

RULE XI

RESEARCH MANAGEMENT AND OPERATION SECTION

HISTORICAL PROFILE

Thirty years after the Cavite College of Arts and Trades (CCAT) was founded in 1970, it was integrated with the Cavite State University in 2001 on the strength of CHED Memo No. 27, s. 2000 that made it the ROSARIO CAMPUS.

Originally, CCAT was established by virtue of Republic Act No. 5966 as a National College of Arts and Trades primarily to provide higher technological, professional, occupational and vocational education. It was inaugurated on August 8, 1970; thereafter, classes started on August 12 with 27 students of the Two-Year Trade Technician Education.

As a recipient of two foreign- aided projects, The Technical and Vocational Education Project (TVEP) in 1982 and the Philippine-Australian Technical and Vocational Education Project (PATVEP) IN 1989, CCAT continuously updated its curricular programs and upgraded its personnel and facilities in order to produce competent and globally competitive graduates.

Now as an integrated college with CvSU, CCAT which is now known as the ROSARIO CAMPUS has offered additional courses leading to B.S. Electrical Engineering and B.S. in Mechanical Engineering with 25 students as initial enrolment. In 2003, it has two (2) sections with a total of 45 students. Other Curricular offerings are as follows:

- B.S. in Industrial Education (BSIE)
- B.S. in Industrial Technology (BSIT)
- B.S. in Hotel and Restaurant Management (BSHRM)
- B.S. in Business Management (BSBM)
- Diploma of Technology (DT)
- Associate of Technology (AT)
- Associate in Computer Technology (ACT)
- Bachelor of Science in Computer Engineering (BSCOE)
- Bachelor of Science in Information Technology (BS Info Tech)
- Bachelor of Science in Computer Science (BSCS)
- Diploma in Hotel and Restaurant Management (DHRM)
- Secondary Education Laboratory School

The Rosario Campus increased its enrolment from 1,612 in AY 2000-2001 to 1,800 in AY 2003-2004. It's teaching and non-teaching force is composed of 89 personnel headed by its first Dean, Dr. Reynaldo E. Samonte who has been commissioned by CvSU President, Dr. Ruperto S. Sangalang on June 18, 2003.

For five years participation in the Cavite Provincial Skills Competition, CCAT now the Rsario Campus, is the CONSISTENT OVERALL CHAMPION. On May 5-7, 2003, its participants in the Regional Skills Competition held in Lucena City won three (3) Gold Medals in Automotive, Electrical, and

Mechanical Technology and two (2) Silver Medals in Automotive and Dressmaking. In 1996, it became an International Champion in and Extension focus on Technology as its flagship for conducting feasibility studies and development.

Automotive Technology in the Asean Skills Olympics at Philcote, Pasay City when Geraldo Barro, BSIT 301 won the Gold Medal and a cash prize of Php. 200,000.

The Campus is located 30 kilometers from Metro Manila and is adjacent to the Philippine Economic Zone Authority (PEZA), stands on its present site of 9.23 hectares.

Presently, the Rosario Campus is engaged in Research, Development

INTRODUCTION

Research, Development and Extension at the Rosario Campus began when CCAT was integrated to SUCC's in 2001. The institution became one of the campuses of Cavite State University (CvSU) Indang. By virtue of CHED Memorandum Order No. 27, Series of 2000, dated August 22, 2000, that mandates the integration of all CHED supervised Institutions, state universities and colleges. Pursuant to the said memorandum, the Cavite College of Arts and Trades (CCAT) being a CHED supervised institution, was integrated with the Cavite State University, through an approved Resolution No.2, SERIES OF 2001, DURING THE 11TH meeting of the CvSU-Board of Regents on February 7, 2001.

The integration primarily aimed to promote education, rationalize tertiary education and maximize the utilization of resources in compliance with a provision in Philippines Medium Term Development Plan.

Research and extension are two of the three traditional functions of a university, the other one being instruction. The ROSARIO CAMPUS strives for excellence in these areas by its progressive expansion of the scientific and technological knowledge for the improvement of the quality of life of the people. The Campus aims generally for human advancement through its relevant research and extension programs and projects, and thus serves as an instrument of the government for national development.

This manual describes the operational system in the implementation of the research and extension functions of the campus. It states the policies on allocating research and extension resources and the guidelines for researchers and extension workers.

Article 1 : VISION, MISSION, OBJECTIVES AND PROGRAMS

VISION

Research and Extension Services Unit shall be the pinnacle of research and extension activities in technology education equipped with complete facilities where most qualified researchers and extensionist with industries, LGU,s and NGO's as partners shall combine efforts to alleviate the standard of living of the economically and socially disadvantage sector.

MISSION

To verify, generate, package and disseminate information on technology education and pursue a vigorous program to help improve the quality of life of individuals by conducting research and appropriate trainings.

GOALS

Verifying, generating and packaging technology education information system and help rural and urban dwellers in improving their standard of living.

GENERAL OBJECTIVES

The campus aims to generate, verify and disseminate appropriate and updated technologies along with its current research commodity thrust in various disciplines especially in the field of technology.

SPECIFIC OBJECTIVES

Specifically the campus aims to:

1. To evaluate existing technology education curricula for their suitability to industrial/institutional needs.
2. To packaged improved technology education curricula and disseminate them to target client.
3. To establish strong external linkages through formation of collaborative projects.
4. To strengthen the capability of faculty, researchers, students and stakeholders in performing research activities.
5. To recognize outstanding achievements of researchers; and
6. To publish research results.

PROGRAMS

The Campus shall pursue research programs which are responsive to the emerging needs and environmental changes and development depending on research competencies available, appropriateness to the local needs and availability of resources. Guided by the local and national development thrusts, the Campus research programs are aligned to the University on the following: Only four (4) out of fourteen development thrust are assigned to Rosario Campus considering that it is a Technology Campus. They are:

UNIVERSITY DEVELOPMENT PROGRAM AND THRUSTS

- Poverty Alleviation
- Food Security
- Primary health care and public health
- Alternative medicine
- Cultural heritage preservation

- Ecosystem management
- Energy conservation and utilization
- Institutional capability building
- Information and communication technology
- Infrastructure planning and design
- Biotechnology
- Industrial Technology
- Pedagogy/andragogy
- Gender and development

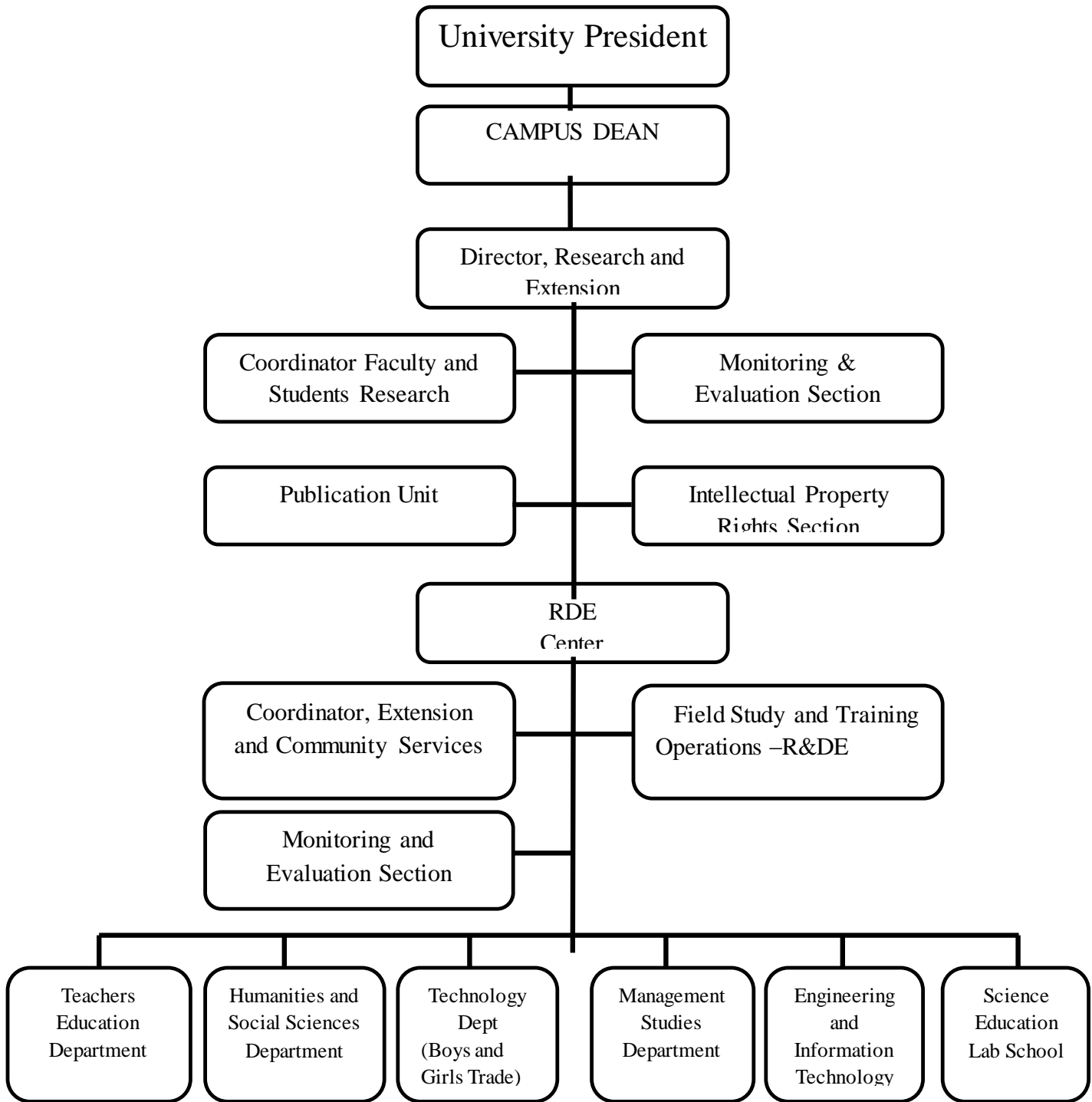
ROSARIO CAMPUS DEVELOPMENT PROGRAM AND THRUSTS

- Poverty Alleviation
- Institutional Capability Building
- Industrial Technology/Short Non-Degree Courses
- Infrastructure Planning and Design

Any research programs can cover a wide range of basic and applied research on its different components. Research programs/ projects/studies observe the interdisciplinary, inter-departmental and inter-agency resource utilization and relationship. The researchers shall collaborate with research partners within the University system and from local and national government agencies and the private sectors to source out research funds, share resources and to facilitate transfer of research findings to end users.

A researcher shall be given credit for his exemplary work and contributions on research by giving adequate incentives in a form of workload credits, honoraria, awards, grants, credits for promotion

Article 2: ORGANIZATION AND MANAGEMENT



TERM OF REFERENCE

Director for Research

The Director for Research shall perform the following functions:

- a. Implement existing policies of the university;
- b. Lead in the overall supervision of the affairs of the research center;
- c. Lead in planning and implementation of the University research and development activities;
- d. Lead in improving and implementing the research, extension, continuing education and training services (RDE) manual of operation;
- e. Facilitate the development and/or revision/ improvement and implementation of the RDE Agenda and Programs of the Colleges in the Main Campus and the other satellite and integrated campuses;
- f. Supervise and coordinate the operation of the different divisions;
- g. Lead in the formulation of proposals for the additional R & D Divisions of the University (Life Sciences Division, Humanities and Social Sciences Division, Biomedical and Life Sciences Division, Engineering and Nanotechnology Division, International Development and Cooperation Division);
- h. Facilitate the refereeing of the CvSU Research Journal.
- i. Lead in the publication of results from researches conducted in the university by the university faculty and staff;
- j. Supervise and Manage the R & D;
- k. Enhance implementation of the “Faculty and Students Research Capability Enhancement Program”;
- l. Follow-up proposals submitted to research funding agencies;
- m. Lead in the monitoring and evaluating on-going R & D Projects with local (GAA) and externally funded projects.
- n. Strengthen resource generation and link aging with the international, national and local research firms;
- o. Coordinate with the Deans of Academic Units and other Project Directors on Matters related to the university R & D Management;
- p. Prepare and submit required reports about research operation;
- q. Perform other related functions that may be assigned from time to time by the higher authorities.

Head, Monitoring and Evaluation Section

- a. Plan and implement policies and procedures for the effective monitoring and evaluation of university R&D activities;
- b. Keep an updated record of on-going and completed studies in the university;
- c. Lead the Research Center in the preparation and submission of important documents for the consumption of the university and other agencies provided that for other agencies, permission has been granted;
- d. Lead the Research Center in holding the Annual in-House review from planning, staging and post in-house activities (e.g. proceedings and documentations.)

- e. Require researchers to submit quarterly report for the purpose of recommending the continuance or termination of the researches;
- f. Conduct assessment of the central lab and formulate plans to make it functional;
- g. Prepare policy guidelines on the use of all the laboratory equipments /facilities of the research centers;
- h. Determine problems and recommend solutions to solve or ease out problems in the implementation of the research projects;
- i. Evaluate workloads of faculty in research and extension;
- j. Prepare and submit documents for budget allocation;
- k. Recommend revisions on the implementing guidelines on faculty workload whenever necessary;
- l. Perform other duties that may be assigned from time to time by the higher authorities.

Research Management & Operations Section

Division Chiefs

- a. Lead the operation of their respective department;
- b. Organize a research team in their respective disciplines/field/unit;
- c. Prepare Research / Development/ Extension Agenda and Program (RDEAP) for the center;
- d. Identify research thrusts and possible research direction for the center;
- e. Facilitate preparation of research proposals (capsule and detailed) in their respective centers;
- f. Screen/ Evaluate proposals submitted to the center of assignment;
- g. Present and defend to the research Council the proposals to endorsed to the Research Centers for funding;
- h. Designate study leaders who will take charge of the research until its completion;
- i. Facilitate preparation and submission of reports (quarterly for on-going studies and terminal for completed researches);
- j. Lead in the local and international publications of completed studies in the center.

Researchers

- a. Prepare and submit research proposals for local and external funding;
- b. Conduct approved researches and submit progress reports;
- c. Submit final/ terminal report for completed projects/ studies;
- d. Present paper/ research results in symposia, conferences, convention/ in-house review and in other for a;
- e. Conduct collaborative research results in local, national, international refereed journals.

Project Personnel

Qualifications and Functions

The positions mentioned below and their corresponding qualifications and duties are considered essential constituents, according to the needs of the project.

