



RD AND E MANUAL OF OPERATION

SULTAN KUDARAT STATE UNIVERSITY
ACCESS, E.J.C. Montilla, City of Tacurong

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Sultan Kudarat State University

ACCESS, E.J.C. Montilla, City of Tacurong

Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
ACCESS, E.J.C. Montilla, City of Tacurong

**RESEARCH DEVELOPMENT AND EXTENSION MANUAL OF
OPERATION**

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RESEARCH DEVELOPMENT AND EXTENSION DIVISION**

VISION AND MISSION OF THE UNIVERSITY

Vision

A trailblazer in arts, science and technology in the region.

Mission

The University shall primarily provide advanced instruction and professional training in science and technology, agriculture, fisheries, education and other relevant fields of study. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization.

PREFACE

The publication of this manual underscores the necessity to set the Research Development and Extension in the University. The Research Development and Extension (RD and E) as an integral function of the University is expected to provide the necessary database and information to enable the institution to effectively and efficiently pursue its vision and mission. We cannot become our true selves in isolation. We find ourselves as we live, work and play with others in a community where there are trust and cooperation, where personal relationships are secured and friendly, and where responsibility is cheerfully accepted.

This manual, therefore, carries a comprehensive presentation of the concerns of RD and E. It is important for our students, faculty/staff and clienteles to realize that SKSU is not simply an institution for academic instruction, but equally, a community where RD and E activities will be learned and undertaken. In the process, the colleges' vision, mission, and goals have been set, areas of concern have been identified, and strategies have been developed in consideration of the different programs of the University. The output of the collaborative efforts of the key personnel in the Research Development and Extension is the new SKSU RD and E of Operation that responds to current RD and E developments and policies, and, at the same time, paves the way toward a clearer and more definite direction.

Succinctly presented in this manual are the guidelines for the conduct of Research Development and Extension activities, organization and management, duties and functions, qualifications and privileges of staff, and reporting and documentation of RD and E projects, among others. The criteria are simple since our goal is to motivate faculty and students to get actively involved in the RD and E of the University in our quest for quality and excellence.



ROLANDO F. HECHANOA, Ph.D.

President

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RESEARCH, DEVELOPMENT AND EXTENSION MANUAL

1.0 Introduction

The Research, Development, and Extension Divisions are operationalizing two major functions of the University considering the direct interconnectivity of the functions of both. This allows continuum and efficient delivery of services and to ensure that research outputs are disseminated, utilized and commercialized through extension services to benefit the target end users and beneficiaries of research outputs.

This manual serves as the guiding post of the research and extension operations, directions, actions and future plans of the university.

2.0 General Purpose

The RD&E manual of operations provides a system for managing the research, development and extension agenda of the University. Specifically, this manual:

- 2.1 states the objectives of the RD& E programs;
- 2.2 defines the scope and establishes criteria for prioritizing RD& E undertakings;
- 2.3 underscores the importance and functions of RD&E divisions; and
- 2.4 indicates the system for planning, developing, processing, evaluating, promoting and disseminating RD & E activities and results.

3.0 Research Development and Extension Organizational Structure

The composition of the organizational structure consists of the University President, Vice President for Research, Development, and Extension; the University Research, Development and Extension Council (UREDC) as a governing council; Center Directors, Campus RD&E coordinators and sub-operation units of the divisions, focal persons or chairpersons. The organizational structure of the RDE Division is shown in Figure 1.

The research and development coordinators perform the same functions as that of the UREDC staff and are directly accountable to their respective campus directors.

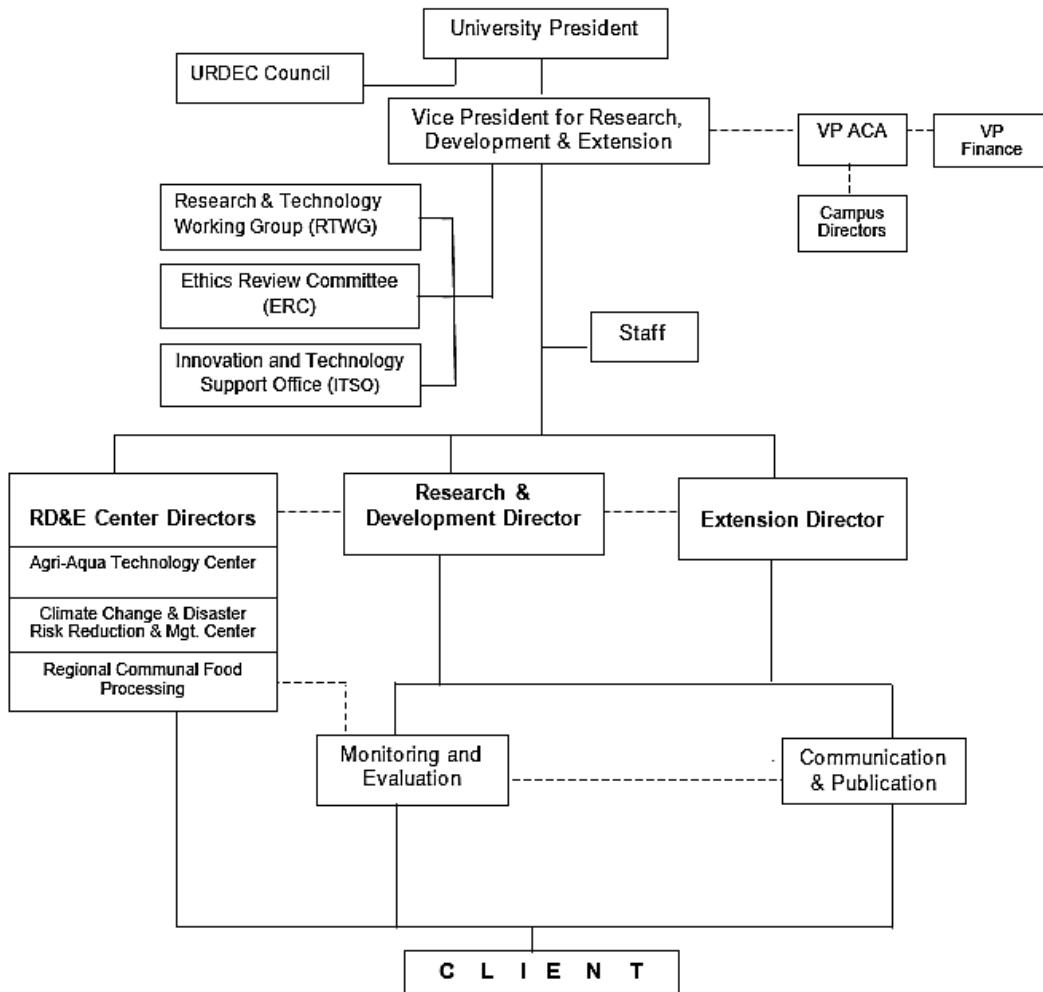


Figure 1. Research, Development and Extension Organizational Structure

ORGANIZATION AND MANAGEMENT

3.1. University Research, Development and Extension Council (UREDC)

3.1.1 Composition

The University Research, Development and Extension Council (UREDC) consists of the University President as Chairperson, the Vice President for Research, Development and Extension as Vice Chairman, the Vice President for Finance and Administrative Services, the Vice President for Academic Affairs, Director for Research & Development, Director for Extension, Campus Directors, R & D Center Directors and Budget Officer as members of the Council.

Representatives from government and private research, development and extension local & institutions/agencies may be invited to participate in the council meetings.

3.1.2 Powers and Functions

The UREDC shall have the following powers and functions:

- a. formulates policies, guidelines, rules, and regulations governing research, development, and extension and recommends them to the Board of Regents for approval;
- b. determines the research, development and extension priorities of the university;
- c. allocates available funds for research, development and extension activities;
- d. initiates appropriate actions for the establishment of institutional linkages with other foreign or local institutions for the development of research, development and extension activities of the university in coordination with the office of the liaison and International affairs; and
- e. reviews and recommends amendments to improve established policies and guidelines for research and extension for the approval of the Board of Regents.

3.1.3 Officers

The University President shall be the presiding officer of the Council. In his absence, the VP for Research, Development, and Extension shall preside, and, in the absence of both, the Director for Research & Development shall take over.

The Director for Research & Development shall be Ex-Officio Secretary of the Council whose function shall be the same as those specified for the position in the Administrative Council. In his/her absence or where he/she is designated as presiding officer caused by the absence of the President and the Vice President for Research Development and Extension, the Director of Extension shall sit as Secretary of the Council.

3.1.4 Meetings and Quorum

The Council shall conduct one regular meeting, at least per quarter which may be called by the President or upon the written request of the Vice President for Research Development and Extension. A special meeting maybe called for as the need arises.

Attendance in all its meetings shall be required of every member of the Council and only for meritorious and justifiable reasons shall a member be excused from attendance. Proxies may be allowed without voting powers.

Quorum. A quorum of the Council shall consist of a majority of all its members, excluding those on official travel or leave, and a majority vote of all members present shall be required to dispose a question or decide an issue unless otherwise provided for under parliamentary rules.

3.1.5 Committees

The Council may create committees, as it may deem necessary, for the proper performance of its functions.

3.2. Vice President for Research, Development, and Extension (VP-RDE)

The Vice President for Research, Development, and Extension shall be designated by the University President, subject to the confirmation of the Board of Regents. One shall have the appropriate doctoral degree in philosophy or science with an academic rank of, at least, Professor I, with, at least, five (5) years of research and extension experience and at least five (5) years of administrative experience. The term of Office shall be two (2) years, subject to re-designation.

3.2.1 Duties and Functions

- a. Exercises general supervision and coordination of all programs, projects, and activities of the various units/centers under his/her Office;
- b. Recommends and implements policies and guidelines governing research, development and extension program of the University;

- c. Spearheads the planning of programs for research, development and extension activities which are geared towards the growth and development of the University and of the region;
- d. Directs the overall implementation of the RDE program of the University;
- e. Coordinates, monitors, and appraises the performance of the various research, development and extension units of the University;
- f. Plans, promotes, and carries out close working relations and linkages with appropriate government agencies and people's organizations;
- g. Ensures that all potential Intellectual Property assets are packaged and registered with concerned patent agencies; and
- h. Guarantees that registered Intellectual Property assets are licensed and commercialized.
- i. Acts as Vice-Chairman of the UREDC;
- j. Performs other related functions as may be directed by the President.

3.3 Research, Development and Extension Centers and Units

The RD&E Centers are composed of the following: Agri-Aqua Technology Center (AATC), Climate Change and Disaster Risk Reduction and Management Center (CCDRRMC) and Regional Communal Food Processing Center (RCFPC).

3.3.1 Functions of the RD and E Centers

- a. Formulate policies, guidelines and management tools needed for its operation;
- b. Plan, develop, submit and implement researches in accordance with the priority thrust of the university;
- c. Source out funds by submitting proposals to the RD&E Divisions for external funding; and
- d. Provide the RD&E Divisions with reports pertaining to the progress of research and extension activities done by the center.

3.3.2 Agri-Aqua Technology Center (AATC)

The AATC Center Director shall be designated by the University President and holds office for a term of two (2) years, subject for reappointment. The functions of the center are as follows:

- a. Generates commodity-specific technologies that will improve and enhance productivity.
- b. Develops and verifies technologies on food processing in coordination with DOST-TAPI, NFRDI, DENR, and LGU.
- c. Works closely with agri-aqua industries for the development, promotion, and marketing of processed products.
- d. Submits potential IP assets in coordination with ITSO.
- e. Disseminates matured technologies and information to the end users.
- f. Provides technical support to small-scale, medium and large-scale food enterprises through training and the like.

3.3.3 Climate Change and Disaster Risk Reduction and Management Center (CCDRRMC)

The CCDRRMC shall be under the management of a Director designated by the University President and holds office for a term of two (2) years, subject for reappointment. The functions of the center director are as follows:

- a. Formulates the University functional disaster risk management plans.
- b. Organizes groups of volunteers to advocate climate change adaptation and resilience, environmental issues and actions.
- c. Trains and prepares the constituents and communities to respond in times of calamities and disasters which are natural or man-made in nature in coordination with concerned authorities.
- d. Develops advocacy materials pertaining to climate change adaptation and disaster preparedness.

- e. Coordinates and links with local and national agencies pertaining to Climate Change and Disaster Risk Reduction Management concerns.

3.3.4 Regional Communal Food Processing Center (RCFPC)

The RCFPC Director shall be designated by the University President and holds office for a term of two (2) years, subject for reappointment. The functions of the center director are as follows:

- a. Develops and verifies technologies on food processing in coordination with DOST-TAPI, FNRI, and BFAD.
- b. Works closely with food industries for the development, promotion, and marketing of processed products.
- c. Submits potential IP assets in coordination with ITSO.
- d. Disseminates matured technologies and information to the end users.
- e. Provides technical support to small-scale, medium and large-scale food enterprises through training and the like.

3.3.5 Chairperson, Research, Development & Extension Monitoring and Evaluation

The RDE Monitoring and Evaluation Chairperson shall be designated by the University President upon the recommendation of the Directors for RD&E and VP-RDE, and holds Office for a term of two (2) years, subject to re-designation. He/she reports to the Directors for RD&E and coordinates with Campus Directors, Deans, Division Chairperson/Coordinators, other Unit/Division Directors, and line agencies.

3.3.5.1 Specific Functions

3.3.5.1.1 Monitoring

- a. Implements policies and guidelines for effective monitoring and evaluation of RD&E proposals and projects implemented.
- b. Conducts regular monitoring and assessment of RD&E projects/activities, give feedbacks and recommendations for effective project implementation.
- c. Prepares RD&E updates and regular reports/ feedbacks on the University RD&E.

3.3.5.1.2 Evaluation

- a. Receives, pre-evaluates all program proposals for Research and Technology Working Group (TWG) evaluation.
- b. Acts as Secretary during TWG evaluation of RD&E proposals.
- c. Submits updated RD&E reports regularly (semi-annual and annual) accomplishments as required by concerned agencies.
- d. Do other functions as delegated by higher authorities.

