



NOTICE OF MEETING

TITLE OF MEETING: Research and Extension Council Meeting (via Google Meet)
VENUE: 3rd Floor University Library, SLSU, Lucban, Quezon and via Zoom
DATE/TIME: November 05, 2020/ 1:00 P.M.

AGENDA:

1. Presentation and Approval of the Proposed Revision of the Planning, Research, Extension, Production and Development (PREPD) Manual of Operations
2. Other Matters

Note: Only the PREPD officials and the top management (University President, the VPs, UB Secretary, and the College Deans) shall be invited to be physically present in the venue, while other attendees will join the meeting via Google Meet. The link will be given to the College Deans and Campus Directors for their facilitation.

Expected Attendees:

NAME	OFFICE/DESIGNATION	SIGNATURE
1. DR. DORACIE B. ZOLETA-NANTES	Chair (University President)	
2. DR. MARISSA C. ESPERAL	Vice-Chair (Vice President, PREPD)	
3. DR. GONDELINA A. RADOVAN	Vice President for Academic Affairs	
4. DR. FREDERICK T. VILLA	Faculty Member, College of Industrial Technology Vice President, Administrative and Financial Affairs	
5. MS. AURORA L. SUMAGUE	University and Board Secretary	
6. DR. MARI JANE LEE	Dean, Graduate School	
7. DR. CYNTHIA L. PAYONGA	Dean, College of Agriculture	
8. DR. DHENALYN A. DEJELO	Dean, College of Allied Medicine	
9. DR. SHIELA M. MANZANILLA	Dean, College of Art and Sciences	
10. DR. CHONA V. CAYABAT	Dean, CABHA	
11. DR. RENATO R. MAALIW III	Dean, College of Engineering	
12. DR. RICARYL CATHERINE P. CRUZ	Dean, College of Industrial Technology	
13. DR. MARIFE S. MAGPANTAY	Dean, College of Teacher Education	
14. DR. JOBERT G. LOMBOY	Director, SLSU Alabat & Project Leader	
15. DR. AILEEN V. ELARCO	Director, SLSU Catanauan	
16. DR. EVANGELINE B. MECIJA	Director, SLSU Gumaca	
17. DR. WENDY C. NOMBREFIA	Director, SLSU Infanta	
18. DR. ROLAND A. CALDERON	Director, SLSU Lucena & Project Leader	
19. PROF. FIDEL J. LASCONIA	Director, SLSU Polilio	
20. DR. FELIX LAMPOS JR.	Director, SLSU Tagkawayan	
21. DR. ANGELITO L. MANGUBAT	Director, SLSU Tiaong	
22. DR. MOSES T. MACALINAO	Director, SLSU Tayabas	



