VISAYAS STATE UNIVERSITY

RESEARCH MANUAL

A GUIDE FOR VSU RESEARCHERS AND RESEARCH ADMINISTRATORS

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FOREWORD

Research is among the functions of the Visayas State University (VSU). VSU's research has generated information and technologies that can be used by farmers, rural women, fishermen, researchers, academics, policy makers, and other stakeholders.

Being the seat of the Philippine Rootcrops Research and Training Center, National Abaca Research Center, National Coconut Research Center-Visayas, and the Philippine Carabao Center, research and development activities on these commodities have expanded with support from various stakeholders. VSU is also fortunate to receive support from national and international funding agencies, notably the Australian Centre for International Agricultural Research (ACIAR), German International Cooperation Agency (GIZ), EASEP-International Development Research Center, Swiss National Foundation (SNF), German Research Foundation (DFG), United States Agency for International Development (USAID), Philippine Council for Agriculture and Aquatic Resources Research and Development (PCAARRD), Commission on Higher Education (CHEd), Department of Science and Technology (DOST), National Research Council of the Philippines (NRCP), PhilRice, and Bureau of Agricultural Research of the Department of Agriculture (DA-BAR). Moreover, VSU has achieved national and international recognition for its research accomplishments.

This manual is published to serve as guide for researchers and administrators to ensure efficient and effective implementation of various research projects.

JOSE L. BACUSMO
University President

R&D VISION

Globally competitive and sustained growth in agri-industrial science and technology and allied fields, excellent and relevant research and development programs.

R&D MISSION

Generation, dissemination and application of knowledge & technologies for sustained growth and global competitiveness in agriculture, fisheries, forestry and agro-industries.

GOALS

- Strengthen research and creative activity of the university's scientific workforce to reinforce instruction, production and extension;
- Increase dissemination of use and commercialization of developed technologies.

OBJECTIVES

- To enhance the university's capacity to generate new R&D information and technological innovations.
- To improve the system of disseminating scientific knowledge and applied technologies to the private sector/industry.
- To increase the number of faculty members engaged in research and extension, and strengthen their R&D capabilities;
- To continuously upgrade and maintain functionality of R&D facilities;
- To strengthen R&D linkage with cooperating /collaborating agencies, local government units and private industrial sectors.

10-POINT AGENDA

1. Rationalizing VSU research investment
2. Increasing scientific and strategic value of VSU researches
3. Upgrading human resource capabilities
4. Maintenance and upgrading research facilities
5. Strengthening information and technology dissemination
6. Exploiting benefits of information communication technology
7. Improving project development capability and system monitoring and evaluation
8. Increasing productivity of R&D
9. Protecting and commercializing knowledge products
10. Forging innovative partnership with the industry/private sectors.

ACRONYMS

R&D	Research and Development
REAC	Research and Extension Advisory Council
ViCARP	Visayas Consortium for Agricultural Research Program
OVPRE	Office of the Vice President for Research and Extension
PhilRootcrops	Philippine Root Crop research and Training Center
NARC	National Abaca Research Center
NCRC-V	National Coconut Research Center for the Visayas
ECO-FARMI	Eco-farm Research and Management Institute
ICTU	Information and Communication Technology Unit
GISU	Geographic Information System Unit
ATR	Annals of Tropical Research
CASL	Central Analytical Services Laboratory
PDDL	Plant Disease Diagnostic Laboratory
ILO	Intellectual Licensing Office
M&E	Monitoring and Evaluation
MIS	Management Information Services
CHED-ZRC	Commission on Higher Education, Zonal Research Center
ATI-NTC	Agricultural Training Institute-National Training Center
PCC	Philippines Carabao Center
DBM	Department of Business Management
VSU-OP	Visayas State University-Office of the President
PCARRD	Philippine Council for Agriculture, Forestry, and Natural Resources Research and Development
RRDEN	Regional Research Development & Extension Network
DOST	Department of Science and Technology
BOD	Board of Directors
MOA	Memorandum of Agreement
DA-RIARC	Department of Agriculture–Regional Integrated Agricultural Research Center
DA-BAR	Department of Agriculture-Bureau of Agrarian Reform
TMU	Technology Management Unit
GAA	General Appropriations Act
ATR	Annals of Tropical Research
PHERNET	Philippine Higher Education Research Network
AFMA	Agriculture and Fisheries Modernization Act
STAND	Science and Technology Agenda for National Development
FMO	Finance and Management Office
CSI	CHED-Supervised Institutions
IPR	Intellectual Property Rights

INTRODUCTION

Visayas State University (VSU) was established on June 2, 1924 as the Baybay Agricultural School (BAS) through a provincial board resolution and became Leyte State University in 2003 and Visayas State University in April 27, 2007 by virtue of RA 9437.

As a premier state university of science and technology in the Visayas, research and development (R&D) is an innate function of the University. A number of technologies have already been developed which are now commercialized and adopted by the intended users.

VSU's R&D responsibilities follow a multitiered system. Its national R and D responsibilities are in rootcrops, abaca and coconut. Its regional responsibilities include rice, corn, sorghum and other cereals, vegetables, livestock, pasture, soil and water resources, applied community sociology, and socio-economics. DA-BAR has also identified VSU as a multi-commodity research center. Furthermore, VSU is the lead institution of the Visayas Consortium for Agriculture and Resource Program (VICARP).

As the university continues to implement the government's Agriculture and Fisheries Modernization Act 3 (AFMA), VSU has been tasked to build its research capability, and further expand R&D thrusts to include environmental ecosystems, biotechnology, agro-industry, and information technologies. The commodity-based programs follow the thrust of the Science and Technology Agenda for National Development (STAND) 2000 towards national sufficiency and food security, and global competitiveness.

THE OFFICE OF THE VICE-PRESIDENT FOR RESEARCH AND EXTENSION

OVPRE

The OVPRE coordinates and facilitates the implementation of the University's R&D functions. It aims to achieve better management, enhanced productivity, and improved efficiency and effectiveness of the university's R&D programs. It operates under the following principles:

- Interdisciplinary and multi-disciplinary approach;
- Balanced R&D programs in all levels ;
- Strong inter-agency linkages and collaborative efforts;
- Rational utilization of human and physical resources.

ORGANIZATION AND OPERATIONS MANAGEMENT

Coordination and management of VSU's R&D programs are the main concerns of OVPRE. (VSU Code: Chapter 3, Article 5).

The Vice-President is appointed by the President and duly confirmed by the Board of Regents. By virtue of this appointment, s/he shall be directly responsible to the University President (VSU Code Chapter 3, Article 5. Section (47).

LOCATION

The OVPRE building occupies an area of 680 m^2, located between the Philippine Rootcrops research and Training Center (PhilRootcrops) and the National Abaca Research Center (NARC). Adjacent offices are the National Coconut Research Center (NCRC), Department of Food Science and Technology (DFST), and Ecological Farm and Resource Management Institute (Eco-FARMI).

DUTIES AND RESPONSIBILITIES

Before any member of the university can undertake any research work under the auspices of an organization other than the university, he/she should obtain the consent of the President through the college dean/research center director, upon the recommendation of the Vice President for Research and Extension (VPRE). In the publication of any research output, VSU shall be credited alongside the funding agency organization (VSU Code: Chapter 5, Section 103).

OVPRE Building

In carrying out these functions, the VPRE is assisted by the Director for Research and Development, and the Director for Extension. The Research and Extension Advisory Council (REAC) serves as the RDE policy making body, and the R&D Commodity Teams review/evaluate R&D proposals.

The VPRE also performs the following specific duties and responsibilities:

1. Coordinates and manages VSU's research and development program.
2. Provides technical services to different centers/ institutes and colleges.
3. Serves as Director of the Visayas Consortium for Agricultural Research Program (ViCARP).
4. Takes overall responsibility of the university's research and development, and extension programs and periodically updates the University President on the progress/status, related activities and outputs of these programs.
5. Spearheads and recommends to the University President the institution's RDE strategic program planning and policy studies and formulation.
6. Coordinates the R&D activites of the following research centers and support units.
7. Forges, strengthens and sustains RDE intra– and inter-agency linkages.
8. Spearheads the review and evaluation of the university's RDE programs/projects proposals for inter-agency collaboration/partnership
9. Administers authorized resources for the university's RDE programs operation.

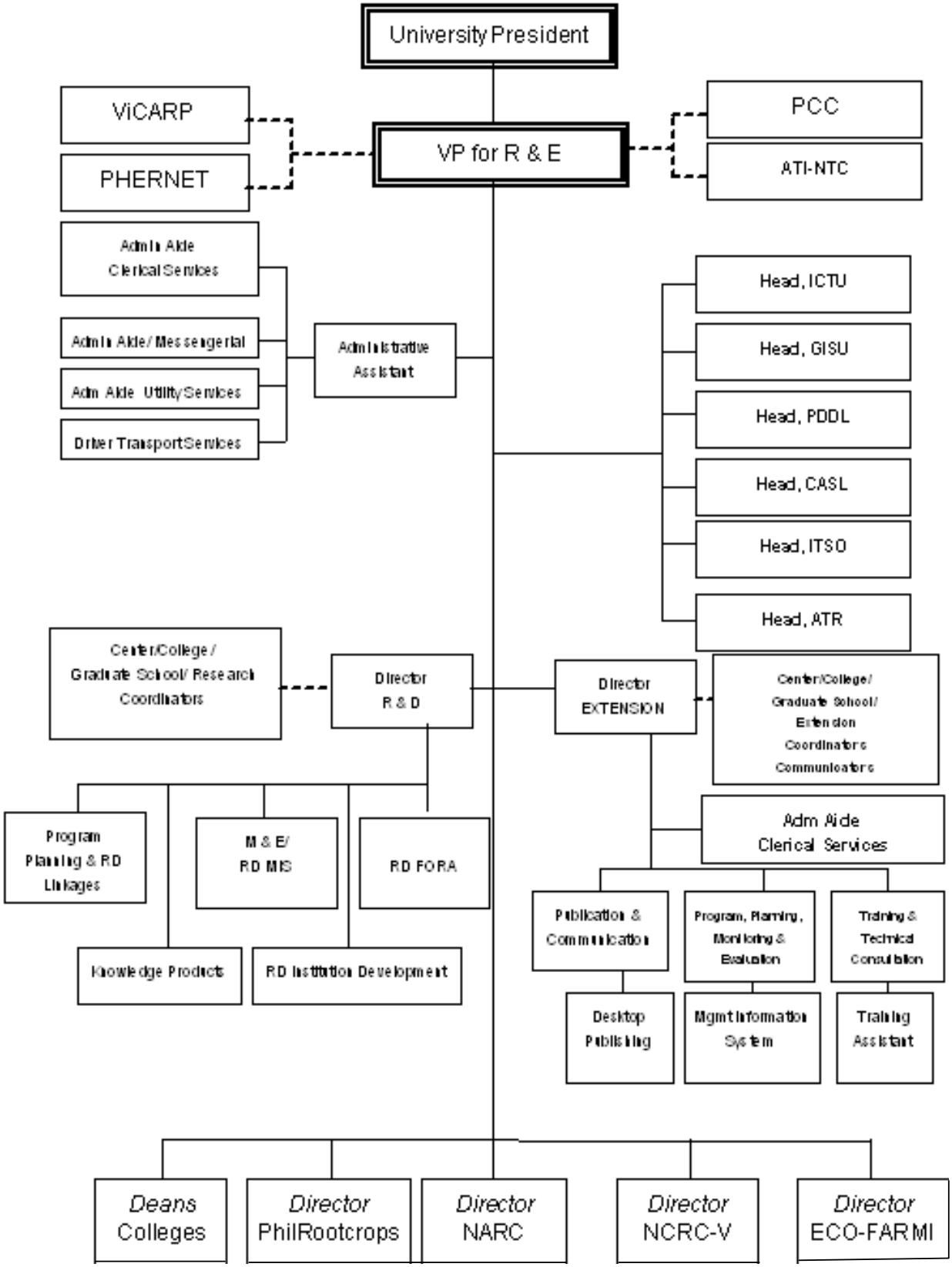

FIGURE 1. ORGANIZATIONAL AND FUNCTIONAL STRUCTURE OF THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION

OVPRE FUNCTIONS

I. Coordinates the R&D activities of the following:

Research Centers

Philippine Root Crop Research and Training Center (PhilRootcrops)
National Abaca Research Center (NARC)
National Coconut Research Center for the Visayas (NCRC-V)
Eco-Farm Research and Management Institute (Eco-FARMI)

Support Units

Information and Communication Technology Unit (ICTU)
Geographic Information Systems and Services Unit (GISSU)
Annals of Tropical Research (ATR)
Central Analytical Services Laboratory (CASL)
Plant Disease Diagnostic Laboratory (PDDL)
Innovation and Technology Support Office (ITSO)

For R&D operations and management, the VPRE is supported by the secretariat to carry out the following functions: planning, coordination and management, monitoring and evaluation (M&E) and management information services (MIS).

