Product/Process Standardization;
 - 3) Product Characterization;
3. Training and Skills Development;
 - A. Students and Academe;
 - 1) Product Development;
 - 2) Equipment Applications;
 - 3) Equipment Operations and Maintenance;
 - 4) Process Engineering;
 - B. Entrepreneurs and MSMEs;
 - 1) Product Development;
 - 2) Equipment Applications;
 - 3) Market Pitching;
 - 4) Equipment Operations and Maintenance;
 - 5) Equipment Design and Fabrication;

Implementing guidelines

Novel products and processes developed at the facility are covered by intellectual property rights appropriately subject to exclusive proprietary assignment or co-ownership sharing as determined by the ITSOs of MinSU and DOST.

Research

- a) **Study.** Includes the statement or topic with specific problems identified for research project or extension activity.
- b) **Project.** Primarily consist of two studies, a set of interrelated studies/research activities, or a component of a program to be completed within a specific time frame.
- c) **Program.** Composed of at least two projects connected through interdisciplinary or multidisciplinary approach.

C. Criteria for Identification and Prioritization of RDE Project/Program

- a. **MinSU Mandate.** The proposal shall be based on the research priorities and research agenda of the University.
- b. **National Thrusts.** The proposal shall be relevant to the national priority program and thrusts i.e. Philippine Sustainable Development Goals (SDGs) and 10-Point Socio-Economic Agenda (10-PSEA).
- c. **Regional Thrusts and Local Development Agenda.** The proposal shall be anchored within the priority program of the MIMAROPA region and needs of the province and localities.

- d. **Income Generation.** The proposal shall include utility for production and consumption where results/outcome of the study/project can bear productivity, utility and consumption which in turn may generate additional income for the university.
- e. **Originality, Novelty, and General Applicability.** The proposed project/study must be pioneering with results responsive to the needs of the client/end-user.
- f. **End-User/Clients Feedbacks.** The proposal must be responsive to the needs of the end-user/clients.
- g. **Feasibility, Time Frame and Cost of the R&D and Extension Project.** The proposal must be workable, attainable, reasonable cost and time frame.
- h. **Proponent Qualification and Availability.** The proponent must have the required expertise or must have an expert member/tandem. The proponent must have sufficient time allotted to or to be spent to complete the project on the specified time frame.
- i. **Availability of External Funding, Facilities, and Grant In-Aide (GIA).** The funding source of the proposed project/activity/study must be considered. Funding may be outsourced from other partner-agencies. National Government Agencies (NGAs) such as DA, DOST, Consortia (MAARRDEC, STIRDC, MHRDC, etc.), Non-Government Organizations (NGOs), other State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs), Private Educational Institutions, and Universities and Colleges outside the country.

CHAPTER III

MinSU RDE Agenda

I. University's Research, Development and Extension Agenda

1. Background

The Mindoro State University (MinSU) is one of the state institutions of higher learning that is mandated to provide higher vocational, professional and technical instruction and training in agricultural and industrial fields with special emphasis given to agricultural industry.

It shall also promote research, advanced studies and progressive leadership in the fields of agriculture including agricultural education and home technology, with special emphasis given to agricultural industry, fishery, forestry, and industrial education.

The formulation of the University's RDE Agenda was based on several key factors: University's mission and vision; track record of faculty in specific areas in research; strength of graduate studies faculty; international refereed publications; recognized centers of excellence; convergence of research and development agenda of government-line agencies (DOST, CHED, DOH, DA, NEDA, etc.); the Sustainable Development Goals (SDG); regional trends; and community needs. RDE endeavors that are multi-disciplinary, collaborative and aligned with the identified agenda shall be given priority.

2. Research and Development Agenda

MinSU R&D Agenda basically focused on the following:

- a) Provide higher vocational, professional and technical instruction and training in agricultural and industrial fields with special emphasis given to agricultural industry.
- b) Promote research, advanced studies and progressive leadership in the fields of agriculture, aquatic, and natural resources, including agricultural education, home technology, industry, with special emphasis given to agricultural industry, fishery, forestry, and industrial education, energy and emerging technologies, health, disaster risk reduction, climate change adaptation, and Institutional Development and Human Resource Capacity Enhancement.
- c) Respond to the emerging goals for national leadership through curricular reforms and redirection.

3. Extension Agenda (12-Point Thematic Extension Agenda)

3.1. Thematic areas pertain to the substantive content of extension programs and projects that are deemed relevant and useful to the University's various partners and communities. Using the existing extension projects and programs as clue to what each program has been doing, and in line with the mandate, an expanded thematic grouping is suggested.

- 1. Agriculture - Fisheries Science and Technology-based Enterprises.** This is the largest group of projects necessarily as most of R&D is conducted in the agriculture sciences. Projects in agronomy, horticulture, animal science are designed to improve productivity in various crops and livestock through the introduction of new technologies. The core competence of university faculty in relevant HEIs is in the area of agriculture and allied sciences and many rural partners look up to the HEIs to lead in providing technical expertise in this area.

2. **Basic Education and Cultural Development.** With the growing prominence of the teacher education program of HEIs, innovations in basic education become a major direction of extension. Programs may be directed at improving teacher and learner competencies in the elementary and high schools in the immediate communities outside the campus in the subject matter areas of Biology, Chemistry, Mathematics, English, Physical Education and Filipino including the use of ICT in teaching.
3. **Health and Nutrition.** It is important that this direction be pursued as issues in health become acute. Furthermore, communities need assistance in the provision of primary health care services as they are mandated to do so.
4. **Environment and Natural Resources Management.** One of many HEIs' core competencies in teaching and research is in this area. Some HEIs have pioneered in innovations in environmental science, forestry, marine science and tropical ecology in partnership with communities and peoples' organizations to promote the conservation, protection and enhancement of environmental and natural resources. Even other HEIs should be able to contribute to this end through various activities from simple advocacy campaigns to community-based NRM projects.
5. **Local Governance.** A core program of HEI extension should be the promotion of responsive and innovative local governance. This is based on the belief that development initiatives specially in local communities depend largely upon the ability of local leaders to manage their communities. This initiative aims to integrate all efforts by all units in HEIs in order to foster total community development in selected communities.
6. **Rural Infrastructure and Rural Energy.** HEIs should be able to assist groups and communities in building better infrastructure such as irrigation, farm structures and machineries, rural electrification and renewable energy. In response to Climate change and disasters, building better infrastructure should be a growing interest of HEIs specially for engineering schools. Furthermore, the search for more renewable energy sources must be matched with efforts to extend the products of these research to households, communities and industries in order to achieve energy self-sufficiency.
7. **Skills Development.** With the growing number of unemployed young adults, HEIs can embarked on technical vocational skills training in partnership with the Technical Education and Skills Development Authority (TESDA). Faculty can be trained and certified, and facilities installed and additional programs registered in order to provide interested professionals and out-of-school youths the opportunity to acquire various skills for employment and entrepreneurship. In some, this is integrated in the curricula of formal degree programs such as Hotel, Tourism and Restaurant Mgt., Engineering, Animal Science, Horticulture and Hotel and Restaurant Management.
8. **Climate Change Adaptation (CCA) and Disaster Risk Reduction and Management (DRRM).** HEIs should not fail to include programs on CCA-DRRM because of their continuing importance to human security. It is said that life in the Philippines will be a series of adaptations to climate change and coping with disasters as the country is very highly vulnerable to climate change and climate change-induced disasters.
9. **Peace Promotion.** As the country faces various threats to peace, HEIs are potent agents for the promotion of dialogue and harmony among peoples of various creeds and

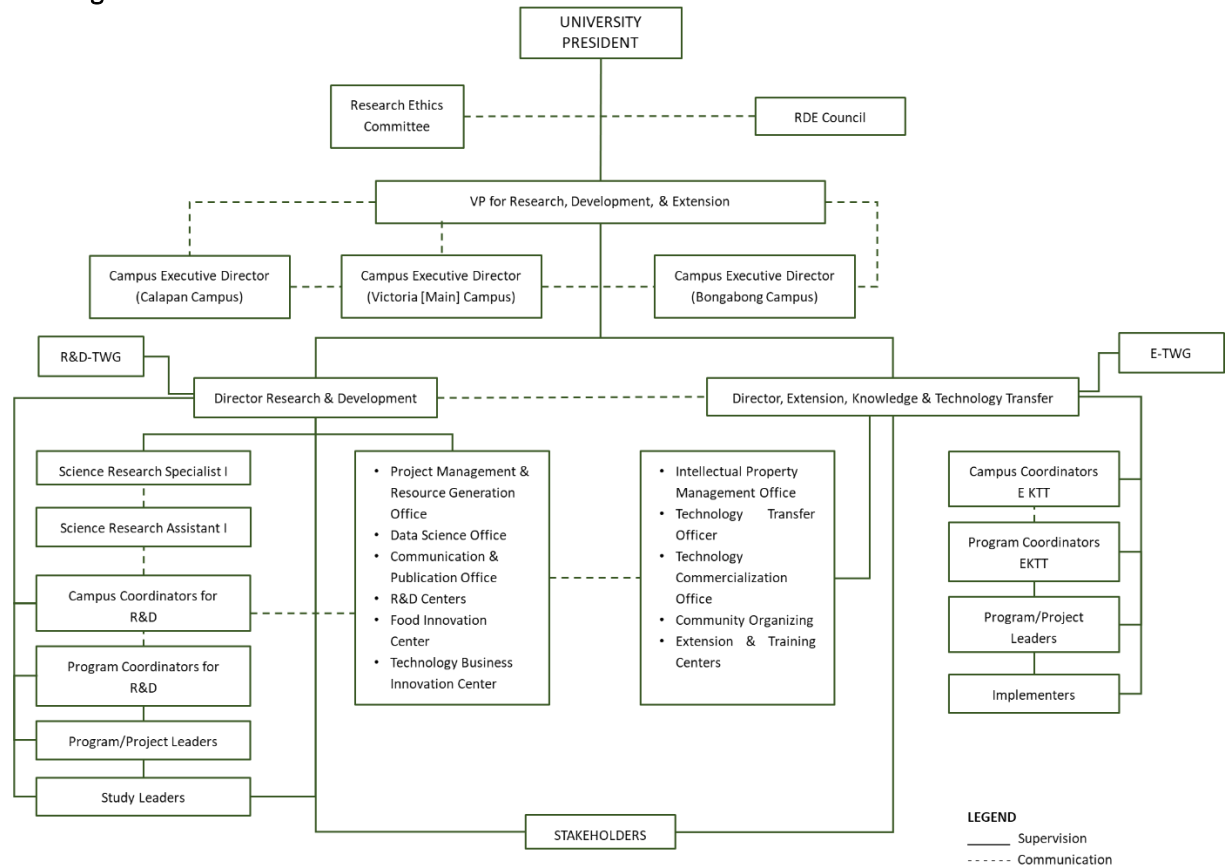
ideologies. HEIs in conflict areas are enjoined to play active roles in the peace process starting with university/college campuses as peace zones and as venues for dialogues between conflicting groups.

10. **Outreach Programs.** This program provides assistance to rural people and or in communities by distributing goods and services especially in time of natural calamities and disaster. Activities are centered on the provision and distribution of relief goods like gift giving during Christmas season or extension services to poor communities.
11. **Gender and Development.** This program involves advocacy for gender responsive planning and other issues for sexuality. Gender Equality refers to equal opportunities and outcomes for women and men. This involves the removal of discrimination and structural inequalities in access to resources, opportunities and services, and the promotion of equal rights Equality does not mean that women should be the same as men. Promoting equality recognizes that men and women have different roles in the society
12. **Sports and Socio-Cultural Development.** Participation in the socio-cultural activities in the community will strengthen the ties among community members especially during special events in the locality such as fiesta celebrations and other similar occasions. and involving the community to engage in sports activities that are held in the College.

Chapter IV ORGANIZATION, DUTIES, RESPONSIBILITIES & FUNCTIONS OF RDE

I. RDE ORGANIZATION, DUTIES, RESPONSIBILITIES & FUNCTIONS

1. Organizational Structure



2. Responsibilities and Expectations of RDE to MinSU

The MinSU assumes the responsibilities to, and correspondingly derives expectations from, researchers and extension workers. To promote relevant and quality research and extension activities, MinSU shall:

- encourage and provide support to scientific and technological undertakings within its scope and capacity;
- ensure that RDE projects are institutionally supported in terms of physical, administrative, financial, and other resources;
- assist program/project/study proponents to obtain funds from internal and external sources;
- assist in facilitating the timely purchase of supplies/materials/equipment for project operations;

3. Research, Development, and Extension Functions

A. Research and Development

- 1) The Research & Development Unit (RDU) is an integral component of the MinSU which aims on working for the generation and development of priority technologies and information, as well as verification, piloting and commercialization of the technologies resulting to economically feasible, socially acceptable and environmentally sound and technology-based enterprises.
- 2) The unit essentially operates to realize its primordial task of pushing the frontiers of knowledge in the different academic disciplines offered by the University in accordance with the mandates and to put this knowledge into utilization by the intended clientele
- 3) The Research and Development Unit serves as the strategic nexus of research and development in MIMAROPA region to promote, support, strengthen, and nurture the research community responsive to the needs of Agriculture, Aquatic, and Natural Resources (AANRs); Industries, Energy and Emerging Technologies (IET); and Institutional Development and Human Resource Capacity Enhancement. Working with faculty, administration, staff, and R&D partners, the RDU aims to increase institutional competitiveness, create harmonized research community, and foster innovation

B. Extension, Knowledge and Technology Transfer Unit

- 1) The Extension, Knowledge and Technology Transfer office shall be in-charge of facilitating the diffusion and adoption of appropriate technologies through the integrated, multidisciplinary and participatory programs and services.
- 2) Conduct training programs with rural folks among whom are women, out-of-school youths, senior citizens, farmers and other clientele groups. The training to be conducted shall be:
 - a) Based on clientele's need;
 - b) Community-based whenever possible;
 - c) Incorporate values development and entrepreneurial management skills;
 - d) Based on the capabilities of the University or on each program
- 3) Develop and package technological/technical and educational/instructional information for dissemination to end-users such as the rural folk trainers, extension workers, students and other type of clienteles.
- 4) Establishment of demonstration projects in various appropriate technologies.
- 5) Information dissemination through print media and exhibits.
- 6) Provide staff support to clientele as consultants or resource persons, speakers, lecturers in conferences, seminars, workshop, symposia and others.
- 7) Cooperative linkages with government and private agencies engaged in extension and rural development in the pursuit of common goals and objectives.

