




22 June 2022

IMPLEMENTATION ORDER
No. 21, Series of 2022

To : Vice-President for RDEP
Director, Research and Development
Campus Directors

Subject: Approval of the Revised Research Operations Manual by the Board of Regents.

1. The URS Board of Regents approved the Revised Research Operations Manual during its 74th (1st Quarter) Hybrid Regular Meeting held on 20 June 2022.
2. Attached is a copy of the approved revised Research Operations Manual.
3. For information and proper guidance.


NANCY T. PASCUAL, Ed.D., RGC
President

Encl.: Revised Research Operations Manual



RESEARCH OPERATIONS MANUAL

Republic of the Philippines
University of Rizal System
Province of Rizal



RESEARCH OPERATIONS MANUAL

BOR Resolution No. 21, S. 2022

2022

PREFACE

The University Research Manual contains policies that define the operation of research undertaking in the university which include among others research governance, management, conduct, dissemination and utilization of outputs. Specifically it covers the research organizational goal and objectives, research and development organizational structure, classification of research, institutional research funding eligibility criteria, laboratory and statistical services, incentives to faculty/staff researcher, penalty clause, guidelines for access of research funding support, research proposal development, processing and approval, commissioned or contract research by external funding institution, research paper presentation, research project continuity and sustainability, publication and presentation incentives, guidelines for holding in-house review of research programs/projects, and procedures for holding research congress.

This guidebook will serve as guide among researchers in the judicious and systematic implementation, management, evaluation and monitoring of recognized R&D programs, projects and studies in the university. It also contains different forms that are commonly use in research related activities. These forms would somehow facilitate the uniform and timely submission of research manuscripts and other technical reports.

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Terminal Report Outline
Capsule Proposal Rating Sheet
Comments and Suggestion Capsule Proposal
Full-blown Research Proposal Outline
Comments and Suggestions Full-blown Proposals
Research Project Request for Extension
Research Project Request for Termination
Comments and Suggestions Completed Research Project
Rating Sheet Research Category (E-Poster)
Proposed Man-Hour Requirement
Standard Man-Hour Requirement for Research
Matrix of Number of Man-Hour and Equivalent Unit of a Research Load
Proposed Man-Hour Distribution for Tracer Studies

HISTORY OF THE UNIVERSITY OF RIZAL SYSTEM

The University of Rizal System is a merger of two (2) state colleges and a University extension campus – the Rizal Polytechnic College, Rizal State College, and the Rizal Technological University extension campus. The Republic Act 9157 lapsed into law on August 11, 2001, established a State university in the province of Rizal to be known as the University of Rizal System, by integrating the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and Rizal Technological University-Antipolo Annex, all in the province of Rizal. On June 18, 2002, CHED Resolution No. 411-2002 was issued identifying Tanay Campus as the main campus of the University.

The Rizal National Agricultural School (RNAS) was established by Republic Act Number 1560 authored by Cong. Serafin Salvador, which was approved on June 16, 1956. RNAS was opened on May 27, 1959. It was chartered as a state college on June 24, 1983 by Batas Pambansa Bilang 622 authored by Assemblyman Frisco F. San Juan making it the first state college in the Province of Rizal known as Rizal College of Agriculture and Technology (RCAT). RCAT was later renamed Rizal State College (RSC) by virtue of Republic Act 7858 sponsored by Hon. Congressman Emigdio S. Tanjuatco, Jr. and approved by His Excellency Fidel V. Ramos on January 21, 1995.

The College is about 67 kilometers away from Metro Manila and accessible to all towns of Rizal through the Manila East Road or through Marikina-Infanta highway and is set atop an elevation of about 1,800 feet above sea level in the Sierra Madre Mountain range and is overlooking the scenic Laguna Lake and the surrounding lake towns.

Rizal Polytechnic College was first established as Morong High School on August 16, 1944. It was converted into Morong National High School on August 20, 1976 and to Morong National Comprehensive School on March 30, 1977. With the integration of Tomas Claudio Memorial Elementary School, it was converted into Morong National Comprehensive School, later renamed Rizal Technological and Polytechnic Institute on August 10, 1983 through Batas Pambansa Bilang 469. RTPI became a state college, the Rizal Polytechnic College on March 1, 1995 through Republic Act 7933. Through Board of Trustees Resolution No.06-13-98 dated February 12, 1998, RPC Cardona Research Extension was established.

At present the University operates with 10 campuses in the Province of Rizal, namely: URS Angono, Antipolo, Binangonan, Cainta, Cardona, Morong, Pililla, Rodriguez, Tanay and Taytay. It offers complete education from Kindergarten to Graduate School. The University implements a number of academic programs in the doctorate, masters, baccalaureate, non-degree and short-term courses. It also provides research, extension and production services as well as establishment of centers. The existence of the University caters to the needs of the stakeholders within and nearby provinces.

**UNIVERSITY CHARTER
(Republic Act No. 9157)**

“An Act Establishing the University of Rizal System by Integrating the Existing State Colleges in the Province of Rizal and the Rizal Technological University- Antipolo Annex Appropriating Funds Therefor and For Other Purposes”

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

Section 1. There is hereby established a State university in the Province of Rizal to be known as the University of Rizal System hereinafter referred to as the University, by integrating the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University – Antipolo Annex, all in the Province of Rizal. The main campus of the University shall be determined by the Commission on Higher Education.

Section 2. The University shall primarily offer higher professional and technical instructions and training in science and technology and promote research, extension, and production services, advanced studies and specialized training in all fields deemed relevant to the development goals of the Province of Rizal.

Section 3. A reasonably-sized laboratory school shall be allowed to remain and operate subject to the maintenance of a College of Education within the University. Likewise, the University may adopt public elementary and secondary schools in the Province of Rizal to serve as pilot centers for innovative teaching and learning strategies and approaches so operated and maintained under an appropriate memorandum of agreement between the University and the Department of Education, Culture and Sports (DECS).

Section 4. The University may open new branches/annexes in consortium with other academic institutions only within the Province of Rizal.

Section 5. The governing body of the University shall be the Board of Regents, hereinafter referred to as the Board, which shall be composed of the following:

- (a) The chairman of the Commission on Higher Education (CHED) chairman;
- (b) The president of the University, vice-chairman;
- (c) The chairman of the Committee on Education, Culture and Arts of the Senate or his/her representative, member;
- (d) The chairman of the Committee on Higher and Technical Education of the House of Representatives or his/her representative, member;

- (e) The regional director of the National Economic and Development Authority (NEDA), member;
- (f) The regional director of the Department of Science and Technology, member;
- (g) The president of the federation of faculty associations of the University, member;
- (h) The president of the federation of student councils or the student representative elected by the federation of student councils of the University, member;
- (i) The president of the federation alumni associations of the University, member, and;
- (j) Two (2) prominent citizens who have distinguished themselves in their professions or in their specializations, member;

The two (2) prominent citizens shall be chosen from among the list of at least five (5) qualified persons in the Province of Rizal, as recommended by a search committee constituted by the University president in consultation with the chairman of CHED based on normal standards and qualifications for the position.

The term of office of the representatives of the federations of faculty associations, student councils and alumni associations shall be coterminous with their respective term of office.

For the purpose of the provisions of this section, the associations of faculty, alumni, and student councils in each branch of the University shall organize themselves to form their respective federations, which in turn shall elect their federation officials;

The two (2) prominent citizens shall serve for a term of two (2) years.

Section 6. The Board shall promulgate and implement policies in accordance with the declared policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture and sports as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722.

Section 7. The Board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the Board of Directors of a corporation under existing laws.

- (a) To enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the State University;

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

(c) To receive in trust legacies, gifts and donations of real and personal properties of all kinds and to administer and dispose the same when necessary for the benefit of the University and subject to the limitations, directions and instructions of the donors, if any. Such donations shall be exempt from the donor's tax and the same shall be considered as allowable deductions from the gross income of the donor, in accordance with the provisions of the National Internal Revenue Code, as amended;

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

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

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

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

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

(f) To authorize the construction or repair of its buildings, machineries, equipment and other facilities, and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment. Purchases and other transactions entered into by the University through the Board shall be exempt from all taxes and duties;

(g) To appoint upon recommendation of the president of the University, vice-presidents, deans, directors, heads of departments, faculty members and other officials and employees;

- (h) To fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the Revised Compensation and Position Classification System and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper, to grant them, at its discretion, leave of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- (i) To approve curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
- (j) To set policies on admission and graduation of students;
- (k) To award honorary degrees upon persons in recognition of outstanding contributions in the fields of education, public service, arts, science and technology, or in any field of specialization within the academic competence of the University; and to authorize the awarding of certificates for completion of non-degree and non-traditional courses;
- (l) To absorb non-chartered tertiary institutions within the Province of Rizal in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- (m) To establish research and extension centers where such will promote the development of the University;
- (n) To delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;
- (o) To delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;
- (p) To authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- (q) To collaborate with other governing boards of State colleges and universities within the province or region, under the supervision of the CHED in consultation with the Department of Budget and Management (DBM), the restructuring of the University to become more efficient, relevant, productive and competitive;
- (r) To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds of which will be used for the development and strengthening of the University;

- (s) To develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the University;
- (t) To develop academic requirements for institution capability building with appropriate institutions and agencies, public and private, local and foreign, and to appoint experts, specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- (u) To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- (v) To establish policy guidelines and procedures for participative decision-making and transparency within the University;
- (w) To privatize, where most advantageous to the institution, management and non-academic services such as health, food, building or grounds or property maintenance and similar such other activities; and
- (x) To extend the term of the president of the University beyond the age of retirement but not later than the age of seventy (70) whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee;

Section 8. The Board of Regents shall regularly convene at least once every quarter. The chairman of the Board of Regents may call a special meeting whenever necessary: Provided, that members are notified in writing at least three (3) days prior to said meeting.

A majority of all members holding office shall consist a quorum for board meetings: Provided, That the chairman of the Board, or the president of the University is among those present in the meeting.

In the absence of the chairman of the CHED, a commission of the CHED, duly designated by him, shall represent him in the meeting: Provided, however, That during this meeting, the president of the University as vice-chairman shall be the presiding officer: Provided, further, That this proviso notwithstanding, the chairman of the CHED is hereby authorized to designated a CHED commissioner as the regular chair of the Board of Trustees, in which case said CHED commissioner shall as act as the presiding officer.

The members of the Board shall not receive compensation but shall be reimbursed for necessary expenses incurred in their attendance of meetings or in connection with their official business authorized by resolution of the Board, subject to pertinent existing laws and regulations.

Section 9. The administration of the University shall be vested in the president of the University who shall render full-time service. He shall be appointed by the Board upon recommendation of the Committee on Higher Education, in consultation with a duly constituted search committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term: Provided, however, That this proviso notwithstanding, in order to effect a smooth transition to a university, the chairman of the CHED shall appoint an officer-in-charge pending the appointment of the first University president.

In case of vacancy in the office of the president by reason of death, resignation, incapacity of the president to perform the functions of his office, the Board shall have authority to designate an officer-in-charge of the University pending the appointment of a new president.

In case of vacancy in the office of the president as mentioned in the immediately preceding paragraph, his successor shall hold office for the unexpired term. If the successor shall serve for a period of more than two (2) years, then such shall be considered as one full term for the successor.

The powers and duties of the president of the University, in addition to those specifically provided in this Act, shall be those usually pertaining to the office of the president of similar universities.

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

Section 10. There shall be administrative council consisting of the president of the University as chairman, the vice-president(s), deans, directors and other officials of equal rank as members whose duty is to review and recommend to the Board policies governing the administration, management and development planning of the University.

Section 11. There shall be an academic council consisting of the president of the University, as chairman, the vice-president(s) and all members of the instructional staff with the rank of not lower than assistant professor, as members.

The academic council shall have the power to prescribe curricular offerings subject to the approval of the Board. It shall fix the requirements for admission to the University, as well as for graduation and the conferring of degrees, subject to review and/or approval by the Board through the President of the University. It shall also have the disciplinary powers over the students through the president within the limits prescribed by the rules of discipline, as approved by the Board.

Section 12. There shall be a secretary of the University who shall be appointed by the Board upon recommendation of the president of the University. He shall also be the secretary of the Board and shall keep such records of the University as may be determined by the Board.

Section 13. The Treasurer of the Philippines shall be the ex officio Treasurer of the University.

Section 14. No student shall be denied admission to the University by reason of sex, nationality, religion or political affiliation.

The University shall provide a scholarship program and other affirmative action programs to assist poor but deserving students to qualify for admission to the university.

Section 15. No religious opinion or affiliation shall be a matter of inquiry in the appointment of faculty members of the University. Provided, however, That no member of faculty shall teach for or against any particular church or religious sect.

Section 16. On or before the fifteenth (15th) day of the second month after the opening of the regular classes each year, the Board shall file with the Office of the President of the Philippines, through the Chairperson of the CHED and to both Houses of Congress, a detailed report on the progress, conditions and needs of the University.

Section 17. All the assets, fixed and movable, personnel and records of the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University, Antipolo Annex as well as liabilities or obligations are hereby transferred to the University of Rizal System: Provided, That the positions, rights and security of tenure of personnel therein employed under existing laws prior to absorption by the University are not impaired: Provided, further, That the incumbents of the positions shall remain in the same status until otherwise provided by the Board. All parcels of land belonging to the government, occupied by the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University – Antipolo Annex shall be declared the property of the University of Rizal System and shall be titled under that name: Provided, furthermore, That should the University cease to exist or be abolished or such parcels of land aforementioned be no longer needed by the University, the same shall be transferred to the Province of Rizal. However, the provincial government of Rizal can only utilize such land for its equivalent monetary values) for higher education purposes as mentioned in this Act.

Section 18. All accounts and expenses of the University shall be audited by the Commission on Audit or its duly authorized representative.

Section 19. The heads of bureaus and offices of the national government are hereby authorized to loan or transfer upon request of the president of the University, such apparatus, equipment or supplies as may be needed by the University and to detail employees for duty therein when in the judgment of the bureau or office, such apparatus, equipment, supplies or services of such employees can be spared without serious detriment to the public service. Employees so detailed shall perform such duties as required of them by the president of the University, and the time so employed shall be counted as part of their regular services.

Section 20. The amount necessary for the implementation of this Act shall be charged against the current year's appropriations of the Rizal State College, the Rizal Polytechnic College and the Rizal Technological University – Antipolo Annex. Thereafter, such sums as may be necessary for the continued operation and maintenance of the University of Rizal System shall be included in the annual General Appropriations Act.

Section 21. Sections 1, 4 and 22 of Republic Act No. 8365 are hereby repealed. All other laws, presidential decrees, executive orders, rules and regulations contrary or inconsistent with the provisions of this Act are hereby repealed, amended, or modified accordingly.

Section 22. Within a period of one (1) school year after the approval of this Act, the CHED is hereby empowered to define and design the process of reorganization and restructuring of the University.

Section 23. If for any reason, any part or provision of this Act is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

Section 24. This Act shall take effect fifteen (15) days upon publication in the Official Gazette.

Approved.

(SGD.) AQUILINO Q. PIMENTEL, JR	(SGD.) FELICIANO BELMONTE, JR.
President of the Senate	Speaker of the House of Representatives

This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on June 7, 2001 and June 7, 2001 respectively.

(SGD.) LUTGARDO B. BARBO	(SGD.) ROBERTO P. NAZARENO
Secretary of the Senate	Secretary General
House of Representatives	

APPROVED:

GLORIA MACAPAGAL-ARROYO
President of the Philippines

Lapsed into law on August 11, 2001
Without the signature of the President,
in accordance with Article VI, Section 27 (1) of the Constitution.