Research and Development Office

(VSU Code: Chapter 5, Section 102)

- Coordinates all R&D activities of the University, including those of satellite campuses;
- Prioritizes micro-level research activities congruent to national priority areas, in coordination with research centers and R&D coordinating teams in the main and satellite campuses;
- Reviews faculty and staff research proposals in coordination with the R&D Commodity Teams and recommends funding thereof by VSU or other agencies;
- Coordinates and regulates research workloads of faculty/staff members;
- Evaluates research workloads and programs periodically;
- Recommends research outputs for publication in the VSU's peer reviewed scientific journals;
- Helps in appropriating incentives for outstanding research activities done by VSU faculty and staff;
- Recommends outstanding VSU researchers for recognition by award-giving organizations or agencies.

Planning, Coordination and Management Unit – coordinates and facilitates the formulation of short- and long-term R&D plans and policies. Specifically, it performs the following facilitative functions:

- Prepares short- and long-term R&D plans.
- Prepares, evaluates, reviews, and packages budget proposals, submits and follows up status of submitted proposals;
- Prepares, submits and allocates approved R&D budget;
- Implements R&D-related fora and activities;
- Consolidates, packages, and submits R&D knowledge products.

Expected outputs:
- R&D Plan
- Packaged R&D programs/project proposals for funding
- R&D Manpower Development Plan
- Packaged knowledge products
- Proceedings/updates of planning workshops/seminar series and related activities
- Minutes of R&D Meetings and R&D-related communications

Monitoring and Evaluation Unit - It facilitates the monitoring and evaluation of the performance and progress of conducted R&D programs/ projects of the University. Specifically, it facilitates the review and evaluation of ongoing and completed projects, researchers' workload, periodic progress reports, and Annual In-House Review and Evaluation (M&E Flow: Appendix A).

Monitoring provides mechanisms for keeping track of records of all conducted R&D projects, and packages updates on the progress of these projects by developing a data retrieval mechanism on the following:
- R&D proposals
- Implemented and completed projects by commodity, implementing units, researchers and funding agencies
- Manpower resource (staffing pattern, workload and performance evaluation, staff development)
- Physical resources (facilities and equipment)
- Status of generated technologies and information

a. Quarterly Physical/Progress Reports	DBM & VSU-OP
b. Quarterly Financial Report	Funding agency
c. Mid Year Progress Report	VSU-OP and Funding Agency
d. Annual Progress Report	VSU-OP
e. Terminal Report	VSU and Funding Agency
f. Evaluation Proceedings	VSU-OP/ ViCARP/RRDEN
g. Regional R&D Symposium papers	VICARP-RRDEN
h. Reports for monthly seminar series	VSU-OP

Evaluation – The M&E also provides the information on the progress of these projects and the status of technologies/new information generated. Specifically, this unit takes charge of the consolidation and packaging of the University R&D updates based on the following required reports:

Required Reports	**End User**
Quarterly Physical/Progress Reports	DBM & VSU-OP
Quarterly Financial Report	Funding Agency
Mid year Progress Report	VSU-OP and Funding Agency
Annual Progress Report	VSU-OP
Terminal Report	VSU and Funding Agency
In-house Review and Evaluation Proceedings	VSU-OP/ViCARP/ RRDEN
Regional R & D Symposium papers	ViCARP-RRDEN
Reports for monthly seminar series	VSU-OP

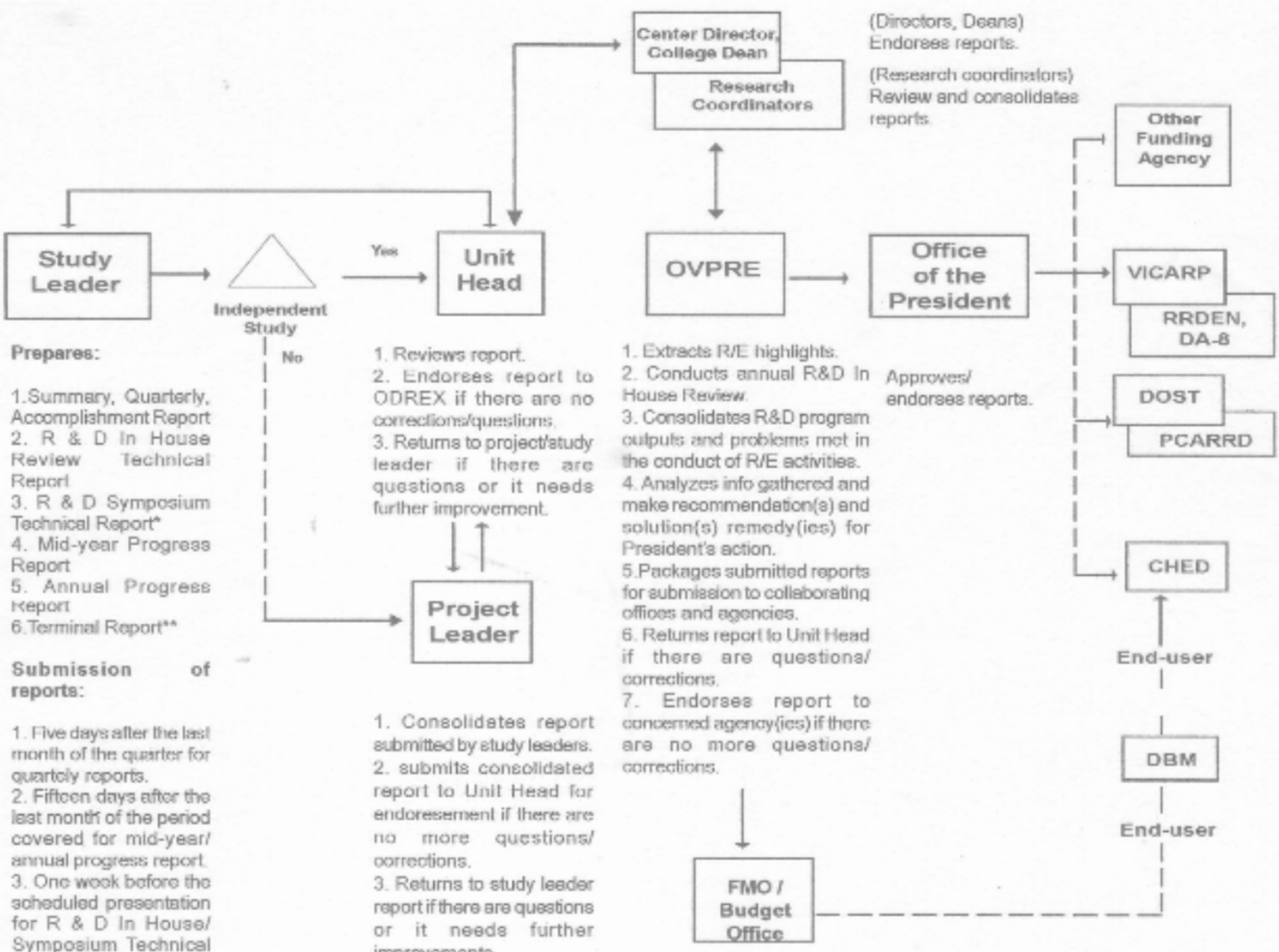

FIGURE 2. MONITORING AND EVALUATION FLOW OF IMPLEMENTED R&D PROJECTS.

Management Information Services Unit – It is responsible for R&D data banking and retrieval. Its specific functions include the following:

- Establishes and maintains a database for R&D that will facilitate data storage, processing and retrieval;
- Provides data/information for R&D reports/ updates

Research and Extension Advisory Council (REAC)

The REAC operates at the university level as RDE policy-making body and an adviser to the VPRE. Specifically, the REAC:

- Recommends whenever appropriate, policies, standards, and rules relating to the planning, implementation, and evaluation of university and extension programs;
- Serves as channel for communication among the different units of the university about major developments in research and extension;
- Serves as a forum for discussion of issues; and
- Advises the VPRE on matters requiring decisions or actions related to RDE.

By virtue of their administrative positions, the following are members of the REAC:

- VPRE as Chair
- Research Center Directors
- College Deans

Commodity Review Team

As the Center of Excellence in agriculture, and a multi-commodity research center in the Visayas, VSU is continually serving the nation through research, striving to address the need for sustainable development, agri-industry, and food security. Thus, the VSU adheres to "commodity" in R&D projects/programs.Its national R&D responsibilities are in rootcrops, abaca, and coconut. Its regional responsibilities include rice, corn, sorghum, and other cereals, vegetables, livestock, pasture, soil and water resources, applied community sociology and socio-economics.

To ensure that R&D programs and projects fall within the university's thrusts and priorities, the R&D Commodity Review Teams are created to assist the VPRE in the formulation of R&D agenda and programs, and to review/evaluate the status or progress of all programs and projects implemented by the university regardless of source of funds. The Team, performs the following functions:

- Formulates long- and short-term R&D programs
- Reviews/evaluates and recommends to VPRE R&D proposals
- Reviews and evaluates the progress of implemented projects.

II. Review of R&D Proposals

Processing R&D Proposal for Funding
Calls for proposals from VSU and from external funding agencies (FAs) come any time during the year. The OVPRE records and logs receipt of incoming proposals and checks for any duplication. Proposals are reviewed based on thrusts, objectives, and priorities of VSU and the funding agencies. Review follows the university's R&D flow (Figures 3,4, and 5). The proposals are referred to the Commodity Review Team for evaluation and sent back to the proponent for revision (if necessary). Other experts may be invited to review if the expertise is not available within the team. For proposals for external funding, the VPRE endorses the proposal to the the President for approval and endorsement to the funding agency.

OVPRE submits a recommendation to the OP. Until then can the proponent submit a proposal to the funding agency.

External projects without approved authorization from the OP shall not be recognized as part of the R&D engagements of the University. Consequently, the proponent cannot claim workload and benefits related to the activity.

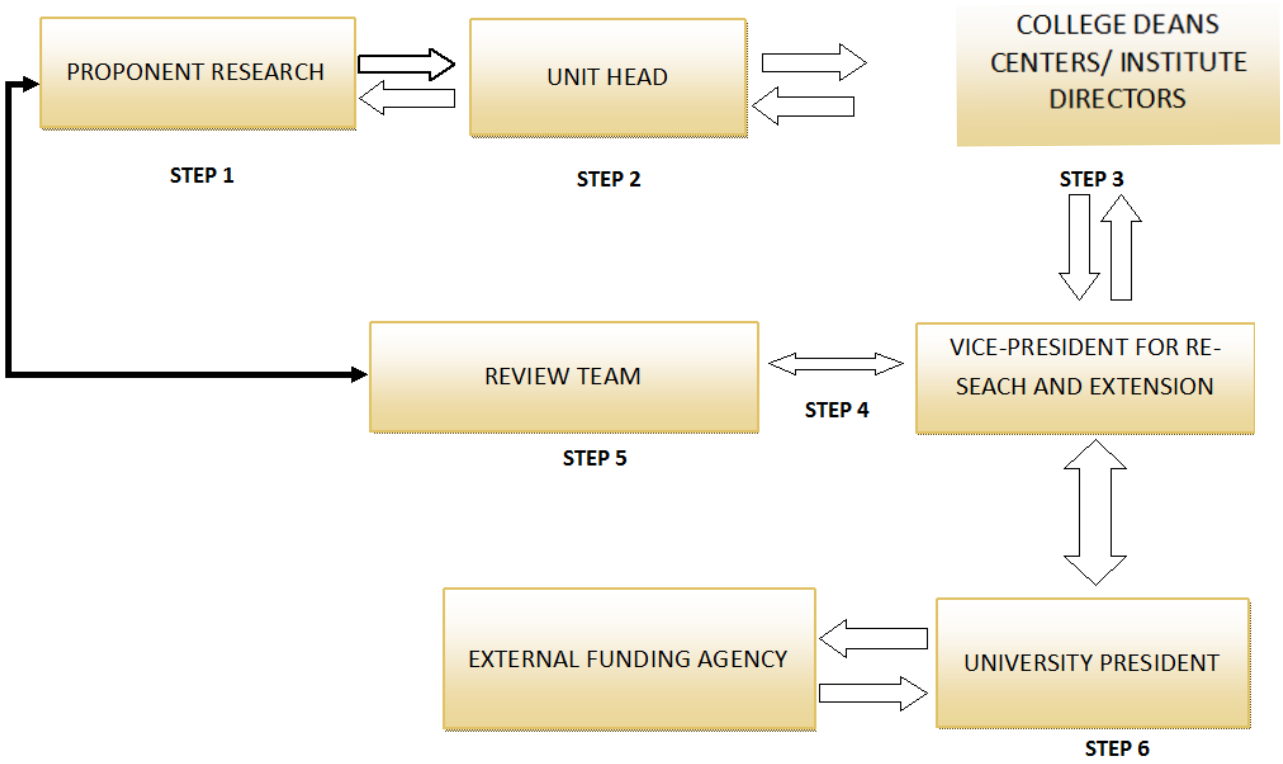

FIGURE 3. GENERAL FLOW IN PROCESSING R&D PROPOSAL FOR FUNDING.
Note: Funding of approved proposal will depend on availability of funds.