3.3.6 Chairperson for Communication and Publication

The Communication and Publication Chairperson is designated by the University President upon the recommendation of the Directors for RD&E and VP-RDE, and holds office for a period of two (2) years, subject to re-designation.

The Chairperson reports to the Director for RD&E and coordinates with the Directors, Deans, Units Chairperson, and other line agencies.

3.3.6.1 Specific Functions

- a. Packages generated technologies and useful information to the different division, units of the institution and the community in coordination with the extension and training divisions using print and broadcast media.

- b. Maintains RD&E publication in print, broadcast and online media;
- c. Do other functions as delegated by higher authorities.

3.3.7 Technical Working Group (TWG)

The Technical Working Group shall be designated by the University President upon the recommendation of the VP-RDE and holds office as an Ad Hoc Committee.

The members of the group shall be technically competent faculty researchers on the area of discipline/specialization.

3.3.7.1 Specific functions

- a. Evaluates and consolidates proposals on the different commodities identified by the University.
- b. Recommends and submits status reports on the proposals evaluated.
- c. Do other functions as delegated by higher authorities.

3.4 Ethics Review Committee (ERC)

The ERC shall be composed of the Vice President for Research and Extension, Directors for Research, Extension, GAD and Health Services, Legal Officer, University Ethics Committee, concerned campus representative and two independent/external representatives.

3.4.1 Specific Functions

- a. Reviews the ethical acceptability of different types of research studies to be undertaken by SKSU students, faculty and staff that specifically deal on: clinical trials, epidemiology, social sciences, medical records or other personal information, stored samples, health systems, and implementation research.
- b. Evaluates the research proposal as to the conduct of research/methodology, subjects/research participants or involved communities specifically on the following: predictable risks; anticipated

- benefits; provisions relating to the care and protection including the treatment of any participant harmed by the research; recruitment and selection; and provisions for protecting the security and confidentiality of data;
- c. Reviews, approves/disapproves and recommends revisions of submitted proposals;
 - d. Submits progress, final and early termination report/s.
 - e. Do other functions as delegated by higher authorities.

3.5 Innovation and Technology Support Office (ITSO)

The ITSO shall be established to identify research outputs with high potential for patent activity, usage of patent information and commercialization of innovation to demystify and democratize the patent system and support Filipino technological innovations. The office shall be headed by a General Manager. He/she shall have undergone one-year training on patent search and patent drafting. He/she shall perform the following functions:

- a. Represents the institution to ITSO clients and stakeholders in coordination with IPOPHL, WIPO and other partners;
- b. Manages the day-to-day operations of the ITSO and comply with the agreed standards, guidelines and manuals for the operation and monitoring of the ITSO issued by IPOPHL.
- c. Provides a steady stream of demand for patent information and patent filing;
- d. Provides IPO Philippines with the required assessment reports and other feedback inputs of ITSO services;
- e. Serves the community through the ITSO by conducting a patent search, drafting patents and assisting patent applicants.
- f. Do other functions as delegated by higher authorities.

RESEARCH & DEVELOPMENT DIVISION

RESEARCH & DEVELOPMENT DIVISION

1.0 Legal Foundations

1.1 Republic Act No. 8292

Republic Act No. 8292, otherwise known as the “Higher Education Modernization Act of 1997”, mandates State Colleges and Universities to promote the establishment and development of research and extension centers and to establish guidelines and procedures for participative decision-making and transparency within the institution.

1.2. Republic Act No. 9966

As provided for in the SKSU Charter (R.A. 9966, Sec. 2), the University shall primarily give professional and technical training in science and technology and shall provide advanced and specialized instruction in literature, philosophy, arts and sciences, besides providing for the promotion of scientific and technological researches for adoption and contribute to the balanced growth and progress of the society it serves.

2.0 GENERAL PROVISIONS

2.1 Vision

A university known for educational, scientific and other technological processes and products in the region.

2.2 Research and Development Framework

The goal of the SKSU Research and Development Division is to generate and verify appropriate technologies/information in response to the priority needs of its various clienteles, thereby contribute to the total development of communities in the province, region, and nation. Thus, research and development endeavors shall focus on relevant concerns in education,

agriculture, fisheries, environment, health and nutrition, trade and industry, local government administration, and socio-economics.

Research and development is an integral part of the University which provides the basis for both teaching and extension activities. Inherent to its goals and objectives, the University is mandated to provide advanced instruction, promote research, development, and extension, and engage in entrepreneurial and business activities.

Aware of these functions, SKSU authorities are in urgent need to revise and streamline them to cope with the fast changing environment. Likewise, a “unified framework” of its mandated functions is deemed necessary to facilitate the efficient and effective implementation of university programs. The Research, Development and Extension Divisions have initially started and are spearheading significant efforts toward developing a framework for operationalizing the complementation of all the university functions.

3.0 Research and Development Division Organization and Management

3.1 Director for Research & Development

The Research and Development Office shall be headed by a Director designated by the University President, subject to confirmation by the Board of Regents. The R&D Director shall have at least the appropriate doctoral degree with an academic rank of at least, Associate Professor, with at least, three (3) years of research experience, and three years of administrative experience. He/she shall hold office for a term of two (2) years, subject for re-designation. He/she shall perform the following duties and functions:

- a. Defines priority research and development areas based on national research agenda and identifies projects towards the development of the University and service areas;
- b. Formulates general policies, plans guidelines and direction that would govern the operation of the various units within the division and recommend these for approval to higher authorities;
- c. Initiates and administers the planning and implementation of programs and projects designed to promote and enhance the linkage of the University;

- d. Establishes linkages with private and government sectors in the national and international levels for possible research grants in coordination with the Office for International Affairs;
- e. Directs, coordinates, monitors and supervises the R&D programs and other related activities of the University;
- f. Recommends patentable technologies for application and registration;
- g. Determines and recommends to higher authorities the financial requirements of the division and administer the use of the same;
- h. Recommends the recruitment and hiring of the needed personnel of the division and prescribe their duties and responsibilities.
- i. Conducts an annual inventory of resources, on-going and completed researches, and technologies generated for the development of the university and service areas.
- j. Requires faculty and staff to conduct research, present and publish papers in the ISI & refereed journals.
- k. Initiates the accreditation of research journal as peer reviewed/refereed journal.
- l. Enhances the capabilities of faculty and staff to improve R&D outputs.
- m. Prepares and submits pertinent papers and recommendations to the VP-RDE (i.e. monthly, quarterly, annual reports, etc.)
- n. Performs other functions pertinent to R&D as necessary as directed by higher authorities.

3.2 Research & Development Personnel and Support Services

3.2.1 Research Personnel

3.2.1.1 Full/Part-Time Research Staff

These are academic or non-academic personnel of the University not drawing their salaries from research and development funds but are assigned full or part-time based on the designation made by the President.

A faculty member performing research and development activities shall report to his/her Department Chairperson as specified in his/her plan of work. On the programming of his/her activities, and in his/her performance evaluation, coordination between the Department Chairperson and the

Research & Development Coordinator shall be enforced. The Research Coordinator shall be a signatory in the performance evaluation of the said faculty.

Outputs shall be the basis of evaluating the performance of the researcher, and shall determine whether he/she be allowed to conduct another research project, (i. e. after the submission of terminal report/s).

3.2.1.2 Campus Research Coordinator

3.2.1.2.1 General Functions

The Campus Research Coordinators are the service arm of the Office of R & D. The common function is to coordinate research activities in the aspect of planning, organizing, monitoring, documenting and evaluating.

3.2.1.2.2 Specific Functions

The specific functions of the Campus Research Coordinators are:

- a. Coordinate with the research area chairpersons who are based in the campus through proper channels in the planning and organization of extension activities in the respective areas of specialization.
- b. Plan and carry out activities designed towards the improvement of the competencies of the faculty in the research approaches and techniques.
- c. Monitor and evaluate research activities within the area of concern and submit progress reports.

3.2.1.3 Science Research Specialist

A research staff who will be hired to assist the R & D Division in the project planning, preparation of project proposals, project management, monitoring/reviewing/ assessing the status and accomplishments of the implemented programs or projects.

3.2.1.4 Research Assistant

A project/study staff hired to perform the following functions:

- a. Assists in the conduct of experimental/studies or socioeconomic surveys according to the approved proposal;
- b. Provides assistance to the field staff in day-to-day activities and/or problems related to the study and ensure smooth communication and relationship between and among other members;
- c. Gathers data needed in the project/study experiment and help analyze and interpret results;
- d. Reports to the study leader the status of the experiment and problems encountered;
- e. Undertakes solution of problems suggested to them by the study leader;
- f. Cooperates with the research team where their professional competence is needed; and
- g. Performs other duties and responsibilities as may be required by study/project leader.

3.2.1.5 Support Services

As intra-organizational coordination, research and development are coordinated with the research support services; namely: the administrative staff, personnel, and finance which are composed of the budget, auditing, and accounting offices; bids and awards committee; supply office, and motor pool. The R & D recognizes the continuous support of these units since projects cannot be implemented without their cooperation.

PROPOSED RESEARCH AGENDA FOR 2018-2022

4.0 The University Research and Development Program

To help improve the quality of living of its clientele and in response to global competitiveness, the SKSU R&D programs shall be based on the Harmonized National R&D Agenda (2018-2022) and regional thrusts as specified by the Department of Science and Technology; Department of Agriculture-Bureau of Agricultural Research

(DA-BAR), Commission on Higher Education (CHED), National Research Center of the Philippines (NRCP), Cotabato Agricultural and Aquatic Resources Research and Development Consortium (CAARRDEC) and Health Research Development Consortium-12.

4.1. The R & D Agenda

The University will consider the following areas of concern for the next five years (CY 2018-2022) as shown in Table 1. The agenda covers the gaps in the courses being offered by the University. Thus, proposals will be considered for institutional funding if it falls within the stated agenda.

Table 1. SKSU Research and Development Agenda for 2018-2022.

Thematic Area	Commodity	R & D Agenda	R &D Area
1. Food and Nutrition Security	<ul style="list-style-type: none"> - Rice - Corn - Vegetables - Legumes (cowpea, pigeon pea, peanut), - Cacao - Coffee - Root crops - Banana - Medicinal plants 	<ul style="list-style-type: none"> - Biodiversity studies 	<ul style="list-style-type: none"> - Biology and population dynamics of pests, diseases, and natural enemies - Taxonomy of flora and fauna; - Taxonomy of eco-friendly species for integrated pest management - Exploring allelopathic potentials of indigenous botanicals

	<ul style="list-style-type: none"> - Root crops, tubers and starchy food; herbs and spices; seaweeds; edible mushroom - Food crops, fishery, animals and their by-products 	<ul style="list-style-type: none"> - Food safety - functional foods - organic agriculture 	<ul style="list-style-type: none"> - economics/entrepreneurship - safety analysis of food supplements and cosmeceuticals in the market - diseases and pathogens of important crops - identification and characterization of food/feed contaminants - Safety analysis of raw and processed food products - improvement of food shelf-life - determination of health benefits and safety assessment of food or food components in reducing the risk for disease occurrence, specifically lifestyle-related diseases - product development - appropriate systems
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			- production and cultural management
2. Health	<ul style="list-style-type: none"> - Social dimensions of health - plants, insects, microbes, and animals 	<ul style="list-style-type: none"> - drug discovery and development for non-communicable diseases - hospital equipment and biomedical devices - Information and 	<ul style="list-style-type: none"> - Filipino perceptions and concepts of health - Herbal and folkloric medicine - Program development for occupational health and wellness - Development of standardized herbal drugs and discovery of new drugs from local sources for development up to the pre-clinical stage for lifestyle-related diseases (diabetes, cardiovascular diseases, etc..) - development and/or validation of standard processes and protocols for various stages of drug discovery and development - design and development of

		<p>communication technology (ICT) for health</p> <ul style="list-style-type: none"> - Improving the provision of public health services - substance abuse 	<p>hospital and biomedical devices for primary health care; hospital waste management and personal protective equipment</p> <ul style="list-style-type: none"> - public health surveillance - software applications - health needs and services for special population groups - health promotion for high-risk individuals - health social science approach and community development to address emerging issues/concerns regarding sexual and reproductive health, childhood illnesses, chronic illnesses,
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			<p>tropical diseases, and mental health</p> <p>- rehabilitation, psychosocial interventions for drug dependents and users</p>
3. Sustainable communi-ties / Natural resources management	<ul style="list-style-type: none"> - soil, water, agri-crops, animals, fishery 	<ul style="list-style-type: none"> - Vulnerable ecosystems 	<ul style="list-style-type: none"> - environmental scanning of physical marine and terrestrial resources - endangered species - economic valuation of ecosystems, natural capital, and cost benefit analyses - assessment studies on the resource sustainability of various ecosystems - Strategic and Sustainable Aquatic and Biodiversity Resources, Conservation and Management - models and frameworks for enhancing adaptive capacities of vulnerable communities - coastal vulnerabilities-risk assessment; geohazard mapping; adaptive capacities

			<ul style="list-style-type: none"> - Management of inland water (fisheries) - Fishery resource management (Macrobrachium spp, snakehead, native catfish, red tilapia,koi, carp) - Village-level production - Improved production and productivity - Preservation and effective use of indigenous structures and systems for community development <ul style="list-style-type: none"> - Mudcrab culture in captivity - Mangrove reforestation - Endemic & High valued species - Eco-profiling - Management of problem soils on marginal areas - Development of appropriate farming systems especially in the uplands - Land suitability studies - Rehabilitation of damaged soils
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		<ul style="list-style-type: none"> - Management and utilization of solid wastes 	<ul style="list-style-type: none"> - Cultural management of helpful, economically important plants and fauna (e.g., water hyacinth, pollination, endangered species) - Ethnobotanical studies (herbal folk medicine, biopesticides) - Documentation of indigenous technologies and social practices related to the management of natural resources - Development of organic fertilizers - Solid waste management
	<ul style="list-style-type: none"> - Large and small ruminants, inland and marine 	<ul style="list-style-type: none"> - Halal (foods, cosmetics, services) 	<ul style="list-style-type: none"> - protocol, systems and policy development - product development - baseline data generation
4. Inclusive nation-building		<ul style="list-style-type: none"> - data collection analysis of social phenomena 	<ul style="list-style-type: none"> - Indigenous knowledge systems and practices on DRR and CCA

