INTRODUCTION

One of the requisites of a dynamic University is the establishment of a comprehensive and productive Research and Development program which allows the research community to restructure various processes in the development, use and dissemination of research-based knowledge to gain competitive advantage. The shifting educational and research landscapes demand careful modification of this R and D program, and of the University’s perception on the nature of knowledge generation required in a global society.

The impending challenge for the University is to explore avenues for active research collaboration, engagement and articulation by members of the academe and external stakeholders, funding agencies and professional research organizations, which will provide adequate training and resources to implement research initiatives. Further, the University also has the prime responsibility of developing a high degree of interest among its faculty and student researchers in conducting quality, high impact research projects that would contribute to the scientific, technological, and sustainable economic development of the University and the communities in its service areas.

The revised Research and Development manual is expected to provide strategic directions and an adequate framework in the conduct of research activities in the University. It is hoped that this would provide guidance in policy development, information management, capability-building, generation and dissemination of high quality research, and technology transfer and commercialization of research outputs.
About the Manual

The Research and Development Manual of Batangas State University provides direction in the conceptualization, planning, development, implementation, documentation, and dissemination of researches in the University. As the University grows and responds to significant developments in various fields of study, and as it ensures continuous adherence to standards and policies set by governing agencies and institutions, the Research and Development Manual has to be adaptive with the emerging developments for sustainability.

The Manual was last revised in 2008, with Resolution No. 12, S2008 by the University's Board of Regents. Part of the said resolution is the provision that the document is “subject to comments and recommendations for further revisions.” In the last quarter of 2012, the Vice President for Research and Extension had a series of meetings with the Director and Assistant Directors for Research for the purpose of reviewing and revising the Research Manual, based on the aforementioned reasons, and based on the result of the Situational Analysis conducted at the University in line with the office’s strategic initiatives and plans. The revisions were presented to the University’s Executive Committee for Institutional Planning, the Research Council, the Administrative Council, and the University’s Board of Regents. The proposed revisions were approved with minor changes, all of which have been incorporated in the Research and Development Manual.

Some of the highlights in the revised manual are the new organizational structure of the Research and Development Office, classification and qualification of the research project management team, incentives for presentation and/or publication of research outputs, and awards for outstanding researchers and research papers. It is hoped that these would instigate an invigorated passion for research in the University, and ultimately help in the development of its research culture in accordance with its institutional mandates.
Research and Development

I. RESEARCH FRAMEWORK

Section 1.1  Goals

1.1.1. To develop and implement a functional research program that is relevant to the program thrusts of the University.

1.1.2. To enhance the research capabilities of the faculty and student researchers through human and physical resources development and the creation of an environment that fosters research.

1.1.3. To generate high impact research outputs for the utilization of the educational, communal and industrial sectors.

1.1.4. To provide faculty and students with assistance and support in creating an environment that is conducive for innovation, which will eventually create avenues for technology transfer and commercialization of their research.

1.1.5. To ensure that faculty and students benefit from research activities at the University.

1.1.6. To enrich the existing body of knowledge through multi-disciplinary and interdisciplinary research.

Section 1.2  Objectives

1.2.1. Intensify the research capability of the University through human and physical resources development.

1.2.2. Develop quality research projects on the following key areas such as Architecture, Engineering and Technology; Agriculture and Natural Sciences; Environment and Biodiversity; Entrepreneurial and Business; Education, Mathematics and Social Sciences.

1.2.3. Ensure effective dissemination and application of research through oral and/or poster presentations and publication of results in refereed journals, and when appropriate, research output commercialization to encourage the entrepreneurial spirit in faculty and students.

1.2.4. Develop a culture of research among faculty and students by involving them in research activities through seminar workshops, research fora, research assistantships and other research interactions.
Research and Development

1.2.5. Strengthen research consortia and linkages to augment research funding of the University.

1.2.6. Optimize the utilization of research outputs for technology transfer and possible income generating projects.

Section 1.3 Research Thrusts and Priorities

1.3.1. The University shall pursue thrusts and priorities which may be subjected to review at least annually by each area: Architecture, Engineering and Technology; Agriculture and Natural Science; Environment and Biodiversity; Entrepreneurial and Business; and Education, Mathematics and Social Sciences to make the Research Program of the University responsive to the emerging needs and environmental changes and development depending on research competencies available, appropriateness to the local needs and availability of the resources. The following thrusts and priorities are based on the national, regional and provincial agenda of the government identified through agenda setting and road mapping among research personnel, deans, faculty researchers, students and external stakeholders.

1.3.1.1. Food;
1.3.1.2. Energy;
1.3.1.3. Environment;
1.3.1.4. Health and Medical Sciences;
1.3.1.5. Material Science and Engineering;
1.3.1.6. Information and Communications Technology;
1.3.1.7. Manufacturing and Process Engineering;
1.3.1.8. Science and Mathematics; and
1.3.1.9. Education and Social Sciences.
Research and Development

Section 1.4 Strategies of Implementation

1.4.1. Networking and Collaboration
Develop a networking system among the colleges that will facilitate planning, packaging of research proposals, implementing, and monitoring, evaluating, documenting, disseminating and utilizing research outputs.

1.4.2. Investment on Human Capital
Provide a continuing program of upgrading the human capabilities in research by strengthening research training program, giving attractive incentives to researchers, developing a pool of research experts, practicing the mentor system and others.

1.4.3. Resource and Fund Generation
Source out funds from external sources for upgrading physical facilities and equipment and implementation of other research undertakings.

1.4.4. High Impact and Relevant Programs
Undertake quality researches in line with the thrusts and priorities of the University which can be immediately utilized by the community.

1.4.5. Linkages and Cooperation
Establish and maintain linkages with local and foreign research organizations, universities with strong research capability, and other private or government agencies.

1.4.6. Knowledge Management Center.
Establish a management center for computerization, publication and dissemination of research outputs.
II. ORGANIZATIONAL STRUCTURE

Section 2.1 Research Council

2.1.1. Composition

The Research Council is composed of the University President as Chairman, the Vice President for Research, Development and Extension as Vice Chairman, with the Vice President for Academic Affairs, Vice President for Administration and Finance and Vice President for Resource Generation and External Affairs in collegial position with the Vice President for Research, Development and Extension.

Working directly under the supervision of the Vice President for Research, Development and Extension are the Director for Research and the Director for Research Management Services.

Other members of the Council are the Executive Directors and the Director for Finance.

2.1.2. Functions

The Research Council acts as an advisory body to assist the President in setting research direction, planning, and fund allocation and in reviewing and/or recommending policies and guidelines pertaining to the Research Program of the University.

Its specific functions are to:

2.1.2.1. Formulate policies, guidelines and mechanisms pertaining to the management of research;

2.1.2.2. Formulate strategic plans for the Research Program of the University;

2.1.2.3. Determine research priorities, in both long and short terms, the different areas of research concerns;

2.1.2.4. Approve budget for research activities; and

2.1.2.5. Review and recommend any amendment to improve existing policies and guidelines in research.
Figure 1. Research and Development Office Organizational Structure
2.1.3. Duties and Responsibilities of the Research Council

Members

The following are the respective functions, duties and responsibilities of each member of the Research Council:

2.1.3.1. President

The President, being the chairman of the Research Council, provides leadership to develop competent and committed researchers from the different sectors of the University and thus enable to carry out its research functions effectively and efficiently.

2.1.3.2. Vice President for Research, Development and Extension

2.1.3.2.1. Serves as Vice Chairman of the Research Council; and

2.1.3.2.2. Acts for the President on her/his absence or inability to act, and undertake such additional duties and responsibilities as may be assigned by the President.

2.1.3.3. Members of the Research Council

2.1.3.3.1. Evaluate research proposals submitted by the different Research Areas;

2.1.3.3.2. Facilitate the Research Council meeting to evaluate the researchers’ proposals for funding.

2.1.4. Meetings

The Research Council shall meet twice to review research priorities, evaluate and approve research proposals for the year, and make the strategic plan and take up other important matters pertaining to research. Special meetings may be called by the Chairman or the Vice Chairman within the year whenever necessary. Additional two meetings shall be organized for Research Colloquium or Pre-Evaluation of Research Proposals prior to the Research Council meeting.
Section 2.2 Office of the Vice President for Research, Development and Extension

The Vice President for Research, Development and Extension shall directly manage, monitor and supervise all the activities, programs and projects relative to research, development and extension.