R&D Proposal for VSU Funding

Approval of R&D proposals for VSU funding follows a procedure (Figure 4) . The proponent prepares a budget proposal based on the actual project requirements. For projects with several components, the respective component leaders prepare and submit to the project leader who in turn reviews, consolidates, and submits the proposal to OVPRE. OVPRE receives the proposal and subjects it to a review by the Commodity Team. If approved, the proposal will be endorsed by the OVPRE to the Budget Office.

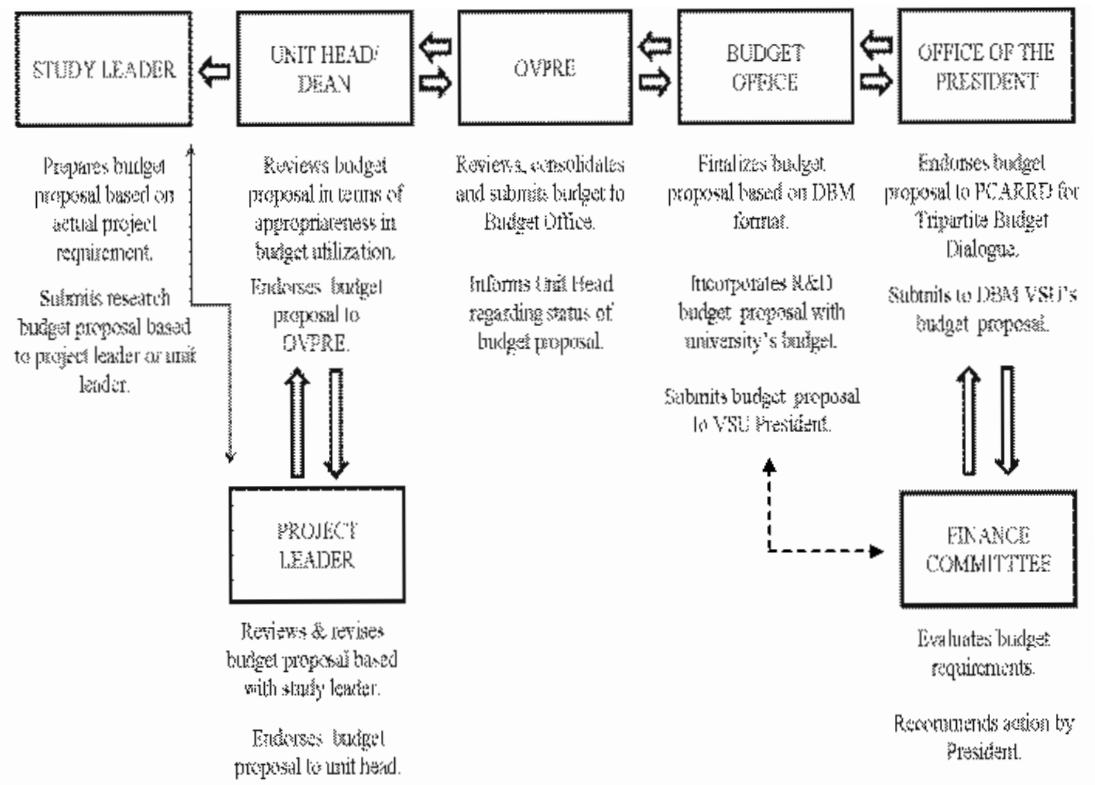

FIGURE 4. FLOW OF R&D BUDGET PROPOSAL FOR VSU FUNDING.

Note: Funding of approved proposal will depend on availability of funds, otherwise, it will be submitted for external funding or wait for availability of funds.

Processing Research Proposal for External Funding
Research proponents who wish to apply for external funding shall request authorization/clearance from the Office of the President (OP) to prepare or bid proposal. Authorization letters shall be endorsed by the unit/department heads/college deans/center directors and shall include the team composition. Secondly, the OP shall endorse the request to OVPRE for appropriate action.

External projects without approved authorization from the OP shall not be recognized as part of the R&D engagements of the university. Consequently, the proponent cannot claim workload and benefits related to the activity.

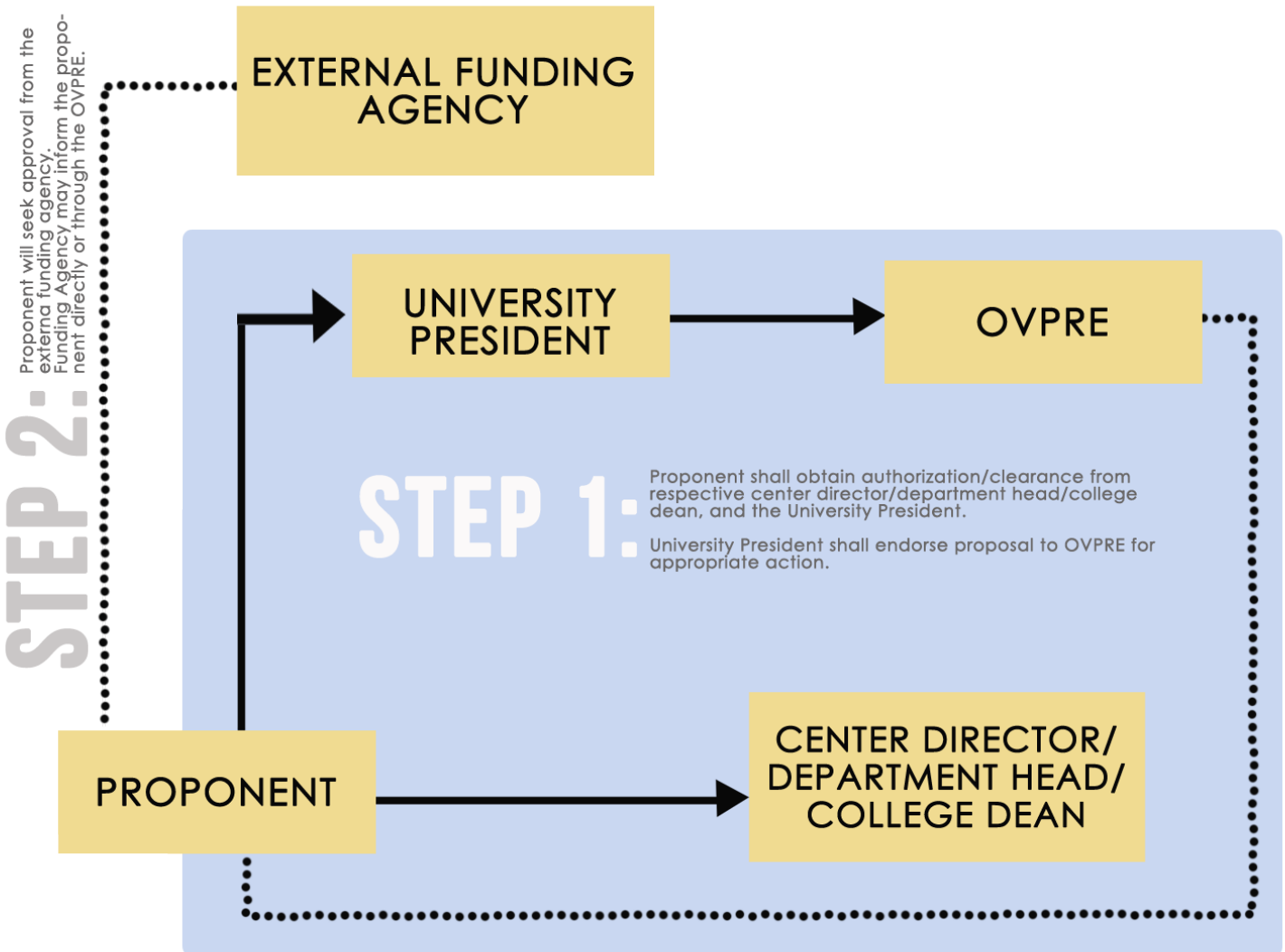

FIGURE 5. FLOW IN PROCESSING RESEARCH PROPOSAL FOR EXTERNAL FUNDING.

Preparing and Processing MOA/MOU

Once a research project with external funding is approved for implementation, a Memorandum of Agreement(MOA)/Memorandum of Understanding (MOU) between the funding agency and VSU is prepared. The draft MOA/MOU is referred to both parties for comments. From the funding agency, the MOA/ MOU is referred to the VSU Legal Office and the OVPRE for review, and sent back to the proponent/funding agency for revision. The OVPRE studies the agreements/ terms and recommends the MOA/ MOU to the VSU President for approval and sends it to the funding agency. The funding agency then approves and notarizes the MOA/ MOU. After the MOA/ MOU is approved, the funding agency issues a Notice to Proceed to the OP calling the attention of the proponent and OVPRE. The proponent/ OVPRE/ Legal Office and OP are provided copies of the agreement.

Note: The MOA/MOU shall first be referred to the Legal Office and to the OVPRE for review before it is sent back to the funding agency for revision or approval. The revised MOA shall then be forwarded to the OP for approval.

III. M&E of Implemented Programs and Projects

Performance and Progress
Monitoring and evaluation of programs and activities are periodically conducted through progress reports, R&D reviews, seminar series, symposia, and related fora and consultations.

To strengthen R&D monitoring and evaluation system, the university adopts the following policies approved by the BOT on February 21, 2003 (Appendix P).

1. All R&D projects implemented by VSU staff or whose implementation involves VSU staff or simply utilizes facilities and resources regardless of source of funds shall be officially registered at the Office of the Vice President for Research and Extension for monitoring purposes.

2. OVPRE shall be furnished by the study/ project leader with a copy of the approved research proposal; and in addition, for any non-VSU funded R&D project/ study a signed MOA/MOU or Grant Letter or its equivalent.

3. The OVPRE shall furnish a copy of the list of VSU funded R&D projects/ studies to the Finance and ManagementOffice (FMO) every calendar year. The list shall include continuing projects and yet-to-be implemented new approved projects. Proposed budgetary requirement determined by the researcher shall also be included in the list. Once funds are released, only the appointed study leader can charge the expenses to his/her approved study.

4. VSU staff are allowed to implement any relevant R&D project/ study provided it has the approval (or appointment) of the University President upon recommendation by the OVPRE, college deans and the unit/ center head concerned. This includes side studies of approved or ongoing researches.

5. All side studies in line with the approved or ongoing project/ study are allowed to be implemented provided the proposal has passed review by the appropriate commodity team, and will not entail additional fund.

6. Adding another study to an approved, ongoing project may be allowed upon recommendation by the R&D Vice President and prior review of the proposal by the appropriate commodity team. If there is no additional funding, the Vice President will approve the utilization of funds. However, with the additional funding support, this will be elevated to the Office of the President for approval, including projects with external funding.

7. Only the University President, being the agency head, can enter into any research contract/agreement with outside funding/non-funding agencies for all R&D projects/ studies involving staff, facilities or funds of VSU.

8. Any VSU staff implementing R&D project/study that is neither approved by the University President nor registered at OVPRE is prohibited from using VSU's funds, staff, facilities, equipment and other resources during or after official time.

9. Periodic reports on the development and highlights of accomplishment of all R&D projects regardless of source of funds shall be done on the prescribed format. In case of non-submission of periodic reports, workload will not be credited to the project/ study proponents concerned, and travel orders related to the projects may be disapproved by the Vice President for Research and Extension. For VSU-funded research projects, failure to submit the required reports shall be the basis for withholding the release of funds for the succeeding quarter.

10. Project highlights and results of all VSU funded R&D projects/ studies shall be presented during the university's In-House Review for monitoring and evaluation. All externally-funded projects/ studies shall also be presented for monitoring and collegial sharing during designated sessions of the In-House Review. Identified mature technologies and information ready for dissemination shall be presented during the regional RDE symposium unless a confidentiality clause prohibiting public disclosure of results will be declared officially by the proponent. In such cases, written disclosure of findings submitted to home unit and OVPRE will be required. In case of non-presentation during the In-House Review, the corresponding workload credit of the staff for the period (semester) may be withheld.

11. Approval from the University President through the OVPRE shall first be sought before any change in the component and implementation strategies of ongoing R&D projects/studies. Changes referred to are: change of title, objectives, duration, budgetary requirements; extension, suspension or phasing of the conduct of the project/study; change in leadership; conduct of other related activities. The concerned researcher shall send a letter in three (3 copies) requesting to effect any changes addressed to the Vice President for Research and Extension for appropriate action. The request should be endorsed or noted by the college dean and unit/ center head concerned. If the project components are to be implemented by phase, the OVPRE should be properly informed of the actual dates of implementation.

12. Equipment, materials and facilities used for research which are to be turned over to the university after completion of an externally funded project/ study should be handed to the university by the funding agency either through the researcher or the head or representative of the funding institution with an official letter of donation or transfer.

13. After completion of a project/ study, the researcher shall have only one (1) year to submit his/ her project/ study terminal report. Failure to submit terminal report will bar the researcher to conduct new research study charge against the Government Appropriateness Act (GAA) funds. Conduct of any externally funded projects of those who failed to submit terminal reports of their previous projects/studies will be subjected to the approval of the University President.

