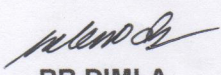

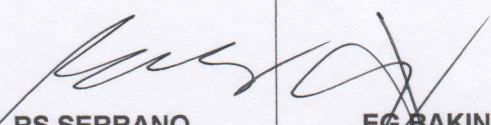
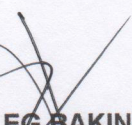

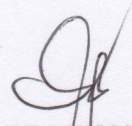



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Document Number	DHVTSU-QSP-RDSO-003		DCN Number	CN-17-RDSO-0027	
Revision Number	00	Date Originated	7/31/2017	Effective Date	8/1/2017

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**1.0 PURPOSE**

1.1 This describes the paper presentation process during the University In-House Review.

**2.0 SCOPE**

2.1 This covers the process of paper presentation in the University In-House Review.

2.2 This procedure does not apply to the University In-house Review for Students.

**3.0 ASSOCIATED DOCUMENTS**

- 3.1 Customer Complaint and Satisfaction Procedure
- 3.2 Guidelines in the Formulation of Comments for Research Papers
- 3.3 ISO 9001:2015 Standard
- 3.4 Mechanics for Oral Presentation (For Completed Paper)

**4.0 DEFINITION OF TERMS**

- 4.1 Abstract is a brief summary of the complete content of the research paper expressed at most 250 words.
- 4.2 Conclusion is a brief discussion of the judgment/s made from the study where new material/ theory/proposition is presented.
- 4.3 Evaluators' Guide is a set of parameters used by the panelists in the formulation of comments for research papers.
- 4.4 External Panelists are the technical expert panel invited outside the University.
- 4.5 Internal Panelists are the technical expert panel from the University Research and Development Council (URDC).
- 4.6 Introduction is a part of a research paper that serves to establish a question or concern for a particular study, which includes the basic background and overview of the study.
- 4.7 Method of Research is a detailed description of procedures and techniques used to obtain and analyze research data.
- 4.8 Results and Discussions is the part of a research paper that reports on the findings and explanations related to the objectives of the study.
- 4.9 University In-House Review is an oral presentation of research proposals and completed research studies with the presence of select members of the University Research and Development Council (URDC) and panel of experts outside the university.

**5.0 RESPONSIBILITIES**

- 5.1 The Facilitator
  - 5.1.1 introduces the technical panels and presents the faculty researcher/s and
  - 5.1.2 acts as the moderator for the paper presentation.
- 5.2 The Panelist/Evaluator
  - 5.2.1 evaluates the study report/manuscript in the aspect of mechanics, organization, and quality;
  - 5.2.2 raises questions for clarification about the study; and
  - 5.2.3 formulates comments for enhancement of research papers using the evaluators' guide.

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- 5.3

The Faculty Researcher/s
- 5.2.1

take/s charge of the overall execution of the project, including the ethical aspects in conducting a research;
- 5.2.2

present/s the result of the study during the scheduled University In-House Review; and
- 5.2.3

prepare/s and submit/s to the RDSO hard and soft copies of the necessary documents needed in the implementation, monitoring, and evaluation of the research/project such as proposal, progress reports, and terminal reports.
- 5.3

The RDSO Technical Writer
- 5.3.1

notes the entire proceedings of the paper presentation; and
- 5.3.2

summarizes the comments of the panel of evaluators.

6.0 PROCEDURES

- 6.1

The Facilitator shall present the faculty researcher/s to the panel of evaluators.
- 6.2

The Faculty researcher/s shall present the study for twenty (20) minutes as follows:
- 6.2.1

provide a two-minute self-introduction stating the faculty researcher’s name, position, college/campus, and research interest;
- 6.2.2

discuss for three (3) minutes, the reasons/conditions of problem situation that led to the decision to conduct the study following the acronym ILOT as guide: I - importance of the Problem/Research; L – Literature to Support; O – Objectives; and T – Time (Optional);
- 6.2.3

describe for two (2) minutes the methodology of the study including but not limited to the type of research used, how the study was made, and the ethical consideration if applicable;
- 6.2.4

present for nine (9) minutes, the results and discussion to be supported by tables, graphs, and/or pictures focusing on the most important elements on the result and interpretation;
- 6.2.5

cite the final discovery of the study that synthesizes the answers to the objectives in the conclusions. Moreover, state what can be done next to improve the situation. This step will be limited to a three-minute discussion; and
- 6.2.6

acknowledge in one (1) minute, all the individuals who supported the study.
- 6.3

The Panel of Evaluators shall pose points of clarifications and/or questions to the presenter.
- 6.4

The Technical Writers shall take down notes about the proceedings of the presentation.
- 6.5

The Technical Writers shall summarize the comments and suggestions of the panel of evaluators on the research papers.
- 6.6

The Faculty researcher/s shall follow the Standard Document Format.
- 6.6.1

Microsoft Word as the standard software.
- 6.6.2

Each document shall consist of
- 6.6.2.1

A cover page showing the following:
- 6.6.2.1.1

DHVTSU and RDSO logo
- 6.6.2.1.2

Title of the Study
- 6.6.2.1.3

Name of Faculty researcher/s
- 6.6.2.1.4

Date of Presentation (Month, Year)
- 6.6.2.2

The body of the document showing the following headings and content:
- 6.6.2.2.1

Preliminary Pages
- 6.6.2.2.2

Abstract
- 6.6.2.2.3

Introduction of the Study
- 6.6.2.2.4

Methods
- 6.6.2.2.5

Results and Discussion\*
- 6.6.2.2.6

Conclusions and Recommendations\*

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- 6.6.2.2.7   References
- 6.6.2.2.8   Work and Financial Plan\*\*
- 6.6.2.2.9   Project Line-Item Budget\*\*

\*Additional documents for completed paper.  
 \*\*To be included only for paper proposals.

- 6.6.3   All pages of the documents shall be identified with consecutive numbers and the cover page shall always be identified as page 1 of the total number of pages. The pages containing figures, tables, and forms shall also be numbered accordingly.
- 6.6.4   The abstract shall be written with Arial, 10pt font size in italics.
- 6.6.5   The section titles shall be written in Arial 12pt font size, bold-face.
- 6.6.6   The content shall be written in 10pt font size, regular typeface.
- 6.6.7   Paragraphs shall be justified, and written in 2 columns.
- 6.6.8   Line spacing shall be set to 1.0.

**7.0   RECORD**

- 7.1    Rubric for Research Paper Evaluation (DHVTSU-QSP-RDSO-002-F0001-R00)

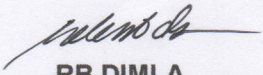
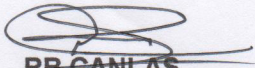

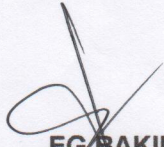


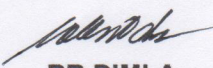
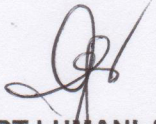
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<b>Revision Number</b>	00	<b>Date Originated</b>	7/31/2017	<b>Effective Date</b>	8/1/2017

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- 1.0

PURPOSE
- 1.1

This describes the process of monitoring research progress for internally-funded research papers.
- 2.0

SCOPE
- 2.1

This covers the process of monitoring internally-funded research papers.
- 2.2

This procedure does not include externally-funded researches.
- 3.0

ASSOCIATED DOCUMENTS
- 3.1

ISO 9001:2015 Standard
- 3.2

Memorandum of Agreement
- 3.3

Research Proposal
- 3.4

Status Report Guidelines
- 4.0

DEFINITION OF TERMS
- 4.1

Internally-Funded Researches are researches approved for funding by the University.
- 4.2

Research and Development Services Office (RDSO) is the office that provides directions in the planning, implementing, monitoring and evaluating of the research and development activities of the university.
- 4.3

Status Report is a document accomplished and submitted monthly to RDSO through the Research Coordinator used for progress monitoring of researches to ensure efficiency and timeliness.
- 4.4

Status Report Guidelines are rules to follow in accomplishing the research status.
- 4.5

Terminal Report is the report being accomplished and submitted to RDSO through the Research Coordinator when the research/project is done.
- 5.0

RESPONSIBILITIES
- 5.1

The Faculty Researcher
- 5.1.1

prepares and submits the Monthly Status Report to the College/Campus/Secondary School Research Coordinator; and
- 5.1.2

prepares and submits the Terminal Report upon completion of the study to the Research Coordinator.
- 5.2

The Research Center Manager
- 5.2.1

does monthly monitoring of the progress of a project/research together with the College/Campus/Secondary School Research Coordinator; and
- 5.2.2

recommends the necessary course/s of actions to RDSO to assure efficiency and timeliness.
- 5.3

The Research Coordinator
- 5.3.1

assists the Research Center in monitoring the completion of faculty research outputs;
- 5.3.2


receives the Status and Terminal Reports from the Faculty Researcher/s;
- 5.3.3

validates the Status Report submitted by the Faculty Researcher/s; and
- 5.3.4

endorses the Status Report to the College Dean/Campus Director/Secondary School Principal.
- 6.0

PROCEDURES
- 6.1

The Faculty Researcher/s secures Endorsement for Implementation Form from RDSO.