1. Program Leader

Qualifications

The proponent must be a full-time academic faculty/employee of the CvSU-Rosario with a master's or a doctoral degree and a thesis option. He must have knowledge and or experience in the formulation and implementation of field or laboratory researches and must have time to devote at least 10 hours weekly for research development, implementation and administration.

Duties

- a. Provides over-all direction in terms of setting common projects under the program;
- b. Plans the schedule of work of the various projects so that synchrony and coordination in research and extension efforts and output are achieved;
- c. Suggests ways and means by which separate projects can complement and supplement individual data collection efforts;
- d. Represents the program in dealing with external agencies; and
- e. In cases where the Program Leader is concurrently the Project Leader of a component project, he must also accomplish the duties expected of a Project Leader.

2. Project Leader/Principal Investigator

Qualifications

Qualified components are of two types: (a) full-time regular faculty member of the University and (b) Research Extension Personnel employed as regular full-time employee of CvSU-Rosario, with a master's or doctoral degree and a thesis option. The proponent need not have master's degree if the project is a (a) thesis or (b) a project under a research or extension program. He must have knowledge and/or experience in the formulation and implementation of R and E projects and must have the time to devote at least ten hours weekly for research and extension development, implementation and administration.

Duties

- a. Plans and directs the R & E procedures and operations necessary to meet the objectives of the project;
- b. Plans, organizes, coordinates and controls the duties and tasks of lower level project personnel through the different stages of the project process;
- c. Recommends the recruitment and termination of the project personnel;
- d. Recommends the payment of salaries and fees of personnel;
- e. Attests to the veracity of reimbursement requests for travel, transportation, per diems, and other project operating expenses;
- f. Recommends the purchase of supplies, materials and equipment needed in the project; and
- g. Writes and edits quarterly accomplishment, annual and terminal reports.

3. Study Leader/Co-Investigator

Qualifications

The Study Leader/Co-Investigator must be a full-time employee of the MSU System. He must have knowledge and/or experience in the formulation and implementation of projects and must have the time to devote at least 10 hours weekly for project development, implementation and administration.

Duties

- a. Assists the Project Leader or Principal Investigator in planning and managing over-all project operations;
- b. Plans and supervises the work of lower level personnel in the implementation of the project aspects assigned to him by the Project Leader;
- c. May review the findings, analyses and research interpretations arrived at by lower level project personnel; and
- d. May initiate and supervise data collection and processing and report writing.

Article 4. Research Center Resources

Section1. Manpower Resources

- a. Research Director

The Research Center shall be headed by a Doctorate/Master degree holder having either technical or social research background. He/she shall likewise be a prominent researcher of the Campus and should

have conducted at least one research program and have presented the results of his/her research to at least one regional/ national convention/symposium.

b. Research Staff

The staff comprising the center should be of different disciplines related to the thrusts of the University. They will be selected using the evaluation system stated in Sections 1 to 5 of Rule VIII (Terms and Conditions of Employment) of the University Code.

Faculty Researchers housed on the center shall be selected based on the fields required by the center. Minimum requirements would be Bachelor's Degree in a specific field of study. They will be required to have a maximum of 6 units of teaching load, comprising 25% of their workload. Majority or 75% of their workload should, thus, be devoted to research-related activities.

Research Assistants shall be selected based on the qualifications required by faculty researchers. Laboratory technicians/ aides should have at least two years of laboratory work experience. A List of faculty researchers and their respective fields of specialization is shown in appendix A1.

Section 2. Facilities

The center provides support for the faculty researchers in terms of its major research facilities and laboratories. The Central Experiment Station is the biggest facility of the Research Center that are composed of ten buildings that serves as the laboratory/shopwork where students can develop their feasibility/research work. They are the following:

- | | |
|--------------------------------------|----------------------------|
| 1. Electronics | 6. Welding and Fabrication |
| 2. Electrical | 7. Automotive |
| 3. Mechanical | 8. Garments |
| 4. Refrigeration and Airconditioning | 9. Drafting |
| 5. Computer Technology | 10. Laboratory |
| | 11. Science Laboratory |

Section 3. Finance

1. Sources and Funds

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

There are two major classifications of fund sources: the internal and external funds. The internal funds come from the general appropriation allocation (GAA) of the Philippine Government. The Center also generates funds from the Income Generating Project of its various units. On the other hand, the external funds come government agencies, such as municipal/barangay, private organizations and industry partners.

2. Handling of Research Funds

All Research Funds are handled by the Finance Management Office in coordination with the Office of the Director of Research. Books of accounts are kept by the Accounting Department which is also under the supervision of the Director of Administrative and Support Services.

Research funds that are externally funded are pooled and treated as trust funds. The Director of Research exercises general control over all these research grants. These are deposited in the bank as trust fund lumped together to earn interest. Funds are released to the Accounting Office by project allotments. The project/study leaders handle all the processing of papers to release the fund meant for their research projects/studies. Fund from income generating projects are also being handle by the Accounting Division with full control of the Research Director.

3. Control of Research fund

Research funds will be reported in terms of obligation or liquidation. The Accounting Department controls expenditures in accordance with the items in the budget and sub-allotment. Payrolls, vouchers, request for supplies and materials and other obligation of the projects will be paid through the Accounting Department with Approval from the Director of Support Services/President depending upon the amount.

Reporting of financial statement is done by the Accounting Department of the Office of the Administrative and Support Services following the accounting and auditing rules and regulations.

As in any government agency, expenditure incurred in the implementation of research and development program in SUCs will be subjected to pre-auditing and post auditing procedure prescribed by the Commission an Audit (COA). The internal audit which is under the supervision of the Director of Administrative and Support Services pre-audits expenditures. While a representative of COA does the post auditing.

Article 4. System of Making Research and Development Plans

The R and E planning process may involve the following:

Assessment of Environment.

Program planning which is done by R and E Management in coordination with the RECETS starts with the analysis of the factors in the environment relevant to the R and E programs. Environment factors

refer to the set of forces both inside and outside the organization that affects organization's performance (Certo, 1994). The internal environment factors that can be considered are institutional capacity, structure, support system (financial and administrative) and organizational management.

Major consideration of the external factors can be focused on the political and national policies, laws and procedures of the government as well as the development programs of National Development Authority (NEDA), Department of Agriculture (DA), Department of Science and Technology (DOST), Department of Environment and Natural Resources (DENR) and Commission on Higher Education (CHED).

Setting of priorities. In Setting the R and E priorities and agenda the institutions should consider its national and regional thrusts and mandates. It should also consider the information and feedback from various agencies and source such as:

- **National Agencies.** The national priorities set by the various agencies are usually referred to and serve as basis for setting R and E priorities and agenda of an institution of higher learning. These include the DOST, Science and Technology Agenda for National Development (STAND), NEDA, President Benigno S. Aquino's 16th Point Agenda and CHED.
- **Regional Agencies.** Regional priorities in agriculture and natural resources of the various agencies in the region are also important bases in setting priorities in R and E.
- **Local Government Units.** Aside from the above, the institution should be sensitive to the priorities set by various local government units in the province and the region, in particular, and the nation is general.
- **Other Funding Agencies.** The institution should also maintain close collaboration with various national and international funding agencies. Through their R and E grants, the facilities of the College/University and the competence of its manpower can improved.

Section 1. Preparation of Research Proposal

The making of the Research and Development plans starts when the Director of Research calls for an annual create capsule proposals in line with the university's current research thrust/s and other fields of interest. Faculty researchers having the same field of interest may form a research program consisting of various projects and studies. Otherwise, a researcher may prepare his/her own project/study proposal in accordance with the university's current thrust or with their respective fields of interest. The proponent submits the capsule research proposal thru proper endorsement to the research director. Appendix 1 shows the sample of standard research proposal formant used by all researchers for external funding. See figure 2- page ____ for the Flowchart of R & D Proposals.

Section 2. Evaluation of Research Proposals.

The Submitted capsule research proposals will be presented by the Researcher in a Technical Review of Proposal (TRP) attended by the Campus Research and Extension Council (CRDE serving as panel of evaluators. The council is chaired by the Director for Research and Extension and co-chaired by the coordinator for faculty and students researches.

Once the proposals are presented, the committee reviews the title, rationale, objectives, expected output, methodology, and budget of the research proposals. The evaluators must provide relevant comments and suggestions on how to further improve the contents of the proposal evaluation sheet form 1.

The criteria for the evaluation of the research proposal shall be based on the following:

- Clarity of the rationale.
- Rationality and attainability of set objectives.
- Appropriateness of the methodology.
- Feasibility in terms of time.
- Area requirement and cost.
- Training and personal application of the proponents.
- Potential impact of the expected research results.
- Budget proposed for the research.

Once the capsule proposal is approved by the CRDE, the researcher shall prepare a detailed proposal. On the other hand, disapproved proposals will have to be revised and be subjected to another review.

Section 3. Budget Allocation

For institutionalized researchers, the Research Director endorses the proposal to the University President for final approval and budget allocation. Research proposals that require funding from external agencies/ sources also pass through the usual system of evaluation. Once approved by the council, the University President forwards the proposals to the funding agency. Researchers seeking external fund must conform to the requirements and procedures of the funding agency like DOST, CHED, NGO, LGU, etc.

Section 4. Approval of Research Proposal

For institutionalized researches, the researcher will receive a “Notice to Proceed” the Director for Research furnished copy signaling the conduct of research. For externally funded researches, once approved by the council, the Director for Research and Extension forwards the research proposal to the funding agency and the proponent will wait for the release of fund for conduct of research.

Section 5. Technology Development Process

In accordance to DOST-PCARRD, the technology development process is composed of five major phases: technology generation, verification, adaptation, Dissemination and commercialization (PCARRD Highlights 2001, 1997 and 1995)

Technology Generation (TG) This is the scientific and experimental stage where in a R and D center utilizes all its resources human/ technical, financial, material, physical and other resources to generate a component technology or a package of technology. The technology generated shall vary in accordance to the mandates of each of the R and E Center.

Technology Verification (TV) A technology is classified for verification if it can be incorporated in a package of technology that has potential for improving existing technological practices. Specifically, it should satisfy the following:

- It is an integrated technology conducted in the fields.
- It has been tested for two seasons in TG Trials.
- It has shown economic and technical feasibility in TG trials. Its computed return based on TG Trial is better than that of technology practices as shown by marginal rate of return (MRR)
- It is perceived to be socially acceptable and environmentally safe.

Technology Adaptation (TA) A technology is classified as technology for adaptation if it meets the following criteria:

- It is conducted in the technological field and is only a component or technology.
- It has been tested for TG research for at least one season.
- It has shown good potential for economic feasibility as based on TG research.
- It has good potential for acceptance by intended end users.

Technology Dissemination (TD) This is the stage when promoters of Technologies can use varied approaches and methods in bringing technologies to end users. Technologies are ready for dissemination if these have met the following criteria (PCCARRD Highlights 2001):

- General Adaptability – these are replicable under field conditions.
- Economic profitability – the percent of profitability is equal to the prevailing rate of interest on loans of formal financial institutions. Profitability also considers social costs and benefits.
- Social Acceptability – these do not contradict social norms and values prevailing in the community; and
- Potential availability of support services – users have access to market, credit facilities, material inputs and others.

Information for Dissemination (ID) the center may develop not only technology but also information that is useful in the technology and rural development. Information to be disseminated shall possess the following criteria:

- Possess significant social and economic implications associated with technology adoption.
- Contribute to a better understanding of research problems.
- Offer information gaps in basic knowledge of technology resources.
- Help policy makers formulate policies in technology resources.

Technology Commercialization (TC) Technologies that have successfully passed the piloting stage or those which have not passed yet but have passed the criteria for piloting and have high potential are considered priority technologies for commercialization. Technologies are selected based on the following criteria:

- Provide the means for improving income and productivity of a greater majority of people.
- Provide immediate solutions to self-sufficiency problems, environmental sustainability, import substitution, export generation and promotion of alternative sources of food.

The technology Assessment Protocol (TAP)

Technology assessment is an important aspect of the whole technology development process. It requires the process of anticipation and analysis of a broad range of socio-cultural, technical, economic, environmental and political/legal impact prior to the introduction of a given technology or even while a specific technology is being promoted. The success of the technology assessment depends on the efficient gathering and synthesis of adequate information. The TAP, which was developed by PCARRD in 2000, embodies some recent innovations in technology assessment producers and processes. The processes are facilitated by the use of a gap identification tool called Quick Resources Appraisal (QRA), and an intervention identification tool- the Risk Management Process (RMP). The TAP aims to increase the level of confidence of the R & D community on the technologies it will promote and transfer.

A pre-requisite to the application of TAP is the organization of an interdisciplinary team composed of at least five (5) members with two basic expertise that are critically needed: a technical competent expert who knows the technology and the commodity being assessed and an economist with capabilities in financial analysis.