		<ul style="list-style-type: none"> - Gender in nation-building and DRR and CCA - Documentation of indigenous knowledge - Education - Arts, history, and culture - Policy-oriented studies - National security and sovereignty 	<ul style="list-style-type: none"> - traditional health practices - dictionary of cultural metaphors, - indigenous sustainable farming, fishing and aquaculture practices - mathematics, language, music in indigenous Filipino expressive culture - K12 studies - Filipino innovation in music, theater, dance, literature, performing arts - fund resources in HEIs - internal efficiency and effectiveness of an educational program - peace studies and conflict resolution
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		<ul style="list-style-type: none"> - Halal 	<ul style="list-style-type: none"> - processing technologies for food and non-food
		<ul style="list-style-type: none"> - Crops 	<ul style="list-style-type: none"> - production of good quality seeds and planting materials - germplasm evaluation, conservation, utilization and management - cultural management practices - Postharvest processing and product development - nutrition feeds and feeding system
		<ul style="list-style-type: none"> - Livestock (goat, duck, native chicken) 	<ul style="list-style-type: none"> - conservation and improvement of native animals) - production and management decision support systems - product development and processing

			<ul style="list-style-type: none"> - development/refinement of culture systems (broodstock management, hatchery, nursery, grow-out) - nutrition, feeds, and feeding systems) - postharvest handling, processing, and new product development - development and sustainable management practices - Aquatic (mangrove crab, milkfish and other brackishwater fishes, tilapia, shrimp, and aquafeeds) - Sustainable utilization, conservation, and management of biodiversity in terrestrial, forestry and marine ecosystems - Marine (sea weeds, tuna, sardines) - resource and ecosystems assessment and monitoring - Forestry (bamboo)
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		Natural resources	- germplasm conservation of endangered plants
5. Climate change adaptation and disaster risk reduction		<ul style="list-style-type: none"> - mitigation and adaptation studies - development of smart farming approaches - Solid waste management 	<ul style="list-style-type: none"> - protected agriculture, vertical agriculture - organic agriculture, integrated farming, ICT application - enhancing sustainable development through lifescape-landscape approach - new product development from solid waste; solid waste minimization
6. Socio-economics and policy research	-	<ul style="list-style-type: none"> - socio-economic 	<ul style="list-style-type: none"> - studies on production and marketing efficiencies, the role of social institutions in technology adoption, labor migration, development of social enterprise models, gender and development - agriculture and resource economic studies including market research,

			agrarian/asset reform, environmental valuation, economies of scale/collective farming
7. Competitive industries	<ul style="list-style-type: none"> - Coffee - Rubber - Cacao 	<ul style="list-style-type: none"> - Insect Pest & Diseases - Production - Breeding & Biotechnology - Post-Harvest Technology - ICT, electronics, and Semiconduct or - metals and engineering 	<ul style="list-style-type: none"> - Economics of production using fertilizer - Pest & diseases control - Post-harvest handling/loss assessment - Utilization of by-products - Development of prototypes/tools - advanced electronics and communications - technologies for disposal, recycling, and treatment of metal wastes - design, development, and prototyping of food processing equipment for MSMEs

		<ul style="list-style-type: none"> - construction - packaging 	<ul style="list-style-type: none"> - new construction materials and techniques - smart and green packaging technology -appropriate packaging system for various products
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4.2 IMPLEMENTING GUIDELINES

4.2.1 Research Planning

This activity shall be done during the month of December to review research priorities and programs. The University Research and Development Unit of each Campus shall meet to accomplish the said objectives for the next five years.

The other output of such activity is the identification of new research programs/projects/studies. A capsule research proposal shall be made each of these new researches using RD&E Form No.2 and, if approved for implementation, a detailed research proposal shall be made using RD& E No.1.

The researchers shall prepare their annual operational plan using RD&E Form No. 1 consisting of the following pages: Page 1-Project Proposal, and Monthly Operational Plan using RD&E form No.5. All the activities, input, time frame and output are specified to serve as a guide in the implementation of the study. These shall be reviewed by the research coordinators, head of units and their Campus Directors. Further review shall be done at the RD&E Division and Research Ethics Committee before endorsing these to the UREDC and Office of the President for approval.

4.2.2 Packaging the Research Program

Research and development programs of SKSU are packaged in consultation with the Research and Development Centers. An interdisciplinary approach in dealing with problems is utilized in designing these programs based on national and regional priorities/agenda.

4.2.3 Format

The following formats can be used in the preparation of the research proposal:

1. DA-BAR Format
2. DOST Format
3. CHED Format
4. RD&E Form No. 1
5. RD&E Form No. 2
6. RD&E Form No.5

4.2.4 Submission and Processing of Research Proposal

The steps involved in the submission and processing of research proposals are as follows:

- a. Proponents initially submit four (4) copies of the research proposal to their respective Campus Director thru their Campus R & D Coordinator, who, in turn, endorses (3) copies of the same to the University R & D Director on or before the last Friday of April. The M&E Committee shall keep a record of proposals submitted by using the R & D Proposal Evaluation/Scoring Sheet as shown in Appendix 4.
- b. The R & D Director then forwards the project proposal to the Technical Working Group (TWG) for further evaluation. The TWG is given a maximum of 7 days to do the preliminary evaluation at the university level. Using the Research Proposal Evaluation/Scoring Sheet.
- c. Once the proposal passes the TWG evaluation, it is then returned to the proponent for the presentation to the UREDC, who will then approve the proposal for implementation.
- d. The R&D Director shall issue the Contract/Notice to Proceed approved by the University President to the concerned project proponent/s.
- e. Rejection of a research proposal may be recommended by TWG provided it falls into any of the following categories:
 - i. Late submission of project proposal;
 - ii. Duplication of a completed on-going project or those proposals that are already in the pipeline;

- iii. Non-availability of a competent researcher;
- iv. Non-adherence to the current priority R & D agenda;
- v. Failure to get the minimum passing score or the absence or lack of socio-economic and/or technical merit;
- vi. Non-compliance with documentary/format/content requirements of submitted proposals;

4.2.5 Work and Financial Plan

This activity is done every month of February of the current year where a specific budget for each program/project/study shall be appropriated for its implementation. It includes both the ongoing and new researches identified for inclusion in the said budget.

4.2.6 Implementation of Research Program

To ensure that all programs of SKSU-RDE are consistent with the institutional R&D objectives, the following strategies of implementation and set up are indicated:

- a. Establish a University network for RDE activities of planning, packaging, implementing and reporting. To operationalize the efficient management of R & D for the entire University, it must be properly coordinated and directed. This is a must to ensure that the limited resources for research are properly utilized and the researches are matched with the direction and priorities of the University.
- b. Provide a systematic program of manpower development for R&D to continually train and encourage highly qualified researchers of the University through appropriate programs and incentives such as awards, scholarships, etc.
- c. Establish a data processing, documentation, publication, and dissemination center for information on agricultural, technological education and advancement in science and technology.
- d. Establish linkages with government and private agencies both local and international, in the education, agricultural and industrial sectors to augment

funds and other resources for research and to avail of other capabilities which will strengthen R&D programs of SKSU.

- e. In the implementation of the R&D project, the implementer/s may seek the assistance of the Director for R&D with regard to:
 - e.1 Negotiating with implementing and cooperating agencies
 - e.2 Facilitating request for supplies and materials needed
 - e.3 Facilitating request for travel
 - e.4 Program/Project leaders shall prepare PPMP for consolidation with the RD&E Division PPMP
 - e.5 The Program/Project leader shall submit quarterly accomplishment report to the Office of the Director for R&D
 - e.6 Trip report shall be submitted for travel accomplished by the researchers.

4.2.7 Implementation of Research and Development Project

4.2.7.1 The R&D Director shall perform the following:

- a. inform the proponent/s to start the project implementation based on the approved proposal;
- b. Receive the purchase requests and activity designs from the project leader/team;
- c. Facilitate the acquisition of the supplies and materials;
- d. Supervise the monitoring and evaluation of the project implementation;
- e. Inform the project implementers for the submission of project accomplishment/progress report
- f. Receive the progress report;
- g. Compile the project reports; and
- h. Receive the project terminal report and the article for publication;

5.0 Contract Research

5.1 Definition

Contract research is an R & D strategy which aims to forge strong undertaking with the researcher/s or an entity and the university who has the

capability to undertake research development activities. Contract research covers both internal and external researches.

5.2 Features

- a. It affords the opportunity to tap the experts in the various disciplines of the university;
- b. It optimizes the utilization of human and material resources to support its goal as a center of excellence;
- c. It covers all R & D projects in the institution;
- d. Fund releases are based on outputs and financial reports; and
- e. For internally contracted research, the institution owns the research, in the case of external contract research the institution and the entity owns the research as governed by the provisions of the Intellectual Property Rights (IPR).

5.3 Implementing Guidelines

5.3.1 Coverage

Contracted R and D projects include, but are not limited to, the following:

- a. Conduct of basic, applied and strategic/action research on priority programs identified by the institution;
- b. Conduct of feasibility and project studies; and
- c. Development/training programs.

5.3.2 Mechanics

The institution shall ensure that the contracting researcher/s or entity is technically qualified and possesses excellent track record on the project being contracted.

1. Contracted R & D projects shall follow the prescribed R and D procedures, namely: administration, planning, budgeting, financial management, supply management, implementation, monitoring and evaluation, staff development, faculty workload, IPR and awards, and incentives.

2. The contracting parties shall submit reports in publishable form for publication.
3. Funding for approved proposals will come from the external funding agencies, Fund-164 and 10% of income from tuition fees shall be released to the implementing individual or team on a schedule and at amounts agreed upon. Fund releases will be subjected for milestone achieved within the covered period.
4. Progress payment shall be made upon satisfactory rendition of service/presentation of R & D outputs agreed upon in the contract.
5. Once a project is contracted, the contractor shall not be allowed to sub-contract the project or any part of it without proper approval of the institution.
6. The acceptance of services rendered for the purpose of making progress payments shall not be considered final acceptance of the total work or services contracted for.
7. Should the contractor satisfactorily complete the project, the full release of the research fund shall then be effected by the institution.
8. The TWG shall undertake field visits and review technical progress reports submitted by the proponent.
9. All other provisions necessary in the implementation of R & D projects, including project objectives, phases of activities, expected milestones, work schedules, course of action/penalties for delay or non-submission of outputs agreed upon, line-item budgets, agreements observance of IPR and all other matters that the contracting parties may agree on shall be contained in the contract through a Memorandum of Agreement (MOA).
10. The contract research scheme shall be effected for new projects, Ongoing R & D activities shall be governed by the existing guidelines on R & D projects.

5.4 Monitoring and Evaluation of On-going and Completed R & D Projects (During Implementation)

5.4.1 Mechanisms for Monitoring and Evaluation

The SKSU shall employ three (3) mechanisms for monitoring the progress of ongoing and completed projects: 1) field evaluation; 2) agency in-house review (mid-year and year-end) and (3) regional symposium on R & D highlights.

These mechanisms, while having their own specific objectives, are generally aimed at:

- a. monitoring the status of projects to ensure that progress and outputs are in accordance with the plans;
- b. monitoring project resources to determine if these are being used efficiently and are available at the right time and in the required amounts;
- c. promoting coordination among participating agencies by disseminating information on the scope, schedule, budgets, and other aspects of on-going projects;
- d. providing necessary feedback on project control so that prompt corrective measures can be instituted;
- e. providing the feedback necessary in planning and evaluating projects; and
- f. evaluating completed projects to identify the status of technologies generated or verified.

5.4.1.1 Field Evaluation

Field evaluation consists of visits to project sites at specific dates by the Monitoring and Evaluation Committee; the TWG may be invited to join the committee during scheduled field visits.

- a. The agency conducts field visits of ongoing projects as part of their regular in-house monitoring activities and on-the-

spot monitoring. This is categorized into campus and college levels.

- b. For seasonal crop commodities, field visits are made during the cropping season. For non-seasonal commodities, schedule of field evaluation shall be unannounced and shall usually be synchronized with the agency in-house review or the regional symposium on R & D highlights.

Field evaluation has the following objectives:

- i. to observe the actual conduct of the experiments;
- ii. to verify information contained in technical and financial reports;
- iii. to recommend alternative courses of action to improve project implementation; and
- iv. to consult with researchers on possible expansion areas or spin-off projects.

Forms to be Used

- a. Appendix 8 for on-going R&D projects;
- b. Appendix 9 for completed R&D projects.

5.6 In-House Review

There will be two In-House Reviews to be conducted in the University. During these reviews, researchers present the progress/highlights of their projects in a forum attended by researchers, regional and national experts representing various disciplines and serve as external evaluators.

Objectives of IHR:

- a. Evaluate completed and ongoing R & D projects relative to the attainment of their objectives and their adherence to the approved program of activities;
- b. Identify problems met during project implementation and recommend specific courses of action, i.e., continuation, extension, modification of

- planned activities, and methodology with the recommendations of the evaluation panels;
- c. Identify generated technologies which require field testing, verification, and piloting;
 - d. Identify technologies ready for packaging and dissemination;
 - e. Identify significant results/information for policy formulation and development planning of the university;
 - f. Identify new researchable areas;
 - g. Update university R & D plans and programs;
 - h. Classify status of technologies; and
 - i. Serve as a venue for researchers to present technical papers.

Expected Outputs

- a. Specific courses of action for each project, i.e., for continuation, extension, expansion, modification of planned activities and methodology, suspension and termination.
- b. Summary of status of technology;
- c. Technologies requiring field testing, verification, and piloting;
- d. Mature technologies and information for dissemination;
- e. New researchable areas; and
- f. Problems met and suggested solutions.

