



**Gov. Alfonso D. Tan College**  
**Maloro, Tanguib City**

E.2

# **FACULTY**

**E – Professional  
Performance and  
Scholarly Work**

**●Research Policy**

## **V. PRIORITIES AND RELEVANCE**

### **Section 5.1 Scope and Priority Areas of Research**

The research priorities of Gov. Alfonso D. Tan College are in line with its vision to sustain its operational mandate towards local and national integration and greater contribution to the local and national research area of priorities on health and public safety, eco-socio-cultural tourism system and software development particular in North western Mindanao.

The GADTC Research and Development Center defines the scope of its Research Agenda based on the Local Government, National Higher Research Education research priorities and the institutions' thrusts. Allocation of research resources is based on its research priorities that may vary among academic units. The research activities of the specified institute's programs are in consonance with its Research Agenda. Thus, a set of criteria for determining priorities is indicated.

### **Section 5.2 Criteria for Determining Research Priorities**

Subject to subsequent decisions demanded by changing conditions and college periodic reviews, GADTC adopts the following set of criteria for establishing research priorities:

1. College Research Agenda;
2. Local Government Unit research needs and priorities;
3. Industries' and community's research needs;
4. Local, national and global issues and concerns;
5. Availability of funds and adequacy of facilities and other resources;
6. Availability of experts/ researchers.

### **Section 5.3 Research and Development Agenda**

Addressing the demands of the institution, local government, community, industry and National Higher Educational Research priorities, the conduct of interdisciplinary, multidisciplinary, collaborative or independent studies in the following research agenda of the college and the different institutes in:

#### **5.3.1 College Research Agenda**

**5.3.1.1 Eco-cultural Tourism and Technology**  
Eco-political dynamics (City Ordinance and Business Sustainability, Entrepreneurial Monitoring System, Tourism Information System, Community Functional Literacy, Education Improvement, Policy and Implementation)

## **VI. FUNDING, INSTITUTIONAL SUPPORT AND OTHER RESOURCES**

### **Section 6.1 Institutional Support**

#### **6.1.1 Research as Criterion in the Merit and Ranking**

Every published research shall be given the following points:

- 5 - international;
- 3- national;
- 2- local

#### **6.1.2 Promotion**

Research output is a requirement for promotion. Any faculty shall be given a special promotion (one step higher) if the research output has been internationally presented, published, patented and utilized by the beneficiaries and industries.

#### **6.1.3 Teaching equivalency**

A Faculty shall be given 6 units for research in a semester. A research output shall be produced annually, every end of the second semester.

*In case the faculty cannot produce an output within the specified timeframe, his/her IPCR shall be rated accordingly and his/her 6 units research teaching equivalent shall be terminated.*

#### **6.1.4 Compensatory time-off**

Any faculty who shall be out of office for any research activities shall be considered in an Official Time.

#### **6.1.5 Honorarium**

- a. The college research council shall receive an honorarium per meeting, to wit:

Executive Adviser-----	5,000
Chairman-----	3,000
Panel members-----	2,000

*The council will meet 3 times in a year during the proposal of the paper with mentoring during data gathering.*



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### **Section 6.3 Budget**

The Research Office's operational budget constitutes 10% of the gross income of the College from this all operational expenditures of the research office are taken.

### **Section 6.4 Accountability**

The Institutional Research Office operational budget includes the following:

1. office supplies and consumables
2. honoraria (colloquia, resource speakers, journal proofreader/editor or language specialist statistician, and referees/external and internal evaluators)
3. colloquia and deliberation expenses
4. incentives for researchers
5. on-going research expenses
6. service training expenses
7. reproduction, binding and printing of journals
8. Plag Scan plag points purchase

### **Section 6.5 Promotion due to Research**

This scheme allows faculty to be promoted each one step higher from the current salary scale status on the basis of research output.

#### **6.5.1 Qualifications**

1. Research outputs are on a single authorship or multiple authorship. The faculty applying for this scheme should be the lead proponent (in case portfolio included studies with multiple authors).
2. Has at least four (4) researches submitted and published in a refereed journal within at least two (2) years.
3. At least associate professor for two (2) years.
4. Permanent faculty.
5. With very satisfactory teaching performance, and
6. Research outputs were done during his/her employment at GADTC.