II. University RDE Councils, Committee, Groups and Board

1. RDE Council (RDEC)

A. Memberships & Qualifications:

- a) Must be a full-time MinSU personnel;
- b) The University President shall be the RDE Council Chairperson and VPRDE as Co-Chairperson;
- c) The VP for Academic Affairs, VP for Administration and Finance, and RDE Directors shall be automatically appointed as Executive Members.

- d) The Directors for Administrative and Financial Services shall be designated as ex officio members
- e) Other members must have at least one (1) published research and or extension projects in ISI or Scopus Indexed Journal to be determined by the council;
- f) The Council shall have the power to recommend members from external organizations.

B. Duties and Functions:

- a) Recommends research and extension priorities of the University in accordance with its thrusts and directions and those of the Department of Science and Technology (DOST) and the Commission on Higher Education (CHED) and other national agencies of the national and regional government units;
- b) Formulates policies and guidelines on the effective conduct of research and extension projects and programs;
- c) Provides measures for the effective utilization and dissemination of research/extension project outputs as well as for the production, technology transfer and commercialization of the same;
- d) Determines the annual budgetary ceiling for identified R & D priority areas;
- e) Designs effective strategies for the establishment of linkages with local, national and international institutions for funding and collaborating R & D activities;
- f) Reviews and recommends for the approval of the university proposals, RDE-related contracts, and memoranda;
- g) Performs other functions as may be directed by the University President;
- h) The RDEC shall meet regularly quarterly;
- i) The RDEC may convene for special meetings called by the Chairperson/Co-Chairperson whenever necessary.

2. University Research Ethics Review Committee (Research Ethics Committee/REC)

A. REC Thrusts

Research ethics committee have an important role to play in ensuring the ethical standards and scientific merit of research involving human and animal subjects.

B. Duties and Functions

Main Functions:

- 1) **Protection:** to contribute to safeguarding the dignity, rights, safety and well-being of all actual or potential research participants (WHO 2011), to weigh the risks and benefits for research participants, to protect the rights of researchers to carry out legitimate investigation; and the MinSU's reputation for research conducted and sponsored by it.
- 2) **Advice:** advise individual researchers on whether a research project requires research ethics review, if it is likely to be harmful or offensive to participants, the broader community or the University.
- 3) **Research quality:** for research to be ethical it must be scientifically sound – poorly planned and conducted research is not ethical.

Specific Functions

- 1) Provide independent, competent, and timely review of the Research Protocols following ethical standards anchored on Philippine Health Research Ethics Board (PHREB) in accordance with the provisions of international and national guidelines in the conduct of biomedical and behavioral researches.
- 2) To ensure that appropriate mechanisms in all stages of the research particularly the following:

- a) Protect the rights, promote the welfare and well-being of research participants
- b) Provide counsel to research participants, including proponents and researchers
- c) Prompt reporting of changes in the protocol and unanticipated problems
- d) Monitor the process of ongoing research

C. Specific activities requiring Research Ethics Review

- a) Clinical trials involving human participants.
- b) Testing of new treatment or interventions or medical devices.
- c) Observational clinical research.
- d) Research involving human remains, cadavers, tissues, discarded tissue (e.g. placenta), biological fluids.
- e) Testing innovative practices in health and disability services.
- f) Qualitative research involving access to personal information by means of questionnaires, interviews or focus groups.
- g) Research involving the secondary use of data (use of data not collected for that research purpose), if any form of identifier is involved and/or if personal health information pertaining to individuals is involved.
- h) Physiological studies.
- i) Comparing an established procedure, whether therapeutic, non-therapeutic or diagnostic, with other procedures which are not recognized as established by virtue of their recent development, discovery or use in a new or unfamiliar way.
- j) Research conducted by students, which include all activities that meet the definition of research with human participants or involvement of animals (e.g. Philippine Social Science Council, MIMAROPA Health Research Development Consortium). The RERC should review research protocols with a view to contributing to the student's education in scientific and ethical principles governing research.
- k) Case studies, when a series of subject observations allow possible extrapolation or generalization of the results from the reported cases and when there is an intent to publish or disseminate data

D. Activities that do not usually require RERC review

- a) Research utilizing existing publicly available documents or data
- b) Observational studies in public places in which the identity of the participant remains anonymous
- c) Case study of one patient with the proviso that written informed consent has been obtained from the relevant study subject/participant
- d) Quality assurance studies
- e) Clinical Audits
- f) Service Evaluations

E. List of Requirements for Initial Submission:

- a) Application for Review (letter of request addressed to the ERC Chair)
- b) Results of Technical Review Approval Form
- c) Ethical Review from other ERCs (if applicable)
- d) Research Proposal that includes the ff:
 - Title
 - Rationale and Significance of the Study
 - Objectives of the Study
 - Review of Related Literature
 - Description of the Study Population

Methodology and Procedures

Exclusion/Inclusion Criteria

Ethical Considerations

Data Analysis

Others: Footers to indicate document version and date of last amendment; Page numbers (Continuous Paging)

- f. Informed Consent/Assent Documents
- g. English ICF (with version and date)
- h. Tagalog (if applicable, with version and date)
- i. Assent (with version and date)
- j. LAR (with version and date)
- k. Study Tools (Questionnaires, Case Report Form, Posters/Advertisements for Recruitment, etc. with version and date)
- l. CV of Principal Investigators/Program Leaders/Project Leaders/Study Leaders/Researcher (signed and dated)
- m. Information regarding Funding, Sponsors, Institutional Affiliations, other potential Conflicts of Interest
- n. Contracts and Approval of relevant offices (Memorandum of Agreement (MOA), Memorandum of Understanding (MOU) if study is collaborative in nature: Materials Transfer Agreement (MTA), Intellectual Property Approval, etc., when relevant
- o. GANTT Chart (as necessary)
- p. Study Proposal Budget
- q. MinSU-UREC Forms:
 - 1) Application Form
 - 2) Protocol Summary Sheet
 - 3) Protocol Evaluation Form
 - 4) Informed Consent/Assent Evaluation Form

F. Qualifications, Memberships, and Composition:

In view of the legal requirements and the needs and characteristics of REC's work in particular institutional or regional contexts, the number of members and composition (professional and other expertise represented) of RECs may vary considerably.

G. General Qualifications

REC's members:

1. Members include individuals with scientific expertise, including expertise in behavioral or social sciences; health care providers; members who have expertise in legal matters and/or ethics; and lay people whose primary role is to share their insights about the communities from which participants are likely to be drawn.
2. Lay people and other members, whose primary background is not in health research with human participants, are appointed in sufficient numbers to ensure that they feel comfortable voicing their views.
3. In order to enhance independence, committee membership includes members who are not affiliated with organizations that sponsor, fund, or conduct research reviewed by the REC
4. Committees are large enough to ensure that multiple perspectives are brought into the discussion. To this end, quorum requirements provide that at least five people, including at least one lay member and one non-affiliated member, are present to make decisions about the proposed research.

Composition

Chairperson

Duties and Functions

- b) Prepares, convenes, and chairs regular and ad hoc REC meetings
- c) Represents the REC before the appointing authority and to the public
- d) Elaborates the plan of REC meetings and other activities
- e) Ensures timely response to applications
- f) Signs official REC documents, especially the REC's opinions on ethical acceptability of the research proposals under its review, and other documents
- g) Coordinates, leads, and oversees the work and various activities of the REC and of its secretariat
- h) Prepares and submits the REC budget
- i) Oversees and proposes educational/training activities for REC members and for the REC as a whole
- j) Provides, on behalf of the REC, specific consultations with researchers*, the management of its research institution or appointing authority where appropriate, takes decisions on behalf of REC, for example for emergency situations or minor actions

Vice-Chairperson

Duties and Functions

- a) fulfils the responsibilities of the Chair in his/her absence
- b) perform additional specific tasks, such as overseeing a part of the REC agenda

Members

Duties and Functions

- a) Provides administrative support, including preparation of documents for REC, prepares minutes of REC meetings for REC review work and other activities
- b) Prepares, with the help of the REC Chair and Vice-Chair, documents for REC meetings
- c) Prepares and distributes the minutes of REC meetings

3. College-Based Research and Extension Committee (CBREC)

Memberships & Qualifications:

- a) Must be a faculty member of the College;
- b) Faculty with rank of Assistant Professor and above shall hold the executive power of the CBREC. In the absence of such rank, a faculty with at least three (3) completed and or one (1) published research and or extension projects/programs/studies shall be designated.
- c) All tenured/permanent faculty members of the College shall be designated as regular members while faculty under Contract of Service may be designated as provisional members.
- d) CBREC shall be Headed by the Dean or Institute Head of the College or Institute.
- e) The Vice President for Academic Affairs (VPAA) shall recommend the personnel for the executive positions of CBREC to the RDE Council.

Duties and Functions:

- a) Evaluates research and extension project proposals in accordance with existing research and extension policies of their respective College and submit recommendations to appropriate bodies;
- b) Determines the viability of proposed budget requirements in relation to the projected activities of the project proposals;
- c) Recommends the teaching unit equivalences to be assigned as research workload of the faculty members to be involved in the project;
- d) Recommends policies and guidelines to the RDEC on the preparation and evaluation of project proposals;
- e) Reviews research/extension project terminal reports and submit findings to appropriate entities;
- f) Recommends project proposals and terminal reports for approval by the RDEC; for funding and/or endorsement to outside funding agencies (in the case of proposals) and possible publication (in the case of terminal reports).
- g) Performs such other functions as may be directed by the VPRDE or the VPAA or that may be requested by the RDEC.

The CREC shall meet en banc to review project proposals endorsed to them by respective faculty for evaluation as the need arises.

4. R&D Technical Working Group

A. Qualifications:

- 1. Shall be headed by the Director for Research and Development as Chairperson
- 2. For non-faculty member, he/she shall have a rank/position as Research Specialist, R&D Coordinator, or its equivalent, while faculty rank must have at least one (1) published research or three (3) completed researches/studies.
- 3. Must be recommended by the VPRDE and approved by the University President thru Special Order designation.
- 4. Must have the knowledge and expertise on the research subject for review of the TWG

B. Functions

- a) Review research proposal if it anchors with the RDE Priorities and Agenda and other approved projects/action plan; feasibility; budgetary allocations; duration; and other supporting documents as required.
- b) Recommends to the RDE Council for the approval/disapproval of the research proposal/s
- c) Recommends the proponent for the necessary adjustment/revision of his/her proposal/s

5. Extension Technical Working Group (embeded in the functions of Council)

A. Qualifications:

- a) Shall be headed by the Director for Extension, Knowledge and Technology Transfer as Chairperson
- b) For non-faculty member, he/she shall have a rank/position as Research Specialist, Extension Coordinators, or its equivalent, while faculty rank must have at least one (1) published research or three (3) completed researches/studies.
- c) Must be recommended by the VPRDE and approved by the University President thru Special Order designation.