5.6.1 Mid-Year In-House Review

The Mid-Year In-House Review shall be done every month of May or June where the study leaders/researchers shall present their research output for evaluation, whether such is for termination, suspension or continuation. Those researches that are terminated or suspended for the year shall be replaced with new research studies in accordance with pre-set R & D priorities. Study shall also be categorized as to whether it is technology for generation, technology for verification, technology for adaptation, and technology for commercialization and information for dissemination. The R and D continuum shall be considered in the planning session of the said activity.

5.6.2 Year-End Review

The year-end review shall be conducted regularly at the end of Fiscal Year. On-going and completed researches shall undergo a thorough evaluation to find out if all researches are accomplished or done in accordance with the desired objectives set. The evaluation shall help the researchers improve their studies well specifically in the methodology, validity, and reliability of results. This will likewise find out the status of the budget of each study for ongoing and those that need an extension. A workshop is also done to set up priorities based on RD&E agenda for the succeeding year for funding and implementation. During the review, the evaluators select which of the researches presented garners the “Best Paper,” “Best Information for Dissemination,” “Best Technology,” and “Best Poster” awards; and receives the corresponding certificate and cash.

5.7 Regional Symposium on R&D Highlights (RSRDH)

The regional symposium is an activity wherein technologies generated through research are presented. It focuses on the discussion/presentation of technologies and information for dissemination which have been identified during the IHRs.

This activity is participated in by technology generators, researchers, PCAARRD and national agencies, subject matter specialists, communicators, extension workers, policy makers, farmers, entrepreneurs, and representatives from the private sector and non-government organizations. It facilitates the dissemination of research breakthroughs and significant findings to end-users by providing the venue wherein they can interact, keep abreast with the newly developed technologies, and be able to evaluate the potentials of emerging technologies.

Objectives:

- a. To evaluate the status, feasibility, and applicability of generated technologies identified during the commodity in-house reviews;
- b. To facilitate the dissemination of generated technologies and significant findings to end-users;

- c. To foster interaction among technology generators, verifiers, and end-users and other related groups;
- d. To formulate action plans for dissemination and utilization of technologies and significant findings;
- e. To identify location specific technologies; and
- f. To update the regional R & D framework.

5.7.1 Ex Post Evaluation

It is undertaken to validate that the objectives of a specific project have been achieved as planned and to verify whether it has generated technologies, significant information, and findings with potential impact on the target clientele's socio-economic activities.

One of the missing links between the R & D monitoring and evaluation systems of the University is the lack of ex-post evaluation mechanism, a mechanism that should measure a) the project's performance and b) its direct and indirect impact on the development goals. Most importantly, it aims to measure the net impact of the project on the economic and social well-being of the people. This kind of ex-post evaluation is also known as impact analysis.

Any impartial appraisal must consider the Objectives, Inputs, Outputs, and Outcomes (OIOO) Model.

5.8 Report Requirements

5.8.1. Agency Funded

5.8.1.1 Technical Report

The researcher/s shall submit three (3) copies of the following technical reports to the Office of the RD:

- a. quarterly accomplishment reports RD& E Form No. 5 (Appendix 5) duly certified by the Campus Director);
- b. progress report (every six months, RD&E Form No. 8; Appendix 8);

5.8.1.2 Financial Reports

The researcher shall report any income generated from R & D projects using Financial Report Form (Appendix 15). The Office of the UREDC shall seek approval from the University President on the use of this pooled income to fund R & D proposals within the priority list. RA No. 8292, Section 4 states that income generated by the university shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interest that shall accrue therefrom shall form part of the same fund for the use of the university and may be disbursed by the Board of Regents for instruction, research, and extension, or other programs/projects of the university.

5.8.1.3 Other reports as may be required by DBM, CHED, NEDA, etc.

5.9 Regulation on the Implementation of R&D

All approved researches shall be conducted following the University R&D regulation in the conduct of research:

- a. Program/Project/Study leaders shall be the original proponent of Proposals.
- b. Funded researches will be given first priority in the allocation of the research area.
- c. The project must be properly identified and labeled accordingly indicating the title of the research, name of the researcher(s) and the date of the establishment.
- d. The Office of the R&D will be responsible for the financial processing of papers in accordance with the COA and accounting regulation.
- e. Student Assistant(s) (SAs) will be hired based on the qualifications set by the Division and after proper screening by the committee in the said Division.
- f. The name of the selected SA will be submitted to the Office of the President thru the Office of the VPRDE for approval.

- g. Conduct of student researches in the campus research area should have written request duly approved by the R&D Director before the start of the expected research.
- h. Research advisers of undergraduate and graduate students having approved research with students as research assistant shall have the full authority to include such in the progress report, terminal report and in publications or journal.
- i. Researches conducted by the students which are part and parcel of the R&D program/projects shall grant the project leader full authority to use findings of the said study in his terminal report to be submitted. When such findings/studies are published, the adviser, project leader and study leader should be included as co-authors.

5.10 Equivalent Teaching Load

Faculty/Staff in the University are also encouraged to get involved in R and D activities. A designation signed by the University President gains equivalent teaching load (ETL) as shown below:

Equivalent Teaching Load (ETL)/Required Teaching Load (RTL) of Various Positions under RDE

Position/Designation	ETL/RTL
VP-RDE	15/3
Director for Research	12/6
Program Leader	6/12
Project Leader	6/12
Study Leader	3/15
Committee Chairperson	6/12
Committee Member	3/15
Laboratory In-charge	3/15
Campus Research Coordinator	3/15

5.11 Incentives and Awards

Faculty and staff who exhibit exemplary performance in research are entitled of incentives and awards.

5.11.1 Granting of Honoraria

a. Honoraria for S&T Activities

Pursuant to Section 7 (a) of Republic Act No. 8439, series of 1997 otherwise known as “Magna Carta for S&T Personnel” in relation to Section 55 (d) of Republic Act No. 10651, series of 2015 otherwise known as the “General Appropriations Act of 2015” (GAA 2015), S&T Personnel who rendered services beyond the established regular workload of scientists, technologists, researchers and technicians whose broad and superior knowledge, expertise or professional standing in a specific field contributes to productivity and innovativeness shall entitle to receive honorarium subject to the rules set by the Department. (DOST Administrative Order No. 010 s. 2015)

b. S & T activities are defined as:

- b.1 research and development services;**
- b.2 scientific and technological services;**
- b.3 S & T education and training;**
- b.4 S & T technological support and services;**

(DOST Administrative Order No. 010 s. 2015)

c. Application/Ramification

The 25% cap pertains ONLY to the “Special Projects” defined in section 55 (e) of the GAA 2015 and item 4.1 of the DBM-DOST JC No. 1, series of 2013. Any and all other honoraria sourced from “science and technological activities” beyond the established workload [Section 55 (d) of the GAA 2015] are not covered by the

proscription as this is not the intention of the law.(DOST Administrative Order No. 010 s. 2015)

d. Coverage

This Order covers the personnel in National Government Agencies (NGAs), including State Universities and Colleges (SUCs), and Government-Owned and Controlled Corporations (GOCCs), either covered or not covered by R.A. 6758 or otherwise known as the “Compensation and Position Classification Act of 1989” as enumerated in the DBM-DOST Joint Circular No. 1, s. 2013 (DOST Administrative Order No. 010 s. 2015).

- a. Granting of honoraria shall be based on the guidelines on the honoraria rates for S & T activities of DOST.
- b. Granting of honoraria shall be on a monthly basis based on the DBM Memorandum Circular 001 s. 1995 and the National Compensation Circular No. 75 s. 1995.
- c. An accomplishment/financial report must be submitted as supporting documents in claiming honorarium.
- d. The honorarium/incentive pay of the project/study leader for the last month of the year shall be paid if target accomplishment for the year has been accomplished or a milestone has been attained.
- e. The incentive of study leaders/project leaders/RA and other concerned persons in the case of income generating projects will be drawn from the net income of the project computed and based on the appropriate guidelines for IGP.
- f. No overtime pay shall be provided to study/project leaders from the said project since honoraria are granted to the personnel concerned.
- g. Researchers in projects granted an extension beyond the approved duration shall not be entitled to honorarium except under the circumstances recommended by the evaluation committee and approved by the Division Head and SKSU management.

- h. No individual may be entitled to receive honorarium more than once within the project. In cases where the individual is assigned/designated twice in the same study/project within its duration, he/she shall receive honoraria, whichever is higher.
- i. Honoraria will be released monthly as part of the total fund for the month or during the last quarter of the year depending on the availability of funds. The last monthly honoraria for the year will be withheld pending submission of accomplishment report.

5.12 Award

The university shall provide awards and incentives (cash and non-cash) to faculty members and staff who have always strived for excellence in research.

Selection of awardees shall be based on a set of criteria prepared by the university research and development committee on awards. A cash award of Php 10,000.00 and a “Plaque of Appreciation” shall be given to the “Researcher of the Year” faculty-awardee. The student with research adjudged as “Best Paper” shall receive a cash award of Php 5,000.00.

5.13 Entry Requirement for All Researcher Candidates

1. Credentials: All papers completed in CY – 1
2. Points : At least 75
3. The nominee must not have any administrative and/or criminal case/s filed against him/her.

5.14 Selection Process

5.14.1 Campus Level

The Department Chairperson may indorse nominees to the Campus Selection Committee starting last week of October, of the year. All nominees shall submit complete and authenticated documents.

5.14.2 University Level

All winners in the campus level will automatically vie for the award in the university level. The campus winner shall be recommended by the Campus Selection Committee, endorsed by the Campus Director to the University Selection Committee on the first Monday of November.

5. 14.3 Composition of the Selection Committee

5.14.3.1 Campus Selection Committee

Chairperson: Campus R & D Coordinator

Members : To be selected by the Chairperson (at least 4 members)

5.14.3.2 University Selection Committee

Chairperson : R & D Director

Members : Research Coordinator; R&D Center Directors as/when necessary

5.15 Evaluation Criteria

Criteria	Description	Supporting Documents	Verifying/Certifying Authority	Scores (each item should not exceed 100 points)	Points
Research Capability Enhancement Programs`	Number of research outputs completed in the last three years utilized by the industry or by other beneficiaries	- Contracts and Designation - MOA/MOU - Certificate	- Campus Research Coordinator - Concerned Industry - Research Director	5 local/research 10 national 15 international	10
	Number of research outputs completed within the year	- Contracts and Designation with a	- Campus Research Coordinator	5 points	5

		progress report	- Research Director		
	Percentage of research outputs published in internationally-refereed or CHED recognized journal with the year / Number of research output submitted for patenting/patented (approved/application)	- Books - Journals	- Campus Research Coordinator - Research Director	10 per study	10
Inter-disciplinary RD&E Programs	Number of research output presented in local, regional, national or international fora	- Certificates - Programme	- Campus Research Coordinator - Research Director	5 local 10 national 15 international	10
	Number of externally funded research projects started/completed within the year	- MOA/MOU	- Campus Research Coordinator - Research Director	10 per funded research	10
Resource generation	Number of linkages established	- MOA/MOU	- Campus Research Coordinator - Research Director	2 /MOU or MOA	5
	Total amount raised from external and local funding for the conduct of R&D programs (in million).	- Contracts/ - Designation - MO/MOU	- Campus Research Coordinator - Research Director	5 per million	10

	Number of faculty members involved in research and development projects/activities	- Line Item Budget (Research Division)	- Campus Research Coordinator - Research Director	5 per researcher	10
Accreditation	Level 3 Level2 Level 1 RSB not accredited/failed in Area 5	- Certificate of Accreditation - Mean Score in Area 6 (research)	- Accreditation Chairperson - Extension Director	Level 3 - 10 Level 2 - 8 Level 1 – 6 Not accredited/Failed – 0 (The total weighted mean will be divided by the total project offered on the campus)	30
TOTAL					100

Note: Article here means the abstract/gist of the nominee's completed research

6.0 Intellectual Property Rights

6.1 Scope of the Policy

This policy applies to potentially patentable discoveries, inventions, or trade secrets which are developed using SKSU's equipment, supplies, facilities, employee time, or trade secret information, or which relate directly to SKSU's mandated thrusts, namely: instruction, research and development, extension and production. The SKSU will hold ownership of patents and other non-patentable intellectual products developed by its employees as stated in the mandated thrusts including those covered by copyright policy. The SKSU does not claim rights over inventions for which no equipment, supplies, facilities or trade secret information of the university was used and which was developed entirely on the employee's own time, unless, the invention grows directly out of the business of the SKSU.

6.2 Intellectual Property Committee (IPC)

The Intellectual Property Committee serves as an advisory committee to the President on all matters of patent and copyright. The committee's

responsibilities include the review of patent and copyright affecting the University, determination of the ownership of intellectual property, recommendations regarding assignment of inventions to appropriate development organizations, review of licensing policies and agreements, recommendation of policies for the allocation of revenues, and review or development of policy recommendations pertaining to intellectual property.

All matters regarding specific intellectual properties coming before the Committee shall be held confidential by all members of the Committee.

The IPO Focal person, Vice President for RD&E, Research, and Extension Directors, and Center Directors concerned shall be the composition of the Intellectual Property Committee.

6.4 Registration of Intellectual Property (IP) Assets

The following process flow will be observed in the registration of IP assets by The RD Director/IPO Focal Persons shall initiate the following:

- a. Conduct the search for potential researches;
- b. Issue a memorandum to researchers to discuss requirements and plan for patenting;
- c. Receive the disclosure of invention from concerned researchers;
- d. Schedule the presentation to University Research, Extension and Development Council (UREDC) on final disclosure of output;
- e. Submit accomplished application forms and settle payments to Intellectual Property Office of the Philippines (IPOPhil);
- f. Claim the Certificate of Registration from IPOPhil;
- g. Issue the certificate of Registration to the concerned researcher/s;
- h. Facilitate the release of incentives for registered output

6.3 Ownership

The SKSU shall fully or partially own all IPRs generated from instruction, research, extension, and production. The IPR Management Committee may determine that the employee is a partial owner of the intellectual property with the SKSU in cases where it would be unfair to determine that the property is wholly owned by either the SKSU or the

employee. In such cases, the Committee shall establish corresponding percentages of ownership. If the Committee deems it to be in the best interests of the SKSU to release its rights of the invention, it may do so. The Committee may place conditions on the release including a lump sum payment, a portion of the royalties, or other considerations to compensate for the use of facilities and materials.