14. All research results highlighting new technologies, new methods/ techniques and significant information generated from completed project/ studies regardless of source of funds shall be presented for collegial sharing in the University R&D Seminar Series.

Periodic and Progress Report

Progress on the development and highlights of accomplishment of all R&D projects regardless of source of funds are monitored and evaluated through the submitted written progress reports every quarter, end of the year and R&D In-House Review. In case of non-submission of periodic reports, workload will not be credited to the concerned proponents of the project/ study. For VSU-funded Research projects, failure to submit the required reports shall be the basis for withholding the release of funds for the succeeding quarter. At completion of the project/ study, five (5) terminal reports are required for submission to OVPRE. These then shall be submitted to concerned o offices and funding agencies (Appendices, A, B, C, D, E, F, G).

R&D In-house Review and Evaluation

The In-House Review is an annual activity which is part of the continuing process of managing VSU's R&D program. It is one of the mechanisms to facilitate creation of new knowledge and sustaining the University's research strength where programs/ projects are subjected to evaluation in terms of relevance to current development trends and challenges. As programs/ projects are evaluated by the review team represented by experts from VSU, DOST-PCARRD and DA-RIARC/ DA RRDEN. This way, research productivity and effectiveness of the university are ensured. In this activity, the following intentions are expected to be met: assessed progress and accomplishments; identified status of generated new information and technologies; best papers for presentation and/ or competition at the regional/ national/ international level; recommended specific courses of action for research implementation and management; identified research for integration with instruction and extension; identified issues and concerns to be addressed; and derived and recommended policies to improve R&D program implementation (Appendix H and M).

Field and Laboratory Visits

Field and laboratory visits are conducted for ocular observation on the progress of research projects and to assess resource needs and concerns for appropriate action. These shall be conducted by the R&D management and Commodity/ Review Teams.

Regional R&D Symposium

The Regional R&D Symposium is managed by the PCARRD-VICARP and RRDEN of DA-BAR. It is also an annual activity participated by different member agencies within the consortia and partner agencies organizations such as the farmer's group and industry sector representatives. The symposium serves as an avenue of disseminating mature technologies and information for presentation and collegial critiquing by the fellow researchers, partner agencies/collaborators and target takers. It is highlighted with the Search for best paper under the categories: Basic Research, Applied Research and Developmental Project, presentation of new information for dissemination; and poster exhibit and competition.

A standard format in the preparation of a terminal report is recommended (Appendix I) to all completed projects which are funded by VSU. However, deviation from the format can be followed as signified by the funding agency/institution.

Technology and Business Forum

The R&D Techno-Forum is another venue for presenting technologies and new information generated by the University and are deemed ready for commercialization. The technology which is backed up with current feasibility study is evaluated by prospective investors, and collaborating organizations based on the socioeconomic acceptability/ viability and return of investment. This shall be attended by RDE stakeholders, investors and target consumers at various industrial sectors. Insights gained from researchers from this forum shall serve as basis for improvement of R&D products and as reference for policy studies and discussion meetings.

Bi-Monthly R&D, Extension (RDE), and Instruction (RDE) Seminar Series

The seminar series is an attempt to raise the individual awareness and knowledge of the VSU constituents and other interested individuals on the developments in research, extension and instruction. The topics in this seminar covers generated information/ technologies from research, experiences from classroom teaching, and extension delivery services and other related endeavors.

The seminar series is an avenue to inform and create awareness and collegial sharing between the faculty, staff, students and other interested individuals so they can make use of the information that is shared during this activity for reference in their respective work and/ or studies.

At the end of the seminar the faculty/staff, students and other participants are expected to have gained the knowledge and improved their attitude towards the information. It is expected that this information could enhance their research, extension and teaching competence.

Mechanics

Conduct of the seminar will be done on a bi-weekly series under OVPRE. The seminar will be conducted at 11:00 AM every second and last Thursday of every month effective June 2002. The venue should be inside the campus.

One (1) to two (2) papers will be presented every seminar schedule. A quarterly proceeding will be made. The seminar will be an open invitation to all faculty, staff, students, local government units (LGUs) and non-government organizations (NGOs) and other interested individuals either in or off the campus. Presenters will either come from the main campus or external campuses. Other CHED-supervised Institutions (CSIs) and visiting Professors or Scientists can also present.

Seminar Content

Topics to be presented during the seminar shall be based on the following categories:

- Crop Science and Farming Systems
- Biotechnology and Pest Management
- Animal Science and Veterinary Medicine
- Natural Resource Management and Environmental Science
- Engineering and Computer Science/ Information Technology
- Processing and Product Utilization
- Agribusiness/ Entrepreneurship
- Socioeconomics
- Education
- Others

Presenters shall be identified and officially requested from the concerned units. Faculty/ staff who have information/ technology to be shared may volunteer to present a paper. This shall be assessed by the director of R and D at OVPRE.

IV. Policies for Compensating Researchers

Honoraria

Considered as a token or payment for extra time and work for R&D, honoraria are provided to researchers of externally-funded projects. Specific guidelines established by the funding agency/institution are followed once they are implemented by VSU researcher (s).

Workload Units

Workload units will be given to the researcher for the conduct of research and development programs, projects/ studies based on the guidelines approved by the Board of Regents during its board meeting held on February 23, 2003 (Appendix R, T & U).

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte, Philippines

Office of the College/Board Secretary

161st ViSCA Board of Trustees Meeting (Special)
20 January 2001
ViSCA Guest House
ViSCA, Baybay, Leyte

Proposed Revision of Research and Development Workload Guidelines.

President Paciencia P. Milan presented to the ViSCA Board of Trustees the proposed Revision of Research and Development Workload Guidelines. President Milan informed the body that this proposal was already presented in the past BOT meeting but there was a request that the existing guidelines be placed side-by-side with the proposed revisions. This has now been done. Research workload is usually on-top-of the teaching workload of academic faculty as this is based on capability.

Chairman Punzal commented that there is a wrong perception among academic faculty that all should go into research and extension. I agree that only those with the capability of undertaking research and extension should get into it. As a rejoinder, President Milan informed the Chairman that many academic staff have been assigned in research centers like the PRCRTC and are doing purely research work.

At the end of the discussion, Trustee Tan moved for the approval of the approval of the proposal and Trustee Rapada seconded the motion. The Board passed

Board Resolution No. 13, *s.* 2001

Approving the proposed Revision of Research and Development Workload Guidelines as presented effective upon Board approval.

Certified True and Correct:

DANIEL M. TUDTUD JR.
Board Secretary

cc: OVPAA
ODRD

FIGURE 6. R&D WORKLOAD GUIDELINES.

Guidelines in Determining Workload Equivalence

1. A research program shall have at least two (2) projects leaders separate from the program leader except when said project is a part and parcel of a national or special program. On the same view, a research project shall have at least two (2) studies or components led by a component leader separate from the project leader. In no case shall a staff who serves as a leader in all studies or components of a project or in all projects of a program shall earn Workload Unit (WLU) as a program or a project leader except when it is a part or parcel of a bigger national or regional project.

2. In no case shall a study be elevated to a project without approval from the Vice President of Research and Extension.

3. A leader of an approved research program having a duration of at least one semester is entitled to a maximum of 1 WLU per program without SRA and 0.5 WLU with SRA per semester.

4. A leader or sole worker of an approved research project having a duration of at least one semester is entitled to a maximum of 4 WLU per project without SRA and 3 WLU with SRA per semester.

5. A leader or sole worker of an approved research study having a duration of at least one semester shall earn a maximum of 3 WLU per study without SRA and 2 WLU with SRA per semester.

6. Co-workers of any approved research program, project or study having a duration of at least one semester shall proportionally share the allotted WLU for the activity and shall not be less than 0.5 WLU each per semester.

7. The maximum research WLU that shall be given to a faculty member is 30.

8. If a research is approved to be completed for a specific number of years, the researcher shall not be entitled to workload units for any extension.

9. All research activities with honorarium of the researcher shall be excluded from the computation of work overload for honorarium purposes.

10. A faculty assigned at the research coordinating office is entitled to 10 administrative WLU per semester.

11. National coordinator/collaborator of an official research management activity shall earn 5 administrative WLU while a regional coordinator/collaborator shall earn 3 WLU per semester.

12. An appointed leader of a national/regional/ agency commodity team shall b entitled to one WLU (with honorarium) and 1.5 WLU (without honorarium); while an appointed member shall earn 0.5 WLU (with honorarium) and 1 WLU without honorarium per semester. WLU earned under this item shall fall under Related Activities.

13. The workload of research leaders should be considered equally with the teaching workload for the purpose of computing and giving honorarium for work overload. Thus, a WLU of 3 shall be considered equal to 3 contact hours for teaching. The same rate and formula should be used in determining honorarium for work overload of the faculty for his/ her teaching, research and extension WLU.

14. The excess workload of a faculty who carries more than 6 units work overload shall be converted to service credits. Every 1 WLU in research and extension or instruction is equivalent to one day service credit.

Summary of R&D Workload Equivalent

INVOLVEMENT	WORKLOAD UNITS (WLU)	
	With SRA	*W/o SRA*
Program Leader	0.5	1.0
Project Leader	3.0	4.0
Study Leader	2.0	3.0
Co-leader	Proportional, minimum of 0.5	
	* Maximum credit allowed =30.0	

Research Management	
Staff –in-charge	10 (administrative WL)
Research Coordination	
National Coordinator	5 (administrative WL)
Regional Coordinator	3 (administrative WL)

Research Commodity	*W/ Honorarium*	*W/o Honorarium*
Team Leader	1.0	1.5
Team Member	0.5	1.0

Publication Incentive System

Designed to encourage VSU RDE faculty members to publish their works in internationally respected publications that require peer-review and adhere to high standards of scholarship. A publication incentive system is established for general standards and reference to be followed.

Guidelines for Publication Incentive System

1. All faculty members, regardless of status are eligible to apply for the award.
2. The award is open to all articles published only in peer-reviewed journals, books published by recognized publishers , including Oxford, Cambridge, MacMillan, Blackwell, Routledge, Harcourt, Brace and Co., Elsevier. However, the articles and books should have been published in that year only. For example, for 2009 awards, only those that were published in 2009 are qualified for the award.
3. To grant the award, the Vice President for Research and Extension will announce availability of the award. Interested faculty members may then submit their application.
4. To claim the award, interested faculty members will submit a copy of the work of the journal or book and letter of acceptance from the editor.
5. Application for the award will be evaluated by the Publication Incentive Committee composed of the following:

   Chair: VP for Research and Extension

   Members: Editor, Annals of Tropical Research
   Associate Editors, ATR
   Research Coordinator
   Intellectual Property Rights In Charge

6. Awardees will be required to present their paper/s in a forum to be organized by OVPRE during the 1st quarter of the year. VSU faculty and staff will be invited to participate in this forum at which the Awarding ceremonies will be also held.

V. Hiring and Appointment of R&D Personnel

Project Staff

Hiring and Appointment of Personnel

Procedures in the hiring of project staff depends on where the salary of the appointee will be charged; staff charged to Personal Services allocation shall initially be screened by the department/research center's Personnel Committee. Recommended staff shall pass through another screening process by the Non-Academic Personnel Board (NAPB) and approval by the President. Such staff can avail to trainings beyond 30 days or scholarships subject to the Board of Regents' approval.

Hiring of staff on a Job Order status shall use the standard criteria used by the OVPRE (Appendix Q) and need not pass through NAPB.

Staff Development

The researchers including project staff are given opportunities for professional development either through formal and non-formal degree trainings, attendance to scientific fora, or participation in scientific competition or search for best researchers either at the local or international levels. However, all long term training beyond 30 days are subject to approved rules and regulations for scholarship or staff development.

VI. Budget Utilization for R&D

VSU utilization of funds for the implementation and management of research and development follows the standard procedure and guidelines set in the Accounting and Auditing Manual for Research Operations prepared by DBM. Budget utilization for externally funded projects follow the policies and guidelines of the funding agencies.

VII. Intellectual Property Rights Policy

(from LSU Intellectual Property Rights Policy handbook, 2005)

Intellectual properties are subject to ownership and require protection from theft or unauthorized use. This policy governs all project-derived intellectual property among which are:

A. Inventions or discoveries
B. Original works of scholarship, authorship or creativity
C. Trademarks
D. Microorganisms
E. Non-Biological and Microbial Processes
F. New plant varieties

Procedures

(from VSU Intellectual Property Rights Policy Handbook, 2005 , p.7)

A. Summary of Major Provisions

Administrative Scope—This policy is applicable to all units of the University and its component institutions and to the University's entire faculty, staff (i.e., employees who are not regular faculty members), to undergraduates,
graduate students and to postdoctoral fellows.

Subject Matter Scope—covers all intellectual property matters, e.g. inventions/ conceptions, original works of authorship/scholarship, trademarks, plant varieties, microorganisms and non-biological processes, relating to collaborative programs or other research activities.

