



# R esearch, E xtension, P roduction, D evelopment, & I nnovation

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MANUAL OF OPERATIONS  
2021 Revision



## **PREFACE**

The 2021 REPDI Manual of Operations is a general reference to the various guidelines, processes, and procedures that govern the conduct of research, extension, production, development, and innovation programs at the Southern Luzon State University.

This Manual is a product of concerted efforts of several generations of REPDI officials headed by three former SLSU Presidents and Vice Presidents for Planning, Research, Extension, Production, and Development (PREPD). Credits are hereby accorded to the following: Dr. Cecilia N. Gascon, Dr. Milo O. Placino, Dr. Conrado L. Abraham, Dr. Gondelina A. Radovan; and all former directors under the different offices of PREPD: Dr. Teresita V. De la Cruz, Prof. Noemi R. Villaverde, Dr. Wenceslao S. Durante, Dr. Delia R. Babilonia, Engr. Lourdes A. Quevada, Dr. Francisco N. Beltran, Dr. Editha de Jesus, For. Felino J. Gutierrez Jr., Mr. Reynaldo Jolongbayan, and Ms. Arceli R. Obmerga (OIC).

Finally, the current revision was approved by the SLSU Board of Regents by virtue of BOR Res. No. 57, series of 2021, under the following administration:

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## **FOREWORD**

The 2021 Revision of the SLSU Research, Extension, Production, Development, and Innovation (REPDI) Manual of Operations was conceptualized in response to the prevailing need to update and upgrade some provisions in its 2013 edition. This revision primarily highlights the Harmonized National R&D Agenda and the Research, Development, and Extension (RDE) priorities of the current administration in consonance with the SLSU MTDP 2021-2025. Secondly, with the university's thrust to promote innovation and technology advancement, the former Office of Planning/Programs/Projects Administrative Support Services was already formalized as a separate unit from its former mother unit, the Office of Research Services. It is now called the Innovation and Technology Support Services Office (ITSSO). Third, this 2021 revision showcases some modified processes in compliance with the ISO 9001:2015 standards. Some of the modifications are the formulation of criteria for evaluating Research, Extension, and Production (REP) proposals and the enhancement of the incentive system for REP managers. Finally, this edition also emphasized the interconnectivity and relative functions of the four units under the REPDI. This relationship was illustrated in an SLSU REPDI model which was conceptualized to highlight not only the threefold functions of the university - instruction, research, and extension - but also the equally important role of the Office of Production Services in ensuring the production of knowledge and technology to be transferred and commercialized for the benefit of the community. The inclusion of the production component as one of the thrusts of the university is a step towards ensuring the sustainable development of the institution and its surrounding communities, at large.

This 2021 revision of the SLSU REPDI Manual of Operations is the humble manifestation of our commitment to excellence and passion for innovation and development in the field of research, extension, and production.

One SLSU, Love SLSU, Go SLSU!

**MARISSA C. ESPERAL, PhD**  
Vice-President for Research, Extension, Production,  
Development, and Innovation



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# **R**esearch, **E**xension, **P**roduction, **D**evelopment, & **I**nnovation

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**MANUAL OF OPERATIONS**  
2021 Revision



## **Chapter 1:**

# **UNIVERSITY THRUSTS AND MANDATE**

**1**

The Southern Luzon State University (SLSU), formerly Southern Luzon Polytechnic College (SLPC), is a prime institution of higher learning in Quezon Province. It envisions to be a globally productive higher education institution with various excellent academic programs in Southern Luzon. The main campus of SLSU is situated at the foot of Mt. Banahaw (1,500 ft above sea level), in Lucban, Quezon, a town approximately 130 km south of Manila.

The SLSU continues to flourish academically. Various institutional research projects are being undertaken every year, with the majority of which are in the areas of agriculture, biodiversity, education, engineering, technology, health sciences, and management. Likewise, the university is engaged in various income-generating endeavors aimed to allow self-sufficiency and technical expertise enhancement.

The university shares its different technical know-how with the surrounding municipalities and cities through training, seminar, outreach projects, and livelihood programs aimed at empowering the communities wherein it operates.

### **A. SLSU MANDATE (RA 9395)**

The Republic Act 9395 states that the SLSU shall primarily provide advanced education and professional and technological instruction in the fields of allied medicine, education, engineering, agriculture, fisheries, forestry, environment, arts and sciences, accountancy, cooperative, business and entrepreneurship, technology, and other related fields of study. It shall also undertake research and extension services and provide progressive leadership in its areas of specialization.

## **B. SLSU VISION, MISSION, AND CORE VALUES**

### **Vision**

Southern Luzon State University as an academic hub of excellent curricular programs, transdisciplinary researches, and responsive extension services that contributes to knowledge production, social development, and economic advancement of Quezon Province and the CALABARZON Region.

### **Mission**

The University is committed to develop a sustained culture of delivering quality services and undertaking continuous innovations in instruction, research, and extension in the fields of agriculture, science, education, engineering, and technology, allied health and medicine, human security, business, and the arts anchored to the development needs of Quezon Province and the CALABARZON Region, and the national and global development goals.

### **Goals**

1. Center of teaching excellence;
2. Premier research university that generates S&T-based innovations;
3. Training institution that promotes gender-responsive, climate-resilient, and community-driven development for all;
4. Wider platform for student and personnel development;
5. Facilities that support student learning enhancement and personnel development;
6. Strengthened local and international academe-industry and alumni linkages; and,
7. Intensifying resource generation and risk management.

## **C. THE RESEARCH AND EXTENSION COUNCIL (REC)**

There shall be a Research and Extension Council (REC) that consists of a Chairperson represented by the University President, and members constituted by the Vice Presidents, Deans, Directors, and other officials of equal rank. The REC shall review and recommend to the Board of Regents (BOR) the policies governing the RDE programs and activities of the university.

## **Chapter 2:**

### **THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION, PRODUCTION, DEVELOPMENT, AND INNOVATION (VP-REPDI)**

**2**

The Vice-President for Research, Extension, Production, Development, and Innovation (VP-REPDI) shall be appointed by the Board upon the recommendation of the President, in consultation with the Deans, Academic Directors, and Directors of the Research Services, Extension Services, Production Services, and Development and Innovation Services.

The VP-REPDI shall report directly to the President and serve as the Vice-Chairperson for the Research and Extension Council and a member of the Administrative Council. The same shall sit as the Vice-Chairperson of the Personnel Selection and Promotion Board, granted the position under consideration belongs to REPDI Affairs; otherwise, the VP-REPDI shall sit as a member. The appointed Vice President for REPDI shall supervise the Research Services, Extension Services, Production Services, and the Innovation and Technology Support Services. At the same time, the VP-REPDI shall coordinate with the Vice President for Academic Affairs on the supervision of faculty members, given that either research or extension work is concerned.

The VP-REPDI shall have a two-year term from the date of appointment. In highly exceptional cases or depending on the exigency of the service determined by the BOR, the same shall be allowed for another term or terms provided that it shall not exceed the term of the appointing authority.

#### **A. GENERAL FUNCTIONS**

The VP-REPDI shall plan, manage, and supervise the various services of the Research, Extension, Production and Development, and Innovation offices and their respective units. It shall coordinate each activity of the said offices with the concerned academic and non-academic units of the University.

#### **B. DUTIES AND RESPONSIBILITIES**

The VP-REPDI shall have the following non-exclusive duties and responsibilities:

1. Plan, implement, manage, and evaluate the various programs and projects of the Research, Extension, Production and Development, and Innovation Services;
2. Assist the University President in the formulation of an institutional development plan;
3. Provide the university the institutional research and R&D agenda;
4. Supervise the publication of research, journals, newsletters, and other self-reports;
5. Establish research linkages with high-performing government and private research and extension institutions for resource mobilizations;
6. Prepare an integrated report on planning and programming of research, extension, and production publications;
7. Source funds within and from other agencies for the operation and maintenance of research, extension, and production projects/activities;
8. Coordinate the evaluation of academic and non-academic programs and projects;
9. Promote smooth interpersonal relations and work experience in the university, particularly among subordinates; and,
10. Perform such other duties and responsibilities analogous, germane, or related to and/or implied from the above enumeration of duties and responsibilities.

## C. REPDI VISION, MISSION, AND GOALS

### **Vision**

SLSU as a center of transdisciplinary research projects and responsive extension services.

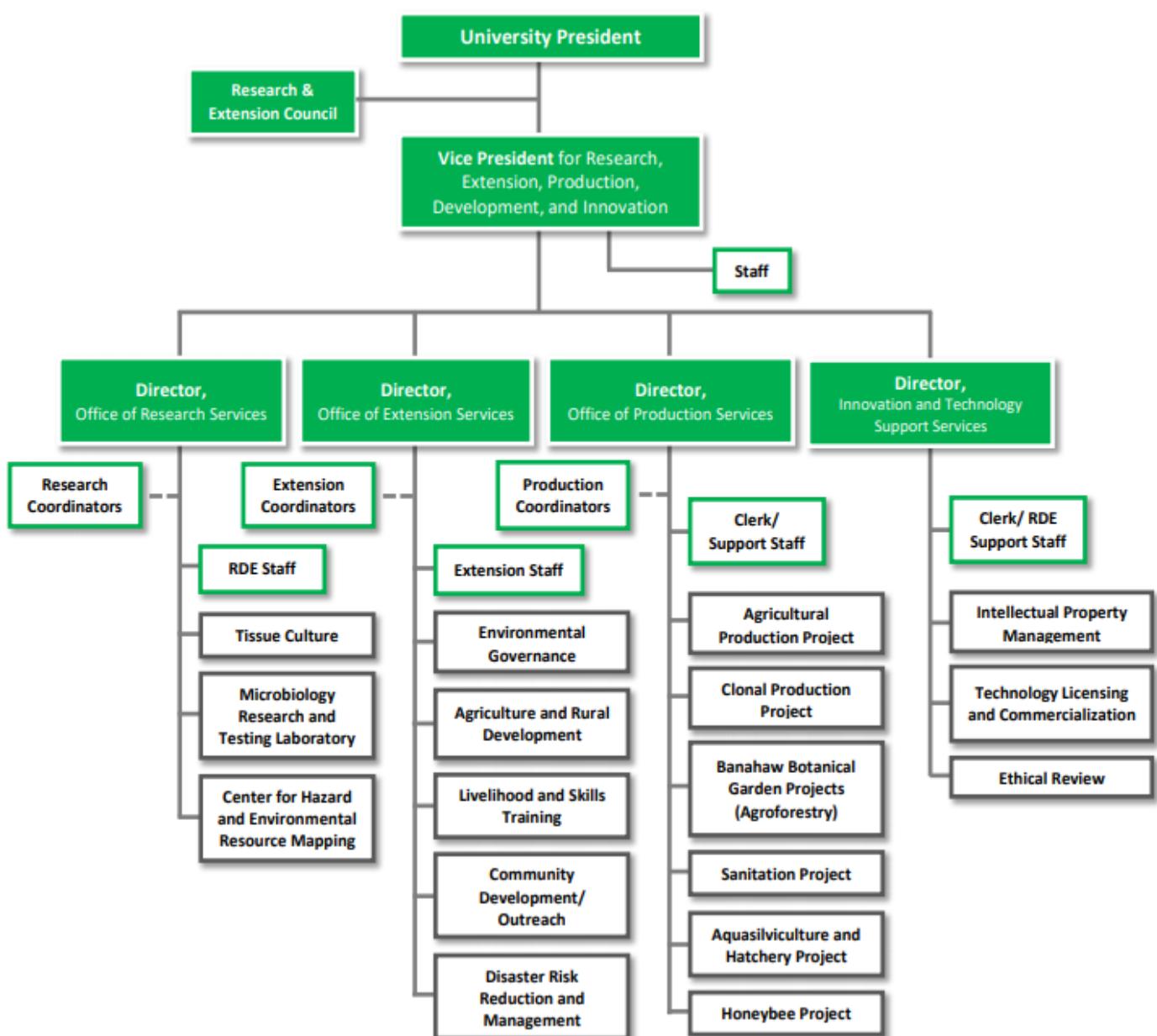
### **Mission**

The REPDI commits to undertake continuous innovations in research and develop a sustained culture of delivering quality extension services that support the national and global development goals.

## Goals

1. Premier research university that generates S&T-based innovations (Research and Production)
2. Training institution that promotes gender-responsive, climate-resilient, and community-driven development for all (Extension Services)

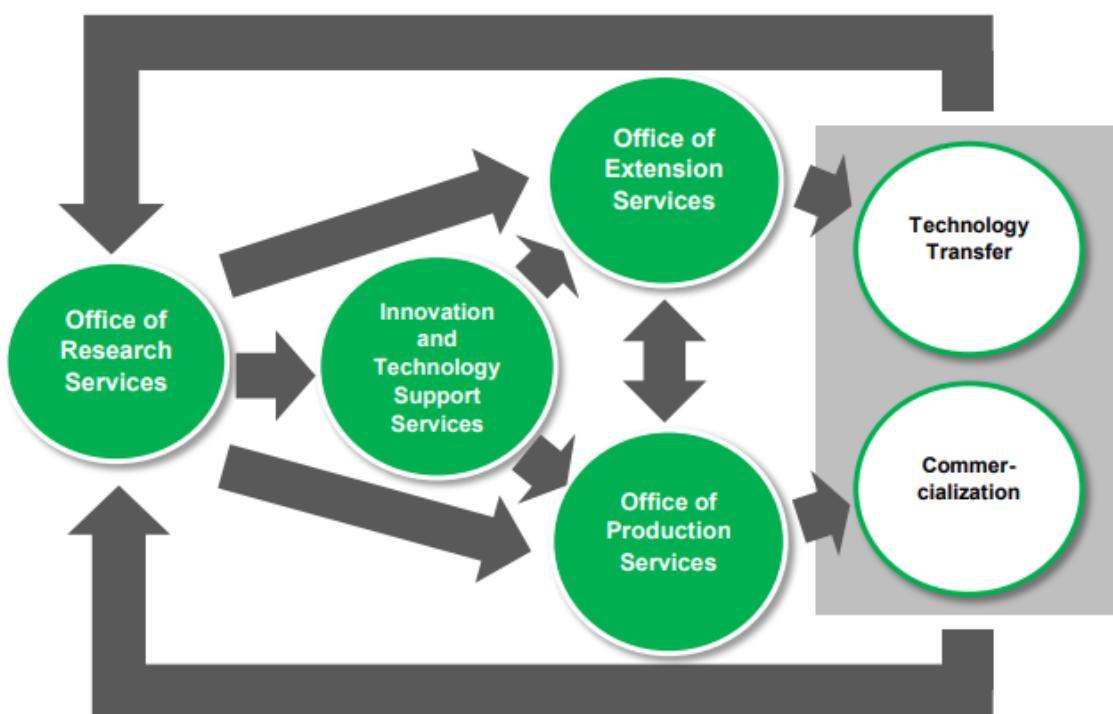
## D. ORGANIZATIONAL STRUCTURE OF THE OFFICE OF THE VP-REPDI



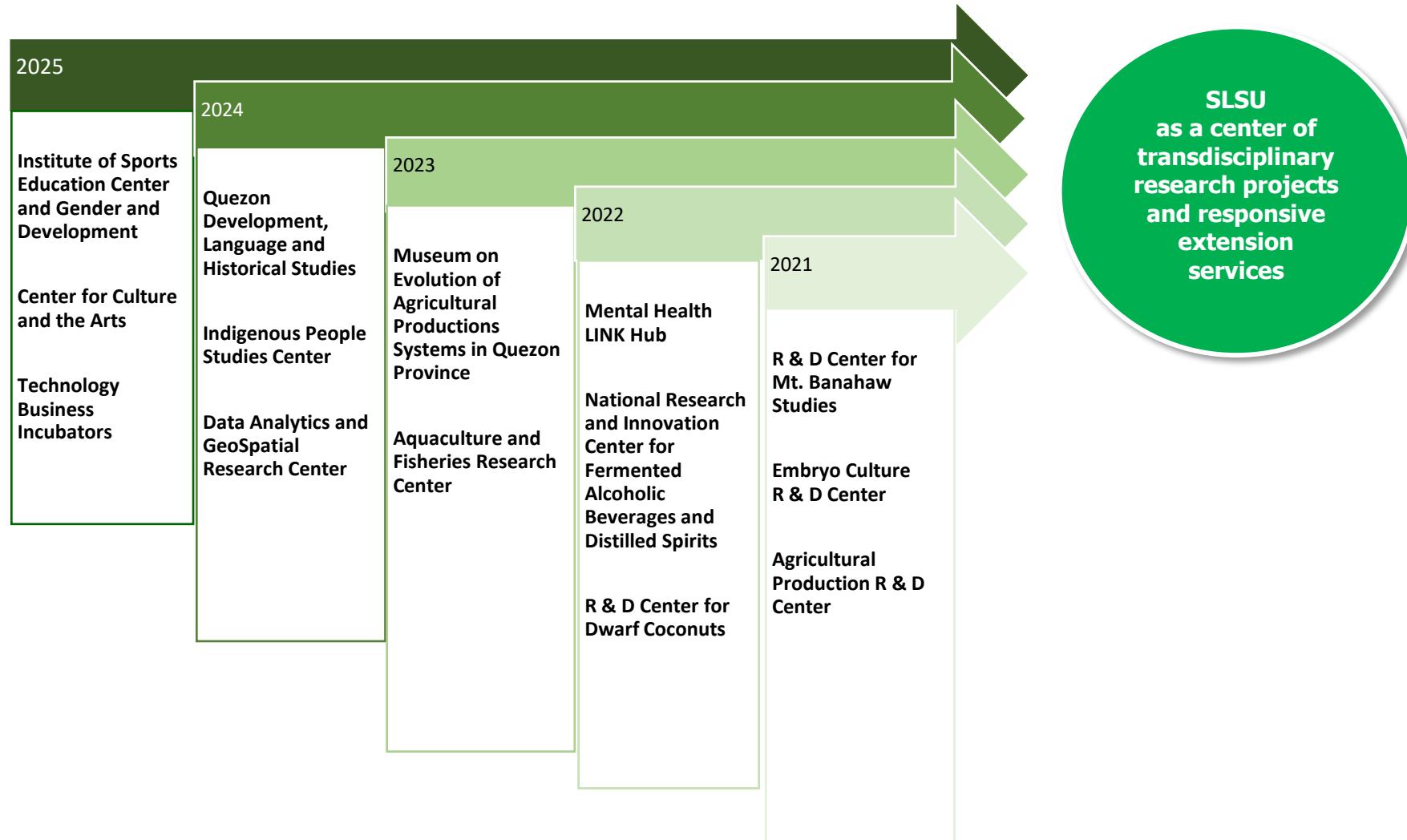
**Figure 1.1** Organizational Structure of the Office of the VP-REPDI

## E. SLSU REPDI FRAMEWORK

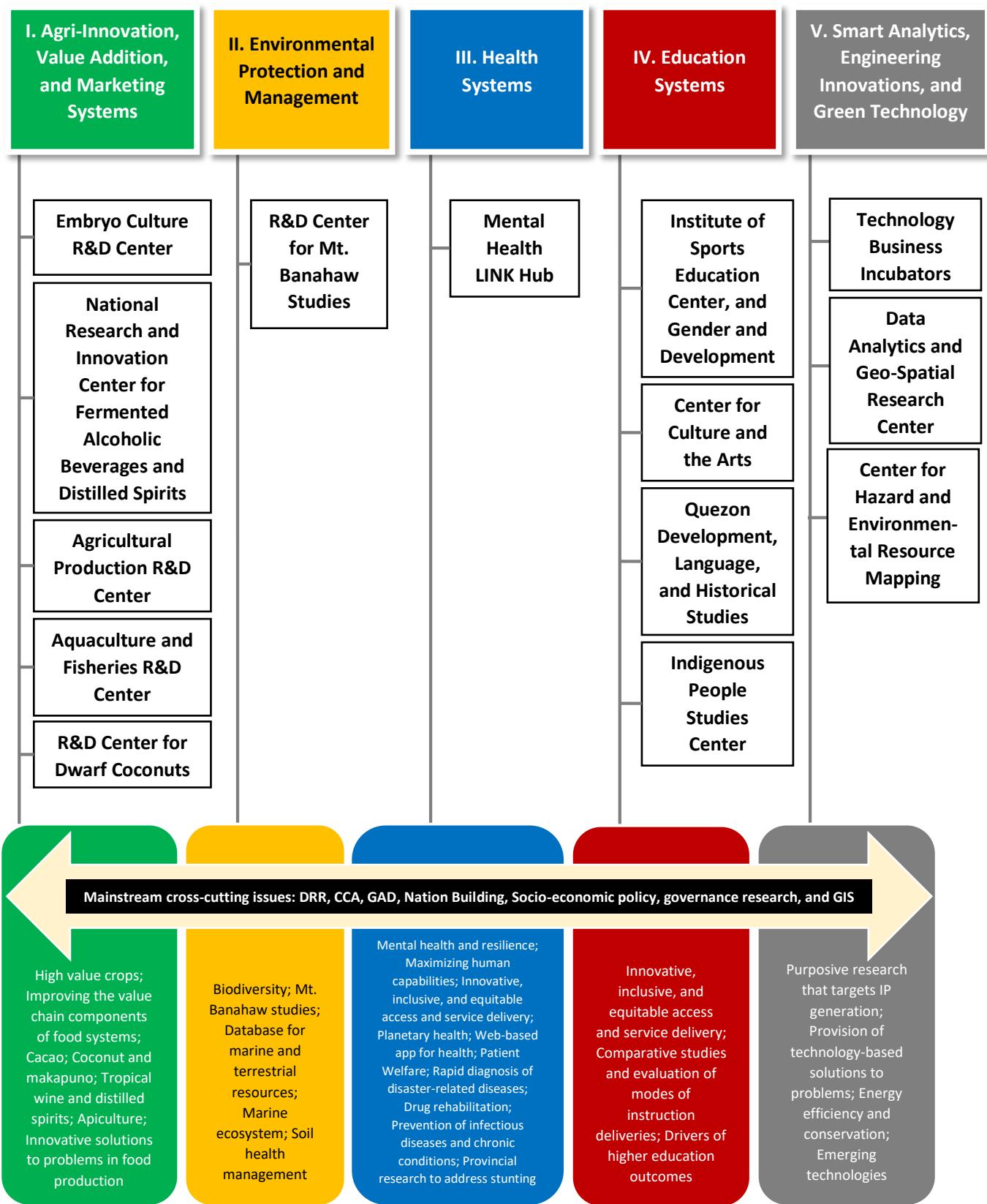
The offices under the Vice-President for Research, Extension, Production, Development, and Innovation work coordinately to fulfill their functions in attaining the university goals. The Office of Research Services (ORS) spearheads and manages the research activities of the university. It ensures that research projects revolve around innovations and development, and the generation of new knowledge and technology in various fields of discipline in the university. Once new knowledge and technologies are generated, there are three paths that researchers may thread on. First, they may directly extend their research outputs to their target beneficiaries in the community through the help of the Office of Extension Services (OES). Also, researchers may choose to secure the Intellectual Property Rights (IPR) of their outputs by applying for registration claims. Its processing shall be coursed through the Innovation and Technology Support Services Office (ITSSO). Further, the researchers may direct to the Office of Production Services (OPS) to facilitate the production of IEC materials or technology models for community and industry use. The ITSSO shall then process the patented technologies for commercialization and technology transfer to interested adopters.



**Figure 1.2** The SLSU REPDI Model



**Figure 1.3** SLSU Research and Development Roadmap



**Figure 1.4** SLSU Research and Development Agenda

## **Chapter 3:**

### **THE OFFICE OF RESEARCH SERVICES**

**3**

#### **A. INSTITUTIONAL RDE PROGRAM AND AGENDA, RESEARCH THRUSTS, AND PRIORITIES**

The SLSU RDE Agenda is primarily centered on research and extension programs for the community's socioeconomic impact on the region's economic development. The institutional research and extension projects are mainly anchored on the Harmonized National Research and Development Agenda, with the following thematic areas identified and adopted:

1. Agri-Innovation, Value Addition, and Marketing System
2. Environmental Protection and Management
3. Health Systems
4. Smart Analytics, Engineering Innovations, and Green Technology
5. Education Systems
6. Cross-cutting concerns

These areas of concern were further evaluated so that the allocation of limited resources to be used will produce maximum output and significantly impact the targeted beneficiaries.

#### **1. The Research Thrusts and Priorities**

Below is the list of specific research thrusts and priorities of SLSU under the identified research agenda.

- a. Organic Food Production
- b. Agricultural Productivity Enhancement
- c. Cacao
  - i. GIS-based suitability analysis, mapping of existing plantations and expansion areas
  - ii. Cacao value chain
  - iii. Integrative study on cacao production best practices

- iv. Technology package for cacao production
- v. Propagation of planting materials from HYVs
- vi. Multi-location trials of superior cacao varieties/clones under different agro-ecological conditions
- vii. Development of Agri-ecotourism model farms
- viii. Cacao-based agroforestry
- ix. Biocon for cacao pest and diseases
- x. Value-added products from cacao
- xi. Engineering solutions
- d. Nipa Products**
  - i. Production enhancement of nipa sap
  - ii. The optimization process of nipa sweetener
  - iii. Comparative study of *lambanog* and *nipanog*
- e. Coconut and Makapuno**
  - i. Embryo culture process optimization
  - ii. Production of non-food products from makapuno
  - iii. GIS-based suitability analysis, mapping of existing plantations and expansion areas
  - iv. Molecular tracing
- f. Bamboo**
  - i. Production enhancement
  - ii. GIS-based suitability analysis, mapping of existing plantations and expansion areas
- g. Banana**
- h. Abaca**
- i. Rubber Production**
- j. Mushroom Production**
  - i. Value addition
  - ii. Enterprise development
- k. Apiculture**
  - i. Socioeconomic importance of beekeeping
  - ii. Sustainable production practices using stingless bee
  - iii. Product development and market-oriented commodity packages
- l. Aquaculture and Fisheries**
- m. Environmental Protection and Management**
  - i. Biodiversity
  - ii. Mt. Banahaw studies
  - iii. Database for marine and terrestrial resources
  - iv. Soil health management
  - v. Development of system using the internet of things
  - vi. Electronics and communications advanced technologies
  - vii. Wastewater management

- n. Education System**
  - i. Innovative, inclusive, and equitable access and service delivery in a 21st-century landscape
  - ii. Comparative studies on conventional, face to face vs. online learning
  - iii. Evaluation of modes of instruction deliveries
  - iv. Drivers of higher education outcomes
- o. Socioeducational development**
- p. National Peace and Security**
- q. Initiatives and Good Governance**
- r. Socioeconomic Policy**
- s. Poverty Alleviation**
- t. Health Systems**
  - i. Innovative, inclusive, and equitable access and service delivery
  - ii. Web-based apps for health
  - iii. Patient welfare
  - iv. Stress debriefing in conflict and disaster areas
  - v. Rapid diagnosis of disaster-related diseases
  - vi. In support of the government's drug rehabilitation program
  - vii. Documentation, detection, prevention of infectious diseases and chronic conditions
  - viii. Provincial research to address stunting
  - ix. Planetary Health
- u. Competitive Industries**
- v. Complementary medicine**
- w. Industry and Services**
- x. Smart analytics, engineering innovations, and green technology**
  - i. Research that will pump prime the above themes by providing technology-based solutions
  - ii. Emerging technologies (i.e., Renewable Energy)
- y. Sustainable energy**
- z. Cross-cutting concerns**
  - i. Disaster Risk Reduction and Climate Change Adaptation
  - ii. Gender and Development
- aa. Micro, Small, and Medium Scale Enterprises**
- bb. Community Extension and Commercialization**
  - i. Commercialization of improved rubber clones in Quezon Province
  - ii. Sustainable supplementary income for 4Ps parents
  - iii. Yamang Lupa Program

- iv. Production of quality planting materials of indigenous forest tree species
- v. Assessing climate crisis through community enterprise from indigenous species of Mt. Banahaw ecosystem
- vi. Assessing climate crisis through community enterprise from indigenous forest tree species of Mt. Banahaw Ecosystem
- vii. Citizen Satisfaction Index System-Based Project
- viii. Adoption of School & Barangays
- ix. Training on coconut production, varieties, products, intercropping, native pig raising, coconut dispersal
- x. Tourism
- xi. Computer literacy

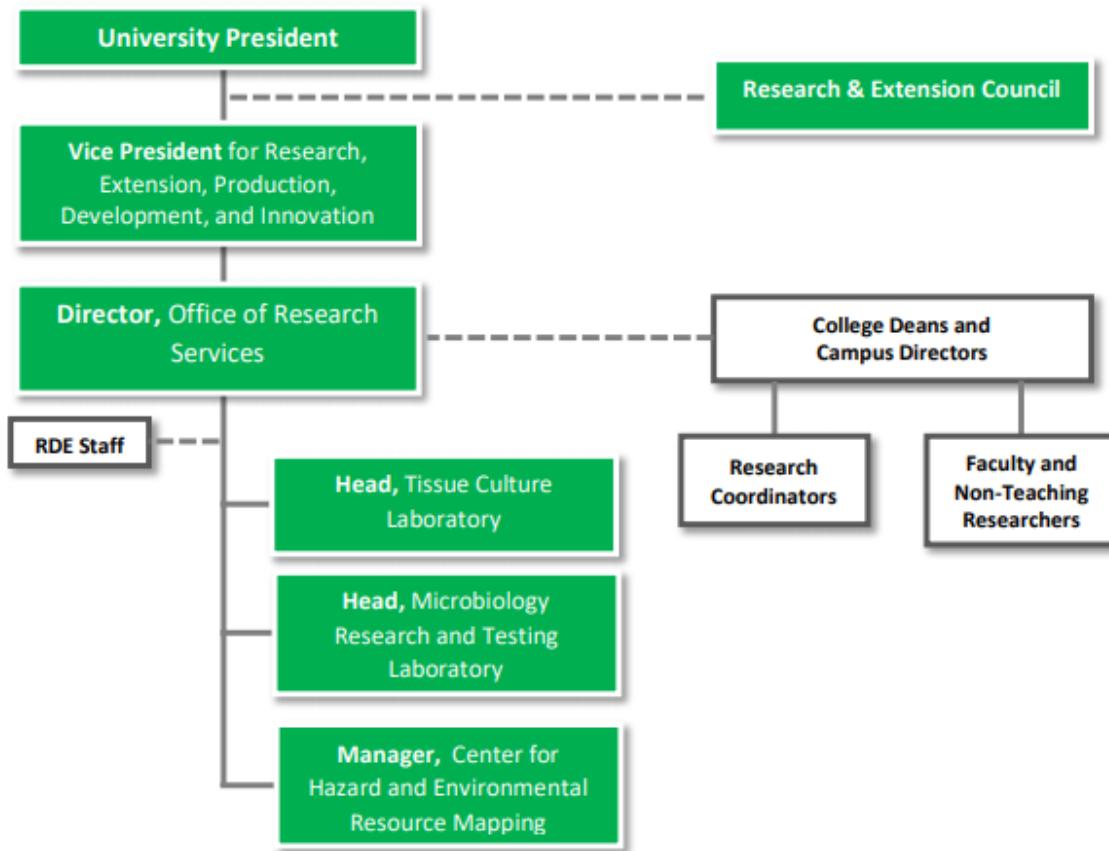
## **B. ORGANIZATIONAL MANAGEMENT, STRUCTURES, AND FUNCTIONS**

The organizational structure of the SLSU Office of Research Services (ORS) is shown in Figure 2.1, wherein interrelationships to support services were also indicated.

### **1. Director of the Office of Research Services**

The Director of the Office of Research Services shall be appointed by the BOR upon the recommendation of the President and the endorsement of the Vice-President for Research, Extension, Production, Development, and Innovation (VP-REPDI). The Director shall report directly to the VP-REPDI and shall sit as a member of the Administrative Council, as well as the Research and Extension Council (REC). Moreover, the Director shall supervise the Research Coordinators and manage the research facilities.

The ORS Director shall have a two-year term from the date of appointment. In highly exceptional cases or depending on the exigency determined by the BOR, the Director shall be allowed for another term or terms but it shall not exceed the duration of the appointing authority.



**Figure 2.1** Organizational Structure of the Office of Research Services

#### a. General Functions

The Director for Research Services shall provide meaningful institutional research and development agenda in instruction, research, extension, and production.

#### b. Duties and Responsibilities

The following are non-exclusive duties and responsibilities of the Research Director:

1. Assist higher authorities in the formulation and implementation of policies, rules and regulations, programs, and projects of REPDI in line with the existing Medium-Term Development Plan;
2. Plan, manage, and evaluate the operation of Research Services;

3. Formulate an integrated R&D agenda every academic year;
4. Coordinate various services for research priorities and concerns;
5. Implement policies, rules, regulations, plans, programs, and activities;
6. Submit research proposals for budgetary purpose and support;
7. Exercise oversight functions in the management and conduct of institutional and externally funded research projects, and recommends other approaches or methodologies that may ensure better research payoffs;
8. Coordinate, integrate, and analyze research findings for publication;
9. Organize, implement, facilitate, and coordinate the conduct of Annual In-House Reviews;
10. Establish linkages with high performing research institutions for resource generation;
11. Provide specific work tasks of personnel for a clear, objective, and measurable evaluation; and,
12. Manage research laboratories and other facilities.

## **2. Head, Microbiology Research and Testing Laboratory (MRTL)**

The following are the non-exclusive duties and responsibilities of the Microbiology Research and Testing Laboratory:

- a. Responsible for the overall administrative and technical operation of the laboratory;
- b. Specify all methodologies used in the microbiology laboratory;

- c. Ensure competence and give authority to laboratory personnel who operate specific equipment, perform tests, and sign test results;
- d. Formulate goals for education and training skills of laboratory personnel;
- e. Attest, by sign, the validity of all laboratory tests and reports;
- f. Ensure that resources needed for laboratory operations are of required quality;
- g. Provide adequate supervision of laboratory staff and trainees;
- h. Ensure that microbiology laboratory, with its staff, complies to the national and international standards; and,
- i. Develop and package R&D proposals for internal and/or external funding.

### **3. Head, Tissue Culture Laboratory**

The following are the non-exclusive duties of the Head of Tissue Culture Laboratory:

- a. Take care of the overall administrative and technical operations of the laboratory;
- b. Specify all methodologies used in the tissue culture laboratory;
- c. Formulate goals for education and training skills of laboratory personnel;
- d. Ensure that resources needed for laboratory operations are of required quality;
- e. Provide adequate supervision of laboratory staff and trainees;

- f. Ensure that the tissue culture laboratory, with its staff, complies to Good Laboratory; and,
- g. Develop and package R&D proposals for internal and/or external funding.

#### **4. Head, Center for Hazard and Environmental Resource Mapping (CHERM)**

The Center for Hazard and Environmental Mapping Resources (CHERM) stands as a firm testament to DOST CALABARZON's commitment to enhance scientific and technological capabilities and services in the region and generate results to attain resilience, productivity, and better quality of life in CALABARZON.

Specifically, the CHERM aims to strengthen collaborative efforts of mapping agencies and stakeholders in the provision of geospatial data and services; capacitate LGUs, SUCs, line agencies, and other interested individuals/ groups on the utilization of geospatial data and other derivative products; and, provide research-based authoritative geospatial data and services in all the stages of the Disaster Risk Reduction and Environmental Management Cycle, natural resource mapping, and other developmental concerns.

The following are the non-exclusive duties and responsibilities of the Center Manager:

- a. Provide overall direction of day-to-day activities;
- b. Oversee the overall implementation of projects, policies, and services;
- c. Coordinate with project implementers regarding the formulation and implementation of programs, projects, and activities; and,
- d. Perform other functions that may be required by the advisory committee.

#### **5. Research Coordinators**

Research Coordinators are tasked to:

- a.** Actively participate in the review of the integrated R&D agenda every academic year;
- b.** Attend to all invitations of the ORS for periodic meetings, workshops, seminars, and training;
- c.** Conduct/facilitate research and development projects at the College Level in coordination with the ORS;
- d.** Facilitate prompt submission of periodic accomplishment reports of ongoing R&D projects and Terminal Reports of completed projects; and,
- e.** Coordinate with the ORS all matters relevant to the effective implementation of R&D projects/activities.

## **6. Research Resources**

Besides the Project Leaders and members of funded research, all the plantilla faculty members are the other human resources required to engage in research activities as one of their Key Result Areas (KRAs).

## **C. LABORATORY AND CENTER SERVICES**

Researchers may avail the services of the MRTL, Tissue Culture Laboratory, and CHERM by coordinating with the respective unit heads. The facilities shall charge appropriate fees against the approved budget of the research project.

## **D. CLASSIFICATION OF RESEARCH**

SLSU achieves a diversity of research works through alignment with the national priority programs and the university flagship programs. It also endeavors to engage in different types of research and development activities, as follows:

### **1. By Nature:**

- a. Basic Research.** It refers to any orderly and ingenious endeavor done chiefly for new knowledge acquisition about specific and observable facts or phenomena without any particular use or explicit application.
- b. Applied Research.** It is a novel analysis done to acquire new knowledge directed towards a particular use.

### **2. By Fund Source:**

- a. Institutional Research.** It refers to any systematic investigation or research work funded by the Southern Luzon State University.
- b. Commissioned Research (without ownership restrictions).** It is externally funded research with grants coming from private or government institutions.
- c. Commissioned Research (with ownership restrictions).** It is externally funded research in which the research result is in full control of the funding agency. That is, the faculty researchers and the university have no right over the data, and the function of the faculty researchers and the university is limited only to its conduct and analysis. Details on how the university and the faculty researchers will benefit from the conduct of such research should be stipulated very well in the MOA.

### **3. By Research Focal Point:**

- a. Product Research.** It is a research work that focuses on the development of a specific product in various disciplines; hence, it presents new ideas far beyond what is currently available and not merely a simple modification of the same product.
- b. Non-Product Research.** It is a systematic research undertaking that focuses on socioeconomic aspects. It may also be interdisciplinary research with policy implications to the different programs of the university.

