Mountain Province State Polytechnic College
RESEARCH DEVELOPMENT & EXTENSION
Bontoc, Mountain Province

RESEARCH DEVELOPMENT and EXTENSION MANUAL

2024 EDITION

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province 2616

OFFICE OF THE COLLEGE/BOARD SECRETARY

AN EXCERPT FROM THE MINUTES OF THE 131ST REGULAR MEETING OF THE BOARD OF TRUSTEES HELD AT THE ADMINISTRATION CONFERENCE HALL, MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE, BONTOC, MOUNTAIN PROVINCE ON 16 FEBRUARY 2024 AT 1:15 PM

Present:

HON. MARITA R. CANAPI	*Chairperson, MPSPC Board of Trustees* Commission on Higher Education
HON. EDGAR G. CUE	*Vice Chairperson* College President
HON. CYPHRINE MAXCEL Y. DALOG Representative of: **HON. CONGRESSMAN MARK O. GO**	*Chairman,* House Committee on Higher and Technical Education
HON. SUSAN A. SUMBELING	*Regional Director,* NEDA-CAR
HON. NANCY A. BANTOG	*Regional Director,* DOST-CAR
HON. JENNILYN M. DAWAYAN	*Regional Executive Director,* DA-CAR
HON. DEMETRIO P. ANDUYAN, JR.	*Regional Director,* CHED-CAR
HON. YURI LEE D. CULALLAD	*Private Sector Representative*
HON. JOHN B. MONTERO III	*Private Sector Representative*
HON. SUSAN A. LOPEZ	*Faculty Trustee*
HON. YUMILKA E. FILOG	*Student Trustee*

RESOLUTION APPROVING
THE PROPOSED REVISIONS TO RDE MANUAL

Res. No. 008, s. 2024

RESOLVED, AS IT IS HEREBY RESOLVED, that upon its discussion and agreement, the Board approved the proposed revisions to the Research Development and Extension Manual.

APPROVED

CERTIFIED TRUE AND CORRECT:

DERINE D. AGUID
College/Board Secretary

BOT Res. No. 008, s. 2024

PREFACE

EPIPHANIA B. MAGWILANG
Vice President, Research Development and Extension

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I. ABOUT THIS MANUAL

Welcome to the newly consolidated Research, Development, and Extension (RDE) Manual of Mountain Province State Polytechnic College (MPSPC). This comprehensive guide is a testament to the institution's unwavering commitment to academic excellence, innovation, and community engagement within the unique landscape of Mountain Province.

Envisioned as an internationally recognized university for cultural continuity and technological innovations fostering sustainable development, MPSPC is dedicated to realizing its mission of providing responsive instruction and innovation. The institution aims to produce resilient and accountable leaders contributing to sustainable development while rooted in their cultural heritage. The manual, as our blueprint, aligns with our vision, mission, goals, and thrusts, driving quality, relevance, and equity in education, resource management, and global partnerships.

Under the thrusts of the College TRANSFORM, the RDE is set to specifically address N- Noteworthy partnerships and extension services towards sustainable communities, and M- Modern research-based solutions and responsive, innovative technologies through active knowledge generation.

Embedded in the manual are the institution's strategic goals and objectives, ranging from attaining quality and excellence in research, development and extension to sustaining harmony within the College and with stakeholders. These goals form the framework for our commitment to transformational curriculum, relevant production, accessible learning resources, noteworthy partnerships, and sustainable development goals integration.

In sync with the global sustainable development agenda, the institution actively addresses SDG 4 (Quality Education), SDG 11 (Sustainable Cities and Communities), SDG 1 (No Poverty), SDG 8 (Decent Work and Economic Growth), SDG 9 (Industry, Innovation and Infrastructure), SDG 16 (Peace, Justice and Strong Institutions), and SDG 17 (Partnership for the Goals). The RDE Manual serves as a cornerstone for these endeavors, outlining principles, processes, and standards for impactful research and meaningful extension initiatives.

This updated and merged edition reflects the dynamic nature of research and extension, incorporating trends and best practices. Drawing from the expertise and experiences of faculty members and collaborations with national and international partners, the manual remains grounded in the institution's core values.

Aligned with relevant policies and guidelines of the College and oversight agencies, this manual provides comprehensive guidelines for conducting research projects, organizing extension activities, and establishing effective collaborations. Emphasizing interdisciplinary approaches, ethical considerations, and knowledge dissemination, it embodies provisions essential for the RDE sector to apply and enact.

Highlighting the significance of research-based extension, this manual serves as a practical resource, offering flowcharts, procedures, and templates. It includes a compilation of relevant policies, regulations, and ethical guidelines to ensure the highest standards of academic integrity, transparency, and accountability.

This updated manual is a tool for MPSPC researchers, educators, and extension workers, empowering them to contribute effectively to knowledge advancement and community empowerment. With this manual, the Research, Development, and Extension sector is guided seamlessly, ensuring the institution's impactful presence in Mountain Province and beyond.

A. DEFINITION OF TERMS

The following terms are defined for a better understanding of how they are used in this manual.

1. Research at Mountain Province State Polytechnic College (MPSPC) encapsulates the purpose-driven pursuit of knowledge and innovative solutions within the academic field. It signifies the systematic exploration of transformative ideas, and methodologies, seamlessly weaving the rich tapestry of cultural heritage with scientific and technological advancements with MPSPC's demonstration of its commitment to contribute to the collective pool of human understanding and the advancement of science to the community.
2. Development refers to the exploration and development of innovations and technological advancements through research to provide practical solutions and/or appropriate technologies to the community and the industry that MPSPC serves and is connected to. MPSPC commits to promote applicable technologies for positive change in the local community and beyond.
3. Researcher refers to a faculty member or staff under the administration who are conducting research either funded through the GAA of the College or externally funded through the College. A researcher follows the guidelines stipulated in this manual for the approval, implementation, and other matters regarding the conduct of research.
4. Proponent is an author of an R&D project or study proposal.
5. Research Program consists of at least two research projects. A research program is aligned with the departmental and institutional R&D agenda.
6. Research Project consists of at least two research studies.
7. Research Study is specific type of a problem for investigation.
8. Knowledge Product is a research output converted from research results which can be in the form of a policy recommendation or policy brief, instructional material, techno guide, brochure, video, book, and others.
9. Peer review is an expert-critiquing of a research proposal, a researcher's status or progress report, an article submitted for publication or a research protocol. In the peer review, an evaluator or a reviewer should be an expert in the field or subject matter under

review. There should be no conflict of interest of the evaluator or the reviewer.

10. Privileged information is the knowledge gained during the review of a research work.
11. Reputable journal is categorized as either international or local. A reputable international journal is peer-reviewed and listed in a recognized indexing body such as Scopus, Web of Science, ASEAN Citation Index, and PubMed.
12. Reputable local journal is a peer reviewed journal that is not necessarily indexed but employs a reliable peer review process evidenced by the exchange of evaluation and compliance between the journal and the author.
13. Research Output is a product of research study in the form of a knowledge product, an invention, utility model, or industrial design. These may include IEC materials in the form of brochures or techno guides; instructional materials such books; videos, systems, applications; and other forms and products other than the research paper itself.
14. Commercialization of Intellectual Property refers to the purposeful effort to generate intellectual property for specific markets or commercial promotions, which includes technology transfer arrangements or commercialization.
15. Author/Creator/Inventor refers to the natural person who made substantial creative and intellectual contribution to the creation of the intellectual property be it an invention or a copyright.
16. Institutional and internal studies are research studies related to institutional operations and policies such as the attainment of VMGT, tracer studies, and the like.
17. Protection of Intellectual Property refers to the act of formally registering intellectual property rights with appropriate agencies to acquire vested rights thereto, and where registration is not required, protection shall mean the act of transferring legal ownership of intellectual property or proprietary information to individuals or organizations through proper documentation.
18. Commercialization refers to the process of deriving income or profit from a technology, such as the creation of a spin-off company, or through licensing, or the sale of the technology and/or IPRs.
19. Citation refers to a research article published in reputable journal cited by another author in an article published in a reputable journal.
20. Technology refers to knowledge and know-how, skills, products, processes, practices, inventions and/or innovations.
21. Technology Transfer refers to the process by which one party systematically transfers to another party the knowledge for the manufacture of a product, the application of a process, or rendering of a service, which may involve the transfer, assignment or licensing of IPRs.
22. Extension is a series of community-based activities for the transfer of technology, innovation or information generated from research of the institution to the clients for community development.
23. Extension Project is based on the priorities and expertise of a department/s and consists of at least two extension activities.
24. Extension Program consists of at least two extension projects

25. Research-based Extension is an extension project based on the results of a research study. It can also be an activity where a research output like an IEC material is utilized by the extension workers in a community.
26. Institutional Extension Project is an extension project initiated by the Extension unit and which is conducted by 3 or more departments or offices. It is anchored on the institutional extension program and the extension programs of the departments involved.
27. Departmental Extension Project is an extension project initiated and conducted by a specific department or office.
28. Collaborative Extension Project is an extension project initiated by a specific department and conducted with the cooperation of other departments or offices.
29. Extension Activity Proponent conceptualizes, authors, and facilitates the approval, implementation, and preparation of reports for an extension activity
30. Extension Project Leader is the general coordinator and supervisor of all activities of an extension project
31. Resource Speaker/Trainer is the main lecturer or speaker in an extension activity
32. Community Development is a process where the community members and the extensionists partner work together for the empowerment and sustainability of the community.
33. Community Service/outreach is a voluntary work performed for the benefit and progress of the community without expecting any monetary compensation in return. These are services beyond routinary school activities. This includes requests of clients for expert services of a department/s.
34. Extension Project Leader conceptualizes, supervises and monitors all activities of an extension project.
35. Coordinator is in charge of facilitating the conduct of the extension activity as well as the preparation of reports for said extension activity.
36. Facilitator is in charge of the smooth implementation in the actual conduct of extension activities.
37. Participants of an extension activity are individuals or groups who derive value from a program or initiative. In the field of agriculture, participants primarily include farmers and farmers' groups. In diverse fields such as education, office management, healthcare, engineering, information technology, political science, criminology, business management, accountancy, hotel management, and tourism management, participants encompass a broader spectrum. This includes teachers, office workers, health workers, engineers, government workers, police officers, business managers, hotel and tourism workers, etc. Vulnerable groups like indigenous peoples, single mothers, persons with disabilities, and persons deprived of liberty can also be target participants of Extension activities. These diverse participants constitute the target audience for the varied expertise and knowledge offerings provided by the College. Students and pupils are not considered as participants of extension activities.

II. OBJECTIVES, STRATEGIES, AND EXPECTED OUTPUT

A. RESEARCH AND DEVELOPMENT UNIT (RDU)

1. *Objective*
The RDU has the main objective of making possible the thrust of the College which is to produce modern research-based solutions through responsive, innovative technologies by promoting active knowledge generation.

2. *Services*
In achieving this objective, the RDU seeks to efficiently and effectively deliver the following services:

a. Provide leadership in the development of an institutional R&D agenda, programs and strategic plans.

b. Prepare annual R&D work and financial plans including supporting documents for the endorsement and release of funds.

c. Oversee, monitor and evaluate the implementation of the research and development programs and projects of the college.

d. Coordinate capability building activities such as trainings, seminars, and workshops.

e. Facilitate evaluation and review of R&D proposals and completed manuscripts.

f. Facilitate grant applications to external funding agencies.

g. Ensure dissemination of research findings in conferences and fora.

h. Assist researchers in publishing their research works in indexed and refereed journals.

i. Assist researchers in registering their research outputs through copyrighting or patenting at the Intellectual Property Office.

j. Facilitate collaboration and partnership with community and industry for the utilization of research outputs.

k. Render technical advisory and consultative services to MPSPC researchers.

l. Establish linkages with research consortia, research institutions, SUCs and other Agencies that may provide research services.

m. Introduce innovative approaches to improve governance thereby increasing overall efficiency of the college R&D system.

3. Expected Output

With the services provided by the RDU, the College is deemed to have an increase in the productivity of researchers in terms of research publication, patent, product, progressive people, and partnerships that positively impact the welfare of its clientele and the general public.

B. EXTENSION UNIT (EU)

1. Objective
The EU aims to attain the thrust of the College in establishing noteworthy partnerships and extension services towards sustainable communities.

2. Services
The EU delivers the following services in the attainment of its objective.

a. Lead the development of knowledge-based technology and the dissemination of these in various modalities that can contribute to the enhancement of knowledge and skills of intended group of clients. This encompasses all Instruction Education and Communication (IEC) materials developed and published which comes from the different course programs of the College.

b. Serve as a bridge between technology developers and intended users and serve as facilitator in the transfer of knowledge. This can be realized by establishing demonstration farms that serve as models and sites for learning developed technologies.

c. Provide technical assistance, rural advisory services, piloting of adaptable technologies and other modalities adaptable in rural communities, among others.

d. Provide responsive interventions that will lead to community development and improvement of human life using its own various modalities for the betterment of the community. Community engagement activity

includes support to legislations geared towards community development, community health care, and social infrastructure like peace education, self-determination, organic agriculture, GAD, waste management, climate change, K-12 curriculum and ASEAN Integration, among others.

e. Provide training and seminars for skill enhancement activities in the fields of Education, Accountancy, Business Administration, Office Management, Political Science, Agriculture and Forestry, Information Technology, Engineering, Hospitality Management and Tourism Management, and others.

f. Initiate collaborative efforts with various partners for development that includes the Local Government Units, Dep-Ed, SUCs, other Government Line Agencies, Non- Government Organizations, Civil Society groups and other groups. Working relationship with these groups and agencies are formalized by Memorandum of Understanding or Agreement. Moreover, international linkages related to skills enhancement for faculty and staff shall be sought to strengthen their various skills for them to become more effective in their field.

3. *Expected output*
The EU is expected to increase the productivity of the College in terms of research-based extension activities, and increase the efficiency of expert-based services thus, creating self-reliance of communities.

III. RDE ORGANIZATIONAL STRUCTURE AND HUMAN RESOURCES

The RDE manpower is composed of individuals given various tasks and responsibilities needed for the smooth flow of the sector's operations. The organizational structure illustrates the chain of management in the sector.

A. MANAGEMENT AND PERSONNEL

1. *Vice President for Research, Development, and Extension (VPRDE)*

   The VPRDE has the primary function to assist the College President in the overall administration and management of the RDE sector towards the attainment of the VMGO of the College.

2. *College Director for Research and Development*

   The College R&D director has the primary role of overseeing the planning and implementation of research projects, as well as ensuring that the College's research activities align with its overall mission and goals. The College Director for R&D has the following specific roles and responsibilities:

   a. Develop and implement a strategy for RDU operations that aligns with the College's overall mission and goals. This involves identifying research areas that are of strategic importance to the College and prioritizing resources accordingly.

   b. Oversee the allocation of resources for research, including funding, facilities, and equipment; and work to optimize their use to support the College's R&D objectives.

   c. Oversee the management of R&D projects, whether institutionally funded or externally funded, from conception to completion. This includes working with researchers to develop research proposals, securing funding, managing budgets, monitoring, and evaluating to ensure that projects are completed on time and within budget.

   d. Promote a culture of research excellence across the College, setting high standards for research quality, and supporting initiatives to improve the impact and visibility of the College in terms of research.

   e. Build partnerships with other institutions, organizations, and industry partners to support collaborative research initiatives, secure funding, and enhance the impact of the College's research and development endeavors.

   f. Ensure that all research activities of the College comply with relevant regulations and policies,

including ethical guidelines and data protection regulations.

g. Support the development of researchers of the College by providing training and professional development opportunities, and promoting a culture of continuous learning.

h. Employ strategies to communicate the outcomes and impact of the College's research to a range of stakeholders, including funders, policy makers, industry partners, and the wider public. This may involve developing communication strategies, engaging with media, and promoting research through public engagement initiatives.

3. College Director for Extension

The College Extension Director is the overseer of all extension activities implemented by MPSPC extension workers. The College Extension Director has the following specific roles and responsibilities:

a. Ensure that all extension programs, projects and activities conceptualized and conducted by the different departments of the college comply with relevant regulations and policies and are aligned and contributory to the attainment of the institution's VMGO.

b. Conceptualize strategies for the smooth and timely implementation of extension services. This may involve the review and endorsement of activity training designs for immediate approval by the college president for implementation, and the facilitation of the preparation of all materials needed in the activities.

c. Act as the college's liaison for extension concerns to promote the extension programs of the college to the communities, Local Government Units, Department of Education, Government Line Agencies, SUCs, non-government Organizations, Civil Society Groups, and others and establish and sustain linkages with them as partners, funders or collaborators in the implementation of the institution's extension programs, projects, and activities.

d. Supervise the monitoring and evaluation of extension programs and projects, and devise mechanisms and/or strategies to ensure the smooth implementation and timely completion of all activities.

e. Devise strategies for the college's extension workers to disseminate the impact of their extension PPAs to the public through different communication strategies, media engagement, conferences, or any other means, whether local, national, or international.

f. Initiate the establishment of a knowledge management center that shall package IECs and matured technologies ready for dissemination to the communities. This may include developing farming system models that showcase technologies developed by the college and serve as demonstration and training sites for farmers, students and other clientele.

g. Perform administrative and finance related works in the extension unit. This includes supervising campus extension directors, program extension coordinators, and staff under the extension unit, facilitating the purchase of supplies, materials and equipment of the extension unit and those needed in the conduct of all extension-related activities.

4. Campus Research & Development (R&D) Director

a. Organize and facilitate research activities on campus. This may involve coordinating research projects and ensuring that researchers have access to the necessary resources and facilities. The campus director also assists the RDU in organizing and coordinating research events, such as research seminars, conferences, and workshops, to facilitate collaboration and knowledge sharing among faculty members.

b. Consolidate required reports, proposals, completed research papers, and research outputs submitted by researchers of the various programs.

c. Promote research activities and opportunities initiated by the R&D Office to faculty and other stakeholders. This may include communicating to faculty the conduct of regular research activities, training, seminars, and others. When the need is observed, the campus R&D director may recommend the conduct of training and support for researchers.

d. Assist faculty members with the development and submission of grant proposals. This may include providing guidance on reviewing proposals and ensuring that these meet the recommendations of evaluators as well as the requirements of funding agencies.

e. Assist the College R&D Director in managing partnerships with external research organizations, such as government agencies, industry partners, and other academic institutions, to promote collaboration and facilitate knowledge transfer.
f. Ensure that all research activities on campus comply with relevant regulations and policies. This involves overseeing the process for obtaining ethical approval for research projects, ensuring compliance with data protection regulations, and ensuring that researchers follow appropriate protocols.

5. Campus Extension Director

a. Coordinate and supervise the extension programs/ projects and activities of the campus.

b. Facilitate the processing of extension activities and projects in the campus and endorse them to the College Extension Director.

c. Spearhead the implementation and conduct of extension activities and projects of the campus.

d. Facilitate the preparation of IEC materials and Knowledge Products for extension activities of the campus.

e. Undertake the supervision, monitoring and evaluation of the implementation of activities and projects in the campus.

f. Prepare and submit quarterly and annual reports relative to extension services to the college extension director.

g. Perform other related functions as may be delegated by higher authorities.

6. Program Research Coordinator

a. The program R&D coordinator works with the school's chairperson and faculty members to develop and implement the program's R&D agenda and research strategy that aligns with the school's goals and objectives. The coordinator also acts as focal person of the program for all R&D concerns.

b. Consolidate research proposals, completed papers, outputs, progress reports, and other documents, then submits these to the Campus R&D director.

c. Identify potential research funding sources, collaborate with faculty members to develop research

project proposals, and assist with the submission of external grant applications.

d. Monitor research projects and studies by tracking progress based on timelines and milestones and ensure that all research activities of the program comply with relevant regulations and ethical guidelines.

e. Promote research outputs by encouraging and working with faculty members to disseminate research findings, publish research outputs in academic journals, and promote the program's research outputs for utilization by concerned communities or agencies.

7. Program Extension Coordinator

a. Prepare the program action plan for extension and submit quarterly progress reports to the campus extension director.

b. Coordinate with extension workers and with the campus extension director in the identification of the needed extension services in a particular community to ensure relevance and appropriateness of programs.

c. Assist the campus extension director in the implementation/ conduct of the extension activities and projects of the school.

d. Facilitate and document extension activities and project of the school.

e. Submit and maintain records and copies of terminal reports and other related documents after every conduct of extension activities.

f. Serve as focal person in the preparation of Accreditation documents in the area of Extension of the school.

g. Perform other related functions as may be delegated by higher authorities.