- d) Must have the knowledge and expertise on the extension subject for review of the TWG

B. Functions

- a) Review research proposal if it anchors with the RDE Priorities and Agenda and other approved projects/action plan; feasibility; budgetary allocations; duration; and other supporting documents as required.
- b) Recommends to the RDE Council for the approval/disapproval of the research proposal/s
- c) Recommends the proponent for the necessary adjustment/revision of his/her proposal/s

6. MinSU Research and Extension Journal Editorial Board

A. Membership Qualifications

- a) Must have the required technical and scientific expertise related to research and extension.
- b) The editorial board of the MinSU Research Journal (MRJ) shall be created by the RDE Council and approved by the University President thru Special Order.
- c) It includes editor-in-chief, Associate Editor, Managing Editor, and Contributors as members of the editorial board.
- d) The composition of the editorial board can be changed by the decision of the members themselves and the collegial decision of the editorial board of the Journal, RDE Council, or by the University President.
- e) The location of Board members should represent the reach of the journal
- f) Board members' expertise should represent the journal's scope
- g) Representatives should be appointed from key research institutes
- h) Former guest editors of special issues, and authors of key reviews, and top reviewers may be suitable

B. Duties and Functions

- a) Review submitted manuscript and carry out the scientific management and support of the journal: examines the materials of the journal, resolves disputed situations with reviews of articles, if necessary, reviews the materials of the Journal as a scientific publication.
- b) Carries out the scientific and organizational management of the journal
- c) Approves the thematic plans of the journal
- d) Conducts an expert examination, on the basis of which it recommends articles for publication or rejects articles that do not correspond to the subject of the journal
- e) Identify topics for special issues, which they may guest edit.
- f) Attract new authors and submissions.
- g) Promote the journal to their colleagues and peers.
- h) Assist the RDE in decision making over issues such as plagiarism claims and submissions where reviewers can't agree on a decision.
- i) Examines letters on issues related to the work of the journal
- j) Responsible for the quality of the scientific content and thematic direction of the Journal.
- k) Conduct meetings held within the terms established by the editor-in-chief.
- l) The editors' functions:
 - 1) manages the work of the editorial board;
 - 2) approves the journal's numbers in the set and the press;

- 3) represents the editorial board in university bodies, institutions and public organizations; and
- 4) if necessary, carries out contractual relations with organizations and authors on the basis of copyright norms and provisions.

III. Duties and Functions of RDE Personnel

1. Vice President for Research, Development and Extension

Duties and Functions:

- a) Serves as the principal officer for the administration of research and development and extension and knowledge and technology transfer in the University. He/she is responsible for the stimulation, strategic planning and institutional oversight of the research, extension and development activities, with the following duties and responsibilities:
- b) Provides leadership for policy formulation, strategic planning and advocacy for R&D, extension and knowledge and technology transfer in the University.
- c) Establishes and maintains linkages with other R & D institutions and related agencies of national and international sphere.
- d) Spearheads fund sourcing activities for various R&D, extension and knowledge and technology transfer undertakings.
- e) Provides leadership in the review of project proposals on R&D, extension and knowledge and technology transfer and recommends possibilities for local and outside funding.
- f) Coordinates with the Director for Research and Development and Director for Extension and Knowledge and Technology Transfer for the determination of the progress of R&D and extension, knowledge and technology transfer activities.
- g) Evaluates and reports to the University President performance measures on research and development, extension and knowledge and technology transfer in the University and recommends viable solutions to identified problems and constraints.
- h) Collaborates with the Vice President for Academic Affairs for the promotion of quality student researches in the graduate and undergraduate academic programs.
- i) Acts as one of the program/project and/or study leaders on research, development and extension within his/her field of expertise
- j) Prepares and submits reports as maybe required by the office and by other agencies
- k) Makes active representation to regional, zonal, national symposia, conferences and budget consultations on research, development and extension.
- l) Taps coordinates and establishes pool of technical experts for assignment and recommendation to specific research, extension and development stints/ projects and recommend faculty members to participation in seminars, trainings and workshop.
- m) Serves as Co-Chairperson of the Research, Development, and Extension Council (RDEC) and regular member of RDE Executive Committee (ExeCom)
- n) Performs other duties not mentioned in any of the above (such as research, extension and/or production services) and as maybe directed by the University President or his representative.

2. Director for Research and Development (RD)

The Director for Research and Development takes charge of planning, implementation, monitoring and evaluation of all programs, projects and activities in research and development in the University.

Duties and Functions are:

- a) Prepares medium and short-term plan for research and development in coordination with other departments and Colleges in the University
- b) Assists in establishing and maintaining linkages with other R & D institutions.
- c) Assists in fund sourcing activities for R&D projects
- d) Provides leadership in the development of R&D proposals.
- e) Coordinates the generation of outcomes and utilization of research results through the different R&D & E offices on project management and resource generation, data science and communication and publication.
- f) Recommends whenever necessary to the VP for Research, Extension & Development rules and procedures for facility of research services.
- g) Coordinates with the projects and study leaders to determine progress of research activities relative to timetable and expected output.
- h) Monitors R&D activities, evaluates results obtained and recommends viable solutions to problems encountered.
- i) Screens and recommends worthwhile research results for publication.
- j) Disseminates to the faculty the regional and national research circulars, R&D agenda and other relevant information for research.
- k) Conducts researches within his/her field of expertise.
- l) Prepares and submits reports as required by the Office and by other agencies.
- m) Evaluates research and Development projects in accordance with existing research and development policies of the University and other funding agencies and submit recommendations to their respective CBRECs, or directly to the VP for Research, Development, and Extension (VPRDE) or to RDE Council (RDEC) in the absence of the VPRDE;
- n) Determines the viability of proposed budget requirements in relation to the projected activities of the project proposals;
- o) Recommends the teaching unit equivalences to be assigned as research workload of the faculty members to be involved in the project to their respective CBRECs, or directly to the RDEC in the absence of the VPRDE;
- p) Recommends policies and guidelines on the preparation and evaluation of project proposals to their respective CBRECs or directly to the RDEC in the absence of the VPRDE;
- q) Reviews research or development project terminal reports and submit findings to their respective CBRECs or directly to the RDEC in the absence of the VPRDE;
- r) Recommends project proposals for funding and/or for endorsement to outside funding agencies, and terminal reports for possible publication for approval by their respective CBRECs or directly to the RDEC in the absence of the VPRDE;
- s) Act as regular member of RDEC & RDE ExeCom
- t) Act as Chair of the R&D Technical Working Group (R&D-TWG)
- u) Performs such other functions as may be directed by the VPRDE or University President

A. Campus Coordinators for Research and Development (CCRD)

Duties and Functions

- 1. Coordinate programming, planning, implementation and evaluation of research programs / projects in their respective academic department and submit related reports;
- 2. Complements with other units of the College to bring about efficient utilization of available resources and cause continuous enrichment of project activities related to conceptualization of research priorities;

3. Represents the academic department in appropriate bodies, chairs meetings of project staff and resolves issues / problems;
4. Act as Member of R&D Technical Working Group
5. Performs other duties and responsibilities as directed / requested.

B. Program/Project Leader

Duties and Functions:

- a) Helps CCRD carry out objectives of the research project
- b) Formulates research program/project plans and operational schemes;
- c) Assists and provides advice to CCRD on the direction and evaluation of staff performance;
- d) Carries out research program / project plans and oversee their full implementation;
- e) Identifies problems that may adversely affect the unit's stability and institutes measures to solve or put them under control;
- f) Prepares preliminary reports on the research project and help finalize terminal reports and other write-ups that may be requested;
- g) Sees to it that the welfare of the research project staff is properly taken care of; and
- h) Observes/evaluates research project staff performance.
- i) Attends in-service training programs and participates actively in unit meetings /activities;
- j) Chairs meetings of the program/project members as may be assigned; and,
- k) Performs other duties and responsibilities as directed / requested.

C. Study Leader

Duties and Functions:

- a) Prepares research proposals;
- b) Conducts studies on research priority areas;
- c) Carries out plans/proposals specifically assigned to him/her and makes necessary reports on activities undertaken;
- d) Supervises research assistants in the conduct of their activities; and
- e) Performs other duties related to the conduct of the research and other jobs as required by the program/project leader.

D. Research Specialist

Duties and Functions:

- a) Provide technical expertise in conceptualization and preparation of proposals and implementation of researches.
- b) Conducts researches within the field of expertise and multidisciplinary concepts.
- c) Assist in strengthening linkages with R&D institutions, educational institutions, scientific organizations and local government agencies.
- d) Assist in the gathering and providing of relevant data, information and material for publication and other research needs.
- e) Provide technical assistance and administrative support in the monitoring and evaluation of research projects.
- f) Attend seminars, trainings, conferences called for the improvement of the university research functions.
- g) Prepare and submits reports on time as required by the office, the university, and other agencies.

- h) Act as member of R&D and Extension Technical Working Groups (R&D-TWG and EKTT-TWG)
- i) Perform other duties as may be directed by higher authorities of the University.

E. Research Analyst

Duties and Functions:

- a) Attend training/orientation for the improvement of management and coordination of consortium/consortia.
- b) Coordinate with the representative/focal persons of the consortium-member institutions in the collection and submission of reports and other documents.
- c) Consolidate, prepare and finalize the written annual accomplishment report of the consortium/consortia.
- j) Assist the R&D Technical Working Group (R&D-TWG)
- d) Perform other related task as assigned.

F. Research Assistant

Duties and Functions:

- a) Assists in the conduct of study according to the approved proposal;
- b) Provides assistance to the field staff in day-to-day activities and/or problems related to the study and insures smooth communication and relationship between and among other members;
- c) Gathers data needed in the project and help analyze and interpret results;
- d) Supervises utility workers in the efficient conduct of their activities;
- e) Reports to the study leader the status encountered for the study;
- f) Undertakes solution of problems suggested to them by the study leader;
- g) Cooperates with the research team where his/her professional competence is needed;
- h) Assist the R&D Technical Working Group (R&D-TWG);
- i) Performs other duties and responsibilities as maybe required by study/project leader

G. Research Aide

Duties and Functions:

- a) Assists in documentation researches;
- b) Performs clerical works related to the research project;
- c) Assist the R&D Technical Working Group (R&D-TWG)
- d) Performs other work assigned from time to time by the immediate supervisor.

3. Director for Extension, Knowledge and Technology Transfer (DEKTT)

Duties and Functions

- a) Supervise the entire operation of the Office for planning, implementation and evaluation of extension and other development programs of extension to ensure effective technology promotion and dissemination in target communities.
- b) Spearhead and coordinates with other units of the University, LGU's, NGO's and People's Organizations to bring about complementation and partnership.
- c) Represents the Extension Office in appropriate bodies / offices, chairs faculty and staff meetings and resolves conflict based on established policies and sound management practices.
- d) Act as regular member of RDE Council.

- e) Act as Chairperson of EKTT-Technical Working Group (EKTT-TWG)
- f) Performs such other functions as may be directed by the VPRDE or University President

A. Campus Coordinators for Extension (CCE)

Duties and Functions:

- a) Assist and coordinates in the planning, implementation, monitoring and evaluation of outreach and extension activities and other development of extension programs in different academic programs and in the community.
- b) Carry out and manage extension program /project plans and other operational schemes.
- c) Monitors and evaluates the training program for partners of development, various groups of clientele in collaboration / consultation with the DEKTT and coordination with other subunits of the Extension Office.
- d) Assist in accessing fund sources for the program and other stakeholders
- e) Act as member of EKTT-Technical Working Group (EKTT-TWG)
- f) Performs other duties delegated by higher authorities.

B. Campus Coordinators for Knowledge Management and Technology Transfer (CCKMTT)

Duties and Functions:

The CCKMTT is a sub unit of the extension office which is in coordination with the Extension Coordinator

- a) Initiates and conducts techno promotion activities in trainings, seminars, orientation, coordination, caravan, planning meetings and other related activities.
- b) Assess researches developed by the University that are ready for transfer to the community.
- c) Manage the publication of completed extension programs, newsletters, leaflets and other printed documents for dissemination.
- d) Act as member of EKTT-Technical Working Group (EKTT-TWG)
- e) Performs other duties delegated to him/her by higher authorities.

C. Intellectual Property Officer (IPO)

Duties and Functions:

- a) Initiates and evaluates developed materials, equipment, modules, utility models and other innovative and or creative designs, trademarks, process etc. for patent application.
- b) Help protect copyright by assisting in the facilitation of deposit of work in the University.
- c) Assist EKTT-Technical Working Group (EKTT-TWG)
- d) Performs other duties delegated to him/her by higher authorities.

D. Technology Commercialization Officer (TCO)

Duties and Functions:

- a) Manage the identification of developed technologies for commercialization
- b) Take the lead in the identification and assessing appropriate commercial partners or linkages to facilitate commercialization
- c) Assist EKTT-Technical Working Group (EKTT-TWG)
- d) Performs other duties delegated to him/her by higher authorities

E. Training and Outreach Program Officer (TOPO)

Duties and Functions:

- a) Assist in the development of training materials such as training kits, syllabi, modules and audio-visual materials for each program of the University.
- b) Manage feedbacks or assessment concerning the implementation of trainings by conducted by each program.
- c) Performs other duties delegated to him/her by higher authorities
- d) Community Organizing Officer
- e) Manage the conduct of need assessment in target communities.
- f) Helps in the continuous organizational development for effective and efficient implementation of the training program.
- g) Assist EKT-Technical Working Group (EKT-TWG)
- h) Performs other duties delegated to him/her by higher authorities.

Chapter V
QUALIFICATIONS, DESIGNATION GUIDELINES AND POLICIES

I. Designation Policies and Procedures

1. Designation & Qualifications of RDE Executives

A. VP for Research, Development and Extension

- a) Shall be designated by the College President for a specific term without prejudice to redesignation, subject to the confirmation of the Board of Regents.
- b) Preferably a doctoral degree holder with an academic rank of Associate Professor.
- c) He / She must have at least three years of actual management experience.

B. Director for Research and Development (DR&D)

- a) Must be a regular/permanent MinSU personnel
- b) Preferably be a doctoral degree holder with an academic rank of Assistant Professor.
- c) He / She must have at least three years of actual research management experience.