UNIVERSITY SEAL

(As per Board Resolution No. 07-080-03 adopted during the Special Meeting held on December 4, 2003)



Map of Rizal	The service area and location of the University
Rope	The people from all walks of life who support and ideally carry the name of the University in mind, heart and in deeds
Pillar	The school as a citadel of learning providing knowledge and guidance developing values and shedding light on the minds and hearts of the learners
Diploma	The achievement for all the efforts of the students, the parents, the staff, Administration, the alumni and the community to attain quality education
Gear	The technology innovations which unify and facilitate the operational management of the University as a system
Orbit	Shows the continuous development of the individual as a learner and the University as an avenue of community development and nation building. It also symbolizes excellence in the four-fold functions of the University as Instruction, Research, Community and Extension
Leaves	The aim of the University for academic excellence and progress. Furthermore, it exhibits the component of agriculture as an instrument in the upliftment of productivity and the quality of life of the people
2001	The year when Republic Act No. 9157 lapsed into law
Globe	The challenges of global education
Wide space	The prospects of the University in providing relevant and responsive course offerings and community service

UNIVERSITY OF RIZAL SYSTEM

(As per Board Resolution No. 042-390-13 adopted during the 42nd Regular Meeting held on March 14, 2013)

VISION

The leading University in human resource development, knowledge and technology generation and environmental stewardship

MISSION

The University of Rizal System is committed to nurture and produce upright and competent graduates and empowered community through relevant and sustainable higher professional and technical instruction, research, extension and production services.

CORE VALUES

R	Responsiveness
I	Integrity
S	Service
E	Excellence
S	Social Responsibility

URS BRAND

“Nurturing tomorrow’s noblest”

URS BRANDING SYMBOL

The GIANTS

GOALS

Quality and Excellence
Relevance and Responsiveness
Access and Equity
Efficiency and Effectiveness

URS VECTOR



BOR Resolution No. 042-390-13

Administrative Council Resolution No. 02-007-13

Executive Committee Resolution No. 25, Series of 2013

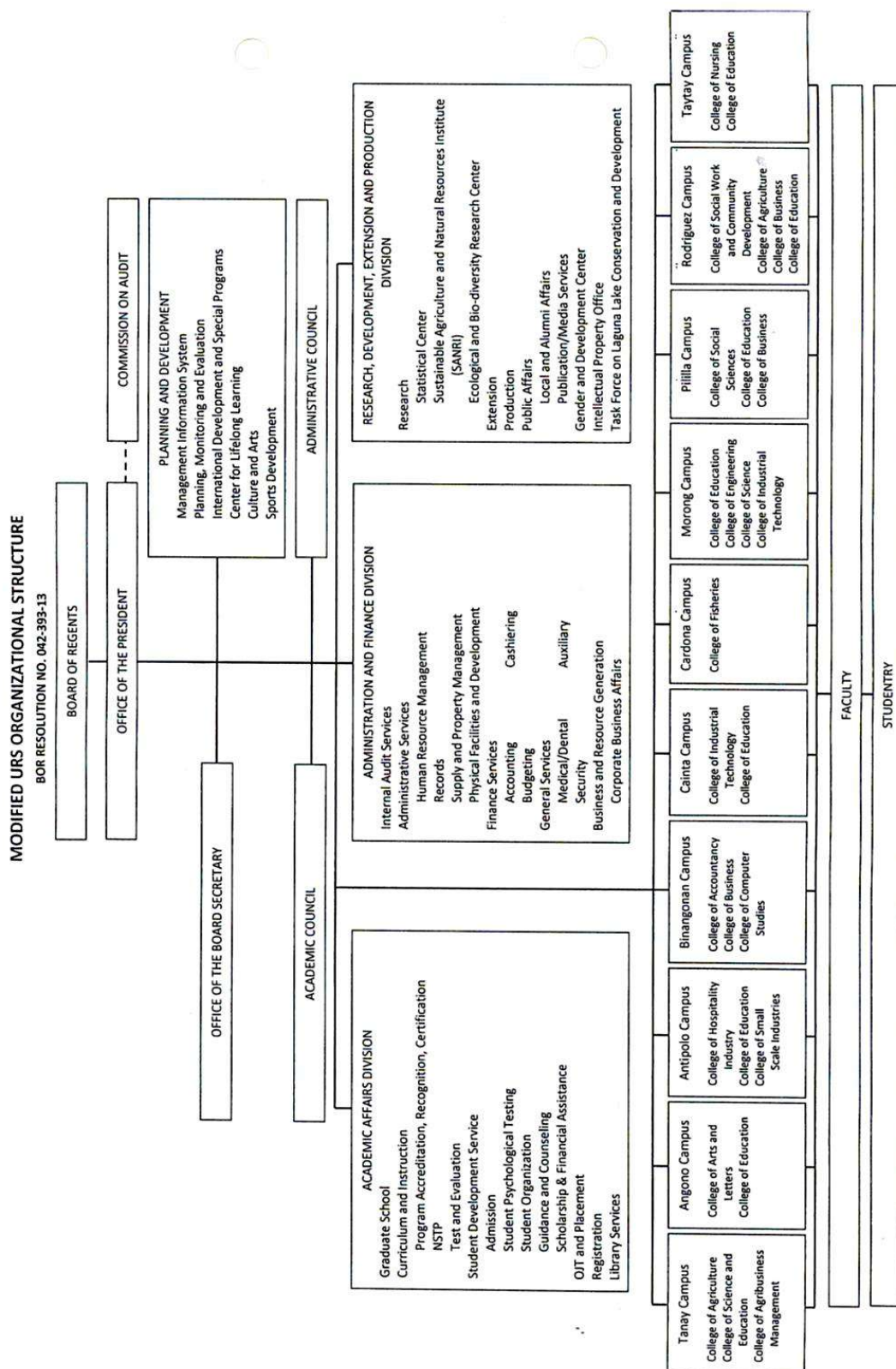
(Date of Official Commencement of Use: September 16, 2013)

In Philippine myths, a legendary figure named Bernardo Carpio is a giant. He had a strength that was similar to that of Hercules of the Greek mythology. Giants or commonly called as Titans were a primeval race of powerful duties and the descendants of Earth and Sky that ruled during the legendary golden age. They were immortal beings of incredible strength and stamina and were also the first pantheon god and goddesses. Giants possessed overwhelming physique and power beyond human capacity. The basic form of the legend is that Bernardo Carpio, a being of great strength, is trapped in between two great rocks in the Mountains of Montalban. Accordingly, he is keeping the mountains from crashing into each other (similar to the Greek titan Atlas holding up the sky). When Carpio shrugs his shoulder, an earthquake occurs.

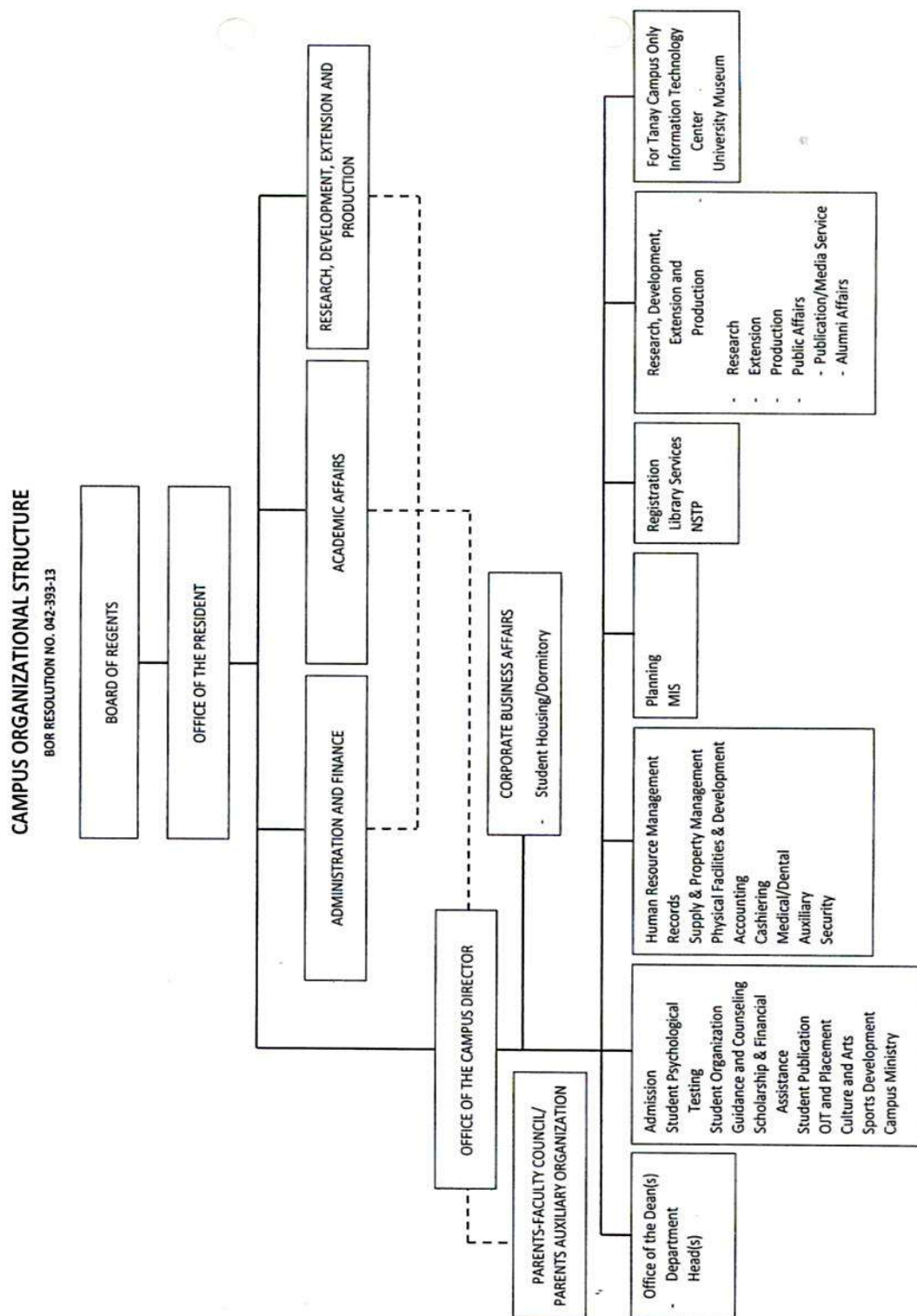
As an “icon” in the URS Vector, Bernardo Carpio depicts that the enslaving poverty and oppressing ignorance will be replaced with freedom and happiness through perseverance and education. The Giant in its colossal glory is at the center while lifting the word “Giants” with the name/acronym of the University written at the top. The brusque and masculine demeanor of the Giant represents the excellence and greatness of the institution and holds the URS core values. Giants are undefeatable and will always RISE to persevere odds and challenges. The state-of-trance-expression of the giant bordering from rage and duress conveys the feeling of “I’ll give all my bests to strive Greatness and Excellence.”

“Go, Go, Go Mighty Giants!”