8. Congressman Victor S. Dominguez Research, Extension, and Development Center CVSD – RED Center Executive Director is tasked to assist the Vice President for RDE, Director for Research and Development, and the Director for Extension in the attainment of the Center's goals and objectives.

9. *Center Directors* are tasked to oversee the general operations of their centers. They shall plan and ensure the implementation of the programs, projects, and activities of their centers.

10. *Center Section Heads* are tasked to manage and maintain the operations of their areas of assignment.
11. *Science Research Analysts (SRA)* are the permanent staff of the Research and Development Unit. They have the following roles and responsibilities:

    a. Make plans for the research and extension programs of the campus together with the coordinators.
    b. Assist the Research Coordinators in implementing the research program of the campus.
    c. Monitor research program/projects being implemented in the campus.
    d. Coordinate with the other researchers, research coordinators/directors, Vice President for Research Development and Extension for the smooth implementation of the research programs of the College, and
    e. Perform other functions as may be assigned by their immediate supervisor.

12. *RDU Administrative Staff* are hired as contract of service personnel to fulfill the following functions:

    a. Assist the College R&D Director in office management and in the preparation of communications and other documents for R&D activities.
    b. Assist in the processing and consolidation of R&D reports.
    c. Assist in the monitoring of R&D projects/activities being implemented.
    d. Assist in knowledge management such as preparing visual materials for activities and for dissemination.
    e. Serve as secretariat during meetings and other related R&D activities.

13. *Extension Administrative and Technical Staff* may be hired as contract of service for special projects. It includes Community Affairs Officer, Community Relations Officer/s and other appropriate technical positions as needed. Administrative and Technical Staff shall fulfill the following functions:

    a. Prepare and consolidate extension reports.
    b. Document and assist in the conduct of extension activities.
    c. Conduct impact assessment, monitoring and evaluation of extension activities.

d. Assist in the preparation of the Extension documents (Accreditation, RQUAT, SUC Levelling and COPC).
e. Manage and maintain extension databases and office files.
f. Assist extensionist in the packaging of Knowledge Products for extension services.
g. Prepare project proposals and extension activity designs.
h. Do other tasks as instructed by the immediate supervisor.

B. SPECIAL COMMITTEES

1. College Research and Extension Council (CREC)

The CREC is in-charge of the review and amendment of policies and guidelines of the RDE such as this RDE manual. The council is also tasked to form the membership of committees.

The CREC is chaired by the College President and the Vice President for RDE acts as the vice chairperson. Members of this council are the College Director for R&D, College Director for Extension, Executive Deans of Tadian and Bontoc, Campus R&D and Extension directors, Finance Management Officer, and Science Research Analysts. Other individuals or experts may be invited when needed.

2. Research Technical Review Committee (RTRC)

The Research Technical Review Committee shall be created for each category prior to the conduct of a scheduled Research Proposal Review (RPR). Core members of this committee include the VPRDE, College Director for R&D, Campus Directors for R&D, Science Research Analysts and identified experts on specific fields.

The RTRC shall take responsibility in reviewing research proposals submitted in terms of objectives, methodology and budgetary requirements prior to endorsement by the VPRDE for the President's approval.

3. Extension Review Committee

The Extension Review Committee (ERC) shall be chaired by the Vice President for Research Development and Extension and the College Director for Extension as the vice chairperson. Core members of this committee shall compose of Campus Directors for Extension and identify experts on specific fields.

The ERC shall take responsibility in reviewing extension project proposals submitted prior to approval and implementation. The committee shall review proposals in

terms of objectives, methodology, budgetary requirements, and the contents of MOA or MOU with partner community or agency.

4. *Intellectual Property Rights Committee (IPRC)*

   The IPRC is composed of a Science Research Analyst, the College Director for R&D and the Campus R&D directors. The IPRC shall promote awareness of and strengthen the intellectual property system in the RDU and enhance enforcement of Intellectual Property policies relative to research outputs in the College. The following are the duties and responsibilities of the committee:

   a. Coordinate and assist in the evaluation, application, processing, and protection of intellectual properties created under the auspices of the College.
   b. Disseminate Intellectual Property (IP) information and promote efficient implementation and enforcement of the IP system.
   c. Facilitate capacity building activities on Intellectual Property Rights for MPSPC researchers.
   d. Develop technology transfer protocol of Intellectual properties and Intellectual Property Rights.

5. *Institutional Research Ethics Committee (IREC)*

   The Institutional Research Ethics Committee (IREC) is an independent body that is committed to ensuring and guaranteeing the rights, dignity, safety and protection of individuals or communities who participate in research activities. Guided by applicable laws and regulations of the Philippine government and relevant institutional bodies such as the Philippine Health Research Ethics Board, National Commission on Indigenous Peoples Education (NCIP), this Committee reviews and gives ethical clearance for research proposals generated by the researchers of the MPSPC. Depending on the conditions and need to conduct a review, the IREC can conduct either an expedited review or a full review. The IREC follows Standard Operating Procedures (SOPs) stated in a separate IREC policy.

6. *Knowledge Product Editorial Committee (KPEC)*

   A KPEC is composed of the VPRDE as chairperson, the College Directors for R&D and Extension, SRAs, Extension staff in-charge, and the RDE layout artist as members. The committee reviews all knowledge products (KPs) before these are submitted for intellectual property registration and utilization.

7. *Research Journal Editorial Committee (RJEC)*

A Research Journal Editorial Board is composed of the College Research Director as Editor In-Chief, Science Research Analysts as Editors, and the RDE sector's Layout Artist. The committee is tasked to edit and publish research articles of the College's researchers in the institutional research journal.

IV. RDE FACILITIES AND PHYSICAL RESOURCES

A. PHYSICAL RESOURCES

The physical resources of the RDE sector are the following:

1. Building facilities specifically located at the Congressman Victor S. Dominguez Research, Extension, and Development (CVSDRED) Center, located at Baang, Bauko, Mountain Province
2. The land and building properties at Mount Data, Bauko, Mountain Province
3. College facilities and equipment at the RDE offices of Bontoc and Tadian campuses

B. FINANCIAL RESOURCES

The following are the fund sources of the RDE:

1. Fund 101 and 164

   The funds allocated for research from the GAA is coming from two budget items, Fund 101 and Fund 164. These budget allocations shall solely be used for the conduct of research and extension activities, and the operations of the RDU. The utilization of funds shall be subject to pertinent accounting and auditing rules and regulations. CHED Memorandum Order No. 20, s.2011, Article III, Sec. 8, provides the basis for the budget allocation of research services which stipulates "…the research function, shall be set a fixed rate of ten percent (10%) of tuition fees after deducting allowance for college-wide common administrative costs. Said allocation shall be used for subjects of expenditure related to the formulation or implementation of programs, projects, and activities, such as, but not limited to honoraria and incentives of researchers, lecturers, or research presenters, research assistants (with contract of employment) and wages of other personnel, office and IT equipment, facilities, supplies, and materials, training and travel expenses, in-house research review, research presentation in appropriate forum and other research activities or undertaking that is geared towards producing research outputs that would be beneficial for the development of the community where the SUC is located."

   a. Grants and counterpart funds from funding agencies and partners

Various government agencies and private organizations are also sources of funds for research activities. The DOST and its attached agencies, CHED, DA, and LGUs are among the funding institutions where the College can submit project proposals for possible research grants. For extension, partner agencies and organizations agree to cost sharing in the conduct of activities. Any funds coming from other agencies or organizations are agreed to by both the College and the partner agency or organization and funds are utilized according to what is stipulated in the signed Memorandum of Agreement,

b. The RDE sector also has a share in the net income of the Resource Generation Sector as determined by the Entrepreneurial Resource Management Council (ERMC).

c. Special research funds shall be established from donations (if any), grants, administrative costs, incidental proceeds from research endeavors, and can be used for the conduct of research pre-determined by the sources or determined by the need at the time these funds were generated or received by the College. Special funds when established can be used to defray expenses in publication of journals, used as travel expenses for research presenters in fora, honorarium or cash incentives and to cover costs not included in the RDU budget for Maintenance and Operating Expenses (MOOE) or may likewise form part in an Internal Operating Budget or a subsidiary ledger of a specific project which has the intention of self-liquidating activities. The expenditure of special funds shall be subject to the pertinent provisions of accounting and auditing procedures.

V. RDE CAPABILITY DEVELOPMENT

A. RESEARCHERS AND EXTENSION WORKERS PROFILES

To monitor the research capability of researchers, extension workers, and RDE personnel, the RDE keeps a record of researchers, extension workers and personnel profiles to monitor the training they have attended. The capability profiles of researchers are maximized in times when they can be tapped as R&D and extension reviewers, resource persons for in-house training, project proposal workshops for grants, editing, and others.

B. TRAINING

The RDE is also tasked to provide capability training for the College's researchers and extension workers to assist in the

production of quality research and provision of meaningful extension services. Training topics are identified based on the observed needs of researchers and the RDU personnel. Training topics on research may include but are not limited to: quantitative experimental designs, qualitative experimental designs, literature research review, research tool preparation, statistical analysis, writing research proposal, research management, intellectual property rights, research publication, strategic planning on R&D, peer review, research editing, and research ethics.

VI. OPERATIONS AND PROCESSES

RESEARCH and DEVELOPMENT

A. AGENDA SETTING AND PRIORITIZATION OF RESEARCH

The Institutional R&D Agenda is crafted and updated following every update in the national and regional agenda set by agencies such as the DOST, NEDA, CHED, and other relevant agencies. The RDU crafts the R&D Agenda in consideration of the national, regional, and local R&D goals and priorities. It must also address the sustainable development goals (SDGs) identified by the United Nations (UN) such as no poverty, zero hunger, good health and well-being, quality education, and others. The regional commodity and the provincial thrusts must be considered in crafting the agenda and must also be geared to the attainment of the college's VMGT and Core Values. Research studies related to institutional operations and policies such as the attainment of VMGT, client satisfaction, job satisfaction, and the like are also accepted for research funding through the GAA of the College.

The approved MPSPC R&D Agenda serves as the basis and guide for the crafting of all research programs and projects whether for institutional or external funding. Topics of proposals submitted for review should be approved based on said agenda.

To attain the objective of the R&D agenda, the following activities are facilitated by the RDU:

1. Research review activities
a. Research Proposal Review for institutional funding
b. Agency In-House Review (AIHR) for completed research studies
2. Capability building activities
3. Project proposal workshops
4. Collaborations with other research institutions
5. Submission of project proposals to funding agencies and institutions
6. Conduct of Quarterly Research Meetings with the with the campus directors and program coordinators as venue for reporting and assessment of Departmental Research Programs

7. Presentation in research conferences
8. Publication in reputable journals
9. Intellectual property rights registration
10. Utilization and commercialization of research outputs

B. RESEARCH PROPOSAL REVIEW (RPR)

RPR is a regular annual activity facilitated by the RDU where project proposals are presented, reviewed and evaluated for enhancement prior to their approval and implementation. Aside from being a requirement for any research to be conducted by MPSPC researchers, the RPR is considered a mentoring activity where the reviewers provide constructive suggestions to assist the proponents in enhancing their proposals.

Proposals submitted for funding by other agencies that conduct their own review of the technical and ethical aspects of a proposal are exempted from the RPR. In any case the funding agency does not conduct technical and ethics review, the proponent is responsible to subject the proposal for appropriate review in the College.

A project proposed in collaboration with other researchers of other institutions that have undergone a research process in a different institution or agency other than MPSPC shall also be exempted from the MPSPC RPR, provided that proofs of review be submitted to the RDU.

RPR is scheduled once or twice a year. Regular annual schedule is in the first quarter. In case a second RPR is deemed necessary, it will be conducted in the third quarter. During the year, table review of proposals may also be conducted when the need is justified. A table review may proceed when a minimum of 10 proposals have been submitted to the RDU.

1. *Proposal Submission*
    a. Proponent/s submit their project proposal and its corresponding study proposals to the program R&D coordinator following the institutional format found in Appendix.
    b. Program coordinator consolidates the proposals of the program and submits these to the campus director.
    c. The campus director pre-evaluates, records, and consolidates the proposals, then submit these to the RDU. In any case a proposal is not complete or needs revision, the campus director returns the proposal for completion or revision by the proponent prior to submitting this to the RDU.
    d. RDU staff in-charge receives the proposals and records these in the database. A numbered research monitoring form is attached to each proposal for tracking and monitoring.

e. RDU staff categorize, reproduce, and package the submitted proposals then distribute these to the review committees of each category.

2. The RPR Proper

a. The reviewers convene prior to the review proper for orientation on the procedures and for some reminders.
b. Each proponent presents the project proposal then the study proposals under it. A presenter is given 10 minutes to present a project and 10 minutes for each study.
c. Following the criteria listed in the evaluation form, the review committee members discuss their comments and suggestions with the proponent. The proponent may ask and clarify with the reviewers their inputs.
d. The presenter/proponent is responsible in taking notes of the recommendations of the reviewers. The reviewers should also write their suggestions in the forms provided. The forms will be forwarded to the presenter immediately after the review session.

For table review, the presentation and discussion are omitted. The reviewers read the proposals then write their recommendations and comments in the forms provided.

The same evaluation form and criteria is used for research proposals.

Note: Privileged information should not be used by any reviewer to his or her benefit at any time. A reviewer or evaluator is prohibited from copying and using any material or paper under review in any manner. Information shared during the review process should be guarded and cannot be shared with anyone unless it is necessary and called for by the review process. Therefore, names of review committee members are not withheld and will be part of reports submitted after each review procedure, whether RPR or AIHR.

A written permission from the VPRDE, author, oversight or collaborating agencies must be secured and approved before any material or paper under review may be copied and used.

3. Submission of Revised and Enhanced Proposals

a. The proponent complies with the comments and recommendations of the panel of reviewers.
b. The proponent submits to the program coordinator two copies of the compliance sheets, one for the technical review and another for the ethics review. The compliance sheet is attached to the duly revised/enhanced project and study proposal/s.

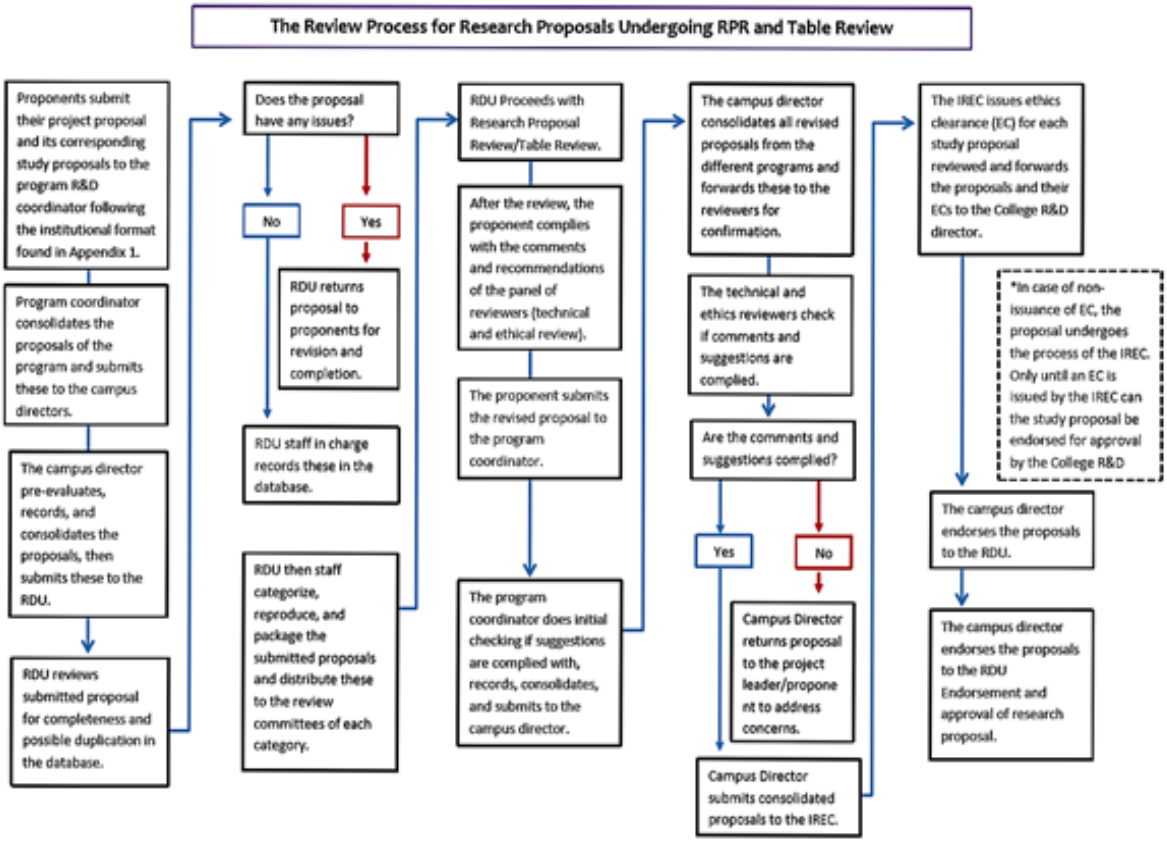
c. The program coordinator does initial checking if suggestions are complied with, records, consolidates and submits to the campus director.
d. The campus director consolidates all revised proposals from the different programs and forwards these to the reviewers for confirmation that their comments were complied with.
e. The technical and ethics reviewers sign the confirmation forms and return these to the campus director. In any case a reviewer does not confirm the compliance of the proponents/s, the campus director returns the proposal to the project leader/proponent who shall personally speak with the reviewer concerned to address the concerns. When resolved, the proponent submits the confirmation form signed by the reviewers concerned.
f. The campus director consolidates all confirmation forms and submits consolidated proposals to the IREC.
g. The IREC issues ethics clearance (EC) for each study proposal reviewed and forwards the proposals and their ECs to the College R&D director. In case of non-issuance of EC, the proposal undergoes the process of the IREC. Only until an EC is issued by the IREC can the study proposal be endorsed for approval by the College R&D director.

4. Endorsement and approval of research proposal

a. The College R&D director endorses the proposal to the VPRDE.
b. The VPRDE recommends the proposal for approval by the College President
c. RDU staff in-charge attaches prepared research contract (RC) to the revised proposal.
d. The RC for the project is signed by the project leader. The study leader signs the RC for the study proposal.
e. The College President approves the implementation of the project and signs the RC.
f. When approved, the signed RC is forwarded to the College legal officer for notarization.
g. The RC is issued to and received by the proponent.

The date of release of the Research Contract to the proponent signifies the start of the research activity. In case of multiple authors, only the name of the study leader is written in the contract. Only the study leader is entitled to the three-unit load equivalent for deloading.

Signed copies of the contract are filed by the RDU and the Records office. The copy is also scanned and kept in the RDU database.



C. IMPLEMENTATION OF APPROVED RESEARCH PROPOSAL

The conduct of the research is the responsibility of the researcher/s based on the approved proposal and the work and financial plan. Any revision of the approved proposal should be coursed through the RDU for endorsement and approval. A review by the IREC may be conducted when needed. The IREC procedures will apply.

Data gathering activities and other activities to be conducted for the research are proposed through an activity design. All needs for the research activity such as supplies, materials, transportation, and others should be specified in the approved activity design so that the RDU can process the requests. Regular government bidding and awards procedures as well as budgeting and accounting procedures apply to all implementation of research activities.

D. MONITORING AND EVALUATION OF ONGOING STUDIES

1. Monitoring Form

The monitoring form attached to a project and study proposal is used in the manual tracking of the status of each project and study. Each input in the monitoring form shall be used to update the research information and researchers' profiles saved in the RDU database.

2. Progress Reports

Semestral progress reports are required to be submitted by researchers for monitoring of the status of research studies being conducted. The project leader is responsible for submitting the consolidated study reports under each project. For multiple researchers, the report prepared should cover activities at all levels of implementation and the involvement of each member in the activities conducted.