#### **4. By Phase of Technology Development:**

- a. Technology Generation.** It refers to research that focuses on a particular aspect affecting the productivity of a single commodity.
- b. Technology Adoption.** It is conducted on-site or off-site to assess the existing technology's performance, stability, and replicability.
- c. Technology Verification.** It refers to research that intends to compare improved technology's performance with the existing technology or practice under the current environment. This type of research is conducted on-site.

### **E. INSTITUTIONAL RESEARCH FUNDING ELIGIBILITY CRITERIA**

The SLSU provides research grants to allow faculty and staff to pursue basic and applied research projects. It shall also provide funds for research projects in preparation for business or commercial implementation.

The institutional research projects must align with the SLSU Harmonized Research and Development Agenda (HRDA) and the university's research thrusts and priority areas. The Research and Extension Council evaluates the research project proposals on their eligibility for funding endorsement.

#### **1. Characteristics of Research Grants**

Research projects approved under grants, either institutional or external, possess the following characteristics:

- a.** The research project is designed and controlled by or under the direction of the researcher.
- b.** The research project involves no proprietary data protected by the university.

- c. Any patents, inventions, copyrights, or other intellectual property belong to the university and not the funding agency in the case of externally funded projects.
- d. Any patents, inventions, copyrights, or other intellectual property belong to the researcher and the university, as well.
- e. No direct or indirect reimbursement to the researcher shall be facilitated for projects under external funding.
- f. External funding agency may not restrict publication of the research findings by any approval or delay process.
- g. Funding from grants is made available before, not after, actual expenditure (though funding may take place in periodic installments).
- h. Any capital equipment purchased with grant funds belongs to the university.

## **2. Eligibility Criteria of Research Proponent**

Only the permanent faculty members and non-teaching employees of the university may apply for research grants as Project Leaders. However, the non-plantilla faculty members and employees may join a research team as Project Members.

## **3. Research Proposals**

Only full-blown proposals endorsed by the Research and Extension Council are eligible for research grants.

## **4. Terms and Conditions**

- a. Only one proposal per Project Leader shall be granted with institutional funding. Succeeding grant requests shall only be made upon completion of the funded research.
- b. Grant periods vary according to the approved research project duration or time frame.
- c. The amount of grant shall include the following items:
  - Travel

- Supplies and materials
  - Rentals (except for facilities that are already available in the university)
  - Professional/Expert services (detailed)
  - Communication expenses
  - Printing and publication
  - IPR-related expenses
- d. Grant recipient is allowed to purchase materials for use in the research projects subject to the usual accounting and auditing rules and regulations.
- e. Approved proposals shall be covered by a duly notarized Research Contract between the researcher and the university.
- f. Any change in the schedule and manner of the grant requires a written request and justification from the Project Leader. The request is subject to the review of the VP-REPDI and the approval of the President.

## **F. GUIDELINES FOR ACCESS TO RESEARCH FUNDING SUPPORT**

### **1. Financial Resources**

Financial resources are generated through grants, donations, and collaborations with government agencies, local and foreign funding institutions, and other research agencies and councils. There are two major fund source classifications for research undertakings, viz:

#### **a. Institutional Funding**

The institutional fund comes from the university and covers Maintenance and Other Operating Expenses (MOOE) of research projects. Salaries of researchers are not covered by this fund.

The ORS shall facilitate granting of the institutional funding for research projects with a maximum budget of Two Hundred Thousand Pesos (PHP 200,000.00) for projects covering 12 months or shorter. However, ORS shall refer for external funding

the proposals requiring a budget beyond the maximum allowable amount for university funding.

### **b. External Funding**

The external fund comes from other government agencies [*e.g., Department of Agriculture (DA), Department of Agriculture-Bureau of Agricultural Research (DA-BAR), Department of Science and Technology-Philippine Council for Agriculture and Aquatic Resources Research and Development (DOST-PCAARRD), Commission on Higher Education (CHED)*] as well as foreign, private organizations, and industry partners.

This type of funding may require research in areas specified by the funding agency. It may or may not have a clear counterpart from the university, depending on the requirements of the external funding agency.

## **G. RESEARCH PROPOSAL DEVELOPMENT, PROCESSING, AND APPROVAL**

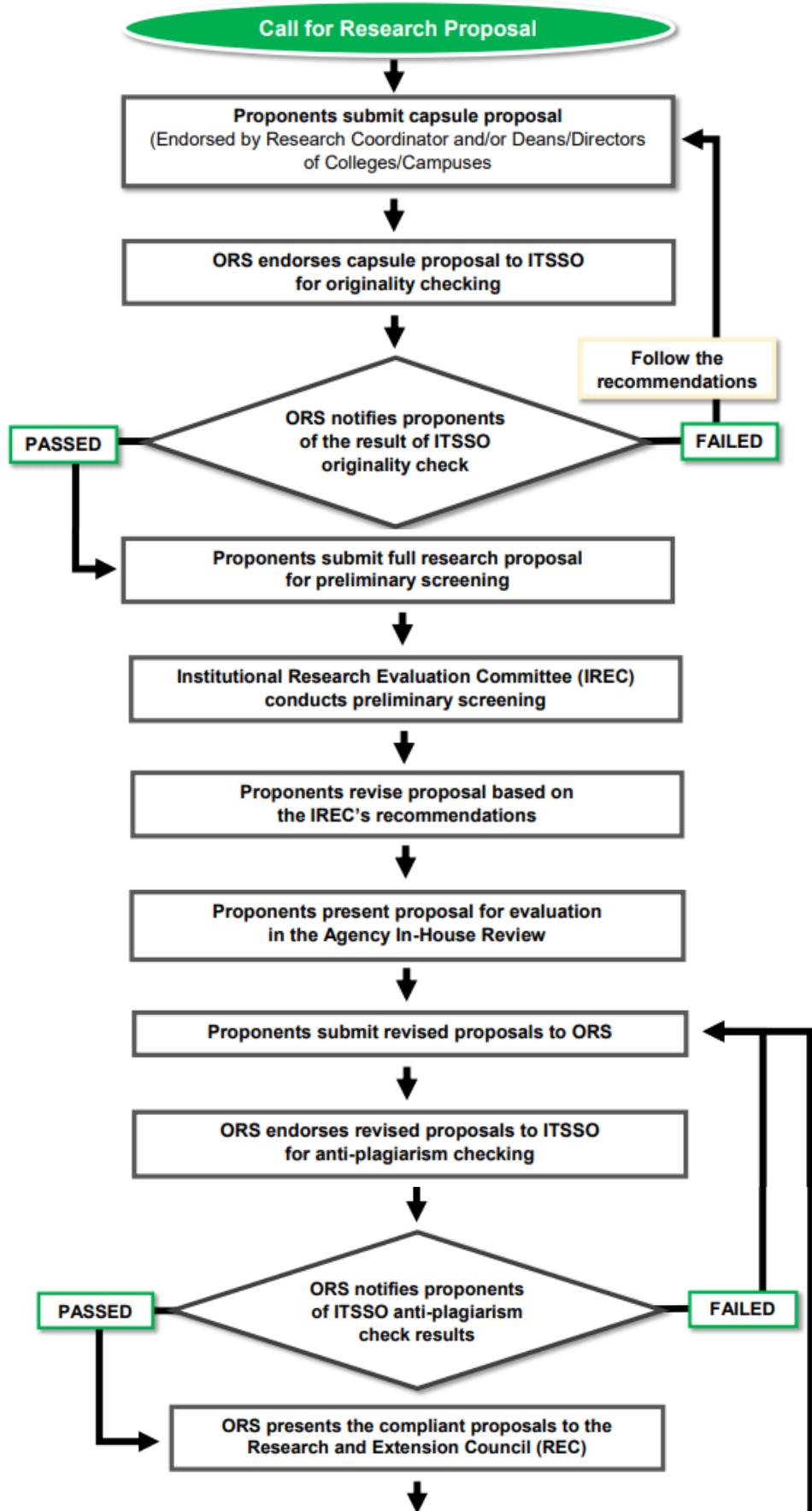
### **1. Institutional Funding**

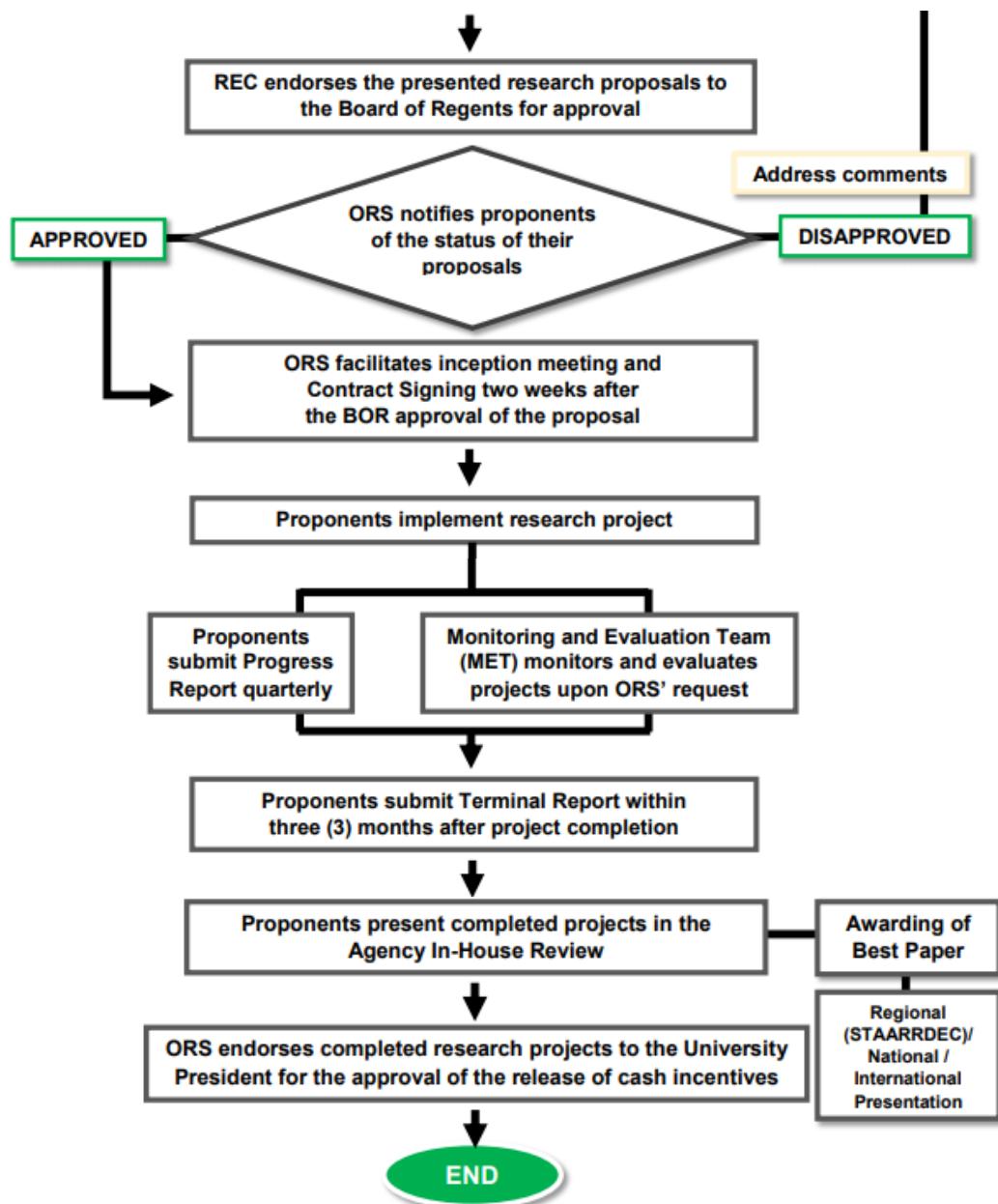
A faculty member or employee who would like to conduct institutional research shall submit a capsule research proposal (*refer to Annex “A.1” for the template*) in line with SLSU’s present research and development agenda. The Dean of the College/Campus Director and the respective Research Coordinator shall endorse in writing the proposal for submission to ORS.

- a.** The ORS shall endorse the capsule proposal to ITSSO for Originality Checking. If it passed the checking, the proponent/s shall be notified to proceed with the writing of the full proposal (*refer to Annexes “A.2” to “A.7” for template and other required forms*) for submission on the date to be set by the office. However, in case of failure to meet the minimum passing rate, the proponent/s shall receive recommendations from ITSSO as bases for revision of capsule proposals for re-submission to ORS.
- b.** The submitted full proposal shall be subjected to preliminary screening by the Institutional Research Evaluation Committee (IREC) using ORS Form D (*refer to Annex “A.8”*). Should there

be committee recommendations, the ORS shall forward ORS Form E (*refer to Annex “A.9”*) for proponents’ compliance and submission together with the revised proposal. If there are no further revisions needed, the proponent/s shall present their proposal for evaluation in the Agency In-House Review (AIHR).

- c. The ORS shall request the proponent/s to revise their proposal according to the consolidated comments of the evaluators during the AIHR. The revised full proposal shall be submitted to the ORS for endorsement to ITSSO for the anti-plagiarism checking. If it passed the checking, the ORS shall notify the proponent/s that their proposals shall be presented in the scheduled meeting of the REC to seek its endorsement to the Board of Regents (BOR). However, in case of failure to meet the minimum passing rate, the proponent/s shall receive recommendations from ITSSO as bases for improvement of proposals for re-submission. It will be subjected to another anti-plagiarism check. Only the compliant proposal shall be endorsed to REC.
- d. The REC-endorsed proposal shall be presented to the BOR for approval. Within two weeks after the granting of the approval, the ORS shall schedule an Inception Meeting and Research Contract signing between the proponent/s and the University President, on behalf of SLSU, stipulating therein the duties and responsibilities of both parties. Once contracts were notarized, the signed Notice to Proceed and the Research Grant Certificate shall be awarded to the Project Leader
- e. The ORS shall guide the proponent/s in the preparation of their PPMP and Purchase Requests (PR) as prerequisites for the budget release.





**Figure 2.2** Process Flow for Institutionally Funded Research

## 2. Guidelines for Grants-In-Aid or Externally Funded Research

Any research project that will be proposed for grants-in-aid shall be submitted to the ORS for the preliminary screening of the IREC. The research proposal shall be composed of parts prescribed by the funding agency. If it is worth funding, a certification from the committee shall be issued before the University President endorses the proposal to the funding agency.

### **3. Commissioned or Contract Research by External Funding Institution**

Commissioned or contract research by an external funding institution is research performed in response to a need expressed by an external sponsor. A researcher may conduct a commissioned or contract research if it falls within the framework of university policies and is accompanied by a Memorandum of Agreement. The agreement is allowed with full recognition of the fair advantages between and among the faculty members involved, the university, and the funding institution.

Approval is given with the impression that the endeavor shall:

- a.** stimulate innovation and can be complementary to the fundamental research activities being performed by the university, and increase the participation of faculty or students;
- b.** assist the university in fulfilling its mission to provide service to the community and enhance the quality of the faculty member's teaching and research capabilities;
- c.** provide the university with additional funds for research and other related improvements; and,
- d.** help the university build a prestigious reputation for excellence in research.

## **H. RESEARCH IMPLEMENTATION, MANAGEMENT, MONITORING, AND EVALUATION**

Any research project should be strictly implemented according to the approved work plan and budget. The start and termination of the project are explicitly cited in the MOA, MOU, or Research Contract, whichever is applicable. Implementation, however, may be set depending on the release of funds or upon issuance of the Notice to Proceed by the Office of the President. Proponents may defer the implementation of the project due to unforeseen circumstances like adverse weather conditions, cropping season, availability of personnel, and other justifiable reasons. For

deferment of institutionally funded research, the proponent should seek permission from the VP-REPDI through the ORS.

Once a proposal is approved for external funding, a MOA/MOU between SLSU and the Funding Agency is prepared. Funding agencies have a draft of the MOA/MOU that the proponent can refer to. The draft shall be referred to the different parties for review and comments.

For SLSU-funded research, a pro forma of Research Contracts shall be perfected between SLSU and the proponent during the inception meeting. The Office of the President approves the agreement, then the ORS shall facilitate the notarization of the contracts. Afterward, the ORS shall issue the Notice to Proceed to the respective proponents.

## **1. Processing Release of Funds**

### **a. Internal Funding**

Upon the approval of the research proposal, the proponent/s can already request the release of funds coursed through channels. Once approved, funds shall be released following the approved line-item budget and schedule of sub-allotment (disbursement should be based on the approved budget), provided that the proponent has no outstanding cash advances.

### **b. External Funding**

After the MOA/MOU is perfected, the funding agency shall credit funds to the university. Upon the request of the Project Leader, the university shall then facilitate the preparation of financial documents necessary for the release of requested funds.

All expenses should be under the approved line-item budget and subject to existing accounting and auditing guidelines and procedures.

## **2. Cash Advances/Reimbursement**

The Project Proponent is entitled to request a cash advance to cover project expenses. No further cash advances shall be allowed unless the previous cash advance is fully liquidated. The Project

Leaders may also use personal funds to travel or to purchase needed materials. Such expenses may be reimbursed by the existing standard procedures if they do not exceed the approved line-item budget.

### **3. Budgetary Changes**

For institutional funding, researchers may request the re-alignment or transfer of funds within the line-item budget or from one line-item budget to another if funds are available or if there is no corresponding increase in the approved total budget. The justification for the budgetary changes must be indicated in the request. The request letter attached with the previous and new line-item budget should be submitted to the VP-REPDI, who shall recommend its approval to the Office of the President, through the Vice President for Administration and Finance. For externally funded projects, no changes in the budget should be made without the expressed approval of the funding agency.

### **4. Disbursement and Utilization**

The proponent shall be responsible and accountable for any direct disbursement of funds necessary for the conduct of the project.

### **5. Monitoring and Evaluation**

The VP-REPDI, through the ORS, shall form a Monitoring and Evaluation Team (MET) subject to the approval of the Office of the President. The MET shall be composed of a pool of experts that shall equally represent different fields or specializations.

The MET shall keep track of the progress of projects and determine whether it is feasible to be continued or sustained. Upon the request of ORS, the Monitoring and Evaluation Team (MET) shall monitor and evaluate ongoing research projects in terms of financial and technical aspects and shall prepare a report using the ORS prescribed format (*refer to Annex “G”*). Any unforeseen changes in the implementation should be recorded and reported. The team may conduct another evaluation schedule to address problems and issues unresolved during the regularly scheduled evaluation. (e.g., request of extension of the project, force majeure, breach of contract/agreement by partner agencies/organization). Based on the findings

of the MET, they will recommend if the project should be revised, renewed, extended, or terminated.

The project will be evaluated based on the following points:

- a. Are the objectives attained through the activity/methodology undertaken?
- b. Are the activities conducted according to the work plan? If there are some changes in the project, are the revisions justified and acceptable?
- c. Are the funds utilized following the scheduled activities?
- d. Are there constraints in the implementation of the project? If the constraints in the project have been attended to, what are the actions taken?
- e. Are there significant findings that may be utilized by various clienteles?
- f. Are the potential impacts of the project relevant to the Philippines or the community?

The evaluation of ongoing projects, either institutional or externally funded, shall be conducted twice within the project's duration. For externally funded projects, a joint evaluation between SLSU and the funding agency shall be conducted. In case joint monitoring is not possible, the funding agency shall invite a representative from the SLSU's team of evaluators to attend the funding agency's evaluation and provide the Office of the President a copy of the summary of evaluation results.

The ORS shall provide the MET with the report of the Project Leaders at least fifteen (15) days before the scheduled evaluation.

## **6. Report Preparation and Submission**

### **a. Progress Report**

For SLSU-funded research, the researchers should submit to the ORS a quarterly Progress Report using its template (*refer to Annex "H"*). For externally funded research, the researchers shall furnish ORS with a copy of the Progress Reports and annual reports being required by the funding agencies, according to their prescribed format.

### **b. Terminal Report**

Five (5) copies of the Terminal Report of institutionally funded research shall be submitted using the ORS template (*refer to Annex "J"*) within three (3) months after the completion of the project work plan. Project leaders of externally funded research are also required to furnish a copy of their Terminal Report to the ORS upon project termination for documentation purposes.

### **7. Requesting for Program/ Project Extension**

Proponents must justify any request for extension, renewal, or termination of a project. It should be channeled to the VP-REPDI and subject to the approval of the University President.

### **8. Penalty Clause**

Failure to complete the research on the due date, unless explicitly allowed by the University President, shall be construed as a violation of the research contract with the SLSU. In such cases, the faculty members concerned shall jointly refund the entire amount allocated and used for the research project within the same time frame as the research project's duration through salary deductions at 5% interest per term. The implementation shall be based on the specific provisions stipulated in the Contract.

## **I. GUIDELINES FOR HOLDING IN-HOUSE REVIEW OF RESEARCH PROGRAMS/PROJECTS**

The ORS will announce a call for the submission of concept research proposals. The IREC, constituted by the University President, will initially evaluate the submitted research proposals. Then, the ORS shall advise the authors of the accepted proposals to present their papers in the Agency-in-House Review (AIHR), where external evaluators who are experts in various research works act as the panel.

After the revision has been made based on the comments of the panel of evaluators, the proponents shall submit a copy of the revised research project proposals to the ORS for the REC Meeting presentation. The REC shall endorse them for approval of the BOR.

The ORS shall also conduct an Agency-In-House Review for completed research projects (*refer to Annex "K" for the Guide to Authors*) at least once every year. Only the completed studies presented in the AIHR will be eligible for endorsement for presentation in various conferences and publications in journals.

## **J. GUIDELINES FOR HOLDING RESEARCH CONGRESS**

The Research Congress serves as an avenue to disseminate information, knowledge, and technology. The ORS shall conduct it regularly to encourage university personnel to be actively involved in research works within the SLSU's thrusts. The Congress shall be done annually before the Annual PRAISE.

The conduct of the University Research Congress shall be with the utmost publicity and circulation to encourage massive participation. The papers of completed research programs, projects, and studies that garnered 80 points and above in the preceding AIHR qualify in the Research Congress. The ORS may invite external evaluators during the said event.

The recognition of the best papers from the Research Congress shall be done during SLSU's Annual PRAISE awarding ceremony.

## **K. INCENTIVES, AWARDS, AND ASSISTANCE**

Since it has been acknowledged that research has provided significant contributions in the development and advancement of a specific field, it is just equally important to emphasize the potential incentives, awards, and assistance that researchers could gain in researching.

**Table 1.1** Types of research incentives

Type of Incentive	Brief Description and Basis
1. Faculty Deloading of Teaching Units	ETL is computed according to the designated % of the research function

2. Workload Credits/ Equivalent Teaching Load (ETL)	ETL is computed according to the designated % of the research function
3. Proposal Preparation	Credits per submitted proposal
4. Term Insurance	This covers both accidental and death insurance for the security of the research personnel while in the actual conduct of the research.
5. Research Awards	Given to the researchers in various disciplines. This may be in the form of plaques, trophies, grants, and/or cash incentives.
6. Research Grants	This may be in the form of post-document research, textbook writing, research, and creative work awarded through contracts.
7. Credits for promotion	Research output, creative work, and extension activities are major credits for promotion.

## 1. Research Incentives

### a. Credits for Project/Research Proposal Submission

Each proposal prepared and submitted within six (6) months or one (1) semester (one evaluation period) will correspond to one (1) credit. However, credits must not exceed two (2) and four (4) for faculty and RDE personnel, respectively. Proposals not completed in the evaluation period will not be credited. Credits will be given in the next evaluation period or when the proposal is already approved for institutional funding or external funding. For projects under external funding, the proponents must submit a copy of the approved proposal as proof of their eligibility for the credits.

### b. Workload Credits (per week)

Faculty members engaged in research undertakings are given workload credits<sup>1</sup> depending on their involvement in the different stages of research and the scope of their responsibility in each project (*Refer to Annex “A.19”*).

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<sup>1</sup> SLSU Manual of Operations (Research, Extension, Production, & Development) 2013, p.26

### **c. Honorarium**

The honorarium shall only apply for externally funded programs/projects. The funding agencies' guidelines concerning the honoraria of R&D personnel shall be observed. In cases where the funding agency does not provide an honorarium for the researcher, the existing provisions for research overload shall apply subject to the issuance of appropriate Special Order (SO) from the Office of the President.

### **d. Term Insurance**

Each member of a program/project team shall be entitled to term insurance for accident and death during the entire project duration, chargeable against the program/project fund.

## **2. Awards**

Awards may come in the form of plaques of recognition, trophies, as well as cash prizes. The ORS facilitates the awarding of duly recognized research outputs in various disciplines to heighten the proponents' research spirit and enthusiasm, resulting in more productive and efficient resources.

### **a. Research Completion Award**

A cash incentive amounting to Ten Thousand Pesos (PHP 10,000.00)<sup>2</sup> will be granted to the group of researchers upon completion of the project, as evidenced by the submission of the Terminal Report and its presentation in the annual AIHR. However, only the research projects with a minimum of six months duration shall be eligible for the award.

### **b. Best Paper Awards**

The R&D grantees of completed research projects qualified for presentation in the Research Congress shall be eligible for Best Paper Awards. The Office of the President, upon the recommendation of the VP-REPDI, shall constitute a committee to evaluate the papers. The awards are as follows:

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<sup>2</sup> SLSU Manual of Operations (Research, Extension, Production, & Development) 2013, p.28

**Table 1.2** Award category and corresponding cash prize

Award Category/Cash Prize <sup>3</sup>	(PHP)
1. Most Outstanding Research	50,000.00
2. Outstanding Paper (Research Category)	30,000.00
3. Outstanding Paper (Development Category)	30,000.00
4. Commendable Research	20,000.00

In the case of collaborative research, each team member will receive a plaque of recognition, but they will share the cash incentive equally among them. The researcher/s will be honored in an appropriate ceremony.

### **3. Financial Assistance and Other Support**

Researchers may request assistance for paper presentation and publication according to the guidelines and requirements of the ORS (*refer to Annex “M”*).

#### **a. Research Paper Presentation**

##### **• General Provisions**

Only the following research outputs may be allowed for oral presentations in local, regional, and international fora, congresses, and conferences:

- 1) Institutional and externally funded research completed within the last three years;**
- 2) Masteral thesis and dissertation of faculty members who graduated from other universities or colleges and completed within the last three years; and,**
- 3) For Masteral and Dissertation, if Faculty Advisers are to present the paper of their advisees, they should secure the written consent from the original author before its approval. The Faculty Adviser may be allowed to present on official time only.**

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<sup>3</sup> SLSU Manual of Operations (Research, Extension, Production, & Development) 2013, p.28

- **Specific Guidelines in Research Paper Presentation**

- 1) Research paper for presentation shall be composed of parts prescribed by the organizer of the congress and conference.
- 2) The research paper shall undergo peer evaluation during the annual Agency In-House Review (AIHR) of completed research projects before it is endorsed by the President to the conference organizing body of recognized and reputable organizations. However, there shall be an exception in cases where such papers (e.g., dissertation or thesis) had been peer-reviewed by other recognized peer review systems of the university, like the oral examination committee and others.
- 3) Only research papers duly recognized by the university shall be allowed to be presented.
- 4) If a researcher presents (even at personal expense) in the regional, national, and international congress and conferences without the endorsement of the President, the university has the right to recall the paper, and it shall not earn any credit for the proponent.

- **Equity Share**

The knowledge, skills, efforts, and time of the researcher(s) in the conceptualization, conduct, and report preparation of research shall be accounted as the equity share of the faculty.

The conduct, including materials, generations, and output dissemination of significant findings through oral presentations, shall be credited as the university's equity.

- **Logistic Support**

The university shall shoulder the cost incurred in the approved attendance of the researcher(s) in the oral presentation broken down as follows:

- 1) All accepted papers for oral presentation at a given time shall be given financial support, which shall include

registration fee, travel allowance, accommodations, land/sea/airfare, traveling insurance, printing expenses, and other authorized fees.

- 2) If the university cannot fully support the expenses (for local and international presentations), the university may assist the researcher when looking for potential sponsors.
- 3) Logistical support will be given once only to each presenter. However, a co-author may also avail the same support when presenting the same paper in other forums/conferences.
- 4) Logistical support for international presentations will be based on national policies and guidelines and the approval of the University Board of Regents.

- **Participant Involvement**

Only the Project Leader or the authorized representative of a research team will receive financial support for the paper presentation in the local, regional, national, and international fora, congresses, and conferences. However, all authors may be allowed to attend the conference/forum if the budget warrants, or if they want to shoulder the expenses.

- **Cash Incentive**

Presented papers shall receive incentives<sup>4</sup>, as seen in Table 3.

**Table 1.3**            Incentives for research presenters

<b>Presentation Level</b>	<b>Amount of Incentives</b>
Level A National	PHP 5,000.00
Level B International	
- Within the country	PHP 10,000.00
- Outside the country	PHP 20,000.00

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<sup>4</sup> URS Research Operations Manual (2014) approved by virtue of BOR Resolution No.049-481-14

- 1) Even the university granted the authors the PHP 5,000.00 incentive for presenting a paper at the National Level (Level A), they can still receive a maximum allowable incentive of PHP 5,000.00 if they present at the International Level within the country and PHP 15,000.00 if outside the country. For the Level B presentation, if the authors present at an international forum within the country, they will receive the PHP 10,000 incentive. They can still present receive the PHP 10,000.00 incentive. Further, they can still present the same paper in an international conference presentation outside the country for a maximum of PHP 10,000.00 incentive.
- 2) On the other hand, co-authors, if any, may present the same article in a different research forum, but the university will no longer grant monetary incentives once it previously granted such for the same presentation level. If a team qualified for either the PHP 10,000.00 or the PHP 20,000.00 for their presentation at Level B, they can still present in any venue. However, they will present on official time only and with no corresponding incentive and assistance, such as travel, registration, accommodation. There will also be no retroactive effect.

- **Travel Report**

The researcher(s) shall submit a travel report to the Office of Research Services with appropriate attachments concerning the oral presentation.

- b. Research Paper Publication**

- **General Provisions**

The publication is a major research output of researchers that intellectually contribute to the advancement of science and is communicated in written form. It serves two purposes: recognition and reward. The public is made aware of the conduct of such kind of research. It also contributes to the academic career enhancement of the personnel involved by

earning merit or compensation. The publication comes in different forms:

- 1) **Journal** is a periodical that an institution or a professional society publishes. It contains original reports of work in a particular field, news, or proceedings. It usually carries copyright or an ISBN/ISSN. A journal that requires critical review by peers is called a refereed journal. Each journal has its respective guidelines and requirements to be followed when submitting an article. Research results published in a refereed journal as regular articles are given the most weight or bearing among the publication venues. Researchers who publish articles in a refereed journal receive a monetary incentive from SLSU.
- 2) **Pamphlet or brochure** is a non-periodical publication (at least five pages as defined by UNESCO) covering any field of interest. It showcases the overview and highlight of a project.
- 3) **Leaflet** is a highly illustrated publication dealing with a single topic and comes in a single sheet folded at times to make several pages.

- **Specific Guidelines in Research Paper Publication**

- 1) Only the SLSU-funded and externally funded research completed within the last three years shall be allowed for publication in refereed journals with existing valid (unexpired) CHED Accreditation (Reference: CHED Memoranda), as well as in Scopus, ISI, and other indexed publications.
- 2) Only research papers duly recognized by the university shall be allowed to be published with credits to the proponent/s in terms of financial support and incentives.
- 3) The authors shall format the article for publication according to the prescribed guidelines of the accredited or recognized publishing body.

- **Financial Support**

- 1) The authors of the eligible papers for publication shall be entitled to appropriate financial assistance, given that the papers were accepted for publication in refereed journals with existing valid (unexpired) CHED Accreditation, as well as in Scopus, ISI, and other indexed publications.
- 2) The requesting party should submit pertinent documents to ORS to facilitate the requested publication support. However, the provision of financial assistance is not retroactive. They must forward the request before the actual publication of the paper.

- **Cash Incentives**

- 1) Once the researchers submitted to the ORS their proof of paper publication, the said office shall forward an endorsement to release cash incentive<sup>5</sup> subject to the approval of the University President. The amount of cash incentives shall be based on the conditions in Table 1.4.

**Table 1.4**                  Incentives for publishing research

Publication	Amount of Incentives	Conditions
Level A - National	PHP 20,000.00	Refereed Journal with existing valid (unexpired) CHED Accreditation (Reference: CHED Memoranda)
Level B - International <i>(ISI and other Indexed Publications)</i>	PHP 35,000.00	Requires Verification Certificate Issued by the REPDI Office as endorsed by the Screening Committee

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<sup>5</sup> URS Research Operations Manual (2014) approved by virtue of BOR Resolution No.049-481-14

- 2) Researchers may opt to publish their output in SIYASIG, the official SLSU Research Journal. The team will receive PHP 5,000.00 per article published.

### c. Other University Support

Study time may be used to undertake a variety of research-related activities. Applicants must provide evidence that the proposed sabbatical activity has the potential to result in one or more of the following:

- 1) Development of high-quality research proposal;
- 2) Production of a research publication or other high-quality research output;
- 3) Enhancing the presence and reputation of the university's research externally; and/or,
- 4) Development of a high-quality research culture within the university, thus increasing its capacity to produce high-quality research grant proposals through research training

## L. STUDENT RESEARCH (GRADUATE AND UNDERGRADUATE)

Colleges and campuses require students to conduct research as a requisite for their graduation. Students shall adhere to the required thesis format (*refer to Annex "N"*).

The faculty adviser and the student researcher can be a partner in a research project, provided that they will accomplish a document indicating the ownership of the study before its implementation. In such a case, the faculty adviser shall serve as the Project Leader and the students as study leader. Moreover, it shall undergo the usual process if the project will request funding support from the university.

**Note:** All research projects, both the undergraduate and graduate thesis, must be checked in the Plagiarism Checker Software stationed at the ITSSO.

## **Chapter 4:**

# **THE OFFICE OF EXTENSION SERVICES**

**4**

### **A. THE UNIVERSITY EXTENSION AGENDA**

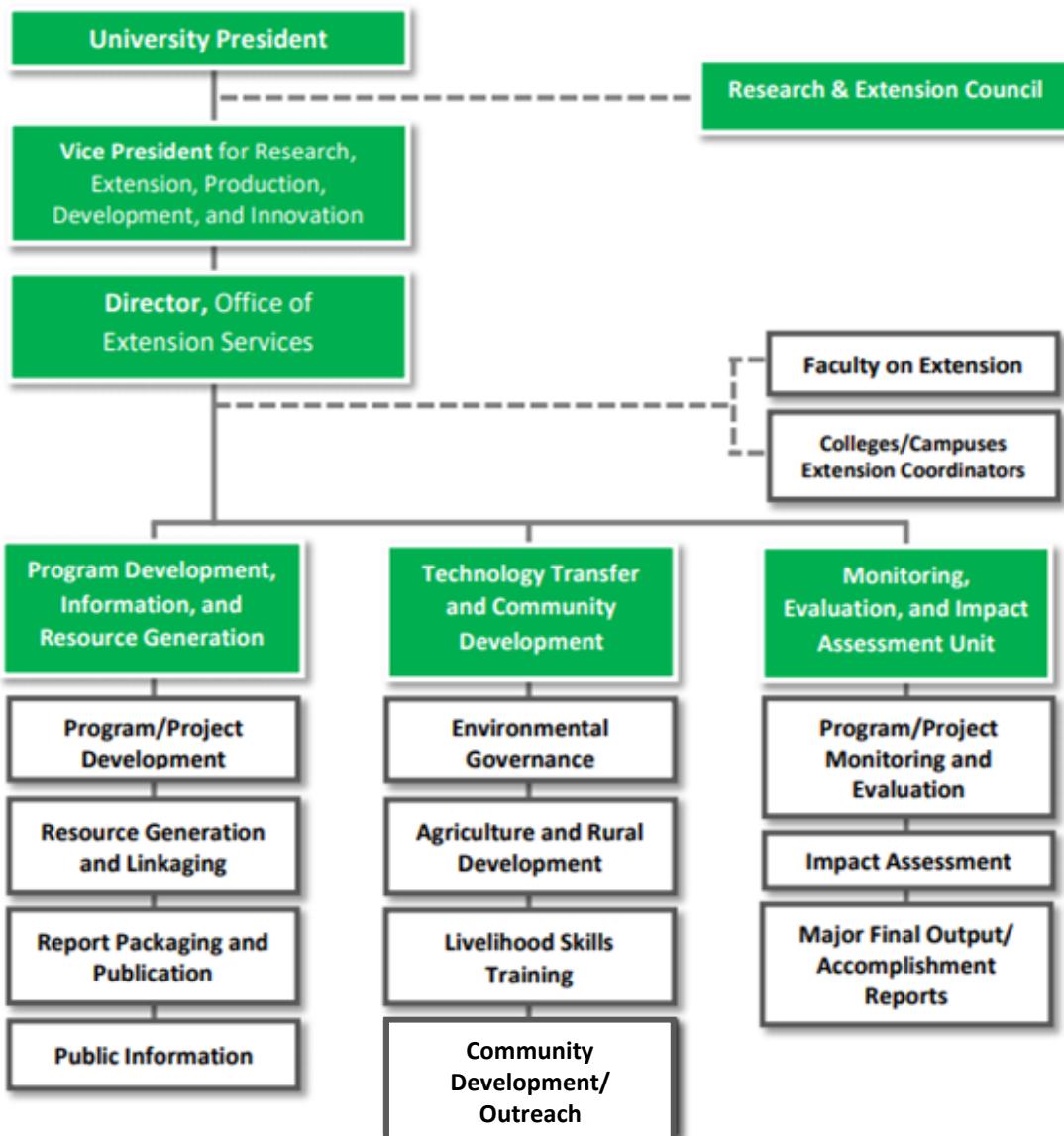
SLSU, being the only state university in the province of Quezon, is adhering and complying with the development agenda set by the national government. As an academic institution that has the mandate of developing the communities and the nation, as a whole, SLSU is working towards the achievement of the 17 Sustainable Development Goals of the United Nations, Philippine Development Plan, and Regional (CALABARZON) Development Agenda. Hence, the university focuses its extension agenda on the following:

- 1. Environmental Governance**
- 2. Agriculture and Rural Development**
- 3. Community Development**
- 4. Gender equality**
- 5. Health and Nutrition**
- 6. Good Governance**
- 7. Literacy and Informed Citizenry**
- 8. Disaster Risk Reduction and Management**

### **B. ORGANIZATIONAL MANAGEMENT, STRUCTURES, AND FUNCTIONS**

The Office of Extension Services (OES) performs its mandate through its organizational structure. The OES is under the direct supervision of the Office of the Vice-President for REPDI, which is the representative of the extension services to the Executive Committee headed by the University President. The University President approves all the plans, programs, and projects under REPDI with the assistance of the Research and Extension Council (REC). The REC is chaired by the University President, with the VP-REPDI as vice-chair, and members composed of the College Deans,

Campus Directors, officials of equal rank, and full-time faculty members with Associate Professor 1 rank and above.