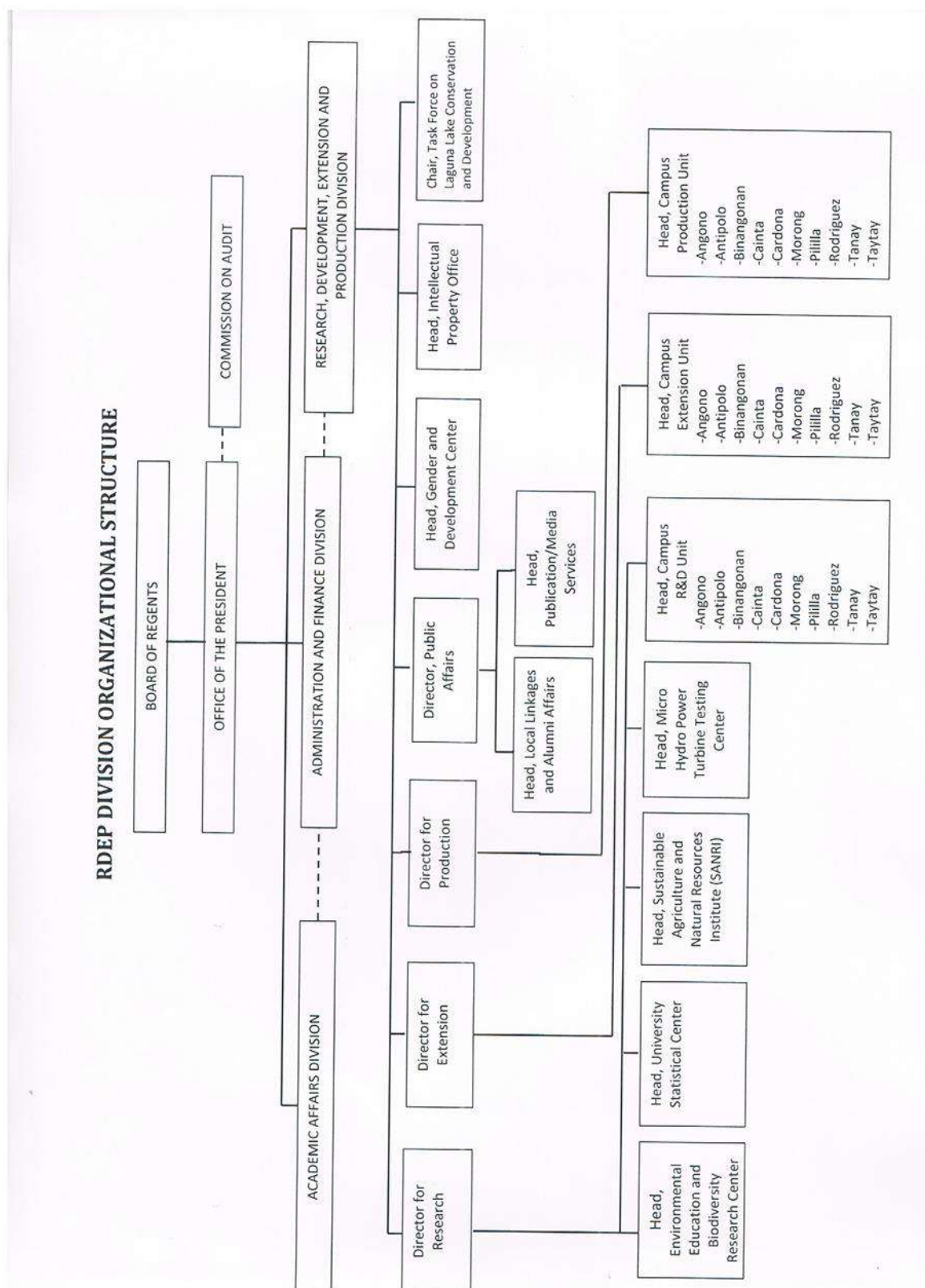
URS ORGANIZATIONAL STRUCTURE

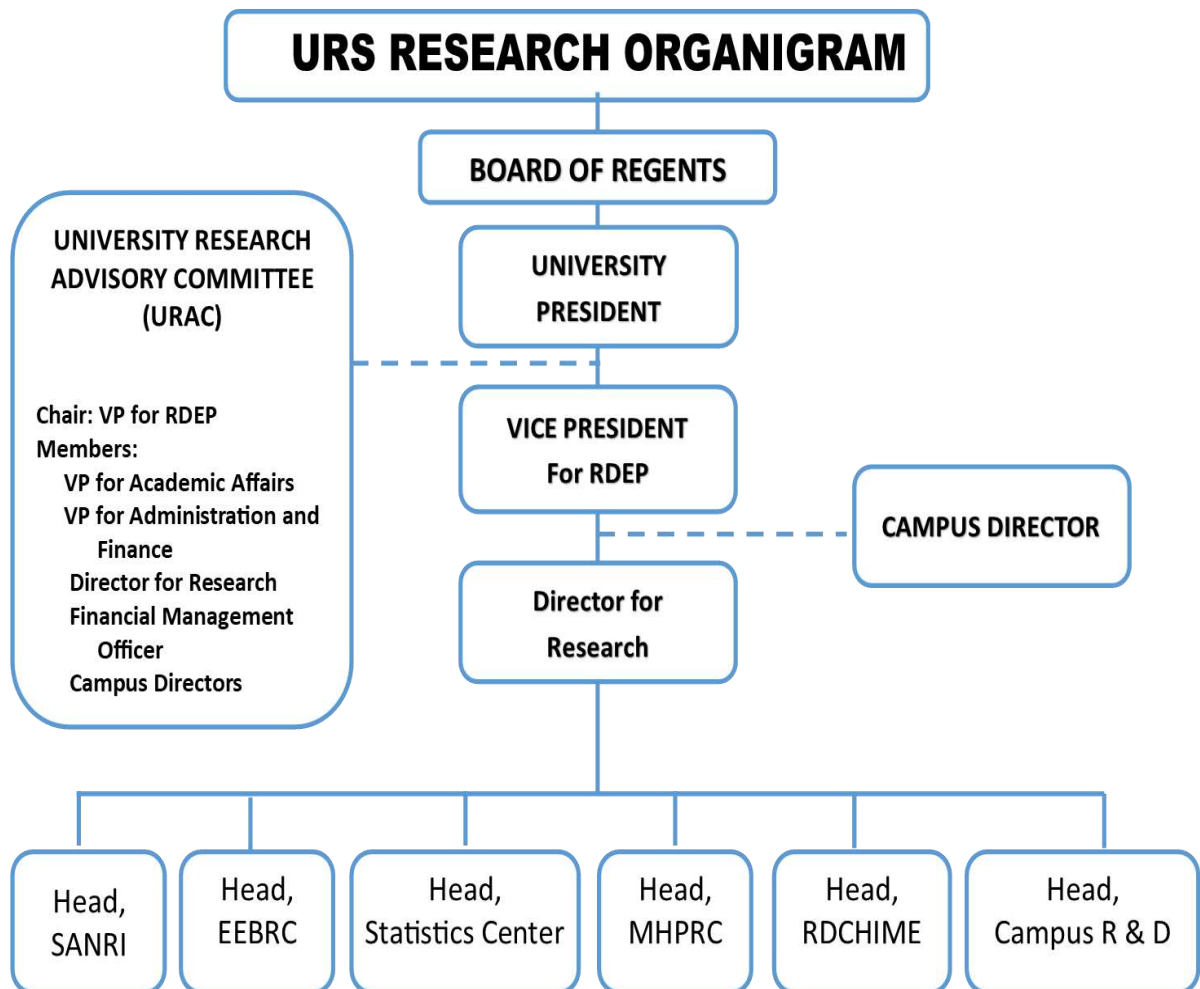


CAMPUS ORGANIZATIONAL STRUCTURE



RESEARCH DIVISION ORGANIZATIONAL STRUCTURE





1. RESEARCH ORGANIZATIONAL GOAL AND OBJECTIVES

Goal : Sustain a relevant and responsive research culture that is geared towards continuing quest for knowledge.

Objectives:

1.1. Increase research outputs that are patented, copyrighted and published in Web of Science (Clarivate Analytics) and Scopus Indexed Journals and other reputable refereed journals, utilized and formed part of the University's database system.

1.2. Launch noble, practical and high-level technology and innovation that are utilizable and commercially feasible.

1.3. Generate research outputs that directly address community and industry development needs.

1.4. Craft researches that are contributory to the development of any form policy legislation.

2. RESEARCH AND DEVELOPMENT ORGANIZATIONAL STRUCTURE

The Research and Development Unit, headed by the Director for Research and Development, is under the division of the Vice-President of the Research & Development, Extension and Production. Under the R & D Unit are Campus Research and Development Offices. The University must establish Research Centers that will be responsible in the promotion of research and development. Each research center shall focus on specific thrusts and priorities in line with the banner programs of the University. Research Centers must have its specific operational guidelines.

2.1 Duties and Responsibilities

2.1.1 Vice-President for Research, Development, Extension and Production

2.1.1.1 Plan and implement approved plans on research, extension and development in coordination with the other divisions and units of the College;

2.1.1.2 Implement College policies, thrusts, programs and activities on research and development, extension, and production;

2.1.1.3 Prepare and submit annual budgetary requirements and annual procurement plan of the division;

2.1.1.4 Exercise management and supervision functions over personnel in the division and promote their welfare and development;

- 2.1.1.5 Tap resources for the promotion of research, development, extension and production;
- 2.1.1.6 Supervise and coordinate the preparation of the research journal, newsletter and other required reports;
- 2.1.1.7 Initiate/ establish linkages with government and non-government agencies on research and extension projects and programs; and
- 2.1.1.8 Review and recommend for consideration research projects which may be funded from the research fund of the University.

2.1.2 Director for Research and Development

- 2.1.2.1 Formulate, recommend policies and procedures covering research works, programs and projects to the Vice-President for Research and Development, Extension and Production;
- 2.1.2.2 Prepare and submit annual budgetary requirements and annual procurement plan of the unit;
- 2.1.2.3 Take leadership role in terms of providing research training to potential researchers in the development of their research capabilities;
- 2.1.2.4 Coordinate with the different colleges, schools/ centers/ offices in the preparation of research proposals;
- 2.1.2.5 Provide assistance in the conduct of the researches;
- 2.1.2.6 Recommend to the Vice-President for Research, Development, Extension and Production the evaluated project proposals of the faculty from the different colleges, institutes/ centers/ offices;
- 2.1.2.7 Establish linkages with both local and national levels to ensure quality and responsiveness of the researches to current and emerging demands of society;
- 2.1.2.8 Spearhead the dissemination of research findings; and
- 2.1.2.9 Spearhead the publication of research journal/ newsletter

2.1.3 Head, Campus Research & Development, Extension and Production

- 2.1.3.1 Plan and implement approved plans of the unit based on the university strategic plans;
- 2.1.3.2 Prepare and submit annual budgetary requirement of the unit;
- 2.1.3.3 Coordinate RDEP activities in the campus;
- 2.1.3.4 Prepare and submit progress and accomplishment reports of the unit;
- 2.1.3.5 Initiate and promote RDEP activities at the campus level in coordination with the RDEP Division;
- 2.1.3.6 Spearhead the evaluation of RDEP proposals and completed projects at the campus level;
- 2.1.3.7 Provide assistance to faculty/ staff researchers in the implementation of the Policy on Intellectual Property;
- 2.1.3.8 Assist faculty/ staff researchers in the preparation of proposals and facilitate submission of packaged RDEP projects to potential funding agencies/ organizations; and
- 2.1.3.9 Sustain and strengthen existing linkages and establish new partnership/ collaboration on RDEP undertakings.

2.1.4 Head, Statistics Center

- 2.1.4.1. Institute Quality Control System to safeguard the accuracy and integrity of the results of data analysis of student research;
- 2.1.4.2. Coordinate with the Office of the Research, Development, Extension and Production (RDEP) on the processing/ analysis of data of students in academic research;
- 2.1.4.3. Propose annual budgetary requirement and annual procurement plan of the unit;
- 2.1.4.4. Take leadership role in providing statistical training (regional/ local) to local government units, non-government organizations, academic institutions and others; and
- 2.1.4.5. Collect, organize and analyze data needed by the University.

2.1.5 Head, Sustainable Agriculture and Nature Resources Institute (SANRI)

- 2.1.5.1. Work closely with the Institute Management Team in the formulation and implementation of programs and projects;
- 2.1.5.2. Exercise management and supervisory functions over the activities of the Institute;
- 2.1.5.3. Prepare and submit annual budgetary requirements and annual procurement plan of the Institute;
- 2.1.5.4. Spearhead in the packaging of proposals and submission to potential funding agencies; and
- 2.1.5.5. Prepare and submit periodic reports.

2.1.6 Head, Environmental Education and Biodiversity Research Center

- 2.1.6.1 Plan and implement approved programs for the center;
- 2.1.6.2 Spearhead the conduct of advocacy, research and extension activities on ecology and biodiversity with the support of the center's research and campus management team;
- 2.1.6.3 Prepare and submit annual budgetary requirements and annual procurement plan of the center;
- 2.1.6.4 Spearhead in the packaging of proposals and submission to potential funding agencies;
- 2.1.6.5 Exercise management and supervisory functions over the activities of the center; and
- 2.1.6.6 Prepare and submit periodic reports.

2.1.7. Head, Micro-Hydro Power Research Center

- 2.1.7.1 Work closely with the Project-in-Charge in the formulation and implementation of programs and projects;
- 2.1.7.2 Exercise management and supervisory functions over the activities of the center;

- 2.1.7.3 Prepare and submit annual budgetary requirements of the center;
 - 2.1.7.4 Spearhead in the packaging of proposals and submission to potential funding agencies;
 - 2.1.7.5 Prepare and submit, monthly, quarterly and annual accomplishment reports; and
 - 2.1.7.6 Perform other functions that may be delegated by the superiors.
- 2.1.8 Head, Regional Design and Creativity Hub for Innovation of MSMEs in Education**
- 2.1.8.1 Work closely with the Project-in-Charge in the formulation and implementation of programs and projects;
 - 2.1.8.2 Exercise management and supervisory functions over the activities of the center;
 - 2.1.8.3 Prepare and submit annual budgetary requirements of the center;
 - 2.1.8.4 Spearhead in the packaging of proposals and submission to potential funding agencies;
 - 2.1.8.5 Prepare and submit, monthly, quarterly and annual accomplishment reports; and
 - 2.1.8.6 Perform other functions that may be delegated by the superiors.

2.2 University Research Advisory Committee

The University Research Advisory Committee (URAC) shall be responsible in the final review and evaluation of the financial soundness of the research proposals endorsed by the Director of Research and Heads of Research Centers and to recommend the same for approval if found worth funding by the university or to endorse the same by the President for possible funding by external agencies.

The University Research Advisory Committee (URAC) shall have the following compositions:

Chair:	VP for RDEP
Members:	VP for Academic Affairs
	VP for Administration and Finance
	Director for Research
	Financial Management Officer
	Campus Directors

3. CLASSIFICATION OF RESEARCH

Research is an ingenious investigation, inquiry or experimentation geared towards the discovery and understanding of essential facts, innovation of accepted theories or laws based on new available information, or sensible use of such theories or laws.

At URS, aligning to government thrust and priority which fall flagship programs in the different campuses dictate the diversity of research works. Thus, the following classifications are provided to emphasize the basic inquiries from the high-end applied research.

3.1 By Nature:

3.1.1. Basic Research

It refers to any orderly and ingenious endeavor done chiefly for the acquisition of new knowledge about specific and observable facts or phenomena without any particular use or explicit application.

3.1.2. Applied Research

It is a novel analysis done to acquire new knowledge that is specifically directed towards a particular use.

3.2 By Fund Source:

3.2.1. Institutional Research

It refers to any systematic investigation or a research work funded by the University of Rizal System. Research that underwent presentation in the Agency In-House Review and has a line-item budget that includes research honorarium, oral presentation, publication expenses and all kinds of incentives are considered institutionally funded.

Two types of institutionally funded research

1. Research with de-loading (Memorandum Order No. 69, s 08-12, August 2, 2012, Univ. Policy Guidelines on Faculty Workload)
2. Research with a claim of honorarium.

3.2.2. Commissioned Research (without ownership restrictions)

It is ***externally funded research***. Funding may come from private or a government institution.

Commissioned research can come from national agency and the University can have a counterpart fund. The commissioned research must also be presented in the Agency In-House Review of Proposed and completed researches. However, publication can be restricted depending on the agreement with the funding agency. Research presentation and publication incentive should be claimed from the funding agency.

Honorarium for externally funded research shall be based on the proposal and LIB of the project approved by the funding agency. Requirements for the claim of honorarium shall be the terminal report submitted and duly endorsed by the URS and accepted by the funding agency.

Note: Release of honorarium for externally funded researches is based on the government rules and regulations.

3.2.3. Commissioned Research (with ownership restrictions)

It is externally funded research in which the research result is in full control of the funding agency.

That is, the faculty researchers and the university have no right over the data and that the function of the faculty researchers and the university is limited only to its conduct and analysis.

That is, rights, benefits and limitations of the faculty researchers and the university shall be stipulated in the MOA between the URS and the Funding Agency.

3.2.4. Research Collaboration

These are researches base on collaboration with national organizations, other universities and colleges and private corporations. There will be MOU or MOA that needs to be signed by both parties with detailed description of the shared term, conditions, responsibilities and funding/resources. Policies on the claim of honorarium and other incentive will be based on the URS Research Operations Manual.

3.3 By Research Focal Point:

3.3.1 Product Research

A research work which focuses on the development of specific product in various disciplines. Meaning, the research work is presenting new ideas far beyond what is currently available and not merely a simple modification of the same product.

3.3.2 Non-Product Research

A systematic or research undertaking which focuses on socio-economic aspects or any other interdisciplinary researches with policy implication to the different flagship programs of the University.

3.4 By Phase of Technology Development:

3.4.1 Technology Generation

It refers to research that focuses on a particular aspect affecting productivity of a single commodity.

3.4.2 Technology Adaptation

The research conducted on-site or off-site which assesses the existing technology's performance, stability and replicability.

3.4.3 Technology Verification

It refers to research that intends to compare performance of the improved technology with the existing technology or practice under the present environment. This is conducted on-site.

3.5 By Cluster Specialization

3.5.1. NATURAL SCIENCES

Mathematics

Physical science

Chemical sciences

Biological science

Marine biology, freshwater biology, immunology; Ecology; Biodiversity conservation

Biology (theoretical, mathematical, thermal, cryobiology, biological rhythm),

Other natural sciences

3.5.2. ENGINEERING AND TECHNOLOGY

Civil engineering

Electrical and electronic engineering

Mechanical engineering

Chemical engineering

Environmental engineering

Nano-technology

Other engineering and technologies

Information Technology and System

Other engineering and technologies

3.5.3. MEDICAL AND HEALTH SCIENCES

Basic medicine

Health Sciences

Medical biotechnology

3.5.4. AGRICULTURAL SCIENCES

Agriculture and Fisheries

Agricultural biotechnology

Other agricultural sciences

Forestry

3.5.5. SOCIAL SCIENCES and EDUCATION

Psychology

Economics and Business

Educational sciences; Education, general; including training, pedagogy, didactics; Education, special (to gifted persons, those with learning disabilities);

Sociology

Political science

Journalism; Information science (social aspects); library science; media and socio-cultural communication;

Hospitality and Tourism; Food and beverage

Other social sciences

3.5.6. HUMANITIES

History and Archaeology

General language studies; Specific languages; General literature studies; Literary theory; Specific literatures; Linguistics

Philosophy, Ethics and Religion

Arts (arts, history of arts. performing arts, music)

Other humanities

4. INSTITUTIONAL RESEARCH FUNDING ELIGIBILITY CRITERIA

The University of Rizal System Research Grants provides opportunities for faculty and staff to pursue basic and applied research projects. It shall also provide funds for researches in preparation for business or commercial implementation.