#### **6.5.2 Research Awards**

Awards such as Best Research and Outstanding Researcher are given by the College through the College Research Council to deserving faculty members at the end of the school year.





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examination fee will be used to pay the honoraria of advisors, panel members, editor, research office representative and statistician.

5. Upon submission of the form, the instructor will schedule the date of the oral presentation of the thesis in coordination with the advisor, the panel members, research office representative and statistician. The dean will be the Chairman of the Committee from the panel members.
6. All students who are going to do the proposal, oral presentation must be enrolled. In case the student is not enrolled in any course, he must enroll prior to the proposal oral examination by paying the residency fee.
7. One week prior to the oral presentation, the student should give a copy of the draft proposal to the instructor, advisor, panel members, research office representative and statistician.
8. During the proposal oral presentation, the course instructor will act as representative of the department. The instructor must ensure that all procedures are followed in the conduct of the proposal oral presentation.
9. Panel members and the external examiner will use the form-to grade the thesis proposal work. The instructor will not grade the proposal oral presentation.
10. Not later than three days after the proposal oral presentation, the instructor will submit the result to the research office.
11. At the end of the term, the instructor shall encode the corresponding grade of the student/s

### 7.1.3 Final Oral Presentation Thesis

1. When the student has completed the thesis, the advisor can recommend the work for the final Oral Presentation.
2. The student / group must also pay the following final oral examination fees per research paper.

	Adviser's fee (per adviser)	Panel Member's fee (min. of 3 panels)	Editor	Research Office Representative	Statistician
Undergraduate Thesis- Final	1,000	700	700	350	350

The final oral examination fee will be subdivided for group of undergraduate students doing a common thesis. The final oral examination fee will be used to pay the honoraria of advisors, panel members, research office representative and statistician.

1. Upon submission of the form, the instructor will schedule the date of the final oral presentation of the thesis in coordination with the advisor, the panel members, research office representative and statistician. The chair of the





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3. The assigned thesis instructor will be compensated from the course lead assignment.
4. The instructor cannot be the thesis advisor nor sit as one of the panel members of his student.

### **7.2.1 Responsibility of the Thesis Instructor**

The thesis instructor has the primary responsibility of guiding and monitoring research activities of the students. As such, the thesis instructor:

1. Prepares OBTLP or course outline.
2. Ensures that students enrolled in the course are formed into groups. (2 students per group)
3. Submits the list of groups by sections as well as titles of research proposals to the department chairs.
4. Conducts lecture on research and sets schedule of submissions of the different parts of the manuscript.
5. Suggests, guides, and assists students in problem conceptualization and preparation of proposed research.
6. In collaboration with fellow faculty members who could become thesis advisors, evaluates and approves proposed research topics.
7. Conducts regular consultation with students.
8. Submits schedule of consultation to the department chair.
9. Based on the research topic approved, recommends Thesis advisors for each group. The thesis instructor provides the list of advisers.
10. Submits grades of students based on approved grading system.

### **7.2.2 Other Duties of Thesis Instructor**

#### **6.2.2.1 Before Oral Defense:**

1. In collaboration with the adviser, helps and guides students in formulating items in questionnaires as well as in interview schedules. The Thesis instructor presents lessons on formulating questionnaire items.
2. Monitors the progress of research paper being undertaken by the students.
3. Suggests names for possible inclusion in the oral defense panel.
4. Coordinates the conduct of proposal and final defense.





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3. Makes the necessary correction to whatever output that will be submitted by the students and to return these corrections not later than two weeks from the time of submission.
4. Discusses and resolves conflict with the thesis instructor on both substantive and methodological aspects of the paper. In no case should the advisor declare in the presence of the students that the thesis instructor has committed errors—both factual and interpretative. The same is also expected of the thesis instructor. Likewise, the advisor is expected to discuss with the students in the presence of the thesis instructor, any substantive disagreement on the advice given by the thesis instructor. The students, together with the thesis instructor and advisor should resolve disagreements with the aim of providing the best workable solution.
5. Provides not only quantity time but quality advice to students.
6. Be present during the final oral presentation of the group.

### **7.3.2 Other Duties of the Thesis advisor**

#### **6.3.2.1 Before Oral Defense:**

1. Suggests, guides and assists students in problem conceptualization.
2. Conducts regular consultations.
3. Accepts outputs submitted by the students and make the necessary corrections.
4. Suggests to students relevant books, journals and other published studies.
5. Prepares the students for oral defense.