Original Works of Authorship—Copyright in most books, papers, artistic works, etc., will belong to their individual authors (creators), but this does not extend to materials contained in such works to which the University has independent rights nor to works produced as an integral part of a collaborative program or other specific responsibility.
Computer Software Prepared by a member of the Instructional Staff for Instructional Use—The rights of the University ownership of instructional software is dependent on prior written agreement between the authors and the University.

Student Inventions and Works of Authorship— Exempt unless produced as part of their academic requirement or in capacity as employee of the university.

Royal Sharing—the inventor's/creator's share of royalties received by the University for their inventions/conceptions, shall be divided as follows: Subtract patenting and other expenses from gross royalties.

a. University-financed work/research

35% to inventor for personal use

25% to Technology Management Unit (TMU) **40%** to University for academic and research uses; **40%** of this will go to the mother unit responsible for the creation while 60% will go to the University).

b. Collaborative Work/Research

35% to the inventor for personal use

65% to be shared by the University, TMU and outside entity, subject to the agreement prior to the conduct of the activity.

B. Legalities

(from VSU Intellectual Property Rights Policy Handbook, 2005 (p.8))

I. Copyright

Ownership

University– Financed Work

If the work in which Intellectual property exists was made in the course of the official duties of the creator(s) or was produced with financial assistance from the University, the copyright shall belong in joint ownership to the creator and the University.

Collaborative Work

If the object of protection is a result of collaborative efforts of the University, an authorized outside entity and the creator(s), the project-derived intellectual property shall belong in joint ownership among the University the creator(s) and the outside entity.

Limitations of Copyright Protection

1. Private performance, private and personal use.
2. Library and reprographic reproduction.
3. Compulsory translation licence.
4. Fair Use—Fair use* of a copy righted work for criticism, comment, news reporting, teaching including multiple copies for classroom use, scholarship, research, and similar purposes is not an infringement to copyright, thus the author's authorization is not necessary.

**Fair Use is a privilege in others than the owner of the copyright to use the copyrighted material in a reasonable manner without his consent, notwithstanding the monopoly granted to the owner by the copyright.*

II. Patents

(from VSU Intellectual Property Rights Policy Handbook, 2005 (p.9)

Ownership

University-Financed Research

Inventions and discoveries derived from university-financed research conducted in the course of the inventor's employment with the University and/or with the use of University facilities and resources shall belong jointly to the University and the inventor(s). However, the entire right, title or interest in and to patent shall be assigned to the University.

Collaborative Research
Invention and discoveries resulting from experiments or research undertaken in collaboration with an outside entity shall belong to the University, the inventor(s) and the outside entity in joint ownership; provided that the contribution of such entity is substantial.

The university may assign the ownership may assign of the invention to the outside entity and of which assignment automatically entitles the University 50% (subject to the sharing scheme provided in the preceding paragraphs) of the net royalty unless there is a written agreement to the contrary.

Limitations of Patent Right
The owner of a patent has no right to prevent the University from performing without his authorization, the following:

1. The act of making or using exclusively for the purpose of experiments and for non-commercial purpose that relate to the subject matter of the patented invention.
2. Exploiting* the invention where public interest, in particular, nutrition health or the development of other sectors, as determined by the appropriate agency of the government, so requires.
3. It is subject to the principle of "Freedom to Operate Review"

**This shall be interpreted in such a way as to allow the invention/conception to be used in a manner which does not conflict with the normal exploitation of work and does not unreasonably prejudice the right of holder's legitimate interests (IP Code VIII, Sec. 184.2)*

III. Trademarks
(from VSU Intellectual Property Rights Policy Handbook, 2005 , p.10)

All marks created by University's faculty, staff (i.e., employees who are not regular faculty members), using University facilities and resources shall belong to the University.

IV. Microorganisms and Non-Biological and Microbiological Processes

Ownership

University-Financed Research
Biotechnological inventions and discoveries resulting from university financed research conducted in the course of the creator's employment with the University and/ or with the use of University facilities and resources shall belong to the University and the inventor(s) jointly.

Collaborative Research
Discoveries of new micro-organisms and non-biological and microbiological processes resulting from experiments or research undertaken in collaboration with an authorized outside entity shall belong to the University, the inventor(s) and the outside entity in joint ownership; provided that the contribution of such entity is substantial.

Limitations on rights of Microorganisms and Non-Biological and Microbiological processes
The discoverer of a new micro-organism and non-biological or microbiological process have no right to prevent the University from performing without his authorization, the following:

1. The act of making or using exclusively for the purpose of experiments that relate to the subject matter of the patented micro-organism and non-biological or micro-biological process.
2. Exploiting the patented subject matter where the public interest, in particular, nutrition, health or the development of other sectors, as determined by the appropriate agency of the government, so requires.
3. It is subject to the principle of "Freedom to Operate Review".

C. Licensing

(from VSU Intellectual Property Rights Policy Handbook, 2005 , p.11)

To encourage the development and marketing of project-derived intellectual property, licensing of existing intellectual property on an exclusive basis for a reasonable period of time shall be granted in appropriate circumstances, provided however that such an exclusive license contain provisions to promote the likelihood that the invention provides a public benefit including but not to a requirement of diligence and march-in-rights* where the licensee does not adequately perform.

License for Use of Material Made Available for the Use of the University

The University shall retain a non-exclusive, royalty-free license to use materials subject to intellectual property protection created by faculty, staff and students who voluntarily made available for the use of the University without expectation of further compensation. In any case, significant contributions of creators shall be acknowledged.

D. Responsibilities of the Author/Proponent

1. Make available to VSU thru the TMU all significant information obtained through work and communicate promptly and without request, all information pertinent to the project through progress reports required;

2. Keep complete and systematic log books, including notes on all experimental work, descriptions, diagrams and other data made while working in the said project; these shall be made available for inspection to a committee as authorized by TMU.

3. Accomplish the Invention Disclosure Form for submission to TMU;

4. Assign to VSU by accomplishing the Deed of Assignment Form his rights, title, and interests in any and all such intellectual properties and thru that end, shall sign any and all instruments of undertaking, assignment, waiver, or transfer which VSU may cause to be done from time to time in order that the interest hereof may be fully carried into effect;

5. Incorporate the provisions of this Agreement in any contract be it sale of intellectual property or concessions of license of all nature and to stipulate that the buyers and concessionaires shall pay directly to the IPR owners their corresponding shares in the prescribed royalties as embodied in this agreement;

6. Submit sworn statement to the VSU, prior to assumption of their duties, ac list of patents or patent rights, discoveries, inventions, innovations, copyrights, industrial designs, trademarks and registered plant varieties belonging to them;

7. Bind themselves/their heirs, successors and assigns that all intellectual properties pertaining to or resulting from any work which they have conceived or made with respect to the project, or any of the matters which have been or may be the subject of experimentation or investigation during the period of research shall be the property of VSU;

8. Refrain from conducting for any other person or entity during the term of the research and development project, investigation with the same or similar specific scope of such research unless specifically authorized in writing by VSU.

E. University's Responsibilities (through the Technology Management Unit [TMU])

(from VSU Intellectual Property Rights Policy Handbook, 2005 , p.12)

1. Require the researcher to accomplish Invention Disclosure form;
2. Evaluate inventions as disclosed in the prescribed disclosure form and accordingly make recommendations as to desirability of seeking IP protection and validate authenticity of inventor ship in the patent application papers of the technical staff members prior to the filing of the patent application;
3. Require its In-house Evaluation Committee to sign Confidential Disclosure Agreement/Evaluator's Affidavit Undertaking in the review of the project/technologies/products disclosed by the researcher;
4. Require the researcher to assign the technology/product to the implementing agency by accomplishing the Deed of Assignment Form
5. Require the researcher to sign the Invention/Patent Agreement;
6. Ensure that each of the staff member of the project enter into a contract of employment embodying therein, the rights and obligations as stipulated in this Policy;
7. Facilitate in the preparation and processing of applications in Intellectual Property Office.
8. Assist in the negotiation and preparation of technology transfer documents.
9. Include the technology/information in its management information system developed for intellectual property management.

F. Implementation

The primary responsibility for implementing this Policy rests with the VPRE in collaboration with TMU, which may be implemented and supplemented in any way consistent with its terms, those of other University policies and the Intellectual Property Code of the Philippines.

G. Revenue from Intellectual Property

(from VSU Intellectual Property Rights Policy Handbook, 2005 , p.13)

Net Royalties

All costs relative to the application and commercialization for intellectual property protection shall be deducted from the gross royalties received inclusive of any extraordinary expenses incurred (e.g., collection of income, litigation, etc.) What remains of the royalty income shall be divided follows:

a. University-Financed Work/ Research

35% to inventor for personal use
25% to Technology Management Unit (TMU)
40% to University for academic and research uses
100% (40% of this will go to the mother unit responsible for the creation while 60% will go to the University)

b. Collaborative Work/Research

35% to inventor for personal use
65% to be shared by the University, TMU and outside entity subject to the agreement prior to the conduct of research.

Distribution and Reimbursement

Royalties shall be distributed at least annually. If there were more than one creator, a written agreement shall be made and submitted to the TMU. The creator's personal share shall remain even if the creator leaves the University. In the event of the creator's death, his or her share shall be remitted to his heirs, successors, and assigns. If the creator's share cannot be distributed within five (5) years of diligent search, it shall be reallocated accordingly—under the discretion of the board.

Revenues received for research support shall not be distributed under the royalty schedule. Costs incurred by the University for patenting, registering and maintenance of each unit of Intellectual property shall be reimbursed from its royalty earnings and gross revenues. If an infringement action is bought by the University or any other outside entity, all shares of revenue, including the creator's, shall contribute to the reimbursement of University costs for all types of

actions. The manner and amount of such reimbursement will be determined by the Board of Regents upon recommendation by the Vice President for Research and Extension and the TMU so as to maintain fairness and adequate incentives in the distribution of revenue.

Awards and prizes received by the creator as recognition for achievement are excluded in royalty income covered in this Policy for purposes of royalty sharing. Any request of the awarding body for rights to a creation in exchange for the award shall be subject to the provision of this Policy.

H. Assignment and Transfer

(from VSU Intellectual Property Rights Policy Handbook, 2005 , p.13)

Creators shall assign their rights in applicable intellectual property to Visayas State University and may not assign, license rights in applicable intellectual property to third parties without the written consent of the University. All assignments must be in writing and shall conform to the requirements of this Policy. No application for Intellectual Property Protection shall be without the creator's assignment in the form provided by TMU.
All assignments by a creator of Intellectual Property to VSU are subject to five (5) conditions:

1. All protection and transfer of Intellectual property shall be written agreements developed in accordance with the University IP Policies.
2. The creator retains the right to be identified or refuse to be Identified,
3. The creator shall have the right to share in the proceeds based on the share formula provided in this Policy, resulting from commercial development by the University; and
4. The creator shall retain responsibility for the intellectual stewardship of the work, including the right to pursue related research or creative activity, determine methodologies, draw conclusions and dissemination that does not breach any duty of confidentiality or violate any Intellectual Property commitments to which the creator has agreed.

Reporting

(from VSU Intellectual Property Rights Policy Handbook, 2005 , p.15)

The following should be responsible for reporting certain conceptions, and certain activities that seem likely to produce one.

A faculty, staff and/or employee who, in the course of service to the University, produces a conception/invention that may have a commercial value, or has done work that seems likely to produce such a conception/invention, should so report.

A faculty, staff and/or employee who produce a conception having commercial value or have done work that seems likely to produce such a conception/invention in circumstances where these studies are partially but not wholly in the service of the University. If it should appear to him or her that an issue of fairness to the University may arise, a report should be made. (e.g. a patentable discovery in the course of work not sponsored by the University, in which its facilities are used.)

A faculty, staff and/or employee should report his or her participation in all arrangements for work sponsored by an entity other than the University, when the terms of the arrangement vest control of any resulting conception/invention in that entity.

No agreement shall restrain or caused unreasonable delay in publication of the results of a faculty member's University-related activities.

Faculty, staff and/or employee are responsible in making brief written reports as early as practicable and are to be made following the guidelines.

A. Under clauses (1) AND (2), TO THE TMU
B. Under clause (3), to a designated academic officer of the instructional unit to which the faculty member most regularly reports.

Special Situations/Exemptions
(from VSU Intellectual Property Rights Policy Handbook, 2005 , p.16)

The VPRE with concurrence of the IPR Committee, may authorize variations from this Policy for good cause. Such variations shall be restricted to special situations.

In the event exceptional circumstances require any exception to the terms of this Policy, such exceptions shall require the written consent of VSU President, the chairmen of different IPR related committees or their designee, the creator (s), and other persons directly affected.

The Vice President for Research an Extension and TMU shall, when practical, seek the advice of the Intellectual Property Rights Committee prior to approving any exception to the terms of this policy. When prior consultation is impractical, the VPRE and TMU shall promptly notify the committee of any exception to the terms of this Policy.

This Policy shall not apply in the existing written agreement with regards to the following:

1. Between the University and/or creator(s) and any external organization or individual, concerning the development, legal protection, or commercialization of specific intellectual property, and entered into prior to the date on which this Policy is adopted by the Board of Regents.