Changes in the approved research procedures, participants, sites of study, and other important details, should be included in the monitoring reports. For any planned change, the study leader should write the R&D College director to propose the approval of the changes. The R&D College director consults the IREC chair regarding the changes and when the need for an ethics review is determined, the College director endorses the study and the proposed changes to the IREC. The necessary IREC procedure shall apply.

Quarterly reports are due every third Friday of the end month of the quarter: March, June, September, and December.

3. Meetings for M&E

To monitor research activities and present the consolidated quarterly reports of researchers, a meeting of the College R&D director with campus directors and program coordinators is scheduled every last Friday of the end month of each quarter. Status of ongoing research studies are reported, issues and concerns of researchers are discussed, and updates are announced.

When a research contract is issued, the project or study is expected to be completed during the duration stated. When a proposal is not completed during the set duration, the researchers are required to write the RDU for extension.

E. AGENCY IN-HOUSE REVIEW (AIHR) OF COMPLETED STUDIES

Once completed, a research study can already be presented for review in the Agency In-House Review (AIHR). The AIHR is an annual research evaluation forum facilitated by the RDU in partnership with the Cordillera Consortium for Agriculture, Aquatic, and Resources Research and Development (CorCAARRD). This is a forum where all on-going and completed research studies, projects and programs are evaluated by experts from the consortium. Other experts from other research institutions may also be invited depending on the need of experts for the topics of submitted on-going and completed research studies.

The AIHR is conducted at least once a year, usually October or November being the regular schedule as determined by CorCAARRD. However, the RDU can also initiate an AIHR earlier in the second or third quarter of the year when at least 10 -15 completed research studies are submitted to the RDU.

Since the AIHR is also a mentoring activity where the evaluators give their inputs on how to improve the completed papers prior to dissemination and publication. The evaluators also guide the researchers in the conduct of activities for the completion of ongoing studies.

Ongoing research studies and completed papers are accepted for presentation in the AIHR provided they have undergone the Research Proposal Review. Completed studies of projects funded by external agencies can also be presented during the AIHR.

Presentation of a paper in the AIHR is a qualification for presentation in conferences, publication, and other opportunities for dissemination and utilization.

1. Submission of Papers for the AIHR

a. The author/researcher submits the manuscript and the corresponding research contract to the program coordinator. The research contract is proof that the paper submitted has gone through the proper proposal review procedure.
b. The program R&D coordinator scans paper for plagiarism. All papers obtaining more than 15% are returned for the necessary revisions Program R&D coordinator also evaluates if the paper submitted is ongoing or completed, and if paper has a research contract attached.
c. Program R&D coordinator records submissions then forwards to the campus director.
d. The Campus R&D director checks if all needed documents are attached.
e. Campus R&D director consolidates and records manuscripts then submits them to the RDU.
f. RDU staff in-charge receives the research papers, checks if attachments are complete then records them.
g. RDU staff categorize, reproduce, package, and prepare manuscripts for review.

Theses and dissertations are not accepted for presentation in the IHR. However, academic requirements other than theses or dissertations are accepted in the AIHR provided that these undergo the Research Proposal Review.

Theses and dissertations stated in this manual also include papers published by students at the College or other universities and institutions where MPSPC faculty or personnel are co-authors.

2. AIHR Proper

Each study is presented by the concerned author during the AIHR. Presenters are required to prepare a PowerPoint presentation and should follow the guidelines provided.

The evaluators for the AIHR are selected from a pool of experts whose fields of specialization represent the majority of the projects/studies for review. The expert's pool is an inter-agency group composed of technical experts representing various disciplines, and technical staff from funding agencies/institution/organization. In cases that there are no evaluators within the region that could evaluate a specific specialization, the consortia may recommend or call for other experts from other consortia.

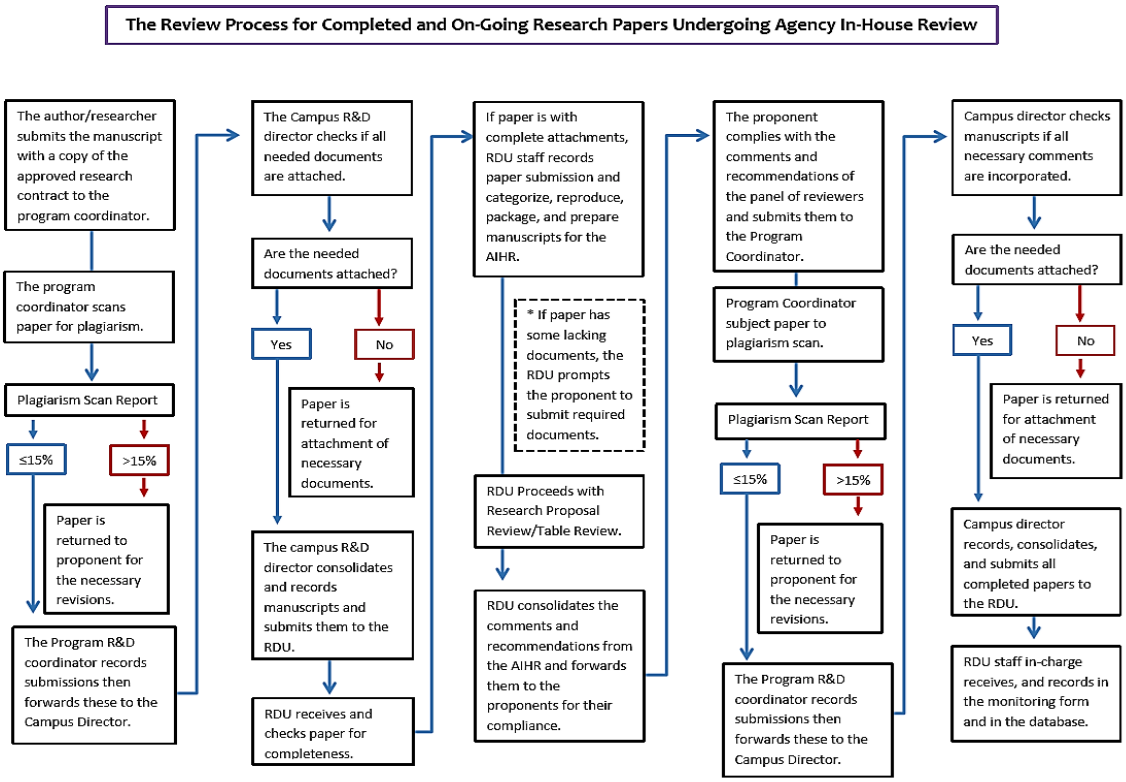
Each presenter is given a maximum time to finish the presentation and time will also be given for the discussion or question and answer with the reviewers.

The presenter is responsible in recording the comments and suggestions of the panel of reviewers. Evaluation forms filled out by the reviewers are to be forwarded to the researchers as they are written.

3. Submission of Enhanced Manuscripts

After the AIHR, the author/s are advised to incorporate all of the reviewers' comments and suggestions in their manuscripts and submit to the RDU within 15 working days from the date when the consolidated comments and suggestions were given..

a. Author/s attach a compliance sheet to the enhanced paper then submits to the program coordinator.
b. Coordinator subjects' paper to plagiarism scan. Scan results should not be more than 15%. If paper obtains more than 15%, coordinator returns the paper to the author to do the necessary revisions.
c. Coordinator consolidates all manuscripts; records then forward them to the campus director.
d. Campus director checks manuscripts if all necessary comments are incorporated.
e. Campus director records, consolidates, and submits all completed papers to the RDU.
f. RDU staff in-charge receives, records in the monitoring form and in the database. RDU staff also scans the manuscript and saves this in the database.



1. Research Presentation

Conferences provide a platform for sharing research findings with a broader audience within a specific field. When researchers present their work at academic conferences, the proceedings often compile and publish the abstracts, papers, or posters presented during the event.

MPSPC encourages its researchers to present their research outputs to various fora or conferences locally or internationally in order to share their newly acquired knowledge in their respective fields of specialization. By joining research conferences, researchers are also given the opportunity to establish collaborations with other institutions thereby increasing chances for citation when research articles are published in reputable journals.

The RDU endorses a research paper for presentation in any level only if the research study has gone through the institutional process from RPR to AIHR. The paper should also have obtained ethics clearance from the IREC.

For completed studies with multiple authors, the primary author is automatically considered as the presenter in a research conference/forum. If the primary author is not able to attend, the research team identifies the alternate presenter. The research team then submits a

communication letter to the RDU stating the identified member who will present in the conference/forum.

Since a research paper can be presented in different levels (local, regional, national and international), the research team may agree to divide the presentations among themselves allowing the opportunity for other members to present.

Calls for papers received by the College and approved by the College President are disseminated by the RDU and only reputable conferences can be attended by interested researchers. For invitations personally received by researchers to be accommodated, the researcher presents the invitation to the RDE, and the VPRDE endorses it to the College President for approval. Registration fees for the conference will be covered by the College using RDU funds. Conferences endorsed by CHED or PASUC are prioritized.

a. *Local / Provincial Conferences*

A local conference may be organized by the College when the need is determined. This is where researchers within Mountain Province are invited to present their research outputs and to disseminate research findings to stakeholders who can potentially utilize research outputs of MPSPC researchers and other researchers in the province. Research conferences organized by other agencies or organizations may also be attended by MPSPC researchers when invited.

b. *Regional Conferences*

MPSPC researchers participate in regional conferences organized by regional consortia to which it is a member. A regional conference is the first venue outside the College where researchers discuss and present their research results after the Agency-in-House Review. MPSPC researchers can attend research conferences organized by CorCAARD for social sciences, agriculture, aquaculture, forestry, and natural resources; CIERDEC for industry, energy, and emerging technologies; CRHRDC for health, medicine, and clinical studies; and CHED for education. Other organized conferences in the region where the College is invited to may be attended by researchers provided their papers meet the theme and criteria of the conference.

c. *National and International Conferences*

Research presentations either in national or international settings shall be accorded funding support by the RDE. However, only completed research not presented within the last three years are allowed to be presented for both national and international presentations.

The following guidelines apply to all researchers whose studies qualify for presentation in national and international conferences:

d. Onsite national / international presentations held in the country are restricted to a maximum of 2 presentations per researcher per academic year. However, when a conference is held either onsite or online, online presentation is preferred.

e. For research presentations outside the country, a cost-sharing scheme is followed. The researcher shoulders the airfare inclusive of travel tax and insurance fee while the RDU shoulders the registration fee, Daily Subsistence Allowance (DSA).

f. Prior to presenting research outside the country, the researcher, in coordination with the RDE sector, must first seek the consent of the Board of Trustees for the approval of the Authority to Travel.

g. For research with multiple authors, only the presenter enjoys financial support to cover travel expenses, per diems and registration fees.

h. Authors of one research are entitled to receive the corresponding incentives for presentation and awards. The distribution incentives are determined by and among the parties involved.

i. The same research study can only be presented once for each level of presentation: local, regional, national, and international. Once presented in a higher level, the study can no longer be presented in a lower level.

j. Theses or dissertations are allowed to be presented and/or published provided the following conditions:

2. Research Publication

Research papers are typically published in academic journals and serve as a primary means of communicating research results to the scientific community. When a research paper is published, the work gets chances to be utilized by other authors by citing. This way, the research contributes to further advancement of knowledge.

The College promotes wide dissemination of research through publication in reputable journals. Recognizing the value of research publication, the College promotes the importance of adhering to research publication ethics. As all reputable journals require, a paper submitted for publication to a journal should not have been and should not be submitted to another journal. Fragmentary publication or salami slicing is also discouraged. Going against publication ethics disqualifies a researcher from receiving publication incentives and from using the research study for credits and promotion.

The RDU supports publication of research produced by MPSPC researchers. Authors are given the option to publish their papers in research journals such as the MPSPC journal, other local peer-reviewed journals, and indexed peer-reviewed journals. Authors are encouraged to carefully select the journal where they publish their research papers. It is the responsibility of the author to determine if the journal is reputable and non-predatory.

Institutional and internal studies are accepted for publication in the MPSPC Research Journal only.

a. *Submission of research for publication in the MPSPC Research Journal*

   The College through the RDU maintains a yearly publication of the official multidisciplinary research journal, the MPSPC Research Journal.

   After the conduct of each AIHR, the RDU invites researchers to submit their papers for publication in the MPSPC Research Journal.

   i. The RDU announces a call for papers and a deadline of submission.
   ii. Researcher submits the completed paper to the program coordinator. Manuscript should follow the institutional format (appendix). Author should also attach the ethics clearance to the manuscript.
   iii. Program coordinator evaluates paper if it follows format and style, and if it includes ethics clearance. When complete, the program coordinator forwards to the campus director.
   iv. The campus director scans the manuscript for plagiarism. When the scan result is 15% or below, the Campus R&D director forwards the manuscript to the RDU.
   v. RDU staff in-charge logs manuscript, updates monitoring form and inputs information in database.

b. Peer Review for the MPSPC Journal publication

i. Depending on the papers submitted for publication, peer reviewers will be identified by the RDU. Peer reviewers will be experts form the College or from other institutions.
ii. Papers submitted are subjected to peer review.
iii. Double blind review is followed. Reviewer sends review comments to the RDU and RDU forwards these to the author. Once all comments are complied with, paper is forwarded to the RJEC.
iv. Deadlines of review and compliance are strictly imposed to meet the target publication date of the journal.
v. RJEC consolidates all papers for publication.
vi. The RJEC meets for final editing and lay outing of the journal issue.
vii. RDU staff in-charge prints and binds copies of the journal.
viii. Journal is distributed.

c. *Publishing research in a reputable journal*

i. Prior to submission, the authors agree on the order of authorship and shall complete the Author Agreement form.
ii. The primary author writes the College Director for Research & Development signifying an intent to publish the research paper in a predetermined journal. As evidence that the paper has gone through the institutional process, the author submits the research contract, certificate of presentation in the AIHR, the ethics clearance, and the Author agreement form together with the intent to publish.
iii. Publication fees of a research paper to a reputable journal shall be charged to Research funds, but should not exceed Php 10, 000 per publication. An author can avail of funding support for a maximum of two (2) research publications per year subject to the availability of funds.
iv. The name of MPSPC should be appended after the researcher's name in the research article that was published.
v. To avail of the publication fee, the researcher should submit the following documents to the RDU:
    - Acceptance letter from the journal
    - Copy of accepted research paper
    - Communication from the organizer or publisher indicating the amount of publication fee

- Official receipt of the publication fee, if claim is in the form of reimbursement

All research papers submitted for review, for presentation, publication, and utilization, are recorded by the Program Research Coordinator, Campus Research Coordinator and the office of the RDU. Authorship is noted starting from the proposal. Progress reports shall also include contributions of individuals. Declaration and order of authorship will be agreed upon by the researchers involved through the Authorship Agreement form. Prior to publishing in any journal, the Authorship Agreement form should be submitted together with the Intent to Publish.

To ensure that the work and efforts of researchers are properly credited, the Authorship Agreement Form is accomplished by the researchers prior to submitting their final research paper for dissemination.

d. Authorship and Co-authorship

Authorship is a primary mechanism for the allocation of credits for scientific advances. To be named an author, a researcher must have made a substantial scholarly contribution to the work and be able to take responsibility for at least that part of the work they contributed. The privilege of faculty researchers, student researchers or staff members conducting research shall be based on substantial contributions in a combination of:

i. Significant contribution to the conceptualization and design, gathering of data, and analysis and interpretation of data; and
ii. Substantial input to drafting of the manuscript or revising it for intellectual content, or on final approval of the version of the manuscript to be published.

Only researchers who meet the above criteria are considered as authors or co-authors. The participation of individuals who may have assisted the researcher by their encouragement and advice, or by providing space, administrative or financial support, providing of supplies and materials should be acknowledged in the article but not as authors or co-authors. The participation in acquiring funding for a research study or project and the participation in collecting data only does not merit for an authorship status.

The Primary or Senior author shall be the one submitting the completed research work. All authors are responsible and accountable for the research. The primary or senior author shall have the following additional responsibilities:

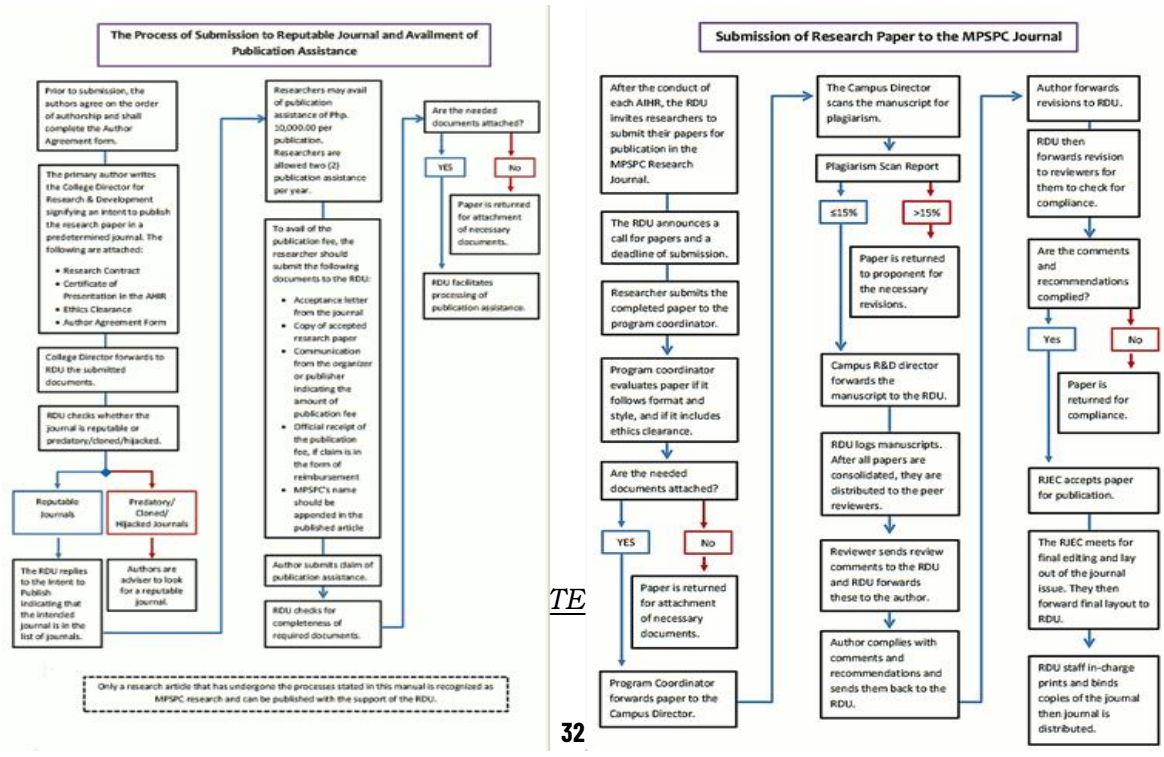
i. Coordinate the completion and submission of the research work;
ii. Abide by and satisfy the rules of submission;
iii. Ensure that all the contributions of all collaborators are appropriately recognized; and
iv. Ensure that each author in the team should have reviewed and authorized the submission of the research work in its original and revised forms.

a. Authorship and Co-Authorship Responsibilities

Collaborating researchers should discuss authorship at an early stage of the project and review their decisions at appropriate times before final submission of research articles for publication. Where there is a group of authors, one author should be appointed the primary author, to manage communication with the publisher and maintain a record of agreed authorship, authorship order and agreements regarding acknowledgement.

The following criteria should be applied equitably and fairly when deciding the order of authors in their publication:

i. The author who made the most significant intellectual contribution should be listed first, with subsequent authors listed in order of decreasing contribution;
ii. Where the relative contributions are not easily distinguished, the authors must collectively agree on the order; and
iii. Agreement to be an author on the final publication includes agreement to the order of authorship as printed in the submission to the publisher and on the authorship signatory document.



In accordance with the Philippine Technology Transfer Act of 2009 or the RA 10055, the MPSPC fully recognizes that science, technology and innovation are essential for national development and progress. MPSPC shall facilitate the transfer and promote the utilization of intellectual property for the national benefit and shall call upon all researchers to take on technology transfer as a strategy to effectively translate research outputs into useful products and services that will redound to the benefit of its clientele.