Working Principles of Technology Assessment

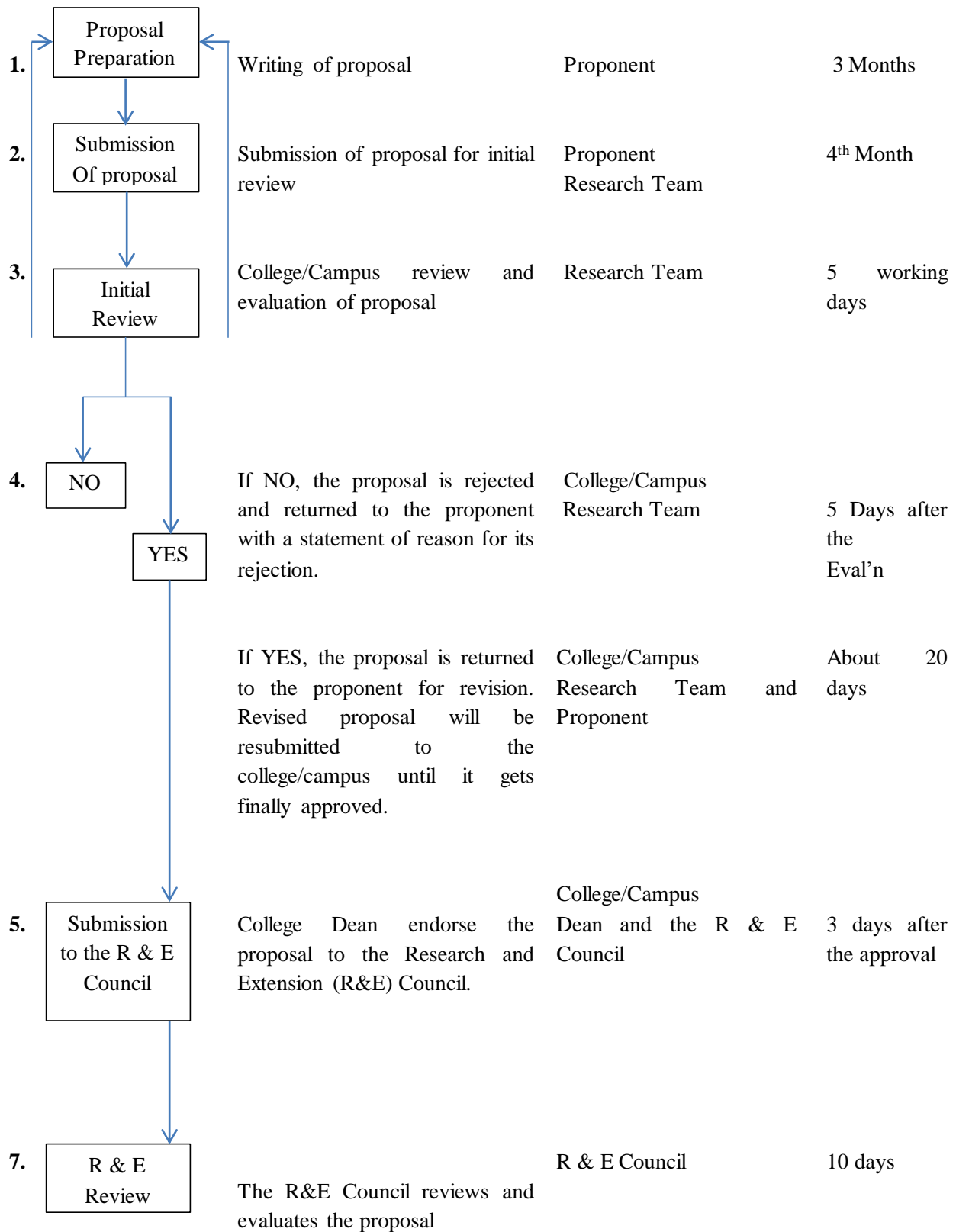
- Participatory approach.
- Team delivery.
- No role playing.
- Consensus decision making.
- Technology identification/Pre-screening (Technical Feasibility Test)
- Technology Classification.
- Technology Characterization.

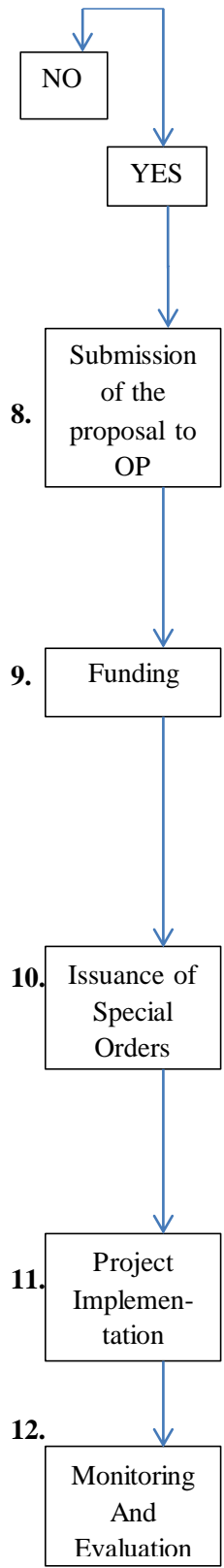
- Technical Feasibility Test.
- Technology scanning to determine if the technology has the following attributes:
 - Socially acceptable
 - Technologically sound
 - Economically viable
 - Environmentally sound
 - Politically supported
 - Technology validation

Research Policies and Procedures

1. All university/campus researches (student and faculty) have to be coordinated with the Research Center.
2. There should be an approved proposal before a research program/project/study can be conducted.
3. Student researches can be hooked up with the approved research program/project/study of a faculty member/research leader.

4. The researcher shall prepare progress reports for on-going researches and terminal report for completed ones and present them during the in-house review. Failure to do so would prompt the Research Director to evaluate the research program/project/study and evaluate continuation or termination of the research, as the case may be.
5. The RDE Council, which has to be organized/constituted and with all the members getting functionally involved, shall serve as a clearing house of all major activities of the Research Center.
6. Techno guides have to be appropriately generated through research.
7. The University Techno guides have to be prepared and published.
8. The Research leaders have to supervise and manage the funds allocated for their approved research proposal.
9. The procurement of supplies, materials and equipment shall be coordinated with the Property Custodian and Supply Officer of the Center.
10. Full time faculty researchers should hold office in the Research Center. In cases, where the faculty researchers have teaching load, they may stay in their mother units, provided that their activities as researchers are duly coordinated with the research monitoring and evaluation unit.





If NO, the proposal is returned to the college/campus Dean indicating the reasons why it was rejected.

R & E Council College/Campus Dean and the proponent. 5 days after the eval'n

If YES, the proposal is returned to the proponent for revision. Revised proposal will be resubmitted to the college/campus until it gets finally approved.

R & E Council College/Campus Dean and the proponent.

8.

Submission of the proposal to OP

9.

Funding

R & E Council and the University President. 10 days

R & E Council will submit lists of the evaluated and approved proposal to the University for final action and funding.

10.

Issuance of Special Orders

Financial Management Officer, Accounting Unit 15 days

The University, through the administrative and Support Services allocates funds for approved Research Projects.

11.

Project Implementation

Deans/Director of Research and the University President. 10 days

The office of the President will issue special orders (SO) to researchers with approved and funded project.

Financial Management Officer, Accounting Unit ASAP

The proponent will implement the funded project.

12.

Monitoring And Evaluation

M & E Group, Project/Study Leader 2x/year

R & D monitoring and
evaluation.

A researcher shall be given credit for his exemplary work and contributions on research by giving adequate incentives in a form of workload credits, honoraria, awards, grants, and credits for promotion.

AWARDS

Awards shall be given to researchers to recognize and appreciate their exemplary work on their various research activities. It may be in the form of plaques of recognition, trophies, research grants and cash prizes which are given by the Campus, private and government agencies and other professional organizations.

WORKLOAD CREDITS

The workload credits that shall be given to the faculty researchers differ depending on the responsibility of researcher by scope of research whether it is a program, project or study. Credits are also given for researchers that are in-charge of extension activities, research management operation units, non-degree training activities and other tasks.

RESEARCH AND EXTENSION (R&E) WORKLOAD SYSTEM FOR FACULTY MEMBERS

This set of guidelines coheres with the Faculty Teaching Workload System of the Campus and applies to R&E workloads of the faculty members.

1. For every Research Paper

Serial.....	Php. 1,000.00
National.....	Php. 5,000.00
International.....	Php. 20,000.00

2. Refereed Journal

Editor-in-chief.....	Php. 3,000.00/issue
Associate and Managing Editors	Php. 2,000.00/issue
Editorial Assistant	Php. 1,500.00/issue

For every RD&E- related award or recognition received outside of the University/Campus and for every patented material Certificate of Recognition

DEFINITION OF TERMS:

- Program is composed of at least two (2) interrelated or complementing projects aimed to accomplish predetermined goals within a specific time frame.
- Project is composed of at least two (2) interrelated studies/activities/components aimed to accomplish predetermined objectives within a specific time frame.

- Study is the basic or applied experiments or survey designed to provide solutions/answers to research problems/topics that are within the University/Campus thrusts.
- Activity is a specific extension activity conducted within a specific period that is within the thrusts of the University/Campus.
- R&D Activities and their Corresponding Credit Units

A. RESEARCH/EXTENSION ACTIVITY PROGRAM

Nature of Activity	Proposal Endorsed/Submitted	Proposal Approved	On-Going (institutionally funded)	Completed
Program Leader	7	10	12	20
Project Leader	5	8	10	10
Study Leader	3	6	8	6

- Training Activity shall not be part of the program/project and study activity for which workload is claimed. The training lasts for at least three (3) days, otherwise, the credit unit earned shall be prorated.

B. Conduct of Non-Degree Short Term Training Coordinator/Chair Training

Management Group (TMG) Three (3) credit units/training

Member (TMG)..... Two (2) credit units/training

Resource Speaker..... local= two (2) credit units

National/Regional= 3 credit units

International = 5 credit units

Facilitator/moderator/discussant..... 1 credit unit/training

C. Publications

Section coordinator (with function under the office of the Director) fifteen (15) credit unit

For Campus Research Journal (The Rosarian Probe)-the official research journal of CvSU-Rossario

Editor-in-Chief, R&E publicationeight (8) credit units/issue

Associate and Managing Editor.....six (6) credit units

Editorial staff, R&E publication.....three (3) credit units/issue

Writer/Contributor, R&E publication.....two (2) credit units/issue

Subject matter Specialist.....three (3) credit units

Leader/Chair, National/Regional

R&E Network Team.....four (4) credit units/semester

TUKLAS Newsletter

Editor-in-Chiefsix (6) credit units/issue

Associate and Managing Editors.....four (4) credit units/issue

Member /Contributors.....two (2) credit units/issue

Newsletter/Department

Editor.....two (2) points but not exceed

6 points

Associate Editor.....1.5 points per issue but not to

Exceed 5 points

Contributors.....one (1) point but not to exceed

2 points

D. Paper Presentation

1. Oral Presentation

a. National and International (in the Philippines).....three (3) credit units

b. International (outside of the Philippines)..... Five (5) credit units

c. Local/Agency In-House-Review (Research Center)..... Three (3) credit units

2. Poster Presentation

a. National and International (in the Philippines).....one (1) credit units

b. International (outside the Philippines).....2.5 credit units

III. MECHANICS OF IMPLEMENTATION

1. The workload system applies to all faculty members who are involved in R&E activities either full –time or part-time.

2. For purposes of workload credit, the assigned task external to the campus shall be covered by a Memorandum of Agreement between the Campus and the partner agency or a special order from the office of the Campus Dean.

3. A faculty member shall have a minimum of 18 credit units in R&E to be classified full-time researcher/extensions.

4. A full –time faculty member shall be entitled to workload credit in R&E only if he/she has satisfied the minimum workload of 18 credit units in teaching and R&E works.

5. A program leader who is a project leader and a study leader in the same program shall only be credited once whichever has the higher credit units.

6. Overload pay shall be given to faculty researchers whose total credit units is beyond 25 units.

7. Faculty member with external activity to R&E and has received honorarium for such activity shall not be given credit units.

8. All claims for credit units shall be supported by proper documents.

9. Credit units as researcher/extensions shall only be claimed for the period specified in the program/project study activity as approved.

10. Workload accreditation of other R&E activities not covered by this guidelines shall be referred to the Director of Research and Extension for consideration upon the approval of the Campus Dean.

11. The rate of overload pay or honorarium is similar to those on full-time teaching.

12. The funds for the overload shall come from the R&E allocation or from other sources which the Campus deems appropriate.

HONORARIUM

Honorarium is a form of remuneration granted to researchers for services rendered beyond the minimum/regular workload. It is a form of incentive granted for the services of officials/employees on special assignment. For this purpose, a special assignment is an undertaking by an individual or a composite group of officials/employees, which is beyond their regular and primary functions.

Types of Honoraria

Those paid to a government officials or employee or private individual who is requested to speak, lecture or act as a resource person in seminars, workshops, conferences, symposia, trainings, or classroom sessions (AMMRO, Book 1 as cited by UPLB Research Manual, 2002)

Those paid to a government official or employee by another office in which he/she is on detail or special assignment provided that if she/he is already collecting similar compensation or allowance for the same service or period for which payment is being claimed he/she may only choose to collect whichever is higher but in no case shall he/she receive both (UPLB Research Manual, 2002)

Those paid to a government official/employee or private individual for his membership in or special assignment to committees or special projects.

Those paid to a government official or employee or private individual who is involved in the conceptualization of projects/program, implementation of research and development activities, coordination of R & DE activities, or rendition of advisory; administrative, and or management functions in the implementation of R&DE (UPLB Research Manual, 2002)

Monitoring and Evaluation

Research Projects

The research projects are monitored in two ways: (1) the financial and (2) the technical aspects.

The accounting department of the university/campus monitors and audits the financial status of the Research funds. However, the Special Budget Officer of the Research Center Records every disbursement for each research project/unit and annotates the Purchase Request Forms to indicate availability of funds and from which funds the purchases are to be credited.

The Office of the Director of Research serves as the monitoring and coordinating arm for all researches in the University/Campus. Although research activities are independently undertaken by the different colleges, faculty researchers are still required to submit quarterly progress reports on their research projects/studies. The researchers submit their progress reports to their respective Chairman/Unit Heads concerned, which in turn endorses the progress reports to the Office of the Director. This enables the Research Center to keep track of on-going projects for monitoring and evaluation as well as workload compensation purposes.

The technical reports are submitted by the project proponent to the Monitoring and Evaluation Unit of the Research Center. The numbers of copies are stated below:

- Copies of progress report to be forwarded to the funding agency.
- Copies of the Annual Report to be used in Annual Agency in-house Review.
- Copies of the Terminal Report to be submitted two months after the termination or completion of the project.

Annual Local In-House Review

One major activity to facilitate the monitoring and evaluation purposes is the holding of the Annual Local Agency In-House Review. It involves the evaluation of all researches that are either completed or ongoing during the particular year under review. During these reviews, researchers present the progress/highlights of their researches. The Research and Extension Services Unit will invite panel of reviewers from the main campus consist of Director of Research Center. The guidelines for the conduct of Annual Local In-house Review of the Research Center are based from the implementing guidelines of the university.

The major criteria that shall be used in evaluation the on-going projects are:

- Attainment of the objectives.
- Adherence to the approved methodology.
- Adherence to the approved budget.
- Accomplishments, including status of technology generated/verified.
- Actions taken response to previous year comments.

1. Scope and Scheme of Agency In-House Reviews (AIHR's)

- a. Completed, on-going and new (those initiated within the year) R&D projects (i.e. TG, TA, and extension projects) regardless of sources of funds will be presented. All completed researchers of faculty scholars and theses/dissertations funded by the University/Campus shall likewise be reported during the in-house reviews.
- b. Sessions shall be conducted by sector (i.e., feasibility study, social sciences, marketing and socio-economics) or integrated, if feasible.
- c. Reports shall be by program/project/study basis, but related projects shall be reported in the same session.
- d. Agriculture and natural resources (ANR) programs/projects/studies should be presented separately.

2. Objectives

- a. To evaluate completed and on-going R&D projects particularly with regards to the attainment of objectives and adherence to the approved program of activities.
- b. To review initial activities of new projects giving emphasis on the research methods/procedures to check/verify if the objectives were attained.
- c. To identify problems met during project implementation and recommend specific courses of action, i.e. continuation, extension, modification of planned activities and methodology, suspension, termination, etc., in accordance with the recommendation of the evaluation panel.
- d. To identify technologies generated requiring field testing, verification and piloting.
- e. To identify research results/ technologies for presentation during the Regional Symposium on R&D Highlights (RSRDH), and potential technologies for technology assessment.
- f. To identify significant results/information for policy formulation and development planning of the University, and Consortium
 1. To classify status of technologies.
 2. To identify new researchable areas.

