



Republic of the Philippines
MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
Bontoc, Mountain Province



POLICY ON INCENTIVE SCHEME

RDE FILE 16



C. 9

1 **AN EXCERPT FROM THE MINUTES OF THE 100th REGULAR MEETING**
 2 **OF THE BOARD OF TRUSTEES HELD AT CHED CENTRAL OFFICE ON**
 3 **18 NOVEMBER 2014 AT 11:00 AM**

4 Present:

- | | | |
|----|--|---------------------|
| 5 | Hon. ALEX B. BRILLANTES JR. | - Presiding Officer |
| 6 | Hon. REXTON F. CHAKAS | - Vice Chair |
| 7 | Hon. PILAR S. CAYETANO | - Member |
| 8 | (Represented by Hon. Vivian Eustaquio) | |
| 9 | Hon. ROMAN T. ROMULO | - Member |
| 10 | (Represented by Hon. Michelle Maniwang) | |
| 11 | Hon. MILAGROS A. RIMANDO | - Member |
| 12 | Hon. JULIUS CAESAR V. SICAT | - Member |
| 13 | Hon. LUISA S. VALENCIA | - Member |
| 14 | Hon. DAN EVERT C. SOKOKEN | - Member |
| 15 | Hon. MANUEL M. IMATONG | - Member |
| 16 | Hon. WILLIAM A. ASPILAN | - Member |
| 17 | Hon. DEXTER B. LUCIO | - Member |

21

22 **RESOLUTION APPROVING THE POLICY ON INCENTIVE**
 23 **SCHEME OF RESEARCHERS**

24

25 **Res. No. 083, s. 2014**

26

27 APPROVING the Policy on Incentive Scheme of
 28 Researchers with the inclusion of suggestions by the
 29 Board in the final print out.

30 **APPROVED**

31 CERTIFIED TRUE AND CORRECT:

32

33 *Derine D. Aguid*
 34 **DERINE D. AGUID**
 35 Acting College/ Board Secretary

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
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

BACKGROUND

The proposed incentive scheme for research and development was approved on September 14, 2012 through BOT Res. No. 058, s. 2012. The Board of Trustees approved the proposed incentive scheme provided that the criteria for each item shall be crafted.

A review of the records in the Research Development and Extension Unit shows that such policies and guidelines were prepared by the RD directorate upon the direction of the then College President, Dr. Nieves A. Dacyon. However, such policy remained as proposed without the approval of the College President.

It is on this premise that the present leadership of the RDE unit deemed it necessary to review the policy on the incentive scheme for research and development before the final approval of the College President.

The policy was presented on August 29, 2014 during the Capability Building Activity of Faculty for research and extension. Attached is the proceeding of the activity highlighting the discussion on the proposed incentive scheme.

The following were the comments/suggestions to be incorporated in the incentive scheme for research and development.

1. To add definition of terms in the policy
2. Increase the proposed incentive by P500
3. To qualify for incentives, researches must be reviewed by the College Research Council, approved by the College President for implementation and presented during the in-house review as on-going or completed research.
4. To include the source of fund for the incentives

Attachments:

1. AdCo Resolution No. 094, s. 2014
2. Proposed Policy for Approval of the President
3. Proposed criteria for best paper and presenter for institutional agency in-house
4. Proceedings of the Capability Building Activity of Faculty for Research and Extension
5. BOT Res. No. 058, s. 2012

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

PROPOSED POLICY ON INCENTIVE SCHEME FOR RESEARCH AND DEVELOPMENT
As reviewed on August 29, 2014

RATIONALE

Research is a mandated function of all institutions of higher learning. In Mountain Province State Polytechnic College (MPSPC), it is an integral part of its vision, mission, goals and objectives that is to attain rural; development, excellence and global competitiveness. Further, the institution supports that research will lead to the development of adaptable technologies, refinement of existing and integration of new knowledge that will ultimately bolster economic growth, cultural preservation, and provide scientific basis for sustainable environmental conservation and management to the province.