4.1 Characteristics of Research Grants

A grant is given to research projects that possess the following characteristics:

- 4.1.1. research project is designed and controlled by, or under the direction of the faculty member;
- 4.1.2. research project involves no proprietary data protected by the funding agency or any other agency under any contractual commitment to the funding agency;
- 4.1.3. any patents, inventions, copyrights or other intellectual property belong to the University and not to the funding agency;
- 4.1.4. no direct or indirect reimbursement to the faculty member;
- 4.1.5. funding agency may not restrict publication of the research findings by any approval or delay process;
- 4.1.6. grant funds are not linked to achieving specific milestones;
- 4.1.7. grant funds are made available before, not after, expenditures (though this may take place in periodic installments); and
- 4.1.8. capital equipment that is purchased with grant funds belongs to the University and not to the funding agency.
- 4.1.9. research project is originally designed by or a faculty or staff member; (this is to promote optimum use of talent and skills of available staff in the university.)

4.1.10. research project involves no proprietary data from any individual, company or agency.

4.1.11. any patents, inventions, copyrights or other intellectual property shall be guided within the provisions of the RA 10055 (Philippine Technology Transfer Act of 2009) and RA 8293 (Intellectual Property Code of the Philippines) and URS IPO Manual;

4.1.12. no direct or indirect reimbursement to the proponent;

4.1.13. All kinds of tools, instruments, and equipment that are purchased through the grant funds remain the property of the University and not by the proponents. However, prime use of the equipment within the duration of the research shall be at the disposal of the proponents. After the study, the university reserves the right to continue allow the use of such tools, instruments, and equipment by the proponents or recall anytime based on a more productive use in favor of the University need.

4.1.14. Findings of the study must be made available by the authors to all the university researchers for more productive use of the data. However, proper citation or credit to the authors is required as a form of profound research ethics of the university and its constituents. Any intentional or accidental violation of this shall be a reason to initiate investigation and shall be prosecuted under RA 10055 (Philippine Technology Transfer Act of 2009) and RA 8293 (Intellectual Property Code of the Philippines)

4.2 Eligibility Criteria of Research Proponent

All faculty and staff of the University, regardless of employment status, may apply for research grants.

4.3 Research Proposals

Only full-blown proposals reviewed by external referees are eligible for research grant.

4.4 Terms and Conditions

4.4.1 Grant periods vary according to the approved research project duration or time frame.

- 4.4.2 The amount of grant shall include the following items:
 - 4.4.2.1 Travel
 - 4.4.2.2 Supplies and materials
 - 4.4.2.3 Rentals
 - 4.4.2.4 Expert services (detailed)
 - 4.4.2.5 Communication expenses
 - 4.4.2.6 Printing and publication
 - 4.4.2.7 Intellectual Protection Expenses
 - 4.4.2.8 Presentation Expenses
 - 4.4.2.9 Research Honorarium
 - 4.4.2.10 Publication Processing Fee
- 4.4.3 Grant recipient is allowed to purchase materials for use in the research projects subject to the usual accounting and auditing rules and regulations.
- 4.4.4 Approved proposals shall be covered by a duly notarized Memorandum of Agreement between the researcher and the university.
- 4.4.5 Any change in the schedule and manner of grant requires a written request and justification from the project leader. The request is subject for review of the VP for Research and Development, Extension and Production and approval of the President.
- 4.4.6 A letter addressed to the President through channel must be done in the event that the faculty cannot finish the research base on the stipulated schedule/period in the proposal. The letter should stipulate extension of the research time frame or period and justification of the said request.

5. LABORATORY AND STATISTICS SERVICES

Services of the Research Laboratories and Statistical Center in the University may be availed by the researcher in coordination with the head of units. Laboratory and statistical services fees shall be charged to the approved budget of the research project.

Faculty should be encoding their own data before it will be forwarded to the Statistic Center. Interpretation of data can be per campus depending on availability of statistic expert.

6. INCENTIVES TO FACULTY/STAFF RESEARCHER

Incentives to faculty and staff researchers shall be in a form of an honorarium for research overload.

Limitations

Research overloads are privileges afforded by the University and shall therefore be subjected to the following limitations:

- 6.1.1. Each faculty member shall be entitled to only one (1) research funding per year;
- 6.1.2. Payment of research overloads shall be valid only until the total man-hours required for the research is fully utilized;
- 6.1.3. Final payment shall be given only to the proponent(s) when the research is successfully completed, presented in the In-House Review, and submitted the final copy (*suggestions and comments of evaluators had been incorporated*) to the Office of the President through the VP for RDEP.
- 6.1.4. Honorarium for commissioned research shall be based on the guidelines of the funding agencies. In cases where the funding agency does not provide honorarium for the researcher, the existing provisions for research overload shall apply.

7. PENALTY CLAUSE

Failure to complete the research on due date, unless explicitly allowed by the University President, shall be construed as a violation of the research contract with the University. In such cases, the faculty members concerned shall jointly refund the entire amount allocated and used for the research project within the same time frame as the duration of the research project through salary deductions at 5% interest per term. Implementation is based on the specific provision stipulated in the MOA/MOU.

7.1 Use of Awards and Assessment Criteria

Study time may be used to undertake a variety of research related activities. Applicants must provide evidence that the proposed sabbatical activity has the potential to result in one or more of the following:

- 7.1.1 development of high-quality research proposal
- 7.1.2 production of a research publication or other high quality research output
- 7.1.3 enhancing the presence and reputation of the university's research externally
- 7.1.4 development of a high-quality research culture within the university
- 7.1.5 increasing capacity to produce high quality research grant proposals through research training

8. GUIDELINES FOR ACCESS OF RESEARCH FUNDING SUPPORT

8.1 Financial Resources

Financial resources are generated through grants, donations, and collaborations with government agencies, local and foreign funding institutions, and other research agencies and councils.

There are two major classifications of fund sources in support of research at URS.

8.1.1 Internal Funding

Internal fund comes from the University. This covers Maintenance and other Operating Expenses (MOOE) of research projects. Salaries of researchers are not covered by this fund. The amount of internal budget must be allocated to research division of the University.

8.1.2 External Funding

External fund comes from other government agencies [*e.g. Department of Agriculture (DA), Department of Agriculture-Bureau of Agricultural Research (DA-BAR), Department of Science and Technology (DOST), Commission on Higher Education (CHED)*] as well as foreign, private organizations, and industry partners.

This type of funding which may require research in areas specified by the funding agency.

Funding of this type may or may not have a clear counterpart of the university depending on the requirements of the external funding agency.

9. RESEARCH PROPOSAL DEVELOPMENT, PROCESSING AND APPROVAL

The University Research Advisory Committee (**URAC**) facilitates the approval of funding of research proposals. The following are the procedures in the system:

9.1 Guidelines for Institutional Research or Internally Funded Research

9.1.1 Any faculty member who would like to conduct institutional research shall prepare a research proposal **COMPLETE WITH ACTIVITY AND MAN-HOUR REQUIREMENT** in line with the University research agenda following the suggested format with **COMPLETE ACTIVITY, MAN-HOUR REQUIREMENT, AND LINE-ITEM BUDGET**.

9.1.2 The research proposal shall undergo evaluation during the Agency In-House Review (AIHR). The submitted proposal must be revised based on the evaluation on the AIHR. The revised research proposal should be submitted to the Director for Research to make sure all suggestions were incorporated.

Research proposal shall be endorsed by the Head of the Campus Research Unit for presentation to the AIHR of Research Proposals then it shall be endorsed to the University Research Advisory Committee by the Research Director for funding approval upon incorporation of all comments and recommendation of the panel during the review. (Procedural Framework, please see in the Appendices)

9.1.3 The University Research Advisory Committee shall have the final review with respect to financial soundness of all research proposals. If it is worth funding, a resolution by the committee shall be issued for approval of the University President.

9.1.4 A faculty researcher who wishes to conduct a self-funded research, **WITHOUT ANY FORM OF SUPPORT FROM THE UNIVERSITY**, shall pass through the same procedure **IF AND ONLY IF THE FINAL OUTPUT WILL BE USED FOR PURPOSES INVOLVING THE UNIVERSITY'S NAME**.

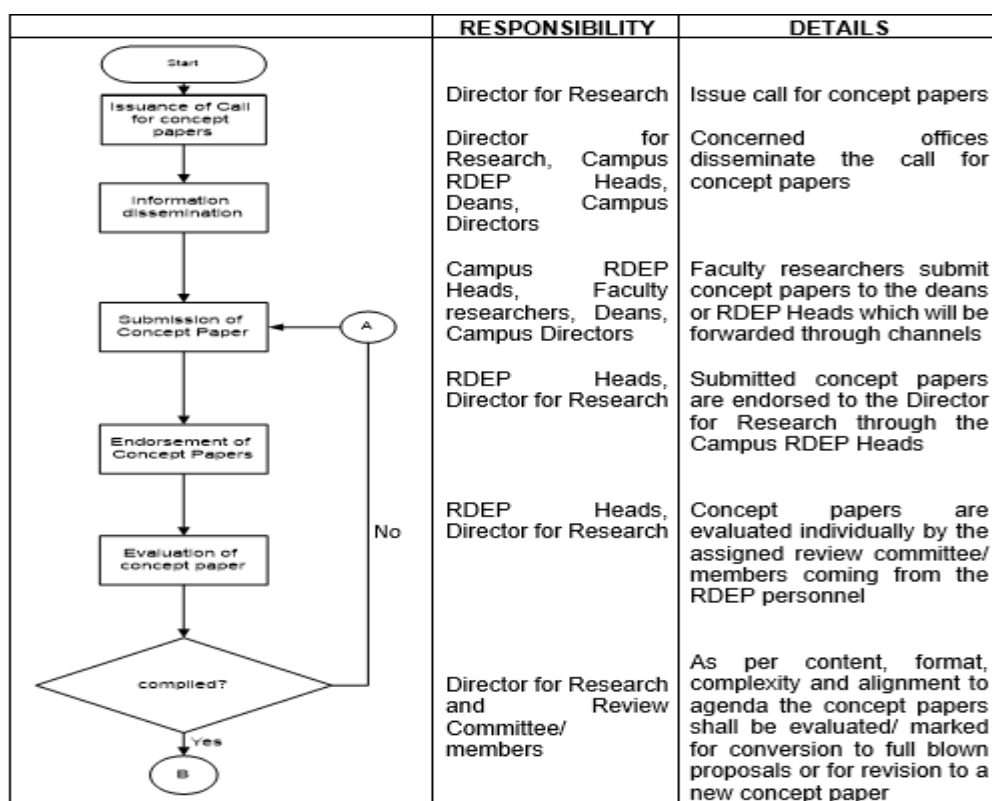
9.1.5 The University President shall approve for the implementation of all research proposals endorsed by the University Research Advisory Committee through the issuance of an Office Order. A Memorandum of Agreement (MOA) shall be signed between the research proponent(s) and the University President, in behalf of URS stipulating therein the duties and responsibilities of both parties.

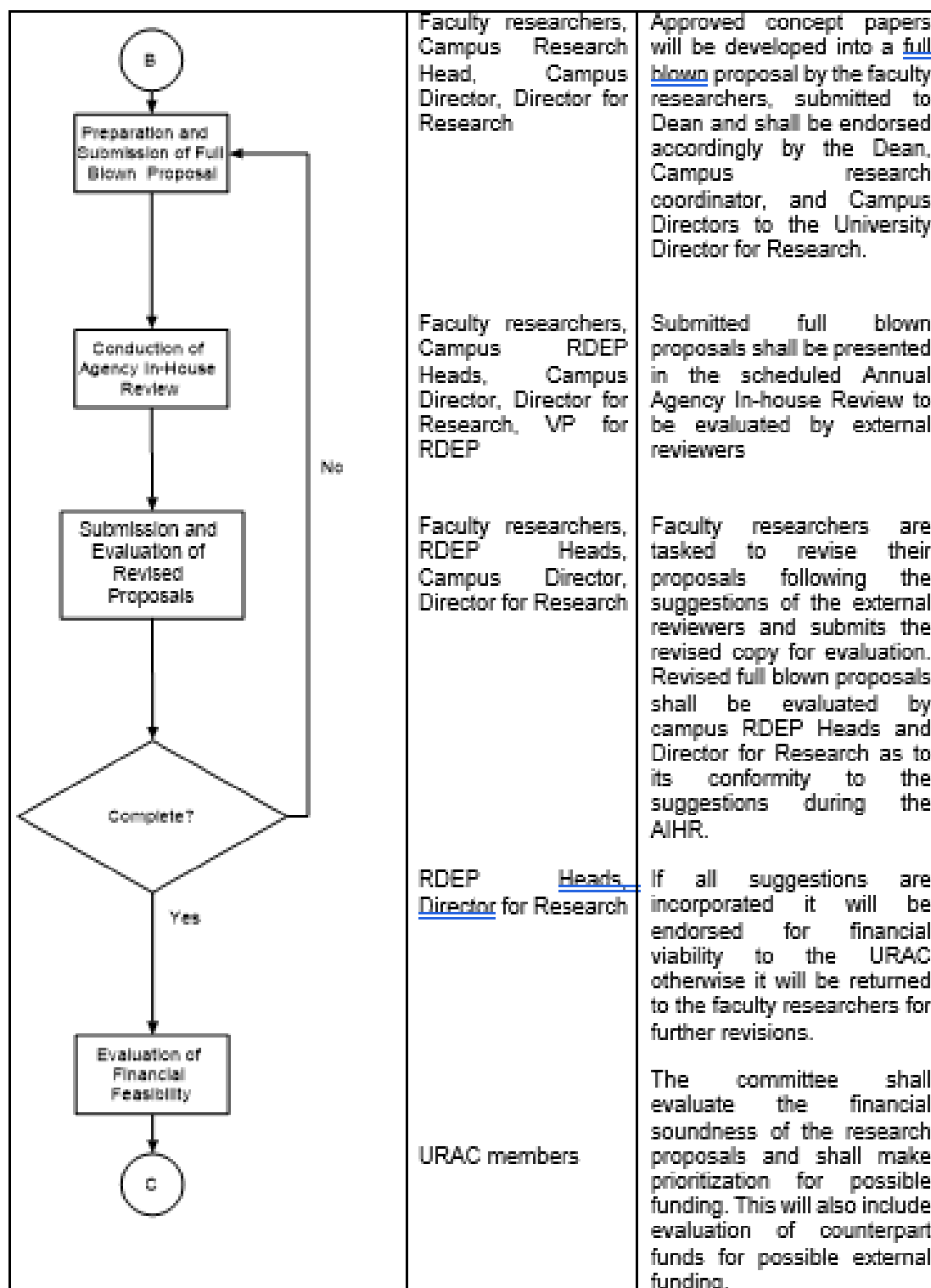
9.2 Guidelines for Grant-In-Aids or Externally Funded Research