3. Schedule

- a. The reviews shall be conducted between July to September to select papers in time for the regional reviews.

4. Evaluation panel

- a. Experts within and nearby regions shall be tapped as evaluators.
- b. Members of the National/Regional Commodity R&D Teams/ Experts' pool.
- c. Participants: Researchers, Extensions
- d. Duties and Responsibilities Agency Conducting the In-House Review.
 1. Facilitate the smooth conduct of the review by:
 - Creating committees to work on the different aspects of the review;
 - Providing the researchers about the mechanics of the paper presentation;
 - Providing the list of programs/ projects for review to the consortium at least one month before the review schedule. All R&D programs/projects implemented regardless of funding source shall be included for evaluation;
 - Inviting evaluators to assist the consortium evaluators not later one month before the review schedule;
 - Inviting Budget/Finance Officer and COA;

- Notifying the concerned researchers at least two months before the review schedule;
- Reproducing the necessary forms (NARRDS Form no. 1/No.2) for use of researchers and for preparing outputs of the review (NARRDS Form Nos. 5 and 6). (Appendix 8)
- Convening the evaluation panel and secretariat before the review to discuss the evaluation policies/guidelines, and after the review to discuss the final action/recommendation (e.g. to continue, terminate, etc.)/ synthesize the output; and
- Preparing/consolidating the output for submission to the consortium (AIHR Form Nos. 1 and 2) (Appendix 9 and 10, respectively);

2. Ensures the utility of the review by:

- Informing the concerned researchers of the comments and recommendations to be complied within their respective projects; and
- Monitoring compliance of the researchers to the evaluators' recommendations.

7. Expected Outputs

- Specific courses of action for each project, i.e. for continuation, extension, expansion, modification of plan of activities and methodology, suspension, termination, etc.;
- Technologies requiring field testing, verification and piloting;
- Best paper and posters;
- Papers for possible presentation during the RSRDH;
- Potential technologies and information for dissemination;
- Significant research results/information for the Campus Research Journal as publication "R&D Highlights";
- New researchable areas;
- Suggested solutions/ recommendation to problems met.

8. Research Reports

Research Reports are to be submitted on a quarterly basis.

Awards and Recognition

Awards, in line with the University Merit System, are available for Faculty Research personnel.

These are:

a. Monetary award

Cash award in accordance with scales decided by the University/Campus may be granted for accomplishments that result in monetary savings and tangible benefits. The amount of cash award shall be determined on the basis of its estimated or total value or benefits and in accordance with the scales established by the university.

Undergraduate and Graduate Thesis Support

Objective:

To strengthen students' research capabilities by providing Graduate and Undergraduate theses financial assistance.

Criteria for application

Graduate and Undergraduate students of the University with approved thesis/ dissertation outline can apply for thesis support.

Guidelines for Availment

The thesis should be in line with the existing research thrusts of R & E, the following criteria will be considered:

- Importance to national development considering its social, economic and environmental impact.
- Originality (done by the students themselves)
- Urgency in terms of the college' needs.

Faculty and Students Research Capability Enhancement Program (FSRCEP)

A program designed to support the conduct of research undergone by faculty members of the Campus and senior students presently enrolled in the Campus.

Students can be junior researchers and can be involved as part of an approved R and E programs/ projects. A copy of the approved proposal must be on file with the In Charge of the Faculty and Students Research Capability Enhancement Program (FSRCEP) Financial or material support is granted if funds are available.

a.1 Requirements:

- Proposed research should be in conformity with the research thrusts/ agenda of the University;
- Properly endorsed by the college Deans;
- Should be included in the list of Research Titles approved by their respective college;
- In accordance with the prescribed format of the University and the DA-BAR for students and faculty, respectively;
- Defined budgetary requirement of the proposed study;

Maximum allowable fund to be allocated to approved programs/ projects/ studies would be P25,000.00 for studies having budgetary requirements of P50,000.00. On the other hand, 50% of the total cost shall be allocated to studies with budgetary requirements lower than P50,000.00

a. 2 Publication

- Research results shall be submitted to the CvSU Research Journal's Editorial Committee as technical paper for publication.
- Students thesis shall have the student as the main author

a. 3. Intellectual Property Rights

- Patented product shall be treated as a joint ownership of the author and the University.

If commercialized, student and the faculty adviser are eligible to acquire an equal share from 70% of the royalties and the remaining 30% to the University.

a. 4. Workload Credit

A faculty researcher who exceeds the minimum requirement for teaching shall be entitled to a research overload pay with the corresponding credit points earned for the semester.

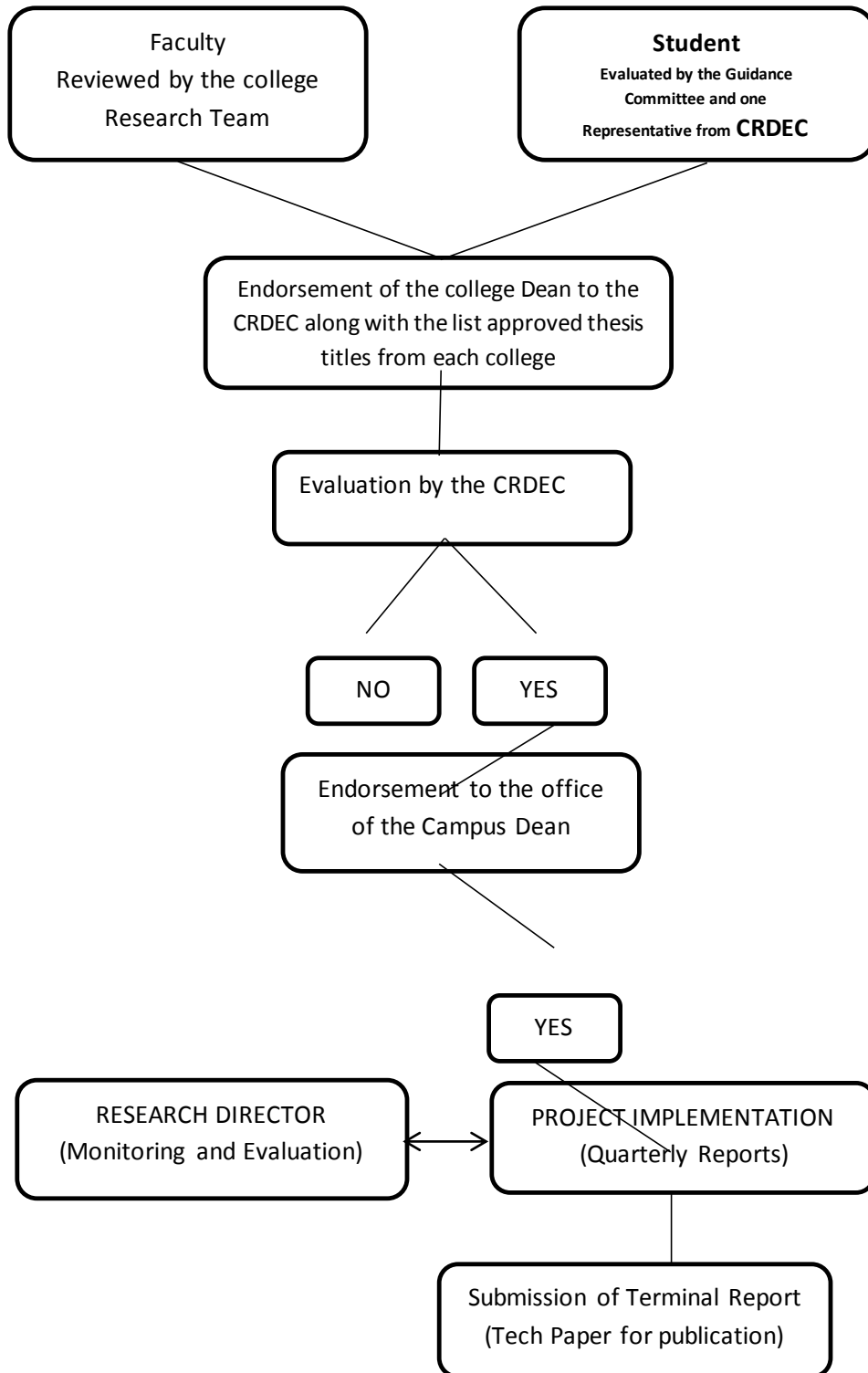
The college Research, Development and Extension (RDE) Coordinator in consultation with the department chairperson selects the entries for their corresponding colleges.

The thesis proposals are then submitted to the Research Center on or before the following schedules:

- September to November - Theses to be conducted during the second semester.
- June to August - Theses to be conducted during the first semester.

Submitted proposals are then referred to minimum of 3 members of the RDE council.

- The members of the RDE Council finally review and recommend to the University President, approval of the theses to be funded.
- With an initial budget of Php 1M in one year, at least 20 percent shall be allocated for graduate theses and 80 percent shall be allocated for undergraduate theses.
- A total of 5 graduate students and 34 undergraduate students which are on the stage of conducting their theses could avail of the financial support. In case where not all the budget allotted to graduate student was awarded, the remaining balance shall be allocated to undergraduate theses.
- Each undergraduate student is entitled to a theses support in the form of supplies and materials with a minimum amount of Php 25,000.00. Graduate students will be granted a thesis support with a minimum amount of Php 30,000.00.
- After the completion of the Research, Students are required to submit two copies of the manuscript to the Research Center, and together with the Adviser/ Senior Researcher, present the Results of the study during the Annual Agency In House Review, and publish them in refutable and/ or refereed journal. Likewise, the student must submit to the RDE, one copy of the financial report including the Official Receipts of materials purchased.



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF AGREEMENT made and executed by and between CAVITE STATE UNIVERSITY-ROSARIO, a government educational institution created and existing pursuant to the provisions of the CECIL Single, Capability Enhancement Program (FSRCEP) this First/Second Semester, 20__-20__.

WITNESSETH

WHEREAS, the GRANTEE is a graduate/ undergraduate student of the CAVITE STATE UNIVERSITY with an approved thesis/ dissertation outline, has applied for and found to be qualified as a grantee of the Faculty and Students Research Capability Enhancement Program (FSRCEP) this First/Second Semester, 20__-20__.

WHEREAS, the thesis outline of the GRANTEE has been selected by the College RDE Coordinator in consultation with the department chairperson, and referred to the members of the RECETS Council who then recommend to the University President for its approval.

NOW, THEREFORE, for and in consideration of the foregoing premises, the Parties hereby agree as follows:

1. In consideration for the thesis/dissertation support in the amount of Php _____ granted to _____ by the UNIVERSITY, the GRANTEE hereby binds herself to comply strictly with the terms and conditions thereof.
2. After the completion of the research, that is within 5 months to a maximum of one year, two copies of the final manuscript must be submitted to the Research Center; results of the study must be presented during the Annual Agency In-House Review, and Research results must be presented during the Agency In-House Review and published in refutable and or refereed journal. The GRANTEE must submit two copies of the manuscript to the Research Center and one copy of the Financial Report including the Official Receipt of Material purchased.
3. The PARTIES agree that the obligations of the GRANTEE, under this contract are binding, and that in any event of any violation by the GRANTEE, the UNIVERSITY may require the GRANTEE'S performance at the UNIVERSITY'S discretion.
4. The PARTIES, likewise agree that any and all actions to enforce the provisions of this MOA will be filed with the court of competent jurisdiction within the province of Cavite.

IN WITNESS WHEREOF, the PARTIES have signed this Contract at the Municipality of Indang, Province of CAVITE, This _____ day of _____, 20 ____ .

CAVITE STATE UNIVERSITY

Grantee

By:
DIVINIA C. CHAVEZ
President

Adviser

RDE Coordinator

Dean

Signed in presence of:

VP-RECETS

VP-Academic Affairs

Search for Best Graduate and Undergraduate Theses

Objectives:

The main objective of the search is to encourage students to develop outstanding thesis/ dissertation by giving incentive to their work.

Specifically, it aims to:

Select one outstanding thesis each of science and non-science courses in the undergraduate level and one each for MS and PhD; and

Provide certificate of recognition and cash awards to students with outstanding thesis/ dissertation.

Mechanics of Implementation

Who may join?

Theses of all graduating undergraduate/ graduate students can be considered for the best thesis award. These include all science and non-science undergraduate theses/ dissertations theses and all MS theses and PhD dissertations. However, those which are part of any ongoing government funded researches are not eligible in the search.

Selection is done sequentially in three levels, namely:

Department Level

Every department screens students' theses/ dissertations during the final defense. For the undergraduate level, the selection committee, composed of the chairman and the members of the faculty, selects an outstanding thesis for the department.

For the graduate level, members of the advisory committee recommend potential candidates to the department where the student belongs. The selection committee composed of the chairman and the faculty members then selects one outstanding thesis/ dissertation for the department.

Theses selected for each department in both undergraduate and graduate levels are submitted to the head of the Research and Extension Services Unit office.

College/ Graduate Level

From all nominees in each department, the selection committee composed of the dean, department chairpersons and college research coordinator selects one outstanding undergraduate thesis for the college.

For the graduate level, the selection committee, composed of the dean, secretary and chairpersons, selects the best MS thesis and PhD dissertation for each graduate degree program.

Requirements for participation

The following are submitted to the chairman of the final screening committee not later than three working days before the meeting of the University/Campus Academic Council to approve the candidates for graduation:

One copy of the final manuscript, and five copies of the abstract and the summary, conclusions and recommendations.

Criteria for selection

The student theses shall be divided into six divisions, namely: Technology Feasibility Studies, Humanities and Social Sciences, EDP and Marketing Plan, Engineering and Nanotechnology, and Secondary school Divisions.

The following are the criteria for the selection of the best thesis award.

	Weight (%)
Originality (students original proposal)	30
Organization (Validity of approach and reliability of results)	30
Relevance/ significance (potential contribution to Countryside development considering its social, Economic and ecological impacts)	40

A cut-off point of 85 percentile for secondary and undergraduate levels and 90 percentile for graduate level for the above criteria will be maintained during the final selection. The candidates receiving the highest point which is equal or above the cut-off points are considered winners.

Incentives

All nominees for the best thesis are given a certificate of recognition.