Furthermore, in the case of IPRs generated from research with internal funding, the SKSU shall fully own the IPR. If the employee is determined to be the owner, the University will, or demands from the employee, issue a waiver of the University rights. On the other hand, IPR from outside funded researches shall have, the ownership based on the existing IPR of the funding agency unless, otherwise, it is stipulated in the contract or agreement.

6.4 Rights to Publication

The premature publication, public use, or disclosure of an invention can sometimes jeopardize the rights of the employee, or the University or its assignee, to secure patent protection. Therefore, unless the Intellectual Property Management Committee has issued a waiver of SKSU's rights, the employee agrees that there shall be no publicity or disclosure concerning the invention until patent applications have been filed. Once an invention is identified as potentially patentable, all publicity, public reports, interviews, news releases, speeches, public disclosures or public demonstrations of the invention subsequent to the filing of the application shall have prior clearance in writing from the University or its assignee. This section shall not be applicable to sponsorship agreements that impose different obligations on disclosure.

6.5 Agreements: Equity Agreements

6.5.1 Equity Agreement

Publication

Authors with published articles in the SKSU RDE Journal shall be entitled to one complimentary copy each. Extra copies may be availed of upon request.

Faculty with a paper published in ISI or refereed journal shall receive an incentive of Php. 15, 000.00 (International), and Php. 10, 000.00 for national publication.

Patents and Copyrighting

A cash award and a plaque of appreciation shall be given to faculty with copyrighted, invention and utility model duly registered from IPO Philippines.

Following the filing of a patent application on a particular invention which has been determined to be University property, the inventor will receive a Php. 15,000.00 payments from the SKSU's Trust Fund. If the invention is determined to be owned jointly by the employee and the SKSU or by the employee, the SKSU, and one or more external agencies, unless the parties agree otherwise, the inventor shall receive a sum equal to Php. 15,000.00 multiplied by the percentage of the SKSU's interest. Where several employees are responsible for the invention, the payment should be prorated among the co-inventors.

For utility models, an incentive of Php. 10,000.00 will be given to the researcher/s while Php. 5,000.00 for a registered Industrial Design. For each copyrighted output, the researcher shall receive Php. 5,000.00.

6.5.2 Royalty Agreement

Net royalty income received by the University shall be defined as one or the other of the following: (1) in the case of property administered

by an agency other than the SKSU), the sum received that is subject to this policy less a 5% administrative charge to be retained by the SKSU or (2) in the case of property administered by SKSU, the amount received that is subject to this policy less a 30% administrative charge to be retained by SKSU. Net royalty income received by SKSU shall be distributed according to the following schedules:

Cumulative Net Income	Inventor	SKSU	Unit (e.g., Department/Division)
Less than P10,000.00	100%	0%	0%
P10,001-P50,000.00	50%	30%	20%
More than P50,000.00	40%	35%	25%

In the case of multiple inventors, the cumulative net royalty income shall be prorated among them. Royalty income allocated to investors goes directly to them as personal income.

6.5.3 Disclosure Clause

For the protection of the employee's interests, each employee shall disclose to the Intellectual Property Committee, at the time of employment, all inventions developed or being developed by the employee, for the purpose of establishing his or her ownership rights to developments made prior to employment by the University. In order to determine the rights of employees and the University, employees shall disclose all potentially patentable inventions and discoveries developed while employed at SKSU to the Intellectual Property Committee for review.

6.5.4 Interpretation of Policy

The interpretation and implementation of this policy vis-à-vis existing national laws, rules and regulations governing IPRs and designed to protect and provide incentives to scientists and researchers with respect to their works and inventions shall be made in harmony with this policy. In the case of irreconcilable provisions, interpretation shall

be made in favor of the employee, researcher or inventor in accordance with the law and State policy governing IPRs.

7.0 Policies/Guidelines on the Disposal and Expenditure of Incidental Income of Research Projects

7.1 Project Disposal Guidelines

- a. Any clientele/buyer for planting materials, processed products, etc., should pay directly to the University Cashier who in turn, shall issue an official receipt before the product/s can be given.
- b. Claims for the procured items will be through the project leader/in-charge who will issue a ‘release note’ to the project caretaker/aide “No Official receipt, no release of procured items.” Release note will be presented to the security guard at the gate.
- c. Income derived will be deposited in the “TRUST FUND” by the University Cashier. In the case of sales from the Campus Cashier, the said amount will be remitted to the University cashier every week.

7.2 Expenditure

Income from projects/studies will be utilized following the accounting / COA guidelines on the use of funds such as:

- a) Hiring of emergency laborer when the need arises;
- b) Purchases of supplies and materials for the continuous implementation and improvement of the project;
- c) The hiring of research assistant / aide, if necessary, and when the available funds warrant for the purpose; and
- d) Incentives/honorarium for the study/project leader.

8.0 Publications & Communication

“**Publish or perish**” or “**Publish and flourish.**” The University as a generator and keeper of knowledge and technology is also tasked to disseminate generated knowledge and technologies to the public, especially, to its clientele, for adoption

and utilization either in small or large scale basis. This can be effectively done through print and radio programs. The University shall publish research outputs through the Research and Extension Journal (SKSU R&E Journal) which is published bi-annually by the Research and Extension Office and reviewed by external editors.

Technoguides, technopacks, and technoflyers shall be developed and printed for specific technologies by the Applied Communication Unit in consultation with the researchers.

It shall make use of other media, i.e., Agri-kapihan, Techno-forum, Techno-demo, etc. to disseminate knowledge, information, and technology to the consuming public.

The local newspapers shall be tapped for the dissemination of information and technologies from the university.

The guidelines for the publication of research outputs are:

8.1 Accepted papers for publication

- a. Previously unpublished and original research papers including thesis/dissertations, full-length articles or research notes advancing the knowledge agricultural and related sciences, socio-economics, trade and industry, education, etc.
- b. Paper presented by staff and faculty members invited as speakers in symposia, conferences, and workshops.

8.2 Instruction to Contributors

Manuscripts should not exceed 20 pages, including tables and must be written on one side of white 8½" x 11" bond paper. Typing must be double spaced between lines with margins of 4 cm on the left. Pages should be numbered on the upper right-hand corner and fastened together by paper clips. Manuscripts should be submitted in duplicate. A brief curriculum vitae of author/authors on enumerated sheer is required.

8.3 Format for all length of research papers

Title – This should be brief as possible (not to exceed 15 words).

Authors – This should be placed under the title with the institution and its address a number referring at the bottom of the page.

Abstract – This is a summary of the main findings written in one paragraph not to exceed 250 words and double-spaced form.

Introduction – This should include a brief statement of the problem and its importance, a short survey of the literature and the objectives of the work to be described in the paper and time and place of the study (PILOT).

Materials and Methods/Methodology – This section will include a detailed and broad outline of the experimental procedure or methodology.

Results and Discussion - These results are usually arranged based on objectives. Brevity and clarity of ideas must be observed. The accuracy of statements rests with the authors.

Summary and Conclusion – This contains an overview of the paper and includes a brief re-statement of the problems, procedures, techniques used and findings. The conclusion should be drawn from the findings and supported by the collected data. The recommendation, if any, should be brief and relevant. This is an optional part of the paper.

Acknowledgment – This should be brief and direct to the point (optional).

References – References should be confined to papers cited by the authors and listed alphabetically according to the surname, Initials of First Name, Year, Title of Paper, Journal source, Address of Publisher, Publisher, Volume, No., and Page.

Others:

- a. Avoid the use of footnotes
- b. Avoid using dashes in the text
- c. Avoid using upper case when not necessary

8.4 Paper Publication (Refereed Journal)

The process flow for Paper Publication are as follows:

- a. The RD Director shall disseminate the call for submission of the publishable papers to the Campus Directors;

- b. The RDE Staff shall receive the copy of the publishable paper from the author/s;
- c. The communication and publication committee shall run the paper for plagiarism test
- d. The author/communication and publication committee shall submit the publishable paper to the refereed journal;
- e. A copy of the journal where the paper is published shall be submitted to the RD Director/RD Staff;
- f. The RD Staff shall facilitate the release of the incentives for the registered output/s.

8.5 Paper Publication (SKSU R&D Journal)

- a. The Editorial Staff shall examine and evaluate the manuscript submitted for publication within a period of one month. When revisions are needed, the paper shall be returned to the author for appropriate modifications. The paper, then, should be with the CPU within two weeks after receipt by the author.
- b. Authors whose papers are accepted for publication shall be notified of the action taken by the CPU one month after submission.
- c. Authors of the articles or inventors of any gadget, device, or any material of interest published in the Research Journal are solely responsible for any infraction of the Laws on Intellectual Creation.
- d. The Editorial Staff reserves the right to refuse articles submitted on publication in the RDE Journal not conforming to the instruction.

8.6 Paper Presentation

The RD Director/ Communication and Publication Committee/ RDE Staff and Project Proponents shall observe the following process for paper presentation:

- a. Receive the invitation to present the project outputs in Scientific forum;
- b. Inform the Campus Directors to submit the papers (abstract/full paper) for presentation;
- c. Receive the copy of the researcher's abstract/full paper from the SKSU campuses;

- d. Submit the paper to the reputable scientific organization for the regional/national/international presentation;
- e. Receive the letter/notice of acceptance from the concerned organization;
- f. Communicate with the proponents regarding the paper accepted for presentation
- g. Facilitate the travel documents for the paper presentation;
- h. Report and submit the certificate of participation/recognition to the Research Development and Extension;
- i. Receive the certificate of participation/recognition from the presenter.

9.0 Students' Involvement in RDE

9.1 Access/Use of RD and E Facilities

- 9.1.1 The RD and E facilities should be under the supervision and management of faculty with plantilla item, preferably those with regular teaching loads.
- 9.1.2 Students can use the facilities with some minimal fees.
- 9.1.3 The RD and E facilities can also be used to serve the farmers' laboratory test needs and needs of private/commercial establishments.

9.2 Undergraduate and Graduate Thesis Support

Students can be junior researchers and can be involved as part of big R and D programs and projects. Financial or material support is granted if funds are available. This is to strengthen students' research capabilities by providing graduate and undergraduate thesis financial assistance.

Graduate and undergraduate students of the College with an approved thesis/dissertation outline can apply for thesis support.

9.2.1 Guidelines in Availing Thesis Support

- a. The thesis should be in line with the existing research thrusts/priorities of R and in case the thesis is not in line with the research thrusts of R and D, the following criteria will be considered:
 - i. Importance to national development considering its social, economic and environmental impact;

- ii. Originality (done by the students themselves); and
 - iii. Urgency in terms of the college's needs.
- b. The campus research coordinator in consultation with the department chairpersons selects the entries for their corresponding colleges.
- c. The thesis proposals are then submitted to the Research Division on or before the following schedules:
 - August - thesis to be conducted during the second semester
 - February - thesis to be conducted during the first semester
- d. The Technical Working Group finally review and approve the thesis to be funded.
- e. Only two students per semester (one graduate and one undergraduate) who are on the stage of conducting their theses could avail of the financial support.
- f. Each student is entitled to thesis support in the form of supplies, materials, laboratory analysis with a maximum amount of P 5,000.00 per semester.
- g. Upon approval, a written memorandum of agreement is signed by the student, thesis adviser, and the director for research.
- h. After the completion of the research, students are required to submit two (2) copies of the manuscript to the Research Division.

9.3 Search for Best Graduate and Undergraduate Theses

9.3.1 Objective

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:

- a. select one outstanding thesis for science and non-science courses in the undergraduate level and one each for MS and Ph.D.; and
- b. provide a certificate of recognition and cash awards to students with outstanding thesis/dissertation.

9.3.2 Mechanics of Implementation

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

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

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

Those selected for each department in the undergraduate and the graduate levels are programmed for presentation in the Campus Research Exposition. The winning research from the different campuses will be submitted to the Research Division and forward the papers to the Technical Working Group for the selection of the University-wide Best Theses and Best Dissertation.

9.3.2.1 Requirements for Participation

The following are submitted to the Director for Research not later than ten working days before the meeting of the Academic Council to approve the candidates for graduation:

- a) one (1) copy of the final manuscript; and
- b) five (5) copies of the abstract and the summary, conclusions, and recommendations.

9.3.2.2 Criteria for Selection

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

	Weight (%)
I. Originality (student's original proposal)	30
II. Organization (validity of approach and reliability of results)	30
III. Relevance/Significance (potential contributions to countryside development considering its social, economic and ecological impacts)	40
TOTAL	100

A cut-off point of 85 percentile for undergraduate level and 90 percentile for graduate level for the above criteria are maintained during the final selection. The candidate(s) receiving the highest point which is equal or above the cut-off point are considered winners.

9.3.2.2.1 Incentives

- All college nominees for the best thesis are given a certificate of recognition.
 - During the University recognition program the best theses are awarded the following:

1. Certificate of Recognition
 2. Cash Award P 5,000 for graduate
P 5,000 for undergraduate

The cash awards will be taken from the Research Fund of the University. The selected best theses are immediately published in the R and D Journal.

9.3.4 Research Exposition

This research exposition shall be done within the months of February to March of the current year where theses or dissertations of students are presented and reviewed by experts. This shall be facilitated by the respective Campus Research Coordinators. The findings of the theses/dissertations that are in-line with the R & D agenda shall be considered in planning and identifying R & D priorities. Campus-based research papers presentation will be done to disseminate research findings or information.

It is during the campus research exposition that the panel of evaluators chooses from among the presented researches the following: “Best Paper,” “Best Information for Dissemination,” “Best Technology,” and “Best Poster.” Participants receive a certificate while awardees receive a certificate and cash awards of Php 1,000.00 for the undergraduate and Php 2,000.00 for the graduate level.

9.3.5. Student Assistantship

Students can be hired to work in R and D projects as student assistants for them to get exposure to the R&D projects while earning some amount of money to augment their allowances.