2.2.1 Duties and Responsibilities

2.2.1.1. Reports directly to the President and serves as the Chief Research and Extension Officer of the University, promoting the University's mission and providing the executive and administrative leadership for the Research and Extension;

2.2.1.2. Requires the Director for Research, Director for Research Management Services, Deans and Executive Directors to directly report matters involving research and development activities and research management services;

2.2.1.3. Assumes a lead role in initiating and evaluating research and development areas and extension linkages and collaborations;

2.2.1.4. Be in close coordination with Executive Directors and Deans in the implementation of research and extension policies, programs, and support services;

2.2.1.5. Plays an active role in proposing and coordinating policies and procedures in the areas of contracting, inventions, copyrights, software, publications and on policies and procedures in research;

Section 2.3 Research Office

2.3.1. Composition

The Research Office is the University's implementing body of its research program. It is under the Office of the Vice President for Research, Development and Extension, and the Research Council which serves as the policy making entity from where the Research and Development Office derives approval for its research program. The Director for Research heads the planning, implementation and evaluation of the research programs/projects of the University. Working under the Director for Research are the five Assistant Directors for the areas: Architecture, Engineering and Technology Research; Agriculture
Research and Development

and Natural Science Research; Environment and Biodiversity Research; Entrepreneurial and Business Research; and, Education, Mathematics and Social Science Research.

The general function of the Assistant Directors is to oversee the research activities along their respective offices/research areas within the University.

Research coordinators representing the different colleges work with the Assistant Directors, Directors and Deans of the University, and serve as link between the Research and Development Office and the college in their respective research undertaking.

2.3.2. Functions

The Research Office is the University’s implementing body of its research program activities.

It carries the following specific functions:

2.3.2.1. Serves as mechanism for identifying the University’s research thrusts and priorities and implementing the University’s research program;

2.3.2.2. Provides information, direction, leadership and encouragement among University faculty and personnel in the development of a research culture and interest in the conduct of research;

2.3.2.3. Establishes linkages with private or public, industry, educational institutions and other research organizations which may provide the University with the needed research resources and strengthen the University’s capabilities to conduct research;

2.3.2.4. Provides researchers who may share expertise with other agencies giving collaborative assistance in their research projects;

2.3.2.5. Implements the policies, guidelines and mechanism in the conduct of research; and

2.3.2.6. Coordinates and monitors the research projects/programs of the University.
2.3.3. Duties and Responsibilities of Research Personnel

The following personnel of the Research Office:

2.3.3.1. Director for Research

2.3.3.1.1. Designs, plans, organizes, coordinates, and implements comprehensive research projects relating to institutional effectiveness and decision-making;

2.3.3.1.2. Formulates long and short range research activities for the University;

2.3.3.1.3. Supervises the assistant directors in planning, implementing and evaluation their respective operational/tactical plans;

2.3.3.1.4. Conducts/Directs research projects subject to the same benefits and responsibilities as the other researchers;

2.3.3.1.5. Encourages faculty involvement in research activities and pursue various sources for research funding (particularly extramural contracts and grants);

2.3.3.1.6. Submits to the Vice President for Research, Development and Extension periodic reports on research proposals, completed and on-going research and other pertinent reports;

2.3.3.1.7. Establishes working relationships with private and public funding agencies, facilitate handling and negotiations with funding agencies), and protect the University’s interests in these agreements with external agencies;

2.3.3.1.8. Processes research projects which require financial assistance from the University or funding agencies and make the corresponding recommendations for funding in accordance with the set;

2.3.3.1.9. Coordinates with the Assistant Directors of Research Areas in promoting and encouraging research among the faculty and students;
Research and Development

2.3.3.1.10. Assists the Vice President for Research, Development and Extension in establishing linkages with government and non-government agencies for more productive research and development program;

2.3.3.1.11. Represents the University in inter-institutional meetings and conferences primarily concerning research; and

2.3.3.1.12. Performs other functions pertinent to this office as may be necessary.

2.3.3.2. Assistant Directors for Research

The University shall have Assistant Directors for Research who shall assist the Director for Research to initiate, oversee and implement University research thrusts and priorities within the University setting. They will provide leadership in the following areas: Architecture, Engineering and Technology Research; Agriculture and Natural Science Research; Environment and Biodiversity Research; Entrepreneurial and Business Research; and Education, Mathematics and Social Sciences Research. The following are the duties and responsibilities of the Assistant Directors for Research:

2.3.3.2.1. Develop, execute and manage the research and evaluation activities in the assigned specific areas;

2.3.3.2.2. Coordinate with Research coordinators in promoting and encouraging research among faculty;

2.3.3.2.3. Develop and execute outcomes assessment and the comprehensive evaluation research of the University and outreach consultative services to appropriate agencies as needed;

2.3.3.2.4. Conduct/Direct research projects subject to the same benefits and responsibilities as the other researchers;

2.3.3.2.5. Assist the Director for Research in monitoring and evaluation of research projects/ programs under their respective areas;

2.3.3.2.6. Assist faculty researchers in the preparation of work and financial plan;
Research and Development

2.3.3.2.7. Supervise the heads of the specific area of the research in planning, implementing and evaluating their respective operational/tactical plans;

2.3.3.2.8. Submit to the Director for Research periodic reports on research proposals, completed and on-going reports and other pertinent data and information;

2.3.3.2.9. Assist the Director for Research in establishing linkages with government and non-government agencies for more productive research and development program;

2.3.3.2.10. Evaluate research proposals submitted by the heads/coordinators and other faculty researchers;

2.3.3.2.11. Represent the University in inter-institutional meetings and conferences primarily concerning research; and

2.3.3.2.12. Perform other functions pertinent to this Office as may be necessary.

Section 2.4 Research Management Services Office

2.4.1. Composition

The Research Management Services Office is the University’s implementing body for its research services. It is under the Office of the Vice President for Research, Development and Extension. The Director for Research Management Services heads the research management services of the University. Working under the Director for Research Management Services are four Assistant Directors for the offices: Intellectual Property Management, Product and Technology Assessment and Commercialization; Data Processing Services; Research Management Information System and Publication; and Analytical Laboratory and Testing Services.

The general function of the Assistant Directors is to oversee the research activities along their respective offices within the University.

Research coordinators representing the different colleges work with the Assistant Directors, Directors and Deans in the University, and serve as link between the Research and Development Office and the college in their respective research undertaking.
Research and Development

2.4.2. Functions

The Research Management Services Office is the University's arm for the implementation of its research services such as Intellectual Property Management, Product and Technology Assessment and Commercialization; Data Processing Services; Research Management Information System and Publication; and Analytical Laboratory and Testing Services.

It carries the following specific functions:

2.4.2.1. Facilitates technology assessment and commercialization of the developed technology in the University;

2.4.2.2. Evaluates promising technology/product/invention of the faculty researchers / personnel and facilitates its Intellectual Property Rights registration;

2.4.2.3. Evaluates completed researchers for possible publications and presentations;

2.4.2.4. Assists researchers in data processing and facilitates the data management of the University researches;

2.4.2.5. Establishes, facilitates the accreditation of, and manages the University's Analytical Laboratory and Testing Services;

2.4.2.6. Provides technical services such as statistical and laboratory testing services;

2.4.2.7. Finds ways for research dissemination and utilization of conducted research in the University setting.

2.4.3. Duties and Responsibilities of Research Management Services Personnel

The following are the specific functions, duties and responsibilities of each personnel of the Research Management Services Office:

2.4.3.1. Director for Research Management Services

2.4.3.1.1. Supervises the assistant directors in planning, implementing and evaluation of their respective operational/tactical plans;
2.4.3.1.2. Provides relevant administrative structure and support services;

2.4.3.1.3. Provides faculty and administration with data required for planning and policy development;

2.4.3.1.4. Maintains a data bank of research outputs and activities, and whenever necessary, disseminate research outputs of the University;

2.4.3.1.5. Facilitates the conduct of review and evaluation of research activities and projects;

2.4.3.1.6. Facilitates the selection of the awardees for: Best Research and Development Paper, Outstanding Faculty Researcher, Outstanding Technology Commercialization, Most Outstanding Research, Outstanding Research in Pure and Applied Sciences, Outstanding Research in Basic and Applied Social Sciences and the Humanities; and Best Action Research;

2.4.3.1.7. Facilitates the evaluation of students and faculty researches for technology assessment and copyright/patent application; and

2.4.3.1.8. Performs other functions pertinent to this office as may be necessary.

2.4.3.2 Assistant Directors for Research Management Services

The University shall have assistant directors for research management services who shall assist the director to initiate, oversee and implement University research management services of the University.