During the university recognition program, the best thesis is awarded the following:

- Certificate of recognition
- Cash awards: Php 5,000 for doctoral
Php 4,000 for masteral
Php 3,000 for undergraduate
Php 2,000 for secondary

The cash awards can be sourced out by tapping sponsors or through the income generating unit of the university.

The abstracts of selected best theses are immediately published in the R and D Highlights. The full papers are published in the CvSU Research Journal.

Trainings/seminars for students

Departmental or college-based research/ extension paper presentation can be done for information dissemination.

IEC Materials Access and Library Services

The University Research and Extension Unit shall provide scientific literature services apart from regular library services where specialized commodity collection data and popular IEC materials can be accessed by interested users, through its University FITS Center.

Off Campus Field Practice on Development Projects

Apprenticeship/Field Practice can be done by graduate/undergraduate students in the barangay's covered by the University/Extension under the supervision of a faculty from the Extension Office/College (where the student come from) or DA-Cooperating agency.

FACILITY REQUIREMENT

Research Facilities

The center provides support for the faculty researchers in terms of its major research facilities and laboratories. The Central Experiment Station is the biggest facility of the Research Center which comprised of 4 ha. It houses the following shopwork building like Electronics, Electrical, Mechanical, Refrigeration and Airconditioning, Computer Technology, Welding and Fabrication, Automotive, Foods Laboratory, Garments, Drafting. Other facilities of the Center include the Central Science Laboratory for Chemistry, Physics, Biology and General Science .

Access/Use of R and E Facilities

The R and E facilities should be under the supervision and management of faculty with plantilla item, preferably those with regular teaching loads. Students can use facilities with minimal fees.

The R and E facilities can also be used to serve students technician laboratory test needs and needs of private/ commercial establishments with appropriate payments (e.g. use of machines, tools and equipment, etc.)

Guidelines in the Use of Research Facilities

Persons who can avail the laboratory facilities:

- Research and Extension Staff
- University/Campus Faculty, Staff and Students
- Non-University/Campus Personnel/Staff including Regional Consortium Member Institutions.
- Non-University/Campus Faculty and Students

A request letter signed by proper authorities shall be forwarded to Research Center for proper action.

University/Campus faculty members, staff and students are allowed to use the laboratory facilities upon recommendation of the department chairman subject to the approval of the director for research in consultation with laboratory in-charge

Undergraduate and graduate laboratory works may be allowed upon request of the Professor and recommendation of the department chairman subject to the approval of the director for research.

Non-University/Campus personnel including Regional Consortium Member Institutions are only allowed to use the laboratory facilities upon request of the head of the agency and approved by the Campus Dean, Director for Research, Extension, Continuing Education and Training Services and Director for Physical Plant and Facilities. Non-University faculty and students are allowed to use the laboratory facilities upon request of the head of the school and approved by the Campus Dean, Director for Research, Extension, Continuing Education and Training Services and Director for Physical Plant and Facilities.

Users are required to fill out a request form (Research Lab Form Nos. 1a & 1b) and sign in the logbook re: use of any equipment in the laboratory. The use of any laboratory equipment is only allowed with the supervision of the Laboratory in-charge.

Students conducting experiments for their theses/ dissertations are requested to provide their own chemicals/reagents and other materials needed. Faculty members undertaking undergraduate and graduate laboratory works are also required to provide their own chemicals/reagents and other materials, if necessary.

Users are required to report to the laboratory in-charge immediately after the completion of their works. The Laboratory in-charge should immediately inspect the laboratory facilities, particularly the equipment/instrument used.

Users must replace and repair any breakages of laboratory glassware's and damages done to equipment, respectively.

No users are allowed to perform laboratory works beyond office hours and during Saturdays and Sundays without the approval of the director for Research and supervision of the laboratory in-charge. A request form (Research Lab Form Nos. 2a & 2b) is provided for this purpose.

Users are required to observe cleanliness and orderliness in the laboratory facilities.

Laboratory Test/Analysis

Clientele is required to fill out a form (Research Lab form Nos. 3a & 3b) indicating specific tests/analysis requested for.

Clienteles requesting tests/analysis are charged based on the current approved cost of test/analysis.

Clienteles are requested to pay in cash through the University Cashier's Office. Requisiteness is requested to present the original receipt and submit copy of the same to the laboratory in-charge for monitoring purposes.

Research Lab/Shopwork Form No. 1a

Request form for the use of laboratory facilities

(For Campus faculty members, staff and students)

Request Number: _____

Date Requested: _____

Name of Faculty/ Staff/ Student: _____

Unit/ Department-College: _____

Inclusive Dates of Use: _____

Request:

_____ Use of Laboratory room Use of equipment
_____ Use of Glassware/s _____ others, please specify _____

Details/ Specification of Request:

Recommending Approval:

Department Chairman

Approved:

Director for Research

Research Lab/Shopwork Form No. 1b

Request form for the use of laboratory facilities

(For Non-Campus personnel; faculty members, staff and students)

Request Number: _____

Date Requested: _____

Name of Faculty/ Staff/ Student: _____

School/ Agency: _____

Inclusive Dates of Use: _____

Request:

_____ Use of Laboratory Room _____ Use of equipment
_____ Use of glassware/s _____ others, please specify _____

Details/ Specifications of request:

Recommending Approval:

Approved:

Department Chairman

Director, Research and Extension

Research Lab/Shopwork Form No. 2a

Request for Laboratory Facilities during Non-working Days

(For Campus faculty members, staff and students)

Request Number: _____

Date Requested: _____

Name of Faculty/ Staff/ Student: _____

Unit/ Department-College: _____

Inclusive Dates of Use: _____

Request:

_____ Use of Laboratory room

_____ Use of equipment

_____ Use of Glassware/s

_____ Others, Please specify

Details/ Specifications of Request:

Recommending Approval:

Department Chairman

Approved:

Director for Research

Section 4: Miscellaneous Provision

Users are required to sign in the logbook re-use of any equipment in the laboratory.

Users are required to report to the laboratory in-charge immediately after the completion of their work. The laboratory in-charge will inspect the equipment/ instrument used.

Any breakages of laboratory/glass wares and damages done to the equipment must be replaced and repaired, respectively, by the users.

No users are allowed to do their laboratory work beyond office hours and during Saturdays and Sundays without the Supervision of the Laboratory in-charge.

No equipment/ instrument is allowed to be brought out from the laboratory.

Users are required to observe cleanliness and orderliness in the laboratory facilities.

Linkages and fund Sourcing

Linkages with other agencies national and international have to be maintained for the R & D Projects of the University/Campus. The University/Campus shall be updated with the list of funding agencies together with their thrusts, rules and regulations in requesting for funds.

Linkages with international organizations shall likewise be established to enrich potential University/Campus.

Appendix 1:

LIST OF FACULTY RESEARCHERS AND RESEARCH ASSISTANTS

Faculty Researchers

Qualifications and Field of Specialization

Technology Researchers

1. Alvarez, Nestor M	MTE Machine Shop Technology
2. Dr. Britos, Evelyn T.	Doctor of Technology
3. Dulce, Nora N.	MTE Mathematics
4. Evangelista, Fedelita R.	MTE Food Technology
5. Evangelista, Nonilo G.	MA Electrical Technology
6. Medrano, Francisca A.	MA in Technology (Drafting)
7. Dr. Nepomuceno, Lucena C.	EdD Industrial Education Management
8. Lisama, Jose P.	
9. Lubong, Rodel B.	
10. Pascua, Lauro B.	
11. Santos, Ariel G.	MTE Administration and Supervision
12. Santos, Daisy A.	MA in Graphic Technology
13. Ventura, Elizabeth A.	MAT Food Technology
14. Zoleta, Nemrod M.	MTE Electronics

Science Research

Highest Degree Earned

1. Crucido, Norman	Doctor of Veterinary Medicine
2. Guanezo, Glen Lino G.	BS Biology
3. Lim, Bernadette F.	BS Physics for Teachers
4. Luseco, Marilou P	MA in Teaching Chemistry
5. Merced, Caridad S.	MAEd Biology
6. Palacios, Art S.	MA Biology (Non-Thesis)
7. Rodriguez, Janet L.	MA in Physics (Non-Thesis)

Social Science Researcher

Highest Degree Earned

1. Arcon, Elsa T.	MAEd Administration and Supervision
2. Berbie, Lucila C.	MTE Teaching English
3. Camia, Nerson I.	MA in Teaching Mathematics
4. Genuino, Cecilia F. Ph.D	PhD Applied Linguistics
5. Lisondra, Remedios G.	BSIE Physics
6. Luseco, Marilou P.	MA in Teaching Chemistry
7. Merced, Caridad S.	MAEd Biology
8. Quilapio, Ladylyn L.	MAEd Guidance and Counselling

Computer Technology

- | | |
|-----------------------------|---------------------------|
| 1. Arayata, Diane P. | BS Computer |
| 2. Boreo, Riza D. | BS Computer Engineering |
| 3. Estonilo, Christopher G. | BS Computer Science |
| 4. Lontoc, Julie Ann C. | BS Computer Science |
| 5. Maborang, Marvin P. | BS Information Technology |
| 4. Muyot, Allen John C. | BS Computer Science |
| 5. Nillo, Ma. Lourdez R. | BS Computer Engineering |

Management Studies

- | | |
|----------------------------|---|
| 1. Abad, Juvie B. | Master in Business Management |
| 2. Ambas, Arman M. | Master in Business Management |
| 3. Moncada, Lorna B. | Master in Economics |
| 4. Rodriguez, Elizabeth A. | Master in Business Management |
| 5. Tampes, Avelino C. Jr. | Master in Hotel and Restaurant Management |

Appendix 2

Research Proposal Format

CY _____

For use of Faculty Researchers and Research Assistance

RESEARCH PROPOSAL FORMAT

PART I. BASIC INFORMATION

TITLE

RESEARCHER

Name

Designation

Institution

Telephone Number

E-mail Address

IMPLEMENTING AGENCY

Lead Agency

Project Site

Duration

BUDGET

Total Budgetary Requirement

Total Approved Budget

PART II. TECHNICAL INFORMATION

RATIONALE

OBJECTIVES

EXPECTED OUTPUT

METHODOLOGY

REVIEW OF RELATED LITERATURE

BUDGETARY REQUIREMENTS

PROGRAM OF ACTIVITIES

LITERATURE CITED

Appendix 3

Research Proposal Evaluation Form 1

AGENCY IN-HOUSE REVIEW EVALUATION FORM

Appendix 4

AGENCY IN-HOUSE REVIEW

REPORT FORMAT FOR COMPLETED PROJECTS

Basic Information

Program Title

Project Title

Researcher(s)

Implementing Agency/ Station

Lead Agency

Cooperating Agency

Project Site(s)

Funding Agency(ies)

Duration (Definite Date)

Date Started

Date Ended

Financial Reports

Total Approved Budget P _____

Actual Released Budget P _____

Actual Expenditures P _____

B. Technical Report (Separate Sheet)

TITLE

ABSTRACT

I. Rationale

Review of Literature

Objectives (indicate % Accomplishment)

Procedure/ Methodology

Discussion of Results

Conclusion

VII. Recommendations

VIII. Bibliography (Standard Citation)

IX. Acknowledgement

C. Summary of Yearly Comments of Evaluators and Action Taken by Researchers

D. Problems Encountered and Recommendations.

Technical

Administrative

APPENDIX 5

AGENCY IN-HOUSE REVIEW

REPORT FORMAT FOR ONGOING PROJECTS

Program Title

Project Title

Researcher(s)

Implementing Agency/ Station

Lead Agency

Cooperating Agency

Project Site(s)

Funding Agency(ies)

Duration (Definite Date)

Date Started

Date Ended

Financial Reports

Total Approved Budget P _____

Actual Released Budget P _____

Actual Expenditures P _____

Budgetary Requirement for CY _____

Item	Current Year (Actual)	SOF	Y1 + 1 (Programmed)	SOF	Y1 + 2 (Proposed)	SOF
PS						
MOE						
Equipment/ Capital Outlay						
Total						

B. Technical Report (Separate Sheet)

Title

Rationale

Objectives (Indicate % Accomplishment)

Expected Output

Research Highlights

Procedure/ Methodology

Framework of the Study

Original Procedure/ Methodology

Change in Procedure/ Methodology (Cite Reasons)

Accomplishments

Previous Years

Year under Review

Problems met/ Recommendations

Justification for Continued Implementation

C. Plan of Activities for CY _____ (succeeding year)

TECHNICAL INFORMATION

A. RATIONALE

The rationale should contain the research problem, related studies/literature, supporting statistics, the significance of the research activity, the justification for conducting such activity, and its general objective.

The problem should be clearly stated. Supporting literatures should be limited to the significant data, studies or statistics published within the last 5 years. Technical terms and acronyms should be defined.

The rationale should be written in paragraph form. It should be brief and concise.

B. OBJECTIVES

The objectives should be related to the problem being addressed. The specific should be written in number bullet form, if more than one.

C. EXPECTED OUTPUT

Outputs should be enumerated

Outputs should be available

D. METHODOLOGY

Specify the project components (if applicable)

Should contain the details of the experiment so that it can be evaluated whether the methods are feasible and will achieve the objectives of the proposal

The following recommended to be included:

Factors in the experiment (variables)

Treatments to be used and layouts

Procedures: experimental design, replications, characteristics of experimental units (sites, number, area, etc.)

Statistical analysis

Specific management of the experiment (this include specific features about the management of the experiment that are not included in the treatments)

Cultural practices (i.e. land preparations, pest control, weed control, fertilization, etc.)

E. REVIEW OF RELATED LITERATURE

This contains a thorough review of existing literature on problems of similar nature. It provides concepts and approaches to the proposal. It also identifies gaps in existing knowledge, helps determine whether the possibility of duplication.

F. BUDGETARY REQUIREMENTS

The budget requirements include the following:

Personal Services (PS) – total requirement for wages, honoraria, additional hire and other personal benefits.

Maintenance and Other Operating Expenses (MOOE) – total requirements for supplies and materials, travel expenses, communication and other services.

Capital Outlay (CO) – total requirement facilities and equipment needed by the project.

G. WORKPLAN

A tabular matching of objectives per study, expected outputs per objective, and activities per output organized in Gantt Chart. Each activity for an expected output is viewed against time for its conduct and completion (see attached form).

H. LITERATURE CITED

This includes the list of papers cited in the proposal to serve as reference for the reviewer. It must be arranged alphabetically by author and year following the standard format.