2. If an existing written agreement is renewed, revised, or amended after the date on which the Policy is adopted by the Board of Regents, reasonable attempts shall be made to conform such agreement with requirements of this Policy as of the date on which it is renewed, revised, or amended.

APPENDICES

Appendix A

Summary of Guidelines in Evaluating Ongoing and Completed Researches

Evaluation is the assessment and interrelation of three critical factors examined in total perspective:
1. Actual performance compared with targets,
2. Schedule of accomplishment, and
3. Expenditures in relation to accomplishment; it is one of the steps in monitoring projects objectively.

Research evaluation can be done in three levels during the coordinated review:
1. Study level in case of independent studies
2. Project level
3. Program level.

At the same time, project evaluation is done for completed and ongoing researches. In assessing projects, the following are some guide questions:

Technical Performance
a. Are the objectives of the project attained?
b. Are approved methodologies followed?
c. Do the findings have explanations or can be accounted for?
d. Are there changes in the scope of the project from its inception?

Schedule Performance
a. Are activities within schedule (actual date started and actual date completed)?
b. What are the reasons for changes in schedule?

Cost Performance
Are the expenditures over, within or under the approved items? If over or under, what are the reasons?

It might also be useful to refer to DOST's criteria for project endorsements for the Bureau of Investment (BOI) registration especially in cases wherein the BOI permit will be required. These criteria (the first four of which are already considered in the criteria mentioned earlier) are as follows:

1. Technical viability of the project;
2. Extent to which technology advances are applied and adapted to local conditions;
3. Economic viability of products/ processes;
4. Environmental impact;
5. Impact on productivity and efficiency;
6. Contribution to over-all development of basic industry sectors and areas wherein the country can be competitive;
7. Eligibility of the equipment needed a R&D facilities;
8. Innovativeness/ novelty of the products/ processes or equipment to be developed;
9. Extent of technology transfer to local manpower;
10. Usage of at least 3% indigenous materials whenever appropriate or applicable;

Eligibility for pioneer status:
- Innovativeness/ novelty of the R&D activity
- Innovativeness/ novelty of products or processes or equipment to be developed
- Level of technological expertise required
- Impact on increasing the level of science and technology in the Philippines
- Possibilities for commercial production

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

QUARTERLY PHYSICAL REPORT OF OPERATIONS

For Quarter Ending _____

P/P/A Code (Title of Program/ Project/ Study)	Unit of Work Measure-ment	Work Target (Quantity)	Work Accom-plishment (Quantity)	Manpower Utilized (Specify Name)	Remarks

Prepared by:

_____
Program/Project/Study Leader

Appendix C

DBM Quarterly Physical Report of Operations
For Quarter Ending_____

Performance Indicators	Work Target	Work Accomplished
MFO-Research Services Number of Research Outputs Published In Refereed International In Other International In Refereed National In Other National In Institutional Journals		
Number pf Research Outputs Disseminated or Presented In International In National *Foral* Conferences In Philippine Regional *Foral* Conferences Institutional		
Number of Researchers with Track Records		
Number of Inventions Patented		
Number of Copyrights Registered		
Number of Research Projects in Progress Externally-funded Internally-funded		

PCARRD FORMAT

NSTA FORM NO. 2 Page No. 1 of 2	NATIONAL SCIENCE AND TECHNOLOGY AUTHORITY PROGRESS REPORT (_____ MONTH PERIOD) AS OF _____								(1) RECEIVED AT: DATE: _____ BY: _____	
(2) TO BE FILLED UP BY COUNCIL	Research Identification Number	YR	SEQ. NO.	Research Numbering Code	PG	PJ	SDY	COMMODITY RESEARCH & IDENTIFIC A-TION	RA/CG-IC	
BASIC INFORMATION	(3) RESEARCH TITLE									
	(4) RESEARCH COORDINATOR/LEADER NAME DESIGNATION/TITLE MAILING ADDRESS									
	(5) IMPLEMENTING AGENCY/RESEARCH STATION /UNIT				(6) COOPERATING AGENCY					
TECHNICAL REPORT										
(3) SUMMARY OF ACCOMPLISHMENTS										
(8) CUMMULATIVE % COMPLETION _____	(9) DURATION _____ DATE APPROVED _____ DATE STARTED _____									
(10) PROBLEMS ENCOUNTERED					(11) ACTION TAKEN					

Appendix D

WORK PLAN SCHEDULE

	Y Y	MM	D D	PLANNED COMPLETION DATE OF RESEARCH	Y Y	M M	D D	TOTAL DURATION OF RESEARCH (IN MONTHS)

ACTIVITY NO.	MAJOR ACTIVITIES	DATES		DURATION	WEEKS															COMMULATIVE COMPLETION
		PLANNED START	PLANNED END		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	14	15	16	
1																							
2																							
3																							
4																							
5																							

Agency R&D Accomplishment Report

Center/College/Department: _____

A. Research papers/posters disseminated/presented

TITLE OF PAPER/POSTER	DATE, VENUE	RESEARCHERS/PRESENTERS
a. Institutional		
b. Regional		
c. National		
d. International		

B. Attendance of researchers to scientific fora/ training/workshop/seminars

TITLE	DATE, VENUE	RESEARCHERS ATTENDED
a. Institutional		
b. Regional		
c. National		
d. International		

C. Technologies/Information patented and commercialized

a. Technology patented (**Please give a brief description of the technology, generator and the status of patenting**)

b. Technology commercialized (**Please give a brief description of the product, impact and the researcher/generator**)

D. Research papers published

TITLE	DATE/YEAR/PUBLICATION/ PUBLISHER	AUTHOR (S)/AGENCY	NO. OF COPIES	TARGET USERS	COST OF PRODUCTION
a. Refereed Journal					
National					
International					
b. Semi-popular publ'n (newsletter, etc.)					
c. Popularized pub'ln (technoguides, etc.)					
d. Books					

E. Conducted research output cited/annotated bibliography used as scientific references *

(1) TITLE OF JOURNAL/PUBLICATION	(2) AUTHOR (S)	(3) DATE PUBLISHED	(4) ANNOTATION/ CITATION [Notes taken from the reference paper of (2)]	(5) SOURCE (Author/s, title, date, publisher, page number)
a. National Journals				
b. International Journal				
c. Book and Teaching/ Training modules				

*** AACUP NOTE: Should be supported with a photocopy of the Cover Page and Table of Contents of the Publication or Research Terminal reports where the annotation is reflected or being used.**

F. R and D awards and recognitions received

NAME OF AWARDS	TITLE OF PAPER/ POSTER GAINED AWARD	RECIPIENTS	PLACE AWARDED	DATE AWARDED	AWARD OBTAINED (Plaque; if cash, indicate amount)	SPONSORING AGENCY
a. Institutional						
b. Regional						
c. National						
d. International						

G. R and D inter-agency linkages forged/maintained

NAME OF AGENCY	NATURE OF LINKAGE	Brief Description of Linkage	Remarks (specify amt generated, etc.)
a. Local (with LGUs, NGOs, POs)			
b. Regional			
c. National			
d. International			

H. R and D resource sharing

Activity/Project	Agencies Involved	Resources Shared	Value of resources shared (pesos)	Remarks*
Regular Operations				
Sponsorship for meetings and other R and D activities (pls. specify meetings)				

* Remarks can be inputted either as conduct of R&D; conduct of training; conduct of workshops, conferences, for a, exhibits, etc.; publication, newsletters, etc; purchase of equipment; maintenance of facilities/equipment; others please specift

I. R and D resources generated

Donor/ Source	Activity/Project	Nature of Donation (specify cash or in kind)	Value of resources generated (pesos)	Remarks*
Local				
DOST				
DA-BAR				
Other agencies				
International				
ACIAR				

* Remarks can be inputted as:
1 – conduct of R&D
2 – conduct of training
3 – Conduct of workshops, conferences, fora, exhibits, etc.
4 – publications, newsletters, etc.
5 – purchase of equipment
6 – maintenance of facilities/equipment
7 – others (please specify)

J. List of R and D/E collaborative projects implemented

Program/Project/ Study Title	Collaborator/ cooperator	Lead Agency	Collaborating Agency	Significant Results	Budget (P)

K. List of trainings, seminars, workshops conducted/coordinated

Title of Training/Seminar/Workshop	Date conducted	Location	No. of Participants	Type of Participants	Sponsoring Agencies	Total Budget (P)

L. List of small and medium enterprise (SMEs) provided with intervention or services by the agency

Name of SME	Address and Contact Person	Intervention or Services Provided to the SME	Funding Agency	Remarks

* Pls. Indicate if SME is duly registered with the municipality or province, DTI, TESDA or Bureau of Cooperative Development, etc.

M. List of capability programs/activities conducted/facilitated

Title of Program/Activity	Date/Venue	No. of Participants	Expenditures	Source of Funds

N. List of exhibits/technology/fora participated/coordinated

Date	Place Conducted	Organizers	Highlights	Cost

O. List of R&D technical briefings conducted

Date	Agency Involved	No. of Clientele	Type of Clientele	Area of interest

P. List of technical assistance/services/consultations provided to the clientele

Title/Nature of Activity	Name of Expert	Nature of support services extended*	Date	Venue	Agency(ies) Involved
Institutional					
Regional					
National					
International					

*Please indicate if expertise extended was as resource person, consultant or evaluator.

Q. List of staff pursuing graduate program

Name of Staff	Degree Pursued	College/University	Scholarship/ Funding Agency	Duration

R. List of equipment/facilities purchased/enhanced

Equipment Purchased/ Upgraded/ Facilities Enhanced	Location/ Agency	Expenditure/ Cost	Source of Funds

S. List of ongoing Technology demonstration project in Region VIII

Project Title	Lead Agency	Location	Project Description	Significant Result

Terminal Report Format

A. Bibliographic Data

Research Title
Proponent (s)
Address
Implementing Agency
Lead Agency
Collaborating Agency
Project Duration
Project Location
Project Funding
Total Approved Budget
Total Amount Released
Project Outputs

B. Technical Description

Preliminaries
Title Page
Bibliographic Data
Table of Contents
List of Tables, Figures, etc.
Abstract

Text
2.1. Introduction
2.2. Review of Literature
2.3. Methodology
2.4. Results and Discussion
2.5. Summary, Conclusion and Recommendation
2.6. Literature Cited
2.7. Appendices

Appendix G

Research AIHR Form No. 1
Revised March 17, 2008
For Use by Researchers

VISAYAS STATE UNIVERSITY
Baybay City, Leyte
RESEARCH & DEVELOPMENT IN-HOUSE REVIEW

REPORT FORMAT

A. Completed Program/Project/Study

Basic Information (1 page)
Title:
Researcher(s):
Duration: Date Started:
Expected Date of Completion:
Implementing Agency/ies:
Cooperating Agency/ies:
Funding Agency/ies:

Program/Project/Study Budget:

	TOTAL
PS	
MOOE	
TOTAL	

Program/Project/Study Expenditure

	TOTAL
PS	
MOOE	
Capital/Equipment Outlay	

Program/Project/Study Location:
In-campus (Field/Laboratory), specify: _____
Province: _____
Municipality: _____
Barangay: _____

Abstract (another page)
Technical Description
Rationale
Objective/s (General/Specific)
Methodology

Specific Research Output/ Technology

Name, Description, Status, Target Users/Beneficiaries

A. Problems met, action taken, recommendation(s)
Follow-up research (Indicate Title of Research, Justification, Expected Budget)

Research Administration and Management (Specify)
Other, please specify

B. Ongoing Program/Project/Studies
Basic Information (1 page)
Title:
Researcher/s:
Duration: Date Started _____
Expected Date of Completion _____
Implementing Agency/ies:
Cooperating Agency/ies:
Funding Agency/ies:

Program/Project Budget:

	Amount
PS	
MOOE	
Total	

Program/Project Location:

In-campus (Field/Laboratory), specify:
_____
Province: _____
Municipality: _____
Barangay: _____

Executive Summary (integrating results from studies in a project/program)
Technical Description (by project/study)
Rationale
Objective/s (General/Specific)
Methodology

Research Highlights (research findings, technologies/information generated, outcome, impact)

Major Research Findings Based on Objectives	Generated Technologies and/or Information	Income from Generated Tech/ Info	Effects/Outcome to End-Users	Remarks *(if necessary)*

Problems met, action taken, recommendation(s)

Plans and targets for CY _____ (by quarter) – FOR VSU FUNDED PROJECTS ONLY
(Also include attendance to research fora & publication, etc.)