2.4.3.2.1 Assistant Director for Intellectual Property Management, Product and Technology Assessment and Commercialization

2.4.3.2.1.1. Implements the approved Intellectual Property policy of the university;

2.4.3.2.1.2. Evaluates applications for patent/registration and copyrights;
2.4.3.2.1.3. Determines the patentability or copyright ability which includes receiving of patent disclosures, undertaking patent search and completing applications for patents and copyrights;

2.4.3.2.1.4. Applies for patent at Intellectual Property Office of the Philippines and registration of copyrights at the National Library;

2.4.3.2.1.5. Assists the Director for Research Management Services in the evaluation of completed research in the University;

2.4.3.2.1.6. Conducts the preliminary assessment of completed researches (product/s and/or technology) by faculty and/or students;

2.4.3.2.1.7. Leads and assemble the team who will evaluate the assessment of the product/s and/or technology in terms of its capability and function, novelty, impacts, competitiveness and commercialization.

2.4.3.2.1.8. Monitors the assessment being conducted by the team who will be evaluating the product/s and/or technology;

2.4.3.2.1.9. Makes the summary report collated from the assessment conducted by the team who will be evaluating the product/s and/or technology;

2.4.3.2.1.10. Identifies research product/s and/or technology ready for commercialization;

2.4.3.2.1.11. Supervises the creation of information education campaign materials of product/s and/or technology for commercialization and promotion materials for all types of media;

2.4.3.2.1.12. Coordinates with exhibits, conferences, and other events that provides venue for commercialization of product/s and/or technology; and

2.4.3.2.1.13. Coordinates with the extension services of the University in information dissemination campaigns of product/s and/or technology for commercialization and promotion upon technology transfer.
Research and Development

2.4.3.2.2. Assistant Director for Data Processing Services

2.4.3.2.2.1 Assists researchers in facilitating the statistical/simulation requirements in their research projects;

2.4.3.2.2.2 Checks, evaluates and processes statistical and other simulation data;

2.4.3.2.2.3 Assists researchers in the analysis of statistical/simulation results and ensures the accuracy of results of analysis before release of which to clients;

2.4.3.2.2.4. Ensures proper maintenance and upgrading of all simulation software and computers;

2.4.3.2.2.5 Performs other functions pertinent to this Office as may be necessary.

2.4.3.2.3. Assistant Director for Research Management Information System and Publication

2.4.3.2.3.1. Maintains records management systems for research documents, including on-going and completed researches;

2.4.3.2.3.2. Develops and implements policies and procedures for the recording, indexing, filing, and retrieving of active documents and the storage of inactive documents;

2.4.3.2.3.3. Maintains databases for tracking research projects, inventory of records and other operational needs;

2.4.3.2.3.4 Facilitates information dissemination on research output presentation and publication opportunities;

2.4.3.2.3.5 Provides assistance to researchers in the preparation of their research output for publication and/or presentation:

2.4.3.2.3.6 Checks the authenticity and originality of the research output prior to application for publication and/or presentation; and

2.4.3.2.3.7 Facilitates the publication of research outputs in local, national and/or international refereed journals.


**Research and Development**

2.4.3.2.4. Assistant Director for Analytical Laboratory and Testing Services

2.4.3.2.4.1. Facilitates laboratory testing and analysis of samples from the researchers;

2.4.3.2.4.2 Develops, executes and manages the activities in the analytical and testing laboratory, and ensures the accuracy of results of daily analyses before release of which to clients;

2.4.3.2.4.3. Checks, evaluates and analyzes tests results performed by analysts/chemists; authorizes further analysis to establish accuracy, conclusions or recommendations in the final report;

2.4.3.2.4.4. Ensures good working condition of equipment through regular calibration and maintenance;

2.4.3.2.4.5 Maintains proper inventory of equipment, materials and reagents in the laboratory;

2.4.3.2.4.6. Performs other pertinent functions as may be necessary.

**Section 2.5 Function of Research Staff and Personnel**

2.5.1. Research Associate

The Research Associate assists the research personnel in research undertakings and activities.

The Research Associate’s functions are as follows:

2.5.1.1. Conducts/Directs research projects subject to the same responsibilities as the other researchers;

2.5.1.2. Conducts field and laboratory experiments using prescribed techniques;

2.5.1.3. Makes creative suggestions regarding adaptations or modifications to standard research and laboratory methods;

2.5.1.4. Prepares scientific articles and reports for publications and presentations;
Research and Development

2.5.1.5. Encodes, designs and lays-out the materials/documents for the publication of research journal, statistical bulletin, Real Management Information System (RMIS) data and information, leaflets, flyers, brochures, and other information materials;

2.5.1.6. Prepares minutes of the meeting of the Office;

2.5.1.7. Coordinates with appropriate office, matters pertaining to office supplies and other materials necessary for day to day operation of the unit;

2.5.1.8. Performs other duties as may be assigned by the superior from time to time; and

2.5.2. Research Coordinators

The University also has research coordinators who serve as link between the Research and Development Office and the college they represent. They are selected by their respective deans to serve as channel for research work and activities at the Research and Development Office.

Their functions are as follows:

2.5.2.1. Support the promotion and strengthening of the research culture within the area and cross-area where appropriate;

2.5.2.2. Contribute to the development and review of the University's Research Plan;

2.5.2.3. Conduct/Direct research projects subject to the same benefits and responsibilities as the other researchers;

2.5.2.4. Formulate long and short range research activities in the assigned college/campus;

2.5.2.5. Conduct/direct research projects subject to the same benefits and responsibilities as the other researchers;

2.5.2.6. Submit to the Director for Research, Director for Research Management Services and the respective and related Assistant Director to submit periodic reports or research proposals, completed and on-going reports & other pertinent data;
Research and Development

2.5.2.7. Facilitate the research activities of the faculty and students in the respective college/campus;

2.5.2.8. Assist the Dean in enhancing the research competencies of the faculty and students;

2.5.2.9. Submit reports on research activities to the Director for Research Management Services, and Director for Research;

2.5.2.10. Perform other functions pertinent to research.

2.5.3. Science Research Specialists

The Science Research Specialist is a research assistant who assists the research personnel in research undertakings and activities.

The SRSs’ functions are as follows:

2.5.3.1. Conduct/Direct research projects subject to the same responsibilities as the other researchers;

2.5.3.2. Conduct field and laboratory experiments using prescribed techniques;

2.5.3.3. Make creative suggestions regarding adaptations or modifications to standard research and laboratory methods;

2.5.3.4. Prepare scientific articles and reports for publication and presentation;

2.5.3.5. Test and calibrate laboratory and scientific equipment;

2.5.3.6. Provide technical assistance to faculty/personnel researchers in the conduct of research activities;

2.5.3.7. Perform other duties as may be assigned by the superior from time to time;

2.5.3.8. Perform other activities on position which have been created for the efficient and effective management of the research program;
2.5.4. Laboratory Analyst

2.5.4.1. Conducts laboratory tests in accordance with the prescribed methods;

2.5.4.2. Ensures proper indexing/recording of all samples received and notifying analysts as to the required tests for the specified samples in the absence of the laboratory technician;

2.5.4.3. Maintains and/or calibrates instruments/test equipment assigned and keeping orderliness and tidiness of working areas;

2.5.4.4. Entertains technical inquiries of clients (internal) and maintains good relationship with them;

2.5.4.5. Performs the duties and responsibilities of a purchaser (for chemicals, standards, laboratory equipment and supplies only);

2.5.4.6. Prepares chemical, lab wares, and equipment inventory and submits them to Assistant Director for Analytical Laboratory and Testing Services;

2.5.4.7. Records monthly samples received and corresponding analyses requested and submit them to the Analytical Laboratory and Testing Services;

2.5.4.8. Performs miscellaneous activities appropriate to general laboratory set-up i.e. general instructions, personal and laboratory safety and others; and

2.5.4.9. Performs related tasks as may be assigned from time to time.

2.5.5. Laboratory Technician

2.5.5.1. Assists analyst/s in performing laboratory tests/experiments in accordance w/ each analyst needs;

2.5.5.2. Ensures proper indexing/recording of all samples received and notifying analysts as to the required tests for the specified samples;
2.5.5.3. Ensures proper sampling of all samples received: handling, storage and disposal of which after its analysis;

2.5.5.4. Keeps orderliness and tidiness of working areas and ensures proper disposal of all wastes generated in the establishment;

2.5.5.5. Checks and/or monitors that equipment (laboratory and office) are in good working condition;

2.5.5.6. Reports any damaged, non-functioning equipment, faulty wiring, leaky faucets and other related cases that will hinder activities to the supervisor and/or general manager;

2.5.5.7. Performs and monitors the pest control program set by the establishment to lessen or completely eradicate pests/insects in the work areas; and

2.5.5.8. Performs related tasks as may be assigned from time to time.

Section 2.6 Faculty Researchers

2.6.1. Formulate long range and monthly research activities for the implementation of the project;

2.6.2. Accomplish properly signed work and financial plan for the study/project/program;

2.6.3. Accomplish properly signed annual procurement plan for research project/program;

2.6.4. Request and follow up procurement of materials, equipment and supplies necessary for the implementation of the study/project/program;

2.6.5. Perform all activities specified in the approved project/program work plan;

2.6.6. Submit monthly accomplishment report;

2.6.7. Prepare log book, reports and documents for monitoring the progress and the disbursements made for the implementation of the research project;
Research and Development

2.6.8. Prepare and submit progress and terminal and financial report to the Director and Asst. Director for Research; and

2.6.9. Prepare and submit research paper for publication, presentation and/or IP application to the Director for Research Management Services.
III. MECHANICS OF IMPLEMENTATION

Research is a mandatory function of Batangas State University. As such, all faculty members, administrative staff as well as non-teaching personnel are enjoined to undertake research in their areas of competence.