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23. DR. DELIA R. BABILONIA	Director, Research Services & Project Leader	
24. DR. LOURDES A. QUEVADA	Director, Extension Services & Project Leader	
25. DR. MELANIE S. CADA0	Director, Production Services	
26. MS. GERI MAE A. TOLENTINO	Director, IPMO and PPAS	
27. MS. JENNIFER EDYTHA E. JAPOR	Research Coordinator, CABHA	
28. MS. SARAH LISING	Extension Coordinator, CABHA	
29. PROF. MARIA ELIZABETH P. ABUY	Faculty Member, CABHA	
30. DR. ERIBERTO A. CASINO	Faculty Member, CABHA	
31. PROF. NECITA DELSEA M. SABAS	Faculty Member, CABHA	
32. PROF. BUENAVENTURA A. SAN JUAN	Faculty Member, CABHA	
33. PROF. MARIBETH B. VILLON	Faculty Member, CABHA	
34. PROF. HERMINIA A. BABIA	Faculty Member, CABHA	
35. PROF. NORDELINA B. ILANO	Faculty Member, CABHA	
36. PROF. RONALD C. GARCIA	Research Manager, Center for Hazard & Environment Resource Mapping/ Cag	
37. PROF. EUSEBIA J. ZOLETA	Extension Coordinator and Project Leader, College of Agriculture	
38. MR. RICHARD VALLE	Head, Mount Banahaw de Lucban/ CAg	
39. PROF. KATHREENA E. GUTIERREZ	Project Leader, Clonal Propagation Laboratory/ Cag	
40. ENGR. ARTEMIO RAJIE M. VILLENAS	Research Coordinator, College of Agriculture	
41. DR. WENCESLAO S. DURANTE	Faculty Member, College of Agriculture	
42. DR. AMALIA E. ALMAZOL	Faculty Member, College of Agriculture	
43. DR. FRANCISCO N. BELTRAN	Faculty Member, College of Agriculture	
44. PROF. MARY ANN R. AGUDILLA	Faculty Member, College of Agriculture	
45. PROF. JUANITA T. SAN JOSE	Faculty Member, College of Agriculture	
46. PROF. NOEMI R. VILLAVERDE	Faculty Member, College of Agriculture	
47. PROF. MARIA LUISA A. ENAL	Head, Microbiology Research and Testing Laboratory	
48. PROF. FRITZIE L. AZOGUE	Research Coordinator, College of Allied Medicine	
49. PROF. THELMA BABIA	Extension Coordinator, College of Allied Medicine	
50. DR. SUSANA A. SALVACION	Faculty Member, College of Allied Medicine	
51. PROF. MARIA LUISA E. BARETTO	College of Allied Medicine	
52. PROF. BERNADITA E. BRILLON	Faculty Member, College of Allied Medicine	
53. DR. LORNA L. CANO	Faculty Member, College of Allied Medicine	
54. DR. MIRASOL B. MANLAPAZ	Faculty Member, College of Allied Medicine	
55. DR. SANDRA D. ELMA	Faculty Member, College of Allied Medicine	
56. DR. EDITHA DE JESUS	Research Coordinator, College of Arts and Science	
57. PROF. JULIE E. AVILA	Extension Coordinator, College of Art and Sciences	
58. PROF. IRENE IRNA C. LOMIBAO	Faculty Member, College of Art and Sciences	
59. PROF. ALEXANDRA WANDA L. VILLON	Faculty Member, College of Art and Sciences	