#### **7.3.2.2 During the Oral Defense:**

1. Makes himself/herself available throughout the proceedings.
2. Can be called up to clarify, if necessary, certain points being raised by the panel so as to help the students figure out the answers.

#### **7.3.2.2 After the Oral Defense:**

1. Sees to it that the students do the required revisions.
2. Continues to supervise the revision of the paper.

## **Section 7.4 Panel Members**

1. Thesis panel members shall be chosen by the instructor with the approval of the Department Chair from the roster of full time and part time faculty members of Gov. Alfonso D. Tan College. The choice must be based primarily on the faculty member's research specialization and availability.



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## **7.4.2 Duties of Panelist and Research Office Representative**

### **6.4.2.1 During the Oral Defense:**

1. Scrutinize each and every aspect of the final report, but mainly on areas for which h/she has the competence and expertise. Panel members and research office representative must read the entire paper before sitting on a defense panel.
2. Suggest all possible improvements in the final report.
3. If a panel member or research office representative finds fundamental defects in the final paper, she/he may request the department chair, at least five (5) days before the schedule defense, to convene the defense panel chair who will then confer with the adviser.

*Note: This can only be done if paper submission deadlines are observed.  
Paper submission deadlines are determined by the concerned department.*

### **6.4.2.2 After the Oral Defense:**

1. Make sure that his/her comments and revisions are incorporated into the final paper.
2. After his/her signature only when the required improvements have been made part of the final report.

## **Section 7.5 Qualifications of Editor**

1. Preferably an MA degree in English or in language teaching or has excellent training/experience in editing.
2. Has excellent knowledge in English grammar and rudiments of technical writing.
3. Strong recommendation from the department head where editor teaches.
4. Attends to orientation to be provided by the Research Office.

### **7.5.1 Duties and Responsibilities**

- a. Indicates spelling and grammatical errors
- b. Reviews lay-out and format of the written material based on prescribed standard.
- c. Indicates correct labelling and referencing of tables and figures.
- d. Ensures correct page sequencing.







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### Section 7.8 System of Grading

1. For programs with two or more thesis courses, the grade in the oral presentation of the proposal will be the basis for the grade for the first course in the series.
2. The final oral examination and the final version of the thesis will be the bases for the grade in the second course in the series.
3. Thesis courses will be graded as Pass (P) / (F).
4. In the event that the thesis is not finished on the term it is enrolled, a grade of continuing (C) will be given. This will be replaced by the final grade (P or F) once the course is completed. The procedure followed for completion of grades will also be followed for this situation.
5. While the grade of "C" is not yet completed, the thesis course will always appear in the student's list of courses enrolled every term. While the student does not need to pay the tuition for this course in this particular situation, the thesis course units will be considered in the computation of total units enrolled by the student for that particular term.
6. The grade of 'C' will appear in the official records of the student every term until it is completed and given a final grade of "P" or "F".
7. The grade of "C" must be completed into a grade of "P" within one year for undergraduate program. After such period, the student must re-enroll the course.
8. Grades of "P" and "C" will not be included in the computation of the GPA. However, a grade of "F" will be included in the computation of the GPA and will have a corresponding equivalent of 5.00.

### Section 7.9 Residency

If the only course left for the completion of the program is thesis course, the student must pay residency fee every term until he completes the pending course. This requirement can only be waived if the student officially files for a leave of absence (LOA). The amount of residency fee to be paid is equal to the prevailing registration fee. The fee covers use of all libraries of the college.

### Section 7.10 Multiple Degrees

If the student is completing more than one undergraduate degree that requires thesis, he can satisfy the requirements by submitting one acceptable thesis or research.





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## VIII. GUIDELINES FOR FACULTY RESEARCH

The operations in conducting faculty researches include the following steps:

1. Submission of Research Proposals shall be addressed to the Research office , recommended by the Dean;
2. Call for proposals shall be announced every January.
3. Deadline for submission of research/project proposals to the Research Office shall be every month of March of a year.

### Section 8.1 Proposal Deliberation

The Research Council will convene to review, evaluate and give recommendations on the proposal. Deliberations are scheduled from March to May 30. Hard and soft copies of the paper are required for evaluation purposes. Submitted research projects will be checked by the anti-plagiarism software. The official template for power point presentation shall be courteously observed. Standard format for presentation can be found in one of the appendices herein.