Section 3.1 General Guidelines

3.1.1. All permanent faculty members with a rank of at least Associate Professor are required to engage in research activities, which are inclusive of, but are not limited to, publication in refereed journals, presentation of research outputs in national and international fora, and patents.

3.1.2. Approved research projects shall be endorsed by the University President to appropriate funding agencies.

3.1.3. The budget allocation for research of each college shall depend on the approved research proposals submitted during the specified period and on the approval for funding from the University Research Fund.

3.1.4. The conduct of research in the different colleges and other campuses of the University, commissioned research and research consultancy shall be governed by the provisions of the BatStateU Research and Development Manual.

3.1.5. All research projects that are funded by BatStateU and other government agencies, as well as private entities, shall be governed by the provision of the BatStateU Research and Development Manual in accordance with the IP Policy of the University and shall become the property of the BatStateU – Research and Development Office.

Section 3.2 Research Initiatives

3.2.1. The Vice President for Research, Development and Extension shall initiate the development of research initiatives for inclusion in the University’s Five Year Strategic Plan. These research initiatives shall direct the Research Areas for study and quality that are under national and international research priorities.
Research and Development

3.2.2. The implementation plan of each Research Area is done annually on a school year basis to be submitted to the Vice President for Research, Development and Extension not later than the second week of July.

Section 3.3 Funding

3.3.1. Research grants of the University shall be taken from the budgetary allocation for research.

3.3.2. Research grants and all other forms of support and incentives upon the joint recommendations of the Director for Research, Director for Research Management Services, and the Vice President for Research, Development and Extension shall be approved by the University President.

3.3.3. All research proposals must be accompanied by the work plan, work and financial plan, itemized budget, and terms of reference (See Attachment VI – IX for the format) which shall be the basis in determining the amount and approval of the research grant.

3.3.4. Release of the grant is based on the approved work and financial plan.

3.3.5. Any change in the methodology and funding of approved research proposal shall require a written request and justification by the research proponent and the approval of the Research Council.

Section 3.4 Research Proposal Development and Approval

The research proposals are developed and approved based on the process flow indicated in Figure 2.

3.4.1. Development of Research Proposals

3.4.1.1. The choice of research projects/studies should be based on the Research Thrusts and Priorities of the University.

3.4.1.2. The preparation of research proposal for funding involves the following steps:
3.4.1.2.1. Submission of Capsule Research Proposal for Initial Evaluation

The researcher will provide the Director for Research a copy of the Capsule Research Proposal endorsed by the Research Coordinator. This copy will be sent by the Director for Research to the Assistant Director under whose discipline the study belongs. The proposal will be evaluated and returned to the researcher with the suggestions and recommendations (See Attachment II).

Figure 2. Process Flow Chart for Research Proposal Development and Approval
3.4.1.2.2. Preparation and Evaluation of Detailed Research Proposal

The researcher is required to improve his / her paper by following the suggestions given by the evaluator. A Detailed Research Proposal will be prepared and will be presented to the Research Evaluation Committee through a colloquium. The Committee shall be composed of the Vice President for Research, Development and Extension, Director for Research, Director for Research Management Services, Assistant Director concerned, Research Coordinators assigned for the discipline, and external experts on the field. Should the detailed proposal be found acceptable, it will be scheduled for presentation to the Research Council. (See Attachment III).

3.4.1.3. Research Evaluation Criteria

All research proposals are evaluated based on the following criteria:

3.4.1.3.1. Research Proposal Requirements

3.4.1.3.1.1. Contribution to knowledge (25 points)

- The research is novel and has potential for generating new ideas / products (15 points).
- The research may open new awareness (10 points).

3.4.1.3.1.2. Appropriateness (25 points)

- The research design is effective and adequate to elicit information relative to the problems stated. (7 points).
- Variables and factors are properly defined and quantified (6 points).
- Sampling procedure is correct and accurate (6 points).
- Statistical methods used are appropriate (6 points).
3.4.1.3. Replicability, applicability, and marketability of the research outputs (30 points)

- The design allows for a replication of the study in other setting or locale (5 points).
- The research results promise to have direct application to the solution of perceived problems in the field (10 points).
- The research results can be translated into viable products which can be marketed for public consumption (10 points).
- The research results can be used for the institution’s extension services (5 points).

3.4.1.3.4. Relevance to the Research and Development thrusts and priorities of the University (10 points).

3.4.1.3.2. Proponent Requirements

- Capability of proponent to carry out research project (10 points)
  - Bonafide faculty member or members of the administrative staff or non-teaching personnel with advanced studies in the field relevant to the research project (3 points).
  - Research track record (7 points)

3.4.2. Presentation of Research Proposal to the Research Council

At this stage, the researcher will present his/her study to the Research Council which has the final decision as to whether the study will be pursued and granted University funding.

The approval of the proposal by the Research Council will be based on the following general criteria: Research Impact/Contribution to the University/Community, Possible Marketability, and Availability of Funds.
Section 3.5 Implementation of Research Projects

The implementation of research projects shall be in accordance with the approved work and financial plan.

3.5.1. Research Project Contract or Memorandum of Agreement Signing

3.5.1.1. A Detailed Research Proposal with work plan, work and financial plan, line item budget, and terms of reference (See Attachment VI - IX) shall be made by the researchers. This revised Detailed Research Proposal shall be submitted to the concerned Assistant Director, completely signed as noted by the Dean, Director for Research, with recommending approval by Vice President for Research, Development and Extension and Vice President for Administration and Finance, and approved by the University President.

3.5.1.2. The proponent of the approved research project shall be required to sign a Research Project Contract for internally funded research and Memorandum of Agreement for externally funded research (See Attachment IV) with the University which contains the rights and benefits as well as the corresponding obligations and responsibilities of parties involved.

3.5.1.3. All research studies funded by the University or any government and non-government agencies shall be the property of the Batangas State University. Dissemination in any form of the research outputs shall require approval by the University President, upon the recommendation of the Vice President for Research, Development and Extension. The University however, recognizes the authorship of the researchers.

3.5.2. Notice to Proceed

The researchers shall be given the Notice to Proceed through their respective Deans and Executive Directors. This Notice to Proceed shall contain among others the reduction of teaching load and duration of the project by the researchers.
3.5.3. Research Project Implementation

3.5.4.1. In the implementation of the research project, the Program/Project Leader may seek the assistance of the Director of the Research and Director for Research Management Services concerned with regard to:

3.5.4.1.1. Facilitating request for manpower;
3.5.4.1.2. Negotiating with implementing or cooperating agencies;
3.5.4.1.3. Facilitating requests for supplies and materials needed;
3.5.4.1.4. Facilitating request for travel; and
3.5.4.1.5. Preparing of progress and final reports.

3.5.4.2. The Program/Project Leader shall take full responsibility in the conduct of the study, accurate gathering and appropriate analysis of data or observations and other aspects of the research process.

3.5.4.3. Any changes in the method or procedures may be allowed subject to the approval of the Vice President for Research, Development and Extension. Changes in the work and financial plan may be allowed subject to the approval of the University President.

3.5.4.4. In the administration of research, the following administrative functions shall be observed:

3.5.4.4.1. The Project Leader automatically becomes the administrator of the research if the research is classified as a project, i.e., consisting of two or more studies. The Project Staff is under the Project Leader. However, the Project Leader should consult regularly with the Director for Research to keep both parties well-informed about the progress of the research.
Research and Development

3.5.4.4.2. All expenses incurred in the conduct of funded research, whether the source is from the University or from other government and non-government agencies, shall be subject to usual accounting and auditing rules and regulations.

3.5.4.4.3. Under normal circumstances, the research should be completed within the specified time frame.

3.5.5. Monitoring of Research

3.5.5.1. Upon approval of the research project, the researcher will be required to prepare a time table to serve as written mechanism to check on the progress of the work (See Attachment VI for the Work Plan).