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- 6.2     The Faculty Researcher/s accomplish/es the Status/Terminal Report on a monthly basis and submits it to the Research Coordinator following the Status Report Guidelines.
- 6.3     The Research Coordinator validates the Status/Terminal Report submitted by the Faculty Researcher/s and endorses it to the College Deans/Campus Directors.

*Note: RDSO reserves the right to recommend for the discontinuation of the research project if the Faculty Researcher/s failed to comply with the agreed activities/recommendations and time frame.*

- 6.4     Upon completion, the Faculty Researcher/s submit/s the Status/Terminal Report along with the fully-edited manuscript with Abstract (hard and soft copies) to the Research Center.

**7.0     RECORDS**

- 7.1     Status/Terminal Report Form (DHVTSU-QSP-RDSO-004-F0001-R00)
- 7.2     Request for Research/Project Extension Form (DHVTSU-QSP-RDSO-004-F0002-R00)
- 7.3     Request for Budget Re-Alignment (DHVTSU-QSP-RDSO-004-F0003-R00)
- 7.4     Research Agreement (DHVTSU-QSP-RDSO-004-F0004-R00)
- 7.5     Work and Financial Plan (DHVTSU-QSP-RDSO-001-F0003-R00)
- 7.6     Endorsement Form for Research/Project Implementation (DHVTSU-QSP-RDSO-004-F0005-R00)

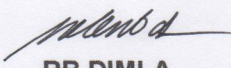
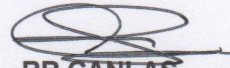
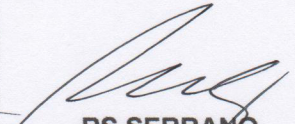
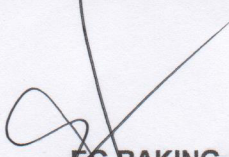


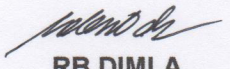
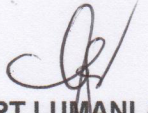
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<b>Revision Number</b>	00	<b>Date Originated</b>	7/31/2017	<b>Effective Date</b>	8/1/2017

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		Revision No.	00	Page 1 of 2
		Effective Date	08/01/17	

**1.0 PURPOSE**

1.1 This describes the process of approving research papers.

**2.0 SCOPE**

- 2.1 This covers the detailed process of approving research papers, including the submission of the research approval form prior to the signing of the research agreement.
- 2.2 This does not include approved externally-funded researches.

**3.0 ASSOCIATED DOCUMENTS**


- 3.1 DHVTSU Research Paper Format
- 3.2 ISO 9001:2015 Standard
- 3.3 Liquidation of Cash Advance Procedure

**4.0 DEFINITION OF TERMS**

- 4.1 Internally-Funded Research are researches approved for funding by the University.
- 4.2 Research and Development Services Office (RDSO) is a unit of the University that provides directions in planning, implementing, monitoring, and evaluating Research and Development activities.
- 4.3 Research Center Manager is the personnel assigned to lead the Science, Technology, and Engineering (STE) and Humanities, Education, Management, and Social Sciences (HEMSS) centers.
- 4.4 Technical Writer is a research staff who is responsible for the consolidation of the recommendations of the UTEP during the In- House Review.
- 4.5 University Research and Development Council (URDC) is the advisory body that is tasked to set the research direction, to review, monitor, and recommend policies and guidelines pertaining to the implementation, monitoring, and evaluation of the University Research and Development Programs.
- 4.6 University Technical Expert Panel (UTEP) are technical experts from other government agencies and selected members of URDC who conduct a thorough evaluation and deliberation of the research projects/papers.

**5.0 RESPONSIBILITIES**

- 5.1 The Faculty Researcher
- 5.1.1 conducts the research study from proposal to completion, and eventually until publication; and
- 5.1.2 updates RDSO on the status of the research paper/project by providing hard and soft copies of the research paper.
- 5.2 The Research Coordinator coordinates with RDSO and Faculty Researcher/s in the conduct of research activities.
- 5.3 The Research Center Manager
- 5.3.1 reviews research papers presented by the respective Faculty Researcher/s prior to the endorsement to the RDSO Director and
- 5.3.2 prepares the research agreement and schedules the signing of contracts.
- 5.4 The RDSO Director endorses all researches in the covered unit of URDC.
- 5.5 The University Research and Development Council (URDC)

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- 5.5.1

approves the research funding; and
- 5.5.2

prescribes a system of research paper review and evaluation prior to its approval.
- 5.6

University Technical Expert Panel (UTEP)
- 5.6.1

evaluates the research paper thoroughly in the aspect of mechanics, organization, and quality; and
- 5.6.2

recommends the research paper for funding and approves the completed research paper.

6.0 PROCEDURES

- 6.1

The Faculty Researcher/s shall secure a copy of the recommendation/s of UTEP from the Technical Writer after the University In-House Review.
- 6.2

The Faculty Researcher/s shall enhance the research paper based on the recommendations of UTEP. For enhanced paper, characters of the revised contents should be highlighted in YELLOW to indicate the changes made on the document.
- 6.3

The Faculty Researcher/s shall

6.3.1

submit the enhanced paper to the Research Coordinator; and

6.3.2

secure the Liquidation Cash Advance Clearance for a completed research paper with research grants from the Accounting Office following the Cash Liquidation Procedure.
- 6.4

The Research Center Manager shall

6.4.1

review the research paper to ensure that the paper was enhanced; and

6.4.2

accomplish and submit the Research Approval Form to the Research Director together with the enhanced paper.
- 6.5

The Research Director shall

6.5.1

endorse the Research Approval Form with the enhanced paper to URDC for the approval of research proposal for possible research grant/funding.

6.5.2

facilitate the signing of research agreement once the research proposal is approved by URDC.
- 6.6

The Faculty Researcher/s shall

6.6.1

sign the agreement and

6.6.2

pursue the research for implementation

*Note (1): Once the completed research paper is approved by URDC, a certification shall be awarded to the Faculty Researcher/s for incentive purposes following the Facilitation of Research Incentive Procedure. A certificate shall then be signed by the Research Director and VP- RET.*

*Note (2): If the research paper was disapproved by the URDC, the paper will be returned to the Research Coordinator for further improvement of the paper.*

7.0 RECORDS

- 7.1

Completed Paper Certification (DHVTSU-QSP-RDSO-005-F0001-R00)
- 7.2

Research Approval Form (DHVTSU-QSP-RDSO-005-F0002-R00)
- 7.3

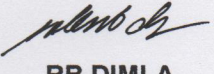



Research Agreement (DHVTSU-QSP-RDSO-004-F0004-R00)

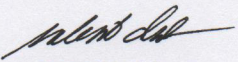
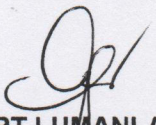


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			Effective Date	08/01/17	

1.0 PURPOSE

- 1.1 This describes the facilitation policies and procedure of research cash incentives to publications, presentations, and completed researches conducted by Faculty Researcher/s.

2.0 SCOPE

- 2.1 This process covers cash incentives in relation to publication, presentations, and completed researches conducted by Faculty Researcher/s.
- 2.2 This procedure does not apply to the following:
  - 2.2.1 cash incentives during the Regional Research Conference and
  - 2.2.2 cash incentives given to the Most Outstanding Research Unit, Outstanding Research, and Most Outstanding Researcher of the Year.

