February 13, 2009

F O R   :   Prof. Ma. Lucia M. Magallona, CAMP
                     Dean Reynaldo H. Imperial, CAS
                     Dean Elizabeth de Castro, CD
                     Dean Alberto B. Roxas, CM
                     Dean Josefina A. Tuazon, CN
                     Dean Jocelyn B. Palacpac, CP
                     Dean Nina G. Gloriani, CPH
                     Dean Erlyn A. Sana, NTTCHP
                     Dean Jusie Lydia J. Siega-Sur, SHS

F R O M   :   **RAMON L. ARCADIO, MD, MHPEd**
                     Professor and Chancellor

SUBJECT   :   2008 DATA ON RESEARCH PROJECTS, EXTENSION
                     SERVICES, PUBLICATIONS AND PATENTS, COPYRIGHTS,
                     AND INTELLECTUAL PROPERTYRIGHTS

In connection with the annual data collection for performance audit and budget purposes, we would like to request your respective units to accomplish/update the following forms:

Form No. 17:   Extension Services
Form No. 18:   Extension Services Units Profile
Form No. 19:   Intellectual Property Rights
Form No. 20:   International Publication Awardees
Form No. 21:   Publications and Patents/Copyrights
Form No. 22:   Research Projects
Form No. 23:   Research Units Profile

Data being requested are for the **Calendar Year 2008**. Please review your latest submission which you may just need to update. For your convenience, you can download the forms from http://fmo.up.edu.ph/download.

Please send your data in hard and electronic copies to the Office of the Vice Chancellor for Planning and Development not later than February 24, 2009. We will appreciate if you can also send your data to masantiago@upm.edu.ph.

Please do not alter or reformat the form and follow instructions on how to fill the forms up. Data shall be consolidated and will be submitted as one UP Manila report. For inquiries, you may inquire from OVCPD Attention: Meldy A. Santiago.

EXTENSION SERVICES
January to December 2008

Constituent University

[ ] System Admin
[ ] Diliman, pls. specify sub-site
[ ] Los Baños
[X] Manila
[ ] Visayas, pls. specify sub-site

[ ] Mindanao
[ ] Open University
[ ] Baguio

Sub-Site (if applicable, mark a choice with X.)

[ ] Diliman   [ ] Pampanga   [ ] Olongapo

[ ] Manila Proper   [ ] PGH   [ ] Palo, Leyte
[ ] Iloilo City   [ ] Miagao   [ ] Cebu
[ ] Tacloban
[ ] Davao Proper (Anda St.)   [ ] Bago Oshiro

Project Status	Seq. No.	College/ Unit	Dept.	Name of Project	Project Duration		Objective/s	Type of Activity (see codes)	Training Person Days*	Spon- sor	Nature of Output/ Impact (see codes)	Main Area of Interest	Leader's Profile				Clientele/Beneficiaries			Type of Funding					
					Start	End							Name	Position Title	Highest Degree		No. of Clients/ Beneficiaries	Type (see codes)	(1) GAA FUNDED			(2) RF FUNDED	(3) Externally Funded	
																			Budget			Total Amount of Grant (kindly state currency)	Gov't.	Private
																			FY 2006	FY 2007	FY 2008		Total Amount of Grant (kindly state currency)	Total amount of Grant (kindly state currency)

* Training Person Days = Total number of Training Days (Project End - Project Start) / Number of Clients and/or Beneficiaries

_____
Project Name & Signature

_____
Designation /Office

_____
Printed Name & Signature

_____
Designation /Office

Please be guided in the following directions in accomplishing/updating the 'List of Research and Extension Projects'

1. The attached preliminary lists are classified under three (3) groups, viz:

- *Completed Projects* - The contents were extracted from your **PREVIOUS SUBMITTED DATA** which are expected to end during the period specified in the data collection form. Kindly review/update and make necessary corrections particularly the items on *Project Status, "Type of Funding Source* and its corresponding *budgetary requirements"*

- *Incomplete/On-going Projects* - The contents were extracted from your **PREVIOUS SUBMITTED DATA** with incomplete status indicated as well as projects which are expected to end beyond the period specified in the data collection form. Kindly review/update and make necessary corrections particularly the items on *"Type of Funding Source* and its corresponding *budgetary requirements"*

- *New Projects* – Additional data to indicate projects, which started on period specified.