**Figure 3.1** Organizational Structure of the Office of Extension Services

The Office of Extension Services is headed by a Director who is appointed by the University President upon the recommendation of the Vice-President for REPDI. It has three (3) functional units that are working together to operationalize and achieve the vision, mission, and goals of the university and the OES. These units are 1) Program Development, Information, and Resource Generation Unit; 2) Technology Transfer and Community Development Unit, and 3) Monitoring, Evaluation, and Impact Assessment Unit.

## **1. Functions and Responsibilities**

### **a. Program Development, Information, and Resource Generation Unit (PDIRG)**

This unit is primarily responsible for generating resources, external or internal funding, through the development and formulation of program and project proposals. The PDIRG is responsible for creating proposals that are in consonance with the research and extension interphase and with the principles of technology transfer and technology dissemination.

Further, the unit is liable to produce IEC materials that are not limited to layouts, editing, and others. It shall also sustain the production and publication of KARULO, the official newsletter of the Office of Extension Services, and other publications such as training modules, flyers, webpage, and the likes. It shall also package the final accomplishment report of OES for submission to the Office of VP-REPDI and the Office of the University President.

### **b. Technology Transfer and Community Development Unit (TTCD)**

The TTCD is the main unit of OES in implementing all approved extension programs and project proposals, either internally or externally funded. It shall supervise and monitor all extension PPAs that the colleges, campuses, and those internal to OES, are implementing. It shall also ensure that all extension PPAs are implemented according to its approved proposal and contribute to the mandate of extension service, which is the research-extension interphase.

The unit is also responsible for the implementation of various special projects that the authorities of the university assigned to OES.

### **c. Monitoring, Evaluation, and Impact Assessment Unit (MEIA)**

The MEIA shall be responsible for the conduct, document filing, and analysis of the results of the PPA monitoring and evaluation. The unit shall also lead and facilitate the impact assessment of all completed extension programs and projects. Data and information from this unit should always be available

as those are necessary for the formulation of new projects or replication of best practices in extension management.

The unit shall also take the lead in database management of OES where all reports related to extension shall be compiled and kept for easy retrieval and public information. Further, the MEIA shall be responsible for the preparation of reports necessary for the national government agencies such as the Department of Budget and Management (DBM) and the Commission on Higher Education (CHED). The unit shall also provide data in preparation for semi-annual and annual accomplishment reports of OES, including but not limited to the Office Performance Review and Commitment (OPCR), Major Final Output (MFO), SUC Levelling, and the likes.

## **2. Duties and Responsibilities**

### **a. Director of the Office of Extension Services**

#### **• General Function**

The Director of the Office of Extension Services (OES) shall organize and coordinate extension programs, projects, and activities (PPA) to meet the developmental needs of the university, serve the communities, and complement instruction and research services.

#### **• Specific Functions**

The following are the non-exclusive duties and responsibilities of the Director of OES.

- 1)** Assist higher authorities in the formulation and implementation of policies, rules, regulations, programs, projects, and activities;
- 2)** Plan, manage, supervise, and evaluate the overall operation of the Extension Services of the university;
- 3)** Coordinate with the different colleges, campuses, services, and public and private sectors for effective implementation of extension PPAs;

- 4) Prioritize extension PPAs and establish linkages for technical and financial assistance;
  - 5) Identify new areas and directions of extension work in consideration of the existing capacities and resources of the university;
  - 6) Review, monitor, analyze, and implement extension programs according to the developmental needs of the partner community;
  - 7) Provide specific work tasks of personnel for a clear, objective, and measurable evaluation;
  - 8) Promote smooth interpersonal relations and intelligent work;
  - 9) Provide feedback to Research Services on the appropriate research needs of the extension services;
  - 10) Perform technology dissemination and commercialization; and,
  - 11) Perform other duties and responsibilities related to the above-stated matters.
- b.** The **Extension Staff** is university personnel assigned or designated to the Office of Extension Services. They belong to the regular plantilla position (CED 1) identified by the Civil Service Commission and whose remuneration is charged to the budget of the Extension Services. However, they can also be non-regular members of the university plantilla item. They can be individuals hired to perform targets in a specific period.

- **General Function**

The Extension Staff shall assist the Director in the planning, formulation, and implementation of the institutionally and externally funded extension programs and projects

- **Specific Functions**

- 1) Facilitate/assist in the conduct of seminars, training, outreach, and other programs of the OES, which is not

limited to the coordination with partner agencies, participants, and speakers, and the preparation of logistic needs of the programs;

- 2) Prepare and submit project proposals for internal and external funding;
- 3) Prepare and submit Extension Activity Report and other documents/reports;
- 4) Serve as Resource Persons in topics that they have expertise and interest;
- 5) Provide necessary technical assistance to different colleges and satellite campuses to facilitate the accomplishment of their respective targets;
- 6) Lead and facilitate the conduct of monitoring, evaluation, and impact assessment of all completed extension programs and projects;
- 7) Coordinate, integrate, collate, summarize, and prepare all quarterly, semi-annual, and annual reports of the University Extension Services such as accomplishment reports, attainment of extension outputs/outcome indicators, performance evaluation report, physical targets, and other reports required by the national government (i.e., CHED, DBM);
- 8) Update and prepare documents necessary for accreditation such as those for the AACCUP, ISO, SUC-leveling, and normative funding;
- 9) Assist in the preparation, packaging, and submission of reports of the OES;
- 10) Assist in the preparation, packaging, and submission of Extension Program and Project Terminal Reports; and,
- 11) Perform office works and other duties and responsibilities that the Director may assign from time to time.

- c. The **Faculty on Extension** is a regular faculty member whose plantilla position is charged to Extension Services.

- **General Function**

The Faculty on Extension shall assist the College Dean/Campus Director/Director for Extension in the planning, formulation, and implementation of the extension programs and projects of their unit or the university.

- **Specific functions**

- 1) Conceptualize/formulate at least one (1) institutional extension Project/Program Proposal per academic year, for external or internal funding;
- 2) Serve as Project Leader to at least one (1) approved extension Project/Program;
- 3) Lead/facilitate/assist in the conduct of approved extension projects/programs such as seminar, training, outreach, and other programs, which is not limited to the coordination with partner agencies, participants, speakers, and the preparation of logistical needs of the programs;
- 4) Assist, coordinate, and facilitate the production of training modules and other related materials;
- 5) Prepare and submit Extension Activity Reports and other documents/reports;
- 6) Serve as Resource Persons in topics that they have expertise and interest;
- 7) Lead and facilitate the conduct of monitoring, evaluation, and impact assessment of completed extension programs and projects of their respective units/colleges;
- 8) Update and prepare documents necessary for accreditation such as those for AACCUP, ISO, SUC-Leveling, and Normative Funding;

- 9) Lead in the preparation, packaging, and submission of reports of their units to the OES; and,
- 10) Facilitate and lead in the preparation, packaging, and submission of Extension Program/Project Terminal Report.

#### **d. College/Campus Extension Coordinators**

The Extension Coordinators are faculty members whose tenurial position at the university is regular. Their functions are stated below.

- **General Function**

They are responsible for the promotion, overall coordination, and monitoring of all faculty, non-teaching personnel, and students performing extension services in the Colleges or Satellite Campuses.

- **Specific Functions**

- 1) Act as the arm of the Dean/Campus Director and oversee the development, formulation, and implementation of OES-approved PPAs of a College/Satellite Campus;
- 2) Orchestrate in the formulation, development, and promotion of a College/Satellite Campus' Extension Services;
- 3) Coordinate with the members of the faculty, faculty on extension, and faculty-extensionists in the development, formulation, and implementation of a College/Satellite Campus' PPAs;
- 4) Ensure that the Colleges/Satellite Campuses submit reports on time;
- 5) Assist, coordinate, and facilitate the production of training modules and other related materials;

- 6) Assess the impact of a College/Satellite Campus' extension PPAs
- 7) Prepare and submit Extension Activity Report and other reports;
- 8) Serve as Resource Persons in topics that are their expertise and interest;
- 9) Lead and facilitate the conduct of monitoring, evaluation, and impact assessment of completed extension programs and projects of their respective units/colleges;
- 10) Update and prepare documents necessary for accreditation such as those for AACCUP, ISO, SUC-Leveling, and Normative Funding;
- 11) Lead in the preparation, packaging, and submission of reports of their units to the OES;
- 12) Facilitate and lead in the preparation, packaging, and submission of Extension Program/Project Terminal Report; and,
- 13) Perform other tasks that the College Deans/Campus Directors may assign related to the extension function of their respective College/Campus.

### **C. THE SLSU EXTENSION PROGRAMS, PROJECTS, AND ACTIVITIES (PPAs)**

All extension programs, projects, and activities of the university are parallel with the Philippine Development Agenda, Philippine Higher Education Reform Agenda (PHERA), and CALABARZON Regional Development Plan.

#### **SLSU Extension Services Program/Project Thrusts and Priorities:**

1. Environmental Governance
2. Agriculture and Rural Development

3. Livelihood and Skills Training
4. Community Development
5. Disaster Risk Reduction and Management

Bearing SLSU's mission of converting the new intellectual property into economic development and providing expertise and innovative solutions to the needs and problems of the community, the following are the programs and projects of the university:

## **1. Environmental Governance**

### **a. Institute of Environmental Governance (IEG)**

As an ardent advocate for the protection and management of Mt. Banahaw and natural resources in general, SLSU accepted the challenge to be the 1<sup>st</sup> host institution for the Institute of Environmental Governance (IEG) in the Philippines. The IEG is a strategic response to the ever-increasing demand for environment-related training and capacity-building needs of local governments. As Tanggol Kalikasan's partner, the university endeavors to train local government officials of Quezon Province, specifically the mayors, the local executives, and the barangay officials.

In 2015, the Local Governance Training and Resources Institute - Philippine Network, Inc. (LOGOTRI-PhilNet) accredited the IEG program of the university as one of the capacity-building programs that can be tapped by local government units in the country through the Bottom-Up Budgeting. Out of the five (5) stars rating, the IEG program gained four (4) stars. The IEG is a partnership between SLSU, Tanggol Kalikasan, Provincial Government, Local Government Unit, Peoples Organization, Industries, and Non-Government Organizations.

### **b. Dark Green U**

One of the projects of the Philippine Network of Environmental Educators (PNEE) is the creation of the Dark Green School (DGS). A fully accredited DGS means a school that delivers environmental education through all facets of its operation. SLSU, being an active member of PNEE, subscribes to DGS accreditation. This undertaking intends not only to pass accreditation but to continuously promote environmental protection and

management. SLSU aims to serve as the accrediting body for local DGS of public and private schools in areas where there are SLSU campuses.

In 2014, the PNEE awarded Southern Luzon State University as one of the first five Dark Green Schools in the Philippines and the only university/academic institution in Quezon Province.

### **c. Building Resilient Communities in Quezon Province (BRaCe-Quezon) Program**

BRaCe-Quezon is a 6-year program of the university which aims to establish communities that are resilient to different disasters, particularly typhoons and floods. The program has three components that are interconnected to each other in achieving the program goal, namely the DRREAM Team, POWERD, and the BETTER components. This venture is a collaborative program between SLSU, Provincial Government of Quezon, Department of Interior and Local Government (DILG)-Quezon Province, and the Team Energy Foundation, Inc. (TEFI).

The Disaster Risk Reduction and Environmental Advocacy Managers (DRREAM) Team is a network of faculty members and extension coordinators of the university. DRREAM Team shall develop modules, facilitate, and become resource persons for the various training and seminar under the POWERD and BETTER Components. Meanwhile, POWERD or Preparing and Organizing Women for an Efficient and Resilient Community during Disasters aims to mainstream the role of women in climate change adaptation (CCA) and disaster risk reduction (DRR) through capacity building, livelihood, and agriculture development. On the other hand, BETTER or the Barangay Empowerment and Transformation Towards Resiliency project wants to strengthen the capacity of barangay officials in mainstreaming CCA and DRR in the policy and community development; and capacitating them in Disaster Preparedness and Response at the village level.

### **d. Tree-Planting Project**

Annually, the OES collaborates with the different colleges and campuses, the NSTP-CWTS, the Campus Emergency and Response Team (CERT), and the Mt. Banahaw de Lucban Project Team in conducting tree planting activities for all graduating students. Through the noble activity of planting trees in Mt. Banahaw and other identified areas in the satellite campuses, SLSU students

shall realize the need to care for the environment. Further, the team accomplishes semi-annual maintenance activities, such as weeding and watering, to ensure the survival of the planted trees through the efforts of the National Service Training Program - Civic Welfare Training Service (NSTP-CWTS).

## **2. Agriculture and Rural Development**

The university adheres to the principle that national development can be achieved if only rural areas progress and attain social transformation. Moreover, as an agricultural nation, agricultural research projects and technologies must be disseminated and used at the farm level. Hence, the university intensifies its efforts in the technology diffusion and adoption process through its different campuses that offer agriculture-related curricular programs, such as College of Agriculture in Lucban, SLSU-Judge Guillermo Eleazar (Tagkawayan) Campus, SLSU Tiaong Campus, and SLSU Infanta Campus.

### **a. Yamang Lupa Program in Quezon Province**

The Yamang Lupa Program (YLP) in Quezon is a special three-year project funded by the Bureau of Agricultural Research of the Department of Agriculture (DA-BAR). It is the Filipino adoption of Bhoochetana Principles of India in developing a community using technologies towards soil rejuvenation. YLP Quezon is one of the three YLP project sites in the country. During its implementation, the YLP-Quezon had already won and received several awards at the regional and national levels, including the Best Extension Poster, and 1<sup>st</sup> Runner up Best Extension Paper in Region IVA during the 38<sup>th</sup> STARRDECs Conference in Puerto Princesa City, Palawan, and 1<sup>st</sup> Runner up for Best Extension Practice during the 2<sup>nd</sup> National Multi-Stakeholder Extension Services Convention in Vigan City, Ilocos, Sur.

### **b. Promotion of Integrated Natural Farming System**

In response to Executive Order No. 481 and adherence to RA 10068 or the Organic Agriculture Act of 2010, the SLSU Infanta formulated a natural farming project as advocacy in Real, Infanta, and General Nakar (REINA). The campus implemented it to

sustain the balance of the ecosystem, enhance soil health, and produce high-quality nutritious food in the area. The SLSU Infanta rolled the project in collaboration with the Local Government Units of REINA and their respective Barangay Agriculture and Fishery Councils (BAFC).

#### **c. Stingless Bee Production Project**

This project of the SLSU Tiaong Campus was developed to operationalize the mandates of the Regional Apiculture Research and Development Center (RARDC). RARDC is in SLSU Tiaong Campus. Stingless Bee Production Project aims to capacitate the farmers and barangay officials towards creating livelihood opportunities through the stingless bee production technology towards economic development. The project is being implemented in partnership between SLSU Tiaong and the Local Government of Tiaong.

#### **d. HERBuhayan sa Kanayunan**

*Herbuhayan sa Kanayunan* is a project of SLSU Judge Guillermo Eleazar (Tagkawayan) Campus conceptualized as a product of the Department of Agriculture-Bureau of Agricultural Research (DA-BAR) funded project entitled “Production, Processing, and Marketing of Herbs Spices.” The project aims to capacitate women farmers and barangay officials in herbs production and processing and facilitate livelihood opportunities in partnership with private companies in the vicinity. The SLSU Tagkawayan Campus and the Local Government Unit of Tagkawayan join hands in implementing this project.

#### **e. Magsasaka'y Paunlarin, Yamang Lupa'y Tangkilikin**

This program is a partnership between the College of Business Administration (CBA) and the College of Industrial Technology (CIT). The project aims to strengthen the farmers' association in Sariaya through training, establishing linkages, market development, and capacitating the farmers' families for future livelihood opportunities and sustainable development. The project is in collaboration with the Local Government Unit of Sariaya and SLSU.

### **3. Community Development**

A particular community or clientele group receives a series of activities and programs to uplift their socio-economic and cultural conditions. It can be through training, lectures, seminars, and demonstrations. The OES, in coordination with the concerned Extension Coordinators, determines the needs of the community that include linkages with government and non-government organizations engaged in rural development. It has the following projects:

#### **a. Adopt-a-Municipality/Community**

In adopting a community, the SLSU and the community leader or its officials shall sign a Memorandum of Agreement (MOA). The Extension Coordinators shall assess the community, identify its entry point, and prepare a work plan for sustainable extension programs. The adopted community should have the following characteristics.

- Remote or depressed area
- Willingness to participate in the program
- There is an urgent need for the project

At present, SLSU prioritizes the following municipalities or communities:

- LGUs in Quezon Province, specifically in General Nakar, Catanauan, Tagkawayan, Polillo, Panukulan, Lopez and Lucban
- Sentrong Paaralan ng mga Agta in General Nakar, Quezon
- Community Children's Fund of Lucban, Quezon
- Lucban Association of Differently Abled Person (LADAP)

#### **b. Farmers' Learning Resource Center**

**Farmers Information and Technology Service (FITS) Center** is a program implemented by the Agricultural Training Institute (ATI) to fast-track the dissemination of knowledge, information, and services regarding the latest technology in agriculture, fisheries, natural resources, and entrepreneurship. The university served as the Partner-Member Agency (PMA) of FITS in Quezon Province. As the PMA, it shall monitor different FITS activities in one city and 11 municipalities of Quezon.

### **c. 2Ps Para sa 4Ps**

Pangkaunlarang Pangkababaihan para sa Pantawid Pamilya Pilipino Program or 2Ps para sa 4Ps is a continuing program collaboration between SLSU, the Department of Social Welfare and Development (DSWD) Region 4A, and the Local Government Unit of Lucban, Quezon. The program is a complementary intervention for the grantees of the Pantawid Pamilyang Pilipino Program of the national government to help them become self-sufficient. It aims to empower the 4Ps grantees of Lucban, Quezon, and their families, through capacity building, values education, entrepreneurship, and livelihood training. Its different program components include: 1) Provision of Entrepreneurship Skills and Livelihood Training; 2) Enrichment of Family Development Sessions; 3) Values Education and Life Skills Building for Adolescent Children; and, 4) Capacity Building of Parent Leaders of 4Ps.

In 2015, the then DSWD Secretary Corazon Juliano Soliman commended SLSU for initiating the convergence between SLSU, DSWD, and LGU that serves as a model framework that should be shared and replicated in the country.

### **d. PS I LOVE YOU Program**

The Psychological Services, Fitness and Talent Development, Livelihood Opportunities, and Values Education Towards Empowerment of Differently-abled and Disadvantaged Youth, or the PS I LOVE YOU, is an institutional program of the Office of Extension Services. This program is in partnership with the Lucban Association of Differently-Abled Persons (LADAP), Shelter for Youth Offenders and Crisis Center, Local Government Unit of Lucban, College of Arts and Sciences, College of Industrial Technology, College of Teacher Education, and the Institute of Human Kinetics. It aims to empower differently-abled and disadvantaged youth through capacity building, psychological services, physical fitness, and talent courses. It is the first time the university caters to vulnerable groups such as persons with disabilities (PWD) in its extension services.

## **4. Technology Transfer**

The university has a pool of experts and linkages which can serve as resource outputs and matured technology. For technology transfer, the university anchors on the following thrusts and priorities:

- a.** Apiculture
- b.** Organic Agriculture
- c.** Arrow Root Production
- d.** Bamboo Production
- e.** Aquasilviculture
- f.** Nipa Sugar Production
- g.** Dilis with Malunggay Powder Production
- h.** Smoked-fish Production

## **5. Livelihood and Skills Training**

The main objective of livelihood and skills training is to enhance the capacity of out-of-school youth, women, farmers, retirees, repatriated OFWs, displaced workers, and other clientele.

Extension coordinators shall submit proposals of short-term courses needed or wanted by the clientele, which will be offered in their respective college/campus. The OES shall determine the viability of the training based on the submitted proposal.

The Extension Services shall be the implementing agency, while the college/campuses shall recommend technical experts, project coordinators, and facilitators of the project.

### **a. Manpower and Livelihood Training Program**

This is any manpower and skills training that the OES administers with sponsoring agencies such as the Local Government Units (LGUs), Sangguniang Barangay, or Non-Government Organization (NGOs). Any training under this training program depends on the LGUs' request. Currently, the SLSU Lucban, SLSU Catanuan, and SLSU Lucena implement the PPAs under this thrust because they are dynamic and active in producing graduates who passed the National Competency Examination of the Technical Education and Skills Development Authority (TESDA).

### **b. Technical Short-term Courses**

The Extension Coordinators shall submit proposals on short-term courses they will offer in their respective college/campus that vary on what the clienteles need or want. The OES shall determine the viability of the training based on the submitted proposal.

The Extension Services shall be the implementing agency, while the colleges/campuses shall recommend technical experts, project coordinators, and facilitators of the project. Technical short-term courses have the following priorities.

- Shielded Metal Arc Welding
- Building and Industrial Electrical Installation and Wiring
- Consumer Electronics
- Dressmaking
- Baking and Culinary Arts
- Basic Computer Servicing
- Driving

## **6. Resources for Extension Programs and Projects**

### **a. Manpower**

SLSU draws its extension strength mainly from the support of the administration, pool of experts, skilled trainers, and dedicated extension workers and staff.

### **b. Facilities and Equipment**

Extension activities in SLSU are enhanced and facilitated through the support of its extension facilities and equipment, backed up by the available facilities of different colleges. These resources include spacious training/seminar rooms, enhanced sound systems, and audio-visual equipment and facilities.

- The SLSU library, Learning Resource Center, and mini-library have easy access to scientific information from local and foreign sources for utilization in module development, newsletter production, and other IEC materials.

- Congressional allocations, institutional development, and grants from various NGOs and foundations serve as sources of financing, particularly for equipment and tools.

## 7. Types of Extension Program/Project

- a. **Extension Program.** This is an extension service composed of at least two components or projects wherein each component or project has at least two extension activities.
- b. **Extension Project.** This is an extension service composed of a series or at least two extension activities that are not under any extension program.
- c. **Extension Activity.** This is any training or community outreach included in the Approved Plan of Activities or requested by the community or funding agency.

## 8. Kinds of Extension Program/Project

- a. **Institutional Program/Project** - This is a program/project that undergoes several steps/processes stipulated in this manual. It includes the In-House Review, Research and Extension Council review and approval, University President's endorsement to the BOR, and SLSU BOR's review and approval. The Extension program or project duly approved by the BOR is considered institutional. However, the programs and projects that are externally funded are also considered. The OES will count and use the outputs and outcomes from these types of programs/projects in reporting its accomplishments.
  - **Internally funded** programs/projects undergo the university processes in approving extension programs/projects. The university has allocated funding for its implementation. The funding usually comes from the approved annual Maintenance, Operation, and Other Expenses (MOOE) of the annual General Appropriation Act (GAA) budget of the university. The use of these funds is subject to government accounting rules and regulations.

The university allows a maximum of three proponents for every program/project proposed and implemented per college. There will only be one Program/Project Leader, while the two others will be Program/Project Members.

- **Externally funded** programs/projects' budget allocations are sourced-out from external funding organizations such as the national government agencies, foundations, non-government organizations, and international funding agencies. The approved externally funded programs must comply with all the deliverables set in the approved proposal and as agreed in the Memorandum of Agreement between the university and its partners.

**b. Special Projects** are projects that do not undergo the university process of approving proposals; however, it is subject to the approval of the University President. These projects are usually externally funded wherein the funding organization approved the proposals upon its review and scrutiny before the release of funds.

**c. Community Outreach** is an extension activity done in a particular community or to clienteles to uplift their socio-economic and cultural conditions. The university does not consider this type of activity an accomplishment under the Major Final Output (MFO) and the State University and Colleges (SUC) Levelling reports.

## **9. Processing of Extension Proposal**

Any section or unit of the university can prepare and submit a project proposal. For an institutional project, the Project Leader or extension coordinator shall prepare the proposal. It should be noted by the Dean/Director, recommended by the Extension Director, endorsed by the Research and Extension Council, endorsed by the Vice President for REPDI, endorsed by the University President, and approved by the BOR. However, the approval for activity proposals and some project proposals is up to the level of the University President only and no longer need the endorsement to the BOR.

### **a. Program or Project Proposal**

The following are the steps to consider in developing extension program/project proposals for internal or external funding.

- 1) The Project Management shall identify the beneficiaries before proposal writing using the Needs Assessment Survey (NAS) or Training Needs Assessment Survey (TNAS) or Participatory Rural Appraisal (PRA) methodologies.
- 2) In the conduct of NAS/TNAS, the Project Management shall:
  - Prepare through brainstorming, meetings, and/or FGDs with the community leaders/LGU officials and respective college
  - Facilitate NAS/TNAS
  - Present result to community leaders, LGUs, and colleagues
- 3) They shall conceptualize the program/project based on the result of NAS/TNAS and write a capsule proposal.
- 4) They will identify partner agencies and possible financial resources and conduct consultative meetings with possible partners.
- 5) They will write a full-blown proposal using the necessary form and submit it to the College Dean/Campus Director for review.
- 6) The Dean/Director shall approve or disapprove the proposal and endorse it to the OES.
- 7) The OES will review the completeness of the proposal and endorse it to the Research and Extension Council Screening Committee (REPSC) for pre-screening and review.
- 8) The OES will receive and record the proposal, review, and input recommendations and return the proposal to the Project Management.

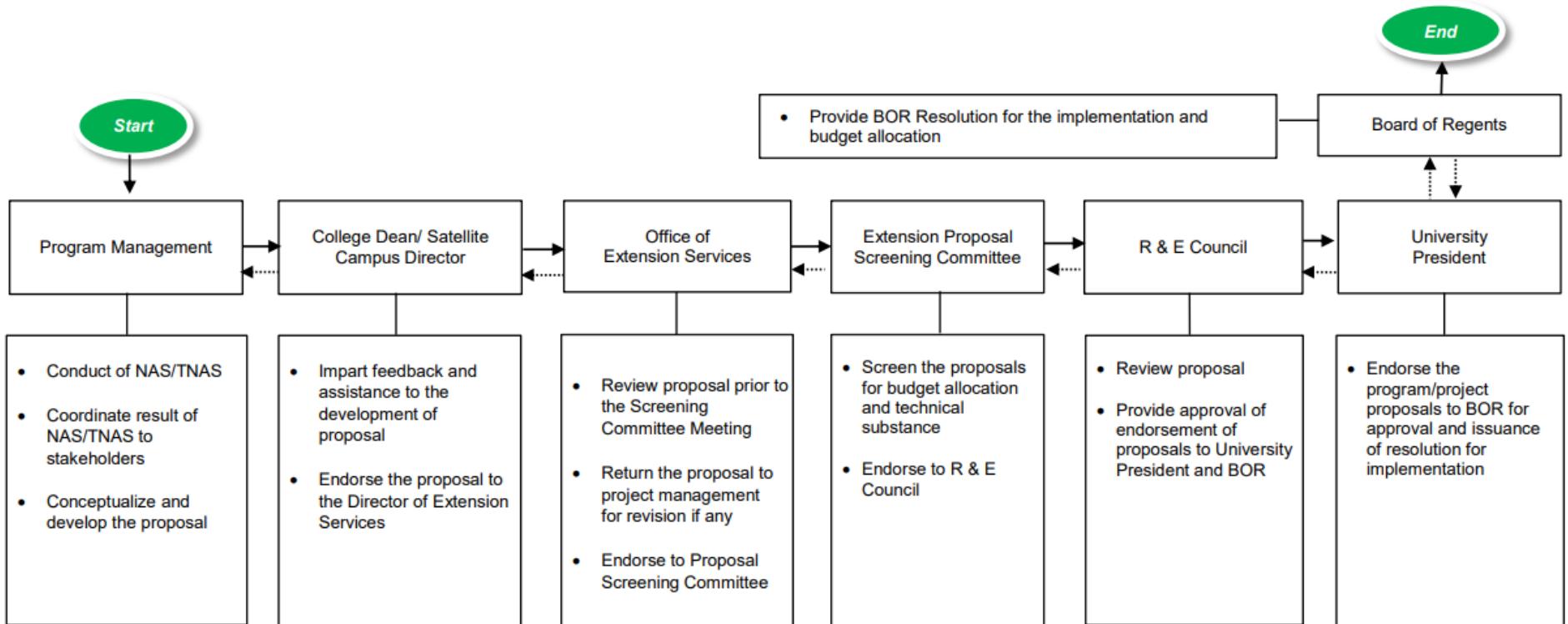
- 9) The Project Management shall revise the proposal and integrate the OES' recommendations.
- 10) The OES shall facilitate the presentation of the proposals to the Research and Extension Council for endorsement to the University President and the BOR.
- 11) The OES will summarize the evaluators' recommendations and will endorse them to the Project Management.
- 12) The Project Management will revise the proposal and integrate the evaluators' recommendations before resubmitting the revision to the OES.
- 13) The OES will receive and record the revised proposal and validate the integration of recommendations to the proposal. The OES Director will endorse the proposal to the VP-REPDI.
- 14) The VP-REPDI will endorse it to the University President for BOR approval.
- 15) The OES will issue a Notice to Proceed to the proponents for their implementation and budget allocation.
- 16) The University Board Secretary will provide the Board Resolution.

**b. For Requested Training, Community Outreach, and Special Projects, the following are the steps to follow:**

- 1) Identify the beneficiaries. Write a letter of request for a possible extension activity for the identified beneficiaries. Send the letter to the OES, college/satellite campus, or university president. (Proceed to No.3 if the Project Management will participate in the Call for Proposal)
- 2) Identify the Project Management that will handle the extension activity.

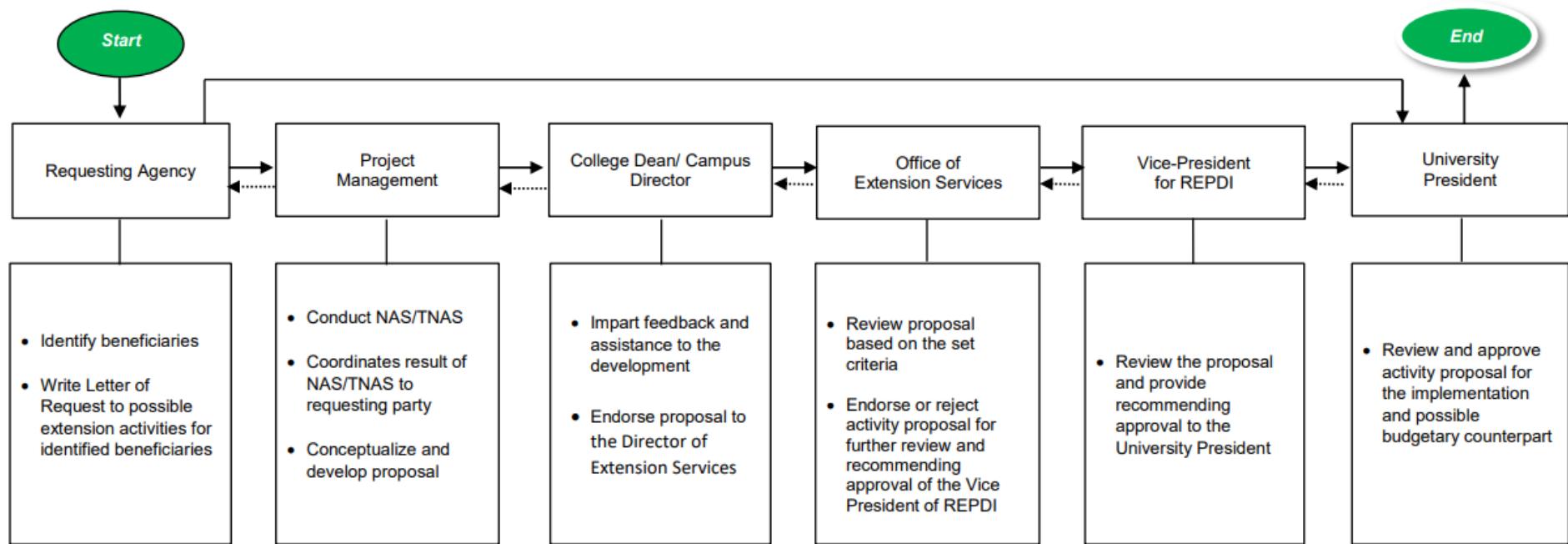
- 3) Conduct of NAS/TNAS

  - Prepare through brainstorming, meetings, and/or FGDs with the community leaders/LGU officials and respective college
  - Facilitate NAS/TNAS
  - Present results to community leaders, LGUs, and colleagues.
- 4) They will conceptualize the program/project based on the result of NAS/TNAS and the meeting with the requesting agency. They will also write an activity proposal and submit it to their Dean/Director for review.
- 5) The Dean/Director shall review and approve or disapprove the proposal before its endorsement to the OES. (If OES, proceed to No.6)
- 6) The OES shall receive and record the proposal. It shall review the proposal and input recommendations before returning it to the Project Management.
- 7) The proponents shall revise the proposal and integrate the recommendations before resubmitting the revised proposal to the OES.
- 8) The OES shall receive and record the revised proposal and validate the integration of recommendations before its endorsement to the VP-REPDI.
- 9) The VP-REPDI shall review the proposal and endorse it to the University President. (If there are any recommendations, go back to Step No.7)
- 10) The University President shall review the proposal and approve it for implementation and possible budgetary counterpart.



*Note: Broken arrows represent that the project proposal has been returned to the recipient/colleges in main campus/satellite campus upon the approval/disapproval of the University President/BOR*

**Figure 3.2** Flow Chart for Internally/Externally Funded Program/ Project Proposal



*Note: Broken arrows represent the activity has been returned to the recipient/college in the main campus/ satellite upon the approval/disapproval of the R & E Council/University President*

**Figure 3.3** Flow Chart for Requests for Training and Outreach Activities

## **D. EXTENSION POLICIES AND GUIDELINES**

The Office of Extension Services shall undertake the overall coordination, implementation, and supervision of the institutional projects and the monitoring of extension services of other colleges or campuses. Projects shall be implemented in accordance with the submitted approved proposal/s to ensure the success of the projects.

### **1. Guidelines for Holding In-House Review of Extension Programs/Projects**

Only ongoing projects with more than 80% to 100% accomplishment will be subjected to in-house review. The OES shall request the qualified proponents to submit an Extension Progress Report in the manuscript form then it will endorse the papers for evaluation of the Extension Screening Committee.

The OES will facilitate the in-house review where it will invite Extension Manager experts as the panel of evaluators during the presentation of extension programs and projects.

The presenters shall submit to the OES their revised manuscripts based on the suggestions of the panel of evaluators. The OES will only endorse the reviewed manuscripts for presentations outside the university.

The OES must facilitate the Agency In-House Review at least once a year.

### **2. Implementation and Monitoring of Extension Program/Project**

The following are the reports/documents to be submitted to the Office of Extension Services during the implementation of various extension programs/projects. The OES shall file and keep for database management all the reports it received and track/monitor the implementation of the approved PPA.

- a. Quarterly Monitoring**
- b. Progress Monitoring**

This monitoring shall be conducted quarterly until the end of the program/project to check the status of each of its

objectives and its financial conformity. Progress monitoring shall also identify the problems and actions taken, as well as the need for further technical assistance.

The following are actions to be taken in Progress Monitoring:

- 1) OES' issues the Notice of Submission;
- 2) Proponents answer the monitoring form for the quarter and submit it to OES;
- 3) OES receives and summarizes monitoring forms, identifies actions for problems met, and conducts re-planning with concerned college/satellite campus, if necessary.

### **3. Evaluation of Extension Program/Project/Activity**

The evaluation shall measure the outcomes (behavioral changes and enhancement of knowledge, attitude, practice, and skills) and impacts (socio-economic conditions and other related areas such as governance, environmental and cultural) of the project/program to the beneficiaries and the community.

The following are actions to be taken in Impact Assessment:

- a. The team shall prepare the needed documents and coordinate with concerned individuals.
- b. It shall plan and schedule the itinerary.
  - a. It shall prepare a Travel Order and request a vehicle if the monitoring area/beneficiary is in another municipality.
  - c. It shall mobilize and coordinate with beneficiaries.
  - d. It shall conduct impact assessment through face-to-face interview or survey.
  - e. It shall make an Impact Assessment Report that identifies points for another program/project or justifies the sustainability of the program/project within the community. It shall submit the Impact Assessment Report to OES and the funding agency if there is any.
  - f. The OES shall receive, record, and file the Impact Assessment Report.
  - g. It shall package the Terminal Report if the evaluated program/project is already sustainable or conduct re-

planning for another project/program based on the impact assessment.

#### **4. Submission of Terminal Report upon Completion of Extension Program/Project**

Upon completion of the approved PPA, the VP-REPDI and the University President shall sign the Terminal Report before its submission to the OES. The OES will facilitate the reproduction of two copies of the report, one copy for the Office of Extension Services and another copy for the campus or college where the proponents belong. The Program/Project leader and members will not be cleared from the university and cannot receive cash incentives if the Project Leader failed to submit the Terminal Report.

The Terminal Report shall include all the details that transpired during the program/project implementation.

It shall include the following parts:

- a. Introduction/Rationale
- b. Objectives
- c. Methodology
- d. Project Accomplishment and output/discussion
- e. Issues/concerns encountered, and action taken
- f. Summary, Conclusion, and Recommendation
- g. References
- h. Lessons Learned
- i. Ways Forward

#### **5. Publication/Presentation of Completed Extension Program/Project**

Proponents of the completed extension program/project shall present in the Annual Agency In-House Review where the OES invites external evaluators to do the program/project assessment. Only the extension programs/projects presented in the In-House Review are eligible for publication and presentation outside the university.