EXTENSION DIVISION

EXTENSION DIVISION

1.0 LEGAL FOUNDATIONS

1.1 Republic Act No. 8292

Republic Act No. 8292, otherwise known as the “Higher Education Modernization Act of 1997”, mandates State Colleges and Universities to promote the establishment and development of research and extension centers and to establish guidelines and procedures for participative decision-making and transparency within the institution.

1.2. Republic Act No. 9966

As provided for in the SKSU Charter (R.A. 9966, Sec. 2), the University shall primarily give professional and technical training in science and technology and shall provide advanced and specialized instruction in literature, philosophy, arts and sciences, besides providing for the promotion of scientific and technological researches for adoption and contribute to the balanced growth and progress of the society it serves.

1.3 RA 8435 of 1997 or Agriculture and Fisheries Modernization Act (AFMA)

Section 92 on The Role of Government Agencies (AFMA, 1997) clearly states that the Department (DA) , together with state colleges and universities shall assist in the LGU's extension system by improving their effectiveness and efficiency through capability-building and complementary extension activities such as:

- a. technical assistance;
- b. training of LGU extension personnel;
- c. improvement of physical facilities;
- d. extension cum research; and
- e. information support services.

1.4 Republic Act 7160 of 1991 also known as Local Government Code.

The code points out the Local Government Units shall become direct partners of SUCs the in the community extension services.

2.0 GENERAL PROVISIONS

2.1 Vision

Proactive engaging role in extension service delivery especially for agri-based processes and products for inclusive and sustainable growth in the region.

2.2 Goals and Objectives

The goal of extension service is geared towards empowering people in the community through the development of individual potentials with values and capacities to transform and improve the quality of their lives and of others in their communities. For the extension services to achieve the desired outcomes, the following specific objectives will lead to:

- 2.2.1 enhance the capability of faculty extension service providers;
- 2.2.2 strengthen the knowledge innovation, management system;
- 2.2.3 enhance the productivity of the communities served;
- 2.2.4 strengthen University's capacity to provide expert services to clients;
- 2.2.5 develop long term and continuing programs/projects for the advocacy, promotion, and institutionalization of Sustainable Environment and Socio-cultural preservation; and
- 2.2.6 strengthen the delivery extension services of the University.

2.3 The Extension Agenda

- 2.3.1 Enhancing capability** of faculty as an extension service provider (specialized training based on vertical articulation)

2.3.2 Establishing the Knowledge Innovation and Management Center as a facility for Advocacies, IEC materials, Database, e-learning materials, quad-media materials and other forms of media production.

2.3.3 Enhancing community productivity through the intervention of program/project focused on the identified thematic areas and integral themes, industry and market-driven needs for (ASEAN Integration) standardized quality products, process, outputs, and consideration for outcome-based results:

- Assurance System/Hazard Analysis and Critical Control Point (HACCP)
- Food and processed product
- Good agri-fishery practices (GAP)
- Organic agri-fishery technologies and livelihood interventions
- Capability enhancement programs (Training, Demonstrations, Field Days, Farmers Field School)
- Technology incubation program
-

2.3.4 Providing expert services

2.3.4.1 Create an identified pool of experts as service providers of the specializations (consultants/experts, assessors/evaluators, trainers, resource persons, facilitators, implementers)

2.3.4.2 Accreditation/Registration of individual or institution as service provider

2.3.4.3 Technical and Educational Advisory Extension Services- Organizational and Enterprise evaluation and design assessment, Expert/Consultancy Services on Agri-fishery technologies and other fields, Alternative Learning System, Literacy Program, LGU Support Program for Good Governance.

2.3.5 Institutionalizing continuing programs on:

2.3.5.1 Sustainable Environment Programs:

- Disaster risk preparedness and management
- Resilience amidst climate change (mitigation and adaptation):
- Renewable Energy

- Biodiversity and Natural Resources Management,
- Greening Program (Waste Management and Aesthetic Environment)
- Organic Agriculture

2.3.5.2 Socio-cultural Programs

- Health and Nutrition Program
- Gender and Development
- Preservation, promotion, and advocacy of arts and culture, Indigenous Knowledge System (IKS), Indigenous People (IP's tradition) and Pilipino Culture and Arts.

2.3.6 Strengthening of the Extension Service Delivery

- 2.3.1.1** Policies formulation to institutionalize extension incentives and benefits (Reward Systems/Promotion Points)
- 2.3.1.2** Review and update extension manual based on approved policies
- 2.3.1.3** Institutional membership and networking with recognized or accredited extension organizations
- 2.3.1.4** Forge MOAs, MOUs for partnership, and collaborations (local, national, international)

2.4 Integral Themes:

2.4.1 Poverty Alleviation

The intervention is usually geared towards livelihood and various economic activities that enhance productivity and increase income, access to social services (education, health, and recreation).

2.4.2 Peace and Development

This may also include capacity enhancement, economic activities, policy development, good governance, and support to IPs cultural development and IKS promotion.

2.4.3 Health System and Development

This theme may include promotion, campaign, and advocacies on health-related issues (nutrition, hygiene, lifestyle, diseases, illnesses, alternative medicines, medicinal and herbal remedies, health and wellness).

2.4.4 Behavioral Development

Values integration and enhancement, social preparation, improve community involvement and voluntarism.

2.4.5 Gender and Development

Promotion and advocacies on gender issues, gender sensitive policies, gender equality and roles.

2.4.6 Agri-based Technologies Advocacy and Promotion

This theme is encompassing economic, health, and environmental opportunities as well as cultural acceptability.

The extension focus of each campus/site varies according to the program offering and the existing and immediate needs of the communities in the respective areas. The agenda, therefore, must primarily have relevance to the specialization and expertise on the program offerings, or it must cut across various disciplines.

Operational Framework



Figure 2. Operational Framework of SKSU Extension Service

2.3.7 Full Potential of Individual. This refers to potentials of service provider/s and/or participant/s to work for the attainment of vision, mission, goals, and objectives of extension service.

2.3.8 Filipino Identity with Global Context. The individual who understands the distinctiveness of his identity as a Pilipino but at the same time looks at the global perspective of his dealings

2.3.9 Responsible Citizen. An individual who makes decisions and actions to work out the prevailing problems in the society/community.

2.3.10 Informed Change Agent. The individual who makes decisions grounded on empirical data and information.

2.3.11 Service for the Common Good. Individual with instinctive desire to render service to others as a way of life.

2.3.12 Desire for Life-long Learning. Individual who learns and relearns to advance self and applies learning to improve quality of life.

2.3.13 Culture of Excellence. Individual who maintains the pursuit of quality service.

2.3.14 Maka-Dios Maka-bayan, Maka-tao, and Maka-kalikasan. An individual's encompassing values to possess a character and carry out the desired change.

Given the full potential of individuals involved in the extension work, they can be able to build strong pillars (instruction, research, and extension), where the working mechanism for service delivery begins.

The three functions with the identified interplaying elements to connect and support each other forms a triad of the strong anchor to uphold the institutional, provincial, regional, national and global missions for inclusive growth. Instruction brings in existing knowledge of people and organizations covering structures, systems, and methods. Research role is to bring in new knowledge on people and organizations covering structures, systems, and methods drawn from the HEIs' efforts to improve, innovate and create for the instruction to use and for the extension to extend the practice to the communities. Extension then brings in the (1) extension agenda on how communities may be helped through an informed process of situation analysis, gaps identification, consensus building as well as the (2) orchestration of the purposive, collaborative efforts to execute the agenda. Eventually producing an empowered community who can take charge in improving the quality of their lives having learned from the various interventions of the extension services of SUCs.

The working framework of the University was formulated to integrate the agenda of the extension service. From the framework the delivery of extension service shall encompass the fundamental development of individual full potential with capacities and values to effectively convey the same to the community. Thus, the ultimate goal to attain inclusive and sustainable growth will eventually result to quality life of people.

2.5 Organizational Structure

The Organizational Structure of RD&E is the unified structure for research and extension to connect and support each other (Figure 1). Research role is to bring in new knowledge on people and organizations covering structures, systems, and methods drawn from the HEIs' efforts to improve, innovate and create for the

instruction to use and for the extension to extend the practice to the communities. Extension then brings in the (1) extension agenda on how communities may be helped through an informed process of situation analysis, gaps identification, consensus building as well as the (2) orchestration of the purposive, collaborative efforts to execute the agenda. Eventually producing an empowered community that can take charge in improving the quality of their lives having learned from the various interventions of the extension services of University.

2.6 Service Delivery Approaches

SKSU extension programs are based on the RD&E thrusts of the institution. Following are the approaches and strategies utilized by the University in the conduct of its extension projects following the R & D process:

2.6.1 Technology Adaptation

On-farm Verification Trials

2.6.2 Technology Piloting

On-farm Piloting of Packages of Technology

2.6.3 Information Dissemination

Diffusion of information to production, marketing, credit and financing through the use of different forms of communication media.

2.6.4 Technology Dissemination

Continuing Education

Publication and Communication

Field Operation Services

Special Projects

2.6.5 Technology Utilization

Research outputs are practiced and internalized by the production system of a farm, factory, household, community and/or organization

2.6.6 Technology Commercialization

Technology-based Small-scale Industry

Commodity-based Small-scale Industry

To enhance the RD&E continuum in accordance with the technology classification characteristics, the following are recommended and carried out within the technology development process from TG, TA, TV, and TD namely:

TG	TA	TV	TD
• Research station trials	• On station/on farm trials	• Mainly on-farm research extension interface	• Publication
• Large number of trials	• Less than ten treatments	• Two treatments	• Best treatment/practices
• Few locations	• More locations	• Many locations	• Barangay community pilot production
• Replicated	• Replicated	• Unreplicated	• Demonstration farms
• Nation-wide focus	• Regional focus	• Provincial/municipal focus	• Similar development zone recommendation
• Small plots	• Small plots	• Large plots	• Whole farm
• Research-managed	• Research-managed	• Farmer-managed with researcher supervision	• Farmer-managed with extension assistance
			• Support services participation

In the identified R&D commodities, a balanced commodity landscape should be undertaken to ensure that thrusts of the R&D agenda are uniformly addressed and resources of the ecosystem are maximized.

2.7 Thrusts of the Extension Division

To ensure that all extension activities for SKSU are geared in the attainment of the above-mentioned objectives, the following are the thrusts of the Extension Division:

2.7.1 Institution Building. This is the key to technology diffusion. The sustainability of the delivery of service including technology utilization is through training where point-to-point communication is strategic in establishing the interpersonal relationship among target groups.

Training needs are determined via technology assessment and the periodic monitoring and evaluation of the field activities.

2.7.2 Technology Transfer, Application and Commercialization. This will take charge of pre-assessment and socio-economic surveys prior to the implementation of technology projects. It will assist in the conduct of training, the establishment of community-based demo projects at the same time monitor and evaluate field level activities. Consultancy, coaching, mentoring and advisories will be part of services for the transfer, application, and commercialization of technologies.

2.7.3 Packaging of Information, Education Communication Materials. It will basically involve packaging materials and other informational materials (print, audio, A-V, indigenous) for LGUs, NGOs, and GOs.

2.7.4 Commercialization and promotion of products and services. Agri-fishery, and other high-value crops. This will be done through the establishment of demo projects, plant health clinic, field days/harvest festivals, broadcast, and agri-kapihan.

2.7.5 Natural Resources Management (Soil, water, plants, animals, indigenous technologies, indigenous structures).

2.7.6 Education and Nutrition. It will collaborate with government agencies on non-formal education (NFE), alternative learning system (ALS) which shall be integrated with a healthy environment, good nutrition and livelihood for every family in the service area.

4.0 THE MANAGEMENT OF THE EXTENSION DIVISION

3.1 Management Mechanism for Extension Division

To ensure that all the projects of the SKSU Extension Division are consistent with the individual and institutional extension objectives, the following strategies of implementation are set up:

- 3.1.1 Establish a University network for extension activities of planning, packaging, implementing and reporting. To operationalize the efficient management of extension for the entire University, it must be coordinated and directed. This is to ensure that the limited resources of the Extension Division are utilized to the maximum.
- 3.1.2 Identification and implementation of projects/programs should be need-based and participatory in nature. Technical assistance to be rendered should be within the competence and leadership of SKSU. Other needs of the clientele may be referred to concerned agency/ies.
- 3.1.3 Provide a systematic program of manpower development for Extension. Continually train and encourage other qualified faculty members of the University through appropriate programs and incentives such as awards, scholarships, travel grants, etc.
- 3.1.4 Establish linkages with government and non-government agencies to augment funds and other resources for Extension and to avail of other capabilities which will strengthen the extension activities of SKSU.
- 3.1.5 Establish a data processing, documentation, extension communication, and dissemination center for information on industrial technology, as well as science and technology. The center shall also be harnessed to store and disseminate R&D findings which are useful not only to the University but, also to other educational institutions, industry and other sectors of the society.

3.2 Extension Division Organization and Management

3.2.1 Director for Extension

The Director for Extension shall be designated by the University President subject to confirmation by the Board of Regents. He/she shall have at least the appropriate doctoral degree with an academic rank of, at least, Associate Professor, with, at least, three (3) years of extension and administrative experience. He/she shall hold office for a term of two (2) years, subject for re-designation and perform the following functions:

- a. Implements extension programs directed towards the continuing development of competencies of extension personnel and other faculty members who are involved in extension;
- b. Coordinates, monitors and evaluates extension projects of the various campuses as to the attainment of the objectives;
- c. Implements approved guidelines by the proper authority governing incentives and privileges;
- d. Disseminates and popularizes research outputs geared towards adaptation and commercialization through mass and multimedia and demo farms ;
- e. Exercises leadership on its own or through cooperative efforts with other units of the University in the promotion of research outputs and other adaptable technologies through seminars, conferences, fora, training programs, and other similar activities;
- f. Do other functions as delegated by higher authorities.