### Section 8.2 Research Timeline

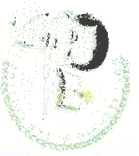
The timetable below shall guide the researchers.

Dates to Tasks	
15 <sup>th</sup> of March	Deadline for the submission of the proposal
15 <sup>th</sup> of April	Deadline for submission of application for research grants
April-May	Deliberation on Research Proposals
June	Implementation
October	Submission of 1 <sup>st</sup> progress report
December	Submission of 2 <sup>nd</sup> progress report
January	Submission of completed research
February-March	Studies Evaluation

### Section 8.3 Research Criteria

Generally, the researchers are guided by the Research agenda set forth by the college and the institutes. The research outputs shall give impact to the institution, curriculum and instruction, local government unit, industry and provide greater contribution to community. The following are the criteria for the different institutes' paper evaluation:





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3. Should discuss how subjects were assigned to experimental and control groups (for experiment/quasi-experiment studies only).
4. Should design the study to eliminate effects of possible confounded variables (for experimental studies and experiment).
5. Should give information concerning the validity and reliability of tests and measuring instruments in the study.
6. Results shall use appropriate statistical techniques to analyze the data.

### **Section 8.8 Rules Governing the Presentation during the Research Proposal.**

1. The presenter will be given at least 15 minutes to present the study.
2. The council members will be given at least 10 minutes for Q and A.
3. The council shall ratify, decide and finalize within 10 minutes after the Q&A portion.
4. Minutes shall be disclosed after the ratification and before calling another presenter.
5. Rating sheets shall be collected from the Council Members every after the presentation.
6. Unified decision of the Research Council Members shall be announced after the presentation of all studies.

### **Section 8.9 Protection of Intellectual Property Rights.**

The college protects the intellectual property rights of the researcher or inventor. The following are scenarios on how the college protects the IPR.

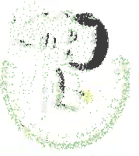
#### **8.9.1 Scenario 1: The College owns the Intellectual property**

When the college owns the intellectual property, sponsors may wish

to acquire license rights to the intellectual property, including the right to use and the right to make derivative works. These rights may be in the form of an option in which the sponsor can elect a future license, or in the form of a grant of a specific license as part of the research agreement, although these are not mutually exclusive. In general, college also owns software generated during the performance of a sponsored research project, if a university scientist or other employee has created the material. *“College Intellectual Property” means individually and collectively all inventions, improvements, or discoveries and all works of authorship, excluding articles, dissertations, theses, and books, which are generated solely by one or more employees of University in performance of the research agreement during the*







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### Section 8.10 College Policy on Patentability of Research Output

1. GADTC recognizes that in law, patent rights to any invention made by a faculty, staff or student inventor of the college on college time, belong to the inventor unless there is a written contract to the contrary, between the inventor and the college and/or a sponsoring agency, assigning such patent rights to the college or to the agency.
2. Before pursuing a course of action on patenting any discovery arising out of his/her college research, a faculty or staff inventor is required, as college policy, to report his/her intentions to the department chair or advisor. This policy is in no way intended to place any restriction by the college on the inventor regarding possible pursuit of a patent. Rather it is required because of possible college obligations regarding contract research and patents, because of the college's legitimate interest in being informed of the college activities of its faculty, staff and students in this area, and because of its desire to communicate the existence of its services regarding patenting to the inventor.
3. If it is determined that no college or other obligations exist regarding the patents of a discovery which a faculty or staff member brings forth, and once the college services to aid in patenting have been made clear to the faculty or staff inventor, he/she shall be absolutely free to decide whether to proceed on his/her own or to ask the college for aid in patenting. The college services in patenting, beyond the scope of advice, will only be provided if the college decides the patent is worth pursuing and on the conditions that the inventor assigns the patent rights to the college. Its services will involve pursuing the patenting by the college either on its own or through arrangements with a patent service.
4. The college must approve all contract research in the college. It is college policy, therefore, that in cases of contract research, in addition to the signature of the researcher(s), the college must sign the contract agreement regardless of whether such signature is required by the sponsoring agency in relation to college policies and obligations to provide facilities and services in support of the contract research. (Such signature does not make the college a party to possible patent or publication obligations). In cases of contract research where it is not possible to have the patent right vest with the researcher or the college, the college will take all essential steps to protect the researcher and the college and to avoid any legal misunderstandings should a patentable discovery arise from the research. Also, in such cases of contract research, where the patent rights do not vest with the researcher(s) (i.e. vest either with the college or the sponsoring agency), any persons assisting the principal researcher in that contract research will be required to sign a waiver on all possible patent rights.
5. In the case of contract research where the patent rights do not vest with the sponsoring agency or with the college, and in cases of non-contract research, researchers should be aware of the fact that in order to maintain sole patent rights on inventions arising out of their research they should obtain a waiver on patent rights from anyone assisting them in that research.







