

ATTACHMENT A

UPLB Research, Extension, and Professional Service Workload Crediting Guidelines

The minimum required workload of each Research, Extension and Professional Staff (REPS) should be twelve (12) units. Computation of all corresponding credit loads are based on the 0.0114 unit per hour basis = 12 units / (8 hours per day * 22 days per month * 6 months).

I. ADMINISTRATIVE DUTIES

- a. **Principal Units** are academic or non-academic units whose heads report directly to or are supervised by the President, Chancellor or Vice President. Principal units must have sub-units attached to them. Units whose heads report to the Chancellor but have no sub-units attached to them are not considered as principal units.
- b. **Curators:** a systematist or taxonomist specializing on a limited group of organisms and must be well-informed on other groups within their respective disciplines. He or she must be actively engaged in research on the group(s) of his or her choice.

SEQ	ITEM			CREDIT LOAD	REMARKS
1	Chancellor, Vice Chancellors			12.0 ¹	
2	Deans, University Registrar			9.0 ¹	
3	Principal Units			6.0 – 9.0 ¹	
	3.1	21 or more regular staff		9.0	
	3.2	16 to 20 regular staff		8.0	
	3.3	11 to 15 regular staff		7.0	
	3.4	10 or less regular staff		6.0	
4	Assistant to the Chancellor, Assistant to the Vice Chancellors, Directors, Directors of National Center of Excellence and High School Principals			6.0 ¹	
	4.1	Directors of Sub-Units		3.0 – 6.0 ¹	
		4.1.1	21 or more regular staff	6.0	
		4.1.2	16 to 20 regular staff	5.0	
		4.1.3	11 to 15 regular staff	4.0	
		4.1.4	10 or less regular staff	3.0	

¹ Board of Regents (BOR) Approved Administrative Load Credits (ALC)

SEQ	ITEM		CREDIT LOAD	REMARKS				
5	College Secretaries, Associate Deans, Department Chairs, Division Heads, Head Librarian		3.0 – 6.0 ¹					
	5.1	College Secretaries, Associate Deans	6.0	The Dean of the college can recommend the appointment of an Associate Dean provided the college has 50 or more regular faculty and 200 or more student majors.				
	5.2	Department Chairs/Division Heads						
	5.2.1	21 or more regular staff	6.0					
	5.2.2	16 to 20 regular staff	5.0					
	5.2.3	11 to 15 regular staff	4.0					
	5.2.4	10 or less regular staff	3.0					
6	REPS with regular administrative duties not included above		1.0 – 3.0 ¹					
	6.1	Deputy Director (for units with 50 or more full time staff)	3.0					
	6.2	Assistant to the Dean (for units with 25 or more regular staff and/or 100 student majors)	3.0					
	6.3	Assistant Chairs, Assistant College Secretaries, Curators, Student Relation Officers, etc.						
	6.3.1	10 or more regular staff	3.0 ²					
	6.3.2	5 to 9 regular staff	2.0 ²					
	6.3.3	4 or less regular staff	1.0 ²					
7	Committee Involvement		Dept./Inst.	College	University /Provincial /Regional	Systems /National	International	Committees must be related to the profession/ training/ specialization of the REPS (e.g. professional or
	7.1	Chair	0.50	0.75	1.0	1.5	2.0	
	7.2	Co-chair	0.375	0.563	0.75	1.125	1.5	

² Based on the guidelines approved by the UPLB Executive Committee (ExeCom) in October 1992

SEQ	ITEM		CREDIT LOAD	REMARKS				
	7.3	Member	0.25	0.50	0.75	1.0	1.5	scientific committee). To earn units for professional organization, he/she should be an officer/ committee member/board member of that professional organization. Guidance committee membership for undergraduate thesis shall earn College level credit load. Guidance committee for Master's/PhD thesis/dissertation shall earn University level credit load.
8	Program/Laboratory Heads		3.0 max	To earn units as program/laboratory heads, division/section progress report should be attached.				
	8.1	Division Heads						
	8.2	Section Heads						

SEQ	ITEM		CREDIT LOAD	REMARKS
9	University Varsity Coach		1.0	
10	Research/Extension Coordinator			For unit coordinators only.
	10.1	Projects of 1-25	1.0	
	10.2	Projects of 26-50	2.0	
	10.3	Projects more than 50	3.0	
11	Assistant Research/Extension Coordinator			
	11.1	Projects of 26-50	0.5	
	11.2	Projects more than 50	1.0	
12	Project Development Assistant with special assignment and with regular administrative duties ¹		3.0 per semester	Minimum of six (6) months approved appointment (10% of total working hours per week should be devoted to PDA works (in fraction thereof))
13	Project Development Assistant with special assignment but without regular administrative duties ¹		1.5 per semester	
14	Officer-in-Charge		0.2 per day	Maximum of 1 unit per semester.
			1.0 if consecutive 5 days	If the appointment is more than or equal to five (5) working days, workload and honorarium must be shared by the head/director.
				Applicable only for OIC of Directors and above.

