



Gov. Alfonso D. Tan College
Maloro, Tanguib City

FACULTY

**E – Professional
Performance and
Scholarly Work**

**●Institutional Support for
Research**



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.



Research Manual



- b. The college research in – house evaluators and research reactors shall receive an honorarium equivalent to the per diem of his or her basic salary.

6.1.6 Financial Aids

Any faculty who conduct research shall be given a financial assistance of 70% of the budgetary requirement in the following stages: Proposal stage; Data gathering phase; Full blown stage.

Section 6.2 Research Faculty Development Program

The GADTC Research and Development Office is designed in consonance with the college vision to make instructions research-based, and to explore faculty and staff to research. Hence, program should be considered relevant to the research priorities and needs of the institution.

6.2.1 Project Titles:

6.2.1.1 Research Capability Building.

This program includes trainings, seminars, and workshops, conducted both within and outside of the institution or invitational in nature. These shall be focused in quantitative, qualitative and mixed approach in research, including trainings on research advisors, panel members and editors and conversion of paper into publishable one.

6.2.1.2 Research Production and Review.

This is the period where the faculty starts to conduct his/her research that of course, anchored the topics from the research agenda set by the college or his/her institute. The outputs are then reviewed by the blind/peer reviewers.

6.2.1.3 Research Presentation, Publication, Dissemination and Utilization.

This is the period where the faculty researcher presents his/ her research output in local, regional, national, or international level. After the output presentation, he/she is ought to publish it in local, regional, national, or international journals or any CHED accredited publications. It shall then be disseminated to the beneficiaries and or industries for its utilization through any means of extension services and or outreach programs and development program.

6.2.1.4 Research Capability Enhancement.

This refers to a continuing program such as but not limited to trainings, orientations, seminars, and workshops to be conducted once or twice in a semester in order to upgrade and support the faculty's interest in research.



Section 6.3 Budget

The Research Office's operational budget constitutes 10% of the gross income of the College. It is from this allocation where 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. Play Scan play 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.

1.2.2. The study grant shall consist of the following:

1.2.2.1. 7,500 per month (transportation/lodge/allowance, etc.)

1.2.2.2. 2,500 book allowance per semester

1.2.2.3. Book allowance must be supported by receipts after the end of the semester/trimester/summer. This is a prerequisite to the release of book allowance for the next semester/trimester/summer

1.2.2.4. Thesis aid (refer to Board Resolution 2011-06-15)

1.2.3. Obligation of the Grantees

1.2.3.1. o sign an appropriate contract of return service (a semester is equivalent to Two Year return Service).

1.2.3.2. To reimburse the College the equivalent cost if he/she fails to finish the degree as specified in the contract and in the event of failure to return and serve the College.

2. Support during the conduct of Research

The Institution will provide 70% of the total research expenses as financial assistance.

3. Support for Paper Presentations in Conferences

3.1. Objectives

1. To encourage faculty members to engage in high quality research that would result in journal publications.

2. To provide opportunities for faculty members to network with international and local researchers for possible collaboration in research and other academic pursuits.

3.2. Strategy

Support for faculty members who present papers in international and local conferences.

3.3. Eligibility

Faculty members who meet the following criteria may apply for the incentive.

1. Must be a full-time (permanent or probationary)

2. Must present a paper in a conference.

3.4. Benefits

For International Conference

1. Travel allowance equivalent to Php50,000.00 to be provided once every academic year

2. Pre-departure expenses to include passport and visa application fees, travel tax, airport terminal fees and insurance coverage.

For Local Conference

Travel and conference subsidy:

1. Php 2,000.00 to cover registration fee per day

3.5. Policies

1. Except for travel allowance and registration fee for international conference, a full time-faculty member may avail of this incentive as often as there are conferences for paper presentations.

2. The paper to be presented should be in line with the faculty member's area of discipline or a product of interdisciplinary or multidisciplinary research as defined by the Research and Development Office

3. The faculty member shall submit post-conference report/summary of activities and liquidate financial obligations within two (2) weeks after returning from the conference.

4. Regulations on disbursements, liquidation, and oversight shall follow relevant accounting procedures.

5. Faculty absence while on official business shall be covered by existing college rules on faculty attendance.

3.6. Procedures

1. The faculty member initiates the process by writing a formal application addressed to the College President, duly endorsed by the VPAA recommended by the Institute Dean
2. The application must be submitted to the VPAA Office at least two (2) weeks prior to the conference.
3. Application should be accompanied by the following:
 - a. Application form
 - b. A copy of the abstract, the program or Call for Papers of the conference/symposium to be participated in, and proof of paper acceptance or copy of invitation to deliver the keynote presentation or as an invited speaker.
 - c. An itinerary or outline of conference activities, including arrival and departure dates, and as well as when the faculty member expects to return to his/her work in the College.
 - d. A brief description of how the faculty member plans to manage the classes to be missed while on official business.

4. Support for Publication in Pre-selected High-Impact Journals

4.1. Objectives

- To guide the faculty in choosing high-impact research journals for the publication of the faculty research outputs
- To allow faculty members to network with international circles of researchers and college professors for possible collaborations for themselves, for their departments or laboratories/institutes, or for the entire college.

4.2. Eligibility

Permanent full-time faculty members who conducted at least 3 quality researches with high impact to either industry, institution, local government, curriculum and instruction and community. Must have presented his/her paper in any national/international research fora.

4.3. Benefits

The first publication expenses of the faculty will be paid by the institution.

5.4. Incentives

1. The faculty will receive P25,000 for national publication in any CHED accredited research journals.

2. The faculty will receive P50,000 for international publication in any high-impact research journals.

5.5. Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VPAA, duly endorsed by the Dean. Endorsement and approval process shall follow the university's organizational structure.

2. The application should be accompanied by the following:

- a. Application form
- b. Copy of the journal paper
- c. Proof of acceptance from the journal editor
- d. Call for Papers of conference/symposium

6. **Support for Participation in Local and National Conferences/Seminars/Trainings**

6.1. Objectives

1. To upgrade the knowledge and skills of faculty members in their area of discipline.