Quarter 1. January - March

Project/ Study Objective	Methodology/ Approach	Activity	Target Schedule	Outputs	Target Date of Submission	REMARKS (include expected outcome)
Objective 1: Objective 2:	xxxx xxxx	xxxx xxxx	xxxx xxxx	xxxx xxxx	xxxx xxxx	

Quarter 2. May - June

Project/ Study Objective	Methodology/ Approach	Activity	Target Schedule	Outputs	Target Date of Submission	REMARKS (include expected outcome)
Objective 1: Objective 2:	xxxx xxxx	xxxx xxxx	xxxx xxxx	xxxx xxxx	xxxx xxxx	

Quarter 3. July - September

Project/ Study Objective	Methodology/ Approach	Activity	Target Schedule	Outputs	Target Date of Submission	REMARKS (include expected outcome)
Objective 1: Objective 2:	xxxx xxxx	xxxx xxxx	xxxx xxxx	xxxx xxxx	xxxx xxxx	

Quarter 4. October - December

Project/ Study Objective	Methodology/ Approach	Activity	Target Schedule	Outputs	Target Date of Submission	REMARKS (include expected outcome)
Objective 1: Objective 2:	xxxx xxxx	xxxx xxxx	xxxx xxxx	xxxx xxxx	xxxx xxxx	

Proposed budget for _____to_____ – FOR VSU FUNDED PROJECTS ONLY

Projected Expenditure	Expected Source of Funds					
	VSU		*Others, specify*		*Total*	
	200_	200_	200_	200_	200_	200_
I. PERSONAL SERVICES Personnel: *(Specify position/designation)* Salary: *(Rate/mo)* Wage : (Rate /day) Benefits: *COLA, ACA, year-end bonus, etc.* Honoraria: *Specify Designation & Rate/ mo* II. MAINTENANCE AND OPERATING EXPENSES Supplies and Materials: Travel: Fuel Per diem Other Services						
TOTAL						

Appendix H

Research AIHR Form No. 2
Revised April 10, 2007
For Use by Evaluators

AGENCY IN-HOUSE RESEARCH REVIEW

Visayas State University
Agency

RESEARCH STATUS REPORT

Program/Project/Study Title and Leader (s):
RMIS Code:
Implementing Agency:
Collaborating and Cooperating Agency (cies):
Funding Agency:
Duration: Date Started _____
Completion Date: _____
Research Site:
Last Year's Review

1. Recommendation/s during the last agency In-House review and/or field evaluation/action taken
2. Research activities undertaken based on CY ____ targets
3. Status of Technology/Information
   a. Technology
   b. Information

4. Problems Met/Recommendations/Actions Taken

This Year's Review
Evaluator's Analysis/Recommendations (during the current Agency In-House R&D Review/ Field Evaluation)

1. Project Rationale (Purpose/intent of the program/projects)
   _____ Relevance to current needs/demands
   _____ Not relevant
   _____Other comments, please specify
   _____

2. Goals/Objectives
   _____ Appropriate
   _____ Not appropriate
   _____ Other comments, please specify _____

3. Methodology/Implementing Strategy
   _____ Appropriate
   _____ Not appropriate
   _____ Others, please specify _____

4. Major accomplishments and other outputs (significant research results, data, strategy, product, etc.)
   _____ Highly significant
   _____ Significant
   _____ Not significant
   _____ Others, please specify _____

5. Effects/Outcomes (to answer query on what happened to the data, technology, strategy, etc.)
   _____ Highly satisfactory
   _____ Satisfactory
   _____ Not satisfactory
   _____ Others, please specify _____

6. Expected Impact/Sustainability (How research outputs affect/effect or contributed to the development/progress of target beneficiaries)

Status of Technology/Information (Specify name of technology or information. See attached guidelines for references).
Research Technology/Information

* Please check appropriate status

Status by Technology/ Information	Name of Technology/ Information	Technology/Information Status*	
		as identified by researcher(s)	as recommended by evaluators
Technology for Generation (TG)			
Technology for Adaptation (TA)			
Technology for Verification (TV)			
Technology for Piloting (TPi)			
Technology for Dissemination (TD)			
Information for Generation (IG)			
Information for Verification (IV)			
Information for Dissemination (ID)			

General Recommendations
1. Utilization/Protection
___ For protection, specify _____

___ For commercialization, specify _____

___ For publication (semi-popular/refereed journal)

_____

2. RDEIP Interphase
2.1___ For integration with other research,

a) specify area/output to be integrated with other research
_____

b) specify title of research/unit concerned that the research area/output will be integrated with
_____

2.2___ For integration with extension activity,
a) specify area/output to be integrated with extension
_____

b) specify title of extension activity/unit concerned that the research area/output will be integrated with
_____

2.3___ For integration with instruction,
a) specify area/output to be integrated with instruction
_____

b) specify course/degree that the research area/output will be integrated with
_____

2.4___ For integration with production,
a) specify area/output to be integrated with production
_____

3. Research Time Frame
___ For continuation, specify duration and expected data/information to be gathered_____

___ For suspension/deferment _____

___ For completion/termination _____

4. Presentation in Regional R&D Scientific Fora

a. Mode of Presentation

Paper for plenary presentation (indicate suggested title of paper)

_____
Paper for poster (indicate suggested title of poster)

_____

b. Scientific Competition
In-house Search for Best Research Paper
VICARP/RRDEN Regional R&D Symposium
Others, specify _____

5. Others (to include possible action or policy by Administration/ODREX/others), specify_____

_____
Name and Signature of Evaluator

_____
Date

Guidelines for Identifying Status of Information (PCARRD)

1. Technology for Generation (TG)

   A technology is said to be for TG if it is still for further research and needs more data for further testing/screening.

2. Technology for Adaptation (TA)

   A technology is said to be ready for TA if it meets the following criteria:

   It has been tested at TG stage for at least two seasons (DS and WS cropping)
   It has shown good potential for economic feasibility.
   Has good potential for acceptance by farmers and commercial producers.

3. Technology for Verification (TV)

   A technology is ready for verification if it has good potential for improving existing farmer's practices. Specifically, it should satisfy the following:

   Preferably has been tested for two seasons at TA stage.
   Has shown economic and technology feasibility while at TA or TG trial. Computed return based on TA or TG is better than farmer's practice as shown by Marginal Rate of Returns (MRR).
   Is perceived to be socially acceptable and environmentally safe.

4. Technology for Piloting (TPi)

   A technology is ready for piloting if it has shown to have a minimum Marginal Benefit Cost Ratio (MBCR) of 2 while at TV stage.

5. Technology for Dissemination (TD)

   A technology that has shown consistently outstanding performance at TG, TA or TV stages maybe immediately judged ready for TD, but must satisfy the following criteria:

   General Adaptability - The technology should be replicable outside the research station, that is, under field conditions of producers/entrepreneurs.

   Economic Profitability – The technology must be economically profitable. A technology is profitable if its percent profitability is at least equal to the prevailing rate of interest on loans for formal financial institutions.

   Social Acceptability – This means that the technology should not pose any serious contradiction to existing social norms and values prevailing in the community.

   Environmental Safety – The technology should have no obvious deleterious environmental consequences both in the short run and the long run.

   Potential Availability of Support Service Appropriate for the Technology

   All the five criteria must be met for the technology to be considered ready for dissemination.

Appendix J

Guidelines in Identifying Technology for Protection/Commercialization

I. Technology for Protection

Intellectual property has been defined as

"those property rights which result from the physical manifestation of original thought." (RC Aquino. 1998. Intellectual Property Law)

When creations of mind are put in tangible form, there is appropriate subject of property that is protected by the law. These are in the form of: (RC Aquino. 1998. Intellectual Property Law)

a. Copyright

Definition: The right and protection granted by law to the author/originator of literary, scholarly, scientific, or artistic productions, including computer programs. (JL Bacusmo, et al. 2005. Leyte State University's Intellectual Property Rights Policy)

Requirements: (RC Aquino. 1998. Intellectual Property Law)

Originality – the work is an independent creation of the author and able to prove that something in the work is due to him.

- if the author, through his skills and efforts has contributed a distinguishable variation from the older works, only those parts which are new are protected.

Expression – tangible medium is sufficiently permanent to permit it to be perceived, reproduced, or otherwise communicated for a period of more than transitory duration.

- or must at least be expressed in such a way as to leave no doubt that there is an intellectual creation.
- the medium can be in writing, recording, encoding, etc.

Subject for copyright: (RC Aquino. 1998. Intellectual Property Law)

Books, pamphlets, articles, other writing periodicals

Lectures

Works of drawings, models or designs for work of art, illustrations, maps, plans, sketches and charts, three-dimensional works relative to geography, topography, architecture or science

Photographic works, audiovisual works, pictorials, illustrations, advertisements, computer programs

b. Trademarks

Definition: A symbol, design, word, letter or other device protected by law and used to distinguish a product/s from those of the competitors. (JL Bacusmo, et al. 2005. Leyte State

University's Intellectual Property Rights Policy)

Requirements: (RC Aquino. 1998. Intellectual Property Law)

- the use has been widespread
- the products have been favorably received
- the goods have born the corporate or trade name of the enterprise

c. Patents

Definition: A property right issued to an inventor to exclude others from making, using, selling, or importing the product of his invention within the Philippines in exchange of his patentable information or disclosure. (JL Bacusmo, et al. 2005. Leyte State University's Intellectual Property Rights Policy)

Patentable: (RC Aquino. 1998. Intellectual Property Law)

Products, processes, improvements of either products or processes

Products are patentable but plant varieties or animal breeds are not.
- is broad enough a term to include every output of human ingenuity, every tangible result of human craftsmanship or partisanship.
- must possess a new or distinctive form, quality or property

Patentable products:

Machine
Manufacture or products
– includes buildings, a decorative fountains, microorganisms (which are not within the non-patentability provisions of the new law, e.g. mere discovered microorganisms)
Composition of matter
- mixture of chemicals or elements is patentable, and the mixture is new- therefore patentable even if the only novelty is in the proportion of constituents.
Improvements
- when the improvement is a consequence of the technical configuration of the original invention and is thus "suggested" by the invention itself, then the improvement is still within the dominion of the original invention.
When the improvement, however, is non-obvious to one skilled in the art of the original invention and is truly novel, then an improvement patent will issue.

Processes are patentable, mathematical methods are not.
- consists of an act, operation, or steps or of a series thereof, performed upon a specified subject matter to produce a physical result.

where a process consists of more than a single step, the arrangement, order, or sequence in which these component steps are to be performed may itself be of patentable significance.

if individual steps are old, their combination or their particular sequencing may be patentable.

Requirements: (RC Aquino. 1998. Intellectual Property Law)

- a technical solution of a problem in any field of human activities
- novel
- an invention
- industrially applicable

Difference between copyright and patent (RC Aquino. 1998. Intellectual Property Law)

Copyright may vest in a work closely similar or even identical to an earlier, already patented work, provided that the former is truly original, i.e., it owes its existence to its own creator. In patents, when a person, by independent research arrives at the same product as the already patented, he is restrained by the arm of the law from exploiting such an invention by reason of the patent granted the earlier discoverer. Thus, Sec. 29 of our present code lays down the "first to file" rule.

II. Technology for Commercialization (PCARRD)

Technologies that have successfully passed the piloting stage, or have passed the criteria for piloting, and even though not piloted have high potential for commercial application.

a. Technology Transfer

1. High Potential Impact

Technologies that will be pushed for development must provide the best alternative for improving income and productivity of a greater majority of people. Both the actual and potential impact of the technology however, must be considered in the selection since impact for some commodities may not be realized simply because some constraints generally related to availability of the technology and support services still exist. Hence, it is necessary to consider the availability of raw materials and inputs required and a ready market to absorb expected increase in productivity.

Impact could be reckoned with in terms of the following:
Increase in value of production due to improvements in product quality.
Increase in yield/maintenance of stable supply of the commodity
Reduce cost of production
High profitability of success
Financially sound ROI

2. Short Gestation Period Required.

It is also important to consider the length of time required to complete the technology production cycle. This could refer to either a) the time lag before results in terms of yield increase and/or cost reduction is obtained or b) the time required before one production cycle is completed. It is also relevant to consider at this point the expected rate of adoption of the technology so that appropriate technology transfer activities could be identified. Note however, that the time rate depends on a number of geo-climatic and socioeconomic factors.

3. Provide Immediate Solution(s) to the Energy Problem(s) and/or Ensure Food Security/Sufficiency

Basically a security objective, these criteria include consideration of the reduction of year to year fluctuation in income and production, increasing self-sufficiency or self-reliance, and increasing environmental sustainability. This would include indicators like import substitution particularly for major inputs to production, export generation, and creation/promotion of alternative sources of food, employment, and income.

b. Technology Commercialization

To reinforce the selection process, the criteria recommended by the PCARRD- Sectoral Technical Coordinating Council (STCC) for Agriculture and Forestry, and the criteria for DOST endorsement of projects for the Bureau of Investment (BOI) registration especially in cases wherein the BOI permit will be required can be considered.

PCARRD- STCC

1, Commerciability
The whole system for commercialization should be in place, available or easily be made available with market considerations. This implies that the necessary support services and institutional linkages are present and/or be tapped.

2. High Growth Potential
The technology should be able to register a growth of greater than 3% which is the current population rate in the country. If possible growth linkages should be carefully considered.

3. Countryside Fit
This criterion may be equated with the general applicability of technology in relatively wider areas especially at the village level.