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2. Researchers should assess all reasonably foreseeable risks involved in, and benefits expected to arise from, research projects. Researchers involved in greater-than-minimal risk projects should be prepared to fully document the reasonably foreseeable risks and benefits of their proposed research.
3. Researchers should employ methods that avoid or reduce possible risks, and maximize benefits in keeping with disciplinary and epistemological norms and standards.
4. To facilitate risk-assessment and mitigation, researchers must complete the analysis-of-risk checklist in their online application.
5. Researchers should consider not only the likelihood of a given risk, but also variables such as its duration and the likely reversibility of its impact should it materialize.
6. Benefits include specific advantages to participants, to third parties, or to society or a segment thereof, and any general increase in human knowledge. Benefits may arise from advantages or increases in knowledge that are actively sought by the researcher or as by-products of the research (e.g. serendipitous events).
7. In the conduct of their approved research, should unanticipated issues arise that may increase the level of risk or have other ethical implications, researchers shall report them to the Office of Research in a timely manner. Researchers shall also submit to the Office of Research in a timely manner requests for changes to their approved research.
8. The CRC must always be conscious of the importance of academic freedom for researchers, particularly where risks are the subject of informed consent, or will devolve upon the researchers personally.

### **8.11.3 Risks to Researchers**

Risks in research are not limited to participants. In their conduct of research, researchers themselves may be exposed to risks that may take many forms (e.g. injury, incarceration). Risks to researchers may become a safety concern, especially for student researchers who are at a learning stage regarding the conduct of research. While it is not a formal part of its responsibilities, the CRC may raise concerns about the safety of student researchers as part of its communication to the student researchers, and to their supervisors.





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11. For research involving individuals who lack the capacity, either permanently or temporarily, to decide for themselves whether to participate, the CRC shall ensure that, as a minimum, the following conditions are met:
  - a. the researcher involves participants who lack the capacity to consent on their own behalf to the greatest extent possible in the decision-making process;
  - b. the researcher seeks and maintains consent from authorized third parties in accordance with the best interests of the persons concerned;
  - c. the authorized third party is not the researcher or any other member of the research team;
  - d. the researcher demonstrates that the research is being carried out for the participant's direct benefit, or for the benefit of other persons in the same category. If the research does not have the potential for direct benefit to the participant but only for the benefit of the other persons in the same category, the researcher shall demonstrate that the research will expose the participant to only a minimal risk and minimal burden, and demonstrate how the participant's welfare will be protected throughout the participation in research; and
  - e. when authorization for participation was granted by an authorized third party, and a participant acquires or regains capacity during the course of the research, the researcher shall promptly seek the participant's consent as a condition of continuing participation.

12. Evidence of consent shall be contained either in a signed consent form or in documentation by the researcher of another appropriate means of consent. In certain types of research and for particular participants or groups of participants, written consent may be inappropriate: in these cases, there are other means of obtaining consent that are ethically acceptable (e.g. oral consent, a verbal agreement, or a handshake). In the case of gathering oral evidence, informed consent is distinct from providing the researcher with consent to publish and archive the data.

Where consent is not documented in a signed consent form, researchers may use a range of consent procedures, including oral consent, field notes, and other strategies, for documenting the consent process. Consent may also be demonstrated solely by the actions of the participant (e.g. through the return of a completed questionnaire). Where there are valid reasons for not recording consent in writing, the procedures used to seek consent must be documented.