II. RESEARCH, EXTENSION AND PROFESSIONAL SERVICE CREDIT LOADS

- a. All projects claimed should be registered at the Office of the Vice Chancellor for Research and Extension (OVCRE). All studies under the project should be indicated in the proposal including all personnel involved *for each study*.
- b. The REPS must have at least three (3) units of workload under either the core program or externally-funded project of their respective field of work (e.g. 3 units of research work for Researchers; 3 units of extension work for Extension Personnel; 3 units of professional work for Professional Staff).
- c. Progress reports should be accomplished completely and correctly. Highlights of accomplishments should be reported concisely **per study**. If the report does not include accomplishments per study, workload will not be credited.
- d. **Program:** a group of interrelated or complementing projects usually requiring an interdisciplinary or multidisciplinary approach to meet established goal(s) within a specific time frame. It should be composed of at least two (2) projects.
- e. **Program Leader:** refers to a person who plans, organizes, and supervises the overall act of a program and is directly responsible for the implementation of at least one (1) of the projects. He/she shall coordinate with the project leader/s to ensure that the goals of the program are met. He/she is responsible for consolidating the project output which shall be packaged as a program output.
- f. **Project:** A set of interrelated studies/activities or a component of a program with predetermined objective/s to be accomplished within a specific time frame. It is composed of at least two (2) studies or extension activities.
- g. **Project Leader:** provides technical leadership and directly implements the project. He/she shall adhere to the goals of the project to ensure that the project is effectively handled. A project leader is allowed to handle at most two (2) projects within a program.
- h. **Study/Activity:** a basic unit in the investigation of a specific problem identified under a research project of a set of activities for a planned extension strategy.
- i. **Project Staff Level 1 (L1):** includes administrative, clerical, trades, crafts and custodial service positions which involve non-professional or sub professional work in non-supervisory capacity requiring less than four (4) years in college.

- j. **Project Staff Level 2 (L2):** includes professional, technical and scientific positions up to division chief level, which involve professional, technical or scientific work in a non-supervisory or supervisory capacity requiring at least four (4) years of collegiate work.
- k. **Project Staff Level 3 (L3):** covers position in the Career Executive Service and the Scientific Career System.

SEQ	ITEM		CREDIT LOAD	REMARKS
15	Proposal Preparation			Only authors may claim the credit load for proposal preparation.
	15.1	Preparation and submission of capsule proposal for external funding	0.5	Credit load may be given per semester or six (6) months. This shall be monitored by the unit head and at the end of the semester, the proposal shall be submitted to the unit head thru channels. If preparation of a proposal is not completed in one semester and it will be continued in the succeeding term, the proponent will no longer be given credit load for the work.
	15.2	Writing of a detailed proposal for external funding	1.0	Credit load may only be claimed if proposal has been duly endorsed by the unit heads and submitted to OVCRE for accreditation.
	15.3	Finalization of submitted and approved proposal by funding agency	1.0	To claim credit load for externally funded project, endorsement of the University should be attached. Credit load to be divided among co-workers/co-authors as follows: 1-2 authors = 100% per author = 1.0 unit 3-4 authors = 80% per author = 0.80 unit 5 or more authors = 60% per author = 0.60 unit
	15.4	Core project proposal/Basic Research Proposal	1.0	The core project proposal and UPLB Basic Research proposal should be endorsed by the immediate supervisor, unit head and the Dean through UPLB TUKLAS.