APPENDIX 6

For Use of Consortia Coordinator/ Agency Director of Research

AGENCY IN-HOUSE REVIEW

Agency

SYNTHESIS FORMAT

Session: _____

Summary of Project Status by Sector

Status of Project	NUMBER OF PROJECTS	
	Programmed for	Actually Presented
I. Ongoing For continuation For suspension For termination Others (please specify)		
II. Completed With terminal reports Without terminal reports		
TOTAL		

Summary of Project by Development Zone

STATUS OF PROJECT	NUMBER OF PROJECTS	
	Programmed for	Actually Presented
I. Ongoing For continuation For suspension For termination Others (please specify)		
II. Completed With terminal reports Without terminal reports		
TOTAL		

Summary of Technology Status

CLASSIFICATION OF TECHNOLOGY	NUMBER	
	Current Status	Recommended Status
Technology Generation (TG) Technology for Adaptation (TA) Technology for Verification (TV) Technology for Dissemination (TD) Information for Dissemination (ID)		

List of Technology for Adaptation, Verification and Dissemination

Other Significant Findings

Problem Areas that Need New or Further Technology Generation Work

G. Problem Met/ Recommendations

Appendix 7

For use of Agency Director of Research

Consortia Secretariat/

Specialist/ Evaluator

AGENCY IN-HOUSE REVIEW

AGENCY: _____

COMMODITY STATUS REPORT

Research Title/ Leader(s)

RDMIS Code

Implementing Agency

Cooperating Agency

Funding Agency

Duration (Definite Date)

Objectives

Status of Technology (Please encircle letter and specify the probability of success and ceiling level of adoption of technology.)

For dissemination

For adaptation

For verification

Potential technology

APPENDIX 8

AIHR Form 2

Evaluators' Recommendations/ Remarks on the Papers presented.

Sector/ Commodity/ Title/ Researcher(s)	Classification R/D	Comments/ Recommendations	Remarks	With Hard Copy
SECTOR 1 1. Commodity 1 Project 1 Project 2				
SECTOR 2 1. Commodity 1 Project 1 Project 2				
SECTOR 3 1. Commodity 1 Project 1 Project 2				

* please indicate recommended action on the project, whether for continuation, completion, termination, suspension or extension.

** please indicate if hard copy of paper was provided to the Consortium Secretariat

PURCHASE REQUEST					
CAVITE STATE UNIVERSITY					
Department		PR No.		Date:	
Section		SAI No.:		Date:	
Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost

Purpose

Requested By: Signature Printed Name Designation		Approved by: Dr. DIVINIA C. CHAVEZ President
---	--	--

Appendix 10

Canvass Form

Republic of the Philippines
CAVITE STATE UNIVERSITY
Indang, Cavite

Ref. No. _____

CANVASS FORM

Sir/ Madame:

Please quote your lowest process to the government on the following items:

All quotations submitted to this office are considered as offer to the items specified above of the prices opposite thereon. In the event that the offer is accepted, a purchase order for the items above will be sent to the dealer concerned advising them of such acceptance, period of delivery and the availability of funds for the purpose.

Goods/ supplies are subject to inspection by the author of her/ his duly authorized representative subject to auditing requirements.

This office hereby reserve the right to reject any or all offer or accept such offer which are considered most advantageous to the government.

Submission of price quotation should be made on or before _____ at the supply office.

CANVASS BY: _____

Very truly yours,

Irish Joy A. Navarrete
Incharge, Supply Office

THE SUPPLY OFFICER:

We are pleased to quote our lowest proces of the items above the foregoing conditions at forth.

Signature of Dealer

Date

Name in Print

APPENDIX 11

PROPOSED TITLE: FACULTY AND STUDENTS RESEARCH CAPABILITY
ENHANCEMENT PROGRAM.

PROPONENT: RESEARCH AND EXTENSION SERVICES

IMPLEMENTING AGENCY: CAVITE STATE UNIVERSITY

INITIAL BUDGET: 1 Million Pesos (initial year of implementation)

INITIAL YEAR OF IMPLEMENTATION: FIRST SEMESTER, ACADEMIC YEAR 2004-2005

RATIONALE:

Research is one of the functions of the University and all Colleges, including those of the campuses are expected to be involved in its conduct.

The AACUP guidelines in accrediting academic programs of colleges and universities also look at the kind of research outputs the colleges are producing during the time of evaluation.

Faculty members who serve as thesis advisers have no continuing research project(s) in spite their potential in proposing and implementing researchers along their fields of specialization and experiences.

Thesis in the graduate and undergraduate levels as well as in the laboratory school are expensive and need some forms of financial support in pursuing student's researches with improved quality of output.

Faculty research project may also accommodate and fund thesis of students.

Students and faculty members need to expose and be more confident and in coming up with quality of outputs.

There is need for the colleges to identify workable and doable research thrust, agenda and program that will serve as guide in implementing the research activities of the university.

For these activities, the university has a starting capital of one million pesos for the research project of the colleges.

¹ prepared and submitted by SIMEON S. CRUCIDO, Vice President for Research and Extension and Professor V, Cavite State University, Indang, Cavite for discussion by the Administrative Council and Approval of the University Board of Regents. April 2004.

Approved by the BOR per Resolution No. 75, S. 2004. December 9, 2004 (Signed by Gloria L. Martonito, Board Secretary V)

OBJECTIVES

General Objective:

To provide direction and guide for the conduct of faculty and students research in the university.

Specific Objectives:

To increase the level of participation of faculty members in conducting research in their respective colleges;

To provide some forms of assistance for the graduate, undergraduate and laboratory school's research projects;

To increase the number of technical papers/ articles for publication in the university research journal;

To satisfy the requirement of each college in AACCUP accreditation;

To produce quality research output that could be transformed into a material that is useful to the university's various clientele; and

To satisfy SUC leveling requirements.

Organization and Management

Each college/ Campus shall organize a research team to be headed by the college/ campus Research Coordinator that will formulate and update Research Development (R&D) agenda and program for their respective disciplines. All faculty members serving as advisers of thesis students have to qualify as members of the Research Team.

All Researchers shall be directly supervised by the Dean of the College but will be regularly monitored by the Research Center, through the Director or his/her representative(s).

The college shall designate appropriate faculty members who will implement the Research projects through a special job order that will be recommended by the Dean and The Research Director and approved by the University President.

Only studies to be jointly conducted by faculty members and students shall qualify for assistance under this program.

Coordinative research shall be considered among colleges/ campuses provided the project falls within their thrust/ agenda and program.

A monitoring and Evaluation Committee shall be created to monitor, review and evaluate on-going and completed projects.

All R&D activities require the support from all units of the university, including the Administrative and Support Services.

A university intellectual Property Rights Officer shall be designated by the President to work on issues pertaining to the Intellectual Property Rights (IPR) of products/ process developed through research.

Mechanics and Implementation

Agenda/ program/ project/ study Setting and Prioritization

The college/ campus shall prepare a research agenda/ program that corresponds to their academic offerings. The R&D Agenda/ Program should be prepared by assessing the current problems and issues of the industry. The R&D Agenda/ Program of each of the colleges/ campuses shall be reviewed and evaluated by the Research Council for approval of the Administrative Council and the board of Regents.

All approved R&D Agenda/ Program will be consolidated by the Research Center and shall become the University's R&D Agenda and Program.

In the Absence of a more comprehensive research agenda/ program for each of different colleges/ campuses, the university recommends those that are represented in Annex "A".

Short term applied or practical researches shall be conducted as a component of a long term project.

Only student thesis conducted in conformity with the approved research thrust/agenda of the university shall qualify for assistance under this program.

The faculty researchers who will be designated as project leaders shall prepare a research project proposal by following the format prescribed by the university (Annex "B"). For student thesis, an outline shall be prepared by the student by following the prescribed style and format for the College and/or the University.

Screening and Evaluation of the Research Proposal.

The proposal prepared by the faculty members shall be initially reviewed and evaluated by the College/Campus Research Team (activity flow in Annex "C").

For student thesis, an outline shall be reviewed and evaluated during the thesis defense by the guidance Committee and one representative of the Research, Extension, Continuing Educational and Training Services (RECETS) Council to be designated by its chairman.

All proposals that have passed the review and evaluation of the Research Team shall be endorsed by the College Dean to the RECETS Council for final evaluation, through the Vice President for Research, Extension, Continuing Education and Training Services. The Review and evaluation shall be conducted to determine 1) relevance, 2) usefulness, 3) quality, 4) viability and technical feasibility 5) impact and social acceptability and 6) global competitiveness of the proposed project(s).

Each college campus shall submit to the RECETS Council list of students with the title of their approved thesis (by project) for endorsement to the Administrative Council and for the approval of the University Board of Regents.

Budget Allocation

Every year, the university shall allocate funds (1 to 3 million pesos) to fund research priorities of the colleges in the main campus. The branch campuses, through their Deans shall also allocate funds for their identified priority R&D agenda/ program.

Funding shall be allocated in accordance with the number of approved programs/projects/studies for each of the disciplines, e.g. Agriculture; engineering; education; Economics, Management and Development Studies; Physical and Health Services, etc. the college through the research team shall schedule the allocation of funds to the projects based on priorities.

All colleges are required to avail of the funding under this proposal for student theses that will be jointly conducted by the faculty advisers and their advisees.

When approved, the Research shall be funded by the university. A project can accommodate students research with a minimum amount of Php 25,000.00, from the research fund of the university and the remaining balance shall be shouldered by the student.

If the total budgetary requirement of a student thesis is lower than Php 50,000.00, only 50% of the total project shall be provided by the University.

The funds will be allocated for the maintenance and other operating expenses (MODE) of the project.

All requests for the purchase and/or use of the university funds for this purpose shall conform to the existing government and accounting and auditing rules and regulations.

Implementation

The proponent(s) shall start implementing the project/study soon after receiving a notice to commence and an approved special order from the Office of the President (OUP)

The proponent shall notify the Research Director with the office of the Vice President for Research, Extension, Continuing Education and Training Services, Vice President for Administrative and Support Services, Financial Management Director, Vice President for Academic Affairs and the OUP copy furnished of the date the project officially started.

Monitoring and Evaluation

All on-going and completed researches shall be monitored, reviewed and evaluated quarterly while the completed projects shall be finally reviewed and evaluated by the research monitoring and evaluation committee;

The college/campus Research Coordinator with the permission from the Dean shall schedule for and conduct an Annual Research In-House Review of all on-going and completed Research.

During the review, the project/study leaders of all on-going projects/studies shall prepare a progress report using format prescribed for the purpose (Annex "D"). a terminal report and a technical paper shall be prepared and submitted by the project/study leaders on completed project (Annex "E").

The project/study leaders shall be required to present the progress of the on-going projects/ studies and the final results of the completed projects/studies.

The evaluators shall make a written report about the results of the evaluation, including a recommendation for the on-going research project or study. For completed projects/studies the evaluators shall make recommendation that will help improve the manuscript.

Publication

Technical papers shall be written from the results of the project/ study and will be submitted to the CvSU Research Journal's Editor Committee for publication.

Articles written from the results of the student's thesis shall have the student(s) as the major author and the faculty adviser as a co-author. This holds true even if the final form of the article was written by the faculty adviser.

Intellectual Property Rights (IPR)

Patented fabricated equipment or any form of patented product was developed from student thesis with 50% funding from the university shall be a joint ownership of the author(s) and the university. When commercialized, the author(s) and the faculty adviser shall have an equal share from the 70% of the royalty while the remaining 30% shall go to the university.

Registration for copyright and patenting of products or equipment developed from research shall be the joint responsibility of the author and the university through the IPR Officer.

Commercialized patented equipment/ product that was produced from a faculty research project shall be jointly owned by the author and the university.

The author shall be entitled to 60% of the royalty while the remaining 40% shall go to the university.

The amount earned by the university in the form of royalties shall be placed in a trust fund and shall be used to fund future faculty and student research projects.

Workload Credit

The involvement of faculty members to actual operation of the colleges/campuses or the university shall be credited to a research workload with the corresponding credit points earned for the semester (Annex “D”)

Effectivity

This shall take upon the approval of the University Administrative Council and the Board of Regents.

APPENDIX 12

PROTECTING THE INTELLECTUAL PROPERTIES OF CAVITE STATE UNIVERSITY

I. Rationale

Republic Act No. 8293, otherwise known as the Intellectual Property Code of the Philippines, states that:

“The State recognizes that an effective intellectual and industrial property system is vital to the development of domestic and creative activity, facilitates transfers of technology, attracts foreign investments, and ensures market access for our products. It shall protect and secure the exclusive rights of scientist, investors, artists and other gifted citizens to their intellectual property and creations, particularly when beneficial to the people.”

With the various intellectual properties (IP's) developed in the university such as the Aguinardo Blend Coffee, processed products, design for biogas digester and innumerable research outputs being presented for public consumption, a few of them were able to acquire protection. The biogas digester was just recently granted a patent, while research except for some that were able to acquire ISBN registration from the National Library. Therefore, the university must develop a system for protecting economically viable properties to maximize gains that could finance more researches in the future.

II. Definition of Terms

“Copyright” is the protection extended to expressions and not to ideas, procedures, and methods of operations or mathematical concepts as such. Such expressions may be in the forms of literary, scholarly, scientific and artistic works.

“Intellectual Property or IP” is an asset that possesses commercial value which can be exploited to generate revenue. IP value lies in its utilization, not existence.

“Intellectual Property Rights or IPR” refers to the entitlement and enjoyment of the attributes of ownership over intellectual properties. IPR consists of: a) Copyright and related rights; b) Trademarks and Service Marks; c) Geographic Indications; d) industrial Designs; e) Patents; f) Layout-Designs (Topographies) of Integrated Circuits; and g) Protection of Undisclosed Information.¹ IPR shall likewise include plant varieties and animal breeds.

“Patent” is a grant issued by the Philippine government giving an inventor the right to exclude others from making, using, setting, or importing the product of his invention within the Philippines in exchange of his patentable information or disclosure.

“Patentable inventions” means any technical solution of a problem in any field of human activity which is new, involves an inventive step and is industrially applicable, which may be, or may related to a product, or process, or an improvement of any of the foregoing.²

“Plant Variety” means a plant grouping within a single botanical taxon of the lowest known rank which can be defined by the expression of the characteristics resulting from a given genotype, or combination of genotypes, distinguished from any other plant groupings by the expression of at least one characteristics and considered as a unit with regard to the suitability for being propagated unchanged. A variety may be represented by seed, transplants, plants, tubers, and tissue culture plantlets.

“Prior art” Everything made available to the public by means of a written or oral disclosure, by use, or in any other way, before the filing date or the priority of the application claiming the invention. Prior use which is not present in the Philippines, even if widespread in a foreign country, cannot form part of the prior art if such prior use is not disclosed in printed documents or in any tangible form.