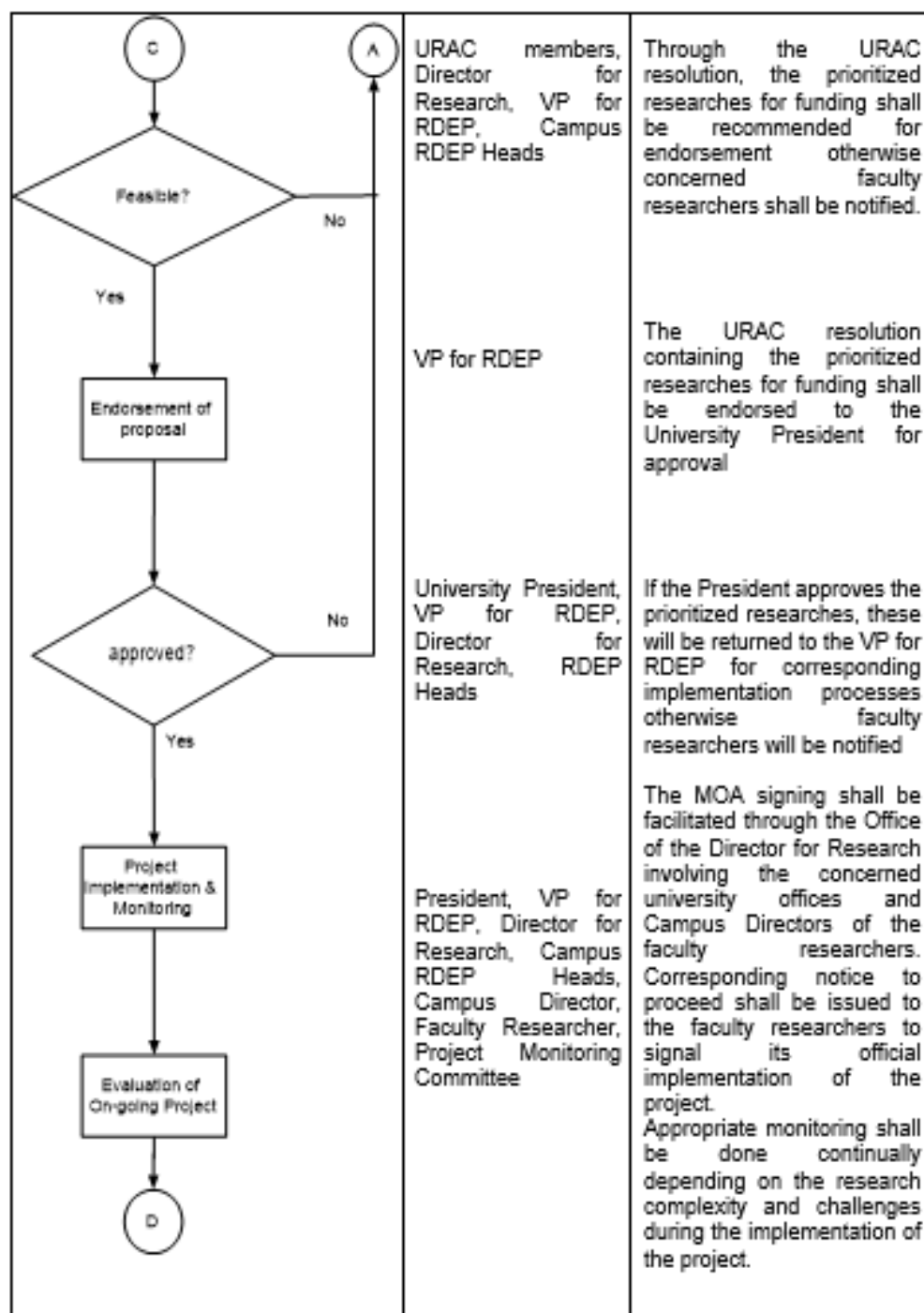
9.2.1 Any research project which will be funded through grants-in-aid shall be submitted to the Head of the Campus Research Unit for endorsement to the University Research Advisory Committee for evaluation. If it is worth funding, a certification by the committee shall be issued and the University President will endorse the proposal to the funding agency.

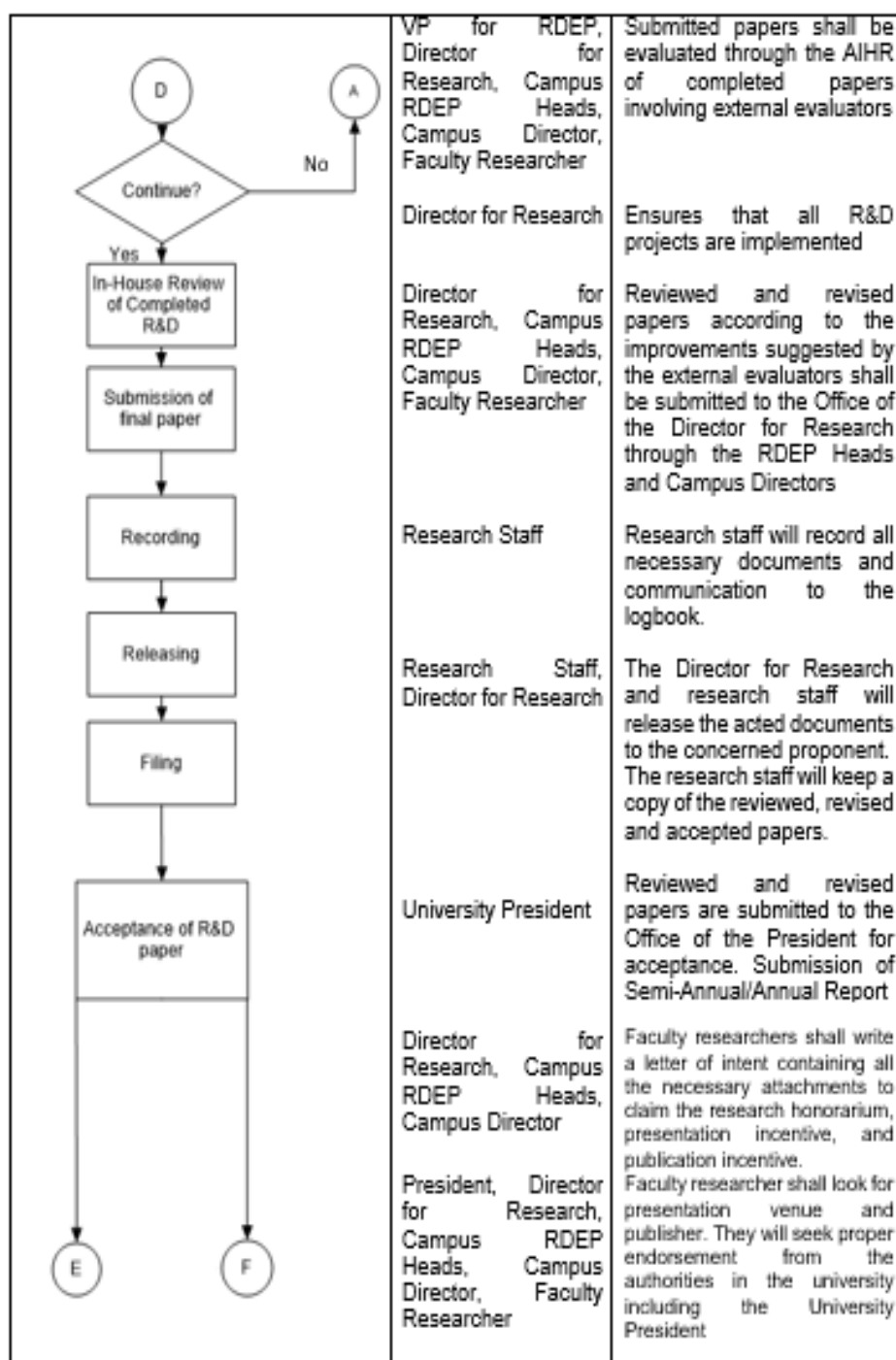
9.2.2 The research proposal shall be composed of parts prescribed by the funding agency.

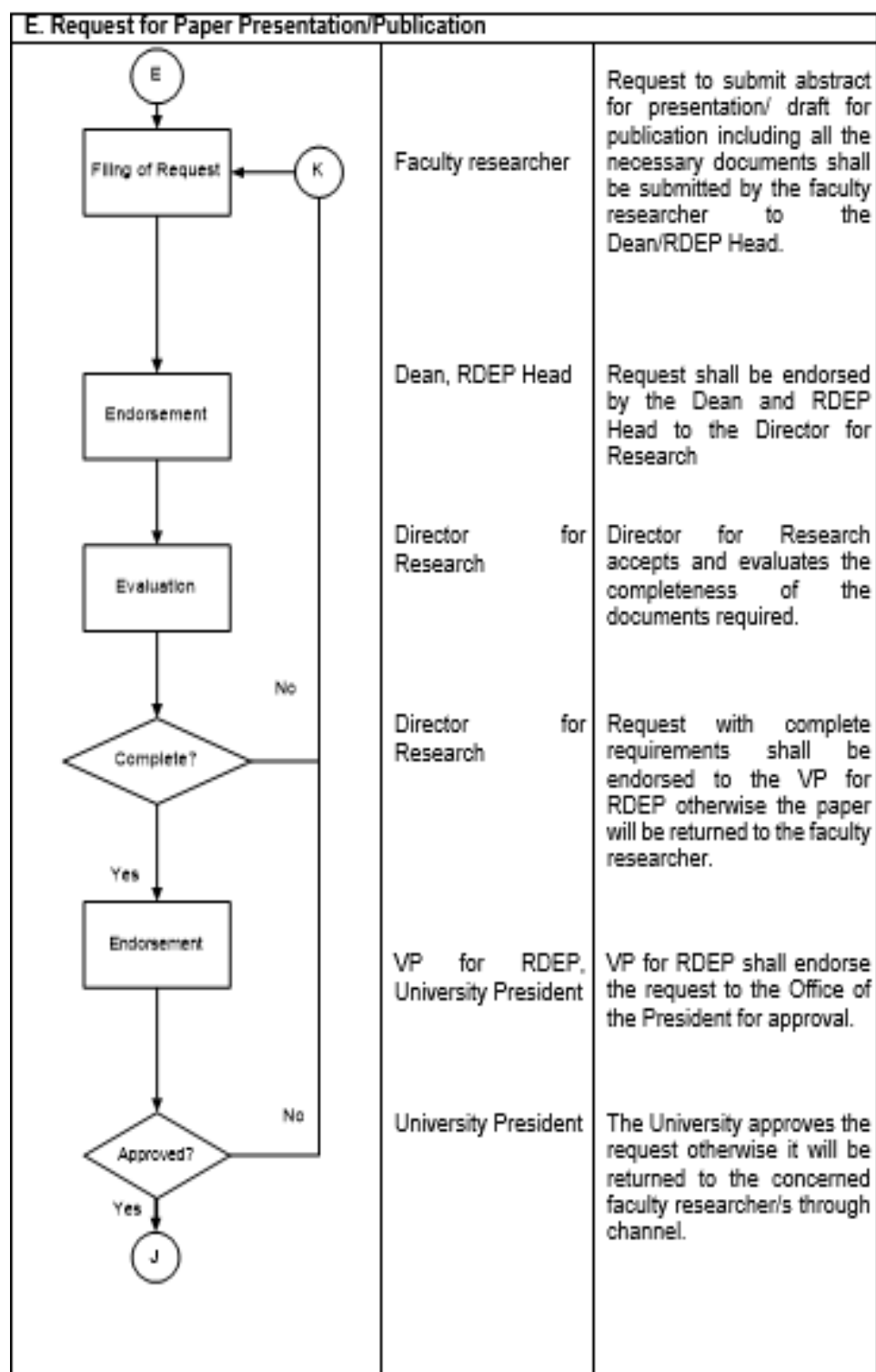
FLOW CHART FOR RESEARCH (Based from ISO Work Instruction)

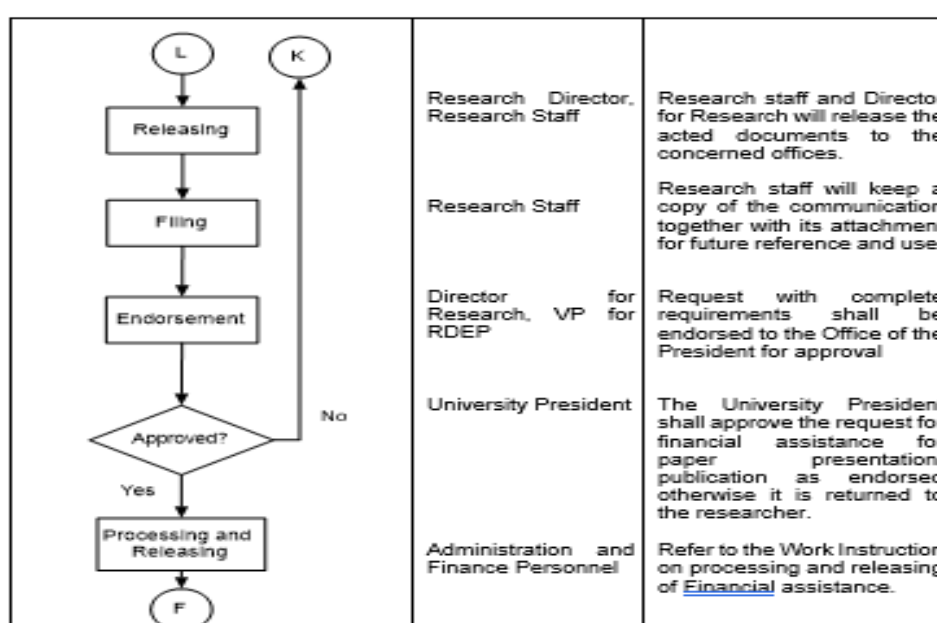
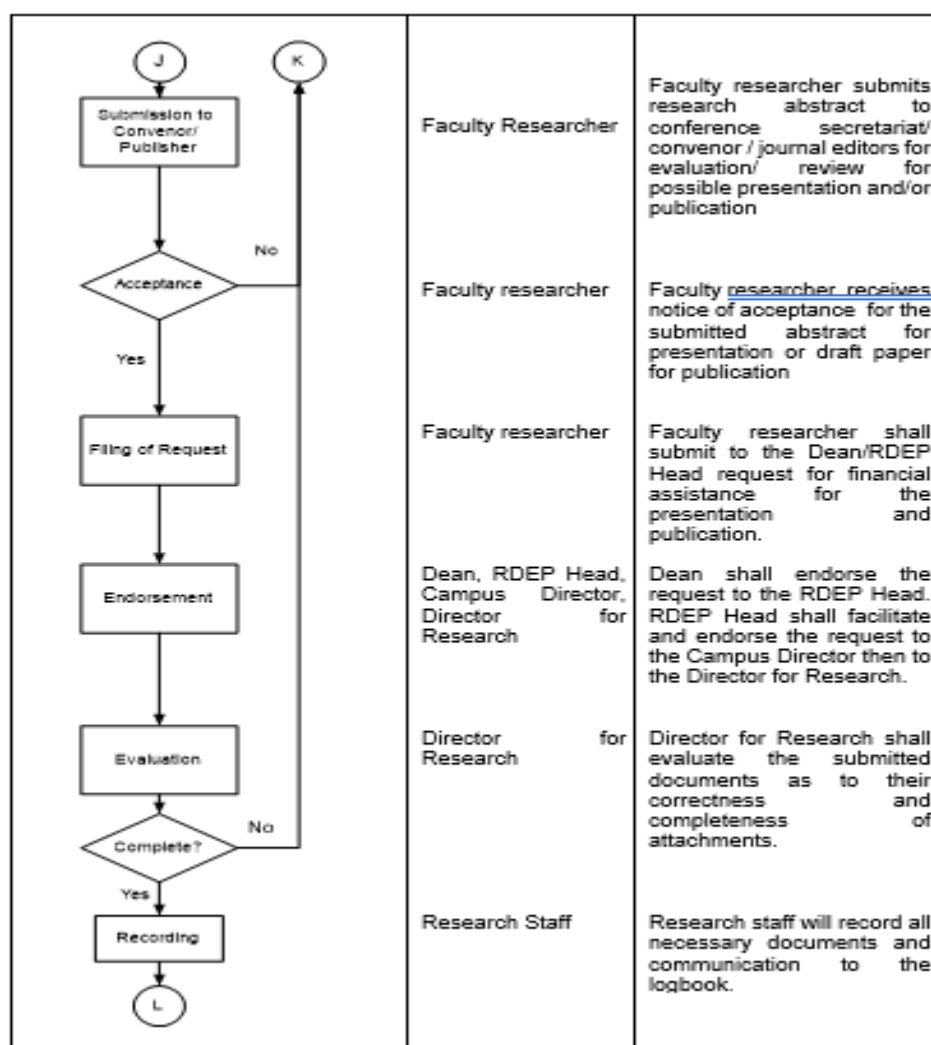