C. Director for Extension, Knowledge & Technology Transfer (DEKTT)

- a) Must be a regular/permanent MinSU personnel
- b) Preferably be a doctoral degree holder with an academic rank of Assistant Professor.
- c) He / She must have at least three years of actual extension management experience.

D. Campus Coordinators for Research and Development

- a) Must be a regular/permanent MinSU personnel
- b) He / She must have at least one (1) year of actual research management experience

E. Campus Coordinators for Extension

- a) Must be a regular/permanent MinSU personnel
- b) He / She must have at least one (1) year of extension management experience

F. Campus Coordinators for Knowledge Management and Technology Transfer

- a) Must be a regular/permanent MinSU personnel
- b) He / She must have at least one (1) year of extension management experience

2. Designation of Program, Project or Study Leader

- A. The **Lead Proponent** of approved and funded proposals is automatically designated as the research/extension leader through a Special Order issued by the Office of the University President.
- B. If for some reasons, one or two of the original proponents will no longer be available at the time of implementation, qualified personnel from Research or other Academic Units can be considered. Recommendation for replacement can be made by the Director for R & D or Director for EKT in consultation with the concerned Research/Extension Project leader. Said recommendation is to be endorsed to the University President who in turn should issue the appropriate designation.
- C. Designation of personnel from other units should be cleared with the heads of concerned unit.

3. Qualifications of Program/Project Personnel

A. Program Leader

Qualifications:

- a) The proponent must be full-time personnel of MinSU.
- b) He/she must have knowledge, expertise, and or experience in the formulation and implementation of field or laboratory researches and may devote at least 10 hours weekly for research development implementation and administration.

B. Project Leader

Qualifications:

- a) Qualified Project Leader:
 - 1) full-time regular faculty member of MinSU;
 - 2) research and extension personnel employed as regular full-time employee of MinSU, with at least two (2) years of Research/Extension experience
- b) The proponent does not need to have a master's degree if the project is (a) related to a thesis for a master's degree, or (b) a project under a research or extension program.
- c) He/she must have knowledge and/or experience in the formulation and implementation of R & E projects and must have the time to devote at least ten hours weekly for research and extension development, implementation and administration.

C. Study Leader/Implementer

Qualifications

- a) The Study Leader/Implementer must be full-time personnel of MinSU
- b) He/she must have knowledge and/or experience in the formulation and implementation of projects and may devote at least 10 hours weekly for project development, implementation and administration.

D. Interviewer/Enumerator

Qualifications:

- a) The applicant must have at least two years of college or work equivalent to sixty (60) units relevant to the nature of work.
- b) To be determined by the R&D and EKT Director as per needs of the study/project/program

E. Project Staff with Position/Titles Covered Under the Index of Occupational Services, Position Titles and Salary Grades

- a) The qualifications and duties of project personnel whose position titles are covered under the national government's Index of Occupational Services, Position Titles and Salary Grades shall be in accordance with its respective prescribed Qualification Standards.

4. Qualifications of Research and Extension Proponents

Applicants for research and/or extension grants should:

- a) be a bona fide faculty or staff of MinSU;
- b) have no pending criminal and/or administrative case;
- c) have no outstanding obligation, liability with any funding agency;
- d) analytical, objective, creative and capable of implementing research and extension undertakings and working with other people;
- e) ethical in the conduct of project activities and utilization of project results;

- f) prompt in the submission of progress and terminal reports; and
- g) self-motivated and full of initiatives in sourcing out funds to initiate and sustain projects/programs.

5. Designation of Officer In-Charge (OIC)

Purpose & Procedure

- a) For short duration of absence/official business (OB)/travel (one month or less)
- b) Designation is done by the officer concerned; copy furnished the proper authorities.
- c) For longer duration of absence/OB/travel (more than one month).
- d) Designation is done by higher authority upon recommendation, if possible, of the officer concerned.

II. Hiring/Appointment/Termination of Personnel of Program/Project-Based Personnel

1. For project personnel (research assistants, aides, laborers under Contract of Service or Job Order):

- a) After a thorough review / evaluation of the project / study leader may request the hiring or termination of personnel to the Director for R & D or Director for EKTT. The Director for R & D or Director for EKTT issues the designation / termination notice to the personnel concerned.

2. For personnel with Academic Rank

- a) A committee, composed of the Director for R & D/Director for EKTT and Campus RDE Coordinators, screens and recommends the personnel for appointment/termination and endorses to the Office of the University President for appropriate action.

Chapter VI RDE PROGRAM POLICIES AND PROCEDURES

I. Project Management

In order to carry out the vision and aspirations of MinSU to advance research and extension programs, the development of R&D & Extension proposals is encouraged in accordance with established priorities of the Institute.

1. Classification of Research and Extension Activities/Grants

Any eligible faculty member and/or staff who wishes to avail of funding support from the funds of the various units of MinSU may submit a project proposal primarily on the identified priority areas.

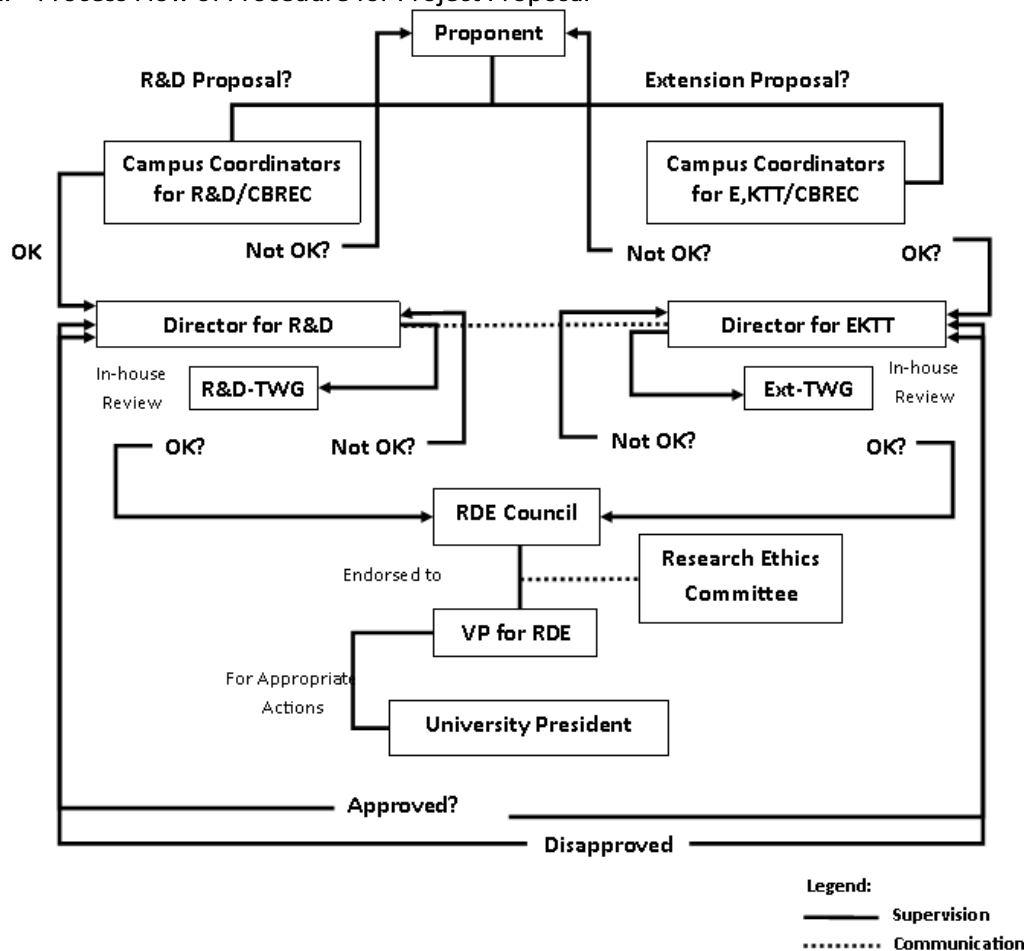
A) Faculty-Initiated Research and Extension Project

Under this category are projects proposed by eligible faculty members of MinSU, who have the necessary skills and competence and who want to do research/extension work along their specific discipline or field of competence.

B) Non-Faculty Initiated Research and Extension Project

Under this category are projects proposed by non-teaching employees of MINSU who want to do a project along their specific discipline or field of competence.

2. Process Flow of Procedure for Project Proposal



3. Proposal/Grant application:

A. Processing of Project Proposals:

To facilitate the processing of project proposals, the following system is henceforth adopted:

- a) The proposal shall follow the prescribed/appropriate format for project proposals (Appendix 1) which can be obtained from the Office of the Director for Research & Development or Office of the Director for Extension, Knowledge and Technology Transfer (ODEKTT);
- b) All proposals must have the endorsement of the academic department and the notation of the College Dean/Institute Head of the proponent and recommendation/endorsement of the College-Based Research and Extension Committee;
- c) All proposals should be addressed to the approving Council/Committee through the DRD/ODEKTT and the corresponding channel specified hereinafter;
- d) Proposals to be funded for the preceding fiscal year must be submitted within 30 days upon call for submission.
- e) A researcher/extension worker or a team of researchers/extension workers may be allowed to conduct at any one time a maximum of two Institute-funded projects per year;
- f) The University President only shall have the power to enter into agreement or a Memorandum of Agreement with the funding unit or agency with proponent as signatory as witness before project be approved and funds be released for the project;
- g) Any major deviation must be approved by the VPRDE upon the recommendation of the Director for R&D/Director for EKT or their equivalent bodies;
- h) Implementation of the approved proposals shall be, in most cases, on the semester immediately following approval subject to the availability of funds;

4. Implementation of Approved Project Proposals

a) Authority to Appoint or Contract Personnel Services

Upon the approval by proper authority of a project, the duly appointed project coordinator/leader is *ipso facto* (to act) authorized to appoint or contract the services of personnel required to conduct and complete the project, and to pay their salaries for services rendered from his/her cash advances to the project; provided that the terms, conditions and salary rates of such personnel are strictly in accordance with the project budget as approved by proper authorities and provided that in addition to other supporting papers required by existing accounting and auditing regulations, the voucher for liquidation or replenishment of the Cash Advance is properly supported by receipts of payment and, with the exception of personnel to be paid on a work-piece or *pakyaw* basis, the Daily Time Records duly certified by the project coordinator/leader.

5. Conduct of Research

- a) It is the policy of the University to encourage research and scholarly activities essential to the advancement of knowledge and intellectual growth of its faculty and the training of its students. A set of guiding principles and guidelines that are applicable to research and scholarly activity is designed to direct the conduct as well as outline the responsibilities of faculty and officials in the conduct of research.

- b) The general expectations for the academic conduct of faculty members and specific requirements governing the conduct of research are set forth in the following guidelines:

A. Capsule Research Proposal

Researchers that seek institutional funding for the implementation of their researches should submit a capsule research proposal following the Flow of Communication above. The proposal should be coursed through the Research Coordinator of the academic program.

- 1. Generally, proposals are reviewed on the basis of the following:
 - a) adherence to set priorities
 - b) non-duplication
 - c) adequacy, clarity and attainability of objectives
 - d) soundness of methodology as it relates to objectives (the methodology should be adequate, should contain the details of experiment and the variables/ indicators should be clearly stated)
 - e) workability of task schedules based on methodology reasonability of budget estimates relative to scope of work
- 2. Capsule Proposal Format
 - I. Research Title
 - II. Name of Proponent
 - III. Proponent's Academic Department / Discipline
 - IV. Rationale of the Study
 - V. Objectives of the Study
 - General
 - Specific
 - VI. Materials and Methods/Methodologies
 - VII. Expected Outputs
 - VIII. Duration / Time Frame
 - IX. Cost (Total Budgetary Requirement)

B. Research Data Collection

- a. The procedure used to produce the research data must be clearly described in the scientific paper for reviewers and readers to evaluate the validity and reliability of the methods used to derive those data;
- b. Permission for data collection must be sought such as in human and animal subjects in research, hazardous materials, information contained in libraries, databases and archives, information posted in web sites, published photographs and other published information and other copyrighted or patented processes or materials. Specifically, human and animal research subjects should follow the Ethics Guidelines;
- c. Researchers must create and maintain an accurate, accessible and permanent record of what they have done in sufficient details for others to check and replicate their work;
- d. Data issues and policies should be discussed in scheduled meetings to establish clear expectations and responsibilities;

- e. Data should be retained for a reasonable period of time to allow other researchers to check results or to use the data for other purposes. This usually requires the data to be retained for five years following submission of the final report.

