

University of the Philippines Los Baños
Office of the Vice-Chancellor for Research and Extension



UPLB RESEARCH and EXTENSION POLICIES

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- For a PDF copy of this presentation and other UPLB guidelines governing RDE, please visit:

<http://www.uplb.edu.ph/rde/guidelines>

- A PDF copy of the UPLB Research Manual can be sent through email, just let us know through:

ovcre@uplb.edu.ph



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Announcements



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1. UPLB Center for Technology Transfer and Entrepreneurship

- **The BOR approved the establishment of the UPLB CTTE during its 1222nd meeting (Jul 27, 2007 at UP Visayas)**
 - Integrate programs, policies and activities towards the protection, promotion, and successful disposition of the university's technologies through licensing and technology business incubation to both the private and public sectors.



- Integration of APEC Center for Technology Exchange and Training for Small and Medium Enterprises (ACTETSME), Intellectual Property Rights Office (IPRO) and the UPLB Science and Technology Park (UPLB STP)
- Headed by a Director supervised by the OVCRE
- To be set-up at the ACTESME building and will utilize existing facilities of the UPLB STP



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2. UPLB Office for Initiatives in Culture and the Arts

- **The BOR approved the establishment of the UPLB OICA during its 1223rd meeting (Aug 22, 2007 at UP Baguio)**
 - Conserve and promote historical and cultural heritage through scholarly study and documentation of cultural traditions, arts, and crafts as well as the recognition of endangered cultural resources



- Encourage the continuing and balanced development of culture by providing venue for cultural performances and exhibition of artistic products truly representative of Filipino workers; and
- Ensure widest possible exchange of artistic and cultural creations among the UPLB constituency and the people of its immediate area of influence.



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- Integrate and enhance the functions and activities of the Southern Tagalog and Bicol Studies Program and the UPLB Committee on Culture and the Arts



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3. Updates on the “Red Brigade”

- UP President ERRoman approved the “UPLB Proposal for Personnel Action through Chain Item Shift for Concerned UPLB REPS” last Aug 17, 2007
- 55 REPS affected



4. Submission of Reports of Projects Implemented Through UPLBFI

- **OVCRE Memo No. 04., Jan 6, 2006**
 - Proponents of RDE projects implemented through UPLBFI are now required to submit a copy of the project's MOA, approved proposals, and annual/terminal reports in digital form to the OVCRE



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5. Yearly Submission of REPS Output Forms

- **OVCRE Memo No. 02, January 11, 2007**
 - For purposes such as promotions and performance evaluation, the OVCRE requires the accomplishment and submission of the REPS Yearly Output Report form.
 - Report should be verified and certified at the department/ institute/ cluster/ college levels and submitted on March 15 of each year.



6. Processing of Pink Sheets

- **OVCRE Memo No. 23, August 2, 2007**
 - Effective August 15, the OVCRE will not accommodate requests for attendance in seminar/ trainings/ symposia that had already been completed.



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7. Counterpart Funds Required by DOST

- The UPLB Central Administration will not provide counterpart funds.



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8. RDE Info Online and E-mail

- To access information on UPLB's RDE, please visit:
<http://www.uplb.edu.ph/rde>
- We have an email list with 650+ members. If you wish to receive RDE-related announcements via email, send us an email so we can subscribe you to the list:
ovcre@uplb.edu.ph



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Policies Governing UPLB REPS



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REPS Workload



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Policy on REPS' Workload

- **OC Memo No. 170, Nov 30, 2006**
 - University researchers and extensionists SG16 and above should meet the minimum workload of 12 units/ 6 months.
 - Researchers and extensionists (SG12 and 14) and all professional staff will be evaluated using the performance evaluation system.



Workload Assessment: Submission of Service Records

- REPS (SG 16 & above and GSS) are required to submit accomplished REPS Form 67 (REPS Service Record) covering the following periods on or before the following deadlines:
 - *Jul – Dec of previous year* ▶ *Jan 31*
 - *Jan – Jun of present year* ▶ *Jul 31*
- Performance Target is not required



Workload Assessment: Submission of Performance Targets

- REPS (SG 15 & below and those SG 16 & above with administrative duties) are required to submit accomplished Performance Targets forms (PES Form 1A) covering the following periods on or before the following deadlines:
 - *Jan – Jun* ▶ *Jan 15*
 - *Jul – Dec* ▶ *Jul 15*



Workload Assessment: Submission of Performance Ratings

- REPS (SG 15 & below and those SG 16 & above with administrative duties) are required to submit accomplished Performance Rating forms (PES Form 1A) covering the following periods on or before the following deadlines:
 - *Jul – Dec of previous year ♦ Jan 31*
 - *Jan – Jun of present year ♦ Jul 31*



Renewal of Appointments of REPS



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Policy on Renewal of Appointments

- **Excerpt of the Minutes of the 1222nd Meeting of the BOR, 27 July 2007, UP Visayas, Iloilo**
 - REPS with temporary appointments
 - Will be renewed yearly while those with casual appointments will be renewed every 6 months subject to the favorable recommendation of their immediate supervisor.



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Policy on Renewal of Appointments

- Must obtain their MS, MA, or MLS degree from a reputable university within five years from the date of hiring or their appointment will not be renewed - "up or out policy"
- Will be given a maximum of two years extension of their appointment after the 5th year of employment if they are in the experimental stage of their thesis with an approved outline from the Graduate School.



Clarifications on Policy on the Renewal of Appointments of REPS

- **OVCRE Memo No. 26, August 22, 2007**
 - For temporary and casual REPS who are currently employed in the university and have not obtained their MS degree, the reckoning date for the application of this policy started in July, 2007 regardless of when their original appointment was made.



Clarifications on Policy on the Renewal of Appointments of REPS

- Hence, they should obtain his/her MS degree before June 2012. They will be given a maximum of two years extension of their appointment if their thesis is in the experimental stage with an approved guideline from the Graduate School.



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REPS Tenureship



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Policy on Tenureship

- **Excerpt of the Minutes of the 1222nd Meeting of the BOR, 27 July 2007, UP Visayas, Iloilo**
 - Requirements for tenure of REPS
 - MS, MA or MLS degree from a reputable university.
 - One (1) publication in a refereed journal as lead or co-author.



- ✓ R & E staff with an MS or PhD degree from a reputable university who transferred from other SCUs, GOs and private corporations to UPLB (lateral entry) must publish in a refereed journal as lead or co-author within three (3) years from the start of their appointment



- ✓ R & E staff who entered UPLB with an MS and PhD degree from any CU of UP (lateral entry) must show proof that he/ she has already published in a refereed journal as lead or co-author while employed in UP.



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- ✓ R & E staff who earned their MS degree from a reputable university while employed in UPLB must publish in a refereed journal as lead or co-author within three (3) years from getting their MS or MA degree.



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- ✓ Professional staffs (Librarians and Guidance Counselors) are not required to have a publication. However, they should have a valid license from the Professional Regulation Commission (PRC) while employed in the university else they may be terminated.



- The field of specialization of REPS personnel for tenure must conform with the unit's staffing pattern.
- Research and Extension Personnel must satisfy the work load requirement (average of 12 units/semester) for 3 consecutive years prior to being recommended for tenure.
- Must be favorably recommended by the unit



Thank you very much!