Moreover, all extension projects related to agriculture, fisheries, and natural resources must be presented to external evaluators. The program/project that earns the highest evaluation

points will be the representative of the university to the Regional Conference spearheaded by the Southern Tagalog Agriculture, Aquaculture Resources Research and Development Consortium (STAARRDEC).

## **6. Funding Sources**

Financial resources are generated through grants, donations, agreements, and collaborations with government agencies, local and foreign funding institutions.

There are two major fund source classifications in support of extension at SLSU. These are:

- a. Internal funds that cover Maintenance and Other Operating Expenses (MOOE) of extension projects coming from the General Appropriation Act (GAA) and Special Trust Fund (STF), which are either directed to the extension units or managed through REPDI.
- b. External funds from other government line agencies, foundations, private organizations, and industry partners. It covers extension projects not normally supported by internal funds.

## **7. Rewards/Remuneration**

### **a. Faculty and Staff Development**

SLSU allows extension personnel and faculty to attend or participate in activities that promote the exchange of knowledge and scientific information. They can serve as resource speakers, poster paper presenters, or paper presenters. Agencies or organizations that sponsor such activities send an invitation to the university and at times provide for the expenses in partial or full. However, the expenses can also be charged to the project, solicited from other sources, or provided through the Faculty and Staff Development Program of the university.

All expenses for faculty and staff development to be charged to the university fund shall be subject to the approval of the university upon submission of the request letter to the Office of the President.

## **b. Recognition of Best Extensionist/Extension Implementer**

As part of the university's annual PRAISE system, the SLSU administration shall recognize and award the Best Extension Implementer and the Best Extension Project. This endeavor aims to motivate and encourage more faculty to perform extension service to contribute to the attainment of the institution's vision, mission, and targets.

The awards will also include the Best Extensionist or Extension Workers. The OES shall formulate a set of criteria and points system for endorsement to the Human Resource Management Office. The awarding body will give the Best Extension Worker award to individuals, while the Best Extension Implementer is for the college and satellite campus that has an exceptional contribution to the university's vision, mission, and targets.

## **c. Cash Incentive**

As a token of appreciation, SLSU shall give a cash incentive of P10,000 to the program/project management upon submission of a Terminal Report where comments and suggestions of external evaluators are incorporated.

## **d. Honorarium**

An honorarium is another form of incentive that the university grants to a faculty who rendered extension activity. It aims to encourage the conduct of training or services and acknowledge the performance and efficient delivery of services and output in extension. Moreover, an honorarium is an incentive for service rendered by officials/faculty/employees on a special assignment beyond their regular and primary functions.

SLSU shall not give honoraria to faculty or employees, regular or COSI, if they served as Resource Speakers or Trainers since this is a part of their mandate. However, if the partner agency or sponsor is willing to provide an honorarium, they may do so as a gesture of thanksgiving to their expertise.

**e. Equivalent Teaching Load Full-time/Regular Faculty**

Equivalent Teaching Load (ETL) shall be granted particularly to full-time faculty members who by their skills and expertise in extension were designated in any of the capacities hereunder.

**Table 2**      Granting of equivalent teaching load

<b>Official Designation</b>	<b>Equivalent Teaching Load</b>	<b>Actual Teaching Load</b>	<b>Total</b>
Director	12	9	21
Coordinator/ Project Leader	3	18	21
Project Member	2	19	21

The ETL of faculty members assigned in the Extension Services unit will be computed according to the designated appropriated percentage of function, i.e., 70% of the service area (Extension) and 30% for instruction. The ETL shall be computed by multiplying the normal contact hours by 70% or 0.7 in determining the number of units to be spent in the service area.

Example:

$$\begin{aligned} 40 \text{ hrs/wk} \times 0.7 &= 28 \text{ for Extension} \\ &\quad (\text{equivalent to } 14.7 \text{ teaching load}) \\ &\quad \text{Plus } 6.3 \text{ for teaching load} \\ &\quad = 21.0 \text{ CHW} \end{aligned}$$

Further, if the COSI conducted the extension activity within the long vacation (i.e., summer term), their service rendered shall be formally requested to the Human Resources Management Office for credit and payment for Job Order. They shall only be paid for the hours rendered during the extension activity if they provide evidence for the services delivered. They include the DTR, Extension Activity Report, and the certification from the extension PPA organizer and the management.

Faculty members not assigned in OES but have extension PPAs (i.e., the faculty who is part of an extension

project) conducted on their own or with a team and that has been approved by the College Dean and Extension Director shall acquire credit depending on the output of the project. They can avail of the ETL only on the succeeding term where proof of extension activity was conducted or continuing. If the project duration, for example, is one year, they can avail the ETL for one year. They cannot avail it on the term the proposal was approved.

#### **f. Insurance Fee**

All faculty members and employees to conduct extension activities need to secure insurance. They should include the insurance fees in the PPMP of their respective project. However, insurance fees for the OES staff and college/campus Extension Coordinators should be included in the PPMP of OES.

### **8. Fiscal/Fund Management**

The proponents must consume the BOR-approved budget within the project duration specified in the proposal. Any unutilized budget within the project duration will not be automatically available in the following year.

### **9. Duration of Project**

If a team did not dully accomplish an Extension PPA within the approved project duration, the Project Leader shall write a request to the OES Director stating the reasons for their extension. The OES Director will allow the PPA extension for one semester only, with acceptable or valid reasons.

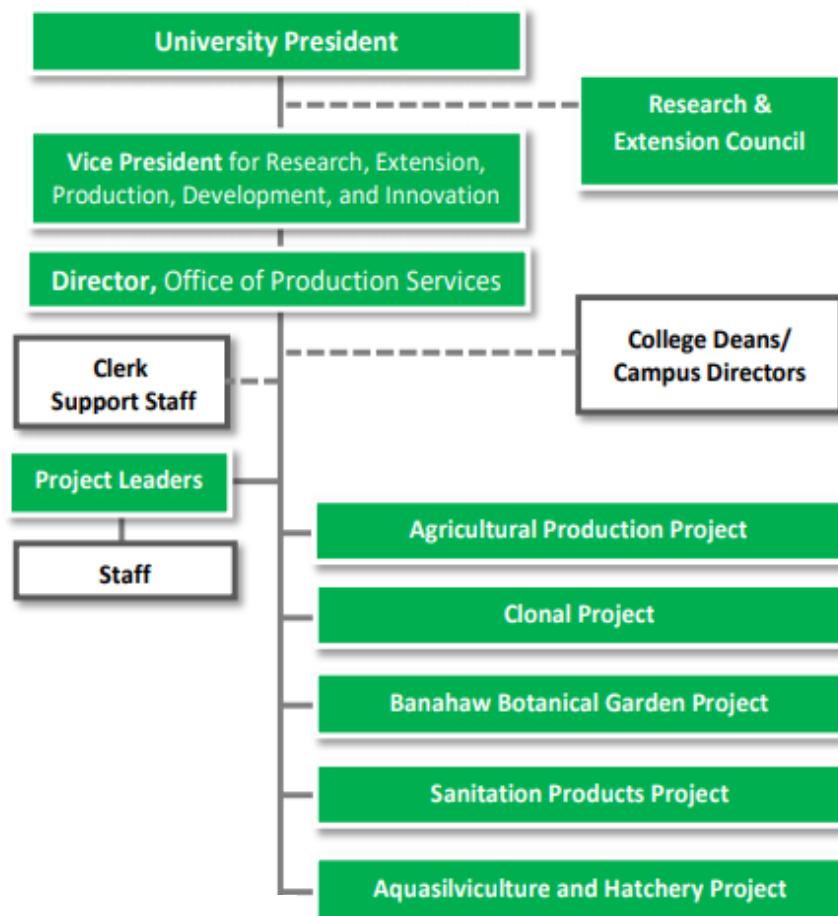
## Chapter 5:

# THE OFFICE OF PRODUCTION SERVICES

5

### A. ORGANIZATIONAL STRUCTURE OF THE OFFICE OF PRODUCTION SERVICES

The University President serves as the overall head of all units or branches of SLSU, whereas the Vice President for Research, Extension, Production, Development, and Innovation (VP-REPDI) with the Director of the Office of Production Services (OPS) shall report directly to the President. The respective Deans and Directors of different colleges and campuses should inform the Director of Production Services about their projects/IGP's for proper monitoring and reporting.



**Figure 4.1** Organizational Chart of the Office of Production Services

## **B. THE DIRECTOR OF THE OFFICE OF PRODUCTION SERVICES**

The Board shall appoint the Director of the Office of Production Services upon the recommendation of the President and the endorsement of the VP-REPDI. The Director shall report to the said Vice President and sit as a member of the Administrative Council and Research and Extension Council.

The Director shall have a two-year term from the date of appointment. In highly exceptional cases or depending on the exigency of the service determined by the Board, the Director shall be allowed for another term or terms provided that it shall not exceed the term of the appointing authority.

### **1. General Functions**

The Director shall be responsible for the a) consolidation of different production plans of the colleges and units; b) implementation, monitoring, and evaluation of various colleges' production plans; and, c) manufacturing of research-based products for market testing. The Director shall likewise coordinate with the different government and private agencies for material, technical, and financial support.

### **2. Duties and Responsibilities**

The non-exclusive duties and responsibilities of the Director of Production Services are the following:

- a.** Produce research-based products to establish production specifications and standards;
- b.** Assist the proponents of research-based products in the development of the production project proposals;
- c.** Endorse the commercially feasible products or technology to the Office of Extension Services for transfer to the community or the Business Affairs Office (BAO) for commercialization;
- d.** Support the college production plan for income generation;

- e. Monitor and evaluate the production activities of the colleges and campuses;
- f. Prepare, in coordination with Project Leaders, the budget for Production Services and provide general coordination and supervision over disbursements of the approved budget;
- g. Establish linkages with other government and private agencies for coordination, material, financial support, and smooth performance of production functions; and,
- h. Perform other duties and responsibilities related to or implied from the above enumeration of duties and responsibilities.

## C. THE OFFICE GOALS AND OBJECTIVES

**Goal:** Premier research university that generates S&T-based innovations. (Research and Production)

**Objectives:**

- 1. Develop a production plan for S&T innovation;
- 2. Test the Production Plan;
- 3. Transfer the developed technology and products to the BAO, or the community;
- 4. Capacitate the proponent in the management aspect of the project to generate income from the internally and externally funded production projects; and,
- 5. Serve as the physical venue for hands-on training of students and other interested individuals, groups, and future entrepreneurs.

## D. THE COLLEGE DEANS, CAMPUS DIRECTORS, AND PROJECT COORDINATORS

1. The **Deans/Directors/Project Coordinators** will facilitate the planning coordination and monitoring of the production projects. They shall:

- a. Monitor the overall operations of various projects under them;

- b.** Provide periodic reports to the Director of Production Services regarding the status of the projects; and,
- c.** Perform other duties related to the requests of the higher authorities.

## **2. The Project Leaders**

### **a. Qualifications**

- Must be a teaching or non-teaching staff with plantilla position; and,
- Must have experience and interest in the implementation and supervision of the production project.

### **b. Duties and Responsibilities**

- Directly implement and supervise production projects; and,
- Recommend to the OPS Director the hiring of staff or laborers.

### **c. Equivalent Teaching Load (ETL)**

The Project Leaders shall be granted six (6) units ETL for the services they will render in the production activities. If a project has two proponents, each of them will receive three (3) units of ETL.

## **E. PRODUCTION SERVICES BUDGET AND FINANCIAL PLAN**

### **Financial Management**

- 1.** The project should have a clear financial plan for its sustainability.
- 2.** The Project In-Charge should not spend more than the generated income of the project.
- 3.** The maintenance of the following records must be ensured:
  - Cash sales record
  - Delivery Record for transfer of funds
  - Accounts receivable records

- Inventory of supplies and materials
- Expense Record
- Income Statement

## **F. OPERATIONAL GUIDELINES ON INCOME GENERATION OF PROJECTS**

### **1. General Guidelines**

The SLSU OPS shall undertake the overall management and operation of production projects of the university. The projects shall be approved and implemented in accordance with the submitted proposals or feasibility studies to ensure the success and revenue generation of the investment. A part of the proceeds shall be included in the general fund and can be used as supplemental financial resources of the university with the approval of the Board of Regents.

### **2. Project Proposal**

Any section or unit of the university can prepare and submit production project proposals. They shall submit the prepared proposal to the Production Services Committee through the Office of the VP-REPDI for evaluation and endorsement to the University President for appropriate action. The approved project is subject to accounting and auditing procedures and shall be funded and implemented in accordance with the approved project proposal.

The Project Leaders can hire additional personnel for the project on a case-to-case basis, however, the payment of salary should be derived only from the project's income and on a job order basis. Their payments or salaries should only be at the maximum allowable and prevailing rate in the concerned municipality.

All distribution, discharge, or movements of goods from the production sites and distribution areas shall be properly documented and signed by pertinent or authorized personnel, at all times. All transactions shall be issued with an official invoice and receipt.

## **G. PROJECT PROPOSAL, ENDORSEMENT, REVIEW, EVALUATION, AND FUND ALLOCATION**

### **1. Proposal Preparation**

The project proponent prepares the production proposal using the suggested format after each college or campus has prioritized the income-generating project they plan to undertake.

Likewise, heads of each unit identified in the Production services organizational chart shall prepare proposals using the suggested format, in accordance with the official guidelines and policies.

The prepared production proposal shall be endorsed by the respective Deans Directors to the Office of Production Services, which are then transmitted to the Office of the VP-REPDI for review and evaluation. The same will be submitted to the University President for appropriate action. Once approved, proposals are returned to the proponent through the same route.

In the case of Special Projects, a MOA and other accompanying documents are transmitted by the proponent to the Office of the Production Services and then endorsed to the Office of the VP-REPDI for necessary recommendations and suggestions and will then be submitted to the Project-In-charge through the same channel for implementation.

### **2. Approval**

Only the University President shall approve production proposal(s) before it can be carried out. No project proposal shall be implemented without prior approval from the University President upon the endorsement of the Production Screening Committee.

## **H. PROJECT IMPLEMENTATION PHASE**

### **1. Preliminary**

- a. Furnish copy of the approved proposal to the concerned offices for processing and fund release;

- b. PPMP preparation and approval;
- c. PR preparation and approval; and,
- d. Request for the hiring personnel.

## **2. Activities**

Project Leaders shall supervise the implementation of the activities based on the approved timeline of their respective projects. They should refer to the ISO Manual for the forms they will utilize and the detailed project implementation procedure.

## **3. Marketing of Produce**

The OPS will only operate on the production aspect. It will turn over its produce to the marketing unit for selling activity.

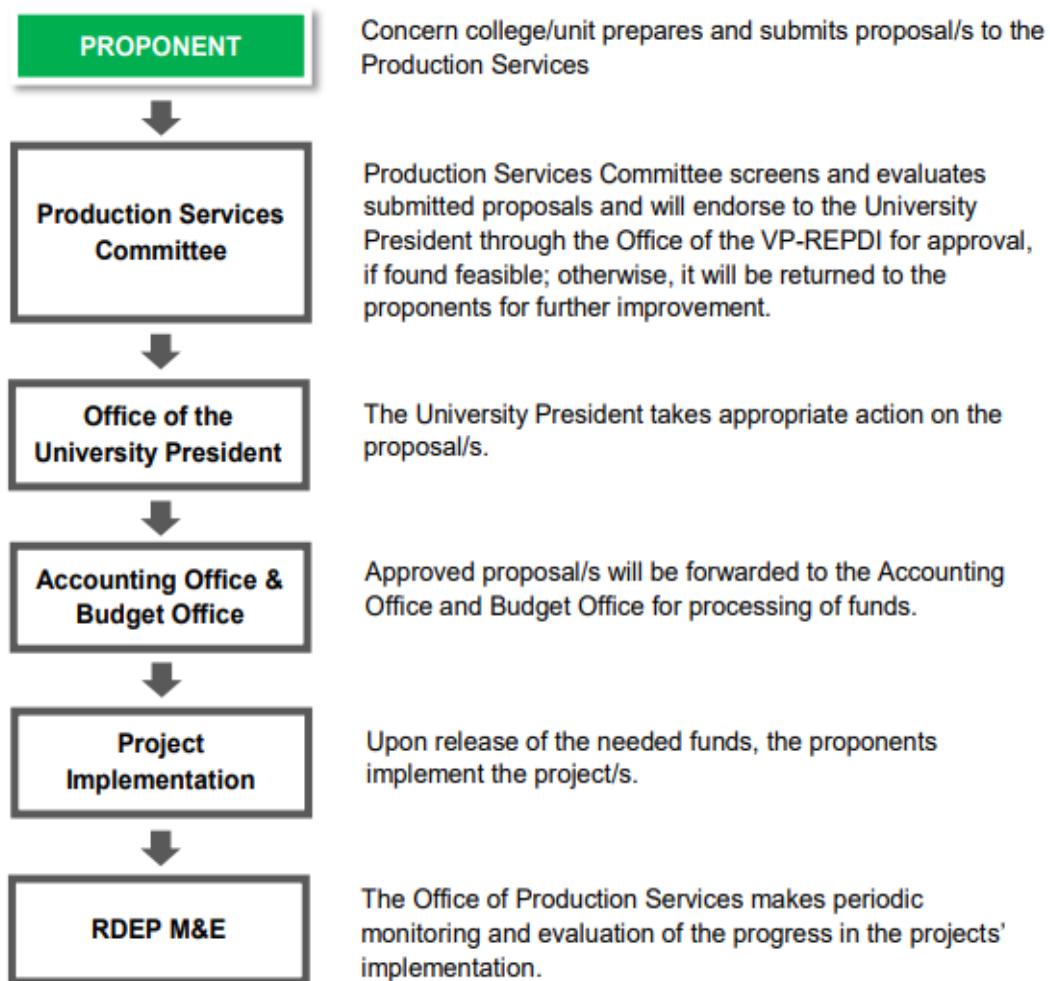
The following shall be observed:

- a. The OPS shall apply a specific pricing method in determining products' prices.
- b. The Delivery Receipt shall be used when transferring products to the marketing unit and requesting fund transfer. The receipts should be maintained for each project for the computation of financial transactions.
- c. In cases where buyers directly purchase products to the production area, the person in charge shall use the Sales Invoice and apply the ISO process for the specific activity.

## **4. Bookkeeping**

The proponents shall maintain a separate Book of Production Accounts to reflect the earnings and expenditures of their project. At the end of the approved duration of the project, the Project Leaders shall submit a Terminal Report and recommendations regarding the viability of the funded project.

## I. PROCESS FLOW OF PRODUCTION PROJECT PROPOSAL



**Figure 4.2**      Process Flow of Production Project Proposal

## J. PRODUCTION PROJECT PROPOSAL FORMAT

1. Project Title
2. Project Components
3. Proponents
4. Implementing Agency
5. Project Duration
6. Total Project Cost
7. Rationale
8. Objective/s
9. Methodology
  - a. Market Projection and Strategy

- b. Production Assumptions (Work Plan/ Gantt Chart of Activities)
- c. Management Assumptions
- d. Budgetary requirements
  - Personnel Services
  - MOOE
  - Capital Outlay
- e. Projected income
- f. Cost and Return Analysis

## **K. FACTORS TO CONSIDER IN STARTING A PRODUCTION PROJECT**

The existence of a production project in any university or college depends mainly on the recognition of its official relevance to the program and operation of the respective institution or college.

### **1. Availability of Land, Labor, and Capital**

SLSU, formerly being an agricultural school, can operate production projects because of sufficient resources such as land and buildings. It has manpower resources (faculty, staff, and students) that can be tapped for productive activities. The capital, though difficult to generate or generally inadequate, can be augmented using any of the following schemes:

#### **a. General Fund**

NBC No331 and CL 92-8 authorize the school to use a part of its regular allotment for the initial working capital of IGP. However, this fund source is normally inadequate considering that the school has other priority programs. The University President will set a fixed amount for this regularly.

#### **b. School Scheme**

RA 9395 provides authority to the SLSU Board of Regents to approve the use of university income to augment the funding requirements for instruction, research, extensions, and other programs and projects.

### **c. Income from Existing Production Projects**

The SLSU Board of Regents can approve part of the production project income as a reserved source of additional capital for existing and new projects.

### **d. Partnership with Faculty, Staff, and Students**

The course-related production projects can also source capital from the faculty, staff, and students, provided that the university authorities approved its guidelines. The guidelines shall be proposed to the Research and Extension Council.

### **e. Joint Ventures and Other Entities**

The Board of Regents has the power and duty to allow joint ventures with business and industry for profitable development and management of the economic assets of the school. The latter may use the proceeds for the development and strengthening of their institution. Hence, the capital infusion from banks, business establishments, and other industries are possible through joint venture agreement or other kinds of arrangement.

### **f. Donations**

The General Appropriations Act (GAA) 2008 and other laws allow SLSU to receive donations, grants, and other gifts from other entities to support the university operations, particularly in the creation and sustenance of IGPs. SLSU can tap this opportunity as a source of funds to initiate projects and pursue their viability by maintaining a good relationship with external donors, sponsors, and benefactors.

## **2. Competent Management**

Management, considered as the fourth factor of production, is responsible for orchestrating the first three factors such as land, labor, and capital into various combinations and are occasionally used to make the project or enterprise more productive and profitable. As a good indicator of competent management, the production project must sustain its project viability and functional linkages.

### **a. Project Viability**

The project must generate revenues more than its cost and expand its operation without seeking subsidies from outside sources.

### **b. Functional Linkage**

SLSU must establish and sustain strong interagency, industry, and business linkage considering that some inputs and production of the IGPs relate to these entities.

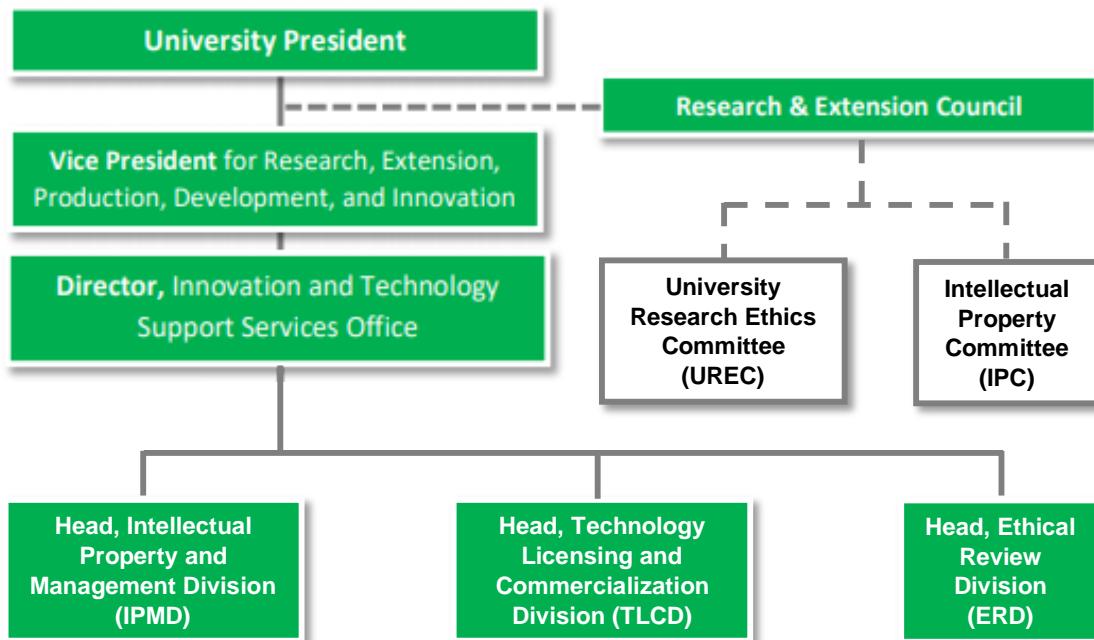
## Chapter 6:

# THE INNOVATION AND TECHNOLOGY SUPPORT SERVICES OFFICE

# 6

The Innovation and Technology Support Services Office (ITSSO), which was formerly known as Program/Project Planning and Administrative Support (PPAS) Services, is a frontline service unit of the Office of the Vice President for Research, Extension, Production, Development, and Innovation (VP-REPDI). Its main function is to enhance the service delivery capacity of the Research, Extension, and Production through innovation, technology utilization, consultancy services towards commercialization, and ethical review services.

### A. ORGANIZATION, MANAGEMENT, STRUCTURES, AND FUNCTIONS



**Figure 5** Organizational Chart of the Innovation and Technology Support Services Office

The ITSSO will be headed by a director who facilitates and monitors office operations. The office will have a clerk or research

and development assistant who performs record keeping, filing, and other administrative tasks. There will be three divisions supervised by heads who are Ethical Review, Intellectual Property or Technology experts who may be faculty members or full-time researchers. These heads will facilitate the ethical review of research, extension, and production projects, and the intellectual property evaluation, registration, and licensing of technology at SLSU.

All division heads will also participate in the office's IP advice, IP and ethical awareness, and education services. The ITSSO is the secretariat for two university committees: (1) The University Research Ethics Committee (UREC) and the (2) Intellectual Property Committee (IPC).

## **1. Goals and Duties of the Director of ITSSO**

The following are non-exclusive duties and responsibilities of the Innovation and Technology Support Services Office (ITSSO) Director:

- a.** Assist higher authorities in the formulation and implementation of policies, rules and regulations, programs, and projects of REPDI;
- b.** Receive and evaluate research proposals with regards to originality and substance and endorse the same to the evaluation committee;
- c.** Facilitate the review and evaluation of completed Research and Extension projects as to the quality of output for paper presentation and endorse the same to the Director of ORS and the VP-REPDI for financial support;
- d.** Act as the university's Intellectual Property Management Officer in accordance with the provisions of the university's Intellectual Property Policy:
  - 1)** Manage the processing and safeguarding of intellectual property agreements;
  - 2)** Lead in the determination of patentability or copyrightability of research or scholarly work through evaluation of invention disclosures, administration of

- patent searching, and filing intellectual property applications;
- 3) Ensure that the appropriate intellectual property protection is obtained for the university's invention, creation, or research;
  - 4) Lead the university's Intellectual Property Committee based on the SLSU's IP Policy;
  - 5) Formulate and lead the implementation of seminars and communication campaigns on innovations and basic IP; and,
  - 6) Act as the head secretariat for the ethical review of research, extension, and production projects.

## **2. University Research Ethics Committee (UREC)**

To ensure that research undertakings involving human and animal subjects are conducted in accordance with basic ethical principles, the University Research Ethics Committee (UREC) is formed. The committee was formed to comply with the Commission on Higher Education (CHED) Memorandum Order 34 Series 2007, which requires all academic institutions conducting human research to establish ethics review committees and to ensure the integrity and validity of scientific data produced in SLSU.

The role of the UREC is to safeguard the rights of potential participants of any research and minimize the potential risks to researchers. Specifically, they will:

- a. Identify the potential risks and benefits of the research to the environment, animal subjects, participants, and researchers;
- b. Ensure that important information about the research is disclosed to individuals involved in the research; and,
- c. Promote high ethical standards in research in the university.

Ultimately, the establishment of the UREC is done to ensure that the university complies with national policies and laws, such as the (1) Data Privacy Act (RA 10173), (2) the National Ethical Guidelines for Health Research (RA 10532), (3) Animal Welfare Act

(RA 8485), and the (4) Department of Science and Technology (DOST) Administrative Order 001 Series of 2008, which requires all Ethics Review Committees (ERB)/Institutional Review Committees (IRB) to register to and be accredited by the Philippine Health Research Board (PHREB).

The UREC will be composed of faculty members and researchers trained in research ethics review. It should be led by a Committee Head with three to five years of experience in research and preferably have a doctorate degree. ITSSO will serve as the secretariat of the UREC.

Each college or campus will have its ethical review committee called College Research Ethics Committee (CREC). They are local ethical review committees that do similar duties as the UREC such as identifying the potential risks and benefits of the research to the environment, animal subjects, participants, and the undergraduate and graduate students conducting research. If the CREC determines if the research needs a more thorough ethical review, they forward and recommend the research for review to the UREC.

### **3. Intellectual Property Committee (IPC)**

The University President shall appoint the members of the IPC. The Chair, Co-chair, and Committee Secretary will be elected by the IPC members. Five faculty members will be part of the IPC. The IPC shall be composed of five (5) members coming from the following campuses: SLSU Lucban, Lucena, Tiaong, JGE Tagkawayan, and Catanauan. However, the IPC membership can be increased in the future, depending on the need of the university or the IP case being evaluated. A faculty member from the college or campus where the intellectual property being evaluated came from shall be invited as a resource person of the IPC. In cases where a student output will be subjected to IP evaluation, the Committee shall invite the Head of the Legal Affairs of the SSC Federation as a resource person.

The appointed IPC members, who are entitled to three (3) units of Equivalent Teaching Load (ETL), shall be co-terminus to the University President. The members of the IPC should be permanent employees of SLSU. Any member shall cease to be a member of the IPC upon the termination of their employment in the SLSU.

All IPC members shall execute confidentiality agreements to ensure that all information concerning IP that is disclosed to the IPC is held confidential until protected or made public.

The IPC shall:

- a. Review and evaluate IP management procedures to encourage the development and commercialization of SLSU's IPs;
- b. Recommend research and other academic outputs of faculty, students, and non-teaching personnel that should be granted funding for IP protection;
- c. Participate in SLSU's IP-related activities and encourage the involvement of students, faculty members, and non-teaching personnel in these activities;
- d. Evaluate products, processes, and other technologies which might have a potential for technology transfer, licensing, and commercialization;
- e. Review the IPP every five years for necessary revision;
- f. Review disputes between the creators or appeals by the faculty, staff, other employees, or students subject to this IPP and recommend a solution; and,
- g. Review disputes between the Creator or appeals by faculty, staff, and other employees, or students subject to this Policy and recommend resolutions.

At large, IPC members shall have a professional background and expertise spanning the university's fields endeavor, experience, and interest in intellectual property prosecution and other matters, experience, and interests in the economic or marketing aspects of technology transfer and personal contacts that they can draw on to assess technico-economic merit of individual intellectual properties.

## B. SERVICES, PROCESSES, AND PROCEDURES

1. **Originality Examination.** The ITSSO helps students, faculty members, and researchers to determine if their research and other scholarly work are novel and distinct from reproductions and forgeries.

2. **Innovation, Research Ethics, and Intellectual Property Awareness and Education.** The ITSSO organizes research ethics, innovation, and intellectual property awareness campaigns through webinars/seminars or online/face-to-face consultations. ITSSO shall provide support and training in Technology Transfer and Commercialization.
3. **Patent Searching and Intellectual Property Advice.** The ITSS Office performs prior art searches for a specific technology to establish its novelty and patentability. It can likewise perform a state-of-art-search that looks into what patents already exist in a particular field of technology. Through this search, the office may help in advising inventors and researchers on the type of IP protection to apply for. The office shall also assess the commercial potential and technology readiness of the processes, products, and prototypes developed by students and faculty.
4. **Assistance in IP Filing.** The ITSS Office aids faculty members, employees, and students in filing IP applications such as copyright, trademark, industrial design, patent, and utility model to the Intellectual Property of the Philippines and the National Library of the Philippines. The office also helps inventors fulfill their application requirements through the funding of notarial fees, technical drawings, and improvement of research and scholarly publications.
5. **Copyright Application.** All copyrightable works shall be jointly owned by the author/s or creator/s and the university. Before prosecution of the application, authors shall submit the following to the ITSSO: a letter of recommendation from their immediate head, certificate of language review or editing, and an originality certificate that indicates that their creations are not plagiarized. The plagiarism percentage shall not exceed 10%. SLS shall shoulder all fees (notary, application, documentary stamps).

ITSSO shall process the copyright application through the following procedures:

- a. The Proponent/s (Assignor/s) and SLSU (Assignee) execute(s) a Deed of Assignment wherein they are made joint authors. The authors shall submit to ITSSO four (4) copies of the written work. Two copies will be for the SLSU (mainly, Records Management Office and the University Library).

- b. The accomplished Deed of Assignment is notarized.
- c. The ITSSO accomplishes the Application for Copyright and has the form notarized by any notary public.
- d. The ITSSO submits the following to the National Copyright Office (National Library of the Philippines or the Intellectual Property of the Philippines) and pays the necessary fees and documentary stamps:
  - Deed of Assignment
  - Copyright Application
  - Two (2) copies of the written work
- e. The ITSSO receives and files the copyright registration.

**6. Trademarks Application.** Trademark is a distinctive sign that identifies certain goods or services as those produced or provided by a specific faculty or office/college/department of the university. Before prosecution of the application, originators shall submit the following to the ITSSO: a letter of recommendation from his/her immediate head, a high resolution soft/digital copy of the mark, and an essay/description/class of the marks. All fees (notary, application, documentary stamps) for the trademark application shall be shouldered by SLSU.

ITSSO shall process the trademark application through the following procedures:

- a. The ITSSO accomplishes the Application Form for Trademarks.
- b. The ITSSO submits the application to the Intellectual Property of the Philippines (IPOPHIL) and pays the necessary fees.
- c. The ITSSO receives and files the trademark registration.

**6. Patent/Utility Model/Industrial Design Applications.** Before prosecution of the patent/utility model/industrial design application, the originators shall submit the following to the ITSSO: a letter of recommendation from his/her immediate head, technical documents related to the technology (thesis, technical reports, etc.), technical drawings of the invention. After reviewing the application through a prior art search and confirming the potential of the

technology for Intellectual Property Registration, the ITSSO shall ask the originator to fill out the Invention Disclosure Form.

As soon as the Invention Disclosure Form is accomplished, ITSSO shall process the patent/utility model/industrial design application through the following procedures:

- a. The ITSSO confers/meets with the inventor/s for preliminary evaluation of the technology. If found patentable, it shall advise the inventor to prepare the following required documents based on the Intellectual Property of the Philippines guidelines:
  - a. Summary of the invention
  - b. Description of the invention
  - c. Claims
  - d. Technical drawings
- b. The ITSSO reviews or collates all required documents for patent application.
- c. The ITSSO Director informs the VP-REPDI, originators, and immediate head of the originators on the status of the patent/utility model/industrial design application.
- d. The ITSSO submits a notarized patent/utility model/industrial design application to the IPOPHIL.
- e. The ITSSO informs the originators of the arrival of examination reports from the IPOPHIL (formality and substantive examination) and works together to respond to these findings.
- f. Once the patent/utility model/industrial design registrations are granted, ITSSO shall inform the University President, VP-REPDI, originators, and immediate head of originators.

**7. Ethical Review.** The ITSSO is the secretariat of the University's Ethics Committee that reviews protocols of research involving human and animal participants. The Ethics Committee is mandated to provide an independent, competent, and timely review of the ethics of proposed research studies. As quoted from the World Health Organization, its main purpose is to help safeguard the

dignity, rights, safety, and well-being of all actual or potential research participants. To this end, it is important that in its composition, procedures, and decision-making, the Ethics Committee shall be independent of political, institutional, professional, and market influences. The scope of work of the Ethics Committee covers all research undertakings involving human participants such as Undergraduate Thesis, Master's Thesis, Doctoral Dissertations, and institutional research projects.

## C. POLICIES

The Southern Luzon State University will hold all, if not joint, the legal rights to all intellectual property conceived, first used (in case of trademarks), or reduced to practiced, discovered, or created, by any of its employees during their employment in SLSU. The university may also hold the legal right to intellectual property conceived, first used or reduced to practice, discovered, or created, by any student at the university.

The university will not hold any ownership rights in Intellectual Property to the extent that:

- Law provides that some party other than the university holds one or more of such rights;
- The Intellectual Property was produced both outside the scope of the faculty or staff member's employment;
- The Intellectual Property was produced by gratis faculty.

### 1. Protection of Intellectual Property

On the national level, Republic Act 8293 or the Intellectual Property Code of the Philippines (IP) Code is the law that covers intellectual property and its protection. The IP code contains the Law of Trademarks, Service Marks, Trade Names and industrial designs, and utility models. Copyright includes literary (writing) and artistic works (e.g., painting, sculpture, cinematography, photographs). Under the IP Code, interventions are protected by patents; utility models, and industrial designs by their registration; and computer programs, literary, scholarly, and artistic works by copyright.

According to Section 30 of the IP code, there are certain conditions to satisfy to determine the ownership of the patent of the intellectual property, particularly if work was commissioned.

An employer-employee relationship exists between the college and the researcher/ faculty. As such, it is understood that the researcher/ faculty conducts research commissioned by the college. Under Section 30 of the IP Code-Interventions Created Pursuant to a Commission-the person who commissions the work shall own the patent unless otherwise provided in the contract. However, the following subsections provide that:

In case the employee made the invention in the course of his employment contract, the patent shall belong to:

- a. the employee, if the inventive activity is not part of his regular duties even if the employee uses the time, facilities, materials of the employer; or,
- b. the employer, if the invention is the result of the performance of the regularly assigned duties unless there is an agreement, expressed or implied, to the contrary.

## **2. Copyright Ownership**

### **a. University-financed research**

- 1) If the work in which copyright subsists was made in the course of the official duties of the official author/s, the copyright shall belong in joint ownership to the College and the authors/s.
- 2) If the work to be copyrighted is not done as part of the official duties but was produced with financial assistance from the university, shall be reimbursed out of the royalty derived from the work subject to conditions set in the agreement covering the assistance.

### **b. Commissioned Research**

- 1) Where the work is commissioned by the university, the copyright shall belong to the university and the creator(s) jointly.

2) If the work is commissioned by an outside entity, the entity whether public or private, ownership of the copyright shall depend on the agreement governing the parties.

**c. Collaborative Works.** If the object of the copyright is a result of collaborative efforts of the university, an outside entity, and the authors(s), the copyright shall belong in joint ownership among the university, the author(s), and the outside entity.

### **3. Patent/Utility Model/Industrial Design Ownership**

#### **a. University-financed research**

1) Intervention and discoveries resulting from university-financed research conducted during the inventor's employment with the college and/or with the use of university facilities and resources shall belong to the university and the inventor/s.