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60. PROF. RONALDO V. ALTOVAR	Faculty Member, College of Art and Sciences	
61. PROF. JOSEPHINE A. CAMSON	Faculty Member, College of Art and Sciences	
62. DR. HELENE D. DAYA	Faculty Member, College of Art and Sciences	
63. PROF. JULIA LEA B. RADOVAN	Faculty Member, College of Art and Sciences	
64. PROF. RENE P. ZUBIETO	Faculty Member, College of Art and Sciences	
65. DR. APRILETTE C. DEVANADERA	Faculty Member, College of Art and Sciences	
66. DR. MA. ELNA R. COSEJO	Faculty Member, College of Art and Sciences	
67. MR. CHARLY R. LACORTE	Faculty Member, College of Art and Sciences	
68. ENGR. FITZ GERALD LAGRAZON	Research Coordinator, College of Engineering	
69. ENGR. JERWIN OBMERGA	Extension Coordinator, College of Engineering	
70. ENGR. MARIA CORAZON B. ABEJO	Faculty Member, College of Engineering	
71. PROF. STELLA Y. DAHILIG	Faculty Member, College of Engineering	
72. MS. AURITA A. LAGUADOR	Research Coordinator, College of Industrial Technology	
73. MS. MARICEL LINGATONG	Extension Coordinator, College of Industrial Technology	
74. PROF. BENEDICTO V. DAYAHAN	Faculty Member, College of Industrial Technology	
75. DR. JOSE D. SANVICTORES	Faculty Member, College of Industrial Technology	
76. PROF. JACINTA L. MALEDEO	Faculty Member, College of Industrial Technology	
77. DR. CONRADO L. ABRAHAM	Research Coordinator, College of Teacher Education	
78. MS. LAVINIA FETALINO	Extension Coordinator, College of Teacher Education	
79. PROF. SIMEONA S. ABRAHAM	Faculty Member, College of Teacher Education	
80. PROF. LUCILA E. ABSULIO	Faculty Member, College of Teacher Education	
81. DR. ARSENIA A. ABUEL	Faculty Member, College of Teacher Education	
82. DR. ANITA B. AQUINO	Faculty Member, College of Teacher Education	
83. PROF. EMELITA N. CADA	Faculty Member, College of Teacher Education	
84. PROF. ANTONIO V. ROMANA	Faculty Member, College of Teacher Education	
85. PROF. RIZAIDE A. SALAYO	Faculty Member, College of Teacher Education	
86. PROF. AURELIO A. ZUBIETO	Faculty Member, College of Teacher Education	
87. PROF. RECIE E. BEATRIZ	Faculty Member, College of Teacher Education	
88. DR. GILLIAN PORTIA P. DIMARANAN	Faculty Member, College of Teacher Education	
89. PROF. PERFECTO C. JAVEN	Faculty Member, College of Teacher Education	
90. PROF. MARISSA M. SACOPLA	Faculty Member, College of Teacher Education	
91. DR. MARIETTA A. VILLAVERDE	Faculty Member, College of Teacher Education	
92. PROF. VICTOR C. FRANCIA	Faculty Member, College of Teacher Education	
93. PROF. NECIA F. NANEZ	Faculty Member, College of Teacher Education	
94. DR. NILO H. DATOR	Faculty Member, College of Teacher Education	
95. MR. ROBERTO SULIT	Research Coordinator, Alabat Campus	
96. MR. FRANCIS LAGUARDIA	Research Coordinator, Catanauan Campus	
97. MS. HARLENE DIMAILIG	Research Coordinator, Gumaca Campus	

SP-SLS-1.03F1, Revision 0



MINUTES OF THE MEETING

MEETING TITLE: RESEARCH AND EXTENSION COUNCIL MEETING

Venue: Virtual Meeting via Google Meet

Date Conducted: November 5, 2020

A. Present during the meeting

Name	Position	Department/ Unit
1. 111 members		
2. See the attached attendance sheet.		
3.		

B. Absent during the meeting (where appropriate, indicate reason for absence)

REASON FOR ABSENCE

1. 5 members			
2.			

C. Other attendees during the meeting

Name	Position	Department/ Unit
1.		
2.		

D. Chaired by: Doracie B. Zoleta-Nantes, PhD

Time Started: 1:51 p.m.

AGENDA / HIGHLIGHTS	ACTION ITEMS (WHO/ WHEN)
I. PRELIMINARIES Dr. Cadao led the opening, followed by the singing of the Philippine National Anthem. A. Call to Order Pres. Zoleta-Nantes called the meeting to order at 1:51 p.m. She requested Dr. Esperal to facilitate the meeting. B. Determination of a Quorum The Secretary called the roll. With 111 members present out of 116, a quorum was declared.	
C. Approval of the Proposed Agenda The Research and Extension Council convened to discuss the Proposed Revision of the Research, Extension, Production, Development and Innovation (REPD) Manual of Operations	There being no other matter for inclusion under other matters, and on motion of Dr. Villa duly seconded, the Research and Extension Council approved the proposed agenda as presented.
D. Approval of the Minutes of the Previous Meeting The Secretary read the minutes of the previous meeting.	Dr. Villa moved for the approval of the minutes of the previous meeting. The motion was seconded by Prof. Sacopla. Thus, the Council