13. The age of majority in the country is 18 years and parental consent is required for subjects younger than 18. Written consent from parents or legal guardians (as well as authorization from appropriate school authorities) is normally required for research in the public schools. An opportunity must be given to the individual to refuse to participate or withdraw at any time. A copy of what is written or said to the individual must be included for review by the CRC. Parent or legal guardian consent will generally only be required if the research study





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- b. the information is publicly accessible and there is no reasonable expectation of privacy.
3. Ethics review is not required for research involving the observation of people in public places where:
  - a. it does not involve any intervention staged by the researcher, or direct interaction with the individuals or groups;
  - b. individuals or groups targeted for observation have no reasonable expectation of privacy; and
  - c. any dissemination of research results does not allow identification of specific individuals.
4. Quality assurance and quality improvement studies, program evaluation activities, and performance reviews, or testing within normal educational requirements when used exclusively for assessment, management or improvement purposes, do not constitute research for the purposes of this Policy. These studies involve assessments of the performance of an organization or its employees or students, within the mandate of the organization, or according to the terms and conditions of employment or training.
5. All course-based research assignments involving living human participants, including commissioned studies require ethics review.
6. Certain classes of research involving human participants are excluded from the requirement of ethics review:
  - a. research conducted by a member of the academic staff or by other employees or students, as long as the research data are not collected by asserting connection or affiliation with GADTC, and the results are not disseminated in the public domain indicating association with GADTC, and the research is not conducted at GADTC or using GADTC resources;
  - b. research undertaken by students outside the auspices of GADTC and/or its academic programs (e.g. students on co-op or work terms outside the college) that does not GADTC not directly supervised by GADTC faculty;
  - c. research undertaken by Adjunct Faculty outside the auspices of GADTC and/or its academic programs that does not require GADTC resources;
  - d. CRC review is not required for research that relies exclusively on secondary use of anonymous information, so long as the process of data linkage or recording or dissemination of results does not generate identifiable information.

Secondary use refers to the use in research of information originally collected for a purpose other than the current research purpose. Anonymous information distinct from those that have been coded, and also from those that have been anonymized.

7. Research on public policy issues, public institutions, and other matters that in a free and democratic society can properly be considered as part of the public







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3. aids the timely procurement of necessary supplies and materials for the conduct of research
4. encourages sharing of research amenities, competencies and other reading resources.
5. design incentives to facilitate-research excellence of faculty in various fields.
6. gives the necessary support in terms of capability building to the faculty.
7. adheres to the best research practice.

#### **8.12.2 Responsibilities of the Researchers**

1. Observe ethical standards of sound research
2. Conscious, punctual and adhere to the research timetable
3. Prepare budget proposal subject for approval and follow the usual liquidation procedures.
4. Consult credible persons, inside and outside the university, who can critique their work
5. Submit themselves for critiquing of general audience (research council, peer and students) in the form of colloquia and take into account the comments that will be raised.







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#### **9.1.4 Research Rating**

A completed research paper submitted by the faculty will be evaluated by the research officer, statistician and CRC members who gathered during the paper's deliberation.

The criteria set by the respective departments will be used as the standard in evaluating the average scores that will become the basis for Research Rating incorporated in the yearly faculty performance evaluation.

In case a faculty researcher has more than one project in a year, the one that has the highest rating will be considered as the basis for his rating incorporated in the yearly faculty performance evaluation.

#### **9.1.5 Approval Procedure**

Grantee is informed of the proposal approval in writing.

A contract is signed by the grantee and the Chair of the Research Council wherein the date of completion of the project and date of submission of the final report and other terms/conditions are clearly stated.

#### **9.1.6 Timeframe**

The researcher/research team is obliged to complete the project on the schedule set by the funding agency commissioning the study which will be stipulated in the contract.

#### **9.1.7 Incentive**

The grantee shall receive 80 % of the commission given by the funding agency. 15 % of which will be allotted for the administrative cost and 5% for the college research budget.

Upon the completion and submission of the final paper, the researcher is entitled to a 100 % rating under the research dimension of the faculty evaluation. The study will be published in the Journal as a way of recognizing the project.

#### **9.1.8 Payment Schedule of Commissioned Research**

- 20 % upon approval of the project and signing of the contract
- 20 % upon project completion/submission of report
- 30 % upon results presentation/colloquium
- 30 % upon publication





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### **9.2.6 Timeframe**

The researcher/research team may be given one semester or two semesters to complete the project depending on the scope of the study.