2) When the assistance extended by the university is substantial in terms of facilities and resources, the entire right, title, or interest in and to a patent shall be assigned to the university for a period of time as may be determined by the proper university authorities which shall not be less than ten (10) years reckoned from the date of approval of the patent.

**b. Student research.** Technology, intervention, invention, and discoveries resulting from a student's academic journey in the university will be jointly owned by the university, faculty member, and the student especially if the projects are accomplished as a result of a thesis or course/class activity. Other circumstances where the ownership must be shared with other parties could include:

**1) Sponsorship of Research Project.** Ownership of IP from the project will usually be covered by the research contract between the student, sponsor agency, and/or the university.

**2) Use of university resources.** Where the student makes substantial use of SLSU's facilities, equipment, IP, and

other resources, the IP generated is jointly owned by the university and the student.

**c. Commissioned research**

- 1) Inventions and discoveries resulting from research commissioned by SLSU shall belong in joint ownership of the university and the inventor/s.
- 2) When the invention and discovery are produced under the sponsorship of an outside entity or an externally funded project, the outside sponsoring agency may be considered co-owner of the IP, unless there is an agreement in writing the contrary.

**d. Collaborative research.** Invention and discoveries resulting from experiments or research undertaken in collaboration with an outside entity shall belong to the university, the inventor, and the outside entity in joint ownership; provided that the collaborator is a government entity and that the contribution of such entity is substantial.

**4. Obligation to Disclose**

While it is recognized that faculty research and expertise is concentrated in areas other than commercial utilization, originators of new technology developed in the university are strongly encouraged to submit an invention disclosure to ITSSO, especially if the technology is novel and has commercial potential.

Based on the SLSU's Intellectual Property Policy, as soon as the researcher, inventor, or creator recognizes that there may be novelty, inventive step, and potential for commercial utilization, there exists an obligation to bring these results to the attention of the university through the ITSSO.

If, in the absence of timely disclosure, commercial utilization of a technology or knowledge product of the university takes place with direct or indirect involvement of the originator/s, but without SLSU's involvement, it will be deemed the at the originator/s have not fulfilled their obligation to disclose. Hence, SLSU may:

- a. Take whatever legal and/or business actions is indicated to protect its rights and rightful share of financial benefits; and,
- b. Deny to the originators/s any share of revenues which would otherwise accrue to them under the SLSU's Intellectual Property Policy.

## **5. Intellectual Property Policy for Instructional Materials**

### **a. Ownership of Material**

The Intellectual Property Code of the Philippines (Republic Act 8293) provides the principle "fair use" for the reproduction and distribution of particular copyrighted works for educational purposes, specifically instructional materials. According to Section 185 of the IPR, "fair use of a copyrighted work for criticism, comment, news reporting, teaching including multiple copies for classroom use, research, and similar purposes is not an infringement of copyright."

Nevertheless, these instructional materials (which include course guides, textbooks, worksheets, assessment materials, and learning modules), created by SLSU Faculty and Staff specifically for university use, are types of creation that have resulted from academic scholarship in the university and, thus, are subject to the following guidelines:

- 1)** The owners of the instructional material will be both the authors and SLSU. The authors must always be credited and properly cited whenever these materials are used, copied, and distributed. However, if the authors terminated their contract or have resigned from the university, SLSU may still use their instructional materials because of the joint ownership policy.
- 2)** Unless the faculty members develop, create, or assist in developing or creating the instructional material entirely on their own time, without the instruction or not commissioned by the university and without the use of the university's facilities or equipment, the IP rights remain with the author/s and the university

rights are limited to free (no cost) use in teaching, research, extension, etc. in perpetuity (University IP Policy, 2008).

- 3) The authors may not use the materials for commercial purposes — for instance, sell the instructional materials to students enrolled in the course. However, if it has been fully developed into a textbook (even in electronic form) and made to be commercialized, revenue must be shared by the author and the university. Based on the SLSU IP Policy, revenues generated from IPs (even without copyright) shall be shared in the following proportion: 60 percent for SLSU and 40 percent for researcher-inventors.

## **b. Information Sources of the Material**

The instructional material created in the university must be original and a result of the author's intellectual effort, experience, reading and study, critical analysis, and synthesis. The ITTSO shall assist in subjecting all instructional materials to originality tests or plagiarism checks. The material must obtain a similarity score of 10% or less to be approved for use.

- 1) **The number of Work Citations.** Each module should at least cite five authors/works or more. Authors and works should be cited using the APA (American Psychological Association) 7th edition format. Hence, faculty members should include an in-text citation and a reference list in each learning module. They must discern literature to be used in the module, considering the credibility and validity of the information used.
- 2) **Use of Printed and Electronic Text-based Materials.** In copying materials for educational purposes, the rule of thumb is that copying must not result in replacements or substitutes for the purchase of books, reprints, periodicals, tests, workbooks, compilations, or creative works. The following guidelines for the copying of works for instructional materials are adapted and lifted from

the Library of Congress' *Reproduction of Copyrighted Works by Educators and Librarians*.

The following will be considered 'Permissible Copying' under the Fair Use Principle for the instructional materials:

- 1) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
- 2) Prose: (a) Either a complete article, story, or essay of fewer than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.
- 3) Illustration: One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue. The instructor or author may use a photograph or illustration in its entirety but no more than five (5) images by an artist or photographer may be reproduced or otherwise incorporated as part of the instructional material. Moreover, the images must still be cited using the APA citation style.
- 4) Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term

Notwithstanding any of the above, the following shall be considered 'Prohibited Copying':

- 1) Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
- 2) There shall be no copying of or from works intended to be "consumable" in studying or teaching. These

include workbooks, exercises, standardized tests, test booklets, answer sheets, and the like.

**3) Copying shall not:**

- a) Be a substitute for the purchase of books, publisher's reprints, or periodicals;
- b) Be directed by higher authority; and,
- c) Be repeated with respect to the same item by the same teacher from term to term unless the authors have sought the original authors' permission and have informed them that the particular material will be used as part of the curriculum.

**c. Use of Music and Multimedia.** The following are guidelines for using and creating music and other multimedia projects in the instructional materials:

- 1) Authors or instructors may incorporate portions of lawfully acquired copyrighted works (music and video) when producing their educational multimedia projects or instructional materials. They must always cite and credit using the APA citation style the music and video clips used. Hence, copying of all multimedia must be done with the inclusion of the copyright notice.**
- 2) Instructors may upload lawfully acquired copyrighted works in a network or system for only 15 days after its first real-time remote use in the course of instruction or 15 days after its assignment for directed self-study. They should advise students not to make their copies of the educational multimedia project. However, if the multimedia is available on multimedia sites for free, the instructor may direct the students to the original publication site.**
- 3) In making their educational multimedia, the instructors or authors may use a photograph or**

illustration in its entirety, but no more than five (5) images by an artist or photographer, and may be reproduced or otherwise incorporated as part of an educational multimedia project. Moreover, they must still cite the images using the APA citation style.

## **6. Production, Distribution, Commercialization, and Marketing**

If the work in which copyright and other IP registration subsist is financed in full or in part by the college, or if the work is commissioned by the college, the work shall be submitted to the Vice President for REPDI, ITSSO Director, Production Services Director, and the Intellectual Property Committee. These parties shall review and evaluate the work and shall determine the manner of production, marketing, and utilization of the work. They shall communicate the result of the review and evaluation to the originators.

### **a. Faculty and staff incentives for granted Intellectual Property Applications**

To motivate researchers in the SLSU, there are categories of privileges and incentives: 1) funding support and consultations for the IP Application; 2) royalties from income-generating research or projects subject to existing University Policies on Intellectual Property Rights; 3) credit for performance and NBC evaluation; and, 4) monetary incentives. SLSU shall give an amount of PHP 10,000 for every patent and PHP 5,000 for every utility model approved, respectively. Based on the SLSU Technology Transfer Protocol, an additional incentive of PHP 80,000.00 shall be given to each technology (utility model, patent, or industrial design) adopted for commercialization (licensing, outright sale, or spin-offs). The respective amounts will be prorated among all authors. Only authors who are organic to SLSU and who have provided the necessary documents for application are entitled to the incentives. They must submit a copy of the patent/utility model certificate prior to the payment of the monetary incentive.

### **b. Royalty from Copyrighted Works and Inventions**

The owners of the copyright (originators, SLSU, and other collaborators) shall share with the royalty derived from

inventions and copyrightable works, subject to the following guidelines unless there is an expressed agreement to the contrary:

- 1) The share of the party who undertakes the production, distribution, and marketing of the work shall neither be less than twenty percent (20%) nor more than eighty percent (80%), depending on the assistance extended by the college or unit to the creator/s.
- 2) If the sharing is based on net income, the share of creator/s shall not be less than eighty percent (80%), depending on the assistance extended by the college or unit to the creator/s.

If the work is produced in an institute, center, or unit attached to an academic unit, both shall share the royalty allotted to the university.

The share in the royalty of an external agency that is co-owner of the intellectual property, pursuant to these rules, shall be subject to the policies of both the college and the external agency concerned. It shall neither be less than twenty percent (20%) nor more than eighty percent (80%) depending on the following:

- 1) The nature and type of invention or percent contributed work; and,
- 2) The extent of assistance or contribution of the SLSU and /or outside entity.

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# Research, Extension, Production, Development, & Innovation

**ANNEXES OF THE  
MANUAL OF OPERATIONS  
(2021 Revision)**

**OFFICE OF RESEARCH SERVICES:  
FORMS AND TEMPLATES**

<b>Annex Code</b>	<b>Document Title</b>
A.1	ORS Form A: Capsule R&D Proposal
A.2	ORS Form B: Detailed R&D Proposal
A.3	ORS Form B-1: Executive Summary
A.4	ORS Form B-2: Workplan
A.5	ORS Form B-3: Project Line-Item Budget (LIB)
A.6	ORS Form B-4: Logical Framework
A.7	ORS Form C: List of Personnel Involved
A.8	ORS Form D: Criteria for Research Proposal Evaluation
A.9	ORS Form E: Action Sheet
A.10	ORS Form F-1: Letter of Acceptance
A.11	ORS Form F-2: Letter of Acceptance
A.12	Research Contract Pro-Forma
A.13	Notice to Proceed and Acceptance of Notice
A.14	Research Grant
A.15	Project Monitoring and Evaluation Form
A.16	ORS Form H: Quarterly Progress Report
A.17	ORS Form IA: Terminal Report ORS Form IB: Terminal Report (Narrative)
A.18	Article Format: Guide to Authors
A.19	Research involvement based on the nature of work and workload credits
A.20	Requirements in availing financial assistance for oral presentation and publication
A.21	Thesis Format
A.22	Certificate of Registration: ORS Logo
A.23	ORS Form G-1: Waiver (R&D Research Proposal)
A.24	ORS Form G-2: Waive (Ongoing R&D Project)



## SOUTHERN LUZON STATE UNIVERSITY

Lucban, Quezon

### OFFICE OF RESEARCH SERVICES

#### ORS Form A CAPSULE R&D PROPOSAL

##### **PROJECT PROFILE**

Project Title:

Project Proponent/s:

College/Campus/Unit:

Telephone/Email:

Duration (in months)/Date:

##### **COOPERATING AGENCY/IES (If any)**

##### **SITE(S) OF IMPLEMENTATION** (Municipality / District / Province / Region)

Base Station:

Other Implementation Sites:

##### **R&D PRIORITY AREA & PROGRAM (Based on Harmonized National R&D Agenda (HNRDA) 2020-2022)**

(Please see attached)

##### **PROJECT SUMMARY** (not to exceed three (3) pages)

**Objectives:**

**Methodology:**

**Target Accomplishments:**

**Expected Outputs (6Ps):**

**Significance/Impact to knowledge advancement and to the society:**

##### **IMPLEMENTING SCHEDULE**

Duration in months:

Planned Start Date (Month / Year):

Planned Completion date (Month / Year):

##### **BUDGET BY SOURCE** (include Counterpart Funds)

SOURCE OF FUND	PS	MOOE	EO	TOTAL
Year 1				
Source				
Year n				
Source 1				
<b>TOTAL</b>				

**SOUTHERN LUZON STATE UNIVERSITY**

Lucban, Quezon

**OFFICE OF RESEARCH SERVICES****ORS Form A  
CAPSULE R&D PROPOSAL****OTHER ONGOING PROJECTS BEING HANDLED BY THE PROJECT LEADER:** \_\_\_\_\_  
(number)

<b>Title of the Project</b>	<b>Funding Agency</b>	<b>Involvement in the Project</b>

	<b>SUBMITTED BY (Project Leader)</b>	<b>ENDORSED BY (Dean/Director of College or Campus)</b>
Signature		
Printed Name		
Designation/Title		
Date		

*Adapted from DOST Form 1B 2019*



## SOUTHERN LUZON STATE UNIVERSITY

Lucban, Quezon

### OFFICE OF RESEARCH SERVICES

#### ORS Form B DETAILED R&D PROPOSAL

**Project Title:**

**Project Leader:**

**Members:**

**College/Campus/Unit:**

**Telephone/Email:**

**Duration:**

**Category:**

- Natural Sciences
- Social Sciences
- Development

**R&D Priority Area & Program**  
**(Based on HNRDA 2020-2022)**  
**(Please see attached)**

#### I. RATIONALE (one page)

#### II. OBJECTIVES

#### III. REVIEW OF LITERATURE (three pages)

#### IV. CONCEPTUAL FRAMEWORK

#### V. METHODOLOGY

*Workplan (ORS Form B-2)*

#### VI. EXPECTED OUTPUT

*6 P's Metrics*

#### VII. TARGET BENEFICIARIES

#### VIII. PERSONNEL REQUIREMENT

#### IX. BUDGETARY REQUIREMENTS

*Project Line-Item Budget (ORS Form B-3)*

#### X. LOGICAL FRAMEWORK (ORS Form B-4)

#### XI. LITERATURE CITED



**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

**OFFICE OF RESEARCH SERVICES**

**ORS Form B-1  
EXECUTIVE SUMMARY**

**Project Title:** \_\_\_\_\_  
\_\_\_\_\_

**Implementing  
College/Campus/Unit:** \_\_\_\_\_

**Project Leader:** \_\_\_\_\_

**Members:** \_\_\_\_\_  
\_\_\_\_\_

**Duration:** \_\_\_\_\_

**Budget Requirement:** \_\_\_\_\_

**Goal:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXECUTIVE SUMMARY**



SOUTHERN LUZON STATE UNIVERSITY  
Lucban, Quezon

OFFICE OF RESEARCH SERVICES

ORS Form B-2  
WORKPLAN

Project Title:		Planned Start: Month _____ Year _____				Planned End: Month _____ Year _____						
Total Duration (in months): _____												
OBJECTIVES	TARGET ACTIVITIES	TARGET ACCOMPLISHMENTS	Y1			Y2			Y3			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
EXPECTED OUTPUTS (6 Ps)	DETAILS (quantify, if possible)		Y1			Y2			Y3			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Publications												
Patents/IP												
Products												
People Services												
Places and Partnerships												
Policy												

Adapted from DOST Form B (2019)



**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

OFFICE OF RESEARCH SERVICES

**ORS Form B-3  
PROJECT LINE-ITEM BUDGET (LIB)**

Program Title :  
 Project Title :  
 Duration :  
 Program Leader :  
 Project Leader :  
 Projects Members :

EXPENDITURES	Year 1				Year 2				Year 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>I. Personal Services</b>												
N/A												
<b>Sub-total for PS</b>												
<b>II. Maintenance and Other Operating Expenses (MOOE)</b>												
Traveling Expenses												
Communication Expenses												
Postage and deliveries												
Telephone												
Internet , etc.												
Repairs and Maintenance of Facilities												
Office Buildings, Equipment, Furniture and Fixtures, etc.												
Equipment and software, Machineries and Equipment, etc.												
Repairs and Maintenance of Vehicles												
Transportation and Delivery Expenses												
Supplies and Materials Expenses												
Office Supplies Expenses, Gasoline, Oil and Lubricant Expenses, etc.												
Agricultural Supplies Expenses Expenses, etc.												
Utility Expenses												
Water, Electricity, Cooking Fuel Expenses												
Printing and Binding Expenses												
Rent Expenses												
Representation Expenses (food for meetings, etc.)												
Subscription Expenses												
Survey Expenses												
Professional Services (analysis, tests, etc.)												
<b>Sub-total for MOOE</b>												
<b>III. Equipment Outlay</b>												
<b>Sub-total for EO</b>												
<b>GRAND TOTAL</b>												

Prepared by:

\_\_\_\_\_  
Project Leader

PRE-RES-1.01A7, Rev.0

*Note: Fill up only those items that apply to your research project.*



SOUTHERN LUZON STATE UNIVERSITY

Lucban, Quezon

OFFICE OF RESEARCH SERVICES

**ORS Form B-4  
LOGICAL FRAMEWORK**

<b>Research Project Title:</b>		<b>Proponent/s:</b>	
<b>Summary Narrative</b>	<b>Objectively Verifiable Indicators (OVIs)</b>	<b>Means of Verification</b>	<b>Important Assumptions</b>
<b>GOAL (Long-term Outcome)</b>			
<b>OUTCOME (Intermediate Outcomes)</b>			
<b>OUTPUTS</b>			
<b><u>Activities</u></b>		<b><u>Inputs</u></b>	<b><u>Preconditions</u></b>

Telefax: (042) 540-8506

email: [researcherser@slsu.edu.ph](mailto:researcherser@slsu.edu.ph)

website: [www.slsu.edu.ph](http://www.slsu.edu.ph)



## SOUTHERN LUZON STATE UNIVERSITY

Lucban, Quezon

### OFFICE OF RESEARCH SERVICES

#### ORS Form C LIST OF PERSONNEL INVOLVED

Project Title					Project Leader		
Personnel/Gender	Designation		Remuneration		Percent Time		Highest Educational Attainment/Discipline (Field of Specialization)
	In Office	For this Project	In Office (Salary)	For this Project	This Project	Other Project	

Adapted from DOST Form J (2019)

Certified Correct:

---

Project Leader

PRE-RES-1.01A9, Rev.0



# SOUTHERN LUZON STATE UNIVERSITY

Lucban, Quezon

## OFFICE OF RESEARCH SERVICES

### ORS Form D

### CRITERIA FOR RESEARCH PROPOSAL EVALUATION

**Project Title:**

---



---

**Project Leader:**

**Members:**

---



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CRITERIA	MAXIMUM POINTS	RATING (%)
1. Content a. Relevance to HRDA (national/development) b. Contribution to knowledge/S&T advancement	20 20	
2. Pre-screening Criteria	30	
3. Action Sheet a. Comments/Suggestions addressed	15	
4. Write-up a. Clarity and style b. Cogency and logic	10 5	
<b>TOTAL</b>	<b>100</b>	

*Adapted from In-house Criteria for Research Evaluation*

Rated by:

---

Consolidated by:

\_\_\_\_\_  
ORS Staff

Checked and Reviewed by:

\_\_\_\_\_  
Director, ORS



**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

**OFFICE OF RESEARCH SERVICES**

**ORS Form E  
ACTION SHEET**

**Project Title:** \_\_\_\_\_  
\_\_\_\_\_

**Project Leader:** \_\_\_\_\_

**Members:** \_\_\_\_\_  
\_\_\_\_\_

**Duration:** \_\_\_\_\_

**College/Campus:** \_\_\_\_\_

**Budget Requested:** \_\_\_\_\_

<b>COMMENTS/QUESTIONS/ RECOMMENDATIONS</b>	<b>ACTION TAKEN</b>
<b>Title</b>	
<b>Objectives</b>	
<b>Review of Literature</b>	
<b>Conceptual Framework</b>	
<b>Methodology</b> <i>Workplan (ORS Form No. 2-B)</i>	
<b>Budgetary Requirements</b> <i>Line-Item Budget (ORS Form No. 2-C)</i>	
<b>Attachments:</b> <i>Logical Framework (ORS Form No. 2-D)</i>	
<b>Others:</b>	



**SOUTHERN LUZON STATE UNIVERSITY**

Lucban, Quezon

ORS-2020-002

OFFICE OF RESEARCH SERVICES

**ORS Form E  
ACTION SHEET**

Received: \_\_\_\_\_ Date: \_\_\_\_\_



## SOUTHERN LUZON STATE UNIVERSITY

Lucban, Quezon

OFFICE OF RESEARCH SERVICES

### ORS Form F-1 LETTER OF ACCEPTANCE

Date \_\_\_\_\_

#### PROPOSER

Project Leader

College of \_\_\_\_\_

SLSU, Lucban, Quezon

Dear \_\_\_\_\_:

This has reference to your research proposal entitled

After the conduct of thorough screening, we are glad to inform you that your proposal is finally **accepted for Research and Extension Council approval**. However, its endorsement for funding is **pending** until the following matters are satisfied:

- Revised Proposal
- Executive Summary
- Logical Framework
- Work Plan
- Line-Item Budget
- Compliance with Anti-Plagiarism Check Result
- Others: \_\_\_\_\_

Further, you are hereby requested to forward **both the electronic and printed format** of the files for submission.

We thank you in anticipation of your prompt compliance.

Very truly yours,

---

Director, Office of Research Services

Noted:

---

Vice President, PREPD



## SOUTHERN LUZON STATE UNIVERSITY

Lucban, Quezon

OFFICE OF RESEARCH SERVICES

### ORS Form F-2 LETTER OF ACCEPTANCE

Date \_\_\_\_\_

#### **PROPOSER**

Project Leader \_\_\_\_\_

College of \_\_\_\_\_

SLSU, Lucban, Quezon

Dear \_\_\_\_\_:

This has reference to your research proposal entitled \_\_\_\_\_.

After the conduct of thorough screening, we are glad to inform you that your proposal is finally **accepted for Research and Extension Council approval**. We appreciate the efforts you rendered to completely satisfy the documentations being required from your end.

Please be assured that we shall keep you posted with the updates on the funding approval of your proposal.

Thank you very much.

Very truly yours,

---

Director, Office of Research Services

Noted:

---

Vice President, PREPD

## RESEARCH CONTRACT

KNOW ALL MEN BY THESE PRESENTS:

This Contract made and entered into by and among:

**SOUTHERN LUZON STATE UNIVERSITY (SLSU)**, a state university organized and existing by virtue of Republic Act (R.A.) No. 9395, with principal office address in Quezon Ave., Barangay Kulapi, Lucban, Quezon, represented by its University President, **DORACIE B. ZOLETANANTES, PhD.**, and herein referred to as the "**SLSU**";

- and -

all of legal age, Filipinos, hereinafter referred to as the "**RESEARCHERS**".

### WITNESSETH THAT:

**WHEREAS**, the SLSU, pursuant to one of its functions as a government educational institution, is mandated to provide financial assistance to support research and development initiatives that shall contribute to the institutional, economic, and industrial developments of the SLSU and the country;

**WHEREAS**, the purpose, objectives, and significance of the Program/Project to be undertaken, under this Contract, are in line with the SLSU's research thrusts and priorities;

**WHEREAS**, the Program/Project under this Contract has been thoroughly screened by the Institutional Research Evaluation Committee, evaluated by the Agency In-House Review panel members, endorsed by the Research and Extension Council, and approved by the SLSU Board of Regents by virtue of BOR Resolution No. \_\_\_\_\_, series of \_\_\_\_\_;

**WHEREAS**, the RESEARCHERS possess the education, technical expertise, and experience to undertake a research and development project, and are willing to provide the relevant services to SLSU;

**WHEREAS**, \_\_\_\_\_ shall be the Project Leader while \_\_\_\_\_ and \_\_\_\_\_ are the members of this research;

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the parties hereto agree to enter into this Contract under the following terms and conditions:

**Article 1**  
**TITLE OF RESEARCH**

The program/project, herein referred to as **RESEARCH**, shall be known as  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**Article 2**  
**RESEARCH**

- 2.1. Basis for Implementation** – SLSU shall strictly implement the project in accordance with the approved research proposal more particularly described in the attached Annex "A", made as an integral part hereof.
- 2.2. Modifications** – No modification of the research proposal or any deviation in the implementation thereof shall be allowed without the written consent of the SLSU.
- 2.3. Research work plan** – The schedule for the implementation of the project shall be set forth in the work plan attached hereto as Annex "B", which shall form as an integral part hereof. Delay or deviation in the implementation of the project shall not be allowed without the written consent of SLSU.
- 2.4. Research Duration** – This Contract contemplates a total project completion time of \_\_\_\_\_ and shall start upon receipt of the Notice to Proceed.

**Article 3**  
**OBLIGATIONS OF THE SLSU**

**SLSU** shall:

- 3.1.** Provide the necessary funds for the research project specified herein amounting to \_\_\_\_\_ Pesos (P\_\_\_\_\_\_). The grant shall be expended as allocated in the Program/Project's Line-Item Budget made part hereof as Annex "C". The release of fund, however, is dependent on the amount of expenditures stated in the work plan and upon RESEARCHERS' proper compliance with the procedures set forth by SLSU.
- 3.2** Approve the liquidation of funds by the RESEARCHERS upon the recommending approval of both the Director of the Office of Research Services (ORS) and the Vice President for Research, Extension, Production, Development, and Innovation (VP-REPDI).

- 3.3. Entitle RESEARCHERS to workload credits depending on their type of research involvement as stipulated in the Research, Extension, Production, Development, and Innovation (REPDI) Manual of Operations.
- 3.4. Release cash incentive in the amount of TEN THOUSAND PESOS (₱10,000.00) to the RESEARCHERS upon submission of the RESEARCH's Terminal Report and presentation of the same in the Agency In-House Review. It shall be granted in accordance with the existing government accounting and auditing rules and regulations.

#### **Article 4** **OBLIGATIONS OF THE RESEARCHERS**

**RESEARCHERS** shall:

- 4.1. Implement their research upon receipt of the Notice to Proceed issued by the Director of the ORS, otherwise, non-compliance to this shall be sufficient ground for cancellation of the research contract;
- 4.2. Exert all efforts to attain the Program/Project objectives during the entire duration of this contract as specified in the approved research proposal;
- 4.3. Submit Progress Reports religiously on the date to be set by the ORS and in accordance with the prescribed format indicated in the Research Manual of Operations;
- 4.4. Finish the RESEARCH strictly in accordance with the approved research duration specified herein;
- 4.5. Submit the Terminal Report not later than three months after the end date specified in the work plan using the prescribed format indicated in the existing Research Manual of Operations;
- 4.6. Present the research output in the Agency In-House Review and other local, regional, national, or international research forums;
- 4.7. Submit papers for publication in SIYASIG research journal or other refereed or reputable journals or scientific publications;
- 4.8. Prohibited to accept any fellowship, scholarship, or training grant, or to leave their respective station for more than fifteen (15) consecutive days during the whole research duration without notifying the ORS and designating a replacement in their absence.

**Article 5**  
**FUNDING, FINANCIAL RECORDS AND REPORTS**

- 5.1. Funding** – The SLSU shall provide the necessary funds for the research project.
- 5.2. Accounting and Auditing Standards** – All fund releases of the project shall be subject to existing standards of accounting and auditing laws, rules, and regulations of the government.
- 5.3. Schedule of fund releases** – The budget for the project shall be subject to existing standards of accounting and auditing laws, rules, and regulations of the government.
- 5.4. Fund Disbursement and Utilization** – The RESEARCHERS shall be responsible and accountable for the direct disbursement of the funds in the course of implementation of the research project. Any unutilized amount, if any, after the completion of the project shall be returned to SLSU with appropriate financial documents. Further, all non-expandable materials and properties purchased out of funds granted by the SLSU for the projects shall exclusively belong to the SLSU.
- 5.5. Forms and documents for reports** – The RESEARCHERS shall prepare from time to time the documents that may be required by the SLSU for monitoring and record-keeping purposes and in compliance with government auditing rules and regulations;
- 5.6. Financial Records** – The RESEARCHERS shall account for funds provided under this Contract and shall keep and maintain financial records in accordance with accepted standards, principles, and practices in accounting;
- 5.7. Withholding of fund releases** – The SLSU shall have the right to withhold fund releases to RESEARCHERS on the below-enumerated reasons:
  - 5.7.1.** Substantial negative variance between the actual accomplishments vis-à-vis the planned research cum extension work;
  - 5.7.2.** Unauthorized delay or deviations in the implementation of project; or
  - 5.7.3.** Any other grounds analogous to the foregoing.

**Article 6**  
**RESEARCH PROJECT MANAGEMENT AND IMPLEMENTATION**

The RESEARCHERS shall be responsible for the orderly, systematic, and timely implementation of the project based on the Proposal and shall provide an adequate and efficient administrative support and management system necessary for its implementation.

**Article 7**  
**COMPLETION OF THE RESEARCH PROJECT**

- 7.1.** The Program/Project shall be completed according to the research duration stated in the work plan and as mentioned herein.
- 7.2.** Should a project extension and or realignment of funds be deemed necessary, the RESEARCHERS shall inform the ORS and request for the approval of SLSU.
- 7.3.** As stipulated in the existing Research Manual of Operation, failure to complete the project according to the approved research duration, unless explicitly allowed by the University President, shall be construed as a violation of this Contract; hence, the RESEARCHERS shall jointly refund the entire utilized amount through salary deductions at 5% interest per term.

**Article 8**  
**INTELLECTUAL PROPERTY RIGHTS**

- 8.1.** **Intellectual Property Rights** – All data gathered in the course of and as a result in the implementation of the project such as but not limited to reports, articles, research papers, data banks, tri-media presentations including project outputs, discoveries, inventions as well as the income derived therefrom, shall be subjected to the **SLSU Intellectual Property Policy** and other existing laws governing intellectual property rights and ownership.
- 8.2.** A deed of assignment shall be executed in favor of SLSU to assign the intellectual property rights for the inventions or technologies developed based on the research project.
- 8.3.** Any information or details of the research project, including the trade secret, shall not be disclosed without the prior written consent of SLSU.

**Article 9**  
**BREACH OF CONTRACT**

- 9.1.** The Contract can be pre-terminated by the SLSU if in its judgment the RESARCHERS is not complying with the terms and conditions of this Contract.
- 9.2.** The RESEARCHERS cannot pre-terminate this contract, except in fortuitous events, without the approval of the SLSU, otherwise the RESEARCHERS shall be liable for the damages for breach of contract.
- 9.3.** **Amicable Settlement** – In case of breach of contract or when disagreement arises in the interpretation or implementation of the terms and conditions of this Contract, both parties shall endeavor to settle the matter amicably in the following manner:

Page 5 of 8  
Research Contract  
SLSU and \_\_\_\_\_ et.al.,  
"Research Project title"

- 9.3.1.** A notice in writing shall be sent by the concerned party to the other party stating therein the basis of the breach or disagreement;
- 9.2.2.** The parties shall thereafter set a meeting/s for settling the matter amicably; and
- 9.2.3.** All agreements shall be reduced in writing and signed by the parties.
- 9.4. Administrative Remedy** – If no amicable settlement is reached despite diligent efforts, any breach resulting therefrom shall be a ground for revocation of this Contract, without prejudice to any administrative remedies that may be resorted to by the parties.

#### **Article 10 FINAL PROVISION**

**Effectivity** – This Contract shall take effect after the same is duly signed and notarized and shall be valid until the research duration specified herein is completed, unless sooner terminated by SLSU.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and affixed their signatures this \_\_\_\_\_ at \_\_\_\_\_.

**SOUTHERN LUZON STATE UNIVERSITY**  
“SLSU”

“RESEARCHERS”

By:

By:

**DORACIE B. ZOLETA-NANTES, PhD.**  
University President

\_\_\_\_\_  
Project Leader

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Signed in the presence of:

\_\_\_\_\_  
VP-REPDI

\_\_\_\_\_  
Director, ORS

Page 6 of 8  
Research Contract  
SLSU and \_\_\_\_\_ et.al.,  
“Research Project title”

## ACKNOWLEDGMENT

Republic of the Philippines )  
\_\_\_\_\_  
\_\_\_\_\_  
) S.S  
)

Before me, Notary Public for and in \_\_\_\_\_, Philippines, this \_\_\_\_\_ day of  
\_\_\_\_\_, 2021, personally appeared:

**DORACIE B. ZOLETA-NANTES**, with government issued ID No.  
X01-99-047539 issued by Land Transportation Office valid until 09-09-2022 and Community Tax Certificate No. 00249669 issued on January 13, 2021 at Lucban, Quezon.

ID/Passport No. \_\_\_\_\_, with government issued by \_\_\_\_\_  
on \_\_\_\_\_.

ID/Passport No. \_\_\_\_\_, with government issued by \_\_\_\_\_  
on \_\_\_\_\_.

ID/Passport No. \_\_\_\_\_, with government issued by \_\_\_\_\_  
on \_\_\_\_\_.

ID/Passport No. \_\_\_\_\_, with government issued by \_\_\_\_\_  
on \_\_\_\_\_.

ID/Passport No. \_\_\_\_\_, with government issued by \_\_\_\_\_  
on \_\_\_\_\_.

all known to me to be the same persons who executed the foregoing Contract consisting of eight pages, including the page on which this Acknowledgment is written, duly signed by them, and by their two instrumental witnesses and they acknowledged the same to be their own, free and voluntary act and deed.

WITNESS MY HAND AND SEAL on this \_\_\_\_\_ at  
\_\_\_\_\_.

Notary Public for \_\_\_\_\_  
Office Address \_\_\_\_\_  
Appointment No. \_\_\_\_\_ Until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_  
IBP No. \_\_\_\_\_  
Serial No. Of Commission \_\_\_\_\_

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 2021.



## SOUTHERN LUZON STATE UNIVERSITY

Lucban, Quezon

### OFFICE OF RESEARCH SERVICES

#### NOTICE TO PROCEED

Institutional Research (IR) Code Number	
Institutional Research Title	
Name of Proponent/s	
College/Campus	
Date	

Dear \_\_\_\_\_ :

**Congratulations!** This is to officially inform you of the approval of the above research proposal entitled “ \_\_\_\_\_ ” with funding support from the Southern Luzon State University amounting to Php - \_\_\_\_\_. The approved amount shall be used for the implementation of the project until completion. This serves as an official **NOTICE TO PROCEED** with an approved duration to be fully completed within the contract time frame. Please find three (3) copies of the **Research Contract** for your signature. Thereafter, please return all the copies of the executed Agreement to the Office of Research Services. Following the execution of the Agreement, one (1) original signed copy shall be returned to you for your records.

We look forward to working with you and feel certain that this will be a successful project.

Very truly yours,

---

\_\_\_\_\_  
Director, Research Services

Noted by:

---

\_\_\_\_\_  
VP – PREPD



SOUTHERN LUZON STATE UNIVERSITY

Lucban, Quezon

OFFICE OF RESEARCH SERVICES

### ACCEPTANCE OF NOTICE

Receipt of the **Research Grant Certificate** is hereby acknowledged this \_\_\_\_\_ day of \_\_\_\_\_, AY: \_\_\_\_\_.

Institutional Research (IR) Code Number:	
Institutional Research Title:	
Name of Project Leader:	
	Signature over printed name
College/Campus:	

Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

awards this

**RESEARCH GRANT**

amounting to \_\_\_\_\_ Pesos

(P \_\_\_\_\_)

to

\_\_\_\_\_ (Project Leader)

for his R & D project entitled:

**"Research Project Title"**

With the following corresponding responsibilities:

- That the definite time frame set for the completion of the project be strictly observed;
- That the grant be utilized with utmost prudence strictly for the research project and its concomitant expenditures; and,
- That research output be duly presented for possible utilization and/ or commercialization as property of the University.

Given this \_\_\_\_\_ day of \_\_\_\_\_ held at the \_\_\_\_\_

,  
Southern Luzon State University, Lucban, Quezon

\_\_\_\_\_  
University President



# SOUTHERN LUZON STATE UNIVERSITY

Lucban, Quezon

## OFFICE OF RESEARCH SERVICES

### PROJECT MONITORING AND EVALUATION FORM

Project Title:

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Proponent

---

Lead Agency

---

Proposed Date of Project Implementation:

---

Actual Date of Implementation:

---

CRITERIA	YES	NO	REMARKS
1. Did the different activities conduct lead to the attainment of objectives?			
2. Were the activities done as scheduled?			
3. Are the data gathered systematically?			
4. Are the data filed systematically? Are the data filed permanently? Are the data easily retrievable?			
5. Is the project implemented in the recommended/ proposed location(s)?			
6. Is the proposed research design followed? <ul style="list-style-type: none"><li>• Sampling Design</li><li>• Number of Replications</li><li>• Statistical Analysis</li><li>• Method</li></ul>			
7. Are the equipment/ supplies purchased following the approved work and resource plan and budget?			
8. Are the project outputs made/ accomplished?			
9. Were there modifications made in any aspect of the project?			
10. What is the percentage of project accomplishment?			
11. Suggestions to solve the problem			



SOUTHERN LUZON STATE UNIVERSITY

Lucban, Quezon

DRS-2020-002

OFFICE OF RESEARCH SERVICES

## PROJECT MONITORING AND EVALUATION FORM

Evaluated by:

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Chairperson, PMET

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Date

|



**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

OFFICE OF RESEARCH SERVICES

**ORS Form H**  
**QUARTERLY PROGRESS REPORT**  
For the Period \_\_\_\_\_

Project Title:  
Project Leader:  
College/Campus/Unit:

OBJECTIVES	TARGET ACTIVITIES	ACTUAL ACCOMPLISHMENTS	PERCENTAGE ACCOMPLISHMENTS		PROJECT EXPENDITURES FOR THE PERIOD	REMARKS
			For the Period	Cumulative (From Start)		

EXPECTED OUTPUTS (6Ps)	ACTUAL OUTPUTS	PERCENTAGE ACCOMPLISHMENTS		PROJECT EXPENDITURES FOR THE PERIOD	REMARKS
		For the Period	Cumulative (From Start)		
Publications					
Patents/IP					
Products					
People Services					
Partnerships					
Policy					

Adapted from DOST Form D (2019)

Prepared by:

\_\_\_\_\_  
Project Leader

**SOUTHERN LUZON STATE UNIVERSITY**

Lucban, Quezon

**OFFICE OF RESEARCH SERVICES****ORS Form IA  
TERMINAL REPORT****PROGRAM PROFILE**

Program Title:

Project Title:

Project Proponent/s:

College/Campus/Unit:

Telephone/Email:

Duration (in months)/Period Covered:

**COOPERATING AGENCY/IES (If any)****SITE(S) OF IMPLEMENTATION (Municipality / District / Province / Region)**

Base Station:

Other Implementation Sites:

**Actual Duration****Completion Date****Accomplishments**

OBJECTIVES	TARGET ACCOPLISHMENTS	ACTUAL ACCOPLISHMENTS

**Expected Outputs / 6Ps**

Publications		
Patents/IP		
Products		
People Services		
Partnerships		
Policy		

**Problems/Concerns****Suggested solutions to the above concerns****Publications, report on proceeding/activities and other publishable reports**



# SOUTHERN LUZON STATE UNIVERSITY

Lucban, Quezon

## OFFICE OF RESEARCH SERVICES

### ORS Form IA TERMINAL REPORT

**I. General Instruction:** Submit six (3) copies of this form together with the Semi-Annual Financial Report, to be prepared for each project and for the whole Program. Please use Arial typeface, 10 points.