Technology transfer supports the life cycle of technology, from inception to market diffusion and commercialization (WIPO). At its core, technology transfer is the process of transferring or disseminating technology from a person or organization that owns or holds it to another person or organization. (Grosse, 1996)

The goal for technology transfer is to bring new discoveries to market, either individually or collectively, creating a product or service and making it available. The result is society benefits as a collective, and those bringing this technology to the marketplace create an economic value for themselves and those who were involved with its discovery and commercialization.

A research output can be utilized more than once provided there is a valid reason for the utilization.

1. CITATION OF PUBLISHED ARTICLES

When research articles or papers are presented and published, they get better chances of being cited by other authors in reputable journals. Citation is a form of utilization because the research is used by another author to further generate knowledge.

2. ADOPTION OF RESEARCH OUTPUTS

Outputs of research papers on the other hand are utilized by more researchers, organizations, businesses, institutions, and communities that need them. Research outputs are given protection through Intellectual Property registration and they can either be used without monetary exchange from the utilizers or they can also be transferred to industry for commercialization. Aside from research articles, research and development can also have outputs in different forms to include:

a. Software, systems, tools and applications can serve as valuable research outputs, particularly in fields related to computer science, engineering, and technology. These outputs can be the result of research projects aimed at developing innovative solutions or advancing existing technologies.

b. Prototypes and inventions. In certain fields, research outputs can manifest as physical prototypes, inventions, or

technological innovations. These outputs may have practical applications in various industries, including engineering, healthcare, and manufacturing. Prototypes and inventions can be further developed for commercialization or used to advance related research.

c. Policy reports and recommendations. Research outputs can inform policymaking processes through the production of policy reports and recommendations. These outputs synthesize research findings, identify key policy implications, and provide actionable suggestions for policymakers to address specific societal issues.

d. Books and monographs. Researchers may choose to compile their work into comprehensive books or monographs. These publications provide an in-depth exploration of a particular research topic, often targeting a broader audience beyond the academic community. Books can also be used as references for the academe.

e. Information Education Campaign (IEC) materials are another important form of research output. The purpose of IEC materials is to effectively communicate research-based information to a target audience, promote behavior change, and empower individuals with knowledge. They play a vital role in public health campaigns, environmental initiatives, community development projects, educational programs, and various awareness campaigns aimed at addressing social, economic, or environmental challenges.

   IEC materials take various forms, including the following:

   i. Brochures and pamphlets provide concise and easily understandable information on a particular subject. These materials may feature infographics, illustrations, and diagrams to visually communicate key messages.

   ii. Posters are visual aids that display information using a combination of text and images. They are designed to capture attention, convey important messages, and raise awareness about a specific topic. Posters are commonly used in public spaces, educational institutions, healthcare facilities, and community events.

   iii. Leaflets and handouts are compact and informative materials that are easy to distribute. They are often used in public health campaigns, community outreach or extension initiatives, and awareness programs to provide essential information and instructions.

   iv. Audiovisual materials include videos, animations, and documentaries. These materials combine visuals, narration, and storytelling to engage audiences and

deliver messages effectively. They are particularly useful for conveying complex information, demonstrating procedures, or showcasing real-life scenarios.

v. Training modules and toolkits provide structured guidance, activities, and resources for educators, trainers, or facilitators. These materials support capacity building efforts and enable individuals to conduct workshops, presentations, or training sessions on specific topics.

All MPSPC researchers are encouraged to have their research outputs utilized by the appropriate agencies, communities or institutions. However, it is the researcher's initiative to have the research output utilized since it is the researcher who has better knowledge of who needs the research output or who should adopt or commercialize the output. As support to utilization endeavors, the RDU assists the researcher by facilitating connections and communications with beneficiaries or utilizers.

2. BENEFICIARIES OR UTILIZERS

Research outputs are utilized by various individuals and groups such as the following:

a. The College
   Research outputs are utilized by the institution to advance knowledge and instruction, improve processes and operations and provide support in the establishment and development of policies.
b. Other Academic institutions
   Research outputs are extensively used within the academic community. They are utilized by researchers, professors, and students to advance knowledge, inform teaching, and support further research.
c. Government and legislative bodies
   Research outputs, particularly policy briefs, reports, and recommendations, are utilized by policymakers and government agencies to inform policy decisions, develop evidence-based regulations, and shape public initiatives.
d. Industries and businesses
   Research outputs can be utilized by industries and businesses to drive innovation, develop new products or services, enhance operational processes, and gain a competitive edge. They can inform market strategies, guide product development, or support decision-making.
e. Non-profit organizations and NGOs
   Research outputs are often utilized by non-profit organizations and NGOs to address societal issues, advocate for specific causes, and design evidence-based interventions or programs.

f. Communities and the general public
Research outputs can be utilized in public engagement efforts, such as awareness campaigns, extension, community outreach initiatives, or educational programs. They can help disseminate research findings, raise awareness, and empower individuals to make informed decisions. Communities also benefit from innovations and technologies developed through research.

H. INTELLECTUAL PROPERTY RIGHTS REGISTRATION

Intellectual property (IP) is an important instrument at the research and development level as it helps assure the ownership over intellectual findings and the capacity to control the use of IP in line with the institution's mission and core values. IP is also a powerful business tool for MPSPC to gain position on the market and exclusivity over a new product or process. This makes it an important instrument to attract partners and potentially obtain return on research investment through development collaboration or licensing deals. (WIPO)

Republic Act 8293, otherwise known as the Intellectual Property Code of the Philippines shall be the main guiding tool for MPSPC to protect and secure the rights of the faculty, staff and student researchers under its employ. The enforcement of this law shall be enhanced by MPSPC adopting the policy guidelines governing ownership, protection, and utilization of intellectual property outputs of its students and employees in the interest of service, based on this code. BOT Resolution No. 038, s. 2010, approved the MPSPC Intellectual Property Rights Policy to support RA 8293 in a more detailed manner.

1. IPR Registration Assistance for MPSPC Researchers

The RDU, through the Intellectual Property Rights committee assists all researchers of the College in the registration of their research papers and outputs. The IPR committee facilitates the IPR registration of outputs derived from research that has been properly reviewed in the RPR and AHIR. For copyright registration, completed papers or manuscripts will be accepted for copyright as assistance to researchers in the protection of their research findings. However, only research outputs can be incentivized.

The following procedure shall be the guide of researchers in the application of IPRs, however, other procedures may be applied when necessary.

a. A researcher who has a research output that needs IPR registration submits the properly filled out forms required by IPO (Invention or Copyrightable Research/Work Disclosure Form) to the Intellectual Property Rights Committee for evaluation not later than three (3) months after the research output has been created.

b. Upon determination by the IPR Committee that the material, invention or creation has IP or proprietary potentials and that there is obligation to assign rights to such invention, the inventor executes a Deed of Assignment in favor of MPSPC.
c. The IPR Committee prepares requirements for application for protection.
d. The Vice President for Research, Development and Extension endorses the application for protection.
e. The College President signs the application for patent or other appropriate mode of intellectual property protection.
f. The SRA assigned for research files the application for the appropriate protection of intellectual property.

2. *Use of Income and Establishment and Maintenance of Revolving Fund for R&D and Technology Transfer*

The MPSPC-RDU shall open a bank account purposely for the safekeeping of revenues generated from the commercialization of IP generated from R&D funded and other Government Funding Agreement. The accumulated revenues shall be constituted as a revolving fund for use of the RDU undertaking technology transfer. The said income shall be used to defray intellectual property management costs and expenses, technology capability building, and technology transfer activities. No amount of said income shall be used for payment of salaries and other allowances.

I. DISPUTE AND CONFLICT MANAGEMENT

1. Dispute Resolution

As a general rule, any dispute between the parties on the determination of government ownership should be resolved amicably. If the matter cannot be resolved amicably by the parties, then the administrative procedure for resolving any disputes on the determination for intellectual property and government ownership shall be subject to the mediation and arbitration rules of the Intellectual Property Office or the appropriate agency.

2. *Conflict of Commitment and Conflicts of Interest*

All researchers owe professional allegiance to MPSPC. A conflict of commitment occurs when the researcher's time commitment to outside activities such as business development, consulting, and teaching exceeds the permitted limits, or when the outside activities interfere with his primary commitment to MPSPC. The primary commitment of time and intellectual energies of all the researchers should be towards the pursuit of the mandates of MPSPC.

A conflict of interest occurs when other activities of the researcher are opposed to or affected by the faithful performance of official

duty in MPSPC. These activities are identified as personal or financial concerns of the researcher that could compromise his professional judgment regarding the conduct of the research, whether externally funded or funded through the GAA. Other cases of conflicts include the following:

a. Any arrangement involving economic interest made by the researcher and sponsors or entities pertaining to the research work;
b. Using the College personnel or employees and students to perform services for other entities or companies;
c. Using the College's resources including official names, logos, personnel, equipment and facilities for non-college-related activities, such as engagement in business enterprises, contracting and subcontracting, and purchasing, from entities, which the researcher has ownership or financial interest that can restrict a researcher's public reporting of research out-put; and
d. Any activity which can be reasonably determined to be a conflict of interest or commitment.

When the review committee finds the need for a Declaration of Non-Conflict of Interest for a specific research study, the researcher completes the appropriate COI form.

J. SCIENTIFIC MISCONDUCT

Scientific negligence and dishonesty are the two broad categories of misconduct in research. Scientific negligence is when a researcher provides erroneous information without the premeditated intention to defraud. Scientific misconduct could be by acts of forgery, fabricated data, falsified or invented results, plagiarism, piracy, hoaxes, misleading ascription to authorship and other acts analogous to the foregoing. [1]

1. Acts of Research Misconduct
    a. Fabrication of data is the case where researcher/s entirely invents data, records them and includes them in the report. [2]
    b. Falsification of data is the case where researcher/s manipulate data, research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. [2]
    c. Misrepresentation of data occurs when researcher/s interprets/discusses facts, data, or information whether oral or written in an unlike manner apart from its true meaning. [3]
    d. Plagiarism or the use of words, ideas, references, materials, published work, research processes, or results without proper citation. Self-plagiarism may also occur such that the author reuses or recycles

parts of his previous work without proper attribution or due citation. [3]

e. Piracy is the case where researcher/s reproduces the same research without the knowledge of the original author and claim it as theirs. [4][5]
f. Other acts analogous to the foregoing.

2. Violations against publication ethics
    a. Duplicate Submission or Forum shopping is the case where researcher/s submits a research paper to different journals and selects one which is most convenient for them. [4][5]
    b. Duplicate Publication or Double Publication is the case where researcher/s publish the same research work/material more than once. [4][5]
    c. Fragmentary publication where researcher/s publish fragmented parts of a study in different publications and/or publish the research with different research titles but having the same content or results in the study or having a different title with slightly modified results in the studies being presented for publication.
    d. Other acts analogous to the foregoing.

3. Misleading ascription to authorship
    a. Failure to appropriately confer authorship in scientific publications. The following instances are considered as examples but are not limited to: submitting multi-author papers to journals without the consensus of all named authors, removing the names of some authors in research paper and submitting it in a journal, or excluding material contributors from co-authorship. [4][5]
    b. Ghostwriting or the case where someone makes a substantial contribution to the research and is neither given the credit nor mentioned in the publication. [4][5]
    c. Apportioning credit in a publication on those that have not made significant contributions to the research (gift authorship) or claiming undeserved authorship. [4][5]
    d. Honorary authorship, courtesy authorship and guest authorship, where researcher/s include people of influential standing in the research community so that the research paper appears to be of good standing. [4][5]
    e. Other acts analogous to the foregoing.

[1] Office of the Research Integrity (n.d.). Research Misconduct. Retrieved from https://ori.hhs.gov/research-misconduct

[2] University of Ontario, Institute of Technology (n.d.). What are falsification, fabrication, and misrepresentation - and who would do that anyway?, Academic Integrity, Learning Module 1. University of Ontario. Retrieved from https://secure.tlc.ontariotechu.ca/academic_integrity/module1/Module15.html

[3] Columbia University (n.d.). Research Misconduct. Online Module. Retrieved from https://ccnmtl.columbia.edu/projects/rcr/rcr_misconduct/foundation/index.html

[4] Albert, T. and Wager, E. (2003). How to handle authorship disputes: a guide for new researchers. The COPE Report 2003. Committee on Publication Ethics
[5] Committee on Publication Ethics (n.d.) Authorship and Contributorship. Retrieved from https://publicationethics.org/authorship

3. Procedure for Scientific Misconduct Deliberation

All members of the institution are duty-bound to formally report misconduct in research to the head of institution through the VPRDE. Allegations made against a faculty or staff of the institution will be handled in accordance with existing regulations.

Complaints of scientific misconduct may be filed by any person who discovers said misconduct and files the same to the Office of the President, copy furnished to the OVPRDE.

The OP will create a Research Integrity Committee (RIC) which shall be composed of the following:

a. Teaching Personnel
   VPRDE, Research Director, IREC Chairperson, Campus Dean, Legal Officer, Faculty Club President and Department Chairperson who has jurisdiction over the respondent

b. For non-teaching staff
   VPRDE, Research Director, Non-teaching Union President, IREC Chairperson, Legal Officer, Non-teaching Unit Head who has jurisdiction over the respondent

Once complaints are received, the steps for scientific misconduct deliberation are followed:

a. The RIC will issue summons to the respondent to file his/her counter-affidavit within 15 days of receipt thereof.
b. The committee will convene to discuss the merit of the complaint.
c. The Research Integrity Committee invites the researcher/s involved for a formal inquiry to resolve the issue.
d. After the formal inquiry, the committee decides whether or not the act is considered a misconduct.
e. The committee forwards a report of evaluation and recommended actions to the head of institution through the VPRDE. The report may include the following:
   - recommend action and sanction; and/or
   - Recommendation to forward case to appropriate authority whenever applicable.

4. Sanctions for Scientific Misconduct

These sanctions will apply for completed and/or published studies. After thorough investigation and deliberation by the investigating team, the following sanctions of a scientific misconduct shall be imposed:

a. Researcher/s shall not be qualified for incentive due for the research paper;
b. Researcher/s shall refund funding assistance provided by the RDU for the research paper; and/or
c. Research paper shall not be used for National Budget Circular 461 (NBC 461) purposes.

EXTENSION

A. PREPARATION AND APPROVAL OF EXTENSION PROJECTS

1. Preparation of Extension Project Proposals

Extension project proposals should be based on the approved submitted Departmental Extension programs. Priority extension proposals submitted for external funding shall pass through the RDE office for review.

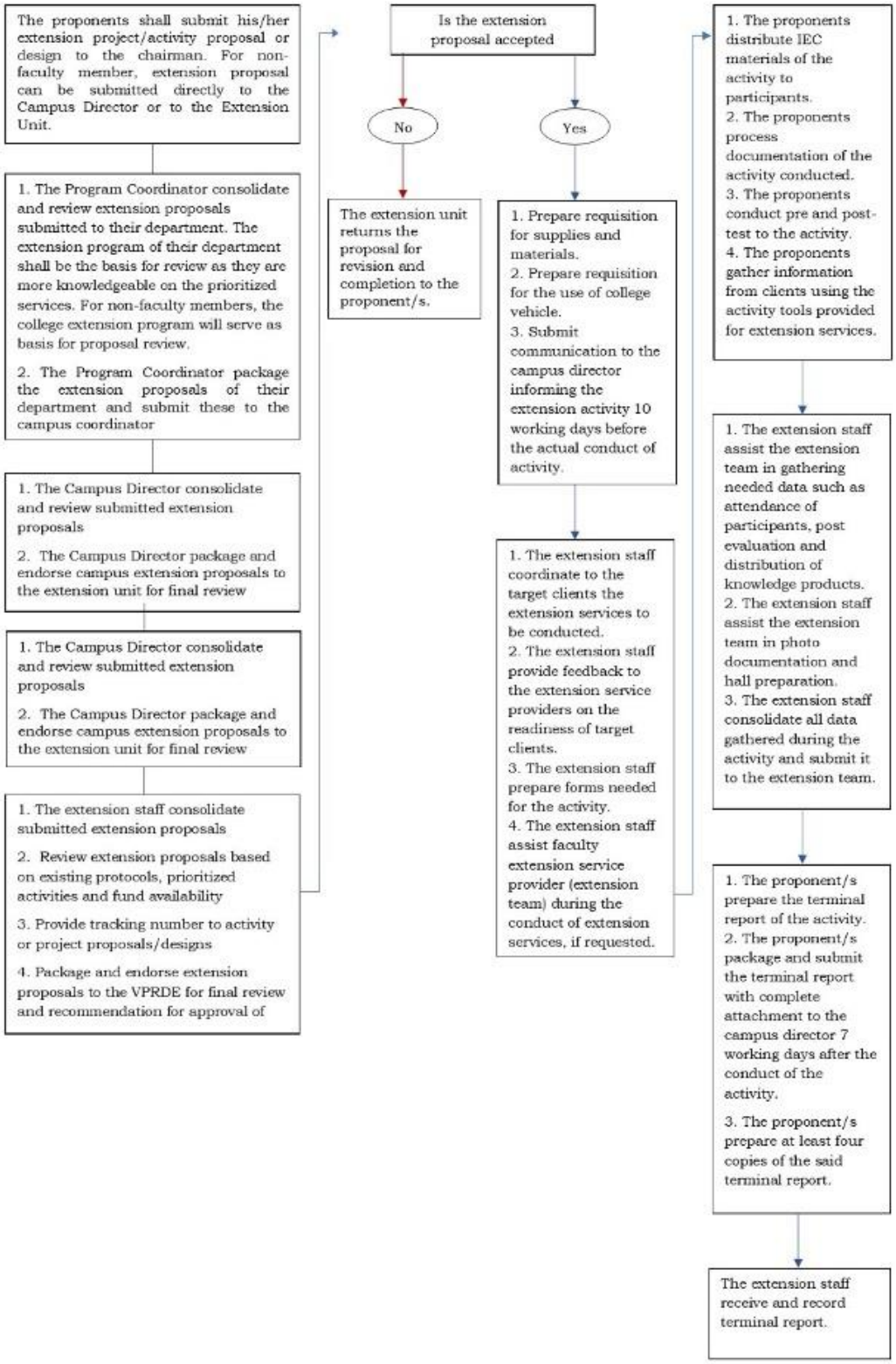
2. Submission

Extension proposals shall be submitted according to ISO procedures:

a. If proponent is a faculty member, the proposal shall be submitted to the departmental extension coordinator who will in turn submit it to the Executive Dean in their campus. Before the Executive Dean signs however, the departmental extension coordinator / department chairperson of the proponent needs to countersign it. The coordinator of events management will note the proposal together with the executive dean. After which, the College Extension Director will review the proposal. Before the review, however, the Campus Extension Director shall review and countersign it. After the review, it will be submitted to the Accounting Office for availability of funds. From there, it will be submitted to the VPRDE for recommending approval then submitted to the college president for final approval.

b. If the proponent is a staff, he/she shall submit it to the coordinator of the events management. The college extension director will review it after which it will be submitted to the accounting office for availability of funds. From there, it will be submitted to the VPRDE for recommending approval then to the college president for final approval.

For extension and community services proposals of students, these shall be submitted to the SSDO. For student proponents who want to avail of the extension fund of their department, the proponent shall submit the proposals to their respective departments for considerations.



E:

a. of the Extension activity. The extension activity design shall contain the following in the preliminaries:

   i. Project Title: This is the distinctive name given to the extension which describes the scope of work in specific, clear and concise manner
   ii. Implementing agency(s): This refers to the higher institution that will implement the project and where the project leader is based
   iii. Venue: This refers to the places/areas where extension activities will be undertaken.
   iv. Project Leader: These refer to the head of the project who manages the activities of the extension team
   v. Proponents: This refers to the one who conceptualize and initiate a project.
   vi. Source of Fund/ Funding Agency. This refers to the agency that gives funds to finance for the said extension project/activities
   vii. Total Budget: This refers to the approximate budget for conduct of the extension project/activities
   viii. Duration Date/Time/number of hours: This refers to the length of period or number of months or years to complete the extension project/activities

b. Introduction. The introduction shall contain the following:

   a. Background/Rationale: This refers to the overview of the extension project/activities that discusses the factors that led to the conceptualization of the problem.
   b. Objectives: This refers to the outcomes which the project intends to achieve/bring out
   c. Significance of the extension projects/activities: This refers to the contribution of the extension project/activity to a) national goals/plans; b) national policies;

      i. Emerging realities; d) regional or local goals/plans; e) community goals/plans

d. Procedure/Methodology: This refers to the methods, techniques and strategies in the conduct of extension services

e. Schedule of Activities: This refers to a brief description in chronological order of each activity. The starting date and planned completion date are indicated in year.

f. Budgetary Requirements: This includes a detailed/itemized breakdown of the total project costs and the source/s of funds. For format and flow chart for the approval of extension proposal, please see attached format on Appendix b and c.