Cognizant to the importance of research in MPSPC's role as prime educational center for higher learning in the province, and to motivate faculty and staff to conduct research, the MPSPC Research and Development Unit proposes this incentive scheme. This policy also recognizes the contribution of researchers, sustains participation of faculty and staff, and encourages more of them to get involved in research activities.

It was noted that the involvement of some faculty and staff in externally funded researches reinvigorate their passion in research due to professional fees. This in turn improved the research culture of the college. It is then the theory that the college approves and implements incentive scheme for researches funded through the General Appropriation Act, faculty and staff will be motivated to do research activities thereby fortifying the quality and image of the College as source of knowledge, skill, and technologies for the development of the province and the region as a whole. Funding such incentives shall be sourced out from the 20% R&D allocation from Fund 164.

As thoroughly deliberated and discussed during meetings of the Research and Development Unit and fora of faculty researchers, the proposed incentive scheme for MPSPC are as follows:

PROPOSED MPSPC – R&D INCENTIVE SCHEME

DEFINITION OF TERMS

Agency In-House Review – This is the annual research activity where researches of the College are presented to external validators (usually from HARRDEC) for comments and suggestions.

Awardee – For presentation in the national and international conferences, an awardee is defined as a researcher whose presentation is recognized as best paper or best presentation.

Booklet form – This is an IEC material which was culled from the research results and is formatted in a way that can be easily understood by non-technical readers.

College Research Council – This is the body which reviews the research proposals of faculty researchers prior to implementation.

Non-awardee – A non-awardee is as a researcher who qualified to present in national and international conference and is not awarded as best paper or best presentation.

Techno-guide – This is a form of an IEC material summarizing the research results which can be used in extension activities for information dissemination.

LEVEL OF PRESENTATION	CRITERIA FOR SELECTION	PROPOSED MPSPC INCENTIVE SYSTEM
Institutional (Agency In – House Review)	<ol style="list-style-type: none"> 1. The proposal was reviewed by the College Research Council and approved by the President for implementation or these are priority researches approved by the president for implementation. 2. Presented during the Agency In – House Review 3. The final copy (hard and soft copy) of the research paper shall have been submitted to the R&D Office incorporating the comments and suggestions of the evaluators. 4. The best paper must be selected by the technical panel during the AIHR. 	<ul style="list-style-type: none"> • 2,000 best paper • 1,250 papers qualify for regional review but were not awarded best papers • 1,000 best presenter
Regional Level	<ol style="list-style-type: none"> 1. The proposal was reviewed by the College Research Council and approved by the President for implementation or these are priority researches approved by the president for implementation. 2. Presented during the Agency In – House Review prior to presentation in the regional level 3. Selected by the technical panel during the AIHR for presentation in a regional forum. 4. The awardees are selected by a panel during the Regional Review. 5. Copy of the research paper in booklet form must be submitted to the R&D Office 	<ul style="list-style-type: none"> • Awardees (top three) for poster and oral presentations 2,500.00
National Non - Awardee	<ol style="list-style-type: none"> 1. The proposal was reviewed by the College Research Council and approved by the President for implementation or these are priority researches approved by the president for implementation. 	<ul style="list-style-type: none"> • 5,500
Awardee	<ol style="list-style-type: none"> 2. Presented during the Agency In – House Review prior to presentation in the national level 3. The final copy of the research paper shall have been submitted incorporating the comments and suggestions of the technical panel (hard and soft copy) during the Agency In-House Review 4. The abstract submitted for the conference or forum must be recommended by the VPRDE or his authorized representative and approved by the President. 5. The research output must be translated into instructional materials and utilized for instruction or to be transformed into techno – guide and extended to communities or target clientele to improve their living conditions or translated into policy which is 	<ul style="list-style-type: none"> • 7,500

	implemented by the concerned agency, before the release of the incentive.	
International Non - Awardee	1. The proposal was reviewed by the College Research Council and approved by the President for implementation or these are priority researches approved by the president for implementation.	• 10,500
Awardee	2. Presented during the Agency In – House Review prior to presentation in international conferences 3. The final copy of the research paper shall have been submitted incorporating the comments and suggestions of the technical panel (hard and soft copy) 4. The abstract submitted for the conference or forum must be recommended by the RDE Sector and approved by the President. 5. The research output must be translated into instructional materials and utilized for instruction or techno – guide and extended to communities or target clientele to improve their living conditions or translated into policy which is implemented by the concerned agency, before the release of the incentive	• 15,500

Note: Winning best papers presented in the Agency In-House Review that are externally funded are not qualified for said incentives in the institutional level.