**II. Operational Definition of Terms:**

**1. Program-** refers to a group of interrelated or complementing S&T projects that require an interdisciplinary or multidisciplinary approach to meet established goal(s) within a specific time frame.

**Project-** refers to the basic unit in the investigation of specific S&T problem/s with predetermined objective/s to be accomplished within a specific time frame.

**Title-** the identification of the Program and the component project.

**Project Leader-** refers to the person who plans, organizes and supervises the overall activities of a project.

**College/Campus/Unit** - the station of the Project Leader/Proponent

**2. Cooperating Agency/ies** - refers to the agency/ies that support/s the project by participating in its implementation as collaborator, co-grantor, committed adopter of resulting technology, or potential investor in technology development.

**3. Site/s of Implementation-** location/s where the project will be conducted. Indicate municipality, district, province, and region.

**4. Actual Duration-** number of months the project was implemented.

**5. Completion Date-** refers to the date when the project was completed.

**6. Target Accomplishments-** measurable and positive results of completing project activities.

**7. Expected Outputs-** deliverables of the project based on the 6Ps metrics (Publication, Patent/Intellectual Property, Product, People Service, Partnership, and Policy).

*Publication-* published aspect of the research, or the whole of it, in a scientific journal for peer review.

*Patent/Intellectual Property-* proprietary invention or scientific process for potential future profit.

*Product-* invention with a potential for commercialization.

*People Service-* people or groups of people, who receive technical knowledge and training.

*Partnership-* linkage forged because of the study.

*Policy-* science-based policy crafted and adopted by the government or academe as a



# SOUTHERN LUZON STATE UNIVERSITY

Lucban, Quezon

## OFFICE OF RESEARCH SERVICES

### ORS Form IA TERMINAL REPORT

result of the study.

**8. Problems/Concerns and Suggested Solutions-** obstacles met during project implementation, issues raised during field visits, explanatory notes for deviation in target from accomplishments (administrative or technical), change in date of implementation, etc. and actions to solve the problems/issues.

**9. Publications-** publishable reports, proceedings of activities, etc.

**SOUTHERN LUZON STATE UNIVERSITY**

Lucban, Quezon

**OFFICE OF RESEARCH SERVICES****ORS Form IB  
TERMINAL REPORT (Narrative)**

	<b>Section</b>	<b>Remarks</b>	✓ / x
A.	Preliminary pages		
	1. Title page	Should contain R&D title, names of coordinator/leaders, implementing and funding agencies, and year of TR completion.	
	2. Summary sheet-	Should include title, project leader, implementing and cooperating agencies, duration of the project, source of fund and total budget.	
	3. Acknowledgment	Indicate key persons, institutions and other entities which contributed to the completion of R&D.	
	4. Table of contents	Outline of major topics covered and corresponding pages.	
	5. List of: - tables - figure and graph illustration - acronyms/ abbreviation (if any)		
	6. Abstract-	One-page, single space, not more than 350-word summary encompassing the highlights of results of the program/project.	
B.	Text		
	1. Introduction	Present a clear overview regarding the R&D undertaken, the significance and the objectives of the program/project.	
	2. Review of literature	Cite relevant literatures and other technical works related to the research.	
	3. Scientific basis/Frameworks-	State-of-the-art technology/information from which the project takes off.	
	4. Methodology-	State the procedures involved, the materials used, sampling procedures, statistical analysis, and others including scope and limitations, time (seasonality), and place of study.	
	5. Discussion of Result and Findings-	Present data gathered, analyses and interpretation of results supported by tables, graphs, pictures, maps, etc. Include a comparison of targeted and actual research and development outputs.	

**SOUTHERN LUZON STATE UNIVERSITY**

Lucban, Quezon

**OFFICE OF RESEARCH SERVICES****ORS Form IB  
TERMINAL REPORT (Narrative)**

	6. Summary and Conclusion	Present the results in brief and give the generalization derived from the investigation based on evidence shown.	
	7. Recommendation for future R&D work based on research result	Make use of the following categories/items in presenting the recommendations: <ul style="list-style-type: none"><li>a) Mature technologies for dissemination</li><li>b) Research &amp; development breakthrough</li><li>c) Technologies that need further verification</li><li>d) Result that can be to a formulated solution to a specific problem</li><li>e) Result for policy, planning, formulation and implementation</li></ul>	
	8. Literature Cited	References listed alphabetically by author. Each source shall follow the following format: author, year, title, edition (if source is a book), place of publication, publisher (or name of journal, if article), page number (if it is an article).	
	9. Appendices	Should include: <ul style="list-style-type: none"><li>a) Statistical formula &amp; analysis</li><li>b) Sample questionnaire/survey form/interview schedule</li><li>c) 6P's matrix</li><li>d) Terminal Audited Financial Report</li><li>e) List of Personnel Involved</li><li>f) List of Equipment</li><li>g) Report of Income generated</li><li>h) Publishable reports or scientific publications</li></ul>	
C.	Problems	Cite all technical/administrative problems and recommended solutions.	
D.	Raw Data	Organize raw data to be used on the next projects (to be submitted upon request of funding agency)	

*\*Adapted from DOST-PCAARRD Terminal Report Checklist*



# SIYASIG

The Official Journal of Southern Luzon State University

## Title of the Research Paper (14 Bold)

First Author<sup>1</sup>, Second Author<sup>2</sup>, Third Author<sup>3</sup>(10)

(Department/College, Institutional Affiliation, Name of the Country)<sup>1</sup> (9 Italic)

(Department/College, Institutional Affiliation, Name of the Country)<sup>2</sup> (9 Italic)

(Department/College, Institutional Affiliation, Name of the Country)<sup>3</sup> (9 Italic)

*Corresponding author: e-mail address: abcdefg@hig.edu.com (9)*

## ABSTRACT (11Bold)

The abstract should encapsulate the brief summary of the research article including the corresponding keywords that allows other researchers to search your article. Also, it should capture the general information about your paper in order for your readers to have a clear picture of what your article is all about. It not only provides the general scope of your research but also includes the essential result of your study and the conclusion that can be drawn from the result. The abstract should be 200-300 words. (10 font size)

**Keywords (10 Bold)** - This part of your paper should provide at least a maximum of six key words arranged in alphabetical manner and should be separated by comma (10)

## Introduction (11 Bold)

The introduction of your research paper should explain what the research problem is all about which includes discussion of what has been done from previous research in relation to your problem. Likewise, the purpose of why you have conducted your research must be highlighted in this section including the contribution of the article.

Literature citation should follow in-text citation following the 7<sup>th</sup> Edition of the APA Format.

Each paragraph should be intended or aligned to the left. (10)

## Methods (11 Bold)

This part of the research article should have a detailed discussion as regards the procedures that had been followed in order to come up with this study.

If there are several methods that you have utilized in your study, you can separate each of the

following components of your methods by making subsections.

Each subheading should be ***Bold and italicized (10)***.

## Results (11 Bold)

The headings of each table should be bold and should appear centered above the table while captions of figures should appear below the figure itself and must be in lowercase form.

When referring to a figure in your discussion or in the body of text of your paper, it should be abbreviated "Fig." At the same time, figures should be numbered based on how they appear in the text.

Please do not send tables and figures in separate files and should be embedded in the paper itself. (10)

## Conclusion and Recommendations (11 Bold)

This section of the research paper should contain the review of the major points of the research paper based on your objective.

It should also include the limitation of the paper to allow other researchers to look into other possibilities of another research problem.

Furthermore, possible applications and extensions of the study be included as well. (10)

### **Acknowledgement (11 Bold)**

This part of the paper includes those people A, B, or C which the author wishes to thank or those collaborating agencies who provided grants for the realization of your study. (10)

### **References (11 Bold)**

The number of references should be at least 15 references. It should also be as recent as possible from the last five (5) to 10 years. Only those references that can be found on the paper should be included.

The references should follow the current format of the 7<sup>th</sup> Edition of the Publication Manual of the American Psychological Association (APA).

#### ***Journal Article***

Author, A.A., & Author, B.B (Year). Title of the article. Name of the Journal, Volume, Issue, page. DOI or URL if available.

Bird, F. (2020). A defense of objectivity in the social sciences, rightly understood. *Sustainability: Science, Practice and Policy*, 16(1), 83-98.  
<https://doi.org/10.1080/15487733.2020.1785679> (8)

#### ***Book***

Author, A. A., & Author, B.B. (Copyright Year). Title of the Book with Edition). Publisher. DOI or URL if available.

Serafica, J.P.J., Pawilen, G.T., Casilib, B.N., & Alata, E.J.P. (2018). *Science, Technology and Society* (1<sup>st</sup> ed.). Rex Book Store Publishing. (8)

#### ***Web Page***

United Nations Educational, Scientific, and Cultural Organization (2020). Alternative Solutions to School Closure in Arab Countries to Ensuring that Learning Never Stops.  
<https://en.unesco.org/news/alternative-solutions-school-closure-arab-countries-ensuring-learning-never-stops> (8)

#### ***News Article***

Calonzo, A. (2020, October 23). Philippine Covid Cases Drop as Testing Falls Below Target. *Bloomberg*.  
<https://www.bloomberg.com/news/articles/2020-10-23/philippine-covid-cases-drop-as-testing-falls-below-target> (8)

## Research Involvement Based on the Nature of Work and Workload Credits<sup>1</sup>

<b>Research Involvement</b>	<b>Role</b>
Program Leader	One who directly plans, organizes and supervises the overall activities of an R and D program and is directly responsible for the conduct of at least one of the projects under said program
Project Leader	One who directly plans, organizes, supervises and conducts the implementation of a basic unit of investigation of a specific R and D problem
Study Leader	One who supervises and conducts the investigation of a specific R and D problem of a research study under a particular project
Project Staff	Those whose basic functions is to assist or participate in the day-to-day activities in the implementation of an R and D activity

Table 2. Workload Credits\*

<b>Type of Research Involvement</b>	<b>Activity</b>	<b>Credit</b>
Program Leader	Coordination of two or more projects under the program	3
	Coordination of two or more studies under the program	3
	Actual implementation of a study under the project	3
	TOTAL	9 <sup>a</sup>
Project Leader	Coordination of the studies under the project <sup>b</sup>	3
	Implementation of a component study	3
	TOTAL	6
Study Leader/Project Staff	Implementation of one study under the project	3
	TOTAL	3

<sup>1</sup> Adopted from UPLB Research Manual (2008)

\*To earn credit as a program leader, he/she should serve as a project and study leader. In serving as a leader of two projects, he/she will earn additional 2 credits or 3 credits for an additional study or activity. <sup>b</sup>If implemented by more than one study leader

## Requirements in Availing Financial Assistance for Oral Presentation and Publication

---

Office Memo No. 2, Series of 2021

**TO :** All Administrative Council Officials, Research Coordinators,  
Faculty Members, and Non-Teaching Employees

**FROM :**   
**DELIA R. BABILONIA, PhD**  
Director, Research Services

**NOTED :**   
**MARISSA C. ESPERAL, PhD**  
Vice President for Research, Extension, Production,  
Development, and Innovation

**SUBJECT :** Requirements in Availing Financial Assistance for Oral/Poster  
Presentation and Publication

**DATE :** 3 February 2021

---

Based on the provisions in the Manual of Operations for Research, Extension, Production, Development, and Innovation, eligible SLSU researchers are entitled to receive financial assistance for oral/poster presentation and paper publication. To avail the same, the interested faculty member or non-teaching researcher must write a request letter addressed to the Vice President for Research, Extension Production, Development, and Innovation (VP REPDI), through the Director of the Office of Research Services (ORS), as below-formatted:

**MARISSA C. ESPERAL, PhD**  
Vice President for Research, Extension,  
Production, Development, and Innovation  
SLSU, Lucban, Quezon

**THRU:** **DELIA R. BABILONIA, PhD**  
Director, SLSU Office of Research Services

Further, the letter must be noted by the Research Coordinator of the respective college/campus affiliation of the availing researcher, if applicable, and be endorsed by his/her College Dean, Campus Director or Immediate Head, as shown hereunder:

**NOTED:**

(Signature)

**NAME OF RESEARCH COORDINATOR**  
Research Coordinator, CAG

**ENDORSED BY:**

(Signature)



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

**OFFICE OF RESEARCH SERVICES**

---

Moreover, the availing researcher must submit copies of the **required** attachments for the granting of the request, to wit:

1. Certificate of Research Grant (Institutionally/Externally Funded)
2. Research Contract of the approved research
3. Copy of the Research Proposal
4. Copy of the Terminal Report
5. Invitation from the accredited organization
6. Letter of application to the organization
7. Acceptance letter from the organizing body with CHED endorsement based on "Higher Education Act of 1994."
8. Copy of the full paper to be presented
9. Certificate of Originality Report from PPAS

The ORS shall notify the requesting party of its eligibility for appropriate financial assistance once the concerned submitted all the required documents to the office. It shall immediately recommend the approval of the request, **if found eligible**, to the University President through the VP REPDI.

As a matter of reporting, the eligible researcher must submit the following documents **after** his/her oral/poster presentation, viz:

- a. Certificate of Attendance / Participation/ Appreciation
- b. Pictures of presentation
- c. Certificate of Award / Recognition, if any
- d. Photocopy of receipts
- e. Photocopy of approved travel order, if not virtual presentation

On the other hand, if the researcher earned publication assistance, he/she must submit proof of publication, once available, together with the photocopy of receipts.

Your strict compliance with the above-stipulated requisites shall facilitate a systematic means of granting necessary financial assistance to researchers, as well as aid in the efficient documentation of research-related activities.

Widest dissemination of this order is hereby advised.

**TITLE SHOULD BE WRITTEN IN BOLD CAPITAL LETTERS,  
12 FONT, TIMES NEW ROMAN, DOUBLE SPACED,  
INVERTED PYRAMID**

Author 1

Author 2

Author 3

First name, Middle initial, Last Name (Do not use titles)

Southern Luzon State University

College of Allied Medicine

Date

**BIOGRAPHICAL SKETCH**

Name: Juan de la Cruz

Birthdate: January 1, 1950

Birthplace: Lucban, Quezon

Permanent Address: Quezon Avenue, Lucban, Quezon

Contact Number: (042) 540-1000

Email Address: juan dela cruz @yahoo.com

**Educational Background:**

School/University	Inclusive Years	Honor/Award
Mababang Paaralan	1957-1963	Valedictorian
Mataas na Paaralan	1963-1967	Valedictorian
University of the Philippines	1967-1971	Summa Cum Laude

**Academic Affiliations:**

U.P. Alumni Associations

1.75" x 1.75" colored  
picture

**CERTIFICATE OF ORIGINALITY**

I/we hereby affirm that this compliance is my own work and that, to the best of my understanding and certainty, it covers no material previously published by another person nor material to which to a considerable range has been acknowledged for award of any other degree or diploma of a university or other institute of higher learning, except where due credit is made in the text.

I/we also declare that the logical content of this thesis is the product of my/our own effort, even though I/we may have customary assistance from others on style, presentation and semantic expression.

Author 1

Author 2

Author 3

signature of advisee/s over printed name

---

Date

**APPROVAL SHEET**

In partial fulfillment of the requirements for the Degree Bachelor of Science in Nursing, this research paper entitled, **Effect of Alo-Tomato on Scabs**, has been prepared and submitted by **Juan A. De La Cruz**, who is hereby recommended for oral examination.

**JUAN A. DE LA CRUZ**  
Research Adviser

Approved in partial fulfillment of the requirements for the degree, Bachelor of Science in Nursing, by the oral defense examination committee.

**JUANA A. DE LA CRUZ**  
Member

**JUANITA A. DE LA CRUZ**  
Member

**JUANITO A. DE LA CRUZ**  
Chairperson

Accepted in partial fulfillment of the requirements for the **Degree Bachelor of Science in Nursing**.

May 25, 2017  
Date

**JUANCHO A. DE LA CRUZ**

**DEDICATION**

To my Mama and Papa double spaced Times New Roman 12 font

Inverted Pyramid not to exceed one page. Author is

allowed a certain degree of creativity

not to exceed one

page

## **ACKNOWLEDGEMENT**

Third person point of view, maximum of 2 pages, 12 font Times New Roman double spaced

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<b>Unit of Analysis</b>	

**Research Design**

**Procedures/Data Collection**

**Data Analysis**

**Chapter IV Results and Discussions**

**Sub – titles              Degree of Scab Infestation**

**Chapter V Summary, Conclusions and Recommendations**

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## **Abstract**

**Title:**

**Author:**

**Adviser:**

**Objectives, Methods, Conclusions, Possible Implications, (Single Spaced, 150-250 words, single paragraph, no indentation) Keywords are also included**

**Keywords:** (maximum of 5 words, alphabetically arranged, small letter)

## **Chapter 1**

### **INTRODUCTION**

**Background of the Study**

**Objectives of the Study**

**Significance of the Study**

**Scope and Limitation**

**Definition of Terms**

## **Chapter II**

### **REVIEW OF LITERATURE**

{According to variables, based from objectives}

**Theoretical Framework**

**Or**

**Conceptual Framework (paradigm)**

**Hypotheses/Hypothesis (as required)**

## **Chapter III**

### **METHODOLOGY**

**Research Locale**

**Unit of Analysis/Respondents/Treatments**

**Research Design**

**Research Instrument**

**Procedures/Data Collection**

**Data Analysis (as required)**

**Statistical Treatment (as required)**

## **Chapter IV**

### **RESULTS AND DISCUSSION**

**(aside from tables and graphs, include here photo documentation of your results, findings. Be sure each photo has significant contributions to your results/findings)**

## **Chapter V**

### **SUMMARY, CONCLUSION AND RECOMMENDATIONS**

**Summary (scope and objectives of the work, findings (but in subtitle)**

**Findings**

**Conclusions**

**Recommendations**

## **References Cited**

**Note: This should be alphabetically arranged but there's no need to put whether it comes from a book, journal, conference paper, unpublished work or website.**

### **Books**

Russel, D.E. & Norving, P., 2009. *Artificial Intelligence: a modern approach*, 3<sup>rd</sup> ed., Third Avenue, New York, Mcmillan Publishing Co., Inc.

### **Journal**

Knuth, D.E & Moore, R.W., 1975. An Analysis of Alpha-Beta Pruning, *Artificial Intelligence* 6 (4) 293-326.

### **Conference Paper**

Brin, S & Page, L., 1998. The Anatomy of a Large-Scale Hypertextual Web Search Engine. In: *Seventh International Conference on World-Wide Web (WWW 1998)*, April 14-18, Brisbane, Australia, Mcmillan Publishing Co. Inc., Third Avenue, New York

### **Unpublished Work**

**(accepted for publication but not published)**

Creany, N., (in press) *Dummies Guide to Professional Ethics*. O'' Really

**(circulated informally but not published-Lecture Notes)**

Creany, N., 2009. *Lecture Notes on Professional Ethics: [Leaflet]* University of Ulster.

### **Website**

Creany, N., 2008. *Legal Issues for IT Professionals* [Online] (Updated 26 September 2008) Available at: <http://knol.google.com/k/n/-/1hzaxtdr9co9g/7> [Accessed 30 January 2009].

### **Photograph or Artwork**

Creany, C., 1959. *Norman at Four Months* [Photograph] (Norman Creaney's private collection).

Da Vinci, L., 1509. *Mona Lisa*. [Painting] (Louvre, Paris)

### **Article from an Online Periodical**

Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Online

Periodical, volume number (issue number if available). Retrieved from  
<http://www.someaddress.com/full/url/>

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites*, 149. Retrieved from <http://www.alistapart.com/articles/writeliving>

### **An Entry in an Encyclopedia**

Bergmann, P. G. (1993). Relativity. In *The New Encyclopedia Britannica*. (Vol. 26, pp. 501-508). Chicago, IL: Encyclopedia Britannica. Work Discussed in a Secondary Source

### **Dissertation Abstract**

Yoshida, Y. (2001). Essays in urban transportation. *Dissertation Abstracts International*, 62, 7741A. Dissertation, Published

Lastname, F. N. (Year). Title of dissertation (Doctoral dissertation). Retrieved from Name of database. (Accession or Order Number) Dissertation, Unpublished

Lastname, F. N. (Year). Title of dissertation (Unpublished doctoral dissertation). Name of Institution, Location. Government Document

### **Report From a Private Organization**

American Psychiatric Association. (2000). Practice guidelines for the treatment of patients with eating disorders (2nd ed.). Washington, DC: Author. Conference Proceedings

Schnase, J. L., & Cunnias, E. L. (Eds.). (1995). *Proceedings from CSCL '95: The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

### **Interviews, Email, and Other Personal Communication**

No personal communication is included in your reference list; instead, parenthetically cite the communicator's name, the phrase "personal communication," and the date of the communication in your main text only.

(E. Robbins, personal communication, January 4, 2001).

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

### **Motion Picture**

#### **Basic reference list format:**

Producer, P. P. (Producer), & Director, D. D. (Director). (Date of publication). Title of motion picture [Motion picture]. Country of origin: Studio or distributor.

Note: If a movie or video tape is not available in wide distribution, add the following to your citation after the country of origin: (Available from Distributor name, full address and zip code).

## **A Motion Picture or Video Tape with International or National Availability**

Smith, J. D. (Producer), & Smithee, A. F. (Director). (2001). Really big disaster movie [Motion picture]. United States: Paramount Pictures. A Motion Picture or Video Tape with Limited Availability

Harris, M. (Producer), & Turley, M. J. (Director). (2002). Writing labs: A history [Motion picture]. (Available from Purdue University Pictures, 500 Oval Drive, West Lafayette, IN 47907) Television Broadcast or Series Episode

Writer, W. W. (Writer), & Director, D. D. (Director). (Date of broadcast or copyright). Title of broadcast [Television broadcast or Television series]. In P. Producer (Producer). City, state of origin: Studio or distributor.

## **Single Episode of a Television Series**

Writer, W. W. (Writer), & Director, D. D. (Director). (Date of publication). Title of episode [Television series episode]. In P. Producer (Producer), Series title. City, state of origin: Studio or distributor.

Wendy, S. W. (Writer), & Martian, I. R. (Director). (1986). The rising angel and the falling ape [Television series episode]. In D. Dude (Producer), Creatures and monsters. Los Angeles, CA: Belarus Studios.

## **Television Broadcast**

Important, I. M. (Producer). (1990, November 1). The nightly news hour [Television broadcast]. New York, NY: Central Broadcasting Service. A Television Series

Bellisario, D. L. (Producer). (1992). Exciting action show [Television series]. Hollywood, CA: American Broadcasting Company.

## **Music Recording**

Songwriter, W. W. (Date of copyright). Title of song [Recorded by artist if different from song writer]. On Title of album [Medium of recording]. Location: Label. (Recording date if different from copyright date).

Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On Captain fantastic and the brown dirt cowboy [CD]. London, England: Big Pig Music Limited.

## **Article in Journal Paginated by Volume**

Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

### **Article in Journal Paginated by Issue**

Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(3), 5-13.

### **Article in a Magazine**

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

### **Article in a Newspaper**

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

### **Single Author**

Last name first, followed by author initials.

Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science*, 11, 7-10.

### **Two Authors**

List by their last names and initials. Use the ampersand instead of "and."

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality and Social Psychology*, 66, 1034-1048.

### **Three to Seven Authors**

List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

## **More Than Seven Authors**

List by last names and initials; commas separate author names. After the sixth author's name, use an ellipsis in place of the author names. Then provide the final author name. There should be no more than seven names.

Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H. (2009). Web site usability for the blind and low-vision user. *Technical Communication*, 57, 323-335.

## **Organization as Author**

American Psychological Association. (2003).

## **Unknown Author**

Merriam-Webster's collegiate dictionary (10th ed.).(1993). Springfield, MA: Merriam-Webster.

NOTE: When your essay includes parenthetical citations of sources with no author named, use a shortened version of the source's title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the source above would appear as follows: (Merriam-Webster's, 1993).

## **Two or More Works by the Same Author**

Use the author's name for all entries and list the entries by the year (earliest comes first).

Berndt, T. J. (1981).

Berndt, T. J. (1999).

When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.

Berndt, T. J. (1999). Friends' influence on students' adjustment to school. *Educational Psychologist*, 34, 15-28.

Berndt, T. J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. *Child Development*, 66, 1312-1329.

References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.

Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, and Law*, 6, 629-654.

Wegener, D. T., Petty, R. E., & Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology*, 24, 25-43.

## **Two or More Works by the Same Author in the Same Year**

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berdnt (1981a) makes similar claims..."

Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology*, 17, 408-416.

Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development*, 52, 636-643.

## **References Cited**

(All documents must be classified as either: books, periodical articles, published & unpublished researchers or retrieved in internet)

Gomez, Kwanchai A. and Arturo A. Gomez. 1984. Statistical Procedures for Agricultural Research. Second Edition. New York: John Wiley and Sons.

## **Website**

McDonald's Corporation. "McDonald's Happy Meal Toy Safety Facts." Retrieved, July 19, 2008.  
<http://www.mcdonalds.com/corp/about/factsheets.html>.

**Table 1.** Amount of time devoted to functions in ecosystem (%)

(box heading for stub)	(box heading) Function				
	A	B	C	D	E
Ecosystem					
Irrigated	3	18	63	15	11
(Stub/side heading )	(Field)				
Horizontal rules (straddle rules)					

## **Website**

A citation to website content can often be limited to a mention in the text or in a note(As of July 19, 2008, the McDonald's Corporation listed on its website. . .") if a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.( Chicago Manual of Style, 2010)

1. "Google Privacy Policy," last modified March 11, 2009,  
<http://www.google.com/intl/en/privacypolicy.html>.
2. "McDonald's Happy Meal Toy Safety Facts," McDonalds Corporation, accessed July 19, 2008,  
<http://www.mcdonalds.com/corp/about/factsheets.html>.

Google."Google Privacy Policy. "last modified March 11, 2009.  
<http://www.google.com/intl/en/privacypolicy.html>.

McDonald's Corporation."McDonald's Happy Meal Toy Safety Facts" Accessed July 19, 2008. <http://www.mcdonalds.com/corp/about/about/factsheets.html>.



**Republic of the Philippines**  
**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

**OFFICE OF RESEARCH SERVICES**

**SLSU GUIDELINES IN FORMAT PREPARATION FOR THESIS/DISSERTATION MANUSCRIPTS**

**SPECIFICATIONS FOR THESIS FORMAT**

Section	Page	Required/Optional; Notes
1. Title page	Title page : no page number	Required Title should be written in <b>BOLD CAPITAL LETTERS</b> <b>Font Size:</b> 12 point <b>Font Style:</b> Times New Roman <b>Double Spaced</b> <b>Inverted Pyramid</b>
2. Preliminary pages (This should be included in the Table of Contents w corresponding roman numerals as page numbers)	Biographical Sketch : ii	Required (only one page is allowed )
	Certificate of Originality : iii	Required
	Approval Sheet : iv	Required (Author/s name, thesis titles, degree and major field should all be <b>CAPITALIZED</b> )
	Dedication : v	Optional (only one page is allowed )
	Acknowledgement : vi	Optional (maximum of two pages )
	Table of Contents : vii	Required
	List of Tables : viii	Required if the document contain tables
	List of Figures : ix	Required if the document contain figures
	List of Appendices : x	Required
	Abstract : xi	Required <ul style="list-style-type: none"><li>• Should not be more than <b>250</b> words</li><li>• <b>Keywords:</b> (maximum of 5 words, alphabetically arranged, small letter)</li></ul>
3. Main Body (Arabic page numbers)	Chapter I – always beginning with page 1 <b>Introduction</b> Background of the Study Objectives of the Study Significance of the Study Scope and Limitation Definition of Terms	The main headings such as the <b>INTRODUCTION, REVIEW OF LITERATURE, MATERIALS</b> and <b>METHODS, RESULTS</b> and <b>DISCUSSION, SUMMARY, CONCLUSIONS</b> and <b>RECOMMENDATIONS</b> , and <b>LITERATURE CITED</b> should be all capitalized.  The above main headings should have an imaginary page numbers.

	<p><b>Chapter II</b>  <b>REVIEW OF LITERATURE</b></p>	The main headings should be placed at the center of the page and 1 inch below the top margin.and in inverted pyramid form when composed of five or more words.
	<p><b>Chapter III</b>  <b>METHODOLOGY</b></p> <p>Research Locale          Unit of          Analysis/Respondents/Treatments          Research Design          Research Instrument          Procedures/Data Collection          Data Analysis (as required)          Statistical Treatment (as required)</p>	<p><b>Major subsection</b> should be placed at the center of the page, with first letters capitalized</p> <p><b>Minor subsections</b> should be placed at the left side of the page, with first letters capitalized and when it runs more than half of the page, it should be cut off and flush to the left margin in single space.</p>
		<p><b>Paragraph headings</b> should be indented 5 spaces to the right, with only the beginning letter is capitalized, italicized and with paragraph immediately follows after 2 spaces.</p> <p>If possible, maintain only 3 levels of subsections (major, minor subsections and paragraph headings).</p>
	<p><b>Chapter IV</b></p> <p><b>RESULTS AND DISCUSSION</b></p>	<p>Do not underscore when defining terms and emphasizing ideas.</p> <p>(aside from tables and graphs, include here photo documentation of your results, findings. Be sure each photo has significant contributions to your results/findings)</p>
	<p><b>Chapter V</b></p> <p><b>SUMMARY, CONCLUSION AND RECOMMENDATIONS</b></p> <p>Summary (scope and objectives of the work, findings (but in subtitle)          Findings          Conclusions          Recommendations</p>	

	<b>References</b>	You may use a single reference section at the end of the document  This should be alphabetically arranged but there's no need to put whether it comes from a book, journal, conference paper, unpublished work or website.
	<b>Appendix/ces</b>	

\*Optional pages in the thesis template may be removed if not used.

## File format, file size, and page size

The final soft and hard copy of the thesis must be converted to .pdf for submission to the University Library for the digitization of theses (maximum 256mb).

## FONT

Arial 11 point	Word template default
Times New Roman 12 point	Recommended serif font for Word

## Line spacing

- Maintain 4 spaces between the main heading (e.g. INTRODUCTION, REVIEW OF LITERATURE) and the Major Subsection.
- Maintain 3 spaces between the major subsection and the minor subsection.
- Maintain 3 spaces between the minor subsection and the paragraph heading.
- Always use double spaces in the text.
- Single space when putting captions for tables and figures.

## Required Margins

Margins for all sides should be set to:

- 1.5" top and left margins
- 1" bottom and right margins

## Pagination

- All pages must be numbered, with the exception of the title page and main headings
- The page number 2 and the succeeding page numbers should be placed 1 inch from the top and 1 inch from the upper right hand corner of the page. -
- Page numbers should appear at the upper right hand corner of each page, at a minimum of 0.5" from the edge of the page.
- Preliminary pages of the thesis must be numbered with Roman numerals. On the first page of the main body, page numbers must restart with 1 (imaginary) and page 2 and so on for the succeeding pages. The thesis template is preset with this numbering style.

## **Tabular Presentation**

- Tables should be placed after it is mentioned in the text or it could be placed as appendix table.
- Tables should be placed along with the text or could be in a separate page. If placed with the text, maintain 4 spaces before and after the text.
- Tables should be presented with double solid lines on its top and the bottom parts and should not have side boxes.
- Table title should be placed on top of the table and it should be 2 spaces before the double solid lines.
- Avoid too many lines inside the table, if possible only vertical lines to separate headings.
- **For continued tables,** there is no need to put the table title, instead, just put the Table Number then type Continued and in bold (e.g. **Table 4. Continued....**) However, indicate table heading with double solid lines at the top and until the bottom part of the table.
- First level heading should be all capitalized letters.
- Second level heading should have first letters capitalized.
- Third level heading should have only small letters.

## **Figure Presentation**

- Figures should be presented after it is mentioned in the text or could be placed as appendix figures.
- Figure caption should be placed 2 spaces below the figure.
- Figures could also be indicated along with the text or in separate page. If placed within the text, maintain 4 spaces before and after the text.
- Figures should be clear and do not contain unnecessary marks.

## **References/Literature Cited**

- Authors surname should be indicated first before the initial of the first name.
- Use double space between entries but single space within entries.
- Maintain the correct citation in the literature cited.

Prepared by:

  
**EDITHA E. DE JESUS, Ph.D.**  
Director, Research Services

Recommending Approval:

  
**GONDELINA A. RADOVAN, Ph.D.**  
Vice President, PREPD

Approved by:

  
**MILO O. PLACINO, Ph.D.**  
University President



## Certificate of Registration

Registration No. : 4/2019/00013982  
Date of Registration : 20 December 2020  
Term : 10 years (until 20 December 2030)



### SLSU OFFICE OF RESEARCH SERVICES

Filing Date : 8 August 2019  
Registrant : SOUTHERN LUZON STATE UNIVERSITY [PH]  
Address : SLSU Main Campus, Brgy. Kulapi, Lucban 4328, Quezon, Philippines  
Class(es) - Goods/Services : 42 : See Attachment  
Claim of Color(s) : None  
Disclaimer : Office of Research Services  
Transliteration / Translation : None  
Three-dimensional : No  
Claim of Priority : None  
Published for Opposition : IPO e-Gazette, published on 19/11/2020

  
**LENY B. RAZ**  
Director  
Bureau of Trademarks

Mark : SLSU OFFICE OF RESEARCH  
SERVICES

Registration No. : 4/2019/00013982

**Goods / Services**

Class 42: Agricultural research services; development of industrial processes; laboratory researches; mapping services; research to develop new products; technical research projects and studies; environmental testing and inspection services; water quality monitoring; water analysis; product design and development; construction drafting

\*\*\*\*\*Nothing Follows\*\*\*\*\*

Digitally Signed by IPO Philippines  
03/02/2021

Document No: 2021/30753



**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

**OFFICE OF RESEARCH SERVICES**

**ORS Form G-1  
WAIVER  
(R&D Research Proposal)**

---

Director, Office of Research Services  
SLSU, Lucban, Quezon

Dear **Sir/Madam:**

This has reference with the research proposal submitted for evaluation entitled

---

The proponent(s) whose name(s) and signature(s) appear hereunder hereby signify(ies) intent to defer with the pursuance of related research activities.

Specifically, the voluntary deferment expressed herein was due to

---



---

It is hereby understood that the non-pursuance of the related research activities is the personal preference of the proponent(s).

In view of the foregoing, the Office of Research Services reserves all the rights to defer the release of remaining funds for the above-stated institutional research.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2020, for whatever legal purpose this may serve best.

<i>Signature</i> <b>PROJECT LEADER</b>	<i>Signature</i> <b>PROJECT MEMBER 1</b>	<i>Signature</i> <b>PROJECT MEMBER 2</b>
---	---	---

Noted:

---

Director, Office of Research Services



## SOUTHERN LUZON STATE UNIVERSITY

Lucban, Quezon

### OFFICE OF RESEARCH SERVICES

#### ORS Form G-2

#### WAIVER

(On-going R&D Project)

---

Director, Office of Research Services  
SLSU, Lucban, Quezon

Dear **Sir/Madam:**

This has reference with the approved on-going institutional research entitled \_\_\_\_\_.

The proponent(s) whose name(s) and signature(s) appear hereunder hereby signify(ies) intent to defer with the pursuance of related research activities.

Specifically, the voluntary deferment expressed herein was due to \_\_\_\_\_.

It is hereby understood that the non-pursuance of the related research activities is the personal preference of the proponent(s).

In view of the foregoing, the Office of Research Services reserves all the rights to defer the release of remaining funds for the above-stated institutional research.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2020, for whatever legal purpose this may serve best.

*Signature*  
**PROJECT LEADER**

*Signature*  
**PROJECT MEMBER 1**

*Signature*  
**PROJECT MEMBER 2**

Noted:

---

Director, Office of Research Services

**OFFICE OF EXTENSION SERVICES:  
FORMS AND TEMPLATES**

<b>Annex Code</b>	<b>Document Title</b>
B.1	Program Proposal Template
B.2	Project Proposal Template
B.3	Activity Proposal Template
B.4	Extension Proposal Acknowledgement Receipt
B.5	Need Assessment Survey
B.6	Work and Financial Plan
B.7	Registry of Facilitators/Guest Speakers
B.8	Tree Planting Attendance Facilitators
B.9	Pangkalahatang Pagtatasa
B.10	Activity Report Template
B.11	Accomplishment Report Template
B.12	Notice of Submission
B.13	Feedback Form
B.14	Follow-up for Submission of Extension Documents
B.15	Terminal Report Template
B.16	Impact Assessment



## SOUTHERN LUZON STATE UNIVERSITY

### PROGRAM PROPOSAL

#### I. IDENTIFYING INFORMATION

##### PROGRAM TITLE:

##### PROGRAM MANAGEMENT:

Program Head/s –

Members:

1. Name of Member, Designation, College/Department (Role in the project)  
[e.g. Thelma Babia, Faculty on Extension, College of Allied Medicine (In-charge, Livelihood)]
- 2.