3. Criteria for the Review of Extension Project Proposal

To ensure that the extension service conducted will contribute in the attainment of the VMGO of the College, the following criteria shall be observed:

General

a. Proposals shall be within the thrust of the national, provincial and local government towards community development and economic growth.
b. Proposals should be within the extension mandate of the institution.

Specific

a. The proposals shall be within the departments' goals and objectives where the proponents belong.
b. The proposals shall contribute to the improvement of awareness level, knowledge and skills enhancement of target clients.
c. Proposals should not be duplications of other extension services of other agencies.

4. Approval

The approval of the reviewed extension proposal/ activity design shall be within 5 working days upon receipt by the approving authority.

5. Emergency Proposal

A proposal shall be considered as emergency proposal when it meets the following requisites:

a. Proposal is urgently needed to address pressing issues within the province

b. Requested by clientele and is not within the extension program of the college/department.

B. EXTENSION PROJECT IMPLEMENTATION, MONITORING AND EVALUATION

1. *Extension Implementation*

An approved extension proposal/activity funded through the MOOE of the Extension services or the College Extension Trust Fund is given notice to proceed by the College Extension Director. For extension projects with funding coming from other agencies, implementation starts after MOA between MPSPC and funding agency is executed and funds for the purpose is received.

2. *Mechanisms for Monitoring and Evaluation of Extension Projects and Activities*

a. Monitoring and Evaluating Committee

The committee shall be composed of the Vice President for Research Development and Extension. Extension Director, Extension Campus Coordinator, and Department Coordinator of the program whose extension services are being evaluated.

b. Pre-Implementation Phase
The following shall have been documented and accomplished prior to the conduct of extension activity:

i. Letter of request of the client and approved activity design.

ii. Start of the project: The proponents shall implement the program/projects upon receipt of initial budget release or depending on the timing of program/projects. The period of implementation shall be based on the fiscal year. The proponent/s shall make the request following procedures for the release of funds or supplies and materials needed for the extension project/activities.

iii. Implementation of Recommended Changes: The proponent shall be responsible in informing the Extension Director of the change in the starting date of program/project implemented in the form of status reports in case of delays in the release of fund and other justified reasons.

iv. Submission of Technical reports: The proponent/s shall submit monthly, quarterly and annual accomplishment reports to the office of the Extension Director for proper reporting and submission to the different agencies as deemed necessary.

3. Documentation of Extension Project/Activities:

For purposes of monitoring the following documents shall be submitted to the Extension Unit:

a. Terminal Report: This shall contain the following components:

i. Executive Summary
ii. Narrative report integrating the photo documentation of the activity
iii. Attendance Sheet
iv. Sample of Certificate of Participation given to clients if any
v. Sample of Certificate of recognition given to resource speaker if any

vi. Memorandum of Agreement or MOU if not submitted earlier
vii. Letter of request for the conduct of extension services
viii. Additional pictorials

b. Progress report

i. Narrative report integrating the photo documentation of the activity
ii. Attendance Sheet
iii. Pictorials

For terminal report, soft and hard copy shall be submitted to the extension unit.

c. Submission of Monitoring and Evaluation Report

Monitoring and evaluation report of extension activity shall be submitted one week after the completion of the activity. For continuing activity, a quarterly report shall be submitted to the Extension Unit.

4. *Extension Forms*

For the purposes of uniformity and as basis for
Monitoring and Evaluation, the following forms shall be used (for details, see Appendices b-f).

a. Terminal Report (Completed)/Progress Report (Ongoing)
b. Activity Design/Proposal
c. Activity Evaluation Form
d. Resource Person Evaluation Form- aim to determine satisfaction of participants on the activity.
e. Directory of Participants- aim to trace the impact of the activity
f. Monitoring and evaluation for extension projects. This is used for extension projects with a duration of six months and above.

5. *Impact Assessment*

Impact assessment of extension activities shall be conducted by the research unit 6 months or one year after the completion of extension activity. Impact assessment aimed to determine the effects of extension activities to the socio-economic well-being of the recipient.

6. *For Paper Presentation of Extension Best Practices*

One yardstick of quality extension services is the presentation and publication of extension papers either national or internationally. To claim awards related to this, the following shall be accomplished:

a. The extension project should be approved by the President before it was implemented.
b. The extension paper should be reviewed by a technical committee composed of the VPRDE, the College Extension Director, and the Campus Extension Directors.
c. A certification that all comments and suggestions of the review committee for the implementation of the paper were incorporated.
d. The extension paper should be approved by the President for presentation upon the recommendation of the VPRDE.
e. The extension paper should be accepted by the organizer of the conference.
f. Knowledge product/s for the extension project was submitted to the RDE.
g. Extension papers should be presented once in a national conference but can still be presented in an international conference. However, extension papers can only be presented once in an international conference.

VII. POLICY ON INNOVATION, INTELLECTUAL PROPERTY RIGHTS, AND TECHNOLOGY TRANSFER

I. Introduction

MPSPC acknowledges the dynamic landscape of research and development, where innovation, intellectual property rights, and technology transfer are integral components driving societal progress and economic growth. Recognizing the pivotal role each element plays in fostering advancements, MPSPC is committed to embracing innovation as the cornerstone of progress. Moreover, MPSPC acknowledges the significance of intellectual property rights in safeguarding innovation and fostering a conducive environment for creativity and invention. Additionally, technology transfer acts as a bridge, facilitating the dissemination and application of innovative ideas, thereby contributing to broader societal benefit. In alignment with legislative frameworks such as the Philippine Innovation Act, Intellectual Property Code of the Philippines, Philippine Start-up Act, Philippine Technology Transfer Act, and PAGTANAW 2050, MPSPC is dedicated to nurturing an ecosystem that promotes innovation, entrepreneurship, and sustainable development, thus charting a course towards a future defined by progress and prosperity."

Summary of Legal Bases

The *Philippine Innovation Act (Republic Act 11293),* a testament to the country's commitment to innovation, lays the foundation for a robust innovation ecosystem. This act outlines strategies to spur research, development, and collaboration among stakeholders, fostering an environment conducive to groundbreaking discoveries and technological advancements.

The *Innovative Start-up Act (Republic Act 11374)* complements this endeavor by providing support and incentives to budding entrepreneurs,

fostering a vibrant start-up culture, and nurturing a conducive environment for innovative ventures to thrive.

The *Intellectual Property Code the of the Philippines (Republic Act 8293)* endeavors to protect and secure the exclusive rights of scientists, inventors, artists and other gifted citizens to their intellectual property and creations, particularly when beneficial to the people.

The *Philippine Technology Transfer (Republic Act 10055)* Act aims to optimize the utilization of intellectual property arising from government-funded research, fostering collaboration between stakeholders, promoting innovation, and driving economic development for the Philippines.

PAGTANAW 2050, a forward-looking framework, offers a comprehensive vision for sustainable development, intertwining innovation, environmental conservation, and social progress. It charts a course for the nation, aligning strategies with global goals, and emphasizing innovation as a linchpin for a sustainable future.

Scope and Coverage

This policy outlines a comprehensive framework governing intellectual properties, innovation, and technology transfer originating from faculty members, students, and staff engaged in research at MPSPC. It encompasses the identification, protection, and management of intellectual properties, while also facilitating technology transfer and promoting innovation within the institution. The scope of this policy extends to employees involved in activities demonstrating intellectual property potential, overseeing transactions, and negotiations relevant to intellectual property within local, national, and international research and development networks. Furthermore, it encompasses intellectual properties arising from diverse MPSPC-led initiatives—ranging from directed, assisted, commissioned, contracted, to collaborative research, development, and innovation projects. By fostering a culture of innovation and facilitating technology transfer, this policy aims to harness the full potential of intellectual assets, driving societal impact and contributing to the advancement of knowledge and technology.

Definition of Terms

1. **Assignee:** Refers to a natural or juridical person to whom rights, title to, and interest in Intellectual Property or proprietary information is assigned by the inventor or author, through an undertaking or any other legal instrument.
2. **Assignment:** Refers to the act of assigning all the rights, title to, and interest in intellectual property or proprietary information by the inventor or author, through an undertaking or any other legal instrument.
3. **Author:** This refers to a person who has contributed to authorship and thereby entitled to have a publication attributed to them. A single publication may be attributed to more than one author.

4. **Authorship:** This is the intellectual participation in conceiving, executing, or interpreting at least part of a research, scholarly, or other academic output in the author's field of expertise, sufficient for the author to take public responsibility for that output.
5. **Collaborative Research Work:** Refers to a research work in partnership with an outside entity.
6. **Commercialization of Intellectual Property:** Refers to the purposeful effort to generate intellectual property for specific markets or commercial promotions, which includes technology transfer arrangements or commercialization.
7. **Copyright:** Exclusive rights granted to the creators of original works, such as literary, artistic, or musical works, granting them the authority to control the use and distribution of their creations.
8. **Creator/Inventor:** Refers to the natural person who made substantial creative and intellectual contribution to the creation of the intellectual property be it an invention or a copyright.
9. **Directed or College Funded Research:** Refers to a research work conducted in the course of employment with the College and with the use of College facilities and resources.
10. **Fair Use:** A legal doctrine that allows limited use of copyrighted material without permission from the copyright owner for purposes such as criticism, commentary, news reporting, teaching, or research.
11. **Holder:** Refers to a natural or juridical person who owns the rights to an IP at any moment in time.
12. **Industrial Design:** An industrial design protects the aesthetic or visual aspects of an object, such as its shape, configuration, pattern, or ornamentation, applied to an article. It doesn't cover the functional or technical features but safeguards the appearance of the product. Industrial design rights grant exclusive rights to prevent unauthorized copying or imitation of the design for a specific period.
13. **Infringement:** The unauthorized use, reproduction, or distribution of intellectual property rights belonging to another entity, violating their exclusive rights.
14. **Infringement Claim:** A formal assertion by an intellectual property owner that someone else is using their intellectual property without authorization, demanding cessation of such use or seeking damages.
15. **Intellectual Property Rights:** This refers to intellectual property defined in the Intellectual Property Code of the Philippines.
16. **Licensing:** An agreement where the owner of intellectual property grants permission to another party to use, produce, or sell their intellectual property in exchange for certain conditions, typically royalties or fees.
17. **Patent Invention:** A patent invention refers to a new product or process that involves an inventive step and is capable of industrial application. It grants the inventor exclusive rights to use and exploit their invention for a limited period, typically 20 years from the filing date, in exchange for disclosing the invention in detail for public knowledge.
18. **Protection of Intellectual Property:** Refers to the act of formally registering intellectual property rights with appropriate agencies to acquire vested rights thereto, and where registration is not required, protection shall mean the act of transferring legal ownership of intellectual property or

proprietary information to individuals or organizations through proper documentation.

19. **Public Domain:** Intellectual property that is not protected by copyright, patent, or other intellectual property rights and is available for anyone to use freely without permission.
20. **Research Assistant/Staff:** This refers to a person employed under the RDU programs, or as a staff of the College.
21. **Royalty:** Refers to payment made for use of property, especially a patent, copyrighted work, franchise, or natural resource. The amount is usually a percentage of revenues obtained through its use.
22. **Spin-off Firm or Company:** A legally distinct and independent entity formed by a researcher-employee, arising from the technology or innovation they have developed. This entity operates autonomously from government funding agencies or the Research Development Unit, leveraging the intellectual property or technology created by the researcher within the institution.
23. **Sponsored:** Refers to research work that is externally funded but MPSPC implemented.
24. **Student:** This is a person who has been accepted for admission to or enrolled in any course or program offered by the college who undertakes part of his research under the program of the college.
25. **Technology:** A broad term encompassing knowledge, expertise, tangible and intangible assets, including products, methodologies, processes, inventions, innovations, and skills. It embodies the practical application of scientific or theoretical knowledge to solve problems, create products, or enhance existing processes.
26. **Technology Transfer:** The systematic process through which one party shares, conveys, or licenses knowledge, methodologies, or intellectual property rights (IPRs) to another entity or individual. It involves the dissemination of information necessary for the creation, implementation, or utilization of a product, process, or service.
27. **Technology Transfer Arrangements:** According to the IP Code, this refers to the contract or agreements involving the transfer of systematic knowledge for the manufacture of a product, the application of a process, or rendering of a service including management contracts, and the transfer, assignment, or licensing of all forms of intellectual property rights or proprietary information.
28. **Third Party:** Refers to someone other than the principals directly involved in a transaction or agreement.
29. **Trademark:** A symbol, word, phrase, or design used to distinguish and identify the source of goods or services. Trademarks provide exclusive rights to the owner and protect against unauthorized use by others.
30. **Trade Secret:** Confidential and valuable business information that derives its value from not being generally known to others. Trade secrets include formulas, processes, methods, customer lists, or other proprietary knowledge.
31. **Utilization of Revenues:** The prescribed usage of funds generated from intellectual properties as determined by the policies and guidelines.
32. **Utility Model:** A utility model is similar to a patent invention, protecting new and useful innovations, but it typically involves incremental

improvements in functionality or usability rather than significant inventive steps. It offers a shorter protection period than a patent invention, generally around 7 to 10 years, and often has a simpler and faster application process.

33. **Visiting Research Fellow:** An honorary or visiting fellow appointed by the college to a non-salaried, full-time or fractional position titled "Associate Fellow" or "Research Fellow".

34. **Visiting Student:** A student whose home institution is not of the college and who undertakes part of their research under the college program without being enrolled in any degree program of the college.

35. **Volunteer:** A person not designated as a Fellow, visiting student, staff member, or student, working voluntarily on a college research development project.

Innovation Policy

MPSPC adheres to REPUBLIC ACT No. 11293 or the Philippine Innovation Act, the Innovative Start-up Act (Republic Act 11374), and the PAGTANAW 2050.

As such, MPSPC Research and Development programs and activities shall endeavor to:

(a) Place innovation at the center of its development policies, guided by a clear and long-term set of goals that will take into consideration the key advantages of the country and the opportunities in the regional and global economic arena. As such, it shall harness innovation efforts to help the poor and the marginalized and to enable micro, small and medium enterprises (MSMEs) to be a part of the domestic and global supply chain:

(b) Promote a culture of strategic planning and innovation and ensure that knowledge is created, acquired, disseminated, and used more effectively by individuals, enterprises, organizations, and communities to promote sustainable economic and social development;

(c) Invest in education, science, technology and innovation guided by a strategic direction towards strengthening the country's knowledge-based economic development that benefits all. Innovation starts with a robust pool of skilled, talented and creative people. Educational institutions, private organizations, government agencies and local government units (LGUs) are key drivers of programs that stimulate innovation literacy and skills development for the Filipino workforce and entrepreneurs, including women and the youth;

(d) Recognize the importance of an effective and efficient innovation ecosystem that addresses and delivers action in various policy areas, including MSME development, education, trade, investment, finance, and agriculture, sustainable energy, climate change, among others. This requires the various departments of the College to implement an approach that will ensure policy coherence, alignment of priorities, and effective coordination in program delivery. This ecosystem should facilitate and support innovation efforts;

(e) Recognize the indispensable role of the academe in enabling and maximizing the benefits from the country's innovation policy. As such, it shall put efficient processes in place, with the necessary authority to remove regulatory, informal, and other obstacles to the innovative undertaking;

(f) Play a crucial role in driving economic growth through innovation. As such, MPSPC will work and cooperate with these sectors and encourage the innovative efforts of businesses, MSMEs, academe, and the scientific community. Public sector innovation plays a key economic role whereby an efficient public sector can chive more private sector growth. To this end, the College shall promote, integrate and strengthen policies that engage with innovative businesses and entrepreneurs on collaboration efforts to improve productivity, good governance and efficient delivery of public services; and(g) Recognize the value of sources of innovation that are unique to the region and the country, such as traditional knowledge, traditional cultural expressions, and genetic resources, and shall strive to promote their potentials for innovation while protecting them from misappropriation.

Policy on Intellectual Property Rights

Republic Act 8293, otherwise known as the Intellectual Property Code the of the Philippines shall be the main guiding tool for MPSPC to protect and secure the rights of the faculty, staff and student researchers under its employ. The enforcement of this law shall be enhanced by MPSPC adopting the policy guidelines governing ownership, protection, and utilization of intellectual property outputs of its students and employees in the interest of service, based on this code. BOT Resolution No. 038, s. 2010, approved the MPSPC Intellectual Property Rights Policy to support RA 8293 in a more detailed manner.

Obligations of Inventors and College Officials

Inventor/s and Copyright Owner/s

Prior to any research undertaking, the inventor/s and copyright owner/s are obliged to:

1. Abide by MPSPC's intellectual property rights policy and guidelines.
2. Disclose intentions to sell, offer, publish, or communicate any intellectual property or proprietary information to MPSPC's Intellectual Property Rights Committee (IPRC) at least three (3) months in advance through the Intellectual Property Disclosure.
3. Assign to MPSPC intellectual properties solely or jointly invented, created, or generated during employment, utilizing MPSPC funds, facilities, or services.
4. Cooperate fully with MPSPC - IPR Committee and RDU for intellectual property protection applications.
5. Facilitate promotion and technology transfer through licensing, franchising, or similar modes.
6. Preserve confidential and proprietary information during and after employment or contract with MPSPC.

College Officials

In protecting intellectual property rights, college officials are committed to:

1. Signing Confidentiality Agreements concerning MPSPC-derived intellectual properties.
2. Complying with MPSPC's intellectual property rights guidelines.
3. Adhering to protocols regarding intellectual property arrangements.
4. Disclosing and ensuring third-party use of MPSPC intellectual property is duly covered.
5. Ensuring Memorandum of Agreements contain clauses aligning with MPSPC's intellectual property rights policy.

Patent Ownership

1. College-Funded Research/Work: Intellectual property resulting from research funded by MPSPC shall be jointly owned by MPSPC, the sponsoring agency, and the employee, or as specified in the agreement between MPSPC and relevant laws.
2. Collaborative Research/Work: Patents resulting from collaborative research shall be jointly owned by MPSPC, the employee, and the collaborating entity.
3. Assisted Research/Work: Patents arising from research supported financially and/or in kind, wholly or partly by MPSPC, shall be jointly owned by MPSPC and the inventor.
4. Inventor's Sole Ownership: Any intellectual properties created outside office hours, unrelated to assigned duties, or not utilizing college resources, may be owned solely by the inventor but could be assigned to the college.

Copyright Ownership

A. College-Funded Research Work: Copyright of research outputs funded by MPSPC shall be jointly owned by MPSPC and the inventor.
B. Externally Funded Research Work: Copyright shall be jointly owned by MPSPC, the sponsoring agency, and the researcher, or as per the agreement between MPSPC and relevant laws.
C. Collaborative Research Work: Copyright shall be jointly owned by MPSPC, the researcher, and the outside entity involved or as per the agreement between/among the parties involved and relevant laws.

Protection Application Procedure

Intellectual Property Rights Application

1. Disclosure Submission: Faculty, staff, student researchers, or collaborative researchers creating intellectual property shall submit the Invention or Copyrightable Research/Work Disclosure Form to the Intellectual Property Rights Committee within three (3) months of discovery.
2. IPR Evaluation: Upon committee verification of intellectual property or proprietary potential and the obligation to assign rights, the inventor will execute a Deed of Assignment in favor of MPSPC.

3. Requirements Preparation: The IPR Committee will compile the necessary requirements for intellectual property protection applications.
4. Endorsement and Approval: The Vice President for Research, Development, and Extension will endorse the protection application, which requires approval from the College President.
5. Filing Application: The assigned SRA for research shall be responsible for filing the application for intellectual property protection.

Revenue Sharing Policy

The Revenue Sharing Policy outlines the allocation and distribution framework for royalties derived from intellectual properties developed within MPSPC. This policy meticulously delineates the entitlements of creators, external contributors, and the College concerning the generated income from intellectual assets. By delineating transparent guidelines for revenue distribution, this policy aims to ensure equity, fairness, and a conducive environment for innovation within the institution.