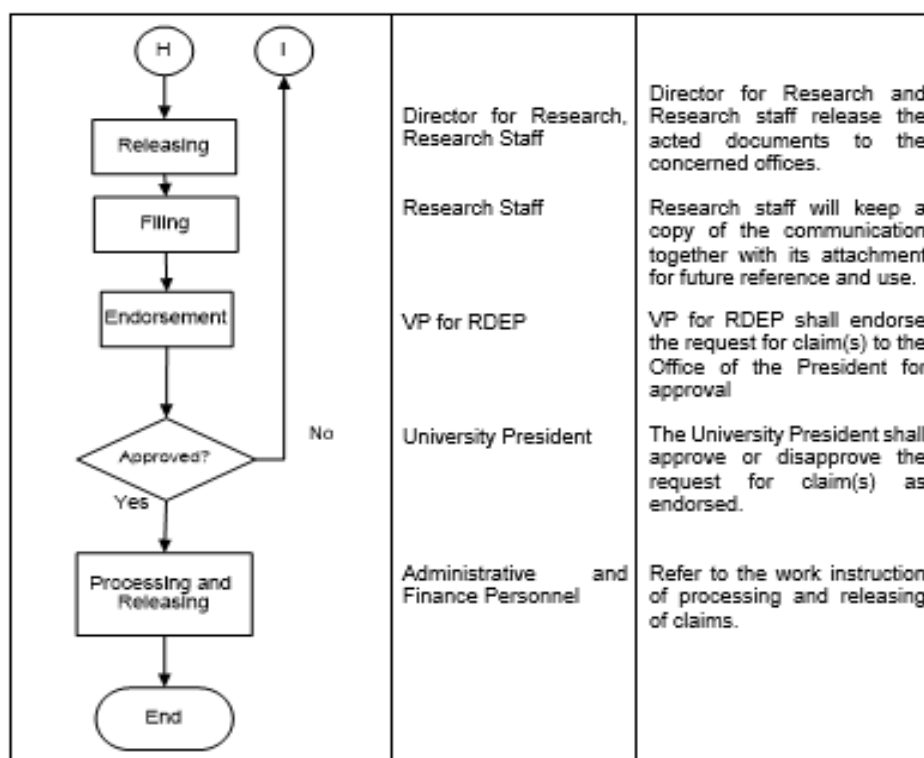
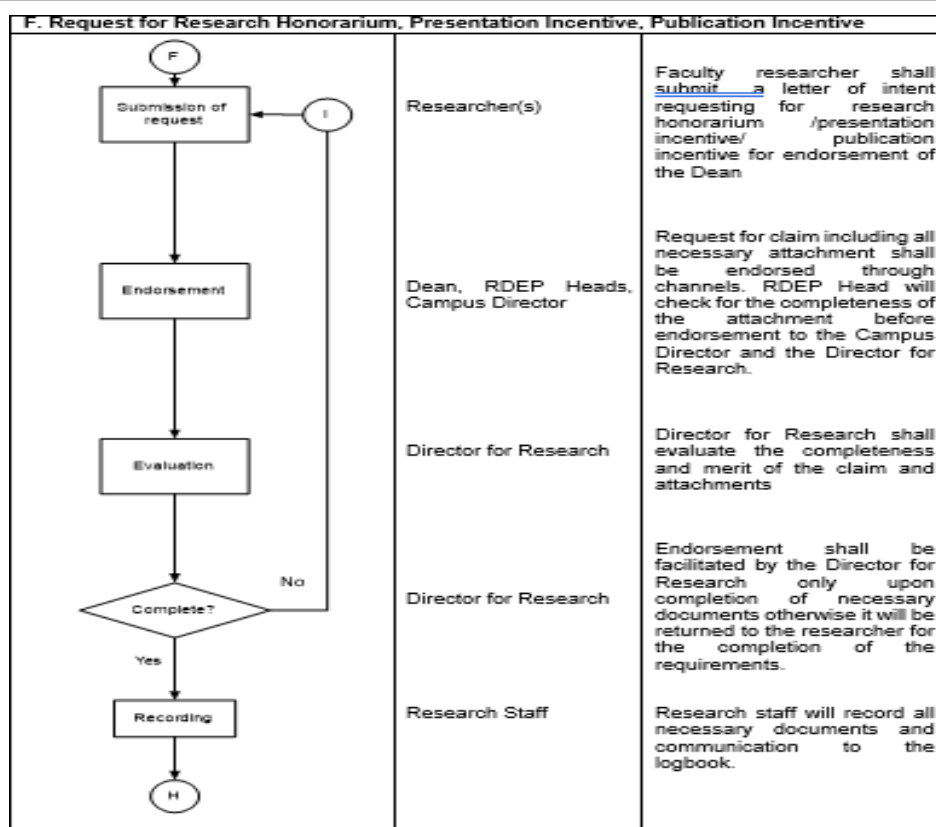












10. COMMISSIONED OR CONTRACT RESEARCH BY EXTERNAL FUNDING INSTITUTION

Commissioned or contract research by external funding institution is research performed in response to a need expressed by an external sponsor. Commissioned or contract research will be conducted for as long as it falls within the framework of university policies and accompanied by a Memorandum of Agreement; this is allowed with full recognition of the fair advantages between and among the faculty members involved, the university and the funding institution.

Approval is given with the impression that the endeavor shall:

- 10.1 stimulate innovation and can be complementary to the fundamental research activities being performed by the university and increases participation of faculty or students;
- 10.2 assist the University in fulfilling its mission to provide service to the community;
- 10.3 enhance the quality of faculty member's teaching and research capabilities;
- 10.4 provide the University with additional funds for research and other related improvements; and
- 10.5 help the university build a prestigious reputation of excellence in research

11. RESEARCH PAPER PRESENTATION

11.1 General Provisions

Only the following research outputs shall be allowed for oral/poster presentations in local, regional and international fora, congresses and conferences:

- 11.1.1 Institutionally funded faculty research completed within the last three years;
- 11.1.2 Externally funded faculty research completed within the last three years;
- 11.1.3 Master's thesis and Dissertation of faculty members who graduated from any of the URS Campuses offering graduate programs completed within the last three years;

- 11.1.4 Master's Thesis or Dissertation of URS Faculty/ Staff Members who graduated from other universities or colleges and completed within the last three years may be presented provided it will successfully pass the evaluation to be conducted by the Screening Committee. The committee shall compose the VP for Academic Affairs as Chair, Dean of Graduate School, Research Specialist of the discipline and Faculty Regent/Staff Organization President.

The university may provide a maximum logistical support in the amount of ten thousand pesos (Php10,000) per paper presentation. However, in the event that the cost of participation is lower than ten thousand pesos (Php10,000), the presenter shall reimburse to the university the actual cost incurred, whichever is lower.

NOTE: *For Masteral and Dissertation, if the Faculty Adviser will be presenting the paper of his/her advisee, a written consent from the original author should be secured prior to its approval. The Faculty Adviser may be allowed to present on official time only.*

11.2 Specific Guidelines in Research Paper Presentation

- 11.2.1 Research paper for presentation shall be composed of parts prescribed by the organizer of the congress and conference.
- 11.2.2 Research paper shall undergo peer evaluation during the Annual In-House Review of completed researches before it is endorsed by the President to the conference organizing body of recognized and reputable organizations. Except however, in cases where such papers (e.g., dissertation or thesis) had been peer reviewed by other recognized peer review systems of the university like the oral examination committee and others.
- 11.2.3 Only research paper duly recognized and completed within the last three years shall be allowed for presentation in the regional, national and international fora.
- 11.2.4 International presentations will be based on national policies and guidelines and approval of the University Board of Regents.

11.3 Equity Share

The knowledge, skills, efforts and time of the researcher(s) in the conceptualization, conduct and report preparation of research shall be accounted as the equity share of the faculty.

- 11.4** The expenditures for the conduct including materials, generations and output dissemination of significant findings through oral and poster presentations shall be credited as the equity of the university.

11.5 Logistic Support

The University shall shoulder the cost incurred in the attendance of the researcher(s) in the oral and poster presentation broken down as follows:

11.5.1 All accepted papers for oral or poster presentation (LOCAL, REGIONAL, NATIONAL, AND INTERNATIONAL LEVELS) at a given time shall be given financial support which shall include registration fee, travel allowance, accommodations, land/sea/air fare, travelling insurance, printing expenses and courier/handling/freight/shipping fee.

11.5.2 In the event that the university cannot fully support the expenses (for local and international presentations), the university may assist the researcher in looking for potential sponsors.

11.5.3 Logistical support will be given once in every paper per level for a maximum of Php 10,000.00. (Refer to DBM Circular for maximum travel expense)

11.5.4 Participant Involvement

Only study leader or co-researcher will be authorized to present the paper in the local, regional, national and international fora, congresses and conferences. However, all other authors may be allowed to attend on official time only.

11.5.5 Travel Report

The researcher(s) shall submit to the Director for Research and Development a Feedback Report (with pictures), Certificate of Presentation, Certificate of Appearance, Travel Order, etc. relative to the result of his/her/their participation in the oral/poster presentation.

12. RESEARCH PROJECT CONTINUITY AND SUSTAINABILITY

Research Project must be subjected to mid-implementation evaluation to determine whether it is feasible to be continued or to be sustained. A Project Monitoring and Evaluation Committee shall be created to monitor and evaluate the project. The committee shall be composed of the Director for Research and two other members preferably from other agencies. The Committee may conduct another schedule of evaluation to address problems and issues unresolved during the regularly scheduled evaluation. (e.g., request of extension of the project, force majeure, breach of contract/agreement by partner agencies/organization.)

13. RESEARCH MONITORING

13.1. There will be a monitoring team that will evaluate if the on-going research will continue or will be terminated. The following are the Project Monitoring and Evaluation Committee:

Director for Research
Campus R & D
Budget Officer
Internal Auditor

13.2. The Committee may conduct schedule of evaluation based on the duration of the researches.

13.3. There will be a monitoring evaluation form (please see appendices) that the committee will accomplish to officially decide whether research will be recommended to continue, terminate, and needs action in terms of supplies request and request for expert services.

13.4. Monitoring of researches will be done per campus. The campus R & D will coordinate with the faculty researches the scheduled monitoring activity.

14. PUBLICATION AND PRESENTATION INCENTIVES

The following incentive rates shall be applied to any paper published or presented.

14.1. Paper Presentation (recognized faculty/staff researches)

PRESENTATION LEVEL	AMOUNT OF INCENTIVE
Level A National	P 10, 000.00
Level B International -Within the country -Outside the country	P 15, 000.00 P 25,000.00

14.2. If the paper was already given P 10,000.00 incentive for being presented in the National Level, it can still be given an additional P 5,000.00 incentive once it is presented in the International Level within the country and P10,000.00 if it is presented outside the country to complete the maximum allowable incentive. If presented already in international forum within the country, it can still be given P10, 000.00 when presented in international forum outside the country. If there are more than one author per paper, the co-author(s) may be allowed to present the same paper in different presentation level of a research forum.

- 14.3. On the other hand, once the paper is given the P 10,000.00/P15,000.00/ P25, 000.00 for being presented in the International Level within the country/outside the country no more incentive shall be given for the succeeding presentations.
- 14.4. If the paper already received the maximum allowable incentive on the same level, it is still encouraged to be presented in any venue on official time only and with no corresponding monetary incentive such as travel, registration, accommodations.
- 14.5. There will be no retroactive effect.
- 14.6. The presentation incentive will be received only once on each level.
- 14.7. Request for presentation incentive must be requested through a letter addressed to the President through channel and must be endorsed by the Dean, Campus R&D, Campus Director, Director for Research, and the Vice-President for RDEP.
- 14.8. Specific requirements should be attached to the request like the approved endorsement for presentation, certificate of recognition, and feedback report of the attended conference/fora.
- 14.9. Paper Publication (recognized faculty/staff researches)

PUBLICATION	AMOUNT OF INCENTIVE	CONDITIONS
Level A National (CHED-JASB)	P 40, 000.00	Refereed Journal with existing valid (unexpired) CHED Accreditation (Reference: CHED Memoranda)
Level B -International (WOS and Scopus and other Indexed Publications)	P 70, 000.00	Requires Verification Certificate Issued by the RDEP Office as indorsed by screening Committee

14.9.1. The faculty researcher should write a letter requesting for the publication incentive with attached approved endorsement of submission of the full paper to the journal, certificate of acceptance that the paper is recognized completed research, and the verification certificate that the journal is an active (during the time of submission and application) CHED accredited, Web of Science (Clarivate Analytics or Scopus indexed journal issued by the RDEP office as indorsed by the screening committee.

14.9.2. Incubation period of indexing of paper will be considered in the granting of publication incentive. Incubation and indexing depend on the specific journal.

14.9.3. Incentive for publication can only be granted if the paper can already be search on the website of the journal and after the verification and issuance of the certificate of verification from the Journal Publication Screening Committee.

14.9.4. The screening committee will be composed of the following:

Director for Research
Director for IPO
Director for Extension Services
Vice-President Academic Affairs
1 or 2 Other Assigned Member

15. RESEARCH HONORARIUM CLAIM

- 15.1. Claim for research honorarium can be done if the faculty researcher has presented the completed paper in the Agency In-House Review (AIHR) of Completed researches. The completed paper should be revised based on the evaluation on the AIHR. The revised paper should be submitted to the Research and Development office. The Director for Research Development will endorse the acceptance of research as completed to be endorsed to the VPRDEP and then for final approval of the President after review of the paper to make sure that all suggestions are incorporated in the revised paper.
- 15.2. The faculty will submit letter requesting for the claim of research honorarium addressed to the University President through channel with attached faculty workload, certificate of acceptance of completed research, certificate of recognition of presentation in AIHR of completed researches, Notice to Proceed, time record (chronology, travel order with certificate of appearance (if there is any), and the copy of the full revised completed paper.
- 15.3. The request for the claim of research honorarium should be endorsed by the Dean, Campus Research Development Head, Campus Director, Director for Research, Vice-President for RDEP, and approved by the University President.
- 15.4. The faculty researcher should have extension of time beyond official time as evident in the time record and travel order with certificate of appearance for the monetary claim of research honorarium.
- 15.5. The number of hours (man-hour requirement) will be determined by the evaluators during the AIHR. It is subject for the approval of the Director for Research Development and the Vice-President for RDEP.