2. Data on the following columns are necessary to generate report/s required by external agencies, viz:

- *Project Duration - Start/End* - as Project Status serves as our reference to classify the data.

- *Type of Funding Source*
    i. GAA *(General Appropriations Act)* Funded Projects with budgetary requirements from FY 2007 to 2009
    ii. RF *(Revolving Fund)* Projects
    iii. Externally Funded – Government or Private

- *Program Classification* for Extension Services; details are shown in the listings of extension codes.

3. Kindly consider other information needed as shown in the revised form, viz:

- Objectives

- Researcher's/Leader's Profile - Name, Position Title & Highest Degree Earned

- Papers presented in conferences and/or Published –National or International for completed Research Projects

- Training Person Days for completed Extension Projects *(Total Number of Training Days / Number of Clients & or beneficiaries)*

4. Only **officially recognized** Research and Extension Projects shall be included.

5. Accomplished form should be in **MS EXCEL** format.

EXTENSION SERVICES

COLUMN	DESCRIPTION	CODE
Type of Activity	Conference	1
	Consultancy	2
	Dialogue	3
	Seminar	4
	Seminar/workshop	5
	Short Course	6
	Symposium	7
	Training	8
	Workshop	9
	Others, specify	
Program Classification	Community & Economic Development	1
	Business & Industry	2
	Family & Youth Development	3
	Continuing Education & Professional Development	4
	Agriculture & Natural Resources	5
	Others, specify	
Nature of Output/Impact	Action Plan	1
	Conference Paper	2
	Skills upgrading	3
	Others, specify	
Main Area of Interest:	Agricultural Sciences	AGRI
	Arts & Culture	AC
	Biological Sciences	BIO
	Biological Technology	BIO TECH
	Eco Tourism	ECO TOUR
	Economics	ECON
	Education	EDUC
	Engineering	ENGG
	Environmental Sciences	ENV
	Finance	FIN
	Fine Arts and Architecture	ARTS
	Fisheries and Ocean Sciences	FISH
	Health & Disease	HD
	Health Prof Educ	HPEd
	Health Social Science	HSOC
	Human Kinetics	HUMK
	Industry Study	IND STUD
	Information Technology	IT
	Investment Management	INV MGT
	Laboratory Services	LAB SERV
	Law	LAW
	Literary Arts	LIT
	Management, Business and Accounting	MGT
	Marketing	MKTG
	Mass Communications	MCOM
	Mathematical Sciences	MATH
	Medicine and Allied Sciences	MED
	Natural Sciences	NAT
	Physical Sciences	PHYS
	Social Sciences and Philosophy	SOC
	Technical Notes	TECH NOTE
	Technology	TECH
	Theatrical and Performing Arts	THA
	Others,specify	
Type of Beneficiaries	Farmers	1
	General Public	2
	Homemakers	3
	Students	4
	Others, specify	

EXTENSION SERVICES UNITS PROFILE

January to December 2008

FORM 18

Series 2005

Constituent University

[ ] System Admin
[ ] Diliman, pls. specify sub-site ⟶
[ ] Los Baños
[ ] Manila, pls. specify sub-site ⟶
[ ] Visayas, pls. specify sub-site ⟶
[ ] Mindanao
[ ] Open University
[ ] Baguio

Sub-Site (if applicable, mark a choice with X.)