3.5.5.2. The researcher will have to provide a written progress report on the present status of the study and provide the Research Office a copy of the accomplished portion. The project leader shall be required to submit a monthly accomplishment report to the Director for Research. The project staff shall be required to submit a monthly accomplishment report to the project leader (See Attachment XII – XIV for the format of Monitoring Report and Monthly Accomplishment Report).

3.5.5.3. Ocular visits / supporting pictures may also be part of the monitoring activities of the Unit.

3.5.5.4. Failure to meet the researcher – established time frame may be a ground for discontinuation/termination of the research and return of released monetary grant.

3.5.5.5. Should the research be feasible for continuance, the Research and Development Office may invite other researchers to complete the project.

Section 3.6 Financial Management of Research Projects

The disbursements for the research project that shall be made should be in accordance to the submitted work and financial plan and line item budget. The procedure in procurement and auditing of the research projects expenditures should be in accordance to the existing implementing procedure set by the Office of Administration and Finance of the University.
Research and Development

Section 3.7 Externally Funded Research

3.7.1. The Research Office provides assistance in preparing and packaging proposals for submission to externally funding agencies such as DOST, CHED, DA, DA-BAR, BFAR, CI, and other international and national funding institutions. Proposals shall be made in accordance with the recommended format of the funding institution.

3.7.2. Discussion pertaining to the scope of the research project, budget, and terms of reference shall be made by the University's Research Council, together with the involved faculty researchers and the funding agency representatives.

3.7.3. Upon approval by the Research Council, externally funded researches or studies shall require signing of Memorandum of Agreement entered into by the University and the concerned party.

3.7.4. The research activities conducted by the researcher shall be monitored by the concerned Assistant Director.

3.7.5. Issues related to intellectual property shall be specifically stipulated in the Memorandum of Agreement and shall be made clear to all parties concerned prior to project commencement.

3.7.6. Honorarium shall also be provided to individuals who shall perform administrative tasks for the project. This shall be charged to the administrative cost of the externally funded research project.

Section 3.8 Commissioned Research

3.8.1. Commissioned research or studies initiated and funded by agencies outside of BatStateU shall require the signing of Memorandum of Agreement entered into by the University and the concerned party.

3.8.2. Funds received from commissioned research shall constitute special trust fund and shall be deposited in an authorized government depository bank and all interests that shall accrue there from shall form part of the same fund. The President, Vice President for Research, Development, and Extension, or the Director for Research shall constitute the depositors.
Research and Development

3.8.3. All expenses incurred in the conduct of research shall be subject to usual accounting and auditing rules and regulations.

3.8.4. Issues related to intellectual property shall be specifically stipulated in the Memorandum of Agreement and shall be made clear to all parties concerned prior to project commencement.

3.8.5. Any savings or unutilized amount from said funds shall be used for research related projects/activities that will ensure research productivity subject to the approval of the President.

Section 3.9 Reporting, Documentation and Publication of Research Findings

3.9.1. Terminal report of research program/projects/studies whether externally or internally funded, shall be prepared (See Attachment X for the Progress Report) and submitted to the concerned Assistant Director.

3.9.2. The concerned Assistant Director shall evaluate the submitted terminal report and if necessary, return to the faculty researcher for revision.


3.9.4. The Director for Research Management Services and the concerned Assistant Directors shall recommend the research output for publication, IP application, or presentation.

3.9.5. Dissemination of completed research to the public through seminars, fora, symposia, conferences shall be done only after the terminal report has been evaluated and approved by the concerned Assistant Director and the Director for Research Management Services.

3.9.6. Research studies chosen for publication will be published in the BatStateU Research Journal, the official publication of the Research and Development Office. A copy should be provided to the ultimate beneficiary of the research.
Research and Development

Section 3.10 Research Ethics

3.10.1. The researcher is responsible for the citations used in the research. Plagiarism is strictly not allowed.

3.10.2. Excerpts either from books or from electronic sources should be acknowledged.
IV. CLASSIFICATION, SELECTION AND PRIVILEGES OF RESEARCHERS

Section 4.1 Classification of Researchers

4.1.1. **Program Leader.** This refers to a researcher who directly plans, organizes, and supervises the overall activities of an R and D program with at least two projects. He/She should be directly responsible for the conduct of at least one of the projects of said program.

4.1.2. **Project Leader.** This is a researcher who directly plans, organizes, supervises and conducts the implementation of a basic unit of investigation of a specific R and D problem.

4.1.3. **Project Staff.** This refers to a researcher whose basic function is to assist or participate in the day-to-day activities in the implementation of the R and D activities.

There are three levels.

4.1.3.1. Level 3 - This shall include those with professional, technical or scientific position in a supervisory capacity.

4.1.3.2. Level 2 - This shall include those with professional, technical or scientific position in a non-supervisory capacity.

4.1.3.3. Level 1 - This shall include those who perform clerical, trades, crafts and custodial services which involve non-professional or sub-professional work in a non-supervisory capacity.

Section 4.2 Qualification of Researchers

Any one of the following minimum qualifications is set for each category of researchers:

4.2.1. **Program Leader**

4.2.1.1. Should have at least a master’s degree in a field relevant to at least one project in the research program; and

4.2.1.2. Should have at least one completed research published in a refereed journal.
Research and Development

4.2.2. Project Leader

4.2.2.1. Should have at least a master’s degree in a field relevant to the project; and

4.2.2.2. Should have at least one completed research and with proven technical skill/experience.

4.2.3. Project Staff

4.2.3.1. Level 3 - Should have at least a master’s degree in a field relevant to the project and with proven technical skill/experience;

4.2.3.2. Level 2 - Should have at least a master’s degree in a field relevant to the project or with proven technical skill/experience;

4.2.3.2. Level 1 - Should be a baccalaureate degree holder.

Section 4.3 Privileges and Incentives for Faculty and Personnel Researchers

The need to develop a strong research culture in BatStateU calls for the provision of incentives that would encourage the university constituents to be actively involved in research activities. A faculty or personnel of the university who is authorized to conduct a research project may enjoy the following:

4.3.1. Reduced Teaching Load

4.3.1.1. To enhance research productivity, there shall be a reduction of teaching load in consonance with the established policies of the University. However, the researcher is allowed to have a maximum of two research projects.
Research and Development

Equivalent Teaching Load

The faculty researcher is entitled to the following reduced teaching load equivalents to implement their proposed research projects.

Category: Reduced Teaching Load

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<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Internally Funded Researches</td>
<td>1 – 3 Full Time Faculty - One (1) Independent Study</td>
<td>6 hrs each</td>
</tr>
<tr>
<td></td>
<td>1 – 3 Faculty with Administrative Assignment - For every Independent Study</td>
<td>3 hrs each</td>
</tr>
<tr>
<td>B. Externally Funded Researches</td>
<td>Full Time Faculty - One (1) Independent Study</td>
<td>6 hrs each</td>
</tr>
<tr>
<td></td>
<td>Faculty with Administrative Assignment – For every independent study</td>
<td>3 hrs each</td>
</tr>
</tbody>
</table>

4.3.1.2. This guideline applies only to those studies with a duration of not less than four months. For those studies that are less than four months, the teaching load may be proportionately reduced.

4.3.1.3. Faculty personnel who are designated / assigned as administrators at the Research and Development Office shall be entitled to reduction of teaching load that is within the established policies of the University.

4.3.1.4. To ensure the completion of the research project in the specified duration, the faculty researchers who enjoy reduction of teaching load and honorarium shall not be allowed to have teaching overload. However, faculty members who are only entitled to reduction of teaching load for their action research may have teaching overload which shall not exceed the maximum load in line with the existing policies of the University.

4.3.2. Honoraria

Honorarium is a form of remuneration for gratuitous services beyond the minimum/regular workload (teaching or instruction) of an individual whose broad superior knowledge, expertise or professional standing in specific field contributes significantly to scientific and technological research and development. This also applies to researchers with administrative functions.
Research and Development

4.3.2.1. The grant of honoraria for internally funded researches is primarily based on RA 8439, PD 1502 and MC No. 001 Series of 2009 of the National Science and Technology System. Honorarium shall be granted to the researchers over and above the reduced load subject to availability of funds, but shall not apply to action research. However, for externally funded researches, honoraria shall be based on the amount stipulated on Memorandum of Agreement between the funding agencies and the University.

Honorarium rates will be based on the following:

Program Leader
- 2 projects: Php10,200/mo.
- 3 - 4 projects: Php11,600/mo.
- 5 or more: Php14,600/mo.