3.0 ASSOCIATED DOCUMENTS


- 3.1 ISO 9001:2015 Standard
- 3.2 University Research Manual 3<sup>rd</sup> Edition

4.0 DEFINITION OF TERMS

- 4.1 Completed Research Paper/Project is a research paper that has been reviewed and evaluated by the research center, RDSO and panel evaluators.
- 4.2 International Research Conference is a duly recognized undertaking that is international in scope.
- 4.3 National Research Conference is a duly recognized undertaking that is national in scope
- 4.4 Publications are research journals indexed by Elsevier Scopus and Thompson ISI.
- 4.5 Qualified Personnel are personnel who have completed researches, who meets the minimum required teaching load of eighteen (18) units, inclusive of official designations supported by a memorandum issued by the University President (for teaching personnel) and with official working hours (for non-teaching personnel) and is active in service.
- 4.6 Regional Research Conference is a duly recognized undertaking that is regional in scope.
- 4.7 Research Cash Incentive is a monetary form of incentive, which is granted to a faculty researcher/s whose completed study/project is thoroughly evaluated by the research centers and presented for approval by the URDC, presented in regional, national, and international research conferences, a recipient of Best Paper Award, Best Research Presenter, or Best Poster, and published in Elsevier Scopus and Thomson ISI Journals, recipient of Most Outstanding Research Unit, Outstanding Research, and Most Outstanding Researcher of the Year.
- 4.8 University In-House Review is an oral presentation of research proposals and completed research studies with the presence of select members of the University Research and Development Council (URDC) and panel of experts outside the university.

5.0 RESPONSIBILITIES

- 5.1 The Research Center Manager shall submit the endorsement form for research cash incentive to the RDSO Director.
- 5.2 The RDSO Director shall
  - 5.2.1 review the Endorsement Form for Research Cash Incentive submitted by the Research Center Manager and
  - 5.2.2 prepare the request letter for research cash incentive.
- 5.3 The RDSO Staff shall

	<b>FACILITATION OF RESEARCH CASH INCENTIVES (FRCI) PROCESS</b>		Document No.	DHVTSU-QSP-RDSO-006	
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- 5.3.1 submit the request letter for research cash incentive to the Chief Administrative Officer; Vice President for Research, Extension, and Training; Vice President for Administration, Finance, and Auxiliary Services; Executive Vice President; and University President for their review and approval;
- 5.3.2 submit the approved request letter to the Accounting Office for the processing of the cash incentives; and
- 5.3.3 follow-up on the availability of research cash incentives.

5.4 The Faculty Researcher/s shall

- 5.4.1 submit necessary documents such as copies of the research work, journals, certificates, acceptance paper, etc.; and
- 5.4.2 coordinate with the Research Center Manager for the completion of the Endorsement Form for Research Cash Incentives.

6.0 PROCEDURES

- 6.1 The Research Center Manager shall fill out the Endorsement Form for Research Cash Incentives (DHVTSU-RDSO-FO-001) containing the names of qualified personnel, including documentary requirements such as certificates and acceptance letter, if applicable, and submit to the RDSO Director.
- 6.2 The RDSO Director shall review the Endorsement Form for Research Cash Incentives, including the sufficiency of the documents and prepare the request letter (DHVTSU-RDSO-FO-001) with the corresponding amount based on the following:

Publication

National (CHED Accredited)	Php 60,000.00
Elsevier Scopus, Thomson	
ISI Journals	Php 100,000.00

Presentation	Presenter	Best Paper	Best Presenter	Best Poster
Regional	Php 20,000.00	Php 10,000.00	Php 5,000.00	Php 3,000.00
National	Php 30,000.00	Php 15,000.00	Php 10,000.00	Php 5,000.00
International	Php 40,000.00	Php 25,000.00	Php 15,000.00	Php 7,000.00

University In-house Review Incentive Rates (Completed Paper)

Solo Proponent	Php 20,000.00
Group Project	Php 10,000.00/ proponent

6.3 The RDSO Staff shall

- 6.3.1 submit the request letter for research cash incentive to the Chief Administrative Officer; Vice President for Research, Extension, and Training; Vice President for Administration, Finance, and Auxiliary Services; Executive Vice President; and University President for their review and approval;
- 6.3.2 submit the approved request letter along with the documentary requirements for processing; and
- 6.3.3 follow up on the availability of the research cash incentives.

7.0 RECORDS

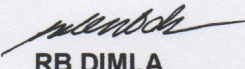

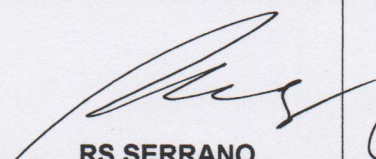

- 7.1 Endorsement Form for Research Cash Incentives (DHVTSU-QSP-RDSO-006-F0001-R00)
- 7.2 Request Letter for Research Cash Incentives (Paper Presentation) (DHVTSU-QSP-RDSO-006-F0002-R00)
- 7.3 Request Letter for Research Cash Incentives (Publication) (DHVTSU-QSP-RDSO-006-F0003-R00)

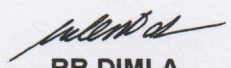
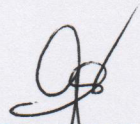



**DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY  
DOCUMENT CONTROL NOTICE**

<b>Document Title</b>	ENDORSEMENT AND APPROVAL OF EXTERNAL RESEARCH PRESENTATIONS PROCESS				
<b>Document Number</b>	DHVTSU-QSP-RDSO-007		<b>DCN Number</b>	CN-17-RDSO-0031	
<b>Revision Number</b>	00	<b>Date Originated</b>	7/31/2017	<b>Effective Date</b>	8/1/2017

<b>From</b>	<b>To</b>
➤ INITIAL RELEASE	
<b>Justification</b>	

Prepared by	Reviewed by	Recommended by	Approved by
 RB DIMLA Department Head	 RB CANLAS VPAA/VPAFAS/VPRET	 RS SERRANO Executive Vice President	 EG BAKING University President

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	<b>ENDORSEMENT AND APPROVAL OF EXTERNAL RESEARCH PRESENTATIONS PROCESS</b>		Document No.	DHVTSU-QSP-RDSO-007	
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			Effective Date	08/01/2017	

1.0 PURPOSE

- 1.1 This describes the endorsement and approval of paper for external research conference/colloquium/forum/congress.

2.0 SCOPE

- 2.1 This process allows a faculty researcher/presenter to participate in regional, national, and/or international paper presentations/conferences that promote exchange of knowledge and scientific information. Hence, this procedure permits a participant to attend a research conference/colloquium/ forum/congress outside the university as an oral presenter or a poster tarp exhibitor.
- 2.2 This procedure does not apply to the following:
- 2.2.1. Cash incentive processing
  - 2.2.2. Research facilitators, resource speakers, or plain observers

3.0 ASSOCIATED DOCUMENTS

- 3.1 ISO 9001:2015 Standard
- 3.2 University Research Manual 3<sup>rd</sup> Edition

4.0 DEFINITION OF TERMS

- 4.1 Acceptance letter is a form of communication sent from an outside organization addressed to the University President/Faculty Researcher/s to confirm that the research abstract is accepted in a forum.
- 4.2 External Research Organization is any recognized entity outside the university that invites researchers or participants to present in research conferences/fora.
- 4.3 External Research Conference/Colloquium/Forum/Congress is a duly recognized research undertaking where a faculty researcher participates as an oral presenter/poster tarp exhibitor in regional, national, or international paper presentation.
- 4.3.1 International Research Conference/Colloquium/Forum/Congress is a duly recognized undertaking that is international in scope.
  - 4.3.2 National Research Conference/Colloquium/Forum/Congress is duly recognized undertaking that is national in scope.
  - 4.3.3 Regional Research Conference/Colloquium/Forum/Congress is duly recognized undertaking that is regional in scope.
- 4.4. Research Presenter is a person who presents a completed research paper, approved, and endorsed by the URDC through the RDSO.

5.0 RESPONSIBILITIES

- 5.1. The Research Center Managers
- 5.1.1. scout for the external research conference/colloquium/forum/congress;
  - 5.1.2. select a qualified participant to present in the external conference/colloquium/forum/ congress;
  - 5.1.3. inform the qualified faculty researcher/s and orient them as regards to the process, if desired, to be an oral presenter or poster tarp presenter;
  - 5.1.4. submit the abstract of the selected study to the organizer of the external conference/ colloquium/forum/congress;
  - 5.1.5. secure the acceptance letter from the organizer of the external research conference/colloquium/forum/congress;
  - 5.1.6. check and review the DHVTSU-FO-RDSO-001 form filled out by the participant/s;

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- 5.1.7. assist the faculty researcher/s in facilitating an application for registration, accommodation, and other incidental expenses as mandated by existing institutional policies; and
- 5.1.8. endorse the qualified faculty researcher/s to the RDSO director.

5.2. The RDSO Director

- 5.2.1. endorses the abstract of papers for possible qualification to regional, national, or international external conference/colloquium/forum/congress;
- 5.2.1. checks and review the DHVTSU-FO-RDSO-001 form accomplished by the faculty researcher/s endorsed by the Research Center Manager/s; and
- 5.2.2. requests the Office of the University President to allow the faculty researcher/s to attend an external research conference/colloquium/forum/congress.