[ ] Diliman   [ ] Pampanga   [ ] Olongapo
[ ] Manila Proper   [ ] PGH   [ ] Palo, Leyte
[ ] Iloilo City   [ ] Miagao   [ ] Cebu
[ ] Tacloban
[ ] Davao Proper (Anda St.)   [ ] Bago Oshiro

Amount of Extension Funding
(In thousand pesos)

College/ Unit Name	Dept./Sub-unit Name	Category /1 (see codes)	UP FUNDING		External Funding		C O U N T											
							Total Extension Staff						Degree Level (Faculty Involved in Extension Services only)					
							Senior /2		Others /3				Regular /4			Non- Regular /5		
			PS	MOOE	PS	MOOE	Full Time	Part Time	Full Time	Part Time			Bacc.	Masters	Doctoral	Bacc.	Masters	Doctoral

/1 Category

Codes
1 — Center of Excellence (COE)
2 — Center of Development (COD)
3 — National Training Center
4 — Functioning as Extension Unit

/2 Salary Grade 18 and above
/3 Salary Grade 17 and below
/4 UP appointment with an assigned position item
/5 UP appointment without assigned position item

I hereby certify to the correctness of the above information.

_____
Print Name & Signature

_____
Designation/Office

_____
Date

Prepared by:

_____
Print Name & Signature

_____
Designation/Office

_____
Date

Intellectual Property Rights
CY 2008

CONSTITUENT UNIV. (mark a choice with X.)

[ ] System Administration
[ ] Diliman, pls. specify satellite campus
[ ] Los Baños
[ ] Manila, pls. specify satellite campus
[ ] Visayas, pls. specify satellite campus
[ ] Mindanao, pls. specify satellite campus
[ ] Open University
[ ] Baguio

SATELLITE CAMPUS (if applicable, mark a choice with X.)

[ ] Diliman   [ ] Pampanga   [ ] Olongapo

[ ] Manila Proper   [ ] PGH   [ ] Palo, Leyte   [ ] Baler, Aurora
[ ] Iloilo City   [ ] Miagao   [ ] Cebu   [ ] Tacloban
[ ] Davao Proper (Anda St.)   [ ] Bago Oshiro

Unit or College and Dept.	Title	Author(s)	Application Number	Registration Number	Date Filed	Statu

I hereby certify to the correctness of the above information.

Prepared by:

_____
Print Name & Signature

_____
Print Name & Signature

_____
Designation/Office

_____
Designation/Office

_____
Date

_____
Date

PUBLICATIONS AND PATENTS/COPYRIGHTS
CY 2008

Constituent University

[ ] System Admin
[ ] Diliman, pls. specify sub-site
[ ] Los Baños
[ ] Manila, pls. specify sub-site
[ ] Visayas, pls. specify sub-site

[ ] Mindanao
[ ] Open University
[ ] Baguio

Sub-Site (If applicable, mark a choice with X.)

[ ] Diliman   [ ] Pampanga   [ ] Olongapo

[ ] Manila Proper   [ ] PGH   [ ] Palo, Leyte
[ ] Iloilo City   [ ] Miagao   [ ] Cebu
[ ] Tacloban
[ ] Davao Proper (Anda St.)   [ ] Bago Oshiro

	National Publication Title	Category*
I	1	
	2	
	3	
	4	
II	1	
	2	
	3	
	4	

	International Publication Title	Category*
III	1	
	2	
	3	
	4	
IV	1	
	2	
	3	
	4	

	Patent Title

	Copyright Title

* Codes

a   Papers presented in conferences
b   Papers published in proceedings of conferences
c   Articles in refereed journal
d   Chapter/s in Books
e   Books

I hereby certify to the correctness of the above information.

_____   Prepared by:
Print Name & Signature

_____   _____
Designation/Office   Print Name & Signature
Date   _____
                               Designation/Office

                               Date

RESEARCH PROJECTS

January to December 2008

FORM 22

Constituent University

[ ] System Admin
[ ] Diliman, pls specify sub-site
[ ] Los Baños
[X] Manila
[ ] Visayas, pls specify sub-site
[ ] Mindanao
[ ] Open University
[ ] Baguio

Sub-Site

[ ] Diliman
[ ] Manila Proper
[ ] Iloilo City
[ ] Miagao
[ ] Davao Proper (Anda St.)