Project Leader: Php8,800/mo.

*The number of projects handled should not exceed 2 projects/person.

Project Staff
- Level 3: Php7,500/mo.
- Level 2: Php6,000/mo.
- Level 1: Php4,800/mo.

Program/ Project Coordinator
- 1-3 program/projects: Php4,400/qtr.
- 4 or more projects: Php6,500/qtr.

Program/ Project Support Staff
- Level 2: Php1500/qtr.
- Level 1: Php1,000/qtr.
Research and Development

S&T Consultant
On-call basis: Shall not exceed 5% of the project cost

The complexity of the consultant’s work and the amount corresponding to his/her consultancy services shall be subjected to the evaluation of the Research Committee to be created for this purpose.

Board of Judge/Evaluation Panel

Chairperson: Php3,000/meeting*
Member: Php2,700/meeting*

Technical Advisory Committee/Steering Committee

Council/Institute/Other Equivalent National: Php5,900/meeting*
Technical Advisory Body/Steering Committee

*This shall be considered as per diem compensation and shall not exceed two (2) meetings per month.

The project staff shall be allowed to handle a maximum of 2 projects at a time.

4.3.2.2. No personnel shall be paid overtime pay from the project where honorarium is received.

4.3.2.3. No individual may be entitled to receive honoraria in more than one project/activity. In cases where the individual is assigned/designated in more than one project/activity, he/she shall receive only the higher rate of honoraria.

4.3.2.4. Honorarium shall be provided to individuals who are directly involved in externally funded research projects.

4.3.2.5. The honoraria stated herein are subject to change based on DOST’s Memorandum Circular as regards the guidelines on the grant of honoraria.
4.3.3. Royalties. Researchers shall be entitled to royalties when they produce income-generating research like research outputs published in the form of books, manuals or handbooks, and development projects if purchased by various clientele. Said royalties should be in accordance with the Intellectual Property Rights Policy (IP) of the University and Intellectual Property Rights Law of the Philippines. Moreover, for outputs generated from externally funded research the royalties should be in accordance with the Memorandum of Agreement. This guideline applies only in cases where the University will finance the reproduction, marketing and distribution of such materials or projects.

4.3.4. Monetary Award.

Monetary award shall be given to faculty members or personnel whose research work finds publication in international, national or regional refereed journals, or whose study was presented in international, national or regional research fora, subject to availability of University funds.

4.3.4.1 For faculty/personnel researchers whose work finds publication in refereed journals, the University shall award the achievement and recognize such through monetary incentives as follows:

a. international Php30,000/paper
b. regional/national (accredited by CHED) Php20,000/paper
   regional/national (not accredited by CHED) Php10,000/paper

4.3.4.2. For faculty/personnel researchers whose study has been presented orally in an international forum abroad, the University shall award them Php15,000 in recognition of their achievement as researchers/presenters.

4.3.4.3. For faculty/personnel researchers whose study has been presented orally in an international forum locally, the University shall award them Php10,000 in recognition of their achievement as researchers/presenters.
Research and Development

4.3.4.4. For faculty/personnel researchers whose study has been presented for poster presentation in an international forum held abroad, the University shall award them **Php10,000** in recognition of their achievement as researchers/presenters.

4.3.4.5. For faculty/personnel researchers whose study has been presented for poster presentation in an international forum held locally, the University shall award them **Php7,500** in recognition of their achievement as researchers/presenters.

4.3.4.6. For faculty/personnel researchers whose study has been presented for oral presentation in a national forum, the University shall likewise award them **Php5,000** in recognition of their achievement as researchers/presenters.

4.3.4.7. For faculty/personnel researchers whose study has been presented for oral presentation in a regional forum, the University shall likewise award them **Php3,000** in recognition of their achievement as researchers/presenters.

4.3.4.8. For faculty/personnel researchers whose study has been presented for poster presentation in a national/regional forum, the University shall likewise award them **Php2,000** in recognition of their achievement as researchers/presenters.

4.3.4.9. Faculty/personnel researchers may avail of the incentive for the oral/poster presentation in an international/national/regional conference only once per study, whichever is higher. Another incentive may be claimed for the same research study for its publication in an international/national/regional/local refereed journal.

4.3.4.10 Faculty researchers who have claimed an incentive for presentation/publication of a research study in a regional or national forum may claim for the differential amount of the incentive if the same study is presented in a national or international forum, whichever applies.

4.3.4.11 The aforementioned incentives shall be divided equally among the co-authors of the research study presented/published. Faculty research advisers are considered as co-authors of the research study of their students.
Research and Development

4.3.5. Assistance for Research Presentation

The University shall provide assistance for research presentation of faculty researchers over and above the monetary award. The assistance is inclusive of registration, hotel accommodation, two-way air fare, and other incidental expenses necessary for the research presentation, subject to availability of funds and to the usual accounting and auditing procedures of the University.

4.3.6. Assistance for Research Publication

The University shall provide assistance for publication of faculty researches over and above the monetary award based on the paper's full publication cost subject to availability of funds.

4.3.7. Ownership of Patent and/or Copyright

The University owns the research output but the Research and Extension grantee reserves the right to authorship. Ownership of the patent and/or copyright shall be in accordance to the existing Intellectual Property Rights (IPR) Policy of the University, Implementing Guidelines for Technology Transfer, Utilization and Commercialization, and Intellectual Property Rights Law of the Philippines.

4.3.8. Best Paper Award

The awards will be given to researches conducted by individual faculty or personnel or to a group of faculty researchers through multi/interdisciplinary research. All researchers shall be required to submit scientific and/or technical papers of the research project outputs that shall be eligible for awards. The objectives in giving this award are to uplift the research quality of the University, and encourage the faculty and personnel of Batangas State University to come up with high-impact research outputs. This is determined during the Research Forum for each academic year. The awards are the following:

- Outstanding Technology Commercialization: Php30,000.00
- Most Outstanding Research: Php20,000.00
- Outstanding Research in Pure and Applied Sciences: Php15,000.00
- Outstanding Research in Basic and Applied Social Sciences and the Humanities: Php15,000.00
- Outstanding Action Research: Php10,000.00
The criteria for its selection are as follows:

4.3.8.1. Outstanding Technology Commercialization Award

- The research paper or project that may qualify for this award shall be in the field of science and technology development and should be aligned with the current thrusts and priorities of the University.
- It should be a sole or collaborative innovative, original and novel research work.
- The developed technology should have significant economic impact and with great contribution in the development of a community, and will help uplift the development of the community, or the community itself.
- The developed technology should have been properly disseminated, patented and commercialized.
- The one who made such research paper or project shall receive the award and should be a regular or contractual faculty and researcher from Batangas State University.

4.3.8.2. Most Outstanding Research

- The research paper or project that may qualify for this award should be aligned with the current thrusts and priorities of the University.
- It should be a sole innovative, original and novel research work.
- The research paper or project should have significant economic impact and with great contribution in the development of a community, will help uplift the development of the community, the community itself, or will elevate the quality of research in the University.
- The completed research paper or project should have been properly disseminated, patented or commercialized.
- The one who made such research paper or project shall receive the award and should be a regular or contractual faculty and researcher from Batangas State University.
Research and Development

4.3.8.3. Outstanding Research in Pure and Applied Sciences

- The research paper or project that may qualify for this award should be aligned with the current thrusts and priorities of the University under Pure and Applied Sciences.
- It should be an innovative, original and novel research work.
- The research paper or project should have significant contribution in the development of a community, will help uplift the development of the community, the community itself, or will elevate the quality of research of the University.
- The completed research paper or project should have been properly disseminated, patented or commercialized.
- The one who made such research paper or project shall receive the award and should be a regular or contractual faculty and researcher from Batangas State University.

4.3.8.4. Outstanding Research in Basic and Applied Social Sciences and the Humanities

- The research paper or project that may qualify for this award should be aligned with the current thrusts and priorities of the University under Basic and Applied Social Sciences and Humanities.
- It should be an innovative, original and novel research work.
- The research paper or project should have significant contribution in the development of a community, will help uplift the development of the community, the community itself, or will elevate the quality of research of the University.
- The completed research paper or project should have been properly disseminated.
- The one who made such research paper or project shall receive the award and should be a regular or contractual faculty and researcher from Batangas State University.
4.3.8.5. Outstanding Action Research

- The research paper or project that may qualify for this award should be aligned with the current thrusts and priorities of the University.
- It should be a sole or collaborative, innovative, original and novel research work.
- The research paper or project should have significant contribution in the holistic development of Batangas State University as an educational institution, will help uplift the development of the community, the community itself, or will elevate the quality of research of the University.
- The completed research paper or project should have been properly disseminated.
- The one who made such research paper or project shall receive the award and should be a regular or contractual faculty and researcher from Batangas State University.