PROPOSED INCENTIVE SCHEME FOR INTELLECTUAL PROPERTIES

The College performance on intellectual property rights which is being measured in terms of number of patents is very low. At present, the College has patented only one utility model, no inventions, and has patented 10 industrial designs. To motivate faculty and staff to patent their research outputs, the following incentive scheme is thereby proposed.

The incentives for intellectual properties are applicable only for research results that passed through the evaluation of the College Research Council and approved by the President for implementation.

Intellectual Properties	CRITERIA	PROPOSED MPSPC INCENTIVE SYSTEM
Inventions/Patents	<ul style="list-style-type: none"> • Inventions should be a product of research activities of the faculty or staff of the college • It should have undergone the process of evaluation that is from research proposal stage to technology development of the college. • The invention should be recommended by VPRDE or his authorized representative and approved by the President for patent application. • The invention must be commercially viable. • Inventions are deemed property of the college and whatever royalty derived shall be given proportionately as stipulated in the 	• 30,000.00

	MPSPC IPR Policy	
Utility Model	<ul style="list-style-type: none"> • Utility models should be products of researches of the faculty or staff of the college. • It should have undergone the process of evaluation from research proposal stage to technology development by the college. • The Utility Model should be recommended by RDE Sector and approved by the President for patent application. • The Utility Model must improve existing technology and contribute income to the College. • Utility models are deemed property of the college and whatever royalty derived shall be given proportionately as stipulated in the MPSPC IPR Policy. 	<ul style="list-style-type: none"> • 20,000.00
Copyrights	<ul style="list-style-type: none"> • Copyrighted works should be products of researches of the faculty or staff of the college. • The research should have undergone thorough screening /evaluation by the College Research Council and have been approved by the College President for implementation • The copyrighted research output shall be in the form of work book, modules, teaching guide and text book for instructional purposes and techno – guide and training modules to be used for extension activities. 	<ul style="list-style-type: none"> • 5,000 per work
Industrial Designs	<ul style="list-style-type: none"> • Industrial Designs should be products of researches of the faculty or staff of the college. • The research should have undergone thorough screening /evaluation by the College Research Council and have been approved by the College President for implementation • Must be commercially viable • Industrial Designs are deemed property of the college and whatever royalty derived shall be given proportionately as stipulated in the MPSPC IPR Policy. 	1,000 each design

Note: Research results of externally funded research can avail on the incentive provided the funding agency did give away any such inventive

PROPOSED CRITERIA FOR EVALUATION OF BEST PAPER AND BEST PRESENTER (please see attached)

SOURCES OF FUNDS FOR THE INCENTIVE SCHEME

The College shall allocate a yearly budget for researchers' incentives from the Research Unit's share of the internally generated funds of the College (Fund 164).

Recommending Approval:


SUSAN A. LOPEZ
VPRDE

Approved:


REXTON F. CHAKAS
President

**PROPOSED CRITERIA FOR EVALUATION
BEST PAPER**

Research Title: _____

Author/s: _____

CRITERIA	%	RATING
1. Creativity, Originality, Quality of Work	30%	
<ul style="list-style-type: none"> • Rationale/State of the Art (to include Analysis of the Problem) (10%) • Clear and comprehensive Objectives (5%) • Conceptual/Analytical Framework/Methodology (15%) 		
2. Significance of Findings	40%	
<ul style="list-style-type: none"> • Contribution to New Knowledge/S&T Advancement (10%) • Workable and practical recommendations (5%) • Relevance and responsiveness of research to current issues and concerns as well as national and regional thrusts (20%) • Adequate data to support conclusions (5%) 		
3. Manuscript Write-up	15%	
<ul style="list-style-type: none"> • Accuracy (5%) • Style (5%) • Cogency and Logic (5%) 		
4. Presentation	15%	
<ul style="list-style-type: none"> • Clarity of presentation, visual aids, stage presence, voice modulation, response to inquiries 		
TOTAL	100%	