3.2.1.1 Specific Duties

- a. Make a periodic appraisal of extension programs affecting communities particularly those in the service areas of the University.
- b. Evolve or design extension plans, programs and new approaches that shall improve efficiency, productivity, income and general well-being of the people in the service area;
- c. Recommend the establishment of linkages with government and private organization on carrying out extension-type activities for approval and implementation.
- d. Organize and manage training, seminar/activities designed for various clientele in cooperation with other units of the University;

- e. Coordinate all extension activities of the various units of the University.
- f. Relate closely the extension program of the University with those of research and to make a periodic appraisal of extension problems affecting barangays instruction.
- g. Recommend the budget for long and short range plans necessary for the efficient implementation of the extension function of the University.
- h. Prepare and submit periodic and other necessary report to the President through the Vice President for RD and E.
- i. Disseminate information on new technology and innovation and research findings to end-users;
- j. Perform other related functions as may be assigned to him/her.
- k. Promote the application and commercialization appropriate technologies through the establishment of Demo Projects, Plant Health Clinics, Field Day and Agri-kapihan.

3.2.2 The Campus Extension Coordinator

3.2.2.1 General Functions. The Campus Extension Coordinators are the service arm of the EDO. The common function is to coordinate extension activities in the aspect of planning, organizing, monitoring, documenting and evaluating.

3.2.2.2 Specific Functions. The specific functions of the Campus Extension Coordinators are:

- a. Coordinate with the extension area chairpersons who are based in the campus through proper channels in the planning and organization of extension activities in the respective areas of specialization.
- b. Plan and carry out activities designed towards the improvement of the competencies of the faculty in the extension approaches and techniques.
- c. Monitor and evaluate extension activities within the area of concern and submit progress reports.

3.2.3 The Administrative Support Staff

- 3.2.3.1 The Administrative Support Staff of the EDO records communication, responsible for all clerical jobs; takes charge of all matters pertaining to the financial aspects of the project.
- 3.2.3.2 The Administrative Support Staff supports the Director of EDO in the efficient management of extension activities.

5.0 MECHANICS OF PROGRAM/PROJECT IMPLEMENTATION

4.1. Fundamental Provisions

- 4.1.1 Extension is a mandated function of Sultan Kudarat State University (SKSU). As such, all faculty members are enjoined to undertake extension activities in their area of competence.
- 4.1.2 Extension projects must be within the thrusts of the University and be approved by the University President through the Office of the Vice President for RD and E.
- 4.1.3 The budget allocation for extension of each college shall depend on the approved extension projects that were submitted.
- 4.1.4 The extension project in the different campuses shall be governed by the provision of the SKSU Extension Manual.

4.2 Extension Funding Source

- 4.2.1 The Extension Division shall have a definite budgetary allocation.
- 4.2.2. Extension projects of the University shall be taken from the budgetary allocation for extension.
- 4.2.3 Utilization of 10% of income from tuition shall be subjected to evaluation of the proposal by TWG, endorsement of UREDC and approval of the President.
- 4.2.3 External funding access through outsourcing and establishment of public-private-partnership (PPP).

4.3 Planning

- 4.3.1. The Director for Extension shall initiate the development of a strategic plan for the Extension Program of the university.
- 4.3.2. The operational plan of each campus shall be done annually on a school year basis to be submitted to the Director for Extension not later than the second week of July.

4.4 Development of Extension Project Proposal/s

- 4.4.1 The extension project should be based on the Extension Agenda, Thrusts and Priorities of the University or of the government regional and national agenda.
- 4.4.2 Identify available and matured technologies for dissemination either University-generated technologies or existing scientifically-proven technologies.
- 4.4.3 Assessment of the environment must be done that will include:
 - a) **Internal assessment** to determine available and matured technologies for dissemination. Manpower, physical facilities, technical capabilities, and institutional support must be assessed prior to proposal formulation.
 - b) **External assessment** to include stakeholder's analysis (especially LGUs and target sectors/communities) to determine their role in the project implementation as partners, cooperators, and beneficiaries.
- 4.4.4 Technology needs assessment. This must be closely coordinated with the LGUs in the provincial, municipal or barangay level in determining the problems and needs of clients to be addressed.
- 4.4.5 Determine the specific budget required for the project and the source/s of the fund. Establish linkages and networking for possible counterpart and or complementation with partners (especially LGUs)
- 4.4.6 The University President shall approve the extension project proposal for funding upon the evaluation of UREDC and joined recommendation of the Director of Extension and the Vice President for RD and E.

- 4.4.7 Upon the approval of the University President, the contract will be signed between the project Implementer/s and the University Head stating the conditions for the release of funds.
- 4.4.8 Designation of the Project Implementers and Notice to Proceed will be issued by the Office of the President.
- 4.4.9 Programs/projects implemented with partners must have MOUs/MOAs/Terms of Reference and notarized to establish a partnership.

4.5 Format

The following formats can be used in the preparation of the extension proposal:

1. DA-BAR Format
2. DOST Format
3. CHED Format
4. RD&E Form No. 1
5. RD&E Form No. 2
6. RD&E Form No.5

4.6 Implementation of Extension Project.

- 4.6.1 In the implementation of the extension project, the implementer/s may seek the assistance of the Director of Extension with regard to:
 - a. Negotiating with implementing and cooperating agencies.
 - b. Facilitating request for supplies and materials needed.
 - c. Facilitating request for travel.
- 4.6.2 Program/Project leaders shall prepare PPMP for consolidation with the RD&E Division PPMP.
- 4.6.3 The Program/Project Leader shall take full responsibility in the conduct of the projects.
- 4.6.4 The implementation of extension activities shall involve the following steps, to wit:
 - a. Social preparation. Courtesy call to the Municipal Mayor and Barangay Chairperson should be done whereby the concept of the project and its activities should be discussed.

- b. Participatory Rapid Appraisal (PRA). A PRA shall be conducted to come up with a Community Resource Development Plan.
- c. Process Documentation. It will be done to generate concurrent data which are rich in details and dynamics of field events.
- d. On-Site Training and Demonstrations. This will be conducted to reinforce learning and ultimately the adoption of a particular technology. For trainings that are not of the University concern, it will be coordinated with the appropriate agency/ies.
- e. Development Support Communication. Any technology disseminated shall be complemented with print materials. The packaging of these materials will be undertaken by the Applied Communication Unit of the RD and E.
- f. Monitoring and Evaluation (M&E). Periodic monitoring and evaluation will be conducted by the (M&E) Unit of the RD and E. This will be the basis for further refinement of the strategies and replication to other areas.

4.6.5 Quarterly accomplishment report including minutes of the meeting shall also be submitted to EDO.

4.5.6 Trip report shall be accomplished using Extension Form No. 3.

5.0 PROJECT MONITORING AND EVALUATION (On-going and Completed Extension Projects)

The SKSU shall employ mechanisms for programs/projects monitoring progress of ongoing and completed projects: 1) field evaluation; 2) agency in-house review (mid-year and year-end) and 3) regular physical and financial reports of milestones and highlights of accomplishments. (See R&D: Section 5.4). Monitoring and Evaluation). The extension will adopt the M&E for Research M&E except for technical mechanisms referring to conduct of research.

6.0 Paper Presentation

The Extension Director/ Communication and Publication Committee/ Extension Staff and Project Proponents shall observe the following process for paper presentation.

- a. Receive the invitation to present the project outputs in Scientific forum;
- b. Inform the Campus Directors to submit the papers (abstract/full paper) for presentation;
- c. Receive the copy of the proponent's abstract/full paper from the different Sultan Kudarat State University campuses;
- d. Submit the paper to a reputable scientific organization for the regional/national/international presentation;
- e. Receive the letter/notice of acceptance from the concerned organization;
- f. Communicate with the proponents regarding the paper accepted for presentation
- g. Facilitate the travel documents for the paper presentation;
- h. Report and submit the certificate of participation/recognition to the Research Development and Extension;
- i. Receive the certificate of participation/recognition from the presenter.

7.0 Conduct of Training

In the conduct of training, the following steps shall be observed:

- a. The Extension Director/ Staff shall receive the activity design from the proponents;
- b. The proponents will conduct the Training Needs Assessment (TNA);
- c. The proponents will submit the consolidate TNA result to the Extension Director;
- d. The proponents/ will execute the training with the identified stakeholders;
- e. A narrative report will be submitted by the proponents to the Extension Director.

8.0 Publication of Extension Outputs (see R&D: Section 8.4)

9.0 SELECTION AND PRIVILEGES OF EXTENSION IMPLEMENTATIONS

9.1 Selection of Extension Implementers

- 9.1.1 The selection of extension implementations for each campus will be done by the Campus Extension Coordinator in coordination with the Campus Dean and Chairpersons.

9.1.2 The Campus Extension Coordinator recommends to the Campus Dean of the respective campuses the “pool” of experts updated annually by the Campus Extension Coordinator.

9.1.3 The Office of the Director for Extension should be furnished a copy of the updated list of extension implementers from each campus

9.2 Privileges and Incentives for Extension Implementers and Selection of Extension Worker of the Year

Criteria	Description	Supporting Documents	Verifying/Certifying Authority	Score	Points
Conduct of training for the transfer and dissemination of technologies	Number of persons trained weighted by the length of training	- Certificate - Attendance	- Campus Extension Coordinator - Extension Director	1 per person per hour	10
Farmer/ fisher folks / housewives/ OSY / etc provided with technical advise	Number of persons provided with technical advise	- Certificate - Attendance	- Campus Extension Coordinator - Extension Director	1 per person	10
Establishment of demo farms etc	Percentage of trainees/adopters who utilize the technologies in viable demonstration projects and	- Certificate	- Campus Extension Coordinator - Extension Director	1 per person	15

	profitable enterprise				
Conduct of evaluation survey	Percentage of trainees/client who rated services as good or better	- Evaluation Form	- Campus Extension Coordinator - Extension Director	1 per person	5
Responded to request promptly	Percentage of request for training/technical advice responded to within 3 days of request	- Communication - Programme	- Campus Extension Coordinator - Extension Director	10 points	5

9.2.1 Faculty adjudged as “Extension Worker of the Year” shall receive a Plaque of Recognition and cash award of Php. 10, 000.00.

9.2.2 To motivate extension implementers in the University; privileges and incentives such as reduced load and honorarium shall be provided.

9.2.3 Reduced Load. The faculty personnel who are assigned on a part-time basis as Administrators in the EDO shall be entitled to a reduction of teaching load that is within the established policies of the University.

9.2.4 Equivalent Teaching Load (ETL)/Required Teaching Load (RTL) of Various Positions under RDE per Semester

Position/Designation	ETL/RTL
VP-RDE	15/3
Director for Extension	12/6
Project Leader	6/12
Committee Chairperson	6/12
Committee Member	3/15
Campus Extension Coordinator	3/15

9.2.5 Honoraria. The Director for Extension and the different Chairpersons of the different units may be entitled to honoraria as may be specified by the University under the following conditions:

- a. They hold academic or equivalent rank.
- b. They are designated on a part-time basis only as the staff of EDO.
- c. They are teaching the normal load required of their position in their respective institutes. They are not the regular or full-time staff of EDO.
- d. Honoraria for extension program/project implementation shall be based on DOST-DBM rates and guidelines for S&T activities (RA 8439 s.1997 "Magna Carta for S&T Personnel in Section 7 and Section 3; also covered by RA 10651 s. 2015 in Section 55 (d) S&T personnel honoraria; or covered as enumerated in the DBM-DOST Joint Circular No.1 s 2013).

APPENDICES

Appendix 1. R D & E Form No. 1

For Use of Study Leader

PROJECT PROPOSAL SKSU RESEARCH PROPOSAL

I. Program

II. Proponent

III. Source of Fund

IV. Total Budgetary Requirements

V. Time/Duration

VI. Cooperating Agency

VII. Significance

- a. Indicate the current issues/concerns to be addressed and how it rats to the ultimate reason for the project/study.
- b. Discuss the likely impact of the information/technology to be generated on the current body of knowledge, target beneficiaries or stakeholders.
- c. Discuss how the output will be utilized and disseminated.

VIII. Objectives

- a. It should be clear to what it intends to achieve.
- b. Adequate enough to address the problem stated.
- c. Attainable within the time frame and resources indicated. (i.e SMART)

IX. Literature Review

- a. Exhaustive enough to cover related activities conducted for the last five years.
- b. Include state of the art of the current technology/information from which the research proposal will take – off.
- c. Include patent publication. You can access it through.
 - www.uspto.gov
 - www.espace.net
 - www.ipo.go.jp
- d. Indicate any related technology which is protected by any of the IPR (Intellectual Property Right) schemes.

X. Methodology

- a. Discuss all relevant variables to be measured/ evaluated. The methodology shall provide answers to the research objectives.
- b. Identify measurable outputs that the proposed research will produce.
- c. In the case of experimental research, treatments that will be used and lay-out of experiments should be illustrated and briefly discussed.
- d. Use appropriate experimental procedures and design.
- e. Discuss how data will be obtained, by whom, specific sources of data frequency of data collection, processing of collected data, and statistical analysis to be employed.
- f. The strategies for implementation, observation and evaluation method should be adequate and well-thought of.

XI. Expected Outputs

- a. Indicate the specific products, process services, information or technologies which the project/ study is expected to produce.
- b. Identify/include social, economic and other benefits to be generated and how long will it take before expected benefits are realized.
- c. Indicate potentially patentable outputs (if there is).

XII. Workplan

- a. Activities identified shall be consistent with the objectives and expected outputs.

XIII. Budget

- a. It should be consistent with the proposed work plan.
- b. The line-item expenditures shall include the:

B.1 MOOE

Travel/Fuel/supply and Materials (Indicate the number of units & Specification?)