5.3. The Faculty Researcher

- 5.3.1. scouts for an external research conference/colloquium/forum/congress;
- 5.3.2. coordinates to the staff of Research and Development Services Office as regards to the endorsement and approval process for participating in an external conference/colloquium/forum/congress;
- 5.3.3. submits an abstract of the research study;
- 5.3.4. secures an acceptance letter from the external research organizer of a conference/colloquium /forum/ congress;
- 5.3.5. submits the letter of intent (forms available at RDSO) addressed to the University President to allow the faculty researcher/s to participate in an external research conference/colloquium/forum/congress as an oral presenter or a poster tarp exhibitor.

5.4. The University Research and Development Council (URDC)

- 5.4.1. approves incidental expenses as mandated by the existing institutional policies with regard to external research presentation; and
- 5.4.2. issues a memo that the qualified participant is to attend an external research conference.

5.5. The Vice President for Research, Extension, and Training

- 5.5.1. signifies the DHVTSU-FO-RDSO-002 form as a recommending approval and
- 5.5.2. issues a memorandum concerning the approval of the participation of the faculty researcher/s in an external research conference/colloquium/forum/congress.

5.6. The Executive Vice President; the Vice President for Academic Affairs; the Vice President for Research, Extension, and Training; and the Vice President for Administration, Finance, and Auxiliary Services recommend the endorsement form of the faculty researcher/s.

5.7. The University President approves the request for external research paper presentation.

6.0. PROCEDURES

- 6.1. The faculty researcher shall have an access of information that there will be an external research conference/colloquium/forum/congress through the following:
  - 6.1.1. Sponsoring external organizations send invitations to DHVTSU, including the particulars to participate as a research presenter (*HR will receive the invitation addressed to the University President. The University President will endorse the invitation to the VPRET and RDSO Director*)
  - 6.1.2. The RDSO through Research Center Managers scouts for the external research conference/colloquium/forum/congress.
  - 6.1.3. The faculty researcher himself/herself scouts for the external research conference/colloquium/forum/congress.
    - 6.1.3.1. The faculty researcher/s shall



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			Effective Date	08/01/2017	

- 6.1.3.1.1. submit an abstract of the research paper following the format specified by the external organization;
- 6.1.3.1.2. secure an acceptance letter from the external research organizer of a conference/colloquium/forum/congress; and
- 6.1.3.1.3. coordinate matter with the RDSO.

6.2. The Research Center Manager/s may recommend a qualified participant to present in an external conference/colloquium/forum/congress to the Director of RDSO.

*Note: Qualified participant/s are those who have already presented in the University In-house Review.*

- 6.3. The RDSO through the Research Center Managers shall inform the qualified faculty researcher/s.
- 6.4. The Research Center Managers coordinate with the chosen qualified participant/s and ask them to submit an abstract of their research paper/s following the format specified by the external organization, which invited, and scouted by the RDSO or faculty researcher/s.
- 6.5. The RDSO through the research centers shall coordinate directly with the organizer of the external research conference/colloquium/forum/congress.
  - 6.5.1. Research centers shall submit the abstract of the selected study following the format provided by the external organization, and
  - 6.3.1. Once the study is accepted and approved by the external organization, the RDSO through research centers shall secure the acceptance letter.
- 6.6. The qualified participant shall do his/her specific tasks in order to be allowed to participate in an external research colloquium/forum/congress as a presenter.
  - 6.6.1. The faculty researcher/s shall submit a letter of intent to participate in an external research colloquium/forum/congress to the University President noted by the Research Centers and the Director of the RDSO with the recommending approval of the Vice President for Research, Extension, and Training.
  - 6.6.2. The candidate participant shall attach the acceptance letter provided by the external organization where the research conference/colloquium/forum/congress will be held.
- 6.7. The Research Research Center Manager/s shall endorse research paper with an attached acceptance letter and a letter of intent to the RDSO Director.
- 6.8. The Director of RDSO shall
  - 6.8.1 request (through a letter of request) to allow the faculty researcher/s to attend an external research conference/colloquium/forum/congress and
  - 6.8.2 request to shoulder the registration, accommodation, and other incidental expenses as mandated by existing institutional policies.
- 6.9. The RDSO Staff shall assist the faculty researcher/s in facilitating an application for registration, accommodation, and other incidental expenses as mandated by existing institutional policies upon the approval of the request.
- 6.10. The Vice President for Research, Extension, and Training shall issue a memo that the qualified participant is to attend an external research conference/colloquium/forum/congress.

**7. RECORDS**




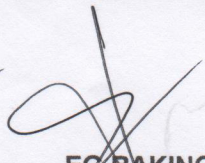
- 7.1. Endorsement Form for External Research Presentation (DHVTSU-QSP-RDSO-007-F0001-R00)
- 7.2. Letter of Intent for External Research Presentation (DHVTSU-QSP-RDSO-007-F0002-R00)

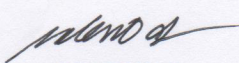
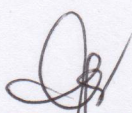



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DOCUMENT CONTROL NOTICE**

Document Title	APPLICATION FOR EXTERNAL FUNDING PROCESS				
Document Number	DHVTSU-QSP-RDSO-008		DCN Number	CN-17-RDSO-0032	
Revision Number	00	Date Originated	7/31/2017	Effective Date	8/1/2017


From	To
➤ INITIAL RELEASE	
Justification	

Prepared by	Reviewed by	Recommended by	Approved by
 RB DIMLA Department Head	 RB CANLAS VPAA/VPAFAS/VPRET	 RS SERRANO Executive Vice President	 EG BAKING University President

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	<b>APPLICATION FOR EXTERNAL FUNDING PROCESS</b>		Document No.	DHVTSU-QSP-RDSO-008	
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			Effective Date	08/01/17	

**1.0 PURPOSE**

- 1.1 This describes the external research funding application procedure for proposed or completed researches.

**2.0 SCOPE**

- 2.1 This covers the process applying for or qualifying for an external research funding of either the faculty researcher/s or the RDSO on behalf of the faculty researcher/s.
- 2.2 This does not include monitoring of research project.

**3.0 ASSOCIATED DOCUMENTS**


- 3.1 Approved Letter of Intent
- 3.2 Copy of the Research Proposal or Completed Paper
- 3.3 ISO 9001-2015 Standards
- 3.4 University Research Manual

**4.0 DEFINITION OF TERMS**

- 4.1 Completed Research is a research paper/project which has been reviewed and evaluated by the research center, RDSO, and panel of reviewers.
- 4.2 External Fund is the fund generated from external sources such as Department of Science and Technology, Commission on Higher Education, Department of Interior and Local Government, Department of Trade and Industry, National Economic Development Authority, among others.
- 4.3 Memorandum of Agreement is the legal document that stipulates the conditions, policies and rules governing the project undertaking of the parties involved: the funding agency, the faculty researcher/s as represented by the University through the RDSO.
- 4.4 Proposed Research papers/project is a research undertaking that seeks to address the need(s) of the funding agency or its intended beneficiaries.
- 4.5 Research Center Manager is the personnel assigned to lead the Science, Technology, and Engineering (STE) or Humanities, Education, Management, and Social Sciences (HEMSS) research centers.

**5.0 RESPONSIBILITIES**

- 5.1 The Faculty Researcher
  - 5.1.1 writes a letter of intent to secure external funding for the proposed or completed research paper/project that addresses the needs of the funding agency or its intended beneficiaries;
  - 5.1.2 prepares the proposed and/or completed research paper/project based on the expectations of the funding agency;
  - 5.1.3 complies with the recommended improvements of the Research Center;
  - 5.1.4 submits necessary documents to the concerned research center including but not limited to letter of intent and copy of proposed or completed research paper/project; and
  - 5.1.5 monitors the progress of the external funding application.
- 5.2 The Research Center Manager
  - 5.2.1 reviews the proposed and completed research papers/projects based on the expectations of the funding agency;
  - 5.2.2 recommends improvements for proposed and completed research papers/projects based on the expectations of the funding agency;
  - 5.2.3 endorses the proposed and completed research papers/projects to the specialists for review and recommended further improvements;
  - 5.2.4 assists the faculty researcher/s and concerned research coordinator through the process of the application and approval of external funding; and

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5.2.5     assists and monitors the completion of the externally funded research project.

5.3        The Research Specialist reviews and recommends improvements for the proposed and completed research papers/projects.

5.4        The Research Coordinator

5.4.1     reviews and recommends improvements for the proposed and completed research papers/projects;

5.4.2     assists the research center in reviewing the proposed or completed research paper/project;

5.4.3     assists the faculty researcher/s and research center through the process of the application and approval of external funding; and

5.4.4     assists and monitoring the completion of the externally funded research paper/project.