### **9.2.7 Grantee's Responsibility**

The grantee is expected to submit a completed research project at the end of the semester. Failure of the grantee to submit an output at a specified deadline of submission will compel him to pay the school the amount equivalent to the deloaded units granted to him/her/them.

## **Section 9.3 Scheme C (Research Faculty)**

Under this scheme, faculty members made additional research studies beyond what is obliged to them and are submitted to the research office.

### **9.3.1 Qualifications**

1. With good track record in research in which a certain faculty is capable of making more than one empirical research output a year.
2. With at least two (2) research outputs of single authorship.

### **9.3.2 Procedure**

1. Any interested faculty has to formally apply/request by submitting a duly filled-up application for research proposals with budget and research schedule to the Institutional Research Director. He/she must apply before the semester begins. Timeframe is only one semester.
2. The interested faculty should present his/her proposal to the Research Committee composed of the CRC members.
3. The interested committee will deliberate on the request - to grant or not to grant the faculty's request. If granted, contract signing will follow.

## **Section 9.4 General Incentive**

Any full - time faculty member/group of faculty members who seek to conduct an inquiry in a particular area or interest of specialization shall receive 25,000 after the final presentation and publication of the manuscript in any local or national publication and 50,000 for the international journal or publication.

The faculty shall also receive 60% of financial assistance based on the budgetary requirement stipulated on the conduct of the research.





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### Section 10.3 The Reviewing System

The In-house Review System is a process of evaluating the submitted researches from the students, faculty, and staff of the institution. The research manuscripts are reviewed by experts in the varied fields of specialization who adhere to the standards set by the Editorial Board. Likewise, they should provide constructive ideas for the researches' enhancement. For advance review of the manuscript, it will be endorsed to the peer reviewers.

The Peer Review refers to the impartial review of the work done during the screening of submitted manuscripts. It encourages authors to meet the accepted standards of their discipline and prevents the dissemination of unwarranted claims, unacceptable interpretations, and personal views. It also increases the probability that weaknesses will be identified, and, with advice and encouragement, fixed.

### Section 10.4 Recruiting Referees

Choosing of reviewers is the responsibility of the editorial board. When a number of manuscript arrives, an editor solicits reviews from scholars or other experts to referee the paper.

#### 10.4.1 Manuscript

The authors, in some cases, may suggest the referee's names subject to the Editorial Board's approval. The referees must have an excellent track record as researchers in the field as evidenced by researches published in refereed journals, research-related awards, and an experience in peer review. Referees are not selected from among the author's close colleagues, students or friends. Referees are to inform the editor of any conflict of interest that may arise. The Editorial Board often invites the research authors to name people whom they consider qualified to referee their work. The author's input in selecting referees is solicited because academic writing typically is very specialized. The identities of the referees selected by the Editorial Board are kept unknown to research authors. However, the reviewer's identity can be disclosed under some special circumstances.

### Section 10.5 Peer Review Process

The manuscripts are to be reviewed first by the members of the Editorial Board, when necessary, require the revision to be complied prior to the submission of the paper to the external referees. They send advance copies of an author's work to experts in the field (known as "referees" or "reviewers") through e-mail. There are one or two referees for a given article. One is an expert of the topic of research and the other one is an expert in research and statistics who shall review the technical components of the manuscript. These referees return to the board the evaluation of the work that indicates the observed







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large parts of ne of their previous manuscripts word-for-word and duplicate publication, which is a form of plagiarism when authors submit previously-published work as if it were original. The authors acknowledge that they have disclosed all and any actual or potential conflicts of interest with their work or partial benefits associated with it. In the same manner, the Alfonso's' Research Journal is committed to objective and fair double-blind peer-review of the submitted for publication works. Any deviations from the above-defined rules should be reported directly to the Editor-in-Chief who is explicitly committed to provide immediate solutions to any of such type of problems.

## **Section 10.8 Guide for Authors / Journal Publication Format**

The Alfonso's Research Journal is a research journal of Gov. Alfonso D. Tan College published twice a year in July and December. For paper submission, the paper must be an original copy, about 5,000 words, single-spaced, and with table and figures. The research abstract must have 200 words and at least 5 keywords or phrases.