[ ] Pampanga
[ ] PGH
[ ] Tacloban
[ ] Bago Oshiro

[ ] Olongapo
[ ] Pala Leyte
[ ] Cebu

Project Status	Sec Code/Prog No./Ident.	Dept.	Main Title	Project Duration			Researcher's Profile						Type of Funding Source										Presented in conferences		Published	
				Start	End	Objectives	Research Type (see codes)	Main Area of Interest (see codes)	Name of Principal Investigator(s)	Position Title	Highest Degree	Sponsor		(1) GAA FUNDED			(2) RF FUNDED		(3) EXTERNALLY FUNDED						
													FY 2004	FY 2005	FY 2006 (projected)	Budget		GOV'T	PRIVATE	Natl.	Intern'l.	Natl.	Intern'l.			

I hereby certify to the correctness of the above information.

_____
Print Name & Signature

_____
Designation/Office

_____
Date

Prepared by

_____
Print Name & Signature

_____
Designation/Office

_____
Date

Constituent University

- [ ] System Admin
- [ ] Diliman, pls. specify sub-site
- [ ] Los Baños
- [ ] Manila, pls. specify sub-site
- [ ] Visayas, pls. specify sub-site
- [ ] Mindanao
- [ ] Open University
- [ ] Baguio

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- [ ] Diliman
- [ ] Pampanga
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- [ ] PGH
- [ ] Palo, Leyte

- [ ] Iloilo City
- [ ] Miagao
- [ ] Cebu

- [ ] Tacloban

- [ ] Davao Proper (Anda St.)
- [ ] Bago Oshiro

College/ Unit Name	Dept./Sub-unit Name	Category /1 (see codes)	Amount of Research Funding (in thousand pesos)				Total Research Staff						C O U N T								
			UP FUNDING		External Funding		Senior /2			Others /3			Degree Level (Faculty Researchers only)								MS thesis completed by students	PhD dissertations done by students
			PS	MOOE	PS	MOOE	Full Time	Part Time	Full Time	Part Time			Regular Status /4				Non-Regular Status /5					
													Bacc.	Masters	Doctoral	Bacc.	Masters	Doctoral				

/1 Category Codes
1 Center of Excellence (COE)
2 Center of Development (COD)
3 National Research Center
4 Functioning as Research Unit

/2 Salary Grade 18 and
/3 Salary Grade 17 and

/4 UP appointment with an assigned position item
/5 UP appointment without assigned position item

I hereby certify to the correctness of the above information.

_____
Print Name & Signature

_____
Designation/Office

_____
Date

Prepared by

_____
Print Name & Signature

_____
Designation/Office

_____
Date

UNIVERSITY OF THE PHILIPPINES MANILA

8/F Central Block, Philippine General Hospital
Taft Avenue, Manila

OFFICE OF THE VICE CHANCELLOR FOR
ACADEMIC AFFAIRS

9 March 2011

MEMORANDUM

FOR: All College Secretaries and NIH Representative

RE: VP Giselle Concepcion's Latest Memo on Requirements for
Positions, etc. (see attached)

THROUGH: The Deans and Dr. Lulu Bravo

What: Emergency Meeting Tomorrow at 1:30 PM at the Board Room

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Attached please find the latest memo of VP Giselle Concepcion together
with a requested accompanying matrix, re: faculty items, that are required,
available, filled, unfilled, providing strong justification for each position,
based on a strategic plan for growth and development, etc.

The data we need can be extracted from the FTES, so please bring your
files and laptops if needed.

For our purposes, we need the following data that are in your FTES:

1. No. of units, graduate and undergraduate/dept/college FS 2010-2011
and SS 2010-2011
2. Units for ALC in the department (e.g. dept.chair, assoc deans, etc.)
3. Faculty on study load credit./dept—in units
4. Faculty on reduced teaching load/dept—in units
5. Faculty on sabbatical/s—in units
6. Faculty with approved research load—in units
7. No. of regular faculty FT /dept
8. No. of regular faculty PT/dept
9. No. of lecturers /dept /sem
10. class size/subject/dept for both graduate and undergraduate

The good news is that it is possible for us to get new items, however, we
have to provide a strong justification for such. Thus, this matrix we are
requiring in order to finally fill up the VP matrix.