15.6. Computation of research honorarium;

Php 200.00/hour (regardless of educational attainment) X No. of Hours rendered
(as approved in the proposal Man-hour requirement)

(Please see Flow Chart of Research, pp. 15-21)

16. DELOADING

16.1. Faculty can also claim for deloading of subjects instead of monetary research honorarium. One research study is equivalent to 3 units or 54 hours if done in 6 months, and so on. Depending on the duration of research if the faculty can be deloaded in the preceding semesters.

16.2. Duration of research and equivalent units/hours

6 months =	3 units for one semester =	54 hours
12 months =	3 units every semester for 2 semesters	= 108 hours
18 months =	3 units every semester for 3 semesters	= 162 hours
24 months =	3 units every semester for 4 semesters	= 216 hours

16.3. Notification of faculty research deloading will be given to the Dean for record purposes. Notification form of faculty research deloading coming from the RDEP office will be the official document to confirm the faculty deloading for the conduct of research.

16.4. If research was not completed and research deloading was granted, there will be notification to the accounting office from the R&D office base on the letter of research termination to deduct from the salary of the faculty researcher the granted number hours base on the granted deloading of teaching hours.

Note: Deloading payments will also be based on the accounting policies of the University.

17. NON-MONETARY RECOGNITION/AWARD

The Research & Development Unit will review the list of faculty who have done active research with international presentation, publication and utilized research each year. These faculty researchers will be given Certificate of Recognition for the great contribution in the area of research and development. The Certificate of Recognition will be awarded during the last Agency In-House Review of Completed Researches each year.

18. GUIDELINES FOR HOLDING OF AGENCY IN-HOUSE REVIEW OF FULL-BLOWN PROPOSALS AND COMPLETED RESEARCHES

- 18.1. The University Research and Development Office will announce call for the submission of concept research proposals. The submitted concept research proposals will be initially evaluated by the Committee created by the Research Office and the Committee will recommend to the Director for Research the Acceptance/Rejection of the submitted proposals. Authors of the accepted concept research proposals will be advised to prepare full-blown proposal for presentation to the Agency-in-House Review of proposed research projects.
- 18.2. The University Research and Development Office will conduct Agency-in-House Review of proposed research projects. External evaluators who are experts in research works will be invited to act as panel during the in-house review.
- 18.3. The Research Project Study Leader shall integrate all the suggestions given by the Panel of evaluators.
- 18.4. A copy of the revised research project proposal shall be submitted to the University Research Advisory Committee (URAC) for funding and endorsement to the University President for approval. Upon approval, signing of the Memorandum of Agreement by and between the proponent/s and the University will be done before research project implementation.
- 18.5. The Research and Development Office will conduct Agency-in-House Review of on-going and completed Researches at least once every year. Only reviewed completed researches will be endorsed by the University for presentations in various conferences and for publications in journals.
- 18.6. There will be no rating that will be done in the presentation of full-blown proposal in the Agency In-House Review. Only evaluation forms from the evaluator will be release to the faculty researcher for the revision/ improvement of their paper.
- 18.7. The faculty researcher will be given 10 minutes to present the completed research in the Agency In-House Review (AIHR). Power point presentation should be given a day before the scheduled AIHR. After the presentation, the panel of evaluators will ask question and give their comments on the paper. There will be criteria in judging the paper. The evaluation of the paper should be 80 points and above to qualify in the Research Congress that is being conducted every year.
- 18.8. The faculty should revise their paper base on the evaluation/ comments of the evaluators after the presentation of the completed researches. Two weeks will be given to the faculty to revise their paper and submit to the Research & Development office.

- 18.9. The faculty researcher can request for certificate of acceptance after the submission of the revised completed research. A letter of request addressed to President through channel must be submitted with proper endorsement. The certificate of acceptance is a proof that the University through the President acknowledged the completed research of the faculty.

19. GUIDELINES FOR HOLDING RESEARCH CONGRESS

Research Congress serves as an avenue for dissemination of information, knowledge and technology. It shall be conducted regularly to encourage university personnel to actively involve themselves in research works within the thrusts of the University and priority needs of various stakeholders.

- 19.1. Research Congress at the University level shall be done annually before the Annual PRAISE.
- 19.2. The papers for presentation to the University Research Congress shall be done with utmost publicity and circulation to encourage massive participation.
- 19.3. Papers of completed research programs, projects and studies that passed at the University In-House Review (garnered 80 points and above) shall be presented in the annual Research (or RDEP) Congress at the University level.
- 19.4. External evaluators maybe invited during the University Research Congress.
- 19.5. First place winner in the University RDEP Congress will be recognized during the University Annual PRAISE awarding ceremony.

20. CREATION OF THE UNIVERSITY OF RIZAL SYSTEM RESEARCH ETHICAL REVIEW COMMITTEE

As a good research practice encourages every researcher to consider the wider consequences of the conduct of research more particularly with anything that relates to the interest and safety of the target participants or respondents; the need to define a schema and ethical review process become a sensible and significant concern of every educational institution.

Ethical review committee chairperson and members should not be holding an administrative position and should have undergone basic training on research ethics. Ethical review is a process that provides researcher the necessary help or guide to think through the ethical issues that may be associated to his/ her research. Hence, the creation and institutionalization of the URS Research Ethical Review Committee becomes imperative.

Objectives:

The creation and institutionalization of the URS Research Ethics and Review Committee is aimed to:

1. Protect the safety, rights, and well-being of researchers;
2. Promote ethically sound research/es; and
3. Ensure that research complies with national and international data protection laws regarding the use of personal information collected during the course of the conduct of the research.

The URS Research Ethical Review Committee is inherent with the authority to:

1. Investigate research misconduct;
2. Approve, reject or stop studies or require modifications to research protocols; and
3. Set policies or offer opinions as well as solutions on ongoing ethical issues in Research;
4. Disapprove use of research instruments/survey/questionnaire that will harm or violate the dignity of the respondents/participants;
5. Submit to the Data Privacy Office certificate of verification/evaluation of the instrument to be used in the study and that informed consent will be secured by the researcher.

It is therefore of great importance that the committee members have the understanding of the following:

- a. There many research funding agencies/ organizations that expect or require data publication (data to be made available in an archive or repository)
- b. Consent form/s should allow for participants to opt in or opt out of data sharing so as to protect their confidentiality;
- c. Data protection laws only apply to personal data, but they do not apply to anonymous or anonymized data;
- d. Identifiable data or information may be exempt from data sharing;
- e. A combination of gaining consent, anonymizing data and controlling access to data can enable the ethical and legal sharing of data; even sensitive data can be shared if suitable procedures and precautions are taken, as is done at major data repositories.
- f. The researcher will have to submit a Certificate of evaluation/verification to the Data Privacy Office citing that the research underwent review of the instruments/survey/questionnaire to be used and that informed consent was secured by the researcher before the conduct of the study.

- g. The composition of the Ethical Review Committee. Those who have publication are qualified to be assigned in this committee.

NATURAL SCIENCE & AGRICULTURE

Chairperson:

Co-Chairperson:

Members:

SOCIAL SCIENCE & EDUCATION

Chairperson:

Co-Chairperson:

Members:

ENGINEERING AND TECHNOLOGY

Chairperson:

Co-Chairperson:

Members:

21. CONFIDENTIALITY AGREEMENTS (NON-DISCLOSURE FORM)

A non-disclosure agreement is a legally binding contract that establishes a confidential relationship. The party or parties signing the agreement agree that sensitive information they may obtain will not be made available to any others. An NDA may also be referred to as a confidentiality agreement.

The evaluators, rapporteurs and other invited guests in other agencies in the presentation of proposed and completed research will have to sign a non-disclosure agreement form that will be released by the Research and Development Office. Moreover, other activities of the Research and Development Office that entails confidentiality of information will also need the signing of the NDA form (please see the form in the appendices).

22. DISCLOSURE AGREEMENTS

Researchers and the R&D Division must consider the conditions of the research in assessing the appropriateness of disclosing findings to participants, such as:

- 22.1. the potential usefulness of the information to be disclosed (e.g., clinical significance of findings);
- 22.2. the extent to which the testing procedures are reliable and valid;
- 22.3. the extent to which findings are conclusive or investigational;
the qualifications of the individual who will administer the test;

- 22.4. the qualifications of the individual who will interpret the clinical significance of the test;
- 22.5. the identification and qualifications of the individual who will disclose the findings to participants;
- 22.6. risks of inadvertent disclosure (i.e., false positives or negatives);
- 22.7. and professional and ethical responsibilities.

Whenever possible, information about clinically meaningful findings should be delivered by a licensed physician (or psychologist, genetic counselor, or other professional as appropriate) or another qualified individual.

Primary Findings

Research projects may include a standard plan in which the investigator offers to share individual results with each participant, or to share a summary of findings with all participants or those who express an interest in receiving a summary. In either case, the investigators must ensure that plans for disclosing this information: (1) are communicated to participants during the consent process; (2) are described in the research plan; and (3) protect both participant privacy and data confidentiality.

Secondary and Incidental Findings

Secondary findings are those researchers purposely seek to discover in addition to the primary focus of the research. Incidental findings are those which are discovered unintentionally.

Investigators and the R&D Division office should anticipate whether secondary or incidental findings may be of clinical significance to participants. The decision of whether to inform participants of these findings and the plan for doing should be considered by the investigator and presented in the intellectual property /patent application.

Plans for Disclosing Secondary or Incidental Findings to Participants Secondary and Anticipated Incidental Findings

Researchers should develop a plan for managing secondary and anticipated incidental findings, and clearly communicate the plan to the intellectual property office of the University and to participants during the informed consent process-even if the plan is not to disclose any secondary or incidental findings. The information provided should be sufficient to allow individuals to choose not to participate in research if they are uncomfortable with the management plan.

Unexpected Incidental Findings

Additionally, researchers should use their professional judgment and experience to consider and plan for unexpected incidental findings (i.e., study findings that emerge during the course of the research which not anticipated either in nature, or in magnitude or frequency of occurrence). Researchers may decide to disclose unanticipated, clinically significant findings, but will not inform participants of unexpected, incidental findings of unknown significance. Requests to share unanticipated study findings with participants must be reviewed and approved by the IRB prior to communicating the results, unless such disclosure is necessary to protect the health and welfare of participants or others.

Plans to share study findings should describe: (1) the parameters for disclosure of study results (e.g., certain responses on a depression inventory; (2) clear presence of a dark shadow image on x-ray, CAT or MRI scan); (3) the information that will be disclosed; (4) the time frame for reviewing research data to determine whether clinically meaningful information has been obtained; (4) implications of the findings for a participant's (or family members') well-being; (5) risks of disclosure of the test result (e.g., anxiety, or impact on insurability, employability or reputation) ; (6) recommendations for follow-up confirmation and clinical assessment or intervention; and (7) how and when the communication will occur. The consent process should indicate whether participants will be offered an opportunity to opt out of receiving such information.

When applicable, participants should be told what study results would require prompt intervention by the investigators (e.g., participant is at imminent risk of suicide).

Note: The R&D Division will let the faculty researcher fill-up a disclosure form agreement before presentation of research findings.

23. COORDINATION OF RESEARCH OUTPUT

University Intellectual Property Office (UIPO)

The R&D Division Office will refer and recommend faculty research output that needs application for copyright and patent to the UIPO.

Research Utilized

The R&D Division will issue a research utilization monitoring form to all the completed researches for record purposes.

APPENDICES



Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
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Email Address: researchdir@urs.edu.ph



PUBLICATION VERIFICATION FORM

Research Development, Extension and Production (RDEP)

JOURNAL PUBLICATION VERIFICATION FORM

Name of Journal: _____

Source Record ID: _____ E-ISSN: _____

Active/Inactive: _____ Coverage: _____

Publisher's Name: _____

All Science Journal Classification Codes (ASJC): _____

Top Level: _____

Remarks:

Verified by:

Chair

Co-Chair

Member

Member

Member

URS-RES-F-20

Rev. 00
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Effectivity Date: March 17, 2021

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PUBLICATION VERIFICATION CERTIFICATE

This is to certify that _____ is a Scopus indexed journal as verified and endorsed by the Journal Publication Verification Committee. The _____ is a Scopus indexed journal with **Source Record ID** _____, **E-ISSN**: active, **All Science Journal Classification Codes (ASJC)** _____, and top level in the _____. Thus, the faculty listed below qualifies for the claim of publication incentive as a condition stipulated in the RDEP Operation Manual:

- 1.
- 2.
- 3.

Issued this ____th day of _____ 20__.

Vice-President
Research Development, Extension and Production

URS-RES-F-20

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Office of the Director for Research

Rating Sheet Research Category (Completed)

Paper Title: _____

Author/s: _____

CRITERIA	MAXIMUM POINTS	RATING
1. Impact on the Discipline Contribution of the Research project to Science and technology, agriculture, culture and arts, teacher and business education, improvement of academic programs, better and innovative ways, better teaching materials, new knowledge/theory, revision of old ideas, usefulness/applicability and formulation of university policies	30%	_____
2. Relevance Responsiveness to the national, regional, provincial, local/institutional thrusts/agenda.	30%	_____
3. Research Write-up Content, methodology, and organization	20%	_____
4. Novelty or Originality	10%	_____
5. Oral Presentation	10%	_____
TOTAL	100%	_____

Comments:

 Signature of Evaluator Over Printed Name

 Date

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Effectivity Date: August 15, 2017



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Office of the Director for Research

Rating Sheet Research Category (Proposal/Ongoing)

(In-House Review)

Paper Title: _____

Author/s: _____

CRITERIA	MAXIMUM POINTS	RATING
1. Creativity, originality and quality of work	30%	
· Rationale/state of the art (to include analysis of the problem)	7.50%	_____
· Objectives	7.50%	_____
· Conceptual/analytical framework/ methodology	15%	_____
2. Significance of findings	50%	
· Contribution to knowledge/S&T advancement	25%	_____
· Relevance to national/regional development	25%	_____
3. Manuscript/write-up	15%	
· Accuracy of figures and language	5%	_____
· Clarity and style	5%	_____
· Cogency and logic	5%	_____
4. Presentation	5%	
· Use of visuals		_____
· Mastery of topic		_____
· Ability to answer questions		_____
· Stage presence		_____
TOTAL	100%	_____

Comments:

 Signature of Evaluator Over Printed Name

 Date

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CAPSULE PROPOSAL FORM

- Title: _____
- Proponent/s: _____
 - Name : _____
 - Campus : _____
 - Contact nos. : _____
 - Email address : _____
- Category, Regional/National R&D Agenda _____
- Objective:
 - General: _____
 - Specific: _____
- Expected Output/Deliverables: _____
- Economic importance (justify the amount to be used with the expected output):

- Target Funding Agency: _____

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OFFICE OF THE DIRECTOR FOR RESEARCH

Telephone No. (02) 8514-7578 Email address: researchdir@urs.edu.ph

LINE ITEM BUDGET

Title: _____

Authors: _____

BUDGET DETAILS	AMOUNT
PERSONNEL SERVICES (PS) 1. 2. 3.	
Subtotal of PS	
MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) 1. 2. 3.	
Subtotal of MOOE	
CAPITAL OUTLAY (CO) 1. 2. 3.	
Subtotal of CO	
GRAND TOTAL	

Prepared by: _____
Name & Signature

Date Prepared: _____



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Office of the Director for Research

NOTICE TO PROCEED

Date

Researcher/s
This University

Dear Sir/Madam:

This is to officially issue your NOTICE TO PROCEED for the implementation of your research titled
“ _____ (title of research project) _____ ” with funding support from the University
amounting to _____ (amount in words) (Php _____). This shall take
effect immediately upon receipt of this notice.