III. Objective

To establish a system protecting the intellectual properties (IP's) or results/products generated through researches conducted in the university.

IV. Strategy

The university shall establish an IPR Office that covers all intellectual property protection activities and provide trainings/ seminars to researchers to increase awareness on IPR. The IPR Office will be divided into two sections, each having IPR Assistants, one for patentable IP's and the other for publishable IP's.

The IPR Officer will work under the Office of the Vice-President for Research, Extension, Continuing Education and Training Services (RECETS), and is tasked to identify, protect and exploit commercially on the University's behalf the intellectual property rights generated by the University's researchers.

¹ Section 4, R.A. 8293 (1998); TRIPS

² Section 21, R.A. 8293 (1998)

The IPR Officer will be involved in identifying and protecting the University's intellectual property rights and in conforming to existing systems in managing, recording and tracking the progress of intellectual property applications and commercialization of the property. The IPR Officer will be required to work in close coordination with both research and academic units of the University to identify research results and intellectual property rights with commercial potential. In this capacity the IPR Assistants will be responsible for applying for and liquidating cash advances accrued during the applications and payment of other fees pertinent to the application. Where necessary the IPR Officer will work with the University's legal advisers.

The IPR Officer and IPR Assistants will be provided with appropriate external training to ensure that they can become competent in all aspects of the role.

Other responsibilities include the following:

Formulate, propose and implement governing guidelines in patenting/ copyrighting research results in the University.

Deal with agencies requesting for commercialization rights for patented/ copyrighted materials from the university, enter into licensing agreements and manage the payment of royalties.

Monitor violations and persecute violators for patents/ copyrights issued to the university.

V. Implementation

The CvSU-Intellectual Property Office (CvSU-PIO) shall head two units, Patentable IP Unit and Publishable IP Unit, each having IPR Assistants and will work in consultation with the legal authority of the University.

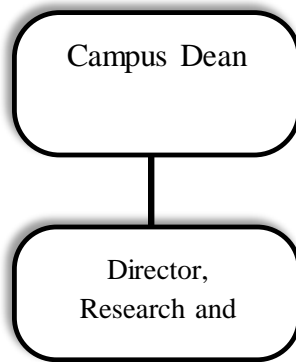


Figure 1: Proposed Organizational Set-up of the IPR Office

Intellectual properties generated through the university researches shall be jointly owned by the researcher and the university. Sharing of the royalties will be at 70% for the researcher and 30% for the university.

A 5% cut from the royalty share of the researcher shall be placed in a trust fund for future research projects, travels, attendance to conferences of the respective researcher.

Registration/ processing fees for patents/ copyrights shall be shouldered by the university.

All research outputs, patentable/copyrightable or not, shall be reported to the CvSU-IPO and Shall only be presented/published for public consumption if, and only if, a written permit from the CvSU-IPO has been granted to the researcher.

Licensing agreements, before being entered into shall be reviewed and approved by the University President and Board of Regents.

VI. IPR Application Process Flow (University Level)

A. Patents (filing fee, PhP 3,636.00, until 4 years after publication of patent, annual fees on each subsequent anniversary) *validity: 20 years from filing date.

The Researcher submits the terminal report to the University Research Center.

The IPR Officer and the Research Center Director periodically submit technologies for patentability evaluation to the Vice President for RECETS.

If approved, the researcher is asked to fill up Patent Application Form and submit necessary documents to the IPR Officer.

The IPR Officer applies for cash Advance that would cover expenses for the application including, but not limited to, filing fee, photocopying fee, transportation and travel allowances, etc.

As the cash advance is released, the application will be filed at the:

INTELLECTUAL PROPERTY PHILIPPINES

IPO Building

351 Sen. Gil Puyat Ave., Makati City

Other documents and fees, as the need arises, related to the application will be accomplished, submitted and paid promptly by the IPR Officer.

B. Copyrights (registration fee: PhP 150.00)*validity: lifetime + 50 years

Register and deposit two (2) copies each to:

- i. National Library Copyright Division
- ii. Supreme Court Library

VII. Potential IP's developed in Rosario, Campus

IP	Classification	Year	Author	Unit/College/ Campus
1. Solar Street	To be Patented	2013	Mr. Nemrod M. Zoleta	Technology Department
2. Energy Source from Stationary Bicycle with Alternator	To be patented	2013	Mr. Nemrod. M. Zoleta	Technology Department
3. Multi-type Solar Adoptor	To be Patented	2013	Mr. Nonilo Evangelista	Technolgy Department
4. Solar Powered Megaphone	To be Patented	2013	Mr. Nonilo Evangelista	Technology Department
5. Students Guide in Manuscript Writing	Copyright	2013	Dr. Cecilia F. Genuino	TED
6. Softwares, Computer Programs, etc.	Copyright	---	Students and Faculty	CEIT
7. Research Results, articles, journals, theses, presentation, photographs, leaflets.	Copyright	---	Students and Faculty	All

Appendix 13

Research Thrusts/ Agenda Program by Discipline:

1. Industrial Technology

- Invention and Promotion of Technology Develop Gadget Product
- Development and generation of simplified technology tool or gadget.
- Marketability of developed tools and gadget
- Leveling up of tools and equipment in shopwork to that of the industry
- Policy analysis, formulation and implementation in development and generation of tools.

2. Computer Engineering and Computer Science

- Software and hardware development and evaluation
- Computer technology generation
- Information technology research projects
- Computer program modeling of Rosario Campus with possible connections in the industry and other satellite campuses.
- Web interfaces
- Bioinformatics
- Multimedia application
- Convergence technologies
- Data warehousing

3. Socio-Economics

- Models of development programs
- Credit and Financing schemes
- Market Economics
- Consumer economics
- Production economics
- Technology Delivery System
- Monitoring and Impact Assessment
- Entrepreneurship
- Aspirations and value orientation
- Employment opportunities
- Leadership patterns and styles
- Policy analysis, formulation and implementation
- Gender and development
- Cultural traditions, customs and beliefs

4. Education

- Curriculum assessment, development and enhancement
- Teaching competencies and effectiveness
- Instructional materials development
- Performance evaluation of CvSU-Rosario graduates
- Evaluation of student services
- Graduate tracer studies
- Practice teaching and employability of graduates

- Family orientation and performance in all school levels
- Studies on school dropouts.
- Comparative studies on the performance of working and full-time students in college
- Percentage passing in licensure and other related examinations through the CED programs
- Special education
- Analysis of student's perception about their course and the factors affecting their academic performance.

5. Health and Nutrition

- Governance
- Health Regulation
- Health Service Delivery
- Health Education
- Health Technology Development

6. Economics, Management and Development Studies

- Supply-demand and trade analysis
- Enterprise sustainability and profitability
- Product-matching studies
- Socio-economic profiles of students and graduates of CvSU-R

7. Arts and Sciences

- Climate Change
- Systems biology (modeling,

REFERENCES:

1. Research Operation Manual, Cavite State University-Indang, Cavite
2. Research and Extension Operation Manual, Mindanao State University, Mindanao

Appendix 14

**CAVITE STATE UNIVERSITY-ROSARIO
ROSARIO, CAVITE**

**RESEARCH AND EXTENSION SERVICES UNIT
(RESU)**

**UNDERGRADUATE
THESIS GUIDELINES
2012-2013**

**(A Proposed Systematic Flow of Activities for
the Conduct of Student Research)**

**CAVITE STATE UNIVERSITY
ROSARIO CAMPUS
RESEARCH AND EXTENSION SERVICES UNIT**

**CECILIA F. GENUINO, PhD
Campus Dean**

**MRS. CARIDAD S. MERCED
Director, RESU**

**MRS. LADYLYN L. QUILAPIO
Coordinator, Student and Faculty Researches**

**MS. JANICE G. DULCE
Coordinator, Monitoring and Evaluation**

**MRS. KRISTINE JOY RONQUILLO-MONILLAS
Coordinator, Field Operations and Training**

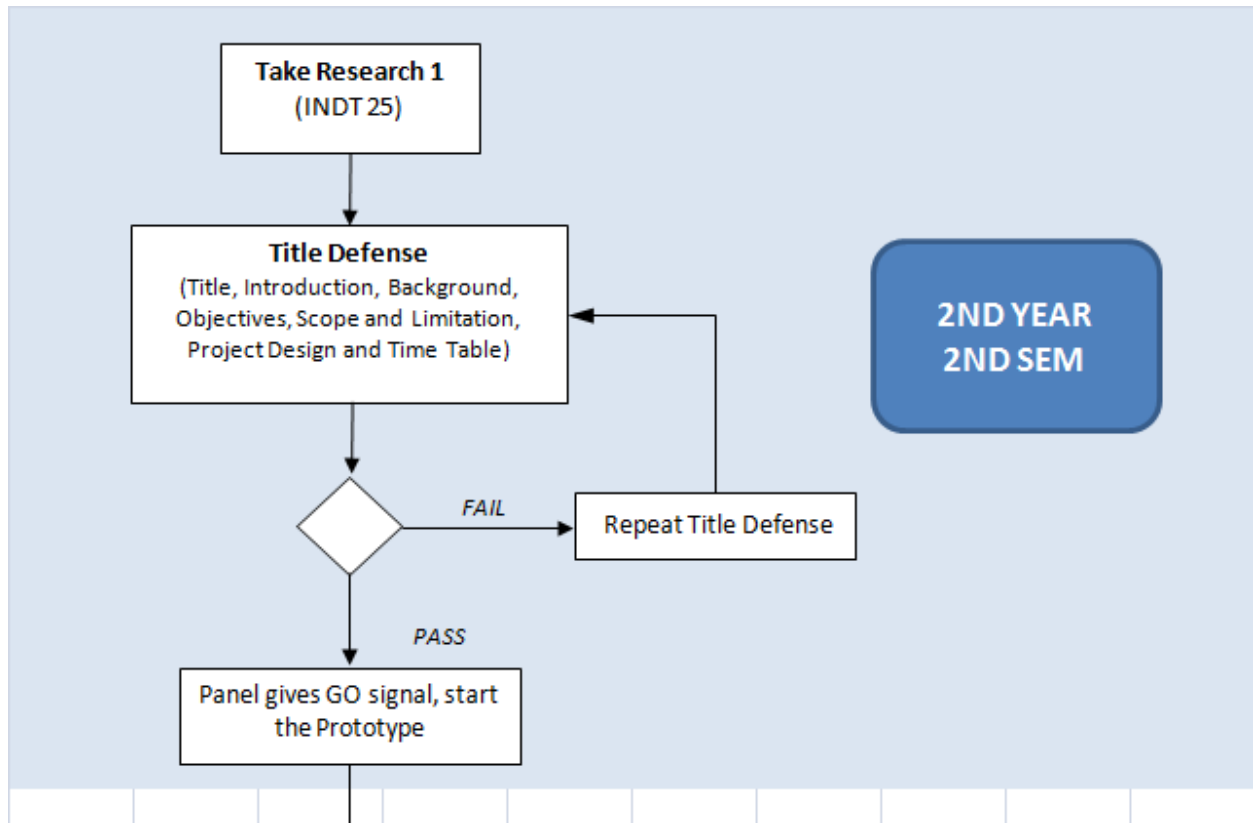
**MS. EMILY BANEZ-SORIANO
Coordinator, Publication and Linkages**

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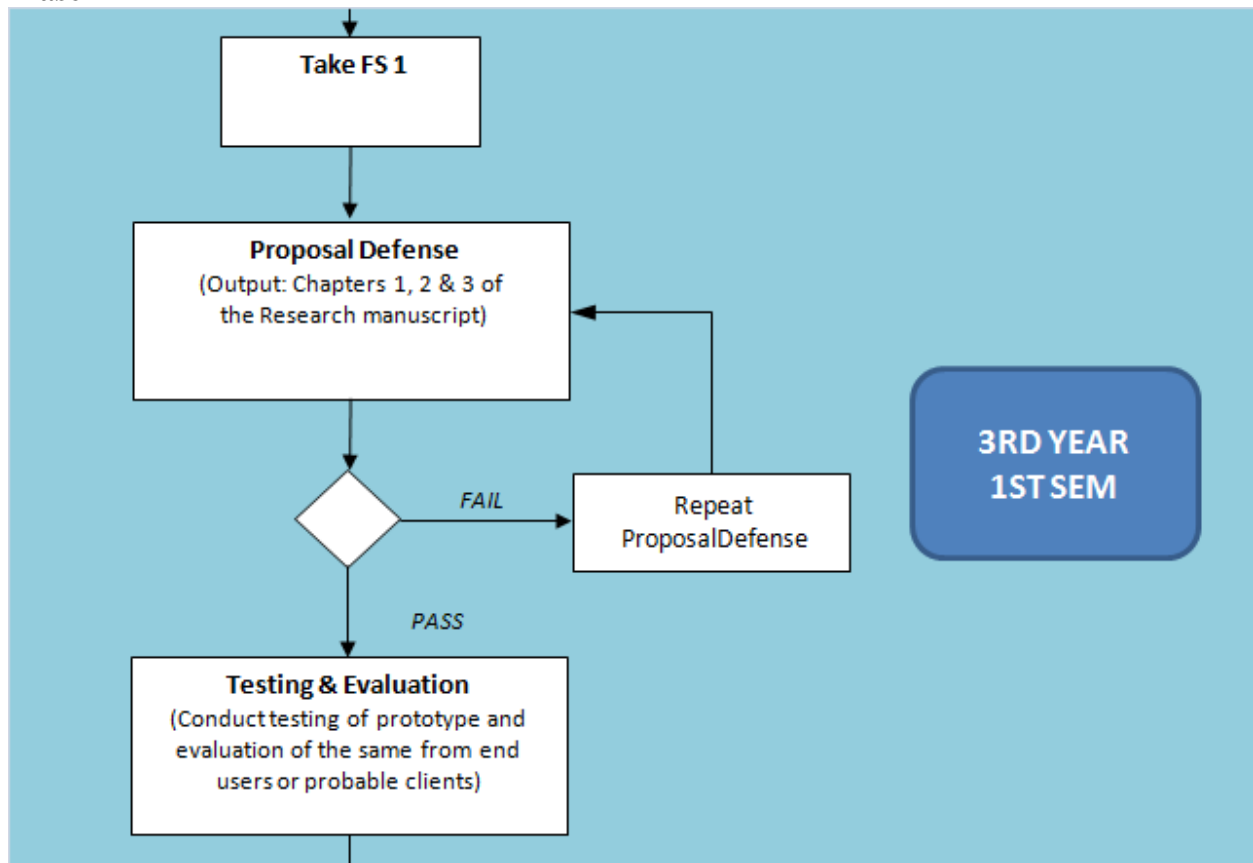
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RESEARCH WRITING FLOWCHART OF ACTIVITIES