### **10.8.1 Manuscript Preparation**

1. Organize the paper following these major headings: Title, Author/s, and Address/es, Abstract, Introduction, Objectives of the Study, Materials and Methods for experimental study or Methodology for non-experimental study, Results and Discussions, Conclusions, and Recommendations (optional).
2. Acknowledgments and Literature Cited. The literature cited should substantially consist of articles published in a current content-covered or peer-reviewed journals. Minimize citations of unpublished reports and theses.
3. Type the entire manuscript single-spaced on a short white bond paper (8.5x11 in) on one side only with 2.5 cm margins all around using a Times New Roman font size of 11.
4. References, Acknowledgments, Table Titles, Figures, and Plates, Legends should be typed double-spaced. Number consecutively all pages including title page, Tables, Figures, and Plates.
5. Leave two spaces before and after the major headings and two spaces before and after the sub headings. Do not use footnotes. Rather, use end notes if the discipline needs such.
6. Spell out acronyms or unfamiliar abbreviations when these are mentioned for the first time in the text.
7. Write the scientific names of species completely with author/s when it is first mentioned in the text and without the name of the author in succeeding references. Scientific names should be written in italics or bold face.
8. Do not spell out numbers unless they are used to start a sentence.
9. Use the metric system only or the International System of Units. Use abbreviations of units only beside numerals (e.g. gm): otherwise, spell out the units (e.g. kilometers from here). Do not use plural forms or periods for







### 10.8.4 Hyphens

Use a hyphen to join unit modifiers or to clarify usage. For example: a cross-sectional equation: re-form. See Webster's for correct usage.

### 10.8.5 Keywords

The abstract must be followed by at least three keywords to assist in indexing the paper and identifying qualified reviewers.

### 10.8.6 Data Availability

A line immediately following the Keyword identifiers should indicate whether the data are available.

### 10.8.7 Abstract/Introduction

An abstract of about 200 words should be presented on a separate page immediately preceding the text. The Abstract should concisely inform the reader of the manuscript's topic, its methods, and its findings. Keywords and the Data Availability statements should follow the Abstract. The text of the paper should start with a section labeled "Introduction", which provides more details about the paper's purpose, motivation, methodology, and findings. Both the Abstract and the Introduction should be relatively nontechnical yet clear enough for an informed reader to understand the manuscript's contribution. The manuscript's title but neither the author's name nor other identification designations should appear on the Abstract page.

### 10.8.8 Documentation

Citations: In-text citations are made using an author-year format. Cited works must correspond to the list of works listed in the "Literature Cited" section.

1. In the text, works are cited as follows: author's last name and year, without a comma, in parenthesis).
2. For cited works that include more than one work by an author (or same co-authors) that is published in the same year, the suffix a, b, etc., is to follow the date in the within-text citations and in the "Literature Cited" section.
3. When the author's name is mentioned in the text, it should be listed in the references.
4. Citations to institutional works should use acronyms or short titles where practicable.
5. If the paper refers to statute, legal treaties, or court cases, citations acceptable in law reviews should be used.
6. All authors should be correctly cited.





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### 10.9.2 Criteria for Best Presenter

1. Mastery of the presentation <i>(precise, information intensive, and high impact to the audience)</i>	50%
2. Audience Intimacy <i>(how the presenter connects to the audience and positively affects them)</i>	30%
3. Star Quality and Glamour <i>(appropriateness of dress, dress like a star)</i>	20%
Total	100%

### Section 10.10 Tasks/Responsibilities of Session Facilitator:

1. Assures that the projector, sound system, presenters, and evaluators are ready.
2. Introduces himself/herself as the session facilitator.
3. Introduces the Session Evaluators. The session evaluator is a college who is selected based on experience in research. It is his/her responsibility to collect the evaluation CV ahead of the conference.
4. Keeps the time allotment in order at all times. Each study is given 10 minutes for presentation and 5 minutes for Q&A. He/she time prompter set must include the following:

(1) Last 5 minutes

(1) Last 2 Minutes

(1) Time is UP!!!
5. Collects the certificates for your assigned session ahead of time.
6. Awards the certificate of Appreciation to the Presenters.
7. Be in the room assignment ahead of time.

### Section 10.11 Outstanding Researcher

The Outstanding Researcher award is given to a faculty member who is able to produce more than two quality outputs in a year. The outstanding researcher should be recommended by the College Research Director and VP for Academics.