Thank you.

Yours truly,

Director for Research

Vice-President for RDEP

Important Note: Terminal report must be
submitted to researchdir@urs.edu.ph
within _____ months after the date of
receipt of this NTP.

Conforme:

Signature over Printed Name

Date

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Office of the Director for Research

RESEARCH PROJECT MONITORING

Date

Researcher/s
This University

Your research project titled “_____” is still on-going based on our record. On the reply slip form, kindly put a (✓) check mark on the status of the implementation of your research project and email us back the filled-up reply slip on or before _____ at researchdir@urs.edu.ph.

Thank you.

Very truly yours,

Research Director

Noted:

VP for RDEP

Title: “_____”

_____ 100% completed and ready for Agency In-house Review.

_____ still on-going with _____ percent completion.

_____ for termination, the project could not be continued due to uncontrolled factors.

_____ others (pls. specify) _____

Signature

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TERMINAL REPORT OUTLINE

A. BASIC INFORMATION

1. Program Title:
2. Project Title:
3. Study Title:
4. Proponent (s):
 - a. Team Leader:
 - b. Members:
5. Implementing Agency:
 - a. Lead Agency
 - b. Collaborating Agency
6. Project Duration:
 - a. Exact Duration (mo/yr – mo/yr):
 - b. Date MOA Signed:
 - c. Date Notice To Commence Issued:
7. Project Location:
8. Source of Fund:
9. Project Funding:
 - a. Total Approved Budget:
 - b. Total Amount Released:
 - c. Actual Expenses:

B. TECHNICAL DESCRIPTION

1. PRELIMINARIES
 - 1.1. Title Page
 - 1.2. Acknowledgment
 - 1.3. Table of Contents
 - 1.4. Abstract
2. TEXT
 - 2.1. Introduction
 - 2.2. Rationale
 - 2.3. Objectives
 - 2.4. Review of Literature
 - 2.5. Conceptual Framework
 - 2.6. Methodology
 - 2.7. Results and Discussion
 - 2.8. Summary, Conclusion, Recommendation
 - 2.9. Bibliography
 - 2.10. Appendices
 - 2.11. Photo Documentation

C. PROJECT MANAGEMENT

1. Summary of Comments of Evaluators and Actions Taken by Researcher
2. Problems Encountered and Recommendations
 - a. Technical
 - b. Administrative
3. Audited Financial Report

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URS-RD-RE-F-2017-06

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1 of 2
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Office of the Director for Research

Capsule Proposal Rating Sheet

Title:			
Proponents:			
Campus:			
Commodity Priority Area:			
A. Administrative Aspect (20%)			
	Adherence to prescribed format		
	Non-duplication with previous\current projects		
	Compatibility w/ the campus commodity assignment/responsibility		
	Addresses existing priorities\programs of other campus		
B. Technical Aspect (80%)			
	1. Significance of the proposal (30)		
	Importance of the project		
	Extent of likely net benefits to be derive		
	Potential contribution to science, rural households, industry, commodity\ sector, region, or national economy, etc.		
	Utility of R & D results		
	2. Technical merit of the proposal (30)		
	Objectives		
	Adequacy		
	Clarity		
	Attainability		
	3. Contribution to new knowledge (20)		
	Extent to which the expected outputs could help eliminate, mitigate, or prevent the problem and its attendant negative consequences from occurring		
	Significance of expected outputs, whether of national or international importance		
	Superiority of expected outputs to existing knowledge/technologies		
	Complementarity of the expected outputs w/ the interests of various stakeholders		
	TOTAL		

 Evaluators' Printed Name and Signature

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Office of the Director for Research

Comments and Suggestions Capsule Proposal

Title:	
Author/s:	
PARTS	REMARKS
Suggested Title:	
Category (Regional/ National R&D Agenda)	
Objective	General:
	Specific:
Expected Output/Deliverables	
Economic Importance/Significance	

RECOMMENDATION: (Please tick)

() Submit full-blown proposal
 () Resubmit capsule proposal

Accomplished by:

 Name and Signature

"Nurturing Tomorrow's Noblest"

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FULL BLOWN RESEARCH PROPOSAL OUTLINE

- I. **PROGRAM TITLE** (if applicable)
- II. **PROJECT TITLE** (if applicable)
- III. **STUDY TITLE**
- IV. **PROPONENT**
 - a. Program Leader (if applicable)
 - b. Project Leader (if applicable)
 - c. Study Leader
 - d. Members
- V. **DURATION** (Number of years or months expected to complete the project)
- VI. **TOTAL BUDGET** (It presents the overall budget for the study)
- VII. **IMPLEMENTING AGENCY** (The main agency and other agency that shall directly implement major parts of the project or study)
- VIII. **COLLABORATING AGENCY** (The agency or partner agencies which shall be providing any form of support for the implementation and funding of the project)
- IX. **RATIONALE OR SIGNIFICANCE** (The value of the work and the gap to be addressed by the research)
- X. **OBJECTIVES** (These are the general and the specific objectives which are measurable through research methodologies and techniques)
- XI. **DELIVERABLES** (These are the quantifiable and verifiable expected OUTPUTS)
- XII. **TARGET BENEFICIARIES/USERS** (These are the direct recipients of the OUTCOME as a result of the research) **AND POTENTIAL INTELLECTUAL PROPERTY** (patent, copyright).
- XIII. **REVIEW OF RELATED LITERATURE AND STUDIES** (Referencing should follow the parenthetical citation of APA Style Manual)
- XIV. **METHODOLOGY & FRAMEWORK OF THE STUDY** (It presents the detailed methodology together with the theoretical or conceptual framework)
- XV. **DETAILED BUDGETARY REQUIREMENTS** (It presents the major PS, MOOE and CO)

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Sample:

BUDGET DETAILS	AMOUNT
PERSONNEL SERVICES (PS)	
1.	
2.	
3.	
Subtotal of PS	
MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)	
1.	
2.	
3.	
Subtotal of MOOE	
CAPITAL OUTLAY (CO)	
1.	
2.	
3.	
Subtotal of CO	
GRAND TOTAL	

- XVI. **GANTT CHART OF ACTIVITIES** (This includes the major and minor activities that will happen on the periods throughout the duration of the study)

Sample:

MAJOR ACTIVITIES	Months											
	1	2	3	4	5	6	7	8	9	10	11	12
Major Activity 1												
Major Activity 2												

Note: Number of months depends on the project duration

- XVII. **DETAILED WORK AND FINANCIAL PLAN** (Presents the work schedule together with the budget distribution by month or by quarter)

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Sample:

MAJOR ACTIVITIES	Months & Budget Allocation Per Month Based On Major Activities											
	1	2	3	4	5	6	7	8	9	10	11	12
Major Activity 1												
Major Activity 2												

Note: Number of months depends on the project duration

XVIII. **LOGICAL FRAMEWORK** (This presents the totality of the study in a tabular form)

XIX. **PROPOSED MAN-HOUR REQUIREMENT AND DISTRIBUTION OF MAN-HOURS**

XX. **LITERATURE CITED** (Should follow the APA Style reference listing format)

Sample:

Dela Cruz, Juan (2015). The Mindful Minds of Milds. Journal of Ideas Vol 1 Year 2015

XXI. **PROPONENTS EDUCATION AND RESEARCH PROFILE** (This presents the profile of the researchers which shall justify the credibility of the author/s of the specific topic proposed)

NOTE: Paper: A4
 Font Style: Arial
 Font size: 11
 Line Spaces: 1.5

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**Comments and Suggestions
Fullblown Proposal**

(Agency In-House Review)

Title:	
Author/s:	

Comments and Suggestions:

Prepared by: _____
Signature overprinted Name

Received by: _____
Signature over printed Name

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RESEARCH PROJECT REQUEST FOR EXTENSION

Date

Research Title: _____

Study Leader/s: _____

Study Member/s: _____

Campus: _____

Duration: _____

Proposed extension period: _____

Reason: _____

(Attachment New Gantt Chart and Progress Report)

Name and Signature

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RESEARCH PROJECT REQUEST FOR TERMINATION

Date

Research Title: _____

Study Leader/s: _____

Study Member/s: _____

Campus: _____

Duration: _____

Budget: _____

Reason for termination: _____

Name and Signature

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**Comments and Suggestions
Completed Research Project**

(Agency In-House Review)

Title:	
Author/s:	

Comments and Suggestions:

Prepared by: _____
Signature overprinted Name

Received by: _____
Signature over printed Name

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Rating Sheet Research Category (E-poster)

**Paper
 Title:**

Author/s:

CRITERIA		MAXIMUM POINTS	RATING
Content	With complete parts and sufficient data	10%	_____
	Clear, concise, informative and well written	10%	_____
	Features breakthroughs	10%	_____
	Relevant (substantive contributions to the field)	10%	_____
		40%	
Design	Originality and creativity	10%	_____
	Timing, clarity and visuals	10%	_____
	Coherence of the elements presented (harmony and balance)	10%	_____
		30%	
Over-all Impact	Appeal and attractiveness to target clientele	30%	_____
		30%	
TOTAL		100%	_____

 Signature of Evaluator Over Printed Name

 Date

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PROPOSED MAN-HOUR REQUIREMENT

STUDY TITLE: _____
 DURATION (In Months): _____
 PROPONENTS: _____
 COLLEGE: _____
 CAMPUS: _____

RESEARCH ASPECT	Range of Man-hour that can be allocated depending on the complexity of the study	MAN-HOUR REQUIREMENT
I. PROPOSAL PREPARATION		
1.1 Problem Conceptualization	Not included in the man-hour distribution	-
1.2 Research Design		
1.3 Literature Review		
1.4 Framework		
II. INSTRUMENTATION		
2.1 Preparation of Instruments	4 to 8*	
2.2 Validation	11 to 12*	
III. DATA GATHERING	56 to 81*	
IV. DATA ANALYSIS	11 to 22*	
V. FINAL REPORT	14 to 27*	
	TOTAL MAN HOUR REQUIREMENT	

*Based on the 95% Confidence Maximum and Normalized based on research proposals approved by CHED 2000 to 2008 as stipulated in the URS Research Operations Manual Approved as per BOR Resolution No. 032-283-10 dated September 7, 2010

Prepared by: _____ Date Prepared: _____
 Name & Signature

Evaluated by: _____ Date Evaluated: _____
 Campus R & D Unit Head

_____ Date Evaluated: _____
 Director for Research

Approved by: _____ Date Approved: _____
 VP for RDEP

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STANDARD MAN-HOUR REQUIREMENTS FOR RESEARCH*

RESEARCH ASPECT		MINIMUM MANHOUR	AVERAGE MANHOURS	MAXIMUM MANHOURS
I.	Proposal Preparation	Not Paid by the University		
1.1	Problem Conceptualization			
1.2	Research Design			
1.3	Literature Review			
1.4	Framework			
II.	Instrumentation	11	16.5	22
2.1	Preparation of Instruments	3	4.5	6
2.2	Validation	8	12	16
III.	Data Gathering	40	50	60
IV.	Data Analysis	8	12	16
V.	Final Report	10	15	20
TOTAL		69	93.5	118
STANDARD ERROR OF ESTIMATES		13.5	15.5	19.7
95% CONFIDENCE MAXIMUM		96	125	160

*Normalized based on research proposals approved by CHED 2000 to 2008.

MATRIX OF NUMBER OF MANHOUR AND EQUIVALENT UNIT OF RESEARCH LOAD

(Computation is based on Formula 1 NETU = (NMR x 1.5) / 18)

NO. OF MANHOUR	Equivalent Research Load Unit	NO. OF MANHOUR	Equivalent Research Load Unit	NO. OF MANHOUR	Equivalent Research Load Unit	NO. OF MANHOUR	Equivalent Research Load Unit
1	0.1	51	4.3	101	8.4	151	12.6
2	0.2	52	4.3	102	8.5	152	12.7
3	0.3	53	4.4	103	8.6	153	12.8
4	0.3	54	4.5	104	8.7	154	12.8
5	0.4	55	4.6	105	8.8	155	12.9
6	0.5	56	4.7	106	8.8	156	13.0
7	0.6	57	4.8	107	8.9	157	13.1
8	0.7	58	4.8	108	9.0	158	13.2
9	0.8	59	4.9	109	9.1	159	13.3
10	0.8	60	5.0	110	9.2	160	13.3
11	0.9	61	5.1	111	9.3	161	13.4
12	1.0	62	5.2	112	9.3	162	13.5
13	1.1	63	5.3	113	9.4	163	13.6
14	1.2	64	5.3	114	9.5	164	13.7
15	1.3	65	5.4	115	9.6	165	13.8
16	1.3	66	5.5	116	9.7	166	13.8
17	1.4	67	5.6	117	9.8	167	13.9
18	1.5	68	5.7	118	9.8	168	14.0
19	1.6	69	5.8	119	9.9	169	14.1
20	1.7	70	5.8	120	10.0	170	14.2
21	1.8	71	5.9	121	10.1	171	14.3
22	1.8	72	6.0	122	10.2	172	14.3
23	1.9	73	6.1	123	10.3	173	14.4
24	2.0	74	6.2	124	10.3	174	14.5
25	2.1	75	6.3	125	10.4	175	14.6
26	2.2	76	6.3	126	10.5	176	14.7
27	2.3	77	6.4	127	10.6	177	14.8
28	2.3	78	6.5	128	10.7	178	14.8
29	2.4	79	6.6	129	10.8	179	14.9
30	2.5	80	6.7	130	10.8	180	15.0
31	2.6	81	6.8	131	10.9	181	15.1
32	2.7	82	6.8	132	11.0	182	15.2
33	2.8	83	6.9	133	11.1	183	15.3
34	2.8	84	7.0	134	11.2	184	15.3
35	2.9	85	7.1	135	11.3	185	15.4
36	3.0	86	7.2	136	11.3	186	15.5
37	3.1	87	7.3	137	11.4	187	15.6

38	3.2	88	7.3	138	11.5	188	15.7
39	3.3	89	7.4	139	11.6	189	15.8
40	3.3	90	7.5	140	11.7	190	15.8
41	3.4	91	7.6	141	11.8	191	15.9
42	3.5	92	7.7	142	11.8	192	16.0
43	3.6	93	7.8	143	11.9	193	16.1
44	3.7	94	7.8	144	12.0	194	16.2
45	3.8	95	7.9	145	12.1	195	16.3
46	3.8	96	8.0	146	12.2	196	16.3
47	3.9	97	8.1	147	12.3	197	16.4
48	4.0	98	8.2	148	12.3	198	16.5
49	4.1	99	8.3	149	12.4	199	16.6
50	4.2	100	8.3	150	12.5	200	16.7

PROPOSED MANHOUR DISTRIBUTION FOR TRACER STUDIES

SAMPLE RANGE BASED ON 50 to 10000 POPULATION SIZE*		Equivalent Percentage Based on 386 samples for every 10000 population size	MAN HOUR EQUIVALENT
386 and above		100	160
352	385**	100	160
318	351	91	145
284	317	82	131
250	283	73	117
216	249	65	103
182	215	56	89
148	181	47	75
114	147	38	61
80	113	29	47
50	79	20	33
49 and below		13	20

**Samples are derived on a 95% level of confidence and computed based on 50 to 10000 population using the Sloven's Formula (with 385 samples for every 10000 population)*

***The sample size is 1 sample higher than the prescribed sample size by CHED using the Lohr's Formula at 95% confidence level (384 samples) as applied during the Graduate Tracer Studies (GTS) conducted by the CHED in 2014*