4.3.9. Outstanding Faculty Researcher Award

The guidelines for the search for this award shall be as follows:

- The recipient of this award should be a regular or contractual faculty of Batangas State University.
- He/She shall receive PhP 50,000.00.
- The faculty researcher should have completed at least two research papers or projects internally and externally funded, or had made collaborative research.
- The faculty researcher should have completed at least two research papers or projects, which should have been properly disseminated through publication in a refereed journal, patented and/or commercialized.
- The research papers or projects made by the faculty researchers should have great contribution to the community, have significant economic impact, and should help elevate the quality of research in the University.
The recipient of this award should have received research-related citations and/or awards from reputable award-giving organizations or agencies.

Qualified faculty researchers shall apply for this award at the Office of the Vice President for Research, Development and Extension. The Office shall conduct initial evaluation of the application prior to endorsement to the Research Council.

The Research Council and two (2) external experts shall select the recipient of this award from among the candidates endorsed by the Research and Development Office.

A faculty researcher who applies for this award shall not be involved, directly or indirectly, in the evaluation and selection processes.
### Annual Planning Cycle for BatStateU R & D

<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
<th>Persons/Offices Involved</th>
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</thead>
<tbody>
<tr>
<td>January</td>
<td>Preparation and Updating of Research and Development Program based on the agenda</td>
<td>VP-RDE, Director for Research and Development, Director for Research Management Services, Assistant Directors, Research Coordinators, Program Leader, Project Leaders, Project Staff, Researchers</td>
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<tr>
<td></td>
<td>Start of Project Implementation</td>
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<tr>
<td>February</td>
<td>Submission of Capsule Research Proposal (1st Term)</td>
<td>VP-RDE, Director for Research and Development, Assistant Directors, Research Coordinators</td>
</tr>
<tr>
<td>March</td>
<td>Research Colloquium - Evaluation of Research Proposal and Advise to Submit Detailed Proposal (1st Term)</td>
<td>VP-RDE, Director for Research and Development, Director for Research Management Services, Assistant Directors, Research Coordinators</td>
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<td>Student Research Forum</td>
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<tr>
<td>April</td>
<td>Submission of Detailed Research Proposal (1st Term)</td>
<td>VP-RDE, Director for Research and Development, Assistant Directors, Research Coordinators</td>
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<tr>
<td>May</td>
<td>Research Council Meeting (1st Term)</td>
<td>Research Council</td>
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<tr>
<td>June</td>
<td>Endorsement to University President of Evaluated Research Proposals for Funding</td>
<td>VP-RDE, Director for Research and Development, Director for Research Management Services, Assistant Directors, Research Coordinators, Program Leader, Project Leaders, Project Staff, Researchers</td>
</tr>
<tr>
<td></td>
<td>Start of Project Implementation (1st Term)</td>
<td></td>
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<tr>
<td>July</td>
<td>Submission of Capsule Research Proposal (2nd Term), Implementation Plan for Each Research Areas</td>
<td>VP-RDE, Director for Research and Development, Assistant Directors, Research Coordinators</td>
</tr>
<tr>
<td>August</td>
<td>Research Colloquium - Evaluation of Research Proposal and Advise to Submit Detailed Proposal (2nd Term)</td>
<td>VP-RDE, Director for Research and Development, Director for Research Management Services, Assistant Directors, Research Coordinators</td>
</tr>
</tbody>
</table>
### Research and Development

<table>
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<tr>
<th>Month</th>
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</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Submission of Detailed Research Proposal (2&lt;sup&gt;nd&lt;/sup&gt; Term)</td>
<td>VP-RDE, Director for Research and Development, Assistant Directors, Research Coordinators</td>
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<tr>
<td>October</td>
<td>Research Council Meeting (2&lt;sup&gt;nd&lt;/sup&gt; Term)</td>
<td>Research Council</td>
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<td>November</td>
<td>Endorsement to University President of Evaluated Research Proposals for Funding, Start of Project Implementation (2&lt;sup&gt;nd&lt;/sup&gt; Term)</td>
<td>VP-RDE, Director for Research and Development, Director for Research Management Services, Assistant Directors, Research Coordinators, Program Leader, Project Leaders, Project Staff, Researchers</td>
</tr>
<tr>
<td>December</td>
<td>Development of Research Agenda (For the Next Fiscal Year)</td>
<td>Research Council</td>
</tr>
<tr>
<td>July to December to June</td>
<td>Submission of approved research proposals to funding agencies</td>
<td>President, VP-RDE, Director for Research and Development, Director for Research Management Services</td>
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</table>

*This planning cycle is based on the schedule of budget preparation as scheduled by the Department of Budget Management (DBM). It allows for continuity of research projects since the preparation of research projects is done one year ahead of the budget release by the DBM.*
Batangas State University
Batangas City

Research and Development Office
Attachment II

CAPSULE RESEARCH PROPOSAL

I. Research Project Title:

II. Project Leader:

III. Proponent Agency

IV. Cooperating Agency: (If any)

V. Objective of the Study:

VI. Significance of the Study:

VII. Methodology:

VIII. Duration of the Study in Months:

IX. Estimated Budget:
   1. Personal Services
   2. Maintenance and Operating Expenses:
   3. Capital Outlay and Equipment:

Submitted by:

__________________________  ______________________
Name                  University

Recommended by:

__________________________
Research Chairman

__________________________
Head, Research Center

Approved:

__________________________
Research Proposal Review Committee
I. Research Project Title:

II. Project Leader:

III. Proponent Agency:

IV. Cooperating Agency: (If any)

V. Rationale:

VI. Objective of the Study:

VII. Significance of the Study:

VIII. Review of Related Literature:

IX. Methodology:

X. Work Plan:

XI. Work and Financial Plan:

XII. Line-Item Budget:

1. Personal Services
2. Maintenance and Operating Expenses
3. Capital Outlay and Equipment

XIII. References:

XIV. Curriculum Vitae:

XV. Terms of Reference:

Submitted by:

___________________________ _________________________
Name University

Recommended by:

_________________________________
Research Chairman

_______________________________
Head, Research Center

Approved:

_________________________________
Research Proposal Review Committee
CONTRACT OF SERVICES

KNOW ALL MEN BY THESE PRESENTS:

This agreement made and entered into this ___ day of ____________, 20___ at Batangas City, Philippines, by and between:

BATANGAS STATE UNIVERSITY, a government educational institution, also known as BatStateU, located at Rizal Avenue, Batangas City, represented by its President, DR. NORA L. MAGNAYE, of legal age, married, Filipino and residing at RK Village, Kumintang Ibaba, Batangas City, hereinafter referred to as the FIRST PARTY.

And

MR/MRS/MISS __________________________________________ of legal age, married/single, Filipino, and residing at ____________________________________________ hereinafter referred to as the SECOND PARTY.

WITNESSETH

Whereas, the FIRST PARTY pursuant to one of its functions as an agency, shall provide financial assistance to support research and development activities that will contribute to the institutional, economic and industrial development of the FIRST PARTY and the country;

Whereas, the purpose, objectives and significance of the projects to be undertaken, under this Agreement, is in line with its thrusts to contribute significantly to the advancement the institution and the country;

Whereas, the Project/s under this Agreement has been thoroughly evaluated by the Evaluation Committee and Research Council during its meeting on _____________________;

Whereas, the FIRST PARTY is in need of the services of ________________ (regular, temporary or contractual) faculty researcher in pursuit of its mission as an educational institution;

Whereas, the SECOND PARTY is willing and capable to render his/her services as regular, temporary or contractual faculty researcher;

NOW THEREFORE, for and in consideration of the above premises and covenants hereinafter set-forth, the parties hereby agree to the following terms and conditions:

PROGRAM/PROJECT TITLE: The program/project, which is more particularly described in the program/project proposal hereto attached as Annex A and made integral part hereof, shall be known as ______________________________________________________________________________________.
Research and Development

OBLIGATIONS OF FIRST PARTY:

2.1. The FIRST PARTY shall provide financial assistance of ____________________________. The grant shall be expended as allocated in the Program/Projects Line Item Budget made part hereof as Annex B.

2.2. The FIRST PARTY shall PAY the SECOND PARTY a monthly rate of ___________ as salary/compensation for services rendered, subject to existing accounting and auditing rules and regulations;

2.3. That the release of honorarium shall be based on the hours rendered per month prorated based on the monthly salary and accomplishment of physical targets;

2.4. That the FIRST PARTY shall allow the SECOND PARTY a reduction of teaching load in accordance to his/her qualification level, academic and administrative positions;

2.5. That the FIRST PARTY shall provide technical assistance relevant to the achievement of the objectives;

2.6. That the FIRST PARTY shall provide assistance in coordinating with other government agencies in matters requiring attention or cooperation in so far as these are relevant to the project and within the FIRST PARTY’s capability.