Distribution of Royalties:

Creator/Inventor's Share:

The creator or inventor shall be entitled to:

A. 40% of the net income or revenue if the intellectual property is funded by the College or externally funded.
B. 60% of the net income if the creator or inventor personally financed the research activity.

Variations in these percentages are subject to:

A. The nature and type of the intellectual property.
B. The extent of assistance or contribution from the College or external entities.

External Funding Agency or Collaborator's Share:

The share in the royalty for an external funding agency or collaborator, contributing significantly to the intellectual property, will be determined through mutual agreement between the College and the external entity.

College's Share:

The College shall be entitled to:

A. Not less than 50% of the net royalties accruing to the College.
B. A minimum of 20% of the net royalties dedicated to funding the operations of the Intellectual Property Rights Committee (IPRC).

These sharing arrangements will commence after the MPSPC or the IPRC has recovered its specific out-of-pocket costs associated with protecting intellectual property. Initial expenses will be covered by the Research and Development Unit's budget allocation until the income generated from

intellectual properties is adequate to finance protection application expenses.

Utilization of Revenues

MPSPC with RDU shall maintain a designated bank account to store revenues from IP commercialization. These funds form a revolving fund exclusively used for intellectual property management, technology capacity building, and transfer undertakings. Notably, these funds cannot be allocated for personnel-related payments.

Specified Usage of Revenues Generated from Intellectual Properties

A. Fund Administration: All revenues from royalties, license fees, and other IP-related incomes shall be administered by the RDE department to facilitate technology transfer, commercialization, and research promotion.
B. Priority Support: Departments or units involved in the invention's creation shall receive priority support from the revenue allocation.
C. Expense Coverage: Income generated shall cover expenses related to intellectual property protection applications and annual IPR dues until sufficient to self-finance these expenses.

Conflict Resolution

Conflicts/Disputes regarding government ownership determination should primarily seek amicable resolutions. Should conflicts/disputes persist, administrative procedures for resolving ownership conflicts/disputes will adhere to the mediation and arbitration rules governed by the Intellectual Property Office.

Process for Resolving Conflicts as per the Provided Guidelines

A. Mediation: Parties in conflict may opt for mediation, assisted by MPSPC's IPR Committee, the RDU, and the Office of the President, to settle disputes.
B. Arbitration Panel: If agreement cannot be reached, disputes regarding respective rights or obligations shall be referred to a three-member arbitration panel. Each party will nominate a member, and a chair will be mutually agreed upon. The majority decision of the panel will be final and binding.
C. Legal Recourse: If mediation or arbitration fails, parties may resort to legal remedies as per existing laws, rules, and regulations.

Technology Transfer Protocol

Recognizing the pivotal role of science, technology, and innovation in national development, MPSPC adheres to the mandates stipulated in the Philippine Transfer Act Law of 2009 (RA 10055). These protocols aim to guide MPSPC researchers in effectively transferring, disseminating, and capitalizing on intellectual property, technology, and knowledge for the nation's economic growth.

Responsibilities of MPSPC - Research and Development Unit (RDU)

A. Protection of Government Interest in Intellectual Properties: MPSPC-RDU safeguards government interests in intellectual properties resulting from government-funded R&D projects. Information pertinent to potential Intellectual Property Rights (IPR) may be withheld from public disclosure for a reasonable duration to secure comprehensive protection.
B. Facilitating Knowledge Expansion: Ensuring researchers possess ample freedom to utilize Intellectual Property for further research, expanding the knowledge base while adhering to government policies.
C. Transparent Revenue Sharing: The sharing of revenues from Intellectual Property commercialization is governed by the IPR policy, derived from RA No. 8439 (Magna Carta for Scientists, Engineers, Researchers, and S&T Personnel in Government). GFA(s) will not receive a total share greater than that of the researchers involved.

Revenue Sharing

All revenues stemming from Intellectual Property commercialization within MPSPC and other Government Funding Agreements (GFA) shall accrue to the MPSPC-RDU, as per the IPR Policy guidelines.

The distribution of revenues between MPSPC-RDU and researchers shall be detailed in the employer-employee research contract, preserving the rights of researchers. Monetary revenues encompass royalties, IP sales proceeds, upfront technology fees, dividends, or stock sales. Non-monetary benefits shall be converted into cash value where applicable, aligned with existing laws and regulations.

Commercialization and Establishment of Spin-off Firms

Researchers have the prerogative to commercialize their work or establish spin-off firms. However, establishing these ventures necessitates compliance with relevant protocols, including leaves of absence for employment in spin-off firms and agreements when consulting for these entities.

Commercialization approval is contingent upon third-party expert opinions regarding the efficiency, profitability, and cost-effectiveness of developed inventions or processes.

Creation of Spin-Off Firms/Company

The policy aims to foster a culture of innovation and entrepreneurship within MPSPC by providing a framework for the creation and support of spin-off companies based on intellectual property developed within the institution.

Procedure for Applying to Establish a Spin-off Company:

1. Initiation and Submission of Proposal:

A. The researcher or research team identifies an innovation and submits a formal proposal to the Research Development Unit (RDU).
B. The proposal includes details about the innovation, its potential market impact, intellectual property status, and commercialization strategy.
C. Likewise, the applicant also develops the business plan, encompassing market analysis, financial projections, and a comprehensive commercialization strategy.

2. Preliminary Evaluation:

A. The RDU, with the Intellectual Property Rights Committee reviews the submitted proposal to assess its feasibility, alignment with MPSPC's objectives, and potential for spin-off creation.
B. Applicants receive feedback on the proposal and may be asked to provide additional details or modifications.

3. Intellectual Property Assessment:

A. The office verifies and confirms the ownership and management of intellectual property rights associated with the innovation.
B. Assess the status of any patents, copyrights, or trademarks relevant to the innovation.

4. Approval and Formal Application:

A. Upon meeting the criteria and aligning with MPSPC's objectives, the applicant seeks formal authorization or approval from the relevant authority within MPSPC.
B. The applicant submits a formal application for the establishment of the spin-off company, including the finalized business plan and other required documents.

5. Legal and Administrative Procedures:

a. Initiate the legal process for registering the spin-off company, adhering to legal and regulatory requirements.

b. Draft and finalize agreements defining equity distribution, intellectual property rights, and collaboration between MPSPC and the spin-off company.

6. Financial Planning and Funding:

a. The applicant seeks financial support from various sources, including grants, investments, or partnerships.

b. Any required budget allocation or financial support from MPSPC gets evaluated and approved through appropriate channels.

7. Completion and Launch:

a. Upon meeting all necessary requirements, receiving final approvals, and ensuring compliance, the spin-off company officially launches.

8. Monitoring and Reporting:

a. The applicant provides periodic progress reports or updates to the concerned office or committee.

b. Continuous evaluation of the spin-off company's progress against set milestones and objectives shall be done.

9. Ongoing Support and Oversight:

a. The spin-off company might receive ongoing support, guidance, or access to resources from MPSPC, depending on agreements and collaborative arrangement.

VIII. BENEFITS, AWARDS AND INCENTIVES

To give credit and recognition to the concerned efforts and accomplishments of faculty and staff researchers, the MPSPC employs various initiatives to give benefits, incentives and awards to deserving individuals. These include the provision of workload equivalents to faculty members, opportunities for participation and attendance in scientific conferences and related activities, funds for publication of research outputs, and awards/recognitions given by the College's programs on awards and incentives for service excellence among others. For externally funded projects, monetary incentives are provided to program leaders, project leaders and study leaders. In some cases, administrative support services are likewise incentivized.

1. Workload Equivalents for Designated Faculty Members

a. The College Director for Research and Development and College Director for Extension is entitled to twelve (12) units load equivalent for the designation.
b. The Campus Research Director and Campus Extension Director is entitled to six (6) units load equivalent for the designation.
c. The Program Research Coordinator and Program Extension Coordinator shall be on an "on-call" basis and shall be entitled to service credits upon request by the concerned unit and approved by the College President. Further, a program coordinator is entitled to three (3) units load equivalent for the designation.
d. A Research Project Leader and Extension Project Leader is entitled to 6 units load equivalent and 3 units load equivalent, respectively and provided that at least two (2) studies / activities in the project are being conducted during the semester or period of deloading.

e. Researcher (except for non-teaching personnel) is entitled to three (3) units equivalent work load per study per semester of the duration of the study but with a maximum of two research studies per faculty.
f. Researchers conducting externally funded research with honorarium shall not be entitled to any workload equivalent.
g. Researchers and Extension workers with multiple designations shall carry the load equivalent of the highest designation.

Summary of Workload Equivalent and Leave Benefits for Designations

Designation	Academic Workload Equivalent
Director	12 units
Campus Director	6 units
Program Coordinator	3 units
Project Leader	6 units
Study Leader	3 units

Designation	Leave Benefits
College Director	Vacation & Sick Leave
Campus Director	Teacher's Leave
Program Coordinator	Teacher's Leave

Corresponding number of units is deloaded from the teaching units of each faculty designated in the said positions.

Services Rendered during Teacher's Leave shall be entitled to service credit based on the number of days rendered.

2. Incentives for faculty and personnel doing extension services

The following incentives are extended to the faculty and staff undertaking extension projects/activities/services of the College:

a. An extension service of 6 months or more is granted at least (3) three academic credit units in his/her workload for every extension work during the period of implementation of the extension project. If the project is not completed during the time frame, the proponent will be given enough time to finish the project but will not be given the same incentive during the completion process unless the proponent presents a strong justification why the project is not completed on time.

b. Travel expenses and other incidental expenses during the conduct of the extension service will be charged against extension funds provided this was indicated in the proposal.

c. Credits are given to personnel (certificate for NBC and other Promotional Supports) as resource persons in the conduct of extension projects/activities.

d. Awards shall be given to personnel in the conduct of extension work with outstanding achievements. This includes extension work with distinguished impact to local and national development concerns.

3. Monetary Incentives

Monetary incentives are provided when researchers have the following accomplishments:

a. Research paper wins awards during a research conference.
b. Research article is published in a reputable journal.
c. Research article is cited by other authors in research papers also published in reputable journals.
d. Research output is copyrighted or patented.

To claim monetary incentives, the researcher/s personally apply for the claim by providing required attachment and filling out the necessary forms.
The following tables present the research accomplishment, the corresponding requirements for claiming the incentive, and the amount of monetary incentive for the accomplishment.

Table 1. Incentives for Research Presentation

Level of Presentation	Requirements for claiming	Incentive (Php)
Agency In–House Review (AIHR), and Local Presentations (Municipal or Provincial)	1. *President-approved endorsement (for presentation) letter from RDE* 2. *Letter of invitation to present* 3. *Certificate of presentation/participation* 4. *Award certificate*	• 3,000 best paper • 1, 500 papers qualified for regional symposium • 2,000 best presenter
Regional Level	1. *President-approved endorsement (for presentation) letter from RDE* *2. Letter of invitation from organizer* *3. Certificate of presentation/participation* 4. *Award certificate if applicable*	For Poster or Paper: • 1st Place – 5,000 • 2nd Place – 4,000 • 3rd Place – 3,000 • 2,000.00 (Non-awardee) poster and paper
National	1. *President-approved Endorsement (for presentation) letter from RDE*	For Poster or Paper:

	2. *Acceptance letter for presentation from the organizer* 3. *Certificate of participation/presentation* 4. *Award Certificate*	• 1st Place – 6,000 • 2nd Place – 5,000 • 3rd Place – 4,000 • 3,000.00 (Non-awardee) poster and paper
International	1. *President-approved Endorsement (for presentation) letter from RDE* 2. *Acceptance letter for presentation from the organizer* 3. *Certificate of participation/presentation* 4. *Award certificate*	For Poster or Paper: • 1st Place – 7,000 • 2nd Place – 6,000 • 3rd Place – 5,000 • 4,000 (Non awardee)

Table 2. Incentives for Published Research Articles

A research paper published in a reputable journal qualifies the author/s for incentives.

Publication	Required documents	Incentive (PhP)
Published in international reputable journal Published in local reputable journal Published in a book of International Circulation Published in a book of national circulation	1. Certificate from the VPRDE that the paper has undergone the institutional research process and AIHR 2. Intent to publish duly received by the RDU 3. Acceptance letter for publication from the publisher 4. Proof of peer review 5. Certificate of publication 6. Copy of research article published in journal	50,000 15,000 30,000 25,000

Table 3. Citation Count Incentives

A research article cited in other research works qualifies the author/s for incentives provided the research article cited is published in a reputable journal and the work citing it is also published in a reputable journal.

Incentives will also be given to authors when their research works are cited in books of national and international circulation.

Citation count will be based on Google Scholar and the indexing body to which the journal is listed. Citation count is subject to verification by the RDU.

Citation	Required Documents	Incentive
Research article is cited in a an article published in a reputable journal	1. Certificate from the VPRDE that the paper has undergone the institutional research process and AIHR 2. Print copy of Google scholar author page showing citations	1,000 for every citation of the published article, whether single or multiple author; maximum of Php10,000 in one year
Research article is cited in a book of international circulation		1,000 for every citation of the published article, whether single or multiple author; maximum of P10,000 in one year
Research article is cited in a book of national circulation		1,000 for every citation of the published article, whether single or multiple author; maximum of P10,000 in one year

Table 4. Incentives for Patented Works and Utilized Output

Incentives are also given to researchers for their inventions, innovations, and other outputs registered as Intellectual Property.

Patented /Copyrighted Work	Criteria	Incentive
Inventions	1. Certificate from the VPRDE that the paper has undergone the institutional research process and AIHR 2. President-approved Endorsement (for IP registration and utilization) letter from RDE 3. Certificate of patent	70,000.00
Utility Model	1. Certificate from the VPRDE that the paper has undergone the institutional research process and AIHR 2. President-approved Endorsement (for IP registration and utilization) letter from RDE 3. Certificate of patent	25,000.00
Copyrighted Research Output	Certificate from the VPRDE that the paper has undergone the institutional research process and AIHR Copyright certificate	4,000
Industrial Designs	President-approved Endorsement (for IP registration and utilization) letter from RDE Certificate of patent	5,000

Commercialized Innovation	President-approved endorsement (for utilization/commercialization) letter from RDE Certification from industry partner commercializing the research output Evidence/s of commercialized research output MOA with industry partner commercializing the research output	60,000 for every commercialized innovation/invention
Utilized Research Outputs	Certificate from the VPRDE that the paper has undergone the institutional research process and AIHR President-approved Endorsement (for IP registration and utilization) letter from RDE Certification from agency or institution utilizing the output Evidence/s of actual utilization of research output MOA/MOU with the organization/agency/institution utilizing the research output (if applicable)	15,000 for every research output utilized by agency/community other than MPSPC 10,000 for research output utilized by MPSPC

Incentives for proponents of completed externally-funded projects

A research proponent whose program/project/study proposal is approved for external funding will be given incentives provided the project has been completed.

Total Program/ Project/ Study Cost	Requirements	Incentives
Php. 500,000 and below	Special order of project leader Memorandum of Agreement (MOA) with funding agency Notice of Transfer Allocation or communication from funding agency that amount has been credited to the MPSPC account Certificate from Accounting Office indicating names of authors of grant proposal and the amount of grant	5,000
More than Php. 500,000		1% of the total program/project/study cost but in no case be greater than 50,000.

Note: Outputs of externally funded research can avail of incentives provided that no similar incentive from the funding agency was received by the researcher.

1. *Promotion*
   Completed research whether internally or externally funded when published/presented can be used for promotion purposes, provided that the research has undergone the process of approval of the research activities. Copies of approved completed research, published research outputs and list of patents may be issued to the institutional evaluation committee for reference.

Monetary incentives are also provided when extension workers meet the following accomplishments:

a. Extension paper is presented and wins awards during an extension conference.

b. Extension paper is published in a reputable journal.

Extension paper is cited by other authors in research papers also published in reputable journals

Table. Incentives for Presentation of Extension Best Practices

Level of Presentation	Requirements for Claiming	Incentive (Php)
Regional	President approved extension project Copy of extension paper (soft copy and hard copy) Endorsement from RDE Acceptance letter for presentation from the organizer	For Project/ Extension Practitioner 1st place- 5, 000 2nd place - 4,000 3rd place - 3,000 2,000 (non-awardee)
National		For Project/ Extension Practitioner 1st place- 6, 000 2nd place - 5,000 3rd place - 4,000 3,000 (non-awardee)
International		For Project/ Extension Practitioner 1st place - 7, 000 2nd place - 6,000 3rd place - 5,000 4,000 (non-awardee) Paper/Project

AWARDS FOR RESEARCH and EXTENSION

The recognition and promotion of faculty excellence in research and development, and extension is important for faculty members, their departments and the institution. Thus, the RDE sector recognizes that fostering a strong culture of recognition and supporting the nomination of

researchers for awards contribute to the morale of researchers and encourage them to engage more in research. Awards provide important recognition and visibility of their research achievements and leadership and can lead to success in other valuable opportunities, including securing research funding and collaborations.

Supporting nominations and celebrating researchers' successes demonstrates that the College values them. Awards received by researchers are a critical measure of the quality of scholarship and a key factor in creating a culture of excellence that shapes the College's reputation and further increases its impact and visibility in the academic community.

Following the PRAISE criteria, deserving researchers and extension workers will be given awards for their research accomplishments.

IX. FINAL CLAUSE

REPEALING CLAUSE

All other guidelines of the same purpose, issued in full or in part by the College, if any, contrary to and inconsistent with any provisions of this manual is hereby repealed, modified or amended accordingly.

SEPARABILITY CLAUSE

If there are any provisions in this manual, or application of such provisions to any circumstances, is found to be invalid or unlawful, the other provisions not affected shall remain valid and subsisting.

EFFECTIVITY CLAUSE

This Research and Development Manual of Operations shall take effect upon Approval by the Board of Trustees.

REFERENCES

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_____. 1997. Republic Act 8293. Intellectual Property Code of the Philippines

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APPENDICES

APPENDICES

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RESEARCH

Appendix 1
Researchers Profile

FULL NAME
Address
Email. phone number
MPSPC Department
Academic Rank and Position
ORCID NUMBER

RESEARCHER'S PROFILE
(Date updated)

EDUCATION

RESEARCH AND DEVELOPMENT TRAININGS

(Start from recent)

- ***Title of Training, date, sponsoring agency/organization***

RESEARCH ACCOMPLISHMENTS

(Start from recent)

COMPLETED RESEARCH STUDIES

1. *Title of Research, date completed*
   - *Short description, highlights*

RESEARCH PRESENTATIONS

1. *Conference title, date, title of research presented*

RESEARCH PUBLICATIONS

1. *Title of Research, Name of Journal, date published*

RESEARCH ADOPTED OR UTILIZED BY AGENCY/INSTITUTION/INDUSTRY

1. *Title of Research Utilized, utilizing agency/ institution/ industry*

RESEARCH OUTPUT REGISTERED PATENTED AND COPYRIGHTED

1. Type of Registration (i.e. invention, utility model, industrial design), registration number and date of registration, Title of Research Output

RESEARCH AWARDS

1. Title of Award, Award-giving body, date, Title of research awarded for (if for specific research study)

OTHER RESEARCH RELATED ACTIVITIES
(i.e. peer reviewer, technical panel member, etc.)

Appendix 2
Research Proposal Evaluation Form

Research Proposal Evaluation Form	
CATEGORY	
Title of Research Proposal	
Primary Author	
Co-authors	
Duration of the study	
CRITERIA	***Remarks***
BACKGROUND OF THE STUDY	
Does the Background clearly define the main objective as to why the study is being conducted? Does it clearly state the context of the identified problem and in what situation or environment can the problem be observed.	
CONCEPTUAL FRAMEWORK	
Does the framework explicitly describe/discuss the variables involved in the study? (concepts, theories and variables that indicate relevant relationships to be tested)	
RESEARCH QUESTIONS/STATEMENT OF THE PROBLEM	
Do the problems or the aims which the study should address based on the background of the study.	
METHODOLOGY	

Research Design	
Does the proposed methodology fit the research question(s)?	
Are the questions well-constructed and easily understood?	
Is the instrument of reasonable length?	
Have the questions been pretested?	
Population Selection / Sampling Methodology	
Does it clearly state who will be included as participants of the study? Is the selection of participants or sampling methodology appropriate to the research question(s)?	
Data Analysis	
Is there an appropriate design for analyzing the data and disseminating the results?	
Output	
How will research results contribute to better decision making / community development?	
Is there a concrete plan to disseminate research results? In what form will the results be disseminated?	
Are there conceivable relevant outputs of the study?	
Importance	
Does the research address an important issue at MPSPC/ municipality/ region/ Philippines?	