Signature over Name of Evaluator

Additional comments/suggestions about the study and presentation

**PROPOSED CRITERIA FOR EVALUATION
BEST PRESENTER**

Research Title: _____
Author/s: _____

CRITERIA	%	RATING
1. Clear and thorough discussion of the research work	30%	
2. Ability to answer questions	20%	
3. Effectiveness and clarity of audio-visual aid	20%	
4. Effectiveness of delivery (pronunciation, diction, etc.)	15%	
5. Self-confidence, enthusiasm and stage presence of the presenter	15%	
TOTAL	100%	

Signature over Name of Evaluator

Additional comments/suggestions about the presentation

CA

6



Republic of the Philippines
Mountain Province State Polytechnic College
BOARD OF TRUSTEES
Bontoc, Mountain Province

AN EXCERPT FROM THE MINUTES OF THE 91st REGULAR MEETING OF THE BOARD OF TRUSTEES HELD AT THE GLADIOLA CENTER, BENGUET STATE UNIVERSITY, LA TRINIDAD BENGUET ON 14 SEPTEMBER 2012 AT 2:00 PM

Present:

Hon. WILLIAM C. MEDRANO
Chair Designate, MPSPC Board of Trustees
Commission on Higher Education

Hon. NIEVES A. DACYON
College President, MPSPC

Hon. EDGARDO J. ANGARA
Chair, Senate Committee on Higher Education
(Represented by Hon. Juan T. Dicang)

Hon. JUAN EDGARDO M. ANGARA
Chair, House Committee on Higher Education
[Represented by Hon. Sonia A. Daoas]

Hon. MILAGROS A. RIMANDO
Regional Director, NEDA-CAR

Hon. JULIUS CAESAR V. SICAT
Regional Director, DOST-CAR
[Represented by OIC Maria Rowena C. Madarang]

Hon. BRUECKNER B. ASWIGUE
Faculty Trustee

Hon. AARON S. FAGYAN
Student Trustee

Hon. WINSTON V. CALDE
Community Trustee

RESOLUTION APPROVING THE INCENTIVE SCHEME FOR RESEARCH AND DEVELOPMENT

Resolution No. 058, s. 2012

APPROVING the Incentive Scheme for Research and Development, subject to the inclusion of criteria for each of the categories.

APPROVED

CERTIFIED TRUE AND CORRECT:

REXTON F. CHAKAS
Board Secretary V

[Signature]
10/22/2012

1
2
3
4
5
6
7
8
9
10
11
12

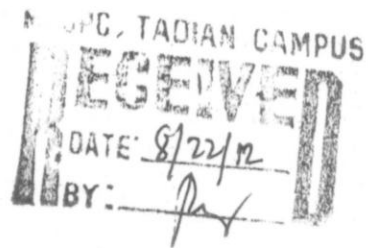
13
14
15
16
17

20
21
22
23
24
25
27

30
32
35

Republic of the Philippine
Mountain Province State Polytechnic College
RESEARCH AND DEVELOPMENT UNIT

August 16, 2012



DR. NIEVES A. DACYON
President
Mountain Province State Polytechnic College

Thru:
DR. GREGORIO M. DE LOS SANTOS
VPRDE
Mountain Province State Polytechnic College

Madam,

This is to respectfully submit the Mountain Province State Polytechnic College (MPSPC) proposed R&D incentive scheme for endorsement and approval of the BOT. The said proposal was presented and deliberated by stakeholders in a series of meetings and workshop and finally endorsed in August 6, 2012 during the R&D meeting.

Thank you and more power.