C. Using Data from Students' Researches

- a. Student researches and their corresponding data are available for data mining to any interested faculty who maybe pursuing the same research interests.
- b. For purposes of facilitating the process, e-copies would be deposited to the RDE Department which shall serve as the repository of data. For purposes of regulation, the following guidelines shall apply to all materials related to electronic copy of submitted student researches and data.
- c. A letter-request should be submitted by the research proponent to the College Dean/Director for Graduate Studies specifying the purpose of the data set/study being requested. If possible, a proposal should be attached to the letter.
- d. The College Dean (CoD)/Dean for Graduate Studies (DGS) shall be responsible for informing the student-researcher/author concerned regarding the utilization of his/her research data for a proposed faculty research;
- e. Upon consent by the CoD/DGS, the same shall be furnished to the Research Department where studies/data shall be released;
- f. The following guidelines shall apply to authorship:
 - 1) If the study is rewritten to comply with the format required by the journal/conference it is to be submitted/published, the student-researcher shall serve as the main author and the editor will serve as the secondary authors;
 - 2) If several studies are lumped as complementary studies, the student researchers shall be the primary authors with their surnames arranged alphabetically, the editor as the last author;
 - 3) If a different analysis was used to come up with a new insight from a student's research, the faculty member shall be the principal author and the student-researcher as the secondary author;
 - 4) If several data sets from several studies were used to present an entirely different study, as in the case of time series researches, dynamics researches, research management papers, and other studies which present an entirely different perspective from the original studies, student authors shall be acknowledged as data sources;
- g. Studies that lead to the generation of Intellectual Property Right (IPR) shall be governed by the IPR Guidelines of the University;
- h. A policy that all studies that use survey as an instrument in data gathering, where respondents are traceable and specific answers are attributable to specific person or specific population, specially, the Indigenous Peoples, should be required to follow the Ethical Guidelines for Social Research and the Ethical Guideline for the conduct of Research on Specific Population (National Ethical Guidelines for Health Research 2011)
- i. A Research Review Committee/Panel shall be headed by the VPRDE and shall be designated as the de facto Ethics Committee who will determine the ethical requirement of all researches, and to recommend to the President the approval of the same.

D. Packaging Research Results

- a. Every scientific result must be carefully prepared, submitted to the peer review process, and scrutinized even after publication.
- b. Mistakes committed on the scientific record such as in published articles should be quickly corrected on the subsequent work. It should be corrected in a note, erratum or corrigendum.

E. Authorship

- a. In submitting articles for presentation or publication, all qualified authors must be given recognition. Authors should have sufficiently participated in the preparation of the study to take responsibility for the appropriate portion of the research work.
- b. Authorship credit for original, research-based works may be based on all of the following:
 - 1) Substantial contribution to conception and design, or acquisition of data, or analysis and interpretation of data;
 - 2) Drafting the article or revising it critically for important intellectual content;
- c. Sufficient participation in the work to take public responsibility for appropriate portions of the content. Authorship credit in this case is essentially accounted to one's technical expertise, specialization, experience and training. Acquisition of funding, collection of data, or general supervision of the research group, editing work as part of one's function (e.g., former or current mentors not directly involved in the conception or execution of the research), alone cannot justify authorship;
- d. In case of authorship attributed to an organization or group, all members of the group who are named as authors should fully meet the above conditions for authorship;
- e. The order of authorship should be a joint decision of the co-authors which can be based on the following:
 - 1) Degree of contribution to the research work;
 - 2) Alphabetical order;
- f. Other schemes that may be agreed by the authors themselves.
- g. All papers with multiple authors recommended for dissemination through oral or poster presentation or publication in journals must be recommended by the VPRED to the University President bearing the following:
 - 1) A certification signed by all authors detailing their specific contribution to the paper;
 - 2) An acknowledgement of the contribution made by people other than the authors;
 - 3) A designated guarantor who will assume public responsibility for the integrity of the whole paper, labeled as corresponding author.
- h. A certification signed by all authors that their paper has not been published yet for papers applied for publication in the local research journal, as well as for those to be submitted for publication in other journals.

F. Contributors Listed in Acknowledgements

- a. All contributors who do not meet the criteria for authorship should be listed in an acknowledgement section, with written permission where consistent with journal guidelines;
- b. All persons must give permission to be acknowledged.

6. Liability for the Misconduct of Researchers

- a. Researchers would be liable for committing proven acts of scientific misconduct such as fabrication, falsification and plagiarism in proposing, performing, or reviewing research, or in reporting research results;
- b. Full efforts should be expended by the research management of the College in discouraging questionable research results;
- c. The Research Council is responsible for determining which act of scientific misconduct and questionable research practices are serious enough to warrant institutional penalties.

7. Publication and Communication

The University RDE Unit publishes the MinSU Research Journal annually. The following are guidelines for authors who wish to submit articles for publication:

A. Papers for publication can be:

- 1) Previously unpublished and original research papers including thesis/dissertations, full-length articles or research notes advancing the knowledge of agriculture and related sciences, socio-economics, education, etc. Reprints shall be considered only in exceptional cases.
- 2) Papers presented by MinSU faculty and staff members invited as speakers of symposia, conferences and workshops.

B. Instruction to Contributors

- 1) Manuscripts should not exceed to 20 pages, including tables and figures and must be written on one side of white 8 ½ x 11" bond paper, and typing must be double-spaced. Pages should be numbered in the upper right corner and fastened together. Manuscripts should be submitted in duplicate. Brief curriculum vitae of author/s on a separate sheet are required. The following information should be included for all length of research papers:
 - I. Title – This should be as brief as possible.
 - II. Authors – Placed under the title with number referring at the bottom of the page to their position, institution and its addresses.
 - III. Abstract – This is the summary of the main findings of the work. It should not exceed 250 words, typewritten, double-spaced.
Keywords – 3-5 words that are tightly associated with the paper
 - IV. Introduction – This should include a brief statement of the problem and its importance, a short survey of the literature and the objectives of the work to be described in the paper.
 - V. Materials and Methods/Methodology – This section includes detailed materials and with a broad outline of the experimental procedure or methodology.
 - VI. Results and Discussion – The results are usually arranged depending upon the nature of the experiment. Breaking up a section facilitates reading.
Special attention should be given to the preparation of the discussion. Brevity and clarity of arguments must be observed.
The accuracy of statement rests with the authors.

- VII. Summary and Conclusion – This section contains an overview of the paper and includes a brief restatement of the problems, procedures, techniques used and findings.
- VIII. Conclusion should be drawn from findings supported by the collected data. Recommendation, if any, should be brief and relevant. This is an optional part of the research paper.
- IX. References – Should be confined to papers cited by the authors and listed alphabetically according to the names of the author. References in the text should be given thus: Surname, Initials of Name, Year, Title of Paper, Journal Source, Address of Publisher/s, volume, Number and Pages.

C. Submission of Papers for Publication

- 1) Papers for Publication shall be accepted at the Research & Development Office of the College for review.
- 2) The Editorial Staff shall examine and evaluate the manuscript submitted for publication within a period of one month. When provisions are needed, the paper shall be returned to the author for appropriate modifications. The paper then should be with the R & E Office within two weeks after receipt by the author.
- 3) Authors whose papers are accepted for publication shall be notified of action taken by the Editorial Staff one month after submitting to the R & E Office.
- 4) The Editorial Staff reserves the right to refuse articles submitted for publication in the MinSU Journal not conforming to the instruction.

D. Published Articles in the MinSU Journal

Authors with published articles in the MinSU Journal shall be entitled to one complimentary copy each. Extra copies may be availed upon request.

8. Guidelines on Plagiarism

MinSU implements official plagiarism checker to make sure of the quality of works by its constituents. This guideline only applies to MinSU and does not concern other academic institutions of higher learning.

- a. The RDE Office, through its designated Turnitin administrator, shall receive final drafts of papers through email from advisers for students, and faculty-authors;
- b. All parts of the thesis or dissertation shall undergo checking except for the literature cited;
- c. Similarity report generated shall be emailed by the Administration to the Adviser or author within 3 days after submission;
- d. The following threshold of similarity will be set as acceptable:

CASE	THRESHOLD
Undergraduate thesis	25%
Master's Thesis	20%
Dissertation	15%
Papers for publication to MRJ	10%
- e. Generated similarity report may be overruled in the following cases:
 - a) Qualitative paper where exemplars or quotations are used;
 - b) Similarity is from the Authors unpublished previous work;

II. Fiscal Management

A. Financial Manager: The Office of the Vice President for Research, Development, and Extension (OVRDE) shall:

- a) performs bookkeeping and administration of project funds provided by the implementing unit;
- b) allocates funds for approved projects;
- c) advises deans/directors on property accountability of project coordinators or leaders in their colleges/units.

The Office of R & D and Office of EKTU shall allocate budget as annual fund for research/extension activities based on existing government regulations; request for increase in the national government allotment to MOOE; and submit annual reports on utilization of such funds to OVRDE at the end of the school year to be submitted at the Office of University President.

B. Disbursement of Funds

1. Personnel Salaries

- 1) Project personnel, who are not a regular MinSU employees, earn either salaries or wages. They are required to submit a Daily Time Record (DTR) that has been certified by the Program Leader/Project Leader/Co-Project Leader with attached Accomplishment Report and other supporting documents in claiming salaries.
- 2) A full-time employee who is appointed for the whole duration of the project receives a salary.

2. Purchase of Supplies and Equipment

- 1) Purchase of supplies & equipment is subject to the Bids & Awards Committee (BAC) Guidelines as per R.A. 9184 or Government Procurement Reform Act and its Implementing Rules and Regulations (IRR).

3. Release of Funds

- 1) Funds shall be released in accordance with the approved line-item budget of the project, provided there are no outstanding cash advances and subject to the availability of funds of the implementing unit.
- 2) Progress reports and other documents shall be required for succeeding releases of funds.
- 3) Further cash advances shall be allowed only if previous cash advance is fully liquidated.
- 4) Realignment or reprogramming of the line-item budget is allowed as long as it is within the approved amount of the project.

C. Externally Funded Projects (EFP)

- a) For institutionally and individually commissioned project, a Memorandum of Agreement or MOA shall be executed between the implementing unit and the sponsoring/funding agency; and the university shall authorize the researcher/extension worker to conduct the project:
- b) The responsibilities of the host institution subject to the provisions of the MOA shall include:
 - 1) Approval and support of the participation and involvement of the researcher and extension worker;

- 2) Providing technical, manpower, facilities and logistical support to the research as needed and within the limits of their respective institutional capacities and discretion;
 - 3) Ensuring that the designated assignment of their staff is fulfilled in the most professional and efficient manner, in accordance with the objectives of the project; and
 - 4) Ensuring the wise use of financial resources and other resources entrusted to the researchers/extension workers by the funding agency in accordance with officially accepted accounting and auditing scheme.
- c) EFP are the projects where funds are channeled through MinSU, a 10% administrative cost or indirect cost shall be paid to the University charged to the project, unless waived by the University.

III. Guideline for the use of Administrative Cost/Indirect Cost

As a matter of internal policy and for the purpose of transparency and proper utilization of administrative cost or indirect cost from externally-funded RD & E, the following are the guidelines to be followed:

- 1) The administrative cost from externally-funded RD & E projects shall be pooled with the following distribution as to its utilization:
 - a. 40% - Administration
 - b. 40% - Unit/Department where the project is being implemented
 - c. 20% - Project proponent(s) as incentive for fund generation
- 2) The 40% share of the Administration shall be used as incentive/honorarium of the Administration Officials and staff engaged in facilitating the smooth implementation of the RD & E projects. The share can also be used in any other maintenance and operation expenditures as deemed necessary by the University President.
- 3) The 40% share of the Unit/Department where the project is being implemented can be used in the procurement of equipment, supplies and materials, improvement of facilities, labor services or any other related use that is deemed necessary, subject to the approval of the University President. The proponent(s) shall then write a letter of request to the University President for his/her final approval, with the recommending approval of the Vice President for Research, Development & Extension (VPRDE) and or Vice President for Academic Affairs (VPAA).
- 4) The 20% share as incentive of the project proponent(s) for fund generation, the VPRDE and/or VPAA shall prepare the request letter endorsing to the University President the granting of such incentive to the project proponent(s) for his approval. The main proponent shall submit to the Office of VPRDE the title of approved RD or E project, name of researcher(s) and or proponent(s); approved budget (including Line-Item Budget); funding agency; and duration of the project.

IV. Access/Use of Research & Extension Equipment, Laboratories, and Other Facilities

Guidelines

- a) A Designated equipment / supply keeper detailed in the R&D Office shall take charge and monitors use of equipment and supplies in the RDE Department. As required, personnel should sign in a logbook for equipment/supplies borrowed/withdrawn.
- b) The Research facilities should be under the supervision and management of faculty with plantilla item, preferably those with regular teaching loads.
- c) Students can use the facilities with some minimal fees.

- d) The Research facilities can also be used to serve the farmers' laboratory test needs and needs of private/commercial establishments with appropriate payments whenever available.
- e) **Persons who can Use the Research Laboratory Facilities and Experimental Area**
 - a) **Research Staff/Personnel**
 - 1) A request form must be properly filled up by the personnel intending to use the laboratory facilities subject to the approval of the concerned director in consultation with the laboratory/facility in-charge.
 - b) **University Faculty/Students**
 - 1) Faculty members and students from other units are allowed to use the Research laboratory facilities and experimental area upon recommendation of the major adviser and approval of the concerned director in consultation with the laboratory/training facility in-charge.
 - 2) Undergraduate and graduate classes from other units may only be allowed in the Research laboratory upon request of the department chairman subject to the approval of the Director for Research.
 - 3) Students are not allowed to use any of the laboratory equipment without the assistance/strict supervision of the laboratory in-charge.
 - 4) Students undertaking laboratory work are required to provide their own chemicals/reagents and other materials needed.
 - c) **Non-University Personnel Including Regional Consortium Member Institutions**
 - 1) They are only allowed to use the laboratory facilities upon request of the head of the agency and approved by the University President and DRE.
 - 2) The use of any laboratory facility is only allowed with the supervision of the laboratory in-charge.