##### PROGRAM SITE:

##### PROGRAM BENEFICIARIES:

##### PARTNER AGENCY/IES: (For external agencies only)

Name of Agency

Name

Designation

Address

##### PROGRAM DURATION: (Number of years, years covered; e.g. 3 years, September 2015 to August 2017)

##### PROGRAM BUDGET: (Total budget for the whole program)

##### SLSU COUNTERPART: (For externally-funded programs or those where partner agencies will shoulder some expenses)

##### PARTNER AGENCY COUNTERPART: (For externally-funded programs or those where partner agencies will shoulder some expenses)



## SOUTHERN LUZON STATE UNIVERSITY

### PROGRAM PROPOSAL

#### II. PROGRAM DESCRIPTION

RATIONALE (Gaps/problems, demographics of program location and beneficiaries, need to conduct the program, significance of the program, goal, key result areas, and strategic objective it address)

BRIEF DESCRIPTION OF BENEFICIARIES (Necessary demographics)

BRIEF DESCRIPTION OF THE PARTNER AGENCY (For externally-funded programs)

#### III. PROGRAM PROPER

GOAL (General objective)

OBJECTIVES (Must be specific, measurable, attainable, realistic, time-bound and aligned with the key activities)

i.

PROGRAM COMPONENTS (At least two components)

- i. Program Component No.1
  - a. Key activity No.1 (Describe the activity)
- ii.

IMPLEMENTATION PLAN

- i. Description
- ii. Timetable [See attachments]
- iii. Summary of Program [See attachments]

MONITORING AND EVALUATION SCHEMES (How will you conduct the monitoring? How frequent it will be? How will you assess the impact of the program?)

MAJOR OUTPUTS (Actual output parallel to the key activities that will be conducted, e.g. 20 trained personnel, 7 facilitated trainings on climate change, etc.)

i.

EXPECTED OUTCOME AND IMPACTS (Outcome - Knowledge, practices, attitudes; Impact – Long-term effect of the program to beneficiaries)

i.



SOUTHERN LUZON STATE UNIVERSITY

## PROGRAM PROPOSAL

### IV. PROGRAM BUDGET (For the whole duration of the program)

BUDGETARY ITEMS	YEAR 1		YEAR 2		YEAR 3	
	SLSU	Partner/s	SLSU	Partner/s	SLSU	Partner/s
Component 1						
a. Activity 1						
i. Item 1						
ii. Item 2						
b. Activity 2						
i. Item 1						
ii. Item 2						
Component 2						
c. Activity 1						
i. Item 1						
ii. Item 2						
d. Activity 2						
i. Item 1						
Total						

\*May add or reduce column and row depending on the number of activities and years covered by the program

TOTAL BUDGET:

SLSU COUNTERPART:

PARTNER/S COUNTERPART:



SOUTHERN LUZON STATE UNIVERSITY

## **PROGRAM PROPOSAL**

## TIMETABLE OF ACTIVITIES / GANTT CHART

*\*May add or reduce column and row depending on the number of activities and years covered by the program*



SOUTHERN LUZON STATE UNIVERSITY

## PROGRAM PROPOSAL

### PROGRAM SUMMARY

PROBLEMS/GAPS	COMPONENT	ACTIVITIES	SPECIFIC OBJECTIVE	SCHEDULE	BUDGET	
Problem 1	Component 1	Activity 1.1	Objective 1			
		Activity 1.2	Objective 2			
		Activity 1.3	Objective 3			
			Objective 4			
Problem 2	Component 2	Activity 2.1	Objective 5			
		Activity 2.2	Objective 6			
			Objective 7			
Problem 3	Component 3	Activity 3.1	Objective 8			
		Activity 3.2	Objective 9			

\*May add or reduce row depending on the number of activities and objectives



**SOUTHERN LUZON STATE UNIVERSITY**

## **PROGRAM PROPOSAL**

(signatories for the Office of Extension Services)

Submitted by:

---

Director, Extension Services

Recommending Approval:

---

Vice President, PREPD

Approved by:

---

University President



## SOUTHERN LUZON STATE UNIVERSITY

### PROGRAM PROPOSAL

(signatories for the College/ Satellite Campus/ other unit)

Submitted by:

---

Project Leader/ Extension Coordinator

Noted by:

---

College Dean/ Director, Satellite  
Campus

---

Director, Extension Services

Recommending Approval:

---

Vice President, PREPD

Approved by:

---

University President



**SOUTHERN LUZON STATE UNIVERSITY**

**PROJECT PROPOSAL**

- I. Project Title:**
- II. Project Management:**
  - a. Project Head –
  - b. Members and Specific Roles:
    - i.
- III. Partner Agency/ies:** (If applicable)
- IV. Project Duration:** (Number of year/s and period covered)
- V. Project Location:**
- VI. Brief Description of Beneficiaries:** (Provide necessary demographics and justify the need to receive the project)
- VII. Funding Source/s:**
- VIII. Rationale:** (Identify the gaps/problems; describe the situation and justify the need to conduct the program; include significance of the program)
- IX. Brief Description of the Project:** (Include goal, key result areas, and strategic objective it address)
- X. Objectives**
  - a. General Objective
  - b. Specific Objectives (Must be specific, measurable, attainable, realistic, time-bound and aligned with the key activities)
    - i.
- XI. Key Activities:** (At least two activities in a year)
- XII. Implementation Plan:**
  - a. Description
  - b. Inputs
    - i. Trainors
      - 1.
    - ii. Technologies
      - 1.
  - c. Timetable [See attachments]
  - d. Summary of Project [See attachments]
  - e. Monitoring and Evaluation Schemes
- XIII. Major Outputs**
  - a.



SOUTHERN LUZON STATE UNIVERSITY

**PROJECT PROPOSAL**

**XIV. Expected Outcomes and Impacts**

a.



SOUTHERN LUZON STATE UNIVERSITY

**PROJECT PROPOSAL**

**XV. Budgetary Breakdown**

**PROJECT BUDGET** (For the whole duration of the program)

BUDGETARY ITEMS	YEAR 1		YEAR 2		YEAR 3		TOTAL	
	SLSU	Partner/s	SLSU	Partner/s	SLSU	Partner/s	SLSU	Partner/s
a. Activity 1								
i. Item 1								
ii. Item 2								
b. Activity 2								
i. Item 1								
ii. Item 2								
c. Activity 3								
i. Item 1								
ii. Item 2								
d. Activity 4								
i. Item 1								
ii. Item 2								
Total								

\*May add or reduce column and row depending on the number of activities and years covered by the project



SOUTHERN LUZON STATE UNIVERSITY

## PROJECT PROPOSAL

## **TIMETABLE OF ACTIVITIES / GANTT CHART**

*\*May add or reduce column and row depending on the number of activities and years covered by the project*



SOUTHERN LUZON STATE UNIVERSITY

## PROJECT PROPOSAL

### PROJECT SUMMARY

ACTIVITIES	SPECIFIC OBJECTIVE	SCHEDULE	BUDGET	PERSOI
Activity 1	Objective 1			
	Objective 2			
Activity 2	Objective 3			
Activity 3	Objective 4			
	Objective 5			
Activity 4	Objective 6			

\*May add or reduce row depending on the number of activities and objectives per program



**SOUTHERN LUZON STATE UNIVERSITY**

## **PROJECT PROPOSAL**

(signatories for the Office of Extension Services)

Submitted by:

---

Director, Extension Services

Recommending Approval:

---

Vice President, PREPD

Approved by:

---

University President



**SOUTHERN LUZON STATE UNIVERSITY**

## **PROJECT PROPOSAL**

(signatories for Colleges/ Satellite / Campuses/Unit)

Submitted by:

---

Project Leader/ Extension Coordinator

Noted by:

---

Dean of the College/  
Director, Satellite Campus

Director, Extension Services

Recommending Approval:

---

Vice President, PREPD

Approved by:

---

University President



**SOUTHERN LUZON STATE UNIVERSITY**

**EXTENSION ACTIVITY PROPOSAL**

- I. Activity Title:**
- II. Introduction & Rationale:** (description of the activity, key result area, goal and strategic objective it address, significance of the program)
- III. Objectives:** (General & specific objectives )
- IV. Activity Management:**
  - a. Activity Leader –
  - b. Members and Specific Roles:
    - 1.
- V. Cooperating Agency:** (Partner agency/organization/LGU)
- VI. Lead Department:** (Specific department/college/satellite campus that would spearhead implementation)
- VII. Trainor/demonstrator/speaker:** (If applicable)
- VIII. Target No. of Beneficiaries:** (Expected number of participants/beneficiaries)
- IX. Activity Location:** (Exact activity venue, municipality, province)
- X. Duration:** (Length of time to complete the activity & target date, e.g. 1 month, December 2015)
- XI. Funding Source:** (SLSU /LGU/ others)
- XII. Expected Out-puts:** (Major final output and expected outcomes)
- XIII. Strategies & Activities:** ( Description of the activities, schedule of activities, monitoring and evaluation scheme)
- XIV. Budgetary Breakdown:** (Itemized list of expected expenses)

PARTICULAR	SLSU COUNTERPART	PARTNER AGENCY COUNTERPART (if applicable)



SOUTHERN LUZON STATE UNIVERSITY

## EXTENSION ACTIVITY PROPOSAL

Total	
-------	--

**Note:** Activity Proposal must be submitted using a legal size paper.



**SOUTHERN LUZON STATE UNIVERSITY**

## **EXTENSION ACTIVITY PROPOSAL**

(signatories for the Office Extension Services)

Submitted by:

---

Director, Extension Services

Recommending Approval:

---

Vice President, PREPD

Approved by:

---

University President



SOUTHERN LUZON STATE UNIVERSITY

## EXTENSION ACTIVITY PROPOSAL

(signatories for the College/ Satellite Campus/ other unit)

---

Project Leader/ Extension Coordinator

Noted by:

---

Dean of the College/  
Director, Satellite Campus

---

Director, Extension Services

Recommending Approval:

---

Vice President, PREPD

Approved by:

---

University President



## SOUTHERN LUZON STATE UNIVERSITY

### EXTENSION PROPOSAL ACKNOWLEDGEMENT RECEIPT

Date: \_\_\_\_\_

Category:  Program  Project  Activity

Project Title: \_\_\_\_\_

Period Covered: \_\_\_\_\_

Control No. \_\_\_\_\_

Proponent/ Project Leader: \_\_\_\_\_

Lead Agency: \_\_\_\_\_

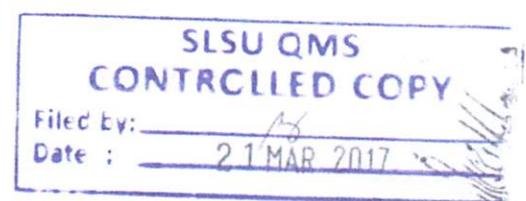
Purpose:

<input type="checkbox"/> Extension Director's review	Received by & Date:	Remarks:
<input type="checkbox"/> 1 <sup>st</sup> review	_____	_____
<input type="checkbox"/> 2 <sup>nd</sup> review	_____	_____
<input type="checkbox"/> 3 <sup>rd</sup> review	_____	_____
<input type="checkbox"/> PPAS review	_____	_____
<input type="checkbox"/> 1 <sup>st</sup> review	_____	_____
<input type="checkbox"/> 2 <sup>nd</sup> review	_____	_____
<input type="checkbox"/> Endorsement to VP/ REC	_____	_____
<input type="checkbox"/> 1 <sup>st</sup> review	_____	_____
<input type="checkbox"/> 2 <sup>nd</sup> review	_____	_____
<input type="checkbox"/> Others(Please specify) _____	_____	_____

Other remarks:

Noted by:

\_\_\_\_\_  
Director, Extension Services





## SOUTHERN LUZON STATE UNIVERSITY

### NEED ASSESSMENT SURVEY

Ang survey pong ito ay naglalayon na malaman ang kasalukuyang estado ng inyong komunidad. Nais din po naming malaman ang mga pangangailangan sa inyong lugar at mga pagsasanay na nais matutunan ng mga mamayan upang magkaroon ng bagong kasanayan na makakatulong sa inyong panghanap-buhay.

#### Panuntunan:

Pakilagyan lang po ng tamang impormasyon ang mga datos na nakasaad sa ibaba.

#### Personal na impormasyon:

1. Pangalan: \_\_\_\_\_
2. Edad: \_\_\_\_\_
3. Kapanganakan: \_\_\_\_\_
4. Kasarian:    lalake    babae
5. Lugar ng Kapanganakan: \_\_\_\_\_
6. Tirahan: \_\_\_\_\_
7. Katayuan sa buhay:    may asawa    balo  
                                 hindi nag-asawa    hiwalay
8. Antas ng pinag-aralan:  
      nagtaposngelementarya    nag-elementarya pero hindi natapos  
      nagtaposngsekundarya/ high school    nag-high school pero hindi natapos  
      nagtaposngkolehiyo    nag-kolehiyo pero hindi natapos
9. Bilang ng anak : \_\_\_\_\_
10. Hanapbuhay: \_\_\_\_\_
11. Kita kada araw/ buwan \_\_\_\_\_
12. Bilang ng tao na nakatira sa tahanan: \_\_\_\_\_

Lagyan po ng tsek (/) ang programa kung nais ninyo itong isagawa sa inyong lugar.

A. Pagsasanay (training)		Lagyan ng tsek
A.1	Driving (pagmamaneho)	
A.2	Computer Literacy (paggamit ng computer)	
A.3	Practical Electricity( pagsasaayos ng linyang kuryente)	
A.4	Candle Making (paggawa ng kandila)	
A.5	Appliance Servicing (pag-aayos ng "appliances")	
A.6	Dressmaking (pananahi)	
A.7	Culinary Arts/ Meat Processing/ Baking (pagluluto)	
A.8	Welding (paghihinang)	
A.9	Organic Farming (paghahalaman ng organiko)	



## SOUTHERN LUZON STATE UNIVERSITY

A.10	Accessories making (paggawang mga "burloloy")		
A.11	Beekeeping (pagaalaga ng mga bubuyog/ laywan)		
A.12	Iba pang pagsasanay( isulat)		
<b>B. Seminar</b>			
B. 1	Environmental Awareness		
B. 2	Entrepreneurship		
B. 3	Basic Accounting marketing		
B. 4	Health Awareness		
B. 5	Family Planning		
B. 6	Good Governance/ Leadership training		
B. 7	Physical Fitness		
B. 8	Gender and Development		
B. 9	Financial Literacy		
B.10	Iba pang pagsasanay (isulat)		
<b>C. Technical Assistance</b>			
C.1	Construction of houses		
C.2	Installation of electrical wirings		
C.3	Construction of Common toilet		
C.4	Consultation on: Development Plan		
C.5	Water & Waste Water Management		
C.6	Research & Production		
C.7	Cooperative Management		
C.8	Agricultural Management		
<b>D. Formal &amp; Informal Education</b>			
D.1	Alternative Learning		
D.2	Children Skills training		
D.3	Art Workshop		
D.4	Dance Workshop		
D.5	English & Mathematics Enhancement		
D.6	At iba pa (isulat)		

Lagyan po ng tsek (/) ang mga problema ng naoobserbahan sa inyong lugar:

F. Community Problem (Problema sa pamayanhan)		Lagyan ng tsek	Nais na solusyon
F.1	Kakulangan sa hanapbuhay		
F.2	Walang ilaw sa poste		
F.3	Peace & Order		
F.4	Waste Management		
F.5	Di sapat o walang patubig sa mga kabahayan		
F.6	Maraming kabataang hindi nag-aaral (Out-of – School Youth)		
F.7	Malayo ang paaralan ng mga batang mag-aaral sa elementarya at sekundarya		



## SOUTHERN LUZON STATE UNIVERSITY

F.8 At iba pa (isulat)

Nais ipahayag banggitin:

---

---

---

—<Lagda>

—<petsa>



SOUTHERN LUZON STATE UNIVERSITY

## **WORK AND FINANCIAL PLAN 20**

College/ Campus/ Unit: \_\_\_\_\_

**Approved Total Budget:** \_\_\_\_\_

Program/Project \_\_\_\_\_

Budget for this year : \_\_\_\_\_

Prepared by:

Noted by:

**Recommending Approval:**

Approved by:

### **Project Leader / Extension Coordinator**

**College Dean/ Campus Director**

Director, Extension Services

Vice President, PREPD

Note: Budget on Work and Financial Plan must be based on PPMP. Office of Extension Services WFP will be directly recommended by the Director of Extension Services

PRE-EXT-1.02F1, Rev. 0



# **SOUTHERN LUZON STATE UNIVERSITY**

<i>Implementing Agency</i> <b>SOUTHERN LUZON STATE UNIVERSITY</b>	<i>Program/ Activity Title</i> <b>VALUES FORMATION AND TEAM BUILDING FOR COMMUNITY PARTNERS OF AQUASILVICULTURE PROJECT</b>	
<i>Cooperating Agency</i> <b>DOST-PCAARRD</b>	<i>Venue</i> <b>BRGY. GORDON &amp; APAD MULTIPURPOSE HALL, ALABAT, QUEZON</b>	<i>Date(s)</i> <b>JULY 25-26, 2019</b>

## **REGISTRY OF SPEAKERS, GUESTS, & FACILITATORS**



## SOUTHERN LUZON STATE UNIVERSITY

<i>Implementing Agency</i> SOUTHERN LUZON STATE UNIVERSITY	<i>Program/ Activity Title</i> <b>VALUES FORMATION AND TEAM BUILDING FOR COMMUNITY PARTNERS OF AQUASILVICULTURE PROJECT</b>	
<i>Cooperating Agency</i> DOST-PCAARRD	<i>Venue</i> BRGY. GORDON & APAD MULTIPURPOSE HALL, ALABAT, QUEZON	<i>Date(s)</i> <b>JULY 25-26, 2019</b>

### REGISTRY OF SPEAKERS, GUESTS, & FACILITATORS



SOUTHERN LUZON STATE UNIVERSITY

**ATTENDANCE SHEET**  
**FACULTY, EMPLOYEES & VOLUNTEERS**  
**TREE PLANTING AT \_\_\_\_\_**  
**Date: \_\_\_\_\_**



## SOUTHERN LUZON STATE UNIVERSITY

### PANGKALAHATANG PAGTATASA

Pagsasanay/Aktibidad: \_\_\_\_\_  
 Petsa: \_\_\_\_\_ Lugar: \_\_\_\_\_

Pakisagutan ang mga katanungan upang malaman ang inyong opinion hinggil sa natapos na pagsasanay/aktibidad.

1. Ang aking <b>ikinalugod/nagustuhan</b> sa natapos na pagsasanay ay...	
2. Ang aking <b>hindi ikinalugod/di nagustuhan</b> sa natapos na pagsasanay ay...	
3. Ang <b>kapakipakinabang</b> na paksa ay ...	
4. Ang <b>hindi kapakipakinabang</b> na paksa ay....	
5. Banggitin ang iyong <b>suhesyon</b> para mapabuti pa ang pagsasagawa ng gawain.	
6. Banggitin ang pagsasanay/paksa na <b>gustong talakayin</b> sa susunod	

7. Pakilaganan ng tsek (✓) ang naangkop na grado ng tagapagturo gamit ang sumusunod:  
 5) Pinakamahusay; 4) Mas Mahusay; 3) Mahusay; 2) Tama Lang; 1) Di Mahusay.

Paksa	Pangalan ng Tagapagsalita o Tagapagsanay	Grado				
		5	4	3	2	1

8. Ang aking grado sa mga sumusunod ay:

Aspeto	5	4	3	2	1
a. Nakamit ang layunin ng gawain					
b. Kaangkopan ng paksa					
c. Mga kaparaanan o estilo na ginamit sa pagtuturo o pagtatalakay					
d. Pantulong sa pagtuturo (presentasyon/babasahin)					
e. Takbo ng pangngasiwa ng pagsasanay					
f. Pakikiisa ng mga dumalo sa aktibidad					
g. Kasapatan ng itinakdang oras para sa mga gawain					
h. Nagsimula at natapos ang mga gawain sa itinakdang oras					
i. Lugar ng pagsasanay					
j. Pagkain					

MARAMING SALAMAT PO!

Pangalan at Lagda

<b>SLSU QMS CONTROLLED COPY</b>	
Filed by:	<i>[Signature]</i>
Date:	05 MAR 2010



## EXTENSION ACTIVITY REPORT

Activity Title : \_\_\_\_\_

Time Started: \_\_\_\_\_ Ended: \_\_\_\_\_

Venue: \_\_\_\_\_

Date Conducted: \_\_\_\_\_

**A. Rationale/ Background of Activity**

**B. Objectives**

**C. Attendance**

**Guest, Speakers, Facilitators**

Name	Position	Address/ Agency
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Participants**

Name	Position	Address/ Agency
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

Note: Additional rows maybe added based on the no of guest/speakers/trainers/facilitators and participants.

**D. Summary of attendance**

Attendees	No. of Male	No. of Female
a. Guest, speakers, facilitators		
b. Participants		
Total		

**E. Program of the activity**



## EXTENSION ACTIVITY REPORT

### F. Highlights and Summary of Output (descriptive report)

### G. Evaluation of the Seminar /Training (Summary of Evaluation)

No. of Respondent: \_\_\_\_\_

Questions	No. of Participants who rate as:				
	Excellent	Very Satisfactory	Satisfactory	Fair	Poor
•					
•					
•					
•					
•					
•					
•					
•					
•					
•					
•					
Total					
Percentage	%	%	%	%	%

Note: Additional rows maybe added based on the & number of questions on evaluation.  
You are hereby instructed to submit a soft copy of the whole activity report.

### Analysis of Evaluation

### H. Funding Agency & Actual Expenses:

### I. Appendices

- Photos with caption
- Copy of Attendance sheet
- Copy of Approved Project Proposal (if not yet submitted)
- Copy of Letter Communications
- Copy of MOA (if applicable)

Prepared by:

Noted by:

\_\_\_\_\_  
Name/ Position

\_\_\_\_\_  
Head



## SOUTHERN LUZON STATE UNIVERSITY

### EXTENSION PROJECT/ PROGRAM ACCOMPLISHMENT REPORT 20\_\_\_\_

College/ Campus: \_\_\_\_\_

No	TITLE	Date Accomplished	Duration of Hours	No. of Beneficiaries	Brgy./ Municipality/ Agency of Beneficiaries	Funding Agency	Cooperating Agency	Implementing Unit	Actual Expenses	Remarks

Note: Summary of Extension Program/ Project/ Activities will be submitted by the OES Director and noted by the VP-PREPD. It will be forwarded to President and Budget Office.

Prepared by:

Certified Correct by:

Noted by:

Extension Coordinator  
Services

Dean/ Campus Director

Director, Extension



**SOUTHERN LUZON STATE UNIVERSITY**

**NOTICE OF SUBMISSION**

**TO** : \_\_\_\_\_

**ATTENTION** : \_\_\_\_\_

**DATE** : \_\_\_\_\_

**SUBJECT** : \_\_\_\_\_

Please submit complete extension accomplishment report including:

- 1.
- 2.
- 3.
- 4.

**Note:**

**DEADLINE OF SUBMISSION:** on or before \_\_\_\_\_.

Prepared by:

Director, Extension Services

Noted by:

Vice President, PREPD



## SOUTHERN LUZON STATE UNIVERSITY

### NOTICE OF SUBMISSION

**TO :** COLLEGE DEANS/ CAMPUS DIRECTOR

**ATTENTION :** EXTENSION COORDINATOR/ PROGRAM COORDINATOR  
JGE-REPS Director

**DATE :** Sept. 7, 2015

**SUBJECT :** **SUBMISSION OF PROJECT PROCUREMENT MANAGEMENT  
PLAN (PPMP) 2016**

Please submit Project Procurement Management Plan (PPMP) 2016 of your respective extension project/program as required by the Head of Procurement Office, Mr. Alex S. Peras.

Your PPMP should be aligned to your approved project/program budget by the BOR and proposed program/project proposal 2016.

NOTE: Partner agency's counterpart is do not included in PPMP.

**DEADLINE OF SUBMISSION:** on or before Sept. 11, 2015.

Prepared by:

FOR. FELINO J. GUTIERREZ, Jr.  
Ph.D  
Director, Extension Services

Noted by:

GONDELINA A. RADOVAN,  
Vice President, PREPD

### NOTICE OF SUBMISSION

PRE-EXT-1.02F6, Rev.2



## SOUTHERN LUZON STATE UNIVERSITY

**TO :** COLLEGE DEANS/ CAMPUS DIRECTOR

**ATTENTION :** EXTENSION COORDINATOR/ PROGRAM COORDINATOR  
JGE-REPS Director

**DATE :** March , 2015

**SUBJECT :** **SUBMISSION OF WORK AND FINANCIAL PLAN 2015**

Please submit Work and Financial Plan (WFP) of your respective project/program as required by Dr. Milo Placino, VP-AFA.

Your WFP should be aligned to your approved project/program budget and to your submitted PPMP for 2015.

**DEADLINE OF SUBMISSION:** on or before March 9, 2015.

Prepared by:

ENGR. LOURDES A. QUEVADA  
Director, Extension Services

Noted by:

CONRADO L. ABRAHAM  
Vice President, PREPD



**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

**FEEDBACK FORM**

We value your feedback, please tell us about your experience and how we can be of best service to you. Kindly fill up this form. (Mahalaga ang inyong reaksyon hinggil sa ibinibigay na serbisyong aming tanggapan. Pakisagutan po ang form na ito upang mapabuti pa naming ang aming serbisyo).

Date (Pesta) \_\_\_\_\_ Time (Oras) \_\_\_\_\_

Kindly put check mark in the box that corresponds to your answer. (Lagyan ng tsek, ang kahon na tumutugon sa inyong sagot.)

**Nature of Transaction (Uri ng Transaksyon):**

- Request for technical advice (resource speaker, facilitator, moderator, judge for games or contests, evaluator, consultant, etc)
- Request for training (Kahilingang para sa pagsasanay)

Title of the Activity/Training : \_\_\_\_\_

Specific Technical Assistance Given: \_\_\_\_\_

Date Conducted the Requested Technical Advice /Training: \_\_\_\_\_

Place/Venue: \_\_\_\_\_

Beneficiary/ies: \_\_\_\_\_

Performance Criteria (Pamantayan)	Poor (Mahina)	Fair (Tama lang)	Satisfactory (Mahusay)	Very Satisfactory (Mas Mahusay)	Excellent (Pinakamahusay)
1. Clients are treated with courtesy and friendliness (Magalang at malugod na pinakitunguhan ang mga kliyente)					
2. Client's request was delivered on time (Naisagawa ang hinihiling na tulong sa itinakdang oras)					
3. Client's rate in the quality of technical advice rendered (Grado sa kalidad ng teknikal na tulong na ibinigay)					

**DO YOU HAVE COMMENTS ON THE QUALITY OF SERVICE?** (Mayroon ba kayong mungkahi para sa kalidad ng aming serbisyo?) \_\_\_\_\_

**DO YOU HAVE SUGGESTION TO THE PERSON AND/OR TO EXTENSION OFFICE?** (Mayroon ba kayong suhestyon para sa tauhan o kaya ay sa amin tanggapan?) \_\_\_\_\_

Name (Pangalan) \_\_\_\_\_

Agency (Ahensya) \_\_\_\_\_

Address (Tirahan/Lokasyon ng Ahensya) \_\_\_\_\_

Please return the filled up form to our Extension Staff and thank you for your cooperation. (Pakibigay po ang form na inyong sinagutan sa ating Extension Staff at maraming salamat po sa inyong pakikiisa).

<b>SLSU QMS CONTROLLED COPY</b>	
Filed by:	<i>M</i>
Date:	05/10/2010



**Republic of the Philippines**  
**SOUTHERN LUZON STATE UNIVERSITY**  
**Lucban, Quezon**  
Office of Extension Services

Office of Extension Services

## **FOLLOW UP FOR SUBMISSION OF EXTENSION DOCUMENTS**

PRE-EXT 1.02F8, Rev.0





**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

**TERMINAL REPORT**

- I. PROGRAM/ PROJECT TITLE:
- II. EXECUTIVE SUMMARY:
- III. PROJECT DURATION:
- IV. PROGRAM SITE:
- V. IMPLEMENTING UNIT:
  - a. Project Leader
  - b. Project Members
- VI. COOPERATING SCHOOL (if any):
- VII. EXTERNAL PARTNER AGENCY:
- VIII. APPROVED TOTAL BUDGET:
  - a. SLSU COUNTERPART:
  - b. PARTNER AGENCY COUNTERPART:
- IX. PROGRAM OBJECTIVES:
- X. METHODOLOGY:
- XI. PROGRAM ACCOMPLISHMENT : (use next page)
- XII. OUTPUT/ OUTCOME OF THE PROGRAM PER COMPONENT:
- XIII. OTHER ACCOMPLISHMENT OF THE PROGRAM (If Any)
- XIV. MONITORING AND EVALUATION HIGHLIGHTS:
- XV. ISSUES, CONCERN AND PROBLEMS ENCOUNTERED:
- XVI. CONCLUSION AND RECOMMENDATION::
- XVII. PROJECT IMPACT / SUCCESS STORIES ( if any)
- XVIII. TOTAL AMOUNT SPENT:
- XIX. REFERENCES/ LITERATURE CITED:

<b>SLSU QMS CONTROLLED COPY</b>	
Filed by:	
Date :	21 MAR 2017

## TERMINAL REPORT

### VII PROGRAM ACCOMPLISHMENT :

#### a. Accomplishment per year

(Title of Activities/ No. of Participants/ date conducted/actual expenses per year)

Component	Date conducted	Venue	No. of Participants	Beneficiaries	Actual Expenses (MOOE fund)	Partner Agency Counterpart	Remarks
Activity 1:							
Activity 2:							
Total Expenses							

PRE-EXT-1.02F9, Rev. 0

**SLSU QMS  
CONTROLLED COPY**

Filed by: \_\_\_\_\_  
Date : 21 MAR 2017

**SLSU QMS  
CONTROLLED COPY**

Filed by: \_\_\_\_\_  
Date : \_\_\_\_\_

## TERMINAL REPORT

### APPENDICES

Appendix A Approved Proposal

Appendix B Memorandum of Agreement

Appendix C Selected Communication Documents

Appendix D Sample copy of Activity Report and attendance of participants, facilitators and guest and summary of evaluation

Appendix E Photo-Documentation (selected photos with captions)

Appendix F Sample approved Purchase Request, Cash Advance, Liquidation Report

Appendix H. IEC materials (if any)

(signatories for the College/ Satellite Campus/ other unit)

Prepared by:

---

Project Leader/ Extension Coordinator

Noted by:

---

Dean of the College/  
Director, Satellite Campus

---

Director, Extension Services

Recommending Approval:

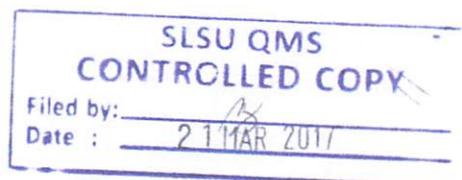
---

Vice President, PREPD

Approved by:

---

University President



signatories for the Extension Services)

Prepared by:

\_\_\_\_\_  
Program Coordinator/ Project Leader

Noted by:

\_\_\_\_\_  
Director, Extension Services

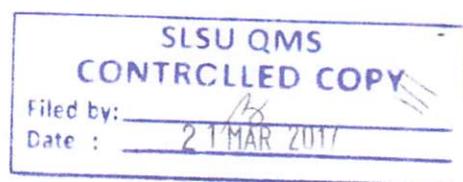
Recommending Approval:

\_\_\_\_\_  
Vice President, PREPD

Approved by:

\_\_\_\_\_  
University President

PRE-EXT-1.02F9, Rev. 0





## SOUTHERN LUZON STATE UNIVERSITY

### IMPACT ASSESSMENT FORM FOR EXTENSION PROJECT

Date of Visit \_\_\_\_\_ Date of the Last Visit \_\_\_\_\_ No. of Visit Held \_\_\_\_\_

Name of Trainee/Beneficiary \_\_\_\_\_

Address \_\_\_\_\_

Title of Training Attended \_\_\_\_\_

Date of Training \_\_\_\_\_

#### I. Impact Assessment:

1. Are the knowledge and skills learned during the training applied?  Yes  No

If not, why? \_\_\_\_\_

2. Did you **get a job/promotion** because of the acquired skills from the training?

Yes  No  NA If not,

why? \_\_\_\_\_ If yes, what kind of job? \_\_\_\_\_

3. Did you **conduct/implement activity/project** based from the knowledge and skills learned during the training?  Yes  No  NA If not, why?

\_\_\_\_\_ If yes, what are the activities/projects?

4. Did you **teach/demonstrate** to other individual/community about the knowledge and skills learned during the training? If not, why?

\_\_\_\_\_ If yes, how?

5. Are the knowledge and skills learned during the training used to **alleviate personal or family income**?    Yes  No  NA If not, why? \_\_\_\_\_

If yes, what kind of income generating activity you have engaged/established?

Type/Name of Business/Service \_\_\_\_\_

Date Started \_\_\_\_\_

Personal Business \_\_\_\_\_

On call service \_\_\_\_\_

Others \_\_\_\_\_

How much is your net income before and after you established your income generating activity?

	Before	After
<input type="checkbox"/> Weekly	P _____	P _____
<input type="checkbox"/> Monthly	_____	_____
<input type="checkbox"/> Annual	_____	_____
<input type="checkbox"/> Occasionally	_____	_____
<input type="checkbox"/> None	_____	_____

The beneficiary is an identified adoptor?  Yes  No

6. Are the knowledge and skills learned during the training applied for personal use or family consumption?  Yes  No NA
- II. Are there problems encountered by the trainee/community/beneficiary upon application of the knowledge and skills learned during the training?

Problem	Action Taken

- III. Are there any notable accomplishments/successful stories of trainee/beneficiary related to the training given?  Yes  No. If yes, what are those accomplishments/successful stories?