OBLIGATIONS OF THE SECOND PARTY:

3.1. The SECOND PARTY shall exert all efforts to attain the project objectives during the entire duration of this contract as specified in the approved research proposal as ___________.

3.2. That the SECOND PARTY shall allot six (6) hours per week for the implementation of research activities, and shall inform and provide the Research Office of his or her schedule for the semester to which the research project shall take into implementation;

3.3 That the SECOND PARTY shall not accept any teaching load over and above the prescribed load for faculty researchers, with full knowledge that having overload units for instruction defeats the very purpose for which they were given reduced teaching load;

3.4. That the SECOND PARTY shall submit to the Research Office the following:

3.4.1. The Terminal Report in six (6) copies: Four (4) hard copies and two (2) electronic copies using the prescribed format indicated in the Research Manual within thirty (30) days after completion of the project;

3.4.2. The Terminal Audited Financial Report with cleared Account Payables in three (3) copies using the prescribed format in the Research Manual within thirty (30) days after completion of the project. The Terminal Audited Financial Report
Research and Development

shall reflect all disbursements made out of the funds herein granted, duly
certified by the Accounting Officer and audited by the Internal Auditor of the
FIRST PARTY.

3.4.3 Make an oral presentation of the results to the Research Council or during the
Research Forum after acceptance of the Terminal Reports;

That the SECOND PARTY shall be entitled to reimburse necessary expenses for the
conduct of the approved research. Such expenses should be clearly indicated in the
Line-Item Budget of the approved Work and Financial Plan;

PROJECT DURATION: This Agreement contemplates a total project completion time
of ___________________ and shall start upon receipt of the Notice to Proceed.

PROJECT MONITORING: Consistent with the project framework in accordance with
the research manual, the researcher is required to submit to the Research Office the
Monthly Monitoring Reports, Progress Reports relative to physical targets, and
Financial Reports.

That the SECOND PARTY shall not be permitted to accept any fellowship, scholarship
or training grant, or leave his station for more than fifteen (15) consecutive days
during the course of the project without notifying the Research Office and desig-
nating a replacement in his/her absence.

The FIRST PARTY is in no way under obligation to grant pension or gratuity to faculty
researcher retiring or laid off in the course of or after completion/termination of the
Research Project.

All non-expendable materials and properties purchased out of funds granted by the
FIRST PARTY for the projects shall exclusively belong to the FIRST PARTY.

Ownership of the research project output shall be in accordance with the existing poli-
cies on Intellectual Property Rights (IPR) of the University, and, whenever appli-
cable, the Implementing Guidelines for Technology Transfer, Utilization and Com-
mmercialization.

Should a project extension and or realignment of funds be deemed necessary, the SEC-
OND PARTY shall inform the Research Office and request for its approval to the
University President.

That this contract shall be subject to existing rules and regulations of the University,
relevant thereto, and such others as may be promulgated from time to time;

That the contract can be pre-terminated by the FIRST PARTY with five days notice, if
in its judgment, the SECOND PARTY is not complying with the terms and condi-
tions of this contract;

That the SECOND PARTY cannot pre-terminate this contract, except in fortuitous
events, without the approval of the FIRST PARTY, otherwise the SECOND
PARTY shall be liable for damages for BREACH OF CONTRACT in accordance
to the following:
Research and Development

For Program/Project Leader and Staff (externally-funded researches):

- % unaccomplished work x total project cost
- or ₱100,000.00, whichever is higher.

For Program/Project Leader and Staff (internally-funded researches):

- % unaccomplished work x total project cost
- plus the remaining amount to be shouldered by the University for the reduction of teaching load.

14.1 The manner and duration of payment shall be determined by the FIRST PARTY, considering all the attending circumstances.

This agreement shall take effect on _________________________ until

unless sooner terminated by the FIRST PARTY.

IN WITNESS WHEREOF, the parties have hereunto signed this agreement this ______ day of __________, 20___ at Batangas City, Philippines.

BATANGAS STATE UNIVERSITY
FIRST PARTY
By: Dr. Nora L. Magnaye
University President

SECOND PARTY
By: ____________________________
Faculty Researcher

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES
IN THE CITY OF BATANGAS )SS.

BEFORE ME this ___ day of __________, 20___ at Batangas City, Philippines, personally appeared:

Name: Dr. Nora L. Magnaye
Competent ID: ____________________________

known to me and to me known to the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free act and deed.

This instrument consisting of three (3) pages including this page where the acknowledgment is written had been signed by the parties together with their instrumental witnesses in each and every page hereof.

WITNESS MY HAND AND SEAL

55
KNOW ALL MEN BY THESE PRESENTS:

This Agreement made and entered into this __ day of _____, 2012 in Batangas City, Philippines, by and between:

The ___, with office located at ___, herein represented by __________;

- and -

BATANGAS STATE UNIVERSITY (BatStateU), a state university, with official address at Rizal Avenue, Batangas City herein represented by its President, DR. NORA L. MAGNAYE, hereinafter referred to as the University;

WITNESSETH:

WHEREAS, ________________

WHEREAS, ________________

NOW, THEREFORE, for and in consideration of the above premises, the parties agree as follows:

A. The ___ shall:

1. __________

2. __________

B. The University shall:

1. __________

2. __________

GENERAL PROVISIONS:

1. __________

2. __________

IN WITNESS WHEREOF, the PARTIES hereto have affixed their signatures on the date and place indicated.

For ________: For Batangas State University:

__________ Dr. Nora L. Magnaye

University President

Signed in the presence of:

Dr. Tirso A. Ronquillo
Vice President for Research, Development and Extension
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Prepared by: Project Leader

Noted by: Recommending Approval by: Approved by:
### Research and Development

**VP for Research, Development & Extension**

#### ANNUAL WORK PLAN

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Prepared by:

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Noted by:

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Asst. Director for Research | Director for Research | VP for Research, Development & Extension | University President
Batangas State University  
Batangas City  
Research and Development Office  
Attachment IX  
WORK AND FINANCIAL PLAN

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<th>Performance Indicator</th>
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Prepared by: [Authors]  
Noted by: Asst. Director and Director for Research  
Recommending Approval: VP RDE  
Approved by: University President
Research and Development
Batangas State University
Batangas City
Research and Development Office
Attachment X
LINE ITEM BUDGET

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<td>2. Training Expenses</td>
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<td>b. Accountable Forms</td>
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<td>c. Drugs and Medicines</td>
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<td>d. Laboratory Expenses</td>
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<td>e. Textbook and Instructional Materials</td>
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<td>c. Other Structures</td>
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<td>d. Office Equipment</td>
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<td>i. Laboratory Equipment</td>
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<td>j. Technical and Scientific Equipment</td>
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## Research and Development

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<td>TOTAL PROJECT COST</td>
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Prepared by: ___________________________

Recommending Approval: ___________________________

Director For Research

___________________________

Dean

Approved by: ___________________________

University President
**TERMS OF REFERENCE**

**Project Title:**

**Implementing Agency:**

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Research and Development

Batangas State University
Batangas City

Research and Development Office

Attachment XII

TERMINAL REPORT

I. Cover Page
   - Title
   - Author/s
   - Faculty name, rank, campus, college
   - Duration
   - Budget/Funding

II. Abstract (150-200 words)

III. Introduction (Brief with rationale) and Review of Literature
     (Include Conceptual Framework)

IV. Statement of the Problem/Objectives

V. Materials and Methods (for science and technology research)/
   Methodology (for educational & social science research to
   include research design, data gathering instrument, sampling
   method, statistical tests used)

VI. Results and Discussion (Include tables)

VII. Conclusions

VIII. Recommendations

IX. Bibliography

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*Font size 12
*Paper size- A4
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<th>Accomplishments</th>
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Name and Signature of Researcher: ________________________________

Monitored by: ________________________________

DATE:
I. Title:

II. Researcher/s:

III. Duration:

IV. Budget

V. Funding Agency:

VI. Introduction

VII. Objectives

VIII. Methodology

IX. Partial Results and Discussions

X. Literature Cited
## MONTHLY ACCOMPLISHMENT REPORT

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### OBJECTIVES

### ACTIVITIES UNDERTAKEN

### SIGNIFICANT OUTPUT

Prepared by:

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Research Project Position:

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Verified by:

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Noted by:

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Batangas State University, Batangas City
Tel. No.: (043) 500-2202 loc. 108