V. Research and Extension Project Monitoring, Evaluation, and Reporting System

1. Aims of Project Monitoring and Evaluation

- a) Determining the status of projects to ensure that progress and outputs are in accordance with plans;
- b) Assessing project resources to determine if these are being used efficiently and effectively and are available at the right time in the required amount;
- c) Promoting coordination among participating agencies by disseminating information on the scope, schedules and problems of on-going projects;
- d) Providing necessary feedback in project control so that prompt corrective measures can be instituted when required; and
- e) Providing feedback necessary in planning and evaluation of projects.

2. RDE Monitoring and Reporting

- a) All research and extension grantees shall be required to submit terminal reports/manuscripts of project results/outputs in the prescribed format. All project outputs shall be presented in an in-house review, seminar or forum.
- b) All data, information and reports arising from the research activity shall acknowledge the contribution of the host institution. The individual researchers shall be given the right to publish the results of the research, with acknowledgement of the host institution.

- c) Reports on the progress of on-going projects must be submitted within the period(s) specified in the timetable as approved by the approving Council/Committee of the implementing unit based on the following:
 - 1) Approved projects with a duration of more than six (6) months shall submit Quarterly Progress Reports (QPR);
 - 2) Proponents of approved projects with a total duration of six (6) months or less shall submit only one progress report in the middle of its project timetable or at the time determined by the R&D/EKTT Office and submit a terminal/final report at the end of the project duration;
 - 3) Project Leaders undertaking project lasting for three (3) months or less shall not be required to submit a progress report. However, a terminal/final report shall be accomplished in the prescribed format that can be obtained from the R&D/EKTT Office.
 - 4) Project Leaders are required to submit at least five (5) copies of their final project output to the R&D/EKTT Office, which shall evaluate and later turnover such outputs to the research library and university repository or knowledge for future reference.
- d) At any time during the conduct of a project, coordinators/ leaders may report and discuss with the DR&D/DEKTT and or VPRDE problems directly affecting the conduct of the project.
- e) The VPRDE of the implementing unit may appoint other program coordinators/ leaders if the implementation of the project is unsatisfactory or disrupted.
- f) If the project has to be terminated, the approving Council/Committee reviews the circumstances to determine whether the termination of the project is justifiable or not.
- g) Aside from the final project output, a terminal report is required of all completed approved projects to be accomplished in the prescribed format and which will include a report on the conduct of a seminar on the findings of the project.
- h) The terminal reports and final outputs of all approved projects shall be evaluated by the DR&D and EKTT Offices
- i) All terminal reports and final outputs approved by OVPRDE shall be presented to the RDEC for final approval and acceptance.

3. Request for Extension of the Project Duration

- a. An extension refers to a grace period, usually from one to six months, granted to a project from the date of its expected completion. The proponent should file a request for extension stating the reasons for the delay of project completion addressed to the research/extension office monitoring the project.
- b. If additional funding is required, the request for extension shall be forwarded to the approving Council/Committee for approval.
- c. If no additional funding is required, the Project Leader is allowed to use the unexpended balance to implement the remaining activities of the project. He/she, however, is no longer entitled to receive any compensation during the extension period.
- d. The VPRDE shall request the Monitoring and Evaluation Team (MET) to conduct assessment and to validate the request for extension. The MET will recommend to the VPRDE the appropriate actions upon the completion of the assessment.

4. Tools for Monitoring:

- A. **Regular Meetings.** Offices should conduct weekly or monthly meetings so that problems can be given immediate solutions.
- B. **Evaluation.** The system of evaluating R&D and Extension projects shall consist of ex-ante and ex-post evaluation. Ex-ante (before implementation) evaluation starts with the review of project proposals prepared by the proponent. Monitoring (during implementation) involves the monitoring of project activities as they are implemented. Ex-post evaluation is undertaken to validate whether the objectives of a specific project have been achieved as planned and to verify whether it has created a significant impact on the target clientele. The mechanisms for monitoring the progress of ongoing as well as outputs of completed projects will be:
 - a) **Field evaluation** – this shall consist of visits to the project sites at specific dates. For externally funded projects, field visits are conducted by an evaluation team composed of technical staff designated by the Extension Director or representative from funding and implementing agencies. The field evaluation shall be geared towards the attainment of the following objectives:
 - 1) To observe the actual conduct of the project
 - 2) To verify information contained in the technical and financial reports
 - 3) To recommend alternative course of action to improve project implementation
 - 4) To consult with R&D and extension project implementer
 It has the following objectives:
 - a. To observe the actual conduct of the experiment, particularly in terms of methodology;
 - b. To verify information contained in technical and financial reports;
 - c. To recommend alternative courses of action to improve project performance; and
 - d. To consult with researchers on the possibility of undertaking other priority projects.
- C. **Agency In-House Review.** The agency in-house review (AIHR) is conducted bi-annually primarily to disseminate research results internally; to assess the attainment of objectives of the institution's completed and on-going major research projects; to identify problems met during project implementation and recommend specific courses of action to these problems and to update the University's Research plans. The AIHR would also serve as the clearing house of all researches for submission for funding and papers for presentations.
- D. **Periodic Paper Review.** This is conducted quarterly to evaluate proposals, ongoing and completed researches and screen out research outputs for dissemination through presentation in regional, national and international conferences and fora.

5. Report Requirements

- A. Periodic reports would be asked of on-going internally funded research projects i.e. progress report every quarter for projects more than 3 months in duration, terminal reports for completed projects.
- B. For projects that are externally funded, the frequency of reports will follow the funding agency's requirements.

- C. Program, Project and Study Leaders are required to accomplish the prescribed quarterly research monitoring form to be assessed by the respective RDE Coordinators, the R&D Director, EKT Director and the VPRDE.
- D. RDE Coordinators are required to submit their monthly accomplishment reports to the Director for Research and Development for consolidation to be submitted by the DR&D to the VPRDE reflecting performance on all prescribed indicators. The VPRDE consolidates the reports from all campuses.
- E. The proponent/s shall submit to the respective RDE Unit the following reports:
 - a) Monthly Accomplish Report (Appendix __)
 - b) Quarterly Progress Report (Appendix __)
 - c) Mid-Term Report (for project exceeding 1 semester/6 months) (Appendix __)
 - d) Terminal Report (for completed project/s (Appendix __)
 - e) Other required reports

Chapter VI

RDE AWARDS, RECOGNITION, AND INCENTIVE PROGRAM (ARIP) AND WORKLOAD

I. RDE ARIP System

1. Research, Development and Extension Awards

It is the policy of MinSU to assume its responsibility to promote and maintain an active RDE role through the core key staff of its Research and Extension Units. The responsibility is owed not only to the University, but also to the regional and national academic community, to the private and public institutions that sponsor research, and to the public at large.

To foster realization to this responsibility, it is imperative to award, recognize, and grant incentives to individuals who have contributed to accomplishing the role of the RDE in the University through implementation of research studies in relevant areas of discipline within the realm of institutional mandates. Such program would allow recognition to worthy accomplishments of researchers and extensionists.

A. All recognized RDE activities that were conducted/presented/exhibited, etc. in a competitive venue, conferences, or fora are eligible for RDE ARIP. To avail the ARIP, the following shall be followed:

- a) the concerned individual/s (program leader/project leader/proponent/researcher/extensionist/inventor, etc.) shall be required to submit the scientific/technical papers of the project outputs/outcomes/products in three (3) hard copies and soft copy (via digital device).
- b) The RDE Awards and Recognition Committee shall be organized to lead in the selection of the most outstanding papers and RDE Implementers.
- c) Only authorized and approved RDE project/program/activities as stated in the guidelines of RDE Manual shall be considered eligible for the ARIP.
- d) Graduate Thesis and Dissertation Studies conducted by the members of faculty and non-teaching personnel of the University are not qualified due to its scholastic distinction as an academic requirement for graduation. However, the Graduate Thesis and Dissertation Study may be considered on condition that the paper must be able to satisfy the process and procedures stated in the RDE Manual to be able to be considered in the selection process for awards and incentives program.
- e) RDE Awards and Recognition shall be given during the University Charter Day (March 16) celebrations annually.
- f) Awards and Recognitions shall be based on the RDE Awards and Incentives Program which shall include the following criteria:

1. Research (Knowledge Generation)

Best Paper	7,000.00
1 st Runner Up	5,000.00
2 nd Runner Up	3,000.00

2. Development (Technology, Innovation Prototyping)

Best Paper	7,000.00
1 st Runner Up	5,000.00
2 nd Runner Up	3,000.00

3. Extension (New Technology Application, Product Commercialization, Community Building, etc.)

Best Paper	7,000.00
1 st Runner Up	5,000.00
2 nd Runner Up	3,000.00

B. Exemplary Awards

- Faculty and or non-teaching employees who won the Best Paper and Most Outstanding Research and or Extension Implementer in research in the regional, national, and international conferences and/or competition endorsed and or recognized by CHED; other government agencies/institutions; and scientific and research institutions shall receive a plaque of recognition with the following criteria:
 - The winning paper presented should be part of the RDE Priority Areas and Research Agenda;
 - Must have been presented to the colloquium, in-house review, and or research and extension forum prior to the winning of the competition.
- A plaque of recognition and cash incentive shall be based on the following rate and competition level:

	Competition Level	Cash Incentive
a.	Regional Level	
	Best Paper	7,000.00
	2 nd Best Paper	5,000.00
	3 rd Best Paper	3,000.00
b.	National	
	Best Paper	15,000.00
	2 nd Best Paper	10,000.00
	3 rd Best Paper	5,000.00
c.	International	
	Best Paper	30,000.00
	2 nd Best Paper	20,000.00
	3 rd Best Paper	15,000.00

C. Most Involved Faculty in Research, Development, and Extension (RDE) Award

1. Purpose

This award to be given to the most involved faculty in research, development and extension. It is objectively anchored to the purpose of strengthening the RDE spirit and passion among the Mindoro State University's researchers and extensionists. The Research, Development, and Extension (RDE) Unit of the University, in its effort to uphold such institutional pursuit for the culture of excellence in RDE, believes that this could be the best way to give appreciation to the faculty who contributed much to the realization of the RDE's vision, mission, and goals while laying the ground to a more fulfilling academic excellence in research, development, and extension in the future that will redound to both professional and institutional development.

2. Qualification and Nomination

- a) The recipient of this award should be a regular or contractual faculty of the Mindoro State University including key officials except for the RDE executive members (i.e. VP for Research, Development and Extension (RDE), Director for Research and Development, and Director for Extension, Knowledge and Technology Transfer, and campus RDE Coordinators.
- b) The faculty should have completed research/extension papers or projects internally and externally funded, or had made collaborative research, have been properly disseminated through publication in a refereed journal, patented and/or commercialized, book(s) published and project leader of extension services and outreach activities.
- c) The RDE projects made by the faculty should have a great contribution to the community, have a significant economic impact, and should help elevate the quality of RDE in the University with a minimum evaluation performance grade of 80%.
- d) The RDE documents covered the last three years prior to the nomination or selection.
- e) Has not been found guilty of plagiarism, intellectual dishonesty and other acts of unprofessionalism; and
- f) Has at least three (3) years continuous active service immediately preceding the nomination;
- g) Qualified faculty for this award shall be nominated by his/her peers. The accomplished nomination form must be submitted to the Office of the Vice President for Research, Development, and Extension with attached valid supporting documents together with 3 to 5 minutes presentation of his/her accomplished works. The VP for Research, Development, and Extension (RDE), Director for Research and Development and the Director for Extension, Knowledge and Technology Transfer, and RDE Campus Coordinators shall evaluate the application prior to the submission/confirmation to the University PRAISEC for awarding in the University's Founding Anniversary.
- h) Only one winner with the highest rating will receive the award and a faculty who applies for this award shall not be involved, directly or indirectly, in the evaluation and selection processes.

3. Criteria for Evaluation

Criteria	Details	Percentage Equivalent
1. ORIGINALITY	The works contributed to a new principle, theory, technology, concept, method, and technique.	20%
2. PRODUCTIVITY	Pertains to the number of RDE projects done and completed as a principal researcher but only those projects which are recognized by the Research,	10%

	Development, and Extension Unit shall be evaluated or considered.	
3. RDE WORKS, PUBLICATIONS, AND PATENTS	Pertains to research published in the last five (5) years indicating the titles of journals where these works were published; papers presented in international conferences; unpublished reports of completed projects; intellectual properties; and extension services. Documentary proofs, such as but not limited to certificates, endorsement letters by the VPRDE and the University President, and photos, will be required by the screening committee during the selection process.	30%
4. CONTRIBUTION TO THE COMMUNITY	Have significant contributions to science, technology generation, national development policies, and programs or to the culture and well-being of the people in the communities which are extended to them through extension activities.	20%
5. CONTRIBUTION TO INSTITUTIONAL DEVELOPMENT	The agglomeration of the candidate's works should have contributed to the development of Mindoro State University which are visible in terms of promotion or enhancement of academic degree programs, provision of new or upgraded facilities and equipment both for instruction, research, development and extension, and production, and recognition for the University as a result of the impact of those RDE works.	10%
6. RECOGNITION	This includes citations, awards and other forms of recognition from academic institutions, scientific or	10%

	learned societies in the Philippines and abroad, attributed to the RDE works.	
TOTAL		100%

The Office of the VPRDE together with the Director for R&D, and the Director for Extension, Knowledge and Technology Transfer, may require applicant/s to submit additional documents to substantiate the claims relative to the impacts of the research effort whenever necessary if the prior submitted supporting documents seemed insufficient.