5.5        The Research and Development Services Office Director

5.5.1     reviews the proposed or completed research paper/project based on the expectations of the agency funding the research;

5.5.2     recommends improvements for the proposed or completed research paper/project based on the expectations of the agency funding the research;

5.5.3     facilitates the approval of the application for external funding; and

5.5.4     endorses the research proposal or completed research paper/project for external funding to the VPRET and the Office of the President.

5.6        The Vice President for Research Extension and Training recommends the approval of the application for external funding.

5.7        The Office of the President

5.7.1     facilitates the approval of the application for external Funding and

5.7.2     forwards approved memo/letter with attachments (e.g. project specifications, guidelines) from external funding agency to the VPRET or the RDSO.

5.8        The University President approves the application for external funding.

**6.0        PROCEDURES**

6.1        External funding agencies seek researcher/s who are willing to undertake a project.

6.1.1     In case an external agency is seeking research partners for a research project undertaking, the external agency may send a letter of intent with attachments (e.g. project specifications, guidelines) addressed to the University President.

6.1.1.1   The Office of the University President shall forward a copy of the letter of intent, with attachments to the VPRET and/or the RDSO.

6.1.1.2   The RDSO shall forward the letter/memo with attachments to the concerned research center manager/s for recommendations of proposed or completed researches based on the expectations of the funding agency.


6.2        The RDSO, the Research Center or, the faculty researcher/s actively seeks for sources of external funding.

6.2.1     In case the Research Center finds an external funding agency for qualified researches, the research center manager/s shall inform the faculty researcher/s and the concerned coordinator about the possible research funding.

6.2.2     In case the faculty researcher/s finds an external funding agency, the faculty researcher/s shall inform the concerned research coordinator and the concerned Research Center Manager for confirmation.

6.3        The faculty researcher/s shall submit to the research center a letter of intent addressed to the University President, and the research proposal or completed research paper/project based on the expectations of the funding agency.



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- 6.4     The Research Center Manager shall
- 6.4.1   review the proposal and completed paper/project, make recommendations and improvements based on the expectations of the funding agency;

6.4.2   return the proposal and completed paper/project to the faculty researcher/s for the compliance of the recommended improvements, if any.
- 6.5     The faculty researcher/s shall submit the finalized proposal and completed paper/project, together with the letter of intent to the Research Center upon compliance with the recommended improvements.
- 6.6     The Research Center Manager/s shall fill-out the External Funding Endorsement form and submit it to the RDSO Director for further review.
- 6.7     The RDSO Director shall
- 6.7.1   review and recommend improvements to the proposal and completed paper/project based on the expectations of the funding agency; and

6.7.2   endorse the research proposal to the VPRET upon compliance of the faculty researcher/s to the recommendations.
- 6.8     The VPRET shall endorse the research proposal and completed paper/project and the Office of the President.
- 6.9     The University President shall approve the endorsement for external funding.
- 6.10    The Office of the President shall forward the approved documents to the VPRET.
- 6.11    The Office of the VPRET shall forward the approved documents to the RDSO.
- 6.12    The RDSO shall forward the approved documents to the concerned Research Center Manager.
- 6.13    The Research Center Manager/s together with the faculty researcher/s shall forward the proposal to the funding agency.
- 6.14    The Faculty Researcher/s shall comply with the recommendations based on the expectations of the funding agency should they have further recommendations on the proposal and completed paper/project.
- 6.15    The parties shall facilitate the signing of MOA for the research undertaking.

**7.0     RECORDS**

- 7.1     Endorsement Form for External Funding (DHVTSU-QSP-RDSO-008-F0001-R00)
- 7.2     Memorandum of Agreement

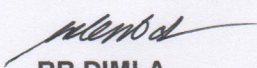


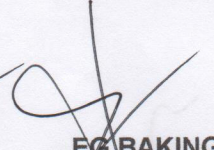


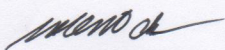
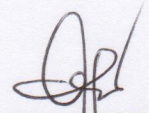
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Document Title	RESEARCH PUBLICATION PROCESS				
Document Number	DHVTSU-QSP-RDSO-009		DCN Number	CN-17-RDSO-0033	
Revision Number	00	Date Originated	7/31/2017	Effective Date	8/1/2017

From	To
<p>➤ INITIAL RELEASE</p>	


Justification
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Prepared by	Reviewed by	Recommended by	Approved by
 RB DIMLA Department Head	 RB CANLAS VPAA/VPAFAS/VPRET	 RS SERRANO Executive Vice President	 EG BAKING University President


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	<b>RESEARCH PUBLICATION PROCESS</b>		Document No.	DHVTSU-QSP-RDSO-009	
			Revision No.	00	Page 1 of 3
			Effective Date	08/01/17	

- 1.0 PURPOSE
- 1.1 This describes the process for facilitating the publication of completed researches either online or print.
- 2.0 SCOPE
- 2.1 This procedure covers the process of facilitating the publication of completed researches.
- 2.2 This procedure does not include the following:
- 2.2.1 publishing activities (these are controlled by the publisher);
- 2.2.2 book publication; and
- 2.2.3 self-funded publication.
- 3.0 ASSOCIATED DOCUMENTS
- 3.1 Acceptance Letter for Publication
- 3.2 Copy of the Completed Research
- 3.3 University Research Manual
- 3.4 ISO 9001:2015 QMS Standard
- 4.0 DEFINITION OF TERMS
- 4.1 Completed Research is a research paper/project which has been reviewed and evaluated by the research center, RDSO, and panel of reviewers.
- 4.2 Elsevier Scopus is one of the publication companies considered as the largest abstract and citation database of peer-reviewed literature: scientific journals, books and conference proceedings. (retrieved on 7/17/17: <https://www.elsevier.com/solutions/scopus>)
- 4.3 International Refereed Research Journal is an academic journal that practices peer review of research manuscripts to ensure that they meet the required quality standards.
- 4.4 Publication is the act of making a material available to the general public either online or in print in internationally refereed journals.
- 4.5 Research and Development Services Office (RDSO) is the office that provides directions in the planning, implementing, monitoring and evaluating of the research and development activities of the university.
- 4.6 Research Center Manager is the personnel assigned to lead the Science, Technology, and Engineering (STE) or Humanities, Education, Management, and Social Sciences (HEMSS) research centers.
- 4.7 Research Coordinator is a member of the research center responsible in reviewing nd monitoring the researches in their respective college/campus/unit.
- 4.8 Thomson Institute for Scientific Information (ISI) is one of the publication companies that provides a bibliographic database services that maintains citation databases covering thousands of academic journals, including a continuation of its longtime print-based indexing service the Science Citation Index (SCI), as well as the Social Sciences Citation Index (SSCI), and the Arts and Humanities Citation Index (AHCI). (retrieved on 7/17/17: <https://bahria.edu.pk/libraries/home/xplore/thomson-isi-journals/>)
- 4.9 Vice President for Research, Extension and Training (VPRET) is the executive responsible for overseeing the operations of the RDSO.
- 5.0 RESPONSIBILITIES
- 5.1 The Faculty Researcher

	<b>RESEARCH PUBLICATION PROCESS</b>		Document No.	DHVTSU-QSP-RDSO-009	
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- 5.1.1 finds proactively possible journals/publishers where the completed research paper/project may be published;
- 5.1.2 prepares the completed research paper/project based on the expectations of the intended journal/publisher;
- 5.1.3 submits necessary documents to the concerned research center including but not limited to letter of intent, journal/publisher criteria and requirements; and
- 5.1.4 monitors the progress of the publication process through compliance with requirements and communication with the journal/publisher.

5.2 The Research Center Manager

- 5.2.1 verifies the inclusion of intended journal/publisher in the list of Elsevier Scopus and Thomson ISI internationally refereed journal list;
- 5.2.2 assists the faculty researcher/s in the publication process;
- 5.2.3 reviews the completed research paper/project based on the expectations of the journal/publisher; and
- 5.2.4 recommends improvements for the research paper/project based on the expectations of the journal/publisher;

5.3 The Research Coordinator

- 5.3.1 assists the faculty researcher/s in finding possible journal/publisher for the research paper/project; and
- 5.3.2 assists the faculty researcher/s and Research Center through the process of the application and approval of the publication.

5.4 The RDSO Technical Writer/s review, proofread, and edit the completed research paper/project.

5.5 The RDSO Director

- 5.5.1 reviews the completed research paper/project endorsed by the Research Center Manager/s based on the expectations of the journal/publisher;
- 5.5.2 recommends improvements for the research paper/project endorsed by the Research Center Manager/s based on the expectations of the journal/publisher;
- 5.5.3 facilitates the approval of the publication; and
- 5.5.4 endorses the research paper/project for publication to the VPRET and the Office of the President.