MINUTES OF THE MEETING

AGENDA / HIGHLIGHTS	ACTION ITEMS (WHO/ WHEN)
<p>Dr. Babilonia requested to correct the double entry of points in the research criteria, specifically the “contribution to knowledge” which is equivalent to 20 points only.</p>	<p>approved the Minutes of the Research and Extension Council Regular Meeting held on 26 June 2020 at CAM Auditorium, SLSU, Lucban, Quezon, as corrected.</p>
<p>E. Matters Arising from the Minutes of the Previous Meeting</p> <p>Ms. Sumague reported that the Research, Extension and Production proposals endorsed by REC were approved by the SLSU Board of Regents on 14 February 2020. All these proposals are now being implemented.</p>	
<p>F. Chair's Time</p> <p>Pres. Zoleta-Nantes reported that for the past six (6) months, SLSU was able to get external funding for the following research projects:</p> <ol style="list-style-type: none"> 1. Production of Organic Kamias Soaps, Liquid Hand Kamias Soap, Disinfectants, and Ethanol (One SLSU: Fight Against COVID-19) - PhP 1,214,125.08 2. Production of PPE Items, Face Masks, Face Shields, Hand Gloves and Suits (One SLSU: Fight Against COVID-19) - PhP 1,079,767.50 3. Inventory and Assessment of Flora and Fauna, and Macrofungi in Mt. Banahaw de Lucban – PhP 4,999,926.00 <p>Aside from these, crafting of three more proposals are on-going, namely:</p> <ol style="list-style-type: none"> 1. Strengthening Flexible Learning Tools Among Teaching and Non-Teaching Force of Southern Luzon State University to Deliver High Quality Education Amidst the New Normal Due to the Spread of COVID-19 Pandemic - for the CHED Revised and Expanded Guidelines for the Continuing Professional Education (RECPE) Grants 2. CHED IDIG Proposal entitled "Establishment of Technological Center for Geospatial, Data Analytics and Distance Learning towards Effective Delivery of Flexible Education to Diverse Learners of SLSU 3. NICER Proposal on Tropical Wine and Distilled Spirits <p>She mentioned that her next goal is to develop research proposals for international funding. She would work on this next year with the Office of International and Alumni Affairs taking the lead.</p> <p>She finally encouraged all faculty members to come up with good multi-disciplinary research proposals that will address the concerns of different stakeholders.</p>	
<p>II. NEW BUSINESS</p> <p>1. Proposed Revision of the Research, Extension, Production, Development and Innovation Manual of Operations</p>	<p>On motion duly seconded, the Research and Extension Council passed –</p>



MINUTES OF THE MEETING

AGENDA / HIGHLIGHTS	ACTION ITEMS (WHO/ WHEN)								
<ul style="list-style-type: none"> The comments of Pres. Zoleta-Nantes on the PREPD Operations Manual will be discussed by Ms. Dayo with Dr. Esperal. Dr. Esperal highlighted the major revisions, as follows: <ul style="list-style-type: none"> a. The Office of Programs and Projects Administrative Support Services is already formalized as a separate unit from its mother unit, the Office of Research Services. It is now called the <i>Innovation and Technology Support Services Office (ITSSO)</i>. b. Similarly, the name of "<i>Planning, Research, Extension and Production (PREPD)</i>" was changed to "<i>Research, Extension, Production, Development and Innovation (REPDI)</i>" c. Modified processes in compliance with the ISO 9001:2015 standards d. Formulation of criteria for evaluating research, extension and production proposals (REP) e. Enhancement of incentive system for REP managers f. Interconnectivity and relative functions of the four (4) units under the REPDI. <p>The Directors presented the proposed revisions in their respective manuals.</p> <table border="0"> <tr> <td>a. Dr. Delia R. Babilonia</td><td>Office of Research Services</td></tr> <tr> <td>b. Engr. Lourdes A. Quevada</td><td>Office of Extension Services</td></tr> <tr> <td>c. Dr. Melanie S. Cadao</td><td>Office of Production Services</td></tr> <tr> <td>d. VP Esperal (vice Ms. Tolentino)</td><td>ITSSO</td></tr> </table> <p>The comments and suggestions of the members of the Research and Extension Council were presented in the attached matrix.</p>	a. Dr. Delia R. Babilonia	Office of Research Services	b. Engr. Lourdes A. Quevada	Office of Extension Services	c. Dr. Melanie S. Cadao	Office of Production Services	d. VP Esperal (vice Ms. Tolentino)	ITSSO	<p style="text-align: center;">REC Resolution No. 06, s. 2020</p> <p>ENDORISING TO THE BOARD OF REGENTS THE PROPOSED CHANGE OF NAME OF THE PROGRAM/ PROJECT PLANNING AND ADMINISTRATIVE SUPPORT (PPAS) SERVICES TO INNOVATION TECHNOLOGY SUPPORT SERVICES OFFICE (ITSSO)</p> <p style="text-align: center;">REC Resolution No. 07, s. 2020</p> <p>ENDORISING TO THE BOARD OF REGENTS THE PROPOSED CHANGE OF NAME OF THE OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESEARCH, EXTENSION, PRODUCTION AND DEVELOPMENT (OVP-PREPD) TO OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION, PRODUCTION, DEVELOPMENT AND INNOVATION (OVP-REPDI)</p> <p>On motion of Dr. Nilo Dator duly seconded by Dr. Manzanilla, the Research and Extension Council passed-</p> <p style="text-align: center;">REC Resolution No. 08, s. 2020</p> <p>ENDORISING TO THE SLSU BOARD OF REGENTS THE REVISED RESEARCH, EXTENSION, PRODUCTIO, DEVELOPMENT AND INNOVATION (REPDI) MANUAL OF OPERATIONS SUBJECT TO CONSIDERATION/ INCORPORATION OF COMMENTS AND SUGGESTIONS</p>
a. Dr. Delia R. Babilonia	Office of Research Services								
b. Engr. Lourdes A. Quevada	Office of Extension Services								
c. Dr. Melanie S. Cadao	Office of Production Services								
d. VP Esperal (vice Ms. Tolentino)	ITSSO								