4. Nature of Award

The Most Involved Faculty in Research, Development and Extension (Faculty-Researchers/Extensionists) will receive Php 5,000.00, certificate and medal.

D. Cash Incentive Award

1. Requirements for Research Incentives

- a) Eligible to the granting of monetary incentives from the institution include completed research, presented orally or in poster form in regional, national, international conference or symposia sponsored by scientific organizations and societies, either under competing or non-competing category. Included also are completed researches published as scientific articles in journals, research outputs commercialized or utilized by the industry, as well as development outputs applied and granted intellectual property i.e. patents, utility model, industrial design, copyright, and plant registry.

2. Incentive grants shall be awarded to the following kinds of R&D & E outputs:

- a) presented papers;
- b) awarded paper presentations;
- c) Published papers;
- d) development outputs
- e) RDE papers that are (1) presented and (2) published are eligible for each kind of incentive grant. The same paper presented in different levels (regional, national, international) shall be considered for only one incentive per year, whichever is higher.
- f) Incentives shall take the form of financial reward and shall have the following rates:
*Awards shall be claimed and conferred after completion of the activity/research output with incentive entitlement.

g) Per paper presented:

Level	Non-competing Category	Competing Category
Regional	1,500.00	3,000.00
National	3,500.00	5,000.00
International	5,500.00	7,000.00

- h) Per Research and Extension outputs (externally funded or not) which received major awards*:

Regional level	3,500.00
National level	5,000.00
International level	7,000.00

*Best Paper or award of equal merit.

i) Research output/technology commercialized

Per commercialized research output/ technology adopted, rate is 10,000.00 – 50,000.00 (depends on scale of commercialization as maybe determined by a Review Committee)

3. Cash Reward for ISI International / Scopus Publications

- a) An employee whose R & E output is published in an ISI international refereed journal shall be awarded P30,000.00 provided that the name of MinSU is also indicated in the article, i.e.; MinSU appears under the author's name.

4. Authorship/Publication

- A. Cash incentives shall be given for the authorship of a book or a chapter in a book of national and international circulation, and for an article published in a non-ISI journal that is also of international circulation and in the University's journal – MinSU Journal; Provided that the name of MinSU is also indicated in the article, i.e.; MinSU appears under the author's name.

Book	National	International
Author	5,000.00	10,000.00

- B. To receive this incentive, the researcher/s and extensionist/s must publish his/her/their paper in a referred and indexed journal and submit a copy of the journal to the office of RDE.

Journal	National	International
Refereed & Indexed	10,000.00	30,000.00
Refereed but not Indexed	5,000.00	10,000.00

5. Paper Presentation / International Conference

- A. Cash incentive of P20,000 shall be awarded to qualified researchers who have presented papers in international conferences.
- B. Application requirements for the award are the following:
- 1) Letter of application for the award and photocopies of the letters of invitation and acceptance;
 - 2) Photocopy of the program of the conference;
 - 3) Copy of the researcher's full paper;
 - 4) Special Order for the applicant's participation in the international conference;
 - 5) Report of undertaking;
 - 6) Certificate of attendance.

6. Poster Paper Presentation (International Conferences)

- A. A cash incentive of P15,000 shall be awarded to each qualified researcher who has presented a poster paper in an international conference.
- B. Application requirements for the award are the following:

- a) Letter of application for the award and photocopies of the letters of invitation and acceptance;
- b) Photocopy of the program of the conference;
- c) Copy of the full paper to be presented.

7. Implementing Guidelines: Incentives to International Conferences

- a) Only the endorsed and or recognized by CHED; other government agencies/institutions; and scientific and research institutions are entitled for Registration Fee Support.
- b) The R&D Director and EKT Director shall receive and process all applications for the Incentive Awards.
- c) Approved applications shall be forwarded to the Office of the VPRDE to be forwarded to the Administrative and Finance Services Department for the issuance of Authority to Travel, Special Order, and or for fund allocation by the Budget Office.
- d) Paper presenters must be on active service at MinSU RDE at the time of application and paper presentation, which exclude those on sabbatical leave, on leave without pay, on study leave, and on lecture status.
- e) Research papers to be read in international conferences held in the Philippines shall receive the same merit as those held abroad as long as full proof and certification of being international in nature are submitted.
- f) A maximum of three different research papers per year to be read by the same faculty researcher in international conferences may qualify for the incentive award.
- g) The recipient faculty shall submit proof of travel and presentation of the paper upon return to the campus.
- h) Breach in any provisions of the implementing guidelines and requirements, including intellectual property rights and non-return to the Institute, shall be grounds for revocation of the award, its refund when already released, and imposition of other penalties as may be deemed lawful.

8. Incentive for Research Generation

a. Definition

The resource generation incentive is given to a faculty or staff of the University who generated an amount to finance an externally-funded research, development and extension project. He/she is awarded an amount in accordance with the resource generation incentive.

b. Qualification

Faculty member or staff of the University who is responsible in proposing (preparing the proposal), applying, defending, revising, finalizing and responsible in the approval of the proposal.

c. Supporting Document

- i. Letter of Request for the claim
- ii. Filled-up Application Form
- iii. Approved Proposal (including the line-item budget which includes administrative cost/indirect cost)
- iv. Certification from the Director for Finance/Cashier of the amount generated
- v. Duly signed and notarized Memorandum of Agreement/Understanding by parties involved

- vi. Special Order from the University President to conduct the study
- vii. For succeeding tranches:
 - Letter of Request for the Incentive
 - Progress Report
 - Certification from the Director for Finance/Cashier of the downloaded amount of the tranche applied for

*Lack of any of the above documents shall disqualify from the incentive.

d. Rate

One percent (1%) base on tranche only that is received by the University

e. When to Award

Upon submission of the required documents indicated above during the implementation of the project for the first tranche.

f. Source of Fund

Subject to accounting rules and regulations, the incentive may come from the administrative cost of the project (refer to Chapter VI.III. Guidelines for the use of Administrative Cost/Indirect Cost), GAA fund or Fund 164.

9. Limitation

- a) No individual may be entitled to receive incentives in more than one and the same project/study/activity within the program or project. In case where the individual is assigned/designated in more than one study/project/activity within each project/program, he/she shall receive only the highest incentive pay. However, if he/she is involved in a different project or another program still, he /she is entitled for the claim. No honorarium shall be paid to personnel where the activity/project is inherent to his/her function/work/duties.

2. Registration Fee Support (International Conferences)

- a) A registration fee subsidy of \$200 shall be provided to faculty researchers who present a paper at an international conference. Provided that he/she is the senior author of RDE work, and the one presenting it.
- b) Co-authors who want to avail of the registration fee subsidy must first obtain written proof of consent (for them to present the paper) from the principal/main author/s. No such consent shall be required if the co-author is the faculty research adviser of the senior author (student).

3. Honoraria

- 1. Honorarium is a form of compensation given as token of appreciation or reward for gratuitous services on the account of one's broad and superior knowledge or expertise in a specific field for which, going by custom, tradition or propriety (DBM Circular 2007-1).
- 2. Honorarium is a gesture of appreciation for the service of one with expertise of professional standing in recognition of his broad and superior knowledge in specific

fields. It is given to officials/employees not as a matter of obligation but in appreciation for services rendered, a voluntary donation in consideration of services which admit no compensation in money (Teodoro Santiago vs. COA GR No. 92284, July 12, 1991). This also comes in the form of extra monetary remuneration paid to a government official and/or employee by virtue of his office, position or in connection with the function of his office or in the discharge of his duties, under the following circumstances:

- a. Resource persons by virtue of their expertise in a specific subject area or those who are experts in handling sessions, which involve group processes, act lectures, discussants, paper presenters, panelists or facilitators in group dynamic sessions. (Sec. 288, Article 2, Chapter 5 of the Government Accounting and Auditing Manual, January 1, 1992)

A. Honoraria for Special Projects Assignment

- 1) It is an honorary payment or reward given as compensation for services rendered by officials/employees on assignment to special projects (DBM Budget Circular No. 2007-2). For this purpose, a special project is a duly authorized inter-office or intra-office undertaking of a composite group of government officials and employees which is not among the regular and permanent functions of their respective agencies. Such undertaking may be locally-funded or foreign assisted, is reform-oriented or development in nature, and is contributory to the improvement of service delivery and enhancement of the performance of the core functions of an agency or member agencies.
- 2) The granting of honoraria/incentives to extension implementers/researchers, technical and support personnel is provided to encourage productivity and acknowledge extraordinary performance and efficient delivery of services and output in the University.
- 3) Guidelines

- a) University personnel who are on part-time assignment to a special project which entails rendition of work in addition to or over and above their regular workload may be entitled to honoraria.
- b) The amount of honoraria shall be based on the nature of their work assignments in a special project, the level of difficulty of the duties and responsibilities thereat, the extent of their productivity and quality of performance measured in terms of completed and accepted deliverables in accordance with the time frames set per project component of a special project plan approved.
- c) The estimated total honorarium cost per personnel per project component shall be computed as follows:

$$\text{Estimated Honorarium, } H = \left(\frac{\text{Salary Rate}}{1 \text{ month}} \right) \left(\frac{1 \text{ month}}{22 \text{ days}} \right) \left(\frac{1 \text{ day}}{8 \text{ man-hours}} \right) (T \text{ man-hours})$$

$$\text{Estimated Honorarium, } H = 0.0057 (\text{Monthly Salary Rate } (T))$$

Where: Monthly Salary Rate = the actual monthly salary of an official or employees but not exceeding Step 8 of the equivalent salary grade for his/her designated position in a special project as indicated in H

T = total estimated man-hours per personnel, per project component.

- d) Payment of the honorarium shall be made only upon completion and acceptance by the agency head of the deliverable per project component.
- e) The actual honorarium to be paid to each personnel shall depend on the performance rating to be given by the project management, as follows:

Performance Rating	% of Estimated Honoraria per Project Component
Outstanding	100%
Very Satisfactory	85%
Satisfactory	70%

For Example, if the performance rating is Very Satisfactory, the actual honorarium to be paid follows:

Actual Honorarium = 85%

- f) For rating purposes, the project management shall formulate a performance evaluation plan that is transparent and fair, and considers timeliness, quality of outputs, and other applicable work efficiency determinants.
- g) The following hierarchical levels, duties and responsibilities, and equivalent salary grades of positions shall serve as guides in determining the personnel to be designated in special projects and in computing the honoraria to be granted:

Project Manager/Project Director or Equivalent

- a) The position plans, directs and coordinates the activities of a special project, and the efficient allocation and utilization of a project's physical, financial, manpower and technological resources to ensure that a project's objectives and targets are accomplished.
- b) The honorarium shall be based on the actual monthly salary of a designee but not exceeding the monthly salary equivalent to S-28, Step 8.

Technical Staff/Project/Team Leader

- a) The position heads a group of Technical Staff or equivalent who are assigned to a special project component;
- b) May devise own plans, methods of approach, guidelines and procedures consistent with the overall special project objectives.
- c) The honorarium shall be based on the actual monthly salary of a designee but not exceeding the monthly salary equivalent to SG-24, Step 8.

Senior Technical Staff/Study Leader/Implementer

- a) The position performs the difficult phases of a special project which may or may not be subject to technical adequacy and reliability of deliverables.
- b) The honorarium shall be based on the actual monthly salary of a designee but not exceeding the monthly salary equivalent to SG-18, Step 8.

Team Member/Technical Staff

- a) The position performs the simple phases of a specific project which are subject to technical review; is answerable for the correctness, technical adequacy and reliability of deliverables.
- b) Honorarium shall be based on the actual monthly salary of a designee but not exceeding the monthly salary equivalent to SG-15, Step 8.

Administrative Staff

- a) The position renders administrative and support services to special project, including but not limited to personnel, financial, records and supply management, and other auxiliary services.
- b) The honorarium shall be based on the actual monthly salary of a designee but not exceeding the monthly salary equivalent to SG-15, Step 8.
- h) The total honoraria that may receive by each personnel on special project shall not exceed 25% of his/her annual basic salary. Designation to more than one (1) special may be allowed to the extent feasible, provided that the total honoraria received from all special projects shall not exceed 25% of the annual basic salary.
- i) No overtime pays or other allowances shall be paid nor any Compensatory Time-Off (CTO) be granted to the same personnel for a period that honoraria are granted.