Respectfully yours,


ELMER D. PAKIPAC
R&D Director

Recommending Approval:


GREGORIO M. DE LOS SANTOS
VPRDE

Approved:

NIEVES A. DACYON
President

PROPOSED POLICY ON INCENTIVE SCHEME FOR RESEARCH AND DEVELOPMENT

RATIONALE

Research is mandated as a function of all institutions of higher learning. In Mountain Province State Polytechnic College (MPSPC) it is an integral part of its vision, mission goals and objectives that is to attain rural development, excellence and global competitiveness. Further, the institution supports that research will lead to the development of adaptable technologies, refinement of existing and integration of new knowledge that will ultimately bolster economic growth, cultural preservation, and provide scientific basis for sustainable environmental conservation and management to the province.

Cognizant to the importance of research in MPSPC's role as prime educational center for higher learning in the province, and to motivate faculty and staff to conduct research, the MPSPC Research and Development Unit proposes this incentive scheme. This policy also recognizes the contribution of researchers, sustains participation of faculty and staff, and encourages more to get involved in research activities.

It was noted that the involvement of some faculty and staff in externally funded researches reinvigorate their passion in research due to professional fees. This in turn improved the research culture of the college. It is then presumed that if the college approves and implements incentive scheme for researches funded through the General Appropriation Act, Faculty and staff will be motivated to do research activities thereby fortify the quality and the image of the college as source of knowledge, skill, and technologies for the betterment of the province and the region as a whole. Funding for such incentives shall come from the 20% R&D allocation from fund 164.

As thoroughly deliberated and discussed during meetings of the Research and Development unit and fora of faculty researchers the proposed incentive scheme for MPSPC are as follows:

PROPOSED MPSPC-R&D INCENTIVE SCHEME

LEVEL OF PRESENTATION	INCENTIVE FROM HARRDEC, ETC.	PROPOSED MPSPC INCENTIVE SYSTEM
1. Institutional (Agency In-house Review)	<ul style="list-style-type: none"> • Certificate of recognition • Certificate as winner and qualify for regional review or forum 	<ul style="list-style-type: none"> • 1,500 best paper • 750 papers qualify for regional review
2. Regional Level	<ul style="list-style-type: none"> • Certificate of recognition • Certificate as winner and qualify for regional review or forum 	<ul style="list-style-type: none"> • 2,000.00
a. Awardee		
3. National Level	<ul style="list-style-type: none"> • Certificate of recognition and other prizes from the organizers 	<ul style="list-style-type: none"> • 5,000 • 7,500.00
a. Non Awardee		
b. Awardee	<ul style="list-style-type: none"> • Certificate of recognition and other prizes from the organizers 	<ul style="list-style-type: none"> • 10,000.00
4. International Level		
a. Non Awardee	<ul style="list-style-type: none"> • Certificate of recognition and other prizes from the organizers 	<ul style="list-style-type: none"> • 15,000.
b. Awardee		

The aforementioned scheme is applicable only if the following are met:

The paper for presentation goes thru the process of evaluation that is:

- a. The proposal was reviewed by the College Research Council and approved by the President for implementation or these are priority researches approved by the President for implementation
- b. Winning/best papers presented in AIHR and regional fora that are externally funded are not qualified for the said incentives.
- c. The final copy of the research paper shall have been submitted incorporating the comments and suggestions of the technical panel (hard and soft copy).
- d. For National and International paper presentations, the abstract should have been recommended by the RDE Sector and approved by the President for presentation

The college performance on intellectual property rights which is being measured in terms of number of patents is very low. At present the college has patented only one utility model, no inventions and has patented 10 industrial designs. To motivated faculty and staff to patent their research output the following incentive scheme is proposed.

PROPOSED INCENTIVE SCHEME FOR PATENTED PRODUCTS

PATENTS	PROPOSED MPSPC INCENTIVE SYSTEM
a. Inventions	30,000.00
b. Utility Model	20,000.00
c. Copyrights	10,000 per work
d. Industrial Design	1,000.00

Note: The above mentioned incentive for Patents are applicable only for research results that passed through the evaluation of the College Research Council and approved by the President for implementation. Research results of externally funded research can avail on the incentive provided the funding agency did give any such incentive.

Prepared by:


ELMER D. PAKIPAC
R&D Director

Reviewed and recommending Approval


GREGORIO M. DE LOS SANTOS
VPRDEP

Approved

NIEVES A DACYON
President