Is the research covered in the researcher's departmental agenda and/or the institutional research agenda?	
Is the research within the expertise or specialization of the researcher?	
DECISION	
	Check the appropriate box.
Approve the proposal as submitted	
Approve the project with recommendations for changes that must be adopted before the project can be initiated	
Require revisions and re-submission of the proposal before approval is granted	
Reject the proposal due to either of the following: *o the potential benefits of the data do not justify the costs of research* *o the research design has weaknesses that cannot be rectified, the proposal does not fit the department research agenda / institutional agenda.*	
Evaluator/ Reviewer:	*Signature:*
Notes:	

Appendix 3
Research Compliance Form

RESEARCH & DEVELOPMENT UNIT

COMPLIANCE FORM

Project Title: _____
Title of Study: _____
Duration: _____

Proponent/s: _____

Evaluators' Comments and Suggestions	**Action Taken**	**Page number where complied recommendation is found**

Appendix 4
Research Proposal Format/Guide for MPSPC Researchers

Research Title:

- The research title should be written in upper case. It should present a problem and should capture the objectives of the study.
- It should be concise and informative and should comprise a maximum of 3 lines when centered on a bond paper in portrait orientation and on an inverted pyramid position.

*Researcher: Name, highest educational attainment, School/Department

*Implementing Schedule:

Start Date : _____
Completion date : _____
Duration : _____

*Total Research Cost : _____
*Fund Source : _____

I. INTRODUCTION

A brief discussion of the most relevant and recent works and facts that justify the need to conduct the study; contains the background of the study, conceptual framework/theoretical framework and objectives/statements of the problem of the study (in paragraph form).

a. Background of the Study:
   - The background of the study is written briefly depicting the main purpose of the study or to whom the study is being conducted for. It could be written in a zoom lens form or in a rationale style. Related literature is integrated in the background.
   - The background of the study must clearly give information on:
     - What is the context of the problem?
     - In what situation or environment can the problem be observed?
     - What is the identified research gap?

b. Conceptual/Theoretical framework

c. Statement of the problem/Objective of the study
   - What is it that we do not know? What gap in our knowledge will this research fill? What needs are to be improved?
   - What steps will the researcher take to try and fill this gap or improve the situation?

d. Hypotheses of the study (if applicable)

II. METHODOLOGY

a. Research Design (Experimental Design for experimental researches, include treatment lay-outs)
   - Identify the design of the study and the method used and justify why this is the most appropriate method for the investigation
b. Locale and time of the study
   - Identify the location and time of the study
c. Respondents
   - Identify the respondents of the study and their number
   - Identify the sampling tool used
   - Describe the sampling procedure/s used
d. Instrumentation
e. Data Collection
f. Statistical Analysis (If applicable)

III. REFERENCES: All publications cited in the text should be presented in a list of references using the APA format. The list must only include those which were cited in the texts.

IV. *WORK PLAN (Gantt Chart): Shows the activities, time frame and expected output

V. *LINE ITEM BUDGET: Shows only the direct cost of the project.

Prepared by: (Researcher/s)

Appendix 5
Research Contract

KNOW ALL MEN BY THESE PRESENTS:

This Professional Research Service Contract made and entered into by and between:

The MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE (MPSPC) represented by its President, _____, herein referred to as "MPSPC";

-and-

_____, Filipino, of legal age, single and employees of "MPSPC" herein referred to as "RESEARCHER."

WITNESSETH:

WHEREAS, MPSPC is an institution of higher learning mandated to promote quality researches by providing assistance to approved researches that are presented, reviewed, and recommended by the Research Review Committee (RRC), and are consistent with MPSPC research priorities and national goals.

WHEREAS, it is mutually agreed that MPSPC shall contract the services of the RESEARCHERS to undertake the herein-described research to wit:

Research Title:
_____

Date Approved:
Duration: _____
Estimated Budget: _____
Fund Sources: Fund 101 ____
Fund 164 ____

NOW THEREFORE, for and in consideration of the foregoing provisions, both parties do hereby mutually agree to undertake the following terms and responsibilities to wit:

MPSPC'S RESPONSIBILITIES

1. Facilitates the processing of the procurement of supplies and materials needed by the researcher in the conduct of his or her study based on the approved work and financial plan of the research study.
2. Monitors the conduct of the research studies in partnership with the Department Chairs and the Executive Deans.
3. Conducts proposal reviews through the Research Review Committee (RRC) and facilitate the conduct of Agency-In-House Review (AIHR) for on-going and completed researches as part of the college's processes and procedures for the conduct of researches.
4. Provides the guidelines and formats of the research as stipulated in the College Research Manual

5. Recommends for the approval by the College President of researches for presentation and publication in other national and international fora and research journals, respectively.
6. Facilitates the release of incentives for researchers whose completed researches are chosen for regional presentation during the AIHR as well as in other conferences where the researches are presented as stipulated in the Research Incentive Scheme.
7. Files records of all research proceedings, outputs and other documents pertaining to research and extension services.

RESEARCHER'S RESPONSIBILITIES:

1. Follows policies and guidelines in the conduct of researches as stipulated in the MPSPC Research Manual and other supporting policies and guidelines pertaining to research.
2. Submits to the RDU a Work and Financial Plan to be used as basis for requests needed for the research study.
3. Researchers are entitled to a 3-unit load equivalent for every research study to be conducted or being conducted for a maximum of 2 research studies per semester; provided that such research studies have been approved for implementation.
4. Submits to the RDE Unit semestral progress reports every end of the semester, copy furnished the Executive Dean's office.
5. Submits to the RDE progress reports and/or terminal reports at the end of the semester.
6. Completes the research within the duration stated above. Failure to do so shall force the researcher to take additional loads for the next semester equivalent to the number of units de-loaded for him or her during the previous semester and refund 70% of the amount of supplies granted to the researchers.
7. Presents the research output as an ongoing and/or completed research during the Annual Agency In-House Review for evaluation.
8. Incorporates all suggestions given during the Agency-In-House Review and submit edited manuscript to the RDE Unit for finalization.
9. Submits to the RDE Unit research articles in abstracted form following issued guidelines for writing research articles for publication in the MPSPC Journal or Department Journals.
10. May present completed researches that have undergone evaluation of the Annual Agency-In-House Review in other national and International fora with the approval of the College President.
11. Researchers are required to abide by the financial accounting procedures of the College with regard to the expenses incurred in the study.

REVENUE SHARING SCHEME

Both parties agree that any Intellectual Property (IP) and Intellectual Property Rights (IPR) generated in this research activity is subject to revenue sharing scheme under the MPSPC- IPR policy.

AMENDMENT PROVISION

1. The parties may, by mutual consent, modify, amend, or delete any words, phrases, sentences or provisions of this contract;

2. Any additional amendments on the stipulations hereof shall be done through a supplementary agreement to be prepared by the party requiring such and shall be mutually consented by the parties. Notarization shall be taken care of by the party who prepared the amendments.

EFFECTIVITY

1. This contract shall take effect immediately upon its approval and shall remain enforced for the duration stated above.
2. The parties are enjoined to abide in good faith the provisions of this Contract and shall renew such before the start of every semester while the research is on-going.

The parties are enjoined to abide in good faith the provisions of this Contract and shall renew such before the start of every semester while the research is on-going.

IN WITNESS WHEREOF, the parties have hereunto affixed their respective signatures this _____ day of _____ 201__.

MPSPC: Researchers:

NAME
SUC President III

WITNESSES:

NAME
Vice President for Research, Development. & Extension

NAME
Director for Research and Development

NAME
Director for Extension Services

ACKNOWLEDGMENT

Republic of the Philippines)
Province of Mountain) S.S.
Municipality of Bontoc)
X---------- X

BEFORE ME, a notary public this _____ day of _____ 20__ personally appeared the parties known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed.

This instrument consists of three (3) pages including this page.

WITNESS MY HAND AND SEAL.

Appendix 6
Authorship Agreement Form

Date:

Guidelines

"Authorship credit should be based only on

1. substantial contributions to conception and design, or acquisition of data, analysis and interpretation of data;

2. drafting the article or revising it critically for important intellectual content; and

3. Final approval of the version to be published.

Conditions 1, 2, and 3 must all be met.

Acquisition of funding, the collection of data, statistical expertise, or general supervision of the research group, by themselves, do not justify authorship."

Authorship contributions for the manuscript entitled, "[Insert Title Here]" are as follows:

Insert names under each section indicating responsibility

Criteria	*Names of contributing authors / contributors*
Conception and design	
Acquisition of the data	
Analysis and interpretation of the data	
Drafting of the article	
Critical revision of the article for important intellectual content	
Final approval of the article	
Provision of study materials	
Statistical expertise	
Administrative, technical, or logistic support	
Collection and assembly of data	

Therefore, the order of authorship is:

1. [First Author] _____
2. [Second Author] _____
3. [Third Author] _____
4. [Fourth Author] _____
5. [Fifth Author] _____

The following contributors will be acknowledged accordingly:

_____
_____

Appendix 7
Narrative / Progress Report

Department: _____
Branch/Campus: _____
Name of Researchers: _____
Date Started: _____

Title of Research: _____

_____
(Period Covered in the Report)

A. Highlights of Accomplishments:

1) Brief Introduction
2) Highlights of activities, procedures/methodologies used to accomplish the tasks
3) Enumerate major accomplishments (citing the data gathered and other findings)
4) Specify how previous comments are integrated to achieve results based on the objectives

Period Covered	Target Activities for the Period	Actual Accomplishment	Remarks

B. Problems/Constraints Met
List all the problems/difficulties and other constraints encountered in accomplishing the activities set within the period under review.

C. Budgetary status
Provide information on the status of the project's budget as of the period under review

Prepared by: _____
Researcher/s

Appendix 8
Guide to Authors in Submitting Research Manuscript

I. GENERAL

Authors are requested to submit manuscripts softcopy and one hardcopy. It is strongly suggested that authors carefully check the final version of their manuscripts for compliance with the format and style of the College. In order to simplify journal production and minimize the number of errors, the final draft of the paper (once accepted by the Editorial Board) should be submitted as an electronic file created by a word processor. Likewise, authors are urged to send figures, photographs, graphs, and tables electronically, using programs that generate interchangeable formats (Corel Draw, Excel, Canvas, Freelance, etc.).

II. LANGUAGE

Manuscripts must be written in English except for researches which will be using Filipino as a medium in writing the research. Manuscripts written in English must preferably be edited by an English Critique in order to minimize the errors before submission and acceptance of the editorial board.

Exemption for studies using the Filipino language.

III. MANUSCRIPT ORGANIZATION

Authors are requested to follow the instructions given below:

a. Typing:
Manuscripts must be typed in Bookman Old Style size 11, with one and half spacing throughout (including footnotes, references, tables and legends) on a letter sized bond paper. One and a half spacing is equivalent to a maximum of 35 lines per page. All pages must be numbered in center bottom margin.

b. Size of manuscript:
Manuscript should not exceed 30 typewritten pages, including figures and tables. Short communications and technical notes are limited to six type written pages including illustrations.

Manuscript should be presented in the following order: Title, name(s) of the author(s), complete address/affiliation and e-mail address of the corresponding author, Abstract, Keywords, Introduction, Methodology, Results and Discussion, Conclusions, Recommendations, Acknowledgements and References.

c. Manuscript Layout:
The first page of the manuscript should contain the following items in the sequence given below:
- Title in English of up to a maximum of 18 words. For local terms indicate the scientific name.

- First name (initials are also acceptable) and surnames of all authors in bold. E.g.: Joel D. Manuel or J.D. Manuel.
- Affiliation(s) (not abbreviated), e-mail address, mobile number of the corresponding author must be given.
- Abstract should include the objectives, methods, results and conclusions. Its length should not exceed 300 words.
- Keywords should not be more than six.

d. Division of the text

Manuscripts should be divided into sections and subsections by headings and subheadings up to a maximum of three levels. To differentiate them, CAPITAL BOLD LETTERS should be used for the first order titles, bold lower-case letters for the second order, and *italic bold lower-case letters* for the third order. Titles of sections and subsections should begin at the left-hand margins, followed by the first paragraph with one blank space. From the second paragraph in each section, the line to start a new paragraph should be indented.

e. Quantities, units, abbreviations, nomenclature

Only SI quantities and units should be used (SI = Le Système International d' Unités). If data with non-SI units are reported, they should be put in parentheses behind the corresponding data with SI units. Symbols and abbreviations used to represent variables, constants, quantities, properties, etc. must be defined in the text at their first occurrence.

f. Tables

Every table must be referred to in the text. Tables are to be numbered with Arabic numerals in the sequence in which they appear. They should be typed on separate pages (one page per table). In the text, the position at which a table appears, should be marked by (Table …) in the middle of the page as an extra line. Every table must begin with a title that starts with, for example, "Table 1…" appearing above just above the table. The table title must explain in detail the contents of the table. Tables must be presented in such a way that they can be read and understood without reference to the text.

The size of the tables should be such that they can be reproduced directly after reduction to a width of 85 mm. Tables of larger size (horizontally page) can be printed only in exceptional circumstances.

g. Figures

General remarks: Every figure must be referred to in the text. Figures will be printed in black and white.

The size of figures must not exceed the size of the manuscript page. Figures should be typed on separate pages (one page per figure) at the end of the manuscript. All figures should be numbered with Arabic numerals, and in the sequence in which they are cited in the text. The

position at which a figure appears in the text must be marked by (Figure …) as an extra line.

Every figure must be accompanied by a legend which immediately follows the figure number: "Figure 1…" appearing below the figure. Figure legends must contain sufficient explanatory details for their comprehension without reference to the text. Captions will be placed below the corresponding figures.

Particular care should be taken to make sure that the data shown in figures are explicitly labeled with regard to the units used, and that the accompanying legends provide adequate information about the conditions under which the data were obtained.

The quality of the figures must be such that they can be reproduced directly after reduction to a width of 8.5 cm. Figures of larger size can be printed only in exceptional cases. Numbers, letters, and symbols in the figures must be large enough to be still 7 cm high after reduction to the printed format.

Format: Regardless of the application use, when your electronic artwork is finalized, please save as" or convert the images to one of the following formats (note the minimum resolution requirements). Figures must be saved in the following format: JPG of 300 dpi or TIFF of 300 dpi. Do not supply files that are optimized for screen use (like GIF, BMP, PICT, and WPG), the resolution is too low.

For bar graphics, please use different lines or fillings to differentiate them, and when presenting curves, please use well-differentiated lines. If letters or other markers/symbols are to be inscribed, it is advisable to use large-size letters. Always use uniform lettering and font size (Arial font 12, as in the entire text).

Diagrams: Diagrams must be submitted as original drawings of excellent quality. Photographs or photocopies of drawings are in general not suitable for reproduction. Special symbols used should be explained in the diagram itself rather than in the legend, as such symbols may not appear in, or be lost during typesetting.

Halftones (*photographs, drawings, paintings with fine shading, etc.)* Halftones should have a minimum resolution of 300 dpi. For combination of artworks (e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.) a minimum resolution of 600 dpi should be used. TIFF, JPG, PDF, MS Office files (Word, PowerPoint, and Excel) can be used in figures. Images should approximate the desired size of the printed version.

h. Structural diagrams and mathematical equations
   Structural diagrams of molecules as well as mathematical equations should be drawn or written at the appropriate places in the manuscript in an extra line. Equations should be denoted by Arabic numerals (in parenthesis) toward the right-hand margin.
i. Acknowledgements

Acknowledgements of financial support, advice, and other kinds of assistance should be made at the end of the paper under the heading "Acknowledgements".

j. References

Citations in the main text should be given by the surname and year of publication. For example, Mariano (2017), Lura and Baltazar (2007), Ellies et al. (1999; 2009) or: (Mariano, 2017; Lura and baltazar, 2007; Ellies et al., 1999; 2009).

The manuscript should be carefully checked to ensure that the spelling of authors' names and dates are exactly the same in the text as in the reference list. References should be listed in alphabetical order, and collected in a separate sheet at the end of the text. The final reference list should show the name of the author(s) followed by the year of publication, full title of article or book, journal name, volume and page numbers, as indicated below.

Journal articles

Jost, L. (2010). The Relation between Evenness and Diversity. Diversity 2, 207-232.

Reich, P.B., P. Bakken, D. Carlson, L. Frelich, S.K. Friedman, and D. Grigal. (2001). Influence of logging, fire and forest type on biodiversity and productivity in southern boreal forest. Ecology, 82(10): 2731-2748.

Mukhia, P., Wangyal, J., Gurung, D. (2011). Floristic composition and species diversity of the chirpine forest ecosystem, Lobesa, Western Bhutan. www.forestryenal.org.

Unpublished work

Papers that are unpublished but have been accepted must be cited with the journal's name followed by (in press). In all other cases, reference must be made to (unpublished work) or (personal communication).

Books and monographs

Brady, N.C. and R.R. Weil. (1996). The Nature and Properties of Soils. New Jersey: Prentice Hall Inc. 245-261.

Hartge, K. H., Stewart B. A. 1995. Soil Structure: Its Development and Function. Advances in Soil Science. CRC Lewis Publishers, Boca Ratón, FL, 424 p

Chapters in multi-author books

Wold, S., Sjöström, M. 1977. Chemometrics, Theory and Application. In: B. R. Kowalski (ed). ACS Symposium Series Nº 52. American Chemical Society, Washington, DC, pp: 243–282.

Oades, J., M. 1989. An introduction to organic matter in mineral soils. In: J. B. Dixon, S.B. Weed (eds). Minerals in Soil Environments, Second Edition. Soil Science Society of America, Madison, WI, pp: 89-159.

Theses

Hassink, J. 1995. Organic matter dynamics and N mineralization in grassland soils. Doctoral thesis, Wageningen University, The Netherlands, 250 p.

Patents

Miller, B.O. 1952. U.S. Patent 2542356, Dow Chemical Company; Chemical Abstracts 51 (1961) 2870.

IV. COPYRIGHT

The RDE Sector strongly encourage the authors to submit the manuscript or the output of the research for copyright before any publication or presentation to be done.

V. MANUSCRIPT SUBMISSION

Authors are requested to submit softcopy and one hardcopy of the manuscript to the address mentioned in the correspondence.

VI. CORRESPONDENCE

All correspondence should be addressed to:

Director for Research and Development
RESEARCH and DEVELOPMENT UNIT
2nd floor Science Building,
MPSPC - Bontoc
Mountain Province

Appendix 9
Completed Paper Format

CHAPTER I: INTRODUCTION

Background of the Study

- Describes the problem situation in general terms and demonstrates logical continuity between relevant works and the present study.
- Cites pertinent data from existing documents or findings, methodological issues, conclusions, and recommendations from previous studies that shape and portray the problem situation.
- Gives a firm sense of the need and practical importance of the study.

Theoretical /Conceptual Framework

- Discusses the merits of the theories/concepts that legitimize the:
  - validity of the research questions
  - meanings of the variables in the study, the measurements employed, and the design adopted
  - analytic and interpretive approaches used
- Depicts and briefly explains the conceptual blueprint that serves as the roadmap of the study either in the form of a:
  - Causal Paradigm
  - IPO (Input-Process-Output) Paradigm
  - Operational Paradigm (Process Flowchart)

Statement of Problems and Hypotheses (if applicable)

- Articulates the general problem and its logical components in the form of specific research questions.
- States the corresponding research hypothesis after each research question

Note:

In the APA format, the following parts no longer appear as independent sections of Chapter 1:

- *Scope and Delimitations: the coverage, respondents, methods, measurement and analytic tools including their limitations are already evident in Chapter II (Methods)*
- *Significance of the Study: this is already integrated in the Background of the Study*
- *Definition of Terms is done: (1) within the text as they are used in the study for the first time; or (2) as content footnotes (to supplement or amplify substantive information)*

Likewise, the narrative "product" of the Review of Related Literature no longer appears as a separate chapter of the study. As a "process", the result of literature review is interwoven into the Background of the Study and Theoretical Framework in Chapter I and in the Discussion of Findings in Chapter III.