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- IV. Any there any recommendations given by the trainee/beneficiary:
- A. To improve future training related to the training given

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B. Future training/topic of interest

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Monitored by:

---

---

Reviewed by:

**OFFICE OF PRODUCTION SERVICES:  
FORMS AND TEMPLATES**

<b>Annex Code</b>	<b>Document Title</b>
C.1	Project Proposal Template
C.2	Criteria for Evaluating Project Proposal
C.3	Workplan Schedule
C.4	Accomplishment Report
C.5	Terminal Report Format
C.6	Cash Disbursement Record
C.7	Sales Invoice
C.8	Daily Records of Transactions
C.9	Cash Sales Record
C.10	Accounts Receivable Record
C.11	Inventory Record
C.12	Equipment Maintenance Record



**Republic of the Philippines  
SOUTHERN LUZON STATE UNIVERSITY  
Lucban, Quezon**

**PROJECT PROPOSAL**

**A. BASIC INFORMATION**

1. Title of the Project
2. Proponent (s)
  - 2.1. Name and Signature
  - 2.2. Designation
  - 2.3. Institution
  - 2.4. Address
  - 2.5. Telephone Number (s)
  - 2.6. Fax Number
  - 2.7. Email Address
3. Implementing Agency
  - 3.1. Lead Agency
  - 3.2. Collaborating Agency (s)
4. Project Duration
5. Project Covered by This Report
6. Project Location
7. Project Funding
  - 7.1. Total Approved Budget
  - 7.2. Amount Approved for the Year
  - 7.3. Actual Released Budget
  - 7.4. Balance for the Year
  - 7.5. Actual Expenses
  - 7.6. Budget Requirement for the Following Year
8. *Budget Submission*

**B. TECHNICAL DESCRIPTION**

1. Rationale
2. Objectives
3. Methodology
4. Activities Undertaken
5. Accomplishments and Major Findings
  - 5.1. Previous years
  - 5.2. Year under review
6. Problems Encountered, Action Undertaken and Recommendations
7. Action Plan for the Coming Year

**C. FINANCIAL FEASIBILITY**

**D. PROJECT MANAGEMENT**

1. Justification for Continued Implementation
2. Annual Financial Status Report (BAR/QSF-B.01.03b)



**Republic of the Philippines  
SOUTHERN LUZON STATE UNIVERSITY  
Lucban, Quezon**

**OFFICE OF PRODUCTION SERVICES**

**Criteria for Evaluating Project Proposal**

*Please put a check mark on the appropriate items that will indicate your rating with each of the following statements:*

**Legend: 4-Strongly Agree, 3- Agree w/ minor revision, 2- Agree w/ major revision, 1-Disagree**

- |   |                              |
|---|------------------------------|
| 1. The proposal was submitted in the required formats | YES <input type="checkbox"/> |
| 2. Required documents are attached                    |                              |
| 2.1. Background of Lead Agency/ Collaborating Agency  | YES <input type="checkbox"/> |
| 2.2. Work Plan Schedule                               | YES <input type="checkbox"/> |
| 3. The proposed activities and objectives are clear.  | YES <input type="checkbox"/> |

<b>I. Project Quality</b>		<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
1. Relevance of Proposal	Support the Research Agenda of the University				
2. Quality of Product	With establish product standard & methodology conducted through research				
3. Budget and Finance	Estimated expenditure of the activities are realistic				
	The product / project can generate 25% income From the operation				
4. Product Promotion	Marketing strategy is clearly defined				
5. Marketability	Capture sure percentage of the target Market.				
6. Sustainability	With 3 years projection of sustainability				

**Scoring:** Average of 3 points will considered as candidate for project proposal.



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

### WORKPLAN SCHEDULE

Major Activity	Sub-Activity	Target	Responsible Person(s)	Resources Required	Monthly Schedule					Remarks
					W1	W2	W3	W4	W5	



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

**ACCOMPLISHMENT REPORT**  
For    Quarter    Year

Lead Agency:  
Prepared Date:

PROJECT	Proponents	Accomplishments		% Completion (Cumulative)	Problem/s Encountered	Action/s Taken	Remarks/ Recommendations
		Target	Actual				
		•	•				

PREPARED BY:

NOTED BY:

Date

Date



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
 Lucban, Quezon

### TERMINAL REPORT FORMAT

#### **A. BASIC INFORMATION**

1. Project Title
2. Proponent (s)
3. Implementing Agency
  - 3.1. Lead Agency
  - 3.2. Collaborating Agency
4. Project Duration
5. Project Location
6. Project Funding
  - 6.1. Total Approved Budget
  - 6.2. Total Amount Released
  - 6.3. Actual Expenses

#### **B. TECHNICAL DESCRIPTION**

1. Preliminaries
  - 1.1. Title Page
  - 1.2. Summary Sheet
  - 1.3. Acknowledgment
  - 1.4. Table of Contents
  - 1.5. List of Tables, Figures, etc.
  - 1.6. Abstract
2. Text
  - 2.1. Introduction
  - 2.2. Review of Literature
  - 2.3. Methodology
  - 2.4. Results and Discussion
  - 2.5. Summary and Conclusion
  - 2.6. Bibliography
  - 2.7. Appendices

#### **C. PROJECT MANAGEMENT**

1. Summary of Yearly Comments of Evaluators and Actions Taken by Researcher
2. Problems Encountered and Recommendations
  - 2.1. Technical
  - 2.2. Administrative
3. Summary of the Project
4. Audited Financial Report (BAR/QSF-B.01.05a)



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

Office of the Production Services  
**CASH DISBURSMENT RECORD**

**for the Month ended** \_\_\_\_\_

Prepared by:

Checked by:

### Clerk

Director, Production Services



Southern Luzon State University  
**OFFICE OF THE PRODUCTION SERVICES**  
 Lucban, Quezon

Sales Invoice No. \_\_\_\_\_

Date: \_\_\_\_\_

SOLD TO: \_\_\_\_\_  
 Address: \_\_\_\_\_

QTY	Unit	Item	Unit Price	Amount

Received the above item(s)  
 in good order and condition

By:

Inspected by:

---

Customer

---

Project In-Charge

---

Guard on Duty



Republic of the Philippines  
 SOUTHERN LUZON STATE UNIVERSITY  
 Lucban, Quezon

**OFFICE OF PRODUCTION SERVICES (OPS)**  
**DAILY RECORDS OF TRANSACTIONS**

For the Period of \_\_\_\_\_

	Date	Particulars	Sales Inv. No.	QTY	Unit Price	Amount	Mode of Payment	Name of Costumer
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18								
19.								
20.								
21.								
22.								
23.								
24.								
25.								
26.								
	<b>Total Sales</b>							

Prepared by:

Checked by:

---

Clerk

---

Director, Production Services



Republic of the Philippines  
Southern Luzon State University  
**OFFICE OF PRODUCTION SERVICES**  
Lucban, Quezon

**CASH SALES RECORD**  
**For the Month Ended**

Prepared By:

Checked By:

### Clerk

### Director, Production Services



Republic of the Philippines  
Southern Luzon State University  
**OFFICE OF PRODUCT SERVICES**  
Lucban, Quezon

**ACCOUNTS RECEIVABLE RECORD**  
For the month ended \_\_\_\_\_

Prepared By:

Checked By:

## Clerk

### Director, Production Services



Republic of the Philippines  
 Southern Luzon State University  
**OFFICE OF PRODUCTION SERVICES**  
 Lucban, Quezon

**INVENTORY RECORD**

**Project:** \_\_\_\_\_  
**For the Month of** \_\_\_\_\_

Particulars	Beginning Inventory	Quantity In	Quantity Out	Ending Inventory
<b>Supplies</b>				
<b>Materials</b>				
<b>Others</b>				

Prepared By: \_\_\_\_\_ Checked By: \_\_\_\_\_

Clerk

Director, Production Services



Republic of the Philippines  
Southern Luzon State University  
**OFFICE OF PRODUCTION SERVICES**  
Lucban, Quezon

**EQUIPMENT MAINTENANCE RECORD**  
For the Month of \_\_\_\_\_

Maintained By:

Noted By:

## Director, Production Services

**INNOVATION AND TECHNOLOGY SUPPORT SERVICES OFFICE:  
FORMS AND TEMPLATES**

<b>Annex Code</b>	<b>Document Title</b>
D.1	Acknowledgment Receipt Form
D.2	Tabular Monitoring Results of Originality Examination
D.3	Authorship Form
D.4	Certification of No Objection (from Co-Authors)
D.5	Copyright Application Checklist
D.6	Certificate of Manuscript Originality
D.7	Certificate of Language Editing
D.8	Deed of Assignment
D.9	Guidelines for the use of University Trademarks
D.10	Trademark Copyrighted Materials License Agreement
D.11	Deed of Undertaking
D.12	Invention Disclosure Form
D.13	Prior Art Patent Search Report
D.14	Confidentiality Agreement
D.15	Intellectual Property Monitoring for Copyright, ISBN and ISSN
D.16	Intellectual Property Monitoring for Trademark
D.17	Intellectual Property Monitoring for Industrial Design
D.18	Intellectual Property Monitoring for Utility Model
D.19	Intellectual Property Monitoring for Patent



# Innovation & Technology Support Services Office (ITSSO)

Office of the Vice President for Research, Extension, Production, Development, & Innovation

## ACKNOWLEDGEMENT RECEIPT FORM

Date: \_\_\_\_\_

*This is to acknowledge the receipt of the paper/manuscript with the following information:*

Title of Manuscript : \_\_\_\_\_

Student-Author/s : \_\_\_\_\_ Email-ad \_\_\_\_\_

College/Unit : \_\_\_\_\_

Course/Program : \_\_\_\_\_

Contact Number : \_\_\_\_\_

Faculty-Author Adviser : \_\_\_\_\_ Email-ad \_\_\_\_\_

*For the purpose of: (Check items which may apply)*

- |  |   |
|--|---|
| <input type="checkbox"/> Research Proposal Formality Examination/ Oral Presentation Evaluation | <input type="checkbox"/> Technology Transfer and Commercializaton |
| <input type="checkbox"/> Patent Search   | <input type="checkbox"/> Research Ethics                          |
| <input type="checkbox"/> Industrial Design Application   | <input type="checkbox"/> Others _____                             |
| <input type="checkbox"/> Utility Model Application   |   |
| <input type="checkbox"/> Trademark Application   |   |
| <input type="checkbox"/> Copyright / ISSN / ISBN   |   |
| <input type="checkbox"/> Plagiarism Check  | Plagiarism % _____  |

*This has the following attachments: \_\_\_\_\_*

Noted by:

\_\_\_\_\_ Control Number: \_\_\_\_\_

RDE Support Staff

Received by: \_\_\_\_\_  
Signature over printed name

Date: \_\_\_\_\_



Innovation & Technology  
Support Services Office (ITSSO)

Office of the Vice President for Research, Extension, Production, Development, & Innovation

## Tabular Monitoring Results of Originality Examination of Institutional Research Proposals/Report

Prepared by:

Noted by:

Conforme:



## Innovation & Technology Support Services Office (ITSSO)

Office of the Vice President for Research, Extension, Production, Development, & Innovation

### AUTHORSHIP FORM

Proposal Title

Role (*Program leader, project leader, project staff, etc....*)

Duties and responsibilities for this project

Time to be allotted to this project (*hours per week*)

By affixing my name and signature, I agree to be accountable for all aspects of the research project, which includes ensuring that questions related to the accuracy and integrity of any part of the work are appropriately investigated and resolved.

\_\_\_\_\_  
Signature over printed name



## Innovation & Technology Support Services Office (ITSSO)

Office of the Vice President for Research, Extension, Production, Development, & Innovation

### CERTIFICATION OF NO OBJECTION FROM CO-AUTHORS

Title of Research Paper:

Name of Author/Applicant

Certification from co-authors

I/We have no objections, in any manner if the paper is presented by the applicant.

. Name	Signature	Date
1 .....	.....	.....
2 .....	.....	.....
3 .....	.....	.....



Southern Luzon State University  
**INNOVATION & TECHNOLOGY SUPPORT SERVICES OFFICE (ITSSO)**  
 Lucban, Quezon

### COPYRIGHT APPLICATION CHECKLIST

Date: \_\_\_\_\_

Title of Works : \_\_\_\_\_

Author/s : \_\_\_\_\_ Email-ad \_\_\_\_\_

College/Campus : \_\_\_\_\_

Request for Application please check ( ✓ )

Copyright

ISBN

ISSN

- Endorsement Letter from Dean or Director
- Four (4) Hard Copies of Registrable Materials
- Soft Copies of Registrable Materials (PDF Files)
- Plagiarism Test Result, *ITSSO personnel will do*
- PRE-PPA-1.02F4, Rev. 0 Certificate of Language Editing
- PRE-PPA-1.02F3, Rev. 0 Copyright Deed of Assignment (Notarized) *ITSSO personnel will do*
- Prescribed Form of Copyright Application Form (Notarized) *ITSSO personnel will do*

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**Requirements for ISBN:**

1. Fill out prescribed ISBN Information Sheet, ITSSO personnel will do
2. On the copyright page, indicate the phrase "Published by", the company name and address

**Requirements for ISSN:**

1. Fill out prescribed ISSN Information Sheet, ITSSO personnel will do
2. Submit the first issue (or at least the sample copy/mock up with the title page, editorial responsibility, frequency statement and publisher indicated on it).



## Innovation & Technology Support Services Office

Office of the Vice President for Research, Extension, Production, Development, & Innovation

### CERTIFICATE OF MANUSCRIPT ORIGINALITY

This is to certify that the research paper entitled, \_\_\_\_\_

\_\_\_\_\_  
**Title of the Manuscript**

submitted by \_\_\_\_\_

\_\_\_\_\_  
**Faculty/Student-Author/s**

of the \_\_\_\_\_

\_\_\_\_\_  
**Course / Program**

program under the \_\_\_\_\_

\_\_\_\_\_  
**College/Unit**

is an outcome of an independent and original work. The manuscript received a text similarity / plagiarism score of \_\_\_\_\_ %, which is an acceptable originality score based on our school policies. Furthermore, the work has also not been submitted elsewhere for publication.

\_\_\_\_\_  
**Director, ITSSO**



Southern Luzon State University  
INNOVATION & TECHNOLOGY SUPPORT SERVICES OFFICE (ITSSO)  
Lucban, Quezon

**CERTIFICATE OF LANGUAGE EDITING**

This certificate confirms that the

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(Manuscript Title)

written by

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(Authors)

was edited by the undersigned language expert. The Following issues were corrected: grammar, spelling, punctuation, sentence structure, phrasing, and citations. This affirms the manuscript acceptable for publication and copyright application.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord \_\_\_\_\_ at

---

*Signature over Printed Name*  
Language Expert



Southern Luzon State University  
**Innovation & Technology Support Services Office (ITSSO)**  
 Lucban, Quezon

REPUBLIC OF THE PHILIPPINES)  
 ) S.S.  
 Lucban, Quezon )

**DEED OF ASSIGNMENT**  
 (Copyright /Patents / Utility Model / Industrial Designs)

WHEREAS, the undersigned, here referred to as the Assignors, are the Creators of the work

\_\_\_\_\_  
 (Title of Work)

two (2) copies of  
 which are attached hereto;

WHEREAS, the author(s) of said work wish to assign all rights and interests to said work, including Copyright / Patents / Utility Models / Industrial Designs thereto, to the **Southern Luzon State University**, Lucban, Quezon here referred to as Assignee and here represented by

\_\_\_\_\_  
 (Position)

\_\_\_\_\_  
 (Name)

NOW, THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, said Assignor by these presents do hereby assign and transfer unto said Assignee, the whole right, title, and interest in and to the said work, including Copyright / Patents / Utility Models / Industrial Designs thereto; the same to be held and enjoyed by the Assignee for its own use and behalf, as well as for its legal representatives, to the full end of the term of copyright, as fully and entirely as the same would have been held by Assignor herein had this Deed of Assignment not been made.

In witness whereof, the authors/creators hereunto set their signature on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in Lucban, Quezon, Philippines.

Assignors'Creators' Name and Signature

ID Number

Signature

\_\_\_\_\_  
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 \_\_\_\_\_

Conforme:

\_\_\_\_\_  
 (Assignee or Assignee's Representative)

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, affiant Assignor and Assignee having exhibited before me their respective valid identification.

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_



Southern Luzon State University  
**INNOVATION & TECHNOLOGY SUPPORT SERVICES OFFICE (ITSSO)**  
 Lucban, Quezon

## GUIDELINES FOR THE USE OF UNIVERSITY TRADEMARKS

### INTRODUCTION

The Southern Luzon State University **Name**, logo, seal, icon and other identity assets are registered, owned and protected by the Institution. The provisions set forth in this Guidelines must be strictly followed as written in order to ensure uniform, cohesive and consistent application of such. By enforcing the adherence to the use of a standard set of Identities, the Institution can maximize the power of these assets to link colleges, schools, departments as one institution thereby reinforcing the delivery of our pledge, that of service and excellence.

### GENERAL PROVISIONS

The SLSU's Name and official Marks are registered and may not be used without permission, modified or incorporated into any other name or mark.

Authorization must be secured from the Office of the President thru the IPMO/BAO prior to the use of any of the University's name or marks.

If authority is secured to use the University Marks together with others, care must be undertaken to ensure that our Marks may not be diminished in any way by other marks.

The University's Name and Marks cannot be associated with certain types of products, services or companies which include but not limited to: alcohol; tobacco; illegal products of any kind; weapons; firearms, explosives; products that are sexually suggestive, racist, discriminating; products that use foul language; gambling; products that does not advance the name of the University.

The University's Name and official Marks may not be used or incorporated by any one in their business addresses, internet addresses or domain names. Governing rules are covered by but is not limited to the Southern Luzon State University Intellectual Property Policy, salient provisions of the Republic Act No. 8293, the Intellectual Property Rights Code of the Philippines, Rules and Regulations on Trademarks, Service Marks, Trade Names and Marked or Stamped Containers, September 1998.



Southern Luzon State University  
**INNOVATION & TECHNOLOGY SUPPORT SERVICES OFFICE (ITSSO)**  
Lucban, Quezon

## SPECIFIC PROVISIONS

Specific provisions are laid down in the attached **Trademark Licensing Agreement**. The Trademarks referred to are contained in the **University Identity Manual**.

## LICENSING

A Trademark Licensing program is administered through the Intellectual Property Management Office. The office must approve, prior to production, all commercial and external uses of the University Marks, as well as its uses for university projects such as departmental or student group t-shirts and giveaways. All commercial products must be produced by a licensee of the University, proposed commercial designs using the University Name or Mark must be submitted for approval to the Intellectual Property Management Office Trademark Licensing Officer. Licensing negotiations and agreement is the domain of the Business Affairs Office under the authority vested by the University President. (please refer to the attached licensing agreement)

## ADVERTISING

Prior Permission is required for the use of the University Name and Marks for advertising a product or service. The use must be approved by the Trademarks licensing officer prior to first use and each subsequent uses.

## NEWS MEDIA

In the delivery of news and information by the news media, no prior approval is necessary for the use of the University Trademarks.

## EFFECTIVITY

The Guidelines set forth shall take effect upon the approval of the University President. Any other provision or issuance that is inconsistent herewith shall be deemed amended and/or repealed accordingly.

For further inquiries visit the SLSU IPMO



Southern Luzon State University  
**INNOVATION & TECHNOLOGY SUPPORT SERVICES OFFICE (ITSSO)**  
 Lucban, Quezon

## **TRADEMARK/COPYRIGHTED MATERIALS LICENSE AGREEMENT**

This Trademark/Copyrighted Materials License Agreement (the "Agreement") is entered into as of DATE by and between the following two parties.

The Licensor: [Person, position, company name and address, e-mail, fax number]

The Licensee: [Person, position, company name and address, e-mail, fax number]

WHEREAS, Licensor owns the registered Trademark/Copyrighted Materials (the "TRADEMARK/COPYRIGHTED MATERIALS") shown in Attachment 1 to this Agreement;

WHEREAS, Licensor wishes to license to Licensee and Licensee is desirous of acquiring a license to use the Marks on the conditions and restrictions contained in this Agreement;

NOW THEREFORE, the parties agree as follows:

### **1. Grant of License**

#### **1.1 The Trademark/Copyrighted Materials**

Upon the terms and conditions hereinafter set forth, the Licensor hereby grants a general license to the Licensee the registered Trademark/Copyrighted Materials as defined in Appendix 1, and the Licensee hereby accepts the general license to use the Trademark/Copyrighted Materials as defined in Appendix 1, including all the Trademark/Copyrighted Materials, any part of the Trademark/Copyrighted Materials, and any design, character, symbol, and visual representation of the Trademark/Copyrighted Materials (collectively the "Trademark/Copyrighted Materials"). The license hereunder is non-exclusive.

#### **1.2 Scope**

1.2.1 The right to use the Trademark/Copyrighted Materials granted by this Agreement shall only be used in the business operated by Licensee. Licensee agrees not to directly or indirectly use or authorize any other party to use the aforementioned Trademark/Copyrighted Materials in any other manner, unless there are contrary provisions in this Agreement.

1.2.1 Use of Mark: In addition to the above provisions of this Agreement, Licensee shall abide by the following guidelines:

- (A) The Licensor considers the Licensed logo to be its Trademark/Copyrighted Materials and service mark, and holds it out to the public as such.

(B) The Licensee in using the Licensed Marks shall clearly indicate that the mark is registered with the Intellectual Property Philippines, Bureau of Trademark/Copyrighted Materials and that it is the property of Southern Luzon State University. Such indication of registration shall be in the form of the "®" ("R in a circle") designation. The Licensee in using the Licensed Mark that is not yet registered shall clearly indicate that the mark is the property of the Southern Luzon State University. Such indication shall be in the form of the "™" or "SM" designation.

1.2.3 The License granted by this Agreement to Licensee shall be valid within the Philippines.

## **2. Terms of Payment**

The Licensee agrees to pay to the license fee and the details of license fee and the form of payment are set forth in Appendix 2

## **3. Goodwill**

The Licensee recognizes the value of the goodwill associated with the Trademark/Copyrighted Materials, and acknowledges that the Trademark/Copyrighted Materials and all intellectual property rights therein and goodwill pertaining thereto shall be the sole and exclusive property of the Lessor, and that the Trademark/Copyrighted Materials have an underlying association with the Lessor by public perception.

## **4. Confidentiality**

4.1 The Licensee shall protect and maintain the confidentiality of any and all confidential data and information acknowledged or received by the Licensee by accepting licensing of the Trademark/Copyrighted Materials from the Lessor (collectively the "Confidential Information"). Upon termination or expiration of this Agreement, the Licensee shall, at the Lessor's option, return all and any documents, information or software including any of such Confidential Information to the Lessor or destroy it and delete the Confidential Information from any electronic devices and cease to use them. The Licensee shall not disclose, grant or transfer any Confidential Information to any third party without the Lessor's prior written consent.

4.2 It is agreed that Section 4.1 shall survive any amendment expiration or termination of this Agreement.

## **5. Representations and Warranties**

5.1 Lessor represents and warrants as follows:

5.1.1 Lessor is an enterprise legally registered and validly existing in accordance with the laws of the Republic of the Philippines.

5.1.2 Lessor shall execute and perform this Agreement within the scope of its corporate authority and business; has taken necessary actions to give appropriate authorization and to obtain the authorities, and shall not violate restrictions by laws and contracts binding or having an effect thereon.

5.1.3 This Agreement shall constitute Licensor's legitimate, valid and binding obligations as soon as it is legally executed, and shall be enforceable against it.

5.1.4 Licensor has exclusive ownership of the Registered Trademark/Copyrighted Materials under this Agreement.

5.2 Licensee represents and warrants as follows:

5.2.1 Licensee is authorized to transact business in accordance with the existing laws of the Republic of the Philippines;

## **6. The Licensor's Right of Licensing and Protection of the Licensor's Rights**

6.1 The Licensee agrees that it will not during the term of this Agreement, or thereafter, challenge the right of licensing or any rights of the Licensor in and to the Trademark/Copyrighted Materials or challenge the validity of this license or otherwise take or fail to take any action that impairs such rights or license.

6.2 The Licensee agrees to assist the Licensor to the extent necessary in the procurement of any protection or to protect any of the Licensor's rights to the Trademark/Copyrighted Materials. In the event that any third-party lodges a claim concerning the Trademark/Copyrighted Materials, the Licensor, if it so desires may commence or prosecute any claims or lawsuits in its own name or in the name of the Licensee or join the Licensee as a party thereto. In the event any third party infringes on the above-mentioned Trademark/Copyrighted Materials, the Licensee shall notify the Licensor in writing of any infringements or imitations by others of the Trademark/Copyrighted Materials which may come to the Licensee's attention, and the Licensor shall have the sole right to determine whether or not any action shall be taken on account of any such infringements.

6.3 The Licensee further agrees to use the Trademark/Copyrighted Materials only in accordance with this Agreement and shall not use such Trademark/Copyrighted Materials in any way, which, in the opinion of the Licensor, is deceptive, misleading or in any way detrimental to such Trademark/Copyrighted Materials or the reputation of the Licensor.

## **7. Quality**

7.1 Licensor authorizes Licensee to use the Marks in association with the Wares and/or Services so long as the use by Licensee is in accordance with the instructions, standards of quality and trade-mark specifications set by and approved by Licensor from time to time.

7.2 Licensee undertakes to use the Marks in strict accordance with the instructions, standards of quality and trade-mark specifications supplied by Licensor from time to time, and to use each of the Marks only in association with [the Wares and/or the Services] now set out in Schedule "A" which may be amended to add or delete Marks as Licensor in sole discretion shall decide.

7.3 For as long as Licensee uses the Marks, Licensor shall have the right to inspect the premises of Licensee from time to time during normal business hours, upon reasonable notice and to take samples, at Licensee's expense, of any Wares sold or to be sold in association with the Marks by Licensee. For as long as Licensee uses the Marks, Licensor shall have the right to inspect the premises of Licensee from time to time during normal business hours, upon reasonable notice, and to observe the performance of the Services.

## **8. Promotion**

In all cases where the Licensee produces promotional material involving the Trademark/Copyrighted Materials, the production cost of such material thereof shall be borne by the Licensee. All copyrights or other intellectual property rights of such material concerning the Trademark/Copyrighted Materials thereto shall be the sole and exclusive property of the Licensor whether developed by the Licensor or the Licensee. The Licensee agrees not to advertise or publicize any of the Trademark/Copyrighted Materials on radio, television, papers, magazines, the Internet or otherwise without the prior written consent of the Licensor.

## **9. Effective Date and Term**

9.1 This Agreement has been duly executed by their authorized representatives as of the date first set forth above and shall be effective simultaneously. The term of this Agreement is ten (10) years unless earlier terminated as set forth below. However, the Licensor and the Licensee shall review this Agreement every 3 months to determine whether any amendment to the Agreement is necessary depending on the circumstances.

9.2 This Agreement may be extended for one year only if the Licensor gives the Licensee its written consent of the extension of this Agreement prior to the expiration of this Agreement. However, the Licensee has no right to confirm such extension.

## **10. Record Filing**

Within three (3) months after the execution of the Agreement, the Licensor shall make a record filing of the copy of the Agreement to the relevant Trademark/Copyrighted Materials management authority.

## **11. Termination**

### **11.1 Termination on Expiration**

This Agreement shall expire on the earlier date of the date due and the date when the Licensor's right of licensing is terminated, unless this Agreement is extended as set forth above.

### **11.2 Early Termination**

Without prejudice to any legal or other rights or remedies of the party who asks for termination of this Agreement, any party has the right to terminate this Agreement immediately with written notice to the other party in the event the other party materially breaches this Agreement including but not limited to Section 6.1, 6.2 and 6.3 of this Agreement and fails to cure its breach within 30 days from the date it receives written notice of its breach from the non-breaching party. During the term of this Agreement, the Licensor may terminate this Agreement at any time with a written notice to the Licensee 30 days before such termination.

### **11.3 Survival.**

Article 3, 4, 6 and 16 shall survive after the termination or expiration of this Agreement.

## **12. Force Majeure**

12.1 Force Majeure, which includes but is not limited to acts of governments, acts of nature, fire, explosion, typhoon, flood, earthquake, tide, lightning and war, means any event that is beyond the party's reasonable control and cannot be prevented with reasonable care. However, any shortage of credit, capital or finance shall not be regarded as an event of Force Majeure. The party affected by Force Majeure shall notify the other party without delay.

12.2 In the event that the affected party is delayed in or prevented from performing its obligations under this Agreement by Force Majeure, only within the scope of such delay or prevention, the affected party will not be responsible for any damage by reason of such a failure or delay of performance. The affected party shall take appropriate measures to minimize or remove the effects of Force Majeure and attempt to resume performance of the obligations delayed or prevented by the event of Force Majeure. After the event of Force Majeure is removed, both parties agree to resume performance of this Agreement with their best efforts.

## **13. Notices**

Notices or other communications required to be given by any party pursuant to this Agreement shall be written in English and Chinese and shall be deemed to be duly given when it is delivered personally or sent by registered mail or postage prepaid mail or by a recognized courier service or by facsimile transmission to the address of the relevant party or parties set forth below.

Party A: [Person, position, company name and address, e-mail, fax number]

Attention:

Party B: [Person, position, company name and address, e-mail, fax number]

Attention:

## **14. Assignment or Sublicense**

The Licensee shall not assign, lease, pledge, sublicense, or in any other way transfer the rights or responsibilities Licensed pursuant to the Agreement to any third party/parties, or transfer the economic benefits of the license granted hereby or any portion of the rights included therein to any third party without the prior written consent of the Licensor.

## **15. Amendment and Supplement**

The Agreement shall not be amended or modified except by a written instrument come into force only signed by both parties. The amendment and supplement duly executed by both parties shall be part of this Agreement and shall have the same legal effect as this Agreement.

## **16. Severability**

Any provision of this Agreement which is invalid or unenforceable due to the violation of the relevant laws in any jurisdiction shall be void of effectiveness and binding force within the relevant fields of such jurisdiction without affecting in any way the remaining provisions hereof.

## 17. Appendices

The Appendices referred to in this Agreement are an integral part of this Agreement and have the same legal effect as this Agreement.

IN WITNESS THEREOF the parties hereto have caused this Agreement to be duly executed by a duly authorized representative each on behalf of the Party hereto as of the date first set forth above.

Licensor:

Representative: \_\_\_\_\_

Licensee:

Representative: \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, affiant  
Assignor and Assignee having exhibited before me their respective valid identification.

Name	ID No.	Issued on	Place
Doc. No. _____	_____	_____	_____
Page No. _____	_____	_____	_____
Book No. _____	_____	_____	_____
Series of _____	_____	_____	_____

NOTARY PUBLIC



Innovation & Technology Support Services (ITSSO)

## **DEED OF UNDERTAKING**

**Know all men by these present:**

We, the undersigned having read and fully understood the **SLSU GUIDELINES FOR THE USE OF UNIVERSITY TRADEMARKS** herein attached, do hereby pledge to adhere to the provisions set forth in the **Guidelines** and to uphold the **Trademarks of the University** in highest regard. We further commit to desist from any undertaking that will compromise the integrity of the **University Marks** and the **University** as a whole, be it intentional or otherwise.

In case of our failure to abide by the said provisions, we further undertake that we fully understand the legal and moral consequences of our actions.

IN WITNESS WHEREOF, we have here to set our hands this \_\_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_

Student Name and Signature

ID number

Witness (Printed Name and Signature)  
Signature)

**Witness (Printed Name and**

**BEFORE ME THIS \_\_\_\_\_ in \_\_\_\_\_**  
**personally appeared**

\_\_\_\_\_ and \_\_\_\_\_ presented themselves to  
be the same persons who executed this instrument and acknowledge the same to be their true and  
voluntary act and deed.

**Witness my hand and seal**

**Doc. No. \_\_\_\_\_**

**Page No. \_\_\_\_\_**

**Book No. \_\_\_\_\_**

**Series of \_\_\_\_\_**



# Innovation & Technology Support Services (ITSSO)

Office of the Vice President for Planning, Research, Extension, Production & Development

## INVENTION DISCLOSURE FORM

### 1. Title of Invention

--

### 2. Inventors

Name	
Address	
E-mail	
Cellphone no.	

Name	
Address	
E-mail	
Cellphone no.	

Name	
Address	
E-mail	
Cellphone no.	

### 3. Class of Invention. (Per Rule 201, IPO's Rules and Regulation on Inventions)

- a useful machine
- a product
- a process
- an improvement of any of the foregoing
- microorganism
- non-biological and microbiological process

### 4. Disclosure and Technical Description of the Invention.

Brief purpose/objective of the invention (*What problem does it solve/benefits it provide/ to or for whom?*):

Preparation and Composition/Components/Parts of the product:

**5. Status of Development**

- Concept only       Laboratory tested  
 With prototype       Others (please specify)

**6. Publication/Public Disclosure**

Has the invention/utility model been described in any publication or discussed in seminars, for a, public demonstration and similar activities? If so, where and when? Please provide details.

Type of Disclosure (e.g. publication, seminar, etc.)	Date(s)

**7. Sale**

Has the invention been offered for sale to the public or has sale ever been made? \_\_\_\_\_

**8. Funding of the Invention**

Source of funds for the development of the event

- personal  
 government funding  
 other entity

*If funded by the government or other entity, please specify the terms of the formal agreement/contract with regard to intellectual property rights. A copy of the document may be attached hereto.*

**9. Purpose/objective of the invention** (Identify companies or market sectors that are interested or could benefit from your invention including government institutions.)

**11. Mechanisms of the Invention** (How do we use the invention? How does it work?)

**10. Improvements and advantages over existing similar inventions**

10a. List existing prior art (products, processes/methods or apparatus) closest to your invention and the problems of each that the present invention solves.

10b. What advantage/s does your invention have over them?

10c. Cite previous publications and patents of other inventors (including your own) made available to the world, you believe that are closely related to your present invention. (*Please attach relevant documents.*)

## **12. Potential commercial application of the invention**

### **12. Drawings and Photographs of the Invention (As attachment)**

Attachment	Description of Drawing/Photographs

*It is understood by submitting this accomplished invention disclosure form, the inventor/s is/are seeking the assistance of SLSU ITSSO in patenting the above-identified invention and SLSU ITSSO will treat the submitted information with utmost confidentiality. The inventor/s further authorize/s SLSU ITSSO to conduct evaluations including prior art search, assessment of novelty, industrial applicability and inventive step to determine its patentability merits. Where appropriate, SLSU ITSSO may also evaluate the market potential/commercial prospects of the invention. It is understood that these evaluations are geared toward the preparation of patent application papers including specification/description, claims and drawings (where applicable), filing and prosecution of the corresponding patent application at IPO Philippines.*

#### **ACKNOWLEDGEMENT**

By disclosing this invention through the accomplishment and submission of this form, I/we, the inventor(s), hereby:

1. Attest that the information, I/we have given is true and correct to the best of our knowledge and that if necessary I/we agree to furnish additional information or documents that may be required by SLSU ITSSO;
2. Verify that the invention described is our own work and not copied from others;
3. Confirm that all names appearing in the list above and below are true and actual inventors for said invention and all inventors of said invention are listed with nobody being excluded;
4. Agree and sign all documents necessary in order to comply with University and Intellectual Property policies, guidelines, and regulations necessary and actively participate in activities that SLSU ITSSO may undertake in having this disclosure evaluated and in filing and prosecuting the appropriate intellectual property application/s and/or protecting the invention;
5. Confirm that I/we am/are bound to comply with the existing SLSU Intellectual Property Policy and other relevant international, national, local, and university regulations and policies.

<b>INVENTOR/S</b>	<b>SIGNATURE/S</b>

Please submit the duly accomplished form together with your request letter and preliminary search report to the following address:

---

Please submit the duly accomplished Form together with your request letter and preliminary search report to:

**Name of Director**

Director, Innovation and Technology Support Services Office  
Office of the Vice President for Research, Extension, Production, Development, & Innovation  
Southern Luzon State University  
Lucban, Quezon

Email: [ITSSO@slsu.edu.ph](mailto:ITSSO@slsu.edu.ph) or  
[geritolentino@slsu.edu.ph](mailto:geritolentino@slsu.edu.ph)



## Innovation and Technology Support Services Office (ITSSO)

### PRIOR ART SEARCH REPORT

Requesting Employee/College or Office:	Date of Request:	Date of Accomplishment:

#### Objectives:

The general objective of this patent search is to determine if the \_\_\_\_\_ " \_\_\_\_\_" is a novel invention. Specifically it aims to:

- Find out if the invention mentioned is valid for Intellectual Property Application to the Intellectual Property Office of the Philippines;
- Determine if the invention is infringing on an existing patent;
- Cite advancements related to the proposed invention above.

Period/Date of Search: \_\_\_\_\_

Title
Filing Date:
Abstract

**International Patent Classification**

**Keywords**

<b>Database</b> ( <a href="#">USPTO</a> , <a href="#">Espacenet</a> , <a href="#">Patentscope</a> , <a href="#">JPO-IPDL</a> , <a href="#">Thomson-Reuters</a> )	<b>Search String</b> <a href="#"><b>(ABST/(SHIPPING AND (PACKAGE OR PARCEL OR DOCUMENT) ) AND ICL/(G07F007/00 OR G07F017/00 OR G06Q020/00))</b></a>	<b>Number of Hits</b> [Ex: 205]

**DOCUMENTS CONSIDERED TO BE RELEVANT**

Category*	Citation of Documents

**\* Special Categories of Cited Documents:**

- A document defining the general state of the art which is not considered to be of particular relevance
- X document of particular relevance; the claimed invention cannot be considered novel or cannot be considered to involve an inventive step when the document is taken alone
- Y document of particular relevance; the claimed invention cannot be considered to involve an inventive step when the document is combined with one or more other such documents, such combination being obvious to a person skilled in the art

*Note: Further references not indicated in this search report may be cited during substantive examination.*

**3. CERTIFICATION**

Signature of Patent Researcher/ITSSO Director



Southern Luzon State University  
**INNOVATION AND TECHNOLOGY SUPPORT SERVICES OFFICE**  
 Lucban, Quezon

## CONFIDENTIALITY AGREEMENT

This Agreement made and entered into by and between:

In case of entity: an entity organized and existing under the laws of the Republic of the Philippines, with principal place of business at \_\_\_\_\_ represented by its \_\_\_\_\_, and herein referred to as the "INVENTOR"

In case of individual: of legal age, Filipino, single/married and with residential and postal address at \_\_\_\_\_, hereinafter referred to as the "INVENTOR"

AND

In case of entity: an entity organized and existing under the laws of the Republic of the Philippines, with principal place of business at \_\_\_\_\_ represented by its \_\_\_\_\_, and herein referred to as the "RECIPIENT"

In case of individual : of legal age, Filipino, single/married and with residential and postal address at \_\_\_\_\_, hereinafter referred to as the "RECIPIENT"

NOW THEREFORE, for and in consideration of the foregoing premises, the parties hereto agree to enter into this Agreement under the following terms and conditions:

### OBLIGATIONS OF THE PARTIES:

1. The RECIPIENT hereby confirms the terms under which the INVENTOR may disclose proprietary information and materials possessed, developed or acquired by the INVENTOR with respect to one or more inventions of the INVENTOR;
2. The RECIPIENT wishes to receive from the INVENTOR such proprietary information and materials as INVENTOR desires to disclose for the sole purpose of evaluating INVENTOR's inventions;
3. The INVENTOR shall mark as "confidential" all written materials it regards as embodying proprietary information and materials so that the RECIPIENT shall be aware that its receipt of such materials is governed by the terms of this Agreement;

4. Oral disclosure of proprietary information to RECIPIENT will be reduced into writing within thirty (30) days of oral disclosure by the INVENTOR and clearly marked as "confidential";
5. RECIPIENT agrees that any such information and materials shall be maintained in secrecy and treated with strict confidentiality and shall not, except to the extent authorized by the INVENTOR in writing, knowingly use such information and materials for any purpose other than the use contemplated hereby; and RECIPIENT will use all reasonable diligence to prevent unauthorized use or disclosure by RECIPIENT for a period of five (5) years from the signing of this Agreement; provided, that RECIPIENT shall have the right to disclose such information and materials to its necessary personnel, which shall include employees, and to independent searchers, consultants, subcontractors and patent office personnel who have agreed to maintain the confidential nature of such information such information and materials;
6. RECIPIENT shall have the right to challenge any claim of proprietary right and obligation of confidentiality of such information and materials claimed to constitute a proprietary right by showing that such information and materials are already in its or its affiliates possession prior to receipt thereof from the INVENTOR hereunder. No obligation of confidentiality shall exist as to information and materials that:
  - a. are in the public domain by public use, publication, general knowledge or the like, or after disclosure hereunder become general or public knowledge, through no fault of RECIPIENT, or
  - b. are properly obtained by RECIPIENT from a third party for use or disclosure.

This Agreement constitutes the full understanding of the parties and a complete and exclusive statement of the terms of their agreement with respect to the subject matter hereof. If any part of this Agreement shall be held invalid or unenforceable in any application, such invalidity and/or unenforceability shall not affect such provision in any other application or any other provision of any application. No modification or alteration of this Agreement shall be effective unless in writing and signed by the respective parties.

It is understood that no patent right or license is hereby granted to RECIPIENT by this Agreement and that the disclosure of proprietary information and materials shall not result in any obligation to grant RECIPIENT any rights in and to the subject matter of INVENTOR.

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their signatures this \_\_\_\_\_ at \_\_\_\_\_.

INVENTOR

RECIPIENT

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

\_\_\_\_\_

ACKNOWLEDGMENT

Republic of the Philippines      }  
\_\_\_\_\_  
                                } S.C.

BEFORE ME, the undersigned Notary Public, for and in \_\_\_\_\_ P, personally appeared \_\_\_\_\_ with ID No. \_\_\_\_\_ and \_\_\_\_\_ with ID NO. \_\_\_\_\_, both known to me and known to be the same persons who executed the foregoing Agreement consisting of three (3) pages, by their instrumental witnesses and they acknowledged the same to be their own, free and voluntary act and deed.

WITNESS MY HAND AND SEAL on this \_\_\_\_\_ at \_\_\_\_\_.

Doc No. \_\_\_\_;  
Page No. \_\_\_\_;  
Book No. \_\_\_\_;  
Series of 2016.



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## Intellectual Property (IP) Monitoring for Utility Model



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