Appendix 2. RD & E Form No. 2

RESEARCH AND INCOME GENERATING PROJECT (RIGP)

PROPOSAL FORMAT

1. Title
2. Researcher
3. Stand Code/Commodity Classification
4. Project Site
5. Project Duration
6. Project Cost
7. Rationale/Justification
8. Objectives
9. Methodology/Strategies of Implementation
(Gantt Chart)
10. Data to be Gathered
 - a. Research Aspects
 - b. Production Aspects
11. Budgetary Requirements

Appendix 3. RD & E Form No. 3

Research Proposal Evaluation/Scoring Sheet (to be attached for TWG evaluation)

Date: _____

Project Title: _____

Proponent: _____

Administrative Aspect

Sector _____

Commodity Priority Area _____

R & D Strategy Classification _____

Technical Aspect (85 pts)

Criteria	Score
1. Significance of the proposal (20 pts) o Importance of the project (5 pts) _____ o Extent of net benefits likely to be derived (5 pts) _____ o Potential contribution to science, rural households, industry, commodity\sector, region, or national economy, etc. (5pts) _____ o Utility of R & D results (pts) _____	_____
2. Technical merit of the proposal (5pts) o Objectives (12 pts) ❖ Adequacy (4 pts) _____ ❖ Clarity (4 pts) _____ ❖ Attainability (4 pts) _____	_____
o Adequacy of literature review (13 pts) ❖ Comprehensiveness/exhaustiveness (5-7pts) _____ ❖ Currentness of the state of the art used (4-pts) _____ ❖ Exhaustiveness of prior art search on related technologies (4pts) _____	_____
o Analytical framework & methodology (25 pts) ❖ Adequacy of the analytical framework (5 pts) _____ ❖ Appropriateness of research design &	_____

- statistical tools to be used (5 pts) _____
- ❖ Completeness/relevance of variables (5 pts) _____
- ❖ Adequacy of data collection method (5 pts) _____
- ❖ Consistency of planned activities with the research objectives, expected outputs, available manpower& financial resources (5 pts) _____

- **Contribution to new knowledge (15 pts)** _____
- ❖ Extent to which the expected outputs could help eliminate, mitigate, or prevent the problem and its attendant negative consequences from occurring (4 pts) _____
- ❖ Significance of expected outputs, whether of national or international importance (4 pts) _____
- ❖ Superiority of expected outputs over existing knowledge/technologies (4 pts) _____
- ❖ Complementarity of the expected outputs with the interests of various stakeholders (3 pts) _____

Financial Aspect(15 pts)

- ❖ Budget is reasonable (5 pts) _____
- ❖ Availability of counterparts fund from other sources (10 pts)_____

TOTAL RATING _____

Rated by: _____

Name/Position Title

Conforme: _____

Division Director

NOTE: Passing score should be at least 80 points to be eligible for funding.

<u>Major Criteria</u>	<u>Minimum Score</u>
Technical Aspect (85 pts)	70
Financial Aspect (15 pts)	10

TOTAL RATING 80

Appendix 4. RD & E Form No. 4**R & D Proposal Monitoring Sheet (to be kept & monitored by M&E Committee)**

Project Title: _____

Researcher: _____

Activity/Unit In charge	Date	Signature	Remarks
1. Receipt of Capsule Proposal			
2. Preliminary evaluation			
3. Proposal returned to proponent for preparation of detailed proposal			
4. Receipt of detailed proposal			
5. Detailed proposal endorsed to RD&E			
6. Receipt of detailed proposal/TWG			
7. Proposal reviewed & evaluated/TWG/Pool of Experts			
8. Comment sent to proponent/s			
9. Presentation to UREDC			

Appendix 5. RD & E Form No. 5

MONTHLY/QUARTERLY OPERATIONAL PLAN AND ACCOMPLISHMENT REPORT

OBJECTIVE	MAJOR ACTIVITIES	TARGET OUTPUT	INPUT	BUDGET	ACCOMPLISHMENT (To be accomplished at the end of the month/quarter)

Certified by:

Campus Director

Appendix 6. RD & E Form No. 6

RDE Monitoring and Evaluation Form

(To be accomplished by M&E Committee)

- (1) PROGRAM TITLE**
- (2) LEADER**
- (3) DURATION**
- (4) COOPERATING AGENCIES**
- (5) DATE OF EVALUATION**

Objective	Expected Output	Activities	Budget	Accomplishment/ Output	Issues/Problems	Recommendation

Person Interviewed:

Name, Signature and Designation

Evaluator:

Name and Signature

Appendix 7. RDE Form No. 7

For Use of Researcher

SKSU IN-HOUSE REVIEW REPORT FORMAT FOR COMPLETED PROJECTS

A. BASIC INFORMATION

1. Program Title
 - a. Project Title
 - b. Study Title
2. Researcher(s)
3. Implementing Agency/Station
 - a. Lead Agency (
 - b. Cooperating Agency
 - c. Project Site(s)
4. Funding Agency(ies)
5. Duration (Definite Dates)
 - a. Date Started
 - b. Date Ended
6. Financial reports
 - a. Total Approved budget P_____
 - b. Actual Released budget P_____
 - c. Actual Expenditure P_____

B. TECHNICAL REPORT (Separate Sheet)

TITLE

ABSTRACT

- I. Rationale
- II. Review of Literature
- III. Objectives (Indicates % Accomplishment)
- IV. Procedure/Methodology
- V. Discussion of Results

- VI. Conclusion
- VII. Recommendations
- VIII. Bibliography (Standard Citation)
- IX. Acknowledgment

SUMMARY OF YEARLY COMMENTS OF EVALUATORS AND ACTION TAKEN BY RESEARCHERS

PROBLEMS ENCOUNTERED AND RECOMMENDATIONS

- Technical
- Administrative

Note: Adapted from PCAARRD NAARRDS Form No. 1

Appendix 8. RDE Form No. 8

For Use of Researcher

SKSU IN-HOUSE REVIEW/PROGRESS REPORT REPORT FORMAT FOR ON-GOING PROJECTS

A. BASIC INFORMATION

1. Program Title
 - a. Project Title
 - b. Study Title
2. Researcher(s)
1. Implementing Agency/Station
 - a. Lead Agency
 - b. Cooperating Agency
 - c. Project Site(s)
2. Funding Agency(ies)
3. Duration (Definite Dates)
 - a. Date Started
 - b. Date Ended
4. Financial reports
 - a. Total Approved budget P _____
 - b. Actual Released budget P _____
 - c. Actual Expenditure P _____

5. BUDGETARY REQUIREMENT FOR CY 200_

Item	200_ (Actual)	SOF	200_ (Programmed)	SOF	200_ (Proposed)	SOF
PS						
MOE						
Equipment/Capital Outlay						
TOTAL						

TECHNICAL REPORT (Separate Sheet)

- I. TITLE
- II. RATIONALE
- III. OBJECTIVES (Indicate % Accomplishment)
- IV. EXPECTED OUTPUT
- V. RESEARCH HIGHLIGHTS
 1. Procedure/Methodology
 - a. Framework of the Study

- b. Original Procedure/Methodology
 - c. Change in Procedure/Methodology (Cite Reasons)
2. Accomplishments
 - a. Previous Years
 - b. Year Under Review
 3. Problems Met/Recommendation
- C. PLAN OF ACTIVITIES FOR CY 200_

Note: Adapted from PCAARRD NAARRDS Form No. 2

Appendix 9. RDE Form No. 9

For Use of Researcher

SKSU IN-HOUSE REVIEW FORMAT FOR TERMINAL REPORT

A. BASIC INFORMATION

1. Program Title

- a. Project Title
- b. Study Title

2. Researcher(s)

3. Implementing Agency/Station

- a. Lead Agency
- b. Cooperating Agency
- c. Project Site(s)

4. Funding Agency(ies)

5. Duration (Definite Dates)

- a. Date Started
- b. Date Ended

6. Financial reports

- a. Total Approved budget P_____
- b. Actual Released budget P_____
- d. Actual Expenditure P_____

A. TECHNICAL REPORT (Separate Sheet)

TITLE

ABSTRACT

- I. Rationale
- II. Review of Literature
- III. Objectives (Indicates % Accomplishment)

IV. Procedure/Methodology

V. Discussion of Results

VI. Conclusion

VII. Recommendations

VIII. Bibliography (Standard Citation)

IX. Acknowledgment

Note: Adapted from PCAARRD NAARRDS Form No. 2b

Appendix 10. RDE Form No. 10

CY 200_

For Use of Consortia Coordinator/

Agency Director of Research

SKSU IN-HOUSE REVIEW**SYNTHESIS FORMAT**

Session: _____

A. Summary of Project Status by Sector

STATUS OF PROJECT	NUMBER OF PROJECTS	
	Programmed for Presentation	Actually Presented
I. Ongoing		
a. for continuation		
b. for suspension		
c. for termination		
d. others (please specify)		
II. Completed		
a. with terminal reports		
b. without terminal reports		
TOTAL		

B. Summary of Project by Development Zone

STATUS OF PROJECT	NUMBER OF PROJECTS	
	Programmed for Presentation	Actually Presented
I. Ongoing		
a. for continuation		
b. for suspension		
c. for termination		
d. others (please specify)		

II. Completed a. with terminal reports b. without terminal reports		
TOTAL		

C. Summary of Technology Status

CLASSIFICATION OF TECHNOLOGY	NUMBER	
	Current Status	Recommended Status
1. Technology Generation (TG) 2. Technology for Adaption (TA) 3. Technology for Verification (TV) 4. Technology for Dissemination (TD) 5. Information for Dissemination (ID)		

D. List of Technology for Adaption, Verification, and Dissemination

E. Other Significant Findings

F. Problem Areas that Need or Further Technology Generation Work

G. Problem Met/Recommendations

NOTE: Use backside for additional information and was adapted from PCAARRD NAARRDS Form No. 5

Appendix 11. Criteria for Best Paper

**Bases of Judgment for
BEST PAPER
Scientific Research Paper**

I. Title and Introduction	(25%)
1. The title is properly worded to suggest what the research is all about	10%
2. The introduction is convincing enough to justify the conduct of the research	5%
3. The hypothesis or objectives is properly stated.	5%
4. There is an exhaustive review of the literature	5%
II. Material and Methods	25%
1. There are sufficient materials to draw a valid conclusion.	10%
2. The procedure answer the questions stated in the objectives	10%
3. The statistical design and analysis of variance is properly done (Not applicable for an experiment which does not need statistical design)	5%
III. Results and Discussion	35%
1. The results are properly interpreted, presented and discussed.	15%
2. The results are related to previous work done in the same field	20%
IV. General Quality	15%
1. Is the paper properly written? Will it be acceptable for publication (Research Journal, etc.)	15%
TOTAL	100%

Appendix 12. Criteria for Best Technology

Bases of Judgment for BEST Technology Scientific Research Paper

CRITERIA	
I. Relevance of Rural Development (40%) 1. Social acceptability of the technology being used 2. General towards the theme	20% 20%
II. General Adaptability	30%
III. Economic Profitability (30%) 1. Profitability of Products 2. Saleable	15% 15%
TOTAL	

Appendix 13. Criteria for Best Information Dissemination and Best Poster

**Best of Judgment for
BEST INFORMATION FOR DISSEMINATION
Scientific Research Paper**

I.	Relevance to Rural Development	40%
	1. Timeliness to present issues	40%
II.	Information has identified ultimate users	30%
III.	Potential impact of information to society	30%
	TOTAL	100%

**Bases of Judgment for
Best Poster
Scientific Research Paper**

A.	Technical Content	
	1. Significant of Findings	30%
	2. Organization, Procedure or methods resourcefulness researcher	30%
	3. Overall quality of poster paper	10%
B.	Presentation	
	1. Attractiveness of poster(orderliness, neatness, and good use of colored materials)	6%
	2. Good blending or mix of test and graphics (photo, maps, graphs and relevance to the subject)	6%
	3. Appropriateness of volume of information for effective presentation	6%
	4. Clarify in the statement of purpose of the work (hypothesis of problem)	6%
	5. Effective use of graphics to support and supplement the text	6%
	TOTAL	

Appendix 14. Training and Evaluation

TRAINING EVALUATION FORM

Title of Program/Training-Workshop/Seminar

Date

I. Name(Optional)

Please evaluate the over-all activities by checking the appropriate columns using the scale: **5=Excellent, 4=Very Good, 3=Good, 2=Fair, 1 = Poor**

II. Program of Activities

ITEMS TO BE RATED	RATING				
	5	4	3	2	1
A. Activities of the Program/Training-Workshop/Seminar Presentations					
1. Started on time as scheduled.					
2. Duration of the program is just right.					
3. Lectures/sessions provide additional knowledge, learnings, insights, and avenue for my development and professional growth.					
4. Activities are well participated.					
5. Training/seminar objectives set are attained.					
6. The resource persons exhibited broad knowledge and understanding of the topics]presented.					
7. The resource person/s used effective visual aids that are clear and easy to read.					
B. Venue					
1. The venue is accessible and appropriate for the occasion.					
2. Sound and light are adequate.					
3. Food is adequate.					
C. Overall Impression					
D. Comments and Suggestions					

Appendix 15. Financial Report Form

RIGP FINANCIAL REPORT

Prepared by:

Noted by:

Approved by:

Project leader

Director for RD

VP-RD&E

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Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
BOARD OF REGENTS
ACCESS, EJC Montilla, City of Tacurong
Resolution No. 2007-19, s. 2007

**“ADOPTING THE RESEARCH, DEVELOPMENT AND
EXTENSION MANUAL OF OPERATION.”**

Presented for the consideration of the Board was the Research Development and Extension Manual of Operation.

Considering that the development thrust of the Department of Science and Technology (DOST) are integrated in the formulation of the Research, Development and Extension Manual, the Board recommended for the adoption of this manual of operation.

Finding the matter in order, the Board unanimously endorsed for the adoption of the Research, Development and Extension Manual of Operation.

That copy of this resolution be furnished to parties/offices concerned for reference and implementation purposes.

Done this 30th of August, 2007, in the Sweet Garland, Grand Men Seng Hotel, Davao City.

CERTIFIED:

(Sgd.) JUAN C. PANZO, JR.
College Board Secretary

ATTESTED:

(Sgd.) NELSON T. BINAG, Ph.D.
Vice-Chairman, SKPSC BOT

COMMITMENT

Commitment is what
transforms a promise into reality.

It is the word that speaks
boldly of your intentions,
and the actions which speak
louder than the words.

It is making the time,
after time after time,
year after year after year.

Commitment is the stuff
character is made of;
the power to change
the face of things.

It is the daily triumph
of integrity over skepticism.

Clandestine