B. Honoraria for Lecturers, Resource Persons, Coordinators and Facilitators

1. Coverage

- a) Shall apply to lecturers, resource persons, coordinators, and facilitators who fall under the aforementioned definitions, and who hail from the national government agencies including SUCs

2. Guidelines

- a) Government/University personnel who act as lecturers, resource persons, coordinators or facilitators in other government agencies which are outside of their mother agencies, may be paid honoraria at such rates as may be determined by the university.
- b) In view of the expertise of lecturers, resource persons, coordinators or facilitators, the minimum honoraria rates shall be: two (2) times hourly rates based on monthly salaries at 22 work days per month, and eight (8) work hours per day.
- c) Such honoraria rates may be raised further but not exceeding the maximum honoraria rates of two (2) times the hourly rate for a position of Professor VI, Step 1 of SG-29.
- d) Depending on the difficulty and complexity of the subject matter, the professional qualifications of the lecturers, resource persons, coordinators and facilitators, and the position levels of the participants.
- e) Honoraria to be paid shall correspond to the number of actual lecture/training hours plus equal number of hours for preparation.
- f) The following formula shall serve as guide in the computation of minimum and maximum honoraria to be paid given a group of fifty (5) seminar/workshop/training participants:

$$1) \text{ Total Honorarium, } H = (2) \left(\frac{MSR_{min}}{1 \text{ month}} \times \frac{1 \text{ month}}{22 \text{ days}} \times \frac{1 \text{ day}}{8 \text{ hours}} \right) (2)(T \text{ hours})$$

$$\text{Total Honorarium, } H = (0.023)(MSR_{min})(T)$$

$$2) \text{ Total Honorarium, } H = (2) \left(\frac{MSR_{max}}{1 \text{ month}} \times \frac{1 \text{ month}}{22 \text{ days}} \times \frac{1 \text{ day}}{8 \text{ hours}} \right) (2)(T \text{ hours})$$

$$\text{Total Honorarium, } H = (0.023)(MSR_{max})(T)$$

Where:

MSR_{min} = monthly salary rate of the lecturer/resource person/coordinator/facilitator

MSR_{max} = monthly salary rate of a position of Professor VI, Step 1 of SG-29

T = number of actual lecture/training hours

- g) The total honoraria may be proportionately increased depending on the number of seminar/workshop/training participants in excess of fifty (50) participants.
- h) Lecturers, resource persons, coordinators and facilitators from the private sector may be paid honoraria at such rates as may be determined by the University using the formula above.
- i) In addition to the honoraria, lecturers, resource persons, coordinators and facilitators in out-of-town seminars, training programs, and similar activities may be entitled to travelling and other expenses incidental thereto, subject to existing rules and regulations.
- j) Honoraria shall not be granted to the designated lecturers, resource persons and facilitators within their respective sponsoring agencies as such services are deemed part of the duties and responsibilities of their appointive positions to disseminate information.
- k) Agency/University personnel who are in charge of the conduct of training and similar programs and activities by virtue of their positions in the sponsoring agency, are not entitled to honoraria when they act as lecturers, resource persons, coordinators or facilitators in in-house training and similar programs and activities.

C. Responsibilities of Agency Heads/University President

The Agency Heads shall be responsible and personally liable for honoraria payments not in accordance with the provisions of the DBM Budget Circulars 2007-1 and 2007-2, without prejudice, however, to the refund by the personnel concerned of any excess payments made to them.

D. Limitations/Exemptions

- a) No honorarium shall be paid regardless of the source of fund without prior approval by the University President. Such authority to receive honorarium shall be expressly stated in a special order signed by the University President.
- b) No honorarium shall be paid to personnel where the activity/project is inherent to his/her function/work/duties.
- c) No individual may be entitled to receive honorarium in more than one project/study/activity within the program or project. In case where the individual is

assigned/designated in more than one study/project/activity within each project/program, he/she shall receive only the highest honorarium/incentive pay. However, if he/she is involved in a different project or another program still he /she is entitled for the claim.

E. Special Provision

- a) Personnel whose Services are engaged by the National Science and Technology System shall follow the guidelines according to DOST Memorandum Circular 001 s. 2003 as stated under the Republic Act 8439 or the Magna Carta for Scientists, Engineers, Researchers, and other S&T Personnel in the Government for computation and payment of honoraria.

4. Honoraria*

A. Rates are as follows:

Program Leader	5,000
Project Leader	4,000
Implementors	2,500
Resource Persons	2,000

*for Extension only

B. Guideline

Extension Program Leader – he must be having at least two to three project components

Extension Project Leader – one who holds a specific project as specialist

Extension Implementers – ones who facilitate the mechanics of a project or training program. For each extension project a maximum of three implementers is allowed.

5. Guidelines for the Selection of “Best Extension Paper”

The ‘Best Extension Paper’ during the agency in-house review can be chosen as a motivation and incentive to a faculty extensionist in recognition of his/her exemplary and remarkable accomplishments. A modest monetary incentive and a plaque of recognition should go with the award.

a. The criteria for the selection of best paper are as follows:

Relevance/Significance of the Project*	(40%)
Content and Organization of Paper	(40%)
Comprehensiveness Validity of Approach and	
Reliability/ Dependability of Results Presentation**	(20%)
TOTAL POINTS	100%

*(Potential contribution to countryside development whether social, economic, ecological, and Ethical)

** (Confidence, effective use of visual aids and other medium of presentation)

b. Incentives for Extension Paper

Best Faculty in Extension. P5,000.00 and plaque of recognitions

Best Extension Paper Presented (refer to Chapter VI, Section 3. 2.8. Cash Incentive: Incentive grants for paper presented)

6. Other RDE Privilege and Incentives

In addition to the regular honorarium, incentives, or workload payment, the proponent/s may receive other financial incentives as provided below:

A. On-Time Project Completion Incentive (OTPCI)

Given to the proponent (researcher/extensionist) who presented their full report in the Research Forum conducted by the RDE and submitted his/her/their Terminal Report indicating completion together with accomplished certification from the VPRDE stating that the program/project/activity was completed earlier as scheduled. The recipient shall receive PhP5,000.00 as financial incentive.

B. R&D Patent Initiatives (Development outputs)

Any development output filed shall be granted an incentive. In the event that the intellectual property is approved, the following rates shall apply:

Output	Amount (in PhP)
Patent	100,000.00
Utility Model	15,000.00

C. RDE Study Leave

Proponent/s of an approved institutional RDE program/project may opt to apply for study leave as approved by the RDE Council and the University President. The Study Leave may be allowed for one (1) year but not exceeding three (3) years.

D. Undergraduate and Graduate Thesis Support

Students can be junior researchers and can be involved as part of big Research programs and projects. Financial or material supports are granted if funds are available.

a) Objective:

1. To strengthen students' research capabilities by providing graduate and undergraduate thesis financial assistance.

b) Criteria for Application

Graduate and undergraduate students of the University with an approved thesis outline can apply for thesis support.

c) Guidelines for Availment

1. The thesis should be in line with the existing research thrusts/priorities of Research.
2. The following criteria shall be considered:
 - a. Importance to national development considering its social, economic and environmental impact;
 - b. Originality (done by the students themselves); and
 - c. Urgency in terms of the Colleges' need.
3. Submitted proposals should be endorsed by the Adviser to the College-Based RDE Council with justification for support. It is then referred to the R&D Office for review. The University RDE Council will convene for approval/disapproval.

4. The RDE Council will approve the thesis to be funded with consideration to the availability of funds.
5. Upon approval, a Terms of Reference is signed by the student, thesis adviser and the Director for Research and Development.
- d) All funded student researches shall be eligible for institutional support for patenting, presentation, and publication following guidelines in item c).

II. Workload

1. RDE Minimum and Maximum Workload

- a. Faculty members conducting research or extension should carry a minimum teaching load with equivalent contact hours per week (CHW) of 6 units per semester.
- b. Academic personnel who have not met the minimum required workload should request from their College Dean/Institute Head additional assignment or conduct research with equivalent teaching workload to attain the normal load.
- c. R&D and EKT Directors should carry a minimum teaching load per semester with equivalent contact hours per week (CHW) of 6/semester.
- d. RDE Coordinators should carry a minimum teaching load per semester with equivalent contact hours per week (CHW) of 9/semester.
- e. The designated research personnel should submit monthly accomplishment reports following the indicated flow of communication as part of the requirement for the completion of CHW;
- f. Researchers should also observe the maximum limit of workload which is equivalent to 21 CHW.

2. Equivalent Teaching Load (ETL)

The different programs under Research and Extension may have distinct and separate plantilla positions composed of faculty and non-academic staff. Faculty/Staff from other departments and offices in the University are encouraged to get involved in Research and Extension activities.

However, every faculty must have a mother unit where he/she can be identified. His/Her involvement in research functions must be approved by the head of the mother unit to gain legitimate equivalent teaching load (ETL). Appropriate designation shall be issued to each faculty indicating the ETL.

3. Equivalent Teaching Load (ETL) of Various Positions under the Research, Development and Extension Program

Position/Designation	ETL
Vice President	18
Director	15
Coordinator	12
Program Leader	9**
Project Leader	6*
Study Leader	3
Study Team Member(s) ***	1.5 (max)

*credit unit for sole coordination of two or more studies under a project.

**credit unit for sole coordination of two (2) projects under a program.

*** up to 0.5 per team member

4. Faculty Rank and Academic Load Equivalent (ALE)

	Rank	Units Instruction	Units (R/E)
a.	Instructor	18 units	3 units
b.	Assistant Professor	15 units	6 units
c.	Associate Professor	12 units	9 units
d.	Professor	9 units	12 units
e.	Univ./Coll. Professor	6 units	15 units

5. RDE Overload Equivalent (OLE)

A faculty-researcher may avail the load equivalency scheme depending on the role and scope of his/her project/activity. The completion of which, will at least entail one (1) academic year of implementation in order to avail the following load equivalency.

- 1. Program Leader** – nine (9) credit units broken down as:
 - a. Six (6) units for a sole coordination of 2 or more projects under a program;
 - b. Three (3) units for actual implementation of the program.
- 2. Project Leader** – six (6) credit units broken down as follows:
 - a. Three (3) units for sole coordination of the studies/activities under a project (if implemented by more than one (1) project leader);
 - b. Three (3) units for implementation of a component study under the project.
- 3. Study Leader/Implementer** – three (3) units credits for sole coordination and implementation of one study under a project.

6. Publication Staff of Research Journal Publication staff of the MinSU Research Journal equivalent load:

Editor-in-Chief	- 2 units/issue/sem.
Associate Editor	- 1 unit/issue/sem.
Managing Editor	- 1 unit/issue/sem.
Contributor	- 0.5 unit/issue/sem.

References:

Republic Acts

1987 Philippine Constitution
Higher Education Modernization Act of 1997 (Republic Act 8292)
Mindoro State University Charter of 2013 (Republic Act No. 10596)
Republic Act 8439 Magna Carta for Scientists, Engineers, Researchers, and Other Science and Technology Personnel in Government
Republic Act 8435, Agricultural and Fisheries Modernization Act of 1997

Manuals:

About UPOU IREC – Institutional Research Ethics Committee
Batangas State University Extension Services Office Manual
Batangas State University R&D Office Manual
Cagayan State University-Guidelines for Research Generation Incentive
Editorial Board – American Journal of Research (journalofresearch.us/editorial-board)
Editorial boards (elsevier.com)
Microsoft Word - 3F15C48F-2C4A-189D45.doc (umn.edu) – A Guide to Research Ethics Standards and guidance for entities that establish research ethics committees - Standards and Operational Guidance for Ethics Review of Health-Related Research with Human Participants - NCBI Bookshelf (nih.gov)
Mindoro State College of Agriculture and Technology Research Manual 2019 Edition
Mindoro State College of Agriculture and Technology Extension Manual 2019 Edition
URERC – Unified Research Ethics Review Committee (wvsu.edu.ph)
Research Ethics Review Committee - Tarlac State University (tsu.edu.ph)
Role of the research ethics committee - PubMed (nih.gov)
Research Ethics Committees - HSE.ie
UPLB Outstanding Researcher Award and Outstanding Research Team Award Selection Guidelines (Revised 2021)

Memoranda and Circulars

DBM BC-2007-2 Guidelines Honoraria Special Projects
DBM NBC-2007-510 Honoraria on Collegial Bodies
DBM BUDGET CIRCULAR NO. 2003-5 - PRESCRIBING GUIDELINES ON THE GRANT OF HONORARIA TO GOVERNMENT PERSONNEL FOR FY 2003 AND ONWARDS - Supreme Court E-Library (judiciary.gov.ph) DBM BUDGET CIRCULAR NO. 2003-5, September 26, 2003
DBM BC-2007-1 Honoraria Lecturers Resource Persons Coordinators Facilitators
DBM-DOST Joint Circular 1, s. 2013
DBM-CHED Joint Circular No. 1, s. 2016
DBM-NBC No. 565 s. 2016 – Adoption of a Results-Based Monitoring, Evaluation and Reporting Policy
DOST MC 001 s. 2003 - Honoraria for National S&T System (DOST MC 001 dost.gov.ph)
DOST MC 001 s. 2009_1 Amendment Honoraria Personnel in National S&T System
JOINT CIRCULAR NO. 1, S. 2016 - FY 2016 LEVELING INSTRUMENT FOR SUCs AND GUIDELINES FOR THE IMPLEMENTATION THEREOF (dbm.gov.ph)

Others

National Unified Health Research Agenda 2017-2022

Philippines National Higher Education Research Agenda (2009-2018)
Harmonized National R&D Agenda for AANRs Sector 2017-2022
DBM Glossary of Terms