DOST

1. Technical viability of the project
2. Extent to which technologies advances are applied and adapted to local conditions
3. Economic viability of products/processes
4. Environmental impact
5. Impact on productivity and efficiency
6. Contribution to over-all development of basic industry sector and areas wherein the country can be competitive
7. Eligibility of the equipment needed as R&D facilities
I8. nnovativeness novelty of the products/processes or equipment to be developed
9. Extent of technology transfer to local manpower
10 Usage of at least 30% indigenous materials whenever appropriate or applicable
11. Eligibility for pioneer status
    a. Innovativeness/novelty of the R&D activity
    b. Innovativeness/novelty of products or processes or equipment to be developed
    c. Level of technological expertise required
    d. Impact on increasing the level of science and technology in the Philippines
    e. Possibilities for commercial production

Appendix K

Criteria for Selecting Technologies for Transfer and Commercialization

Technologies that have successfully passed the piloting stage, or have passed the criteria for piloting, and even though not piloted have high potential for commercial application are possible considerations in the selection of priority technologies should be consistent with the recommendations of the Sectoral Technical Coordinating Council (STCC) for Agriculture and Forestry and selected on the basis of the following criteria:

1. High Actual Potential Impact
   Technologies that will be pushed for development must provide the best alternative for improving income and productivity of a greater majority. Both the actual and potential impact of the technology however, must be considered in the selection since impact for some commodities may not be realized simply because some constraints generally related to availability of raw materials and inputs required and a ready market to absorb expected increase in productivity.

   Impact could be reckoned with in terms of the following:
   a. Increase in value of production due to improvements in product quality
   b. Increase in yield/ maintenance of stable supply of the commodity
   c. Reduce cost production
   d. High profitability of success
   e. Financially sound return of investment (ROI)

2. Short Gestation Period Required
   It is also important to consider the length of time required to complete the technology production cycle. This could refer to either a) the time lag before results in terms of yield increase and/ or cost reduction is obtained and b) the time required before one production cycle is completed. It is also relevant to consider at this point the expected rate of adoption of the technology so that appropriate technology transfer activities could be identified. Note however, that the time rate depends on a number of geo-climatic and socioeconomic factors.

3. Provide Immediate Solution(s) to the Energy Problem(s) and/ or Ensure Food Security/ Sufficiency
   Basically a security objective, this criteria include consideration of the reduction of year to year fluctuation in income and production, increasing self-sufficiency or self-reliance, and increasing environmental sustainability. This would include indicators like Import substitution particularly for major inputs to production, export generation, and income.

   To reinforce the selection process, the criteria recommended by the STCC can also be considered. These are as follows:

   1. Commerciable
      The whole system for commercialization should be in place, available or easily be made available especially market considerations. This implies that the necessary supports services and institutional linkages are present and/ or could be tapped.

   2. High Growth Potential
      The technology should be able to register a growth of greater than 3% which is the current population rate in the country. If possible, growth linkages should be carefully considered

   3. Countryside Fit
      This criterion may be equated with the General Adaptability criterion which means that the technology should be applicable in relatively wider areas especially at the village level.

For the above-mentioned guidelines, whatever problems and probably solutions/recommendations identified should be reported. The recommendations may be categorized into the following:

a. for continuation
b. for suspension (until when)
c. for termination
d. for submission of terminal report
e. other recommendations

During the synthesis, the action for the projects should be settled among the evaluators, researchers, PCARRD Directorate and agency head/ research director.

Appendix L

Guidelines for Identifying Status of Information

1. Information for Generation (IG)

Information is said to be IG if the following concerns are answered:
Is the information worth studying for?
Will the information justify the resources of the study/project?
Will the information give significant impact to society and socioeconomic development?

2. Information for Verification (IV)

Information is ready for verification if it satisfies the following questions:
Does the information passed standard tests?
Does the information need further verification?

3. Information for Dissemination (ID)

Information will be considered for dissemination if it answers the following concerns:

a. Title of the information – What is the generated specific information?
b. Usability of information – What is the information for?
c. Accuracy – How accurate is the information? How was the information tested and verified?
d. Authority – How credible was the source of the information, and the researcher?
e. Objectivity – Does the generated information cohere with the objectives of the research project?
f. Currency – Is the generated information still relevant to the current or future demand for socioeconomic development?
g. Coverage – What is the scope and limitation of the information? To what extent does the application of the information be made effective?

2012 Annual In House Review
Visayas State University
Guidelines

1. All member-agencies of RRDEN and ViCARP which are engaged in the conduct of RDE projects/studies shall conduct/participate in these annual RDE reviews.
2. There shall be 3 level of reviews: Level1– Agency In-House R&DE Review, Level 2 Inter-Agency R&DE Review, Level 3– Regional R&DE Symposium.
3. Level 1 review will be at the agency level where all research, development and extension projects/activities conducted by the agency/institution in the previous year will be reviewed. A total of 21 agencies will be conducting the level 1 review.
4. Level 2 will be inter-agency which will be conducted in 4 clusters, namely;
   Cluster 1—DA, BFAR, ATI, FIDA, PCA, DENR (6 agencies)
   Cluster 2—PTIAs and PLGUs of Leyte, So. and Biliran (7 agencies)
   (EVSU, SLSU, NSU;PLGU Leyte, PLGU So. Leyte, PLGU Biliran and CLGU Ormoc)
   Cluster 3—PTIAs and PLGUs of Samar provinces (7 agencies)
   (SSU, NWSSU,ESSU, UEP; PLGU Samar, PLGU E. Samar, PLGU No. Samar)
   Cluster 4—VSU (only VSU considering its number of RDE projects/studies)

Review Mechanics:

Researchers will also serve as evaluators. However, evaluators shall refrain from evaluating their own report during the review session.

Presentation and validation of the comments and recommendations shall be done a day after the review session on April 20, 2012

Only the papers recommended by the Technical Review Team will be presented in a separate R&D Forum where there will be a competition of papers for the Search for Best R&D Paper Award by the Regional Research and Development and Extension Network of the Department of Agriculture, Region 8.

Technologies/ information identified for dissemination/ commercialization as evaluated during the in-house review will be considered for presentation in the regional/ national symposia. Research outputs recommended for presentation during the 2009 Regional RDE Symposium may either be presented as plenary or poster paper, as recommended by the evaluators and approved by the Vice President for Research and Extension.

Level I: Institutional In-House Review

Review en banc of all papers shall be done on April 20-23, 2009. A simultaneous review/ assessment of the report by the Review Team shall be done. The concerned researchers are requested to be available during the review period to give immediate feedback if the panel has inquiry regarding their report.

The projects shall be evaluated based on the submitted report.

The evaluators, composed of a minimum of 3 members led by a Chairman/ Assistant Chairman, shall evaluate all studies using the AIHR Form No. 2, which they will individually fill out.

Researchers will also serve as evaluators. However, evaluators shall refrain from evaluating their own report during the review session.

Presentation and validation of the evaluator's comments and recommendations shall be done after the last review session on April 23, 2009.

Technologies/ information identified for dissemination/ commercialization as evaluated during the In-House review will be considered for presentation in the regional/ national symposia.

Research outputs recommended for presentation during the 2009 Regional RDE ymposium may either be presented as plenary or poster paper, as recommended by the evaluators and approved by the Vice President for Research and Extension.

Level II: RRDEN-ViCARP-VSU Search for Best R&D Paper

There will be a Level II evaluation of papers in a separate R&D Forum on June 2, 2009.

Only the papers recommended by the Technical Review Team will be presented in a separate R&D Forum where there will be a competition of papers for the RRDEN's Search for Best R&D Paper Award.

Powerpoint presentation of the papers is encouraged.

Separate guidelines and format shall be distributed for the recommended papers right after In-House Review.

2008 RRDEN-VSU In-House Search for Best R&D Paper

General Guidelines:

1. Only the agriculture and fisheries related research paper can qualify for the RRDEN-VSU Search for Outstanding Research Paper based on the following categories:
   a. Basic Research
   b. Applied Research
   c. Development Research/Project

2. The research paper should not have been published/presented (in paper or poster) and won awards in national, international or in any scientific fora or symposium.

3. Evaluators are not allowed to judge their own research paper during the review.

4. The decision of the evaluators/board of judges is final. The evaluation committee will evaluate all entries using the prescribed criteria:

Basic Research	Percentage, %
1. Originality of the problem being investigated	25
2. Significance of findings	30
3. Methodology	
3.1 Adequacy and efficiency of design & procedure	15
3.2 Innovativeness	15
4. Presentation	
Written (adequacy and efficiency of design/procedure, clarity & style)	7.5
Oral (audience impact/interest generated, use of visual aids)	7.5
Total	100

Applied Research

1. Generation of new knowledge or innovativeness 10
   Indicators: New ideas or approaches, innovation and information
2. Potential socioeconomic impact 30
   Social Indicators: Wide acceptability, ease of application, self-reliance
   Economic Indicators: Income, ROI/IRR, benefit cost ratio, production, job creation, farm size, import reduction, vertical-horizontal integration, promote industrialization
3. Potential environmental impact 20
   Indicators: Conservation of natural resources, pollution, stability of production
4. Methodology
   4.1 Adequacy and efficiency of design & procedure 15
   4.2 Innovativeness 15
5. Presentation
   Written (adequacy and efficiency of design/ procedure, clarity & style) 7
   Oral (audience impact/interest generated, use of visual aids) 3
   Total 100

Development Research/Project

1. Socioeconomic impact 60

   Social Indicators: Wide acceptability, ease of application, self-reliance

   Economic Indicators: Income, ROI/IRR, benefit cost ratio, production, job creation, farm size, import reduction, vertical-horizontal integration, promote industrialization

   Environmental impact

   Conservation of natural resources, pollution, stability of production

2. Methodology

   2.1 Adequacy & efficiency of design & procedure 15

   2.2 Innovativeness 15

3. Presentation

   Written (adequacy and efficiency of design/procedure, clarity & style) *7*

   Oral (audience impact/interest generated, use of visual aids) 3

   Total *100*

RECEIVED
DATE: 3-24-03
No: BY:

LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte 6521 A
Philippines

Office of the Board Secretary

EXCERPTS OF APPROVED MINUTES OF THE
9th LSU Board of Regents Meeting
21 February 2003 * LNU, Tacloban City

Policies for Research and Extension Monitoring and Evaluation System

Board Resolution No. 16, *s.* 2003

Approving the Proposed Policies for Research and Extension Monitoring and Evaluation System, as presented.

Comment for guideline number 6.

(1) If no additional funding, Vice President will approve the utilization of funds. However, with additional funding support, this will be elevated to the Office of the President for approval, including projects with external funding.

Certified True and Correct

DANIEL M. TUDTUD JR.
Board Secretary

Board Action: **APPROVED**
Date: 21 February
Attachment: S

Cc: OVPRE
OVPAA
OVPAF

Publication Incentive System
(BOR Res No. 49, s. 2010)

Awardees will receive cash and plaque of recognition from VSU. The awards e as follows:

A. Journal Articles	
International, ISI	Php 25,000.00 and Certificate of Appreciation
International, Non-ISI	Php 7,000.00 and Certificate of Appreciation
National, Non-ISI	Php 3,000.00 and Certificate of Appreciation

B. Books		
Level	Chapter	Whole Book
International	Php 10,000 and Certificate of Appreciation	Php 50,000 and Certificate of Appreciation
National	Php 5,000 and Certificate of Appreciation	Php 25,000 and Certificate of Appreciation

Criteria for Hiring R&D Project Staff

ACADEMIC BACKGROUND 40%

1. Field of Specialization 20%

Appropriate degree	(20%)
Related courses	(15%)
Not related courses	(10%)

2. Capacity for Continuing Growth 20%

Graduate Units	(10%)*
Overall GPA	(5%)**
Weighted average in major field/ course related to the job applied for	(5%)

*For items 2.1 the basis of assigning points will follow PASUC rates (Graduate)

**For Items 2.1 to 2.3, the basis of assigning points is as follows:

GPA of 1.00 to 1.50	(10%)
GPA of 1.51 to 1.75	(9%)
GPA of 1.76 to 2.00	(8%)
GPA of 1.01 to 2.25	(7%)
GPA of 2.26 to 2.50	(6%)
GPA of 2.51 to 3.00	(5%)

II. WORK EXPERIENCE (15%)

1. Relevance to the Job Applied For 7.5%
   1.1 Related (7.5%)
   1.2 Not related (5%)

2. Length of experience of related
   2.1 job applied for 7.5%
   2.2 5 years above (7.5%)
   2.3 Below 5 years but not less than 3 years (5%)
   2.4 Below 3 years but not less than 1 year (4%)
   Less than 1 year (2%)
   2.5 For not related job (0%)

III. SCHOLARLY / PROFESSIONAL ACHIEVEMENT (20%)

1. Honors 5%
2. Publication 5%
3. Awards and scholarships 5%
4. Services as resource person/consultant in area related to the job applied for 5%

IV. PERSONAL INTERVIEW (10%)

1. Correct grammar and fluency 2%
2. Personality 2%
3. Shows alertness 2%
4. Present ideas logically 2%
5. Shows self-confidence 2%

SKILLS TEST (Written/Skills demo or both) (15%)

100%

RESEARCH MANUAL

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Office of the Vice President for Research and Extension
Visayas State University
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