E. Time Adjourned: 6:32 p.m.

F. Tentative Date of Next Meeting:

Prepared by:

AURORA L. SUMAGUE.
 University and Board Secretary

Approved by:

MARISSA C. ESPERAL, PhD
 Vice-Chair, Research, and Extension Council
 and VP for PREPAD

DORACIE B. ZOLETA-NANTES, PhD
 Chair, Research and Extension Council and
 University President

MINUTES OF THE MEETING

Comments and Suggestions on the REPD Manual

Parts of the Manual	Comments and Suggestions
Acknowledgment	<ul style="list-style-type: none"> • Include the former PREPD officials: <ol style="list-style-type: none"> a. Prof. Kathreena E. Gutierrez - OIC Director, Production Services b. Prof. Irene Ima Lomibao - Director, Production Services
SLSU R&D Roadmap	<ul style="list-style-type: none"> • Nipa Center is no longer reflected in the Roadmap because it is already established. • Incorporate or merge the following laboratories under the Centers to which they are related: <ol style="list-style-type: none"> a. Educational and Technology Laboratory b. Mental Health LINK Hub
Research Services	
Definition of Financial Resources	<ul style="list-style-type: none"> • Include the General Appropriation Act (GAA) as one of the financial resources
Flowchart for the Conduct of Research	<ul style="list-style-type: none"> • Insert in the flowchart (after the originality check of capsule proposal) <ul style="list-style-type: none"> - <i>Office of Research Services shall check the capsule proposal before returning to the proponent for the preparation of a full-blown proposal.</i> • The Office of Research Service may consider preparing a separate procedure for research presentation/ publication of paper due to the following reasons: <ol style="list-style-type: none"> a. The responsibility of a researcher, particularly for externally-funded projects, usually ends in the submission of a terminal report to the funding agencies. b. Only institutionally-funded researches are required to be presented to in-house reviews. c. Not all researches are publishable or qualified for presentation to regional, national and international conferences.
Extension Services	
University Extension Agenda	<ul style="list-style-type: none"> • Instead of environmental governance, use environmental governance and management. • Instead of community development, use community development and settlement planning. • Add disaster risk reduction and management.
Production Services	
	No comment
ITTSO	
	No comment