5.6 The Vice President for Research Extension and Training (VPRET)

- 5.6.1 recommends the approval of the publication and
- 5.6.2 forwards approved memorandum/letter to the RDSO.

5.7 The Office of the President

- 5.7.1 facilitates the approval of the publication of the research paper/project and
- 5.7.2 forwards approved memo/letter to the VPRET.

5.8 The University President approves the publication of the research paper/project.


6.0 PROCEDURES

6.1 The RDSO through the Research Centers and/or the faculty researcher/s shall proactively search for an international refereed journal where the output may be published.

- 6.1.1 In a case where the faculty researcher/s finds an international refereed journal where the output may be published, the faculty researcher/s shall inform the center about the publisher.

- 6.1.1.1 The concerned research center manager shall verify from the list of recognized Thomson ISI/Elsevier Scopus publishers if it is listed.



	<b>RESEARCH PUBLICATION PROCESS</b>		Document No.	DHVTSU-QSP-RDSO-009	
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6.1.2 In a case where the concerned Research Center finds an international refereed journal where the output may be published, the Research Center Manager/s shall verify from the list of recognized Elsevier Scopus and Thomson ISI journal/publishers if it were listed.

6.2 The concerned research center manager/s shall inform verbally the faculty researcher/s whether or not the identified journal/publisher is included in the list of recognized Elsevier Scopus and Thomson ISI journal/publishers.

6.2.1 In the case where the Research Center finds that the journal/publisher is not listed, the parties involved shall proactively search for an international refereed journal where the output may be published.

6.3 The faculty researcher/s shall submit a letter of intent identifying the publisher and stating commitment to comply with the publisher’s standards in order to publish the research. The letter shall be addressed to the concerned Research Center Manager, RDSO Director, and VPRET.

6.4 The Research Center Manager/s, RDSO, and VPRET office shall file a copy of the letter for future reference.

6.5 The concerned Research Center Manager and concerned research coordinator shall assist in the process of application to the publisher.

6.6 The faculty researcher/s shall furnish the RDSO a copy of the acceptance letter for publication.

6.6.1 The faculty researcher/s shall make changes in the formats, content of the research output based on the requirements of the journal/publisher.

6.7 The concerned Research Center Manager and concerned research coordinator shall assist in the improvement of the research paper based on the requirements of the journal/publisher up to its publication.

6.8 The RDSO Technical Writer/s shall proofread and edit the research.

6.9 The faculty researcher/s shall furnish the RDSO a copy (online or print) of the journal where the paper is published.

**7.0 RECORDS**

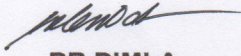
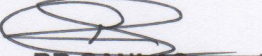

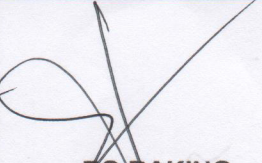
- 7.1 Letter of Intent for Research Publication (DHVTSU-QSP-RDSO-009-F0001-R00)
- 7.2 Endorsement Form for Research Publication (DHVTSU-QSP-RDSO-009-F0002-R00)

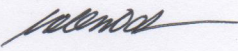
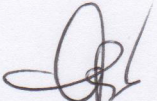



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Document Title	STUDENT PAPER PRESENTATION IN THE UNIVERSITY IN-HOUSE REVIEW PROCESS				
Document Number	DHVTSU-QSP-RDSO-010		DCN Number	CN-17-RDSO-0034	
Revision Number	00	Date Originated	7/31/2017	Effective Date	8/1/2017

From	To
➤ INITIAL RELEASE	
Justification	

Prepared by	Reviewed by	Recommended by	Approved by
 RB DIMLA Department Head	 RB CANLAS VPAA/VPAFAS/VPRET	 RS SERRANO Executive Vice President	 EG BAKING University President

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	<b>STUDENT PAPER PRESENTATION IN THE UNIVERSITY IN-HOUSE REVIEW PROCESS</b>		Document No.	DHVTSU-QSP-RDSO-010	
			Revision No.	00	Page 1 of 3
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**1.0 PURPOSE**

- 1.1 This describes the policies and procedures in the paper presentation during the University In-House Review for Students.

**2.0 SCOPE**

- 2.1 This covers the process of paper presentation in the University In-House Review for Students.
- 2.2 This does not apply to University In-House Review for Faculty.

**3.0 ASSOCIATED DOCUMENTS**

- 3.1 Guidelines in the Formulation of Comments for Research Papers
- 3.2 ISO 9001:2015 Standard
- 3.3 Mechanics for Oral Presentation (For Completed Paper)
- 3.4 University Research Manual Third (3<sup>rd</sup>) Edition

**4.0 DEFINITION OF TERMS**

- 4.1 Abstract is a brief summary of the complete content of the research paper expressed at most 250 words.
- 4.2 Conclusion is a brief discussion of the judgment/s made from the study where new material/ theory/proposition is presented.
- 4.3 Introduction is a part of a research paper that serves to establish a question or concern for a particular study, which includes the basic background and overview of the study.
- 4.4 Method of Research is a detailed description of procedures and techniques used to obtain and analyze research data.
- 4.5 Results and Discussions is a part of a research paper that report on the findings and explanations related to the objectives of the study.
- 4.6 University In-House Review is an oral presentation of research proposals and completed research studies with the presence of select members of the University Research and Development Council (URDC) and panel of experts.

**5.0 RESPONSIBILITIES**

- 5.1 The Facilitator
  - 5.1.1 introduces the technical panels and presents the student researcher/s; and
  - 5.1.2 acts as the moderator for the paper presentation.
- 5.2 The Research Center Manager
  - 5.2.1 reviews the enhanced paper before the scheduled University In-House-Review and
  - 5.2.2 submits all the research papers to the Research Director.
- 5.3 The Research Coordinator
  - 5.3.1 coordinates and assists in organizing Local In-House Review for the students;
  - 5.3.2 endorses the papers to the Research Center Manager/s; and
  - 5.3.3 reviews and submits the research papers, and checks the format.
- 5.4 The Research Director
  - 5.4.1 takes charge of the final checking of the paper and

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5.4.2 requests for the conduct of the University In-House Review for students and the committee who will organize the said activity.

5.5 The Research Specialists

- 5.5.1 evaluates the study manuscript on the aspect of mechanics, organization and quality,
- 5.5.2 asks question (for clarification) about the study; and
- 5.5.3 formulates comments the for research papers.

5.6 The Student Researcher/s

- 5.3.1 takes charge of the overall quality of the paper including the ethical aspect in conducting research;
- 5.3.2 presents the result of the study during the scheduled University In-House Review; and
- 5.3.3 complies with the recommendations of the Research Coordinator and Research Specialists.

6.0 PROCEDURES

6.1 The Research Coordinator in coordination with the Department Chair and the College Dean chooses the research paper to be included in the University In-House Review for students.

6.2 The Research Coordinator shall

- 6.2.1 instruct the Student Researcher/s and their Research Advisers to follow the standard format; and
- 6.2.2 check the submitted paper for compliance.

6.3 The Student Researcher/s shall follow the Standard Document Format.

- 6.3.1 Microsoft Word as the standard software.
- 6.3.2 Each document shall consist of

6.3.2.1 A cover page showing the following:

- 6.3.2.1.1 DHVTSU and RDSO logo
- 6.3.2.1.2 Title of the Study
- 6.3.2.1.3 Name of Student Researcher/s and their Adviser
- 6.3.2.1.4 Date of Presentation (Month, Year)

6.3.2.2 The body of the document showing the following headings and content:

- 6.3.2.2.1 Preliminary Pages
- 6.3.2.2.2 Abstract
- 6.3.2.2.3 Introduction of the Study
- 6.3.2.2.4 Methods
- 6.3.2.2.5 Results and Discussion
- 6.3.2.2.6 Conclusions and Recommendations
- 6.3.2.2.7 References

- 6.3.3 All pages of the documents shall be identified with consecutive numbers and the cover page shall always be identified as page 1 of the total number of pages. The pages containing figures, tables, and forms shall also be numbered accordingly.
- 6.3.4 The abstract shall be written with Arial, 10pt font size in italics.
- 6.3.5 The section titles shall be written in Arial 12pt font size, bold-face.
- 6.3.6 The content shall be written in 10pt font size, regular typeface.
- 6.3.7 Paragraphs shall be justified, and written in 2 columns.
- 6.3.8 Line spacing shall be set to 1.0.