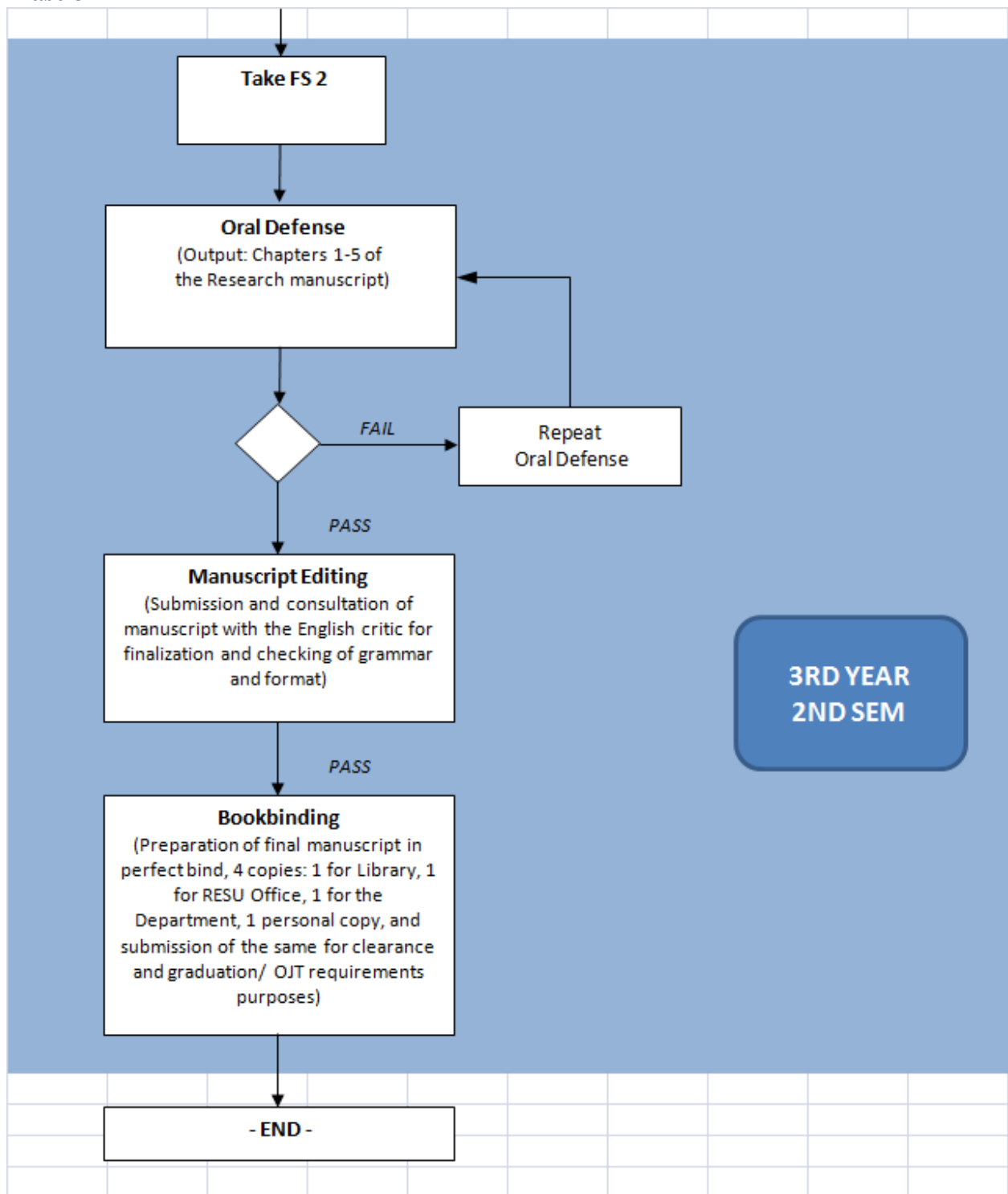
Phase 1



Phase 2



Phase 3



SELECTING THE THESIS ADVISER

The students are given the freedom to choose their thesis adviser and technical critic. The selection of the adviser starts as early as the proposal writing stage (INDT 25). The INDT 25 Professor should be the one to initiate the selection of thesis adviser at the onset of the course. In the selection of adviser, the following must be considered:

- Choose a person the student are comfortable working with; and
- Ensure that the adviser has expertise and competency on the thesis topic.

Advisers are required to actively participate during the proposal writing stage. They should allocate time for consultation of their advisees.

Pool of Advisers

The Research and Extension Services Unit (RESU) under the guidance of the RESU Director shall prepare a list or pool of thesis advisers. They are faculty members of the various units or departments who can and are able to participate in the conduct of thesis writing. The faculty members who shall serve as thesis advisers are holders of a Masters Degree in their fields of specialization. The selection of adviser for the thesis project will be limited to those faculty members of Cavite State University -Rosario. Appointment of advisers from other universities or campuses will not be allowed.

TERMS OF REFERENCES

The following section describes the terms of reference of those individuals who are deemed responsible for the duration of the entire exercise. This also describes the scope of their duties and responsibilities:

Thesis Student

The thesis students are those who are duly enrolled in INDT 25 (Methods of Research) and F1 and F2 (Thesis Writing and Reporting). These students are deemed responsible for writing their thesis and accountable for necessary payments. Specifically, the following are their responsibilities:

- a. Enroll, attend and satisfy the academic requirements of INDT 25, F1 and F2 research classes;
- b. Regularly consult with their thesis adviser and technical critic;
- c. Promptly submit on time all the requirements set forth in these guidelines;
- d. Promptly revise and edit the manuscript as suggested by the English critic per reading; and

- e. Shoulder the expenses related to the conduct of the research which may include thesis fee, editor's fee, statistician's fee and the like.
- f. Ensure that the proper forms, routing slips and relevant paperwork are accomplished for monitoring.

Thesis Adviser

The following are the duties and roles of the thesis adviser:

- a. **Provide guidance and direction in the conduct of the research of the thesis students including the assembly of prototype (when applicable, for feasibility studies).** The participation of the adviser starts from the proposal stage up to the final revision of the manuscript. The adviser shall guide the thesis student/advisee in the conceptualization and design of the research and regularly meet or confer with his or her thesis students/advisees. The adviser may refer advisees to experts for technical consultation. He/she can also suggest content for, but not limited to, the following: research topic, framework, methodology, literature available for the research topic and the like.
- b. **Review the manuscript for coherence, errors and corrections.** The adviser must review the research manuscript of his/her advisees and check the logic and coherence of the report, its relevance to the conceptualization of the research problem and interpretation of results. The adviser can guide the students on the proper formatting, style and statistical aspects of the study. However, the checking and review of errors is limited to technical details and not grammatical errors.
- c. **Closely supervise and monitor the progress made by the advisee about procedures and deadlines.** The deadline for review purposes of the adviser is at the discretion of the adviser, however, it is important to give consideration to defense schedules set by the RESU. The manuscript should be ready two (2) weeks before the scheduled defense, and the adviser must determine first whether the manuscript and his/her advisees are ready for the oral defense.
- d. **Endorse the manuscript for final defense.** Once the adviser ensures that the manuscript is ready for defense, and the technical critic determines that the developed prototype is functional, the same should affix his/her signature in the recommendation form, thereby recommending the student for proposal and oral defense. A sample copy of the recommendation form is given in the Appendix section of this booklet. It is within the sound discretion of both the adviser and technical critic to determine whether the research manuscript is ready for proposal or oral defense. During the defense, both the adviser and technical critic must be present.
- e. **Maintain contact and coordination with the advisees until the submission of the revised final manuscript.** In the final revision, a routing slip must be accomplished every time the manuscript comes in and out of his/her responsibility.
- f. **Participate in grading and evaluation of advisees.** On the proposal stage, the grade of the student will come 100% from the thesis adviser. On the defense stage, the adviser's grades account to 75% percent of the final grade of the advisees for the subject. The

remaining 25% will come from the grade of the panel during the oral defense. The grade should be turned over by the adviser to the thesis subject professor so that the latter can calculate and provide the overall final grade together with his/her grade and the grades given by the members of the defense panel.

Advisers are to compute and release the student grades for Feasibility Study 1.

- g. **Inform RESU if there had been any advisees who have been inactive for about one semester.**

Technical Critic

- a. **Provide guidance and direction in the design and lay-out of the prototype.** The participation of the technical critic starts as the students begin the development of the concept and design of the gadget/equipment they desire to develop. He/she may suggest the following, but not limited to, prototype, its framework, and methodology.
- b. **Evaluate the prototype for errors, technical improvements and/or required corrections and ascertain that the thesis/feasibility meets the standard of excellence.** The technical critic and the thesis adviser shall work hand-in-hand with the thesis adviser in the checking and evaluation of the prototype during the course of the development and assembly. He/she may guide the thesis students/advisees on the lay-out and technical planning procedure of the prototype and provide additional recommendations for the improvement of the thesis/feasibility.
- c. **Participate in the Oral Defense.** The thesis adviser and technical critic must be present during the conduct of the defense. However, the technical critic and the thesis adviser should make certain that the thesis/feasibility is indeed ready before the scheduled defense date.

Faculty and Student Research Coordinator

- a. Provide direction in the conduct of the Student Research Writing in consultation with the Director for RESU;
- b. Set deadlines and schedule of defense sessions;
- c. Inform of new guidelines and other related tasks;
- d. Consolidate and release student grades in oral defense.

Panel Members

The participation of the panel members starts on the day of the oral defense. Three members are required to form a panel to be headed by a chairman of the panel.

- a. **Read the draft manuscript before the scheduled date of defense;**
- b. **Help students by raising substantial questions** to assess the student's research competence and depth of knowledge of their selected topic;
- c. **Provide recommendations or suggestions for the improvement of the study.** These changes and improvements should be written in the manuscript they received to be returned to the students after the defense;

- d. **Issue grade during the oral defense.** The grades should be given immediately after the deliberation following the defense, to be computed by the chairman of the panel and collected by the RESU representative; and
- e. Accomplish the routing slip every time the paper comes in and out of his or her responsibility.

English Critic

The English Editor is a faculty member who is grammatically competent, knowledgeable of the thesis problem or field of study, undergone training and seminars on CvSU form and style, passed the standardized exam in English Proficiency and accredited by the University English Critic Accreditors. The following are the roles of the the English critic.

- a. Edit the form, style and grammar of the manuscript following the CvSU guidelines.
- b. Make sure that the editing corrections on the first reading are incorporated in the second draft.
- c. Coordinate with the paper adviser and technical critic for technicalities (if necessary)
- d. Get the official receipt number from the student to make sure that the editing fee is settled (for clearance purposes).
- e. Certify that the manuscript is ready for book binding.

Statistician

The statistician is an individual whom the students may consult regarding the statistical aspects of their study. A statistician must have a working knowledge of any statistical package and preferably knowledgeable of the thesis problem/ field of study.

Financial Analyst

Some study would require the need for financial analysis. For these, the students may consult with a financial analyst. A financial analyst is an individual who have experience in financial management and analysis and preferably a major of Accounting.

FEES/REMUNERATION

The persons directly involved during the course of the thesis writing exercise, will be remunerated as follows:

- | | |
|----------------------|---|
| 1. Adviser - | PhP1,500 |
| 2. Panelists - | PhP 300 @ 3 panelists per oral defense
= Php900 per oral defense |
| 3. Technical Critic | PhP 800 |
| 4. English Critic | PhP 20/page |
| 5. Statistician | |
| a) Consultation | Php 500 |
| b) Analysis | Php 1,000 |
| 6. Financial Analyst | |
| a) Consultation | Php 500 |

For other details, refer to the Schedule of Fees stipulated in the Student Guide in Manuscript Preparation, OVPAA, 2010

ORAL DEFENSE

On the day of the defense, the following should be observed:

- ✓ The oral defense is scheduled in advance and shall proceed as scheduled. Students are expected to be at their assigned room 15 minutes before the time.
- ✓ The students should ensure that multimedia devices are available during their defense schedule. The 15-minute grace period should be enough for the preparations and setting up of equipment. The duration for the entire exercise would average around 1 ½ hours which will cover 20 minutes of presentation and 70 minutes interpolation, question, and answer.
- ✓ The following parts of the thesis should be discussed or presented within the 20-minute period. However, if deemed necessary, the students may emphasize other parts of the study not provided in the list (eg. Marketability of product, socio-economic assessment)
 - Brief introduction
 - Statement of the Problem
 - Theoretical/Conceptual Framework
 - Methodology
 - Summary, Conclusions, and Recommendations
- ✓ The panelists will grade the student based on the following criteria with their corresponding weights:

FOR FEASIBILITY STUDY

<i>Accuracy and Content</i>	<i>60%</i>
<i>Testing and Evaluation of prototype</i>	<i>30%</i>
<i>Presentation</i>	<i>10%</i>

**Criteria was patterned from the Rubrics provided by Dr. Ruel M. Mojica*

FOR THESIS AND ENTERPRISE DEVELOPMENT PROJECT (BSBM)

<i>Accuracy and Content</i>	<i>60%</i>
<i>Organization</i>	<i>30%</i>
<i>Presentation</i>	<i>10%</i>

- ✓ The student attire in conducting oral defense are to be in either corporate attire (slacks and long sleeve polo, leather shoes for men; skirt or slacks, blouse with or without blazers and leather shoes for women) or in normal school uniform. The department head of the program or the thesis adviser may decide on this matter before the defense.

PRIMER ON PASSING THE COURSE AND OTHER MATTERS

In order to pass the Thesis Writing and Reporting course, the students should be able to:

- ✓ Pass the Final Defense (10%)
 - ✓ Meet the requirements of the Adviser (60%) and;
 - ✓ Meet the requirements of the INDT 25 Professor (30%)
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- If the student fails in the final defense, he/she may be reconsidered for a re-defense or a special defense. However, if the student fails the special defense, he/she will have to enroll the course again.
 - If the student passed the oral defense, he/she is given at most two months, counted from the end of the oral defense, to submit all the requirements.
 - In order to fulfill the requirements of the program, the students should submit four (4) hardbound copies of the approved thesis manuscript. Submission of these requirements is necessary for clearance, before on-the-job trainings, and graduation.

REFERENCES:

Dr. Ruel M. Mojica, OIC for National Coffee Research Development and Extension Center, CvSU
Indang Campus
Student Guide in Manuscript Preparation, OVPAA, 2010
Student Research Guide (undated)
Undergraduate Thesis Guidelines 2010-2011, DLSU-Dasmariñas, CBA