CHAPTER II: METHODOLOGY

Research Design

- This section describes in detail how the study was conducted to enable the reader to evaluate the appropriateness of the methods and the reliability and the validity of the results of the study. The introductory portion of the chapter identifies and describes the design used in the study to be followed by:

Population and Locale of the Study:

- Includes answers to such questions as to who participated in the study? How many participants were there? How were they selected? If any participant did not complete the data gathering tool or procedure, give the number of these and the reasons they did not continue
- Describes the major demographic characteristics of the population or sample in terms of the variables of the study

Data Gathering Tools

- Describes briefly the apparatus or instrument used in data gathering
- In cases where the instrument is a questionnaire, describes also the instrumentation process in terms of:
  - How was the instrument generated?
  - How the instrument was modified to adapt to the peculiar demographic characteristics of respondents in the case of an adopted instrument
  - What measures were used
  - Parts of the instrument
  - How was the instrument validated or tested for reliability?

Data Gathering Procedure

- Discusses what the researcher did to collect data and summarizes each step in the execution of the data collection phase, including the instructions given to the participants, the randomization, counterbalancing, and other control features in the design.
  - Brief statements about essential parameters (i.e., scope and limitations or delimitations) can be included in the respective subsections where they are deemed necessary to be noted.

Treatment of Data

- Identifies and briefly describes the descriptive and analytic tools used to treat the data gathered

CHAPTER III: RESULTS AND DISCUSSION

This section presents the results and discusses the findings per problem. The themes in the headings and subheadings of this section are stated in a one-to-one correspondence with the logic of the research questions.

- Describes the summarized or statistically treated data that is presented in a tabular or graphical form
- Describes trends, patterns, differentials, characterizations, emerging themes, and categorizations observed in the data (this is the for the analysis of descriptive data)
- Describe the behavior of variables from computed statistical indices (this is for the analysis of statistical data)
- Articulate the main results or findings from the analysis of data providing sufficient detail to legitimize arriving at a conclusion
- Interprets the findings in terms of meanings and implications relative to the research questions being answered.

- The interpretation can cite relevant related literature and/or studies to search for the broader meaning of the answers to the research questions. This search has two major aspects: First, the effort to establish continuity in social research through linking the results of one study with those of another; and second, interpretation leads to establishing explanatory concepts (Sellitz and Jahoda, 1971).
- Similarities and differences between the results and the work of others should clarify and/or to confirm the hypotheses;
- In the discussion, take note of the following guide questions:
    - How did the study help or resolve the problems?
    - What important implications can be drawn from the study?

CHAPTER IV: CONCLUSIONS AND RECOMMENDATIONS

Conclusions

• Answers each stated research question in the form of a generalization derived from the analysis and interpretation of findings. The conclusion should have sufficient strength to serve as the foundation for theory-building

Recommendations

• Prescribes concrete and doable interventions that address, alleviate or arrest the problem situation.

Note

1. The Abstract of the thesis ought to be included in the copy to be evaluated and defended. It consists of concise statements (more or less 150-250 words) of: • what the study is all about, • the methodology, • the most important findings.

2. Introductory Materials for the thesis/research proper:

• Title page • Endorsement • Approval sheet • Acknowledgment (optional but usual) • Table of Contents • List of Appendices, Tables, Figures • Thesis Abstract

Appendix 10
Intellectual Property Rights Undertaking

KNOW ALL MEN BY THESE PRESENTS:

I, _____, of legal age, single/married in consideration of my employment or contract or affiliation with MPSPC, having sworn to in accordance with law, undertake:

1. To comply with the MPSPC Intellectual Property Rights Policy and Guidelines.

2. To disclose promptly to MPSPC any intellectual property or proprietary information, which I may solely or jointly with others discover, generate or create in the performance of regular duties, or with the use of MPSPC funds, facilities, or services.

3. To do and to perform all acts and all things necessary to ensure that MPSPC is able to exercise its ownership, protect and commercialize the intellectual property or proprietary information.

I further understand that during my employment, contract or affiliation with MPSPC, I may use or have access to any Proprietary information or any intellectual property of MPSPC. As to these, I undertake:

1. To use them only in the performance of my duties to MPSPC; and

2. To use them in confidence and to employ all reasonable precautions to assure that they are not disclosed to unauthorized persons or used in an unauthorized manner, both during my employment, contract or affiliation, and for a period of five (5) years after my employment, contract or affiliation with MPSPC.

IN WITNESS WHEREOF, I have voluntarily and freely signed this undertaking this _____ day of _____ 20____, at _____.

Full Name and Signature

Subscribed and sworn to before me this _____ day of _____, 20____ at _____ the affiant having exhibited his Community Tax Certificate No. _____issued on _____ at _____.

Notary Public

Appendix 11
Intellectual Property Disclosure Form
No. _____
Date: _____

Name of person submitting the Form:

Received by: (MPSPC IPR Committee and RDU):

Name(s) of Inventor (for Patent of Utility Models, Inventions):

Name of the Invention:

Description of the Invention (characteristics):

Drawings necessary for the understanding of the invention:

One or more claims of the inventions:

An abstract of the invention:

All other pertinent documents:

Sponsor or funding Agency:

Disclosure or publication of the invention:

Other relevant information:

All inventors are to sign this disclosure in the space below:

Inventors:	Signature:
Date:	
_____	_____
_____	_____
_____	_____
_____	_____

Appendix 12
Confirmation Letter

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

OFFICE OF THE DIRECTOR FOR RESEARCH AND DEVELOPMENT UNIT

Date

NAME OF EVALUATOR
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Madam/Sir:

We are respectfully forwarding the revised research proposal titled "Title of Research Study," which you reviewed last (date).

Kindly confirm by signing below if your comments have been complied with by the researcher/s prior to the signing of the research contract.

Thank you very much for your assistance.

Truly Yours,

Name and Signature
Director, RDU

This is to confirm that the proponent/s have complied to the recommendations in relation to the ethical considerations of the proposed research Study.

_____
Printed Name and Signature of Evaluator

Date: _____

Appendix 13
Intent to Publish

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

(Date)

NAME
Vice President for Research Development and Extension

Mountain Province State Polytechnic College
Bontoc, Mountain Province

Thru: **NAME**
Research Development Unit Director
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Madam/Sir:

This is to inform your good office that I have an intention to publish my research article titled
"_____" in any reputable journal. The research paper has undergone the Research Proposal Review and was presented during the Agency In-House Review. It was also cleared by the Institutional Research Ethics Committee of the College.

Thank you.

Respectfully yours,

_____
Name and Signature of Researcher

EXTENSION

Appendix 14
Training Needs Assessment Questionnaire

Training Needs Assessment of MPSPC Extension Services Providers

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Date:

Dear Faculty member,

The Extension Unit is in the process of crafting capability building programs for faculty members.

In this regard, may we request your participation in answering the following training needs assessment questionnaire to guide the unit in prioritizing capability-building activities.

Thank you very much.

_____
Extension Unit

Part 1. Respondents Profile

Name (optional)_____

Age: _____ Sex: _____ Civil Status: _____

Position/Rank: _____

Department: _____

Part II. Training Needs

Instruction: Please rate the following Capability Building Programs according to your perceived level of need by placing a (/) check sign based from the following rating:

4-Very Much Needed

3-Much Needed

2-Slightly Needed

1-Not Needed

Capability Building Programs	Specific Topics	4	3	2	1
Planning of Extension and Development Services	a. Strategic Planning for Extension Services				
	b. Understanding the Concepts of Extension				
	b.1. Situational Analysis				
	b.2. Extension Framework Formulation				
	c. Strategies in Extension Delivery				
	d. Monitoring and Evaluation Extension Services				
	e. Communicating and Promoting Extension Services				
	f. Extension Program Planning				
Extension Proposal Writing	Basic Principles of Extension Proposal Writing				
	Identification and Appraisal of Prospective Extension Projects				
	Purposive Proposal Development: Writing for funding agencies				
	Packaging Extension Proposals				
	Submission and follow though.				
	Purpose of proposal writing				
	Basic Component of the proposal				
	Social relevance of Project				
Training Management	Introduction to Training				
	Training methods				
	Pre-Training Tasks				
	Training Delivery Tasks				
	Post-Training Tasks				
Extension Delivery Systems	Concepts, definition, principles and features of extension				
	Philosophy and Principles of Extension				
	The Extension Clients				
	The Extension Worker				

Process Documentation	Process Documentation, Report Preparation				
	Photography and Photo editing and captioning				
	Videography and video editing				
Development of Knowledge Products	Identification, Prioritization and Planning Knowledge Products				
	Knowledge Products Development Process				
	Publication of Knowledge Products				
	Utilization of Knowledge Products				
Monitoring and Evaluation	Extension Concepts and Framework Review				
	Development of Monitoring and Evaluation Tools				
	Monitoring and Evaluation Strategies				
	Monitoring and Evaluation Process				
Soft Skills for Extension Services	Completed Staff Work for Extension Services				
	Communicating across Stakeholders				
	Facilitating Skills for Extension Services and Other Community Services				
Impact Assessment	Impact Assessment Principles				
	Impact Assessment Methods and Strategies				
	Impact Assessment Tools				

Part III. Please identify other training that may be needed to improve the extension services of the College.

_____

_____

_____

Appendix 15
Request for In-Service Training Form

Request for In-service Trainings for Extension Capabilities

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Activity Title:_____
Date of Activity:_____
Venue:_____
Participants (number and description):_____
Project Management Team:_____

Title/Nature of Capability Building Activity requested:

_____ Proposal Writing
_____ Training Management
_____ Extension Delivery System
_____ Community Organizing
_____ Development of Knowledge Products
_____ Monitoring and Evaluation
_____ Soft Skills for Extension
_____ Impact Assessment

Requested by:

_____
Signature over Printed Name
Designation:_____
Department:_____

_____*to be accomplished by Extension Personnel*_____

Received by:

_____
Signature over Printed Name
Designation:_____

Action Taken:

_____
_____

Appendix 16
Request for Training (by Client)

Request for Training (by Client)

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Date:_____

A. Client Information
Name:_____
Address:_____
Contact Number:_____
Civil Status:_____ Age:_____

B. Request for
__Training; Topic:_____
__Technical Assistance
__Technology Packaging
__Community Outreach
__Issue-and Right-based Advocacies
__Field Visit
__Trade Faire and Exhibits
__Continuing Professional Development
__Linkage and Partnership
__Communication and Information
__Others (Please specify):_____

Purpose:_____
_____

Requesting Party:

_____
Signature over Printed Name

---—----------to be accomplished by Extension Personnel—----------
Received by:

_____ _____
Signature over Printed Name *Date*

Designation:_____

Action Taken:
_____
_____

Appendix 17
Extension Services Tracking Form

Extension Services Tracking Form

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Activity Tracking Number		
Title of Activity:		
Department:		
Proponent		
Facilitators		
Participants		
Date of Activity		
Venue		
Budget Requirement		
Budget Source	MPSPC	
	Counterpart, if any	
Remarks:		

Receiving Officer: Date:

_____ _____
Signature over Printed Name

Appendix 18
Participants Registration Form

Participants Registration Form

Name (*family name, first name , suffix if any, middle initial)*	Gender			Civil Status	Birthday	Address	Highest Educational Attainment	Occupation	Office/ Agency
	M	LGBTQ	F						

Appendix 19
Resource Person's Profile

Resource Person's Profile

Name:_____
Age:_____Sex:_____Birthday:_____Civil Status:_____
Home Address:_____
Office Affiliation:_____
Office Address:_____
Educational Attainment:_____
Highest Educational Attainment:_____
Degree:_____
Field of Expertise:_____

Trainings and Events Attended:

Title of Trainings	Date/s	Venue	Implementing Agency/ Sponsor	Role

Organizational Affiliations

Organization	Office Address	Membership Validity	Role/Position

_____
Signature over Printed Name

Appendix 20
Extension Service Survey Form

Extension Service Survey Form

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

ACTIVITY EVALUATION FORM

Title of Activity: _____

Date Conducted: _____ **Venue:** _____

Using the scale below, please rate the following features of the activity:
1- Poor (1:00-1.50); 2 – Fair (1.51 – 2.50); 3- Satisfactory (2.51- 3.50)
4 – Very Satisfactory (3.51- 4.50); 5- Excellent (4.51- 5.00)

	Rate				
Objective and Relevance					
a. Relevance of the activity					
b. Attainment of the activity objectives					
c. Usefulness of the activity/topics to the participants					
d. Timeliness and applicability of the activity					
Organization and preparation, venue					
a. Organization of the activities					
b. Ventilation, lighting, equipment and facilities in the venue					
c. Appropriateness of the venue of the activity					
d. Time allotment per activity/topic					
e. Pacing of the activities					
Speaker/ Facilitator (to be answered only if there is a speaker, if there is none, kindly leave it blank)					
a. Mastery of the subject matter/content					
b. Use of effective means of communicating ideas					

c. Keenness and interest in the conduct of training					
d. Stimulation of the participants' interest					
Involvement of Participants					
a. Enthusiasm and interest shown during the activity					
b. Level of involvement of participants					
Overall Evaluation					

Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs.

What training/s would you suggest for future activities?

Appendix 21
Extension Service Report Checklist

Extension Service Report Checklist

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Documentary Requirements		
	Complied	Not Complied
Attendance		
Participants' Profile		
Resource Person's Profile		
Evaluation Summary		
Sample Certificates		
Handouts/ Lecture Notes		
Activity Capture Tool		
Approved Activity Design		

Note: All Terminal and Progress reports should be submitted in 4 hard copies and e-copy.

Receiving Officer:

_____ _____
Signature over Printed Name Date

Action Taken:
_____
_____

Appendix 22
Field Monitoring Form

Field Monitoring Form

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

I. Activity Identification

Title of Activity:_____
Venue:_____
Date of Implementation:_____
Proponent:_____
Implementing Department:_____
Project Management Team:_____

II. Narrative Report

_____
_____

III. Problems Encountered

Problems Encountered	Action Taken

IV. Photo Documentation

Prepared by:

_____ _____
Signature over Printed Name Date

Attested by:

_____
Director, Extension Services

Appendix 23
Intake Form

Intake Form

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

RESEARCH DEVELOPMENT AND EXTENSION SERVICES

I. Profile

Name:_____
Age:_____Sex:_____Civil Status:_____
Organization/Office:_____
Office Address:_____
Contact number:_____
Email:_____

II. How did you find/know our services:

___referral
___campaigns
___ previous trainings
___ College website, Facebook page
___Others, specify:_____

III. Purpose

a. Request for Advisory
Topic/Subject:_____

IV. Action Taken

_____
_____

Receiving Officer:

_____ _____
Signature over Printed Name *Date*

Appendix 24
Referral Form for Technical Advisory

Referral Form for Technical Advisory

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

From: Extension Unit
To:(Department/Extension Worker)

Subject:_____

Partner /Client:
_____

Office Address:
_____

Releasing Officer:

_____ _____
Signature over Printed Name *Date Released*

(__) Received for action
(__) Referred to other Department/Experts

Receiving Officer:

_____ _____
Signature over Printed Name *Date Received*

Appendix 25
Extension Project Proposal Format

Extension Project Proposal Format

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

NAME OF OFFICE

PROJECT PROPOSAL

I. GENERAL INFORMATION

PROGRAM TITLE:

PROJECT TITLE:

Project Duration:
Project Proponent:
Collaborating Partners:
Project Leader:
Project Members:
Budget:
Source of Fund:

II. RATIONALE
III. Objectives
IV. Expected Output
V. Methodology
VI. Sustainability Plan
VII. Budgetary Requirement

Item	Description	Quantity	Unit Cost	Total Cost	Source of Fund
			Grand Total		

VIII. Schedule of Activities

Objectives	Activity	Performance Indicator	Methodology	Expected Outputs	Year			
					Q1	Q2	Q3	Q4

IX. Action Plan

Objectives	Programs / Projects / Activities	Performance Indicators	Expected Output	Q1			Q2			Q3			Q4			Responsible Department/Person	Estimated Budget
				Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec		
																TOTAL	

Prepared by:

_____
Name

Reviewed:

_____
Department Chairperson

Executive Dean	*Extension Director*

Funds Available:

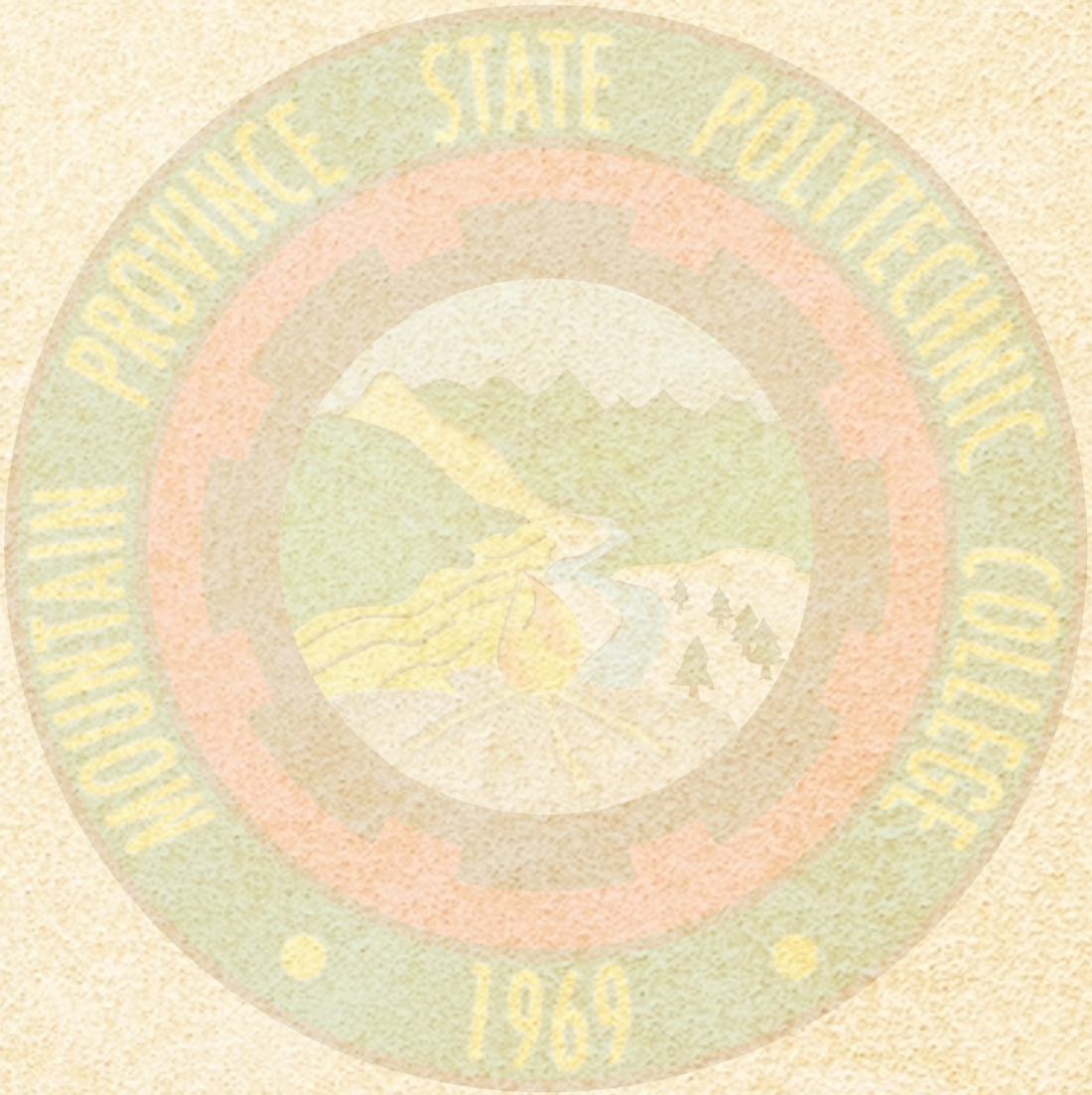
Accountant III

Recommending Approval:

Vice President for Research Development and Extension

Approved:

SUC President III



Mountain Province State Polytechnic College
RESEARCH DEVELOPMENT & EXTENSION
Bontoc, Mountain Province