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- 6.4     The Student Researcher/s and their Research Advisers comply with the Research Coordinator Recommendations.
- 6.5     The Research Coordinator endorses the enhanced paper to the Research Center Manager/s.
- 6.6     The Research Center reviews all the submitted papers before the scheduled University In-House Review.
- 6.7     The Research Center Manager/s forwards all the submitted paper to the Research Director for final checking.
- 6.8     The Research Director

6.8.1   requests for the conduct of the University In-House Review for students and the committee who will organize the said activity with the following members:

6.8.1.1   Consultant – VP for RET

6.8.1.2   Over-all Chairman – Research Director

6.8.1.3   Co-Chair – Research Center Manager/s

6.8.1.4   Members – Research Coordinators

6.8.1.5   Program Committee

6.8.1.6   Physical Arrangement Committee

6.8.1.7   Accommodation Committee

6.8.1.8   Refreshment Committee
- 6.9     The Facilitator presents the student researcher/s.
- 6.10    The Student Researcher presents the study for twenty (20) minutes as follows:

6.10.1   provide a two-minute self-introduction stating the researcher's name, position, college/campus, and research interest;

6.10.2   discuss the reasons/conditions of problem situation that led to the decision to conduct the study for three (3) minutes, following the acronym ILOT as guide which stands for I- importance of the Problem/Research; L – Literature to Support; O – Objectives; and T – Time (Optional);

6.10.3   describe the methodology of the study for two (2) minutes including but not limited to the type of research used, how the study was made, and the ethical consideration if applicable;

6.10.4   present the results and discussion to be supported by tables, graphs, and/or pictures focusing on the most important elements on the result and interpretation for nine (9) minutes;

6.10.5   cite the final discovery of the study which synthesizes the answers to the objectives in the conclusions. Moreover, state what can be done next to improve the situation. This step will be limited to a three-minute discussion; and

6.10.6   lastly, acknowledge all those individuals who supported the study in one (1) minute.
- 6.11    The Research Specialist

6.11.1   raises questions to the student researcher/s and

6.11.2   provides recommendations among selected papers for possible publication.

7.0     **RECORDS**

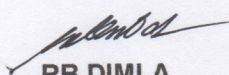

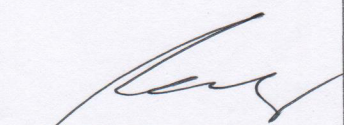

- 7.1     Endorsement Form for the University In-House Review for Students (DHVTSU-QSP-RDSO-010-F0001-R00)
- 7.2     Request Letter for Logistical Support (DHVTSU-QSP-RDSO-010-F0002-R00)

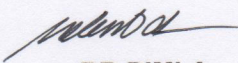
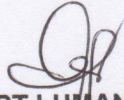


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Document Title	REGIONAL RESEARCH CONFERENCE PROCESS				
Document Number	DHVTSU-QSP-RDSO-011		DCN Number	CN-17-RDSO-0035	
Revision Number	00	Date Originated	7/31/2017	Effective Date	8/1/2017

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 RB DIMLA Department Head	 RB CANLAS VPAA/VPAFAS/VPRET	 RS SERRANO Executive Vice President	 EG BAKING University President

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	<b>REGIONAL RESEARCH CONFERENCE PROCESS</b>		Document No.	DHVTSU-QSP-RDSO-011	
			Revision No.	00	Page 1 of 3
			Effective Date	08/01/17	

**1.0 PURPOSE**

1.1 This describes the process for organizing regional research conference.

**2.0 SCOPE**

2.1 This covers the process of organizing, inviting plenary speakers, call for papers, and handling regional research conference proper.

2.2 This does not include research publication.

**3.0 ASSOCIATED DOCUMENTS**


- 3.1 Quality Manual
- 3.2 ISO 9001:2015 Standard
- 3.3 University Research Manual
- 3.4 Costumer Complaint and Satisfaction Procedure

**4.0 DEFINITION OF TERMS**

- 4.1 Research and Development Services Office (RDSO) is the office that provides directions in the planning, implementing, monitoring and evaluating of the research and development activities of the university.
- 4.2 Regional Research Conference is a duly recognized undertaking that is regional in scope.
- 4.3 Plenary Speaker is an invited guest speaker with expertise in topic/s relevant to the conference.
- 4.4 Plenary Session is a conference where experts discuss scientific papers relevant to the conference theme with all research presenters and conference participants gather.

**5.0 RESPONSIBILITIES**

- 5.1 The Accommodation and Decoration Committee sets the venue and physical arrangement of the tables, chairs, name tent card of University President, EVP, VP for RET, speakers, jurors, and sound system.
- 5.2 The Advisory and Steering Committee/ Technical Committee
  - 5.2.1 prepares conference guidelines, format of the presentation, abstract, conference topics, and conference themes; and
  - 5.2.2 evaluates the submitted abstract to be included in the regional conference.
- 5.3 The Conference Secretary writes and forwards communication letters including the final checking and printing of guidelines, format, and conference kit/materials.
- 5.4 The Faculty Researcher/Author/Presenter
  - 5.4.1 submits the research abstract to [rdso\\_regconf@dhvtsu.edu.ph](mailto:rdso_regconf@dhvtsu.edu.ph);
  - 5.4.2 presents a research paper/poster; and
  - 5.4.3 pays the conference fee.
- 5.5 The Finance Committee prepares the financial report of the conference and liquidation to assure proper audit and accounting.
- 5.6 The Program Committee
  - 5.6.1 prepares certificates, program, lay-out of tarpaulin, layout of IDs of participants, book of abstract, and announcement; and
  - 5.6.2 distributes an invitation to the plenary speakers, President, Vice Presidents, guest, Universities and Colleges, and panel of experts.

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- 5.7

The Research and Development Services Office

5.7.1

invites different agencies within the region in the conduct of regional conference activity and

5.7.2

creates a technical working group to facilitate in the preparation of the regional conference.
- 5.8

The Refreshment Committee

5.8.1

prepares budget proposals for the meals during the conference and

5.8.2

facilitates the distribution during the conference.
- 5.9

The Registration Committee

5.9.1

collects the registration fees;

5.9.2

assists the guests and other VIPs;

5.9.3

distributes the certificates; and

5.9.4

gives the mechanics for the oral presentation.

6.0

PROCEDURES

- 6.1

The Research Director shall create a committee in preparation for a regional research conference.
- 6.2

The committee shall set:

6.2.1

dates

6.2.2

venue

6.2.3

number of researches for presentation per category in the plenary session

6.2.4

number of research for poster.
- 6.3

The Advisory and Steering Committee shall

6.3.1

create conference theme;

6.3.2

identify research topics based on the University Research Agenda; and

6.3.3

invite plenary speakers.
- 6.4

The Research Director shall prepare the budget proposal.
- 6.5

The Conference Secretary shall prepare the letter of request addressed to University President for the approval of the event.
- 6.6

The RDSO shall send call for paper to the faculty researcher/s from DepEd and HEIs in Region III.
- 6.7

The Conference Secretary acknowledges the abstract entries.
- 6.8

The Advisory and Steering Committee shall evaluate submitted abstract.
- 6.9

The Research Director shall

6.9.1

finalize the communication letter prepared by the Conference Secretary and

6.9.2


inform the faculty researcher/author whose abstract is accepted for an oral presentation.
- 6.10

The Program Committee shall distribute the invitation to the Plenary Speakers, President, Vice Presidents, Guests, Universities and Colleges, and Panel of Experts.
- 6.11

The Program Committee shall prepare the book of abstract, announcements, and certificates.
- 6.12

The Conference Secretary shall check the book of abstract, announcements, and certificates for printing.



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- 6.13    The RDSO shall publish accepted abstract as part of the conference proceedings to be distributed to the participants during the event; all accepted abstracts shall be published as is.
- 6.14    The Panel of Experts shall choose the Best Paper and Best Paper Presenter in STE/HEMSS.
- 6.15    The Registration Committee shall distribute the certificates after the event.
- 6.16    The Finance Committee shall prepare financial report of the conference and liquidation to be submitted to accounting office following the Cash Liquidation Procedure.

**7.0       RECORDS**




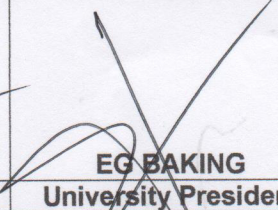
- 7.1       Endorsement Form for the Research Conference (DHVTSU-QSP-RDSO-011-F0001-R00)
- 7.2       Confirmation Slip for Research Conference (DHVTSU-QSP-RDSO-011-F0002-R00)
- 7.3       Request Letter for Research Conference (DHVTSU-QSP-RDSO-011-F0003-R00)
- 7.4       Rubric for Best Paper and Best Presenter in STE/HEMSS (DHVTSU-QSP-RDSO-011-F0004-R00)


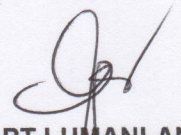
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<b>Document Title</b>	SELECTION AND AWARDING OF THE MOST OUTSTANDING RESEARCH, RESEARCHER, AND RESEARCH UNIT				
<b>Document Number</b>	DHVTSU-QSP-RDSO-012		<b>DCN Number</b>	CN-17-RDSO-0036	
<b>Revision Number</b>	00	<b>Date Originated</b>	7/31/2017	<b>Effective Date</b>	8/1/2017

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<p>➤ INITIAL RELEASE</p>	


<b>Justification</b>

<b>Prepared by</b>	<b>Reviewed by</b>	<b>Recommended by</b>	<b>Approved by</b>
 <b>RB DIMLA</b> Department Head	 <b>RB CANLAS</b> VPAA/VPAFAS/VPRET	 <b>RS SERRANO</b> Executive Vice President	 <b>EG BAKING</b> University President

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	<b>SELECTION AND AWARDING OF THE MOST OUTSTANDING RESEARCH, RESEARCHER, AND RESEARCH UNIT</b>		Document No.	DHVTSU-QSP-RDSO-012	
			Revision No.	00	Page 1 of 3
			Effective Date	08/01/17	

**1.0 PURPOSE**

This describes the process in selecting and awarding the Most Outstanding Research, Researcher, and Research Unit.

**2.0 SCOPE**


- 2.1 This covers the process of selecting and awarding the Most Outstanding Research, Researcher, and Research Unit whose exemplary research outputs strengthen the culture of research in the University.
- 2.2 This does not cover the awarding of “Best Paper” and “Best Presenter” during the research paper presentation.

**3.0 ASSOCIATED DOCUMENTS**

- 3.1 ISO9001-2015
- 3.3 University Research Manual 3<sup>rd</sup> Edition

**4.0 DEFINITION OF TERMS**

- 4.1 Award is a recognition given to the exemplary research outputs of a faculty researcher, research unit and the research per se.
- 4.2. Campus Director is the head of the extension campus who endorses the best researcher and research output in his/her management.
- 4.3 Customer Survey Form (CSF) is a form to be filled out by a researcher/client relative to the service rendered by the RDSO.
- 4.4 College Dean is the head of a college or academic program who endorses the best researcher and research output in his/her management.
- 4.5 Endorsement Form (EF) is an instrument from the RDSO to be accomplished by the College Dean/Campus Director/ Secondary School Principals endorsing the selected researcher and research unit to be awarded.
- 4.6 Faculty Researcher is an academic personnel aspiring for recognition of his/her research outputs.
- 4.7 Humanities, Education, Management, and Social Sciences (HEMSS) Research Center is one of the research centers which covers research undertakings related to social science, humanities, education, and business/enterprise such as feasibility study, qualitative, and quantitative researches.
- 4.8 Incentives are forms of rewards such as cash and Plaque of Citation.
- 4.9 Most Outstanding Research is the highest award given to the best research output for STE and HEMSS.
- 4.10 Most Outstanding Researcher of the Year is the highest award given to the best research output.
- 4.11 Most Outstanding Research Unit of the Year is the highest award given to the unit that produced a number of research outputs during the evaluation period.
- 4.12 Research Centers are the Science, Technology, and Engineering (STE) and Humanities, Education, Management, and Social Sciences (HEMSS) research centers that serve as a clearing house for all research undertakings in the university.
- 4.13 Research Center Manager is the personnel assigned to lead the Science, Technology, and Engineering (STE) and Humanities, Education, Management, and Social Sciences (HEMSS) Research Centers.


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- 4.14 Research Coordinator is a member of the research center responsible in reviewing and monitoring the progress of the researches in their respective college/campus/unit.
- 4.15 Research Director is the personnel assigned to lead RDSO.
- 4.16 Research and Development Services Office (RDSO) is the office that provides directions in the planning, implementing, monitoring and evaluating of the research and development activities of the university.
- 4.17 Research outputs are all forms of research proposals, completed papers, or published works.
- 4.18 Science, Technology, and Engineering (STE) Research Center is one of the research centers which covers research undertakings related to Engineering, Architecture, Industrial Technology, and Information Technology, such as inventions and/or innovations.
- 4.19 Selection is the process of determining the awardees and/or the recipients of the awards.
- 4.20 Secondary School Principals are the heads of the Laboratory and Senior High Schools who endorses the best researcher and research output in his/her jurisdiction.
- 4.21 Supporting Documents are necessary documents such as presentation certificate, curriculum vitae, research manuscript, and published works.
- 4.22 University Research Manual 3<sup>rd</sup> Edition is the current existing manual of the RDSO.
- 4.23 University Research and Development Council (URDC) is the advisory body that is tasked to set the research direction, to review, monitor, and recommend policies and guidelines pertaining to the implementation, monitoring, and evaluation of the University Research and Development Programs.
- 4.24 Vice-President for Research, Extension and Training (VPRET) is the head of the office of the Research, Extension and Training.

**5.0 RESPONSIBILITIES**

- 5.1. The College Dean or Campus Director or Secondary School Principal
  - 5.1.1 sends memorandum to faculty researcher/s to submit research outputs;
  - 5.1.2 reviews and evaluates the submitted research outputs in coordination with his/her respective Research Coordinators; and
  - 5.1.3 endorses the reviewed/evaluated research outputs to the Research Center.
- 5.2. The Faculty Researcher prepares and submits all the necessary supporting documents such as presentation certificate, curriculum vitae, research manuscript, and published works to the Research Coordinator.
- 5.3 The Research Coordinator
  - 5.3.1 receives research outputs and supporting documents from the Faculty Researchers;
  - 5.3.2 reviews and evaluates the submitted research outputs and supporting documents with the College Deans/Campus Director/ Secondary School Principals; and
  - 5.3.2 accomplishes the endorsement form and forwards the same with the supporting documents to the Research Center Manager.
- 5.4 The Research Center Manager
  - 5.4.1 receives the endorsement form with the supporting documents;
  - 5.4.2 reviews and evaluates the requirements submitted by the qualified faculty researchers and units for the award; and
  - 5.4.3 endorses the collated documents to the RDSO.



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- 5.5     The Research and Development Service (RDS) Director reviews the documents endorsed by the Research Center Manager/s and convenes the URDC for the deliberation of the possible awardees.
- 5.6     The University Research and Development Council (URDC)

5.6.1    approves the recommended awardees and recipients; and

5.6.2    recommends to the University President the approval of the incentives to be awarded to the awardees and recipients.

6.0     **PROCEDURES**

- 6.1     The College Deans/Campus Directors/Secondary School Principals shall issue a memorandum addressed to all faculty researchers to submit research outputs for the possibility of selecting the Outstanding Research, Researcher, and Research Unit.
- 6.2.    The concerned Faculty Researcher/s shall prepare and submit the supporting documents such as certificates, research manuscripts, Curriculum Vitae and published works to the Research Coordinator.
- 6.3     The Research Coordinator shall gather the research outputs and other supporting documents.
- 6.4     The College Deans/Campus Directors/Secondary School Principals together with the Research Coordinators shall review and evaluate the submitted research outputs and supporting documents.
- 6.5     The College Deans/Campus Directors/Secondary School Principals shall certify and validate the submitted research outputs and supporting documents.
- 6.6     The Research Coordinator shall submit the certified and validated research outputs and supporting documents to the Research Center Managers.
- 6.7     The Research Center Managers (STE and HEMSS) shall review and evaluate the submitted research outputs and supporting documents to the RDS Director.
- 6.8     The RDS Director shall convene with the URDC for the deliberation and recommendation of the probable awardees and recipients.
- 6.9     The URDC shall recommend for approval to the University President the awardees, the recipients, and the incentives to be awarded.
- 6.10    The University President shall approve and recommend the incentive grants as follows:

Most Outstanding Researcher of the Year

Outstanding Research Output for STE

Outstanding Research Output for HEMMS

Most Outstanding Research Unit of the Year

-

Php 20 000 + Plaque of Citation

-

Php 15 000 + Plaque of Citation

-

Php 15 000 + Plaque of Citation

-

Php 40 000 + Plaque of Citation
- 6.11    The RDSO shall provide a Customer Survey Form to the Faculty Researchers to evaluate the services rendered to them.

7.0     **RECORDS**

- 7.1     Endorsement Form for the Search for Most Outstanding research, Researcher, and Research Unit (DHVTSU-QSP-RDSO-012-F0001-R00)
- 7.2     Criteria in Selecting and Awarding the Most Outstanding Research, Researcher, and Research Unit (DHVTSU-QSP-RDSO-012-F0002-R00)