				Credit load may only be claimed if the proposal is accepted for implementation.
16	Evaluator of a Proposal		0.25	
17	Project Involvements			
	17.1	Program Leader (Coordination of 2 or more projects)	2.0	Credit load to be equally divided among same level co-workers. To earn units as a program leader, he/she should also serve as a project and study leader of at least one project/study under that program.
	17.2	Project Leader (Coordination of 2 or more studies)	2.0	Credit load to be equally divided among same level co-workers. To earn units as a project leader, he/she should also serve as a study leader of at least one study under that project. Otherwise no points will be given. For projects with only two (2) studies both claimed by the project leader, a maximum of six (6) points, which is equivalent to two (2) studies, may be claimed. For projects with more than two (2) studies, a project leader may handle a maximum of two (2) studies, other studies should be delegated to other personnel. That is, only a maximum of eight (8) points may be claimed for such projects.
	17.3	Study or Activity Leader (Actual supervision of a study) Project Staff L2/Project Staff L3	3.0 per study	Credit load to be equally divided among same level co-workers. Core-funded projects should have a maximum of three (3) studies per project only.

				Externally-funded projects should have a maximum of five (5) studies per project only. A Study Leader or Project Staff L2 must be at least SG 16 or have at least 18 units of Master's earned. Project Staff L3 must be at least SG 18 or has completed a Master's degree.
	17.4	University Research Associate (URA)/ University Extension Associate (UEA) (SG 12-14); <i>University Researcher (UR) I/University Extension Specialist (UES) I *</i>	4.0 per study	Credit load to be equally divided among same level co-workers. Credit load claimed as URA/UEA should not exceed 12 units. For credit load beyond 12 units (as URA/UEA), units shall be as provided in Seq 17.3, 17.5 or 17.6, whichever is appropriate. If a URA/UEA is appointed as Project Staff L1 in an externally-funded project, he/she may claim this as URA/UEA instead of Project Staff L1 provided that he/she does not exceed the 12 units limit as URA/UEA. <i>*UR I/UES I may claim the 4.0 credit load if he/she is performing the task of URA/UEA but only within the period of two (2) years from his/her original date of appointment. After which, credit load claimed shall be as provided in Seq 17.3 or 17.6, whichever is appropriate.</i>
	17.5	Program Support Staff	1.0 per program	Credit load to be equally divided among same level co-workers.
	17.6	Project Staff L1	1.0 per study	Credit load to be equally divided among same level co-workers.
18		College Librarian (SG 13-15)	4.0 per activity	

19	Development Management Officer (SG 13-15)	4.0 per activity	
20	Technical Consultant (for research/extension projects)	0.5	Should have a minimum of thirty (30) working days per engagement. Must provide copies of appointment.
21	Technical Core Group Member	1.0	
22	Technical Expert/Specialist	1.0	

III. SCHOLARLY OUTPUTS

- a. All credit load claimed for scholarly outputs/publications (except paper presentations) must be divided among co-authors following the system used in the UP Scientist Awards as follows:
 - 1-2 authors = 100% per author
 - 3-4 authors = 80% per author
 - 5 or more authors = 60% per author
- b. For **technical papers published in journals**, provide copy of the abstract page.
- c. For **paper presentations**, provide copy of certificate and/or abstract page, if available. For the abstract page, ensure that the co-authors, full title of conference, dates of conference and venue are indicated.
- d. For **books**, provide copy of cover page and the copyright page.
- e. **Book:** a non-periodical printed publication with a minimum of 49 printed pages, exclusive of the cover pages, covering an extensive treatise on a specialized field and with contribution to the body of knowledge in his/her field of specialization, published and made available to the public (UNESCO General Conference, 1964). The book should be published by a publishing company with a good track record for at least 10 years.

SEQ	ITEM		CREDIT LOAD	REMARKS
23	Technical paper published in a refereed journal			Credit load will be credited upon completion and publication of the scientific paper.
	23.1	ISI- or Scopus-indexed		
		23.1.1 Full Paper	3.0	
		23.1.2 Research Note	1.75	Must be more than one (1) page.
	23.2	Non-ISI or Non-Scopus International/National Refereed		Publications with international or national reviewers, editorial board and circulation.
		23.2.1 Full Paper	2.0	
		23.2.2 Research Note	1.25	Must be more than one (1) page.

SEQ	ITEM		CREDIT LOAD	REMARKS
24	Technical paper published in other refereed publications (e.g. full paper proceedings whether print or online)		1.0	
25	Technical paper published in a non-refereed international or national journal			Credit load will be credited upon completion and publication of the scientific paper.
	25.1	Full Paper	1.25	
	25.2	Research Note	0.75	Must be more than one (1) page.
26	Technical paper published in other non-refereed publications (e.g. full paper proceedings (print and on-line)		0.75	
27	Paper presented in scientific for a/seminars/symposia/conventions			Credit load need not be divided among co-authors. That is, all authors shall claim the full credit load.
	27.1	International		
		27.1.1 Oral	0.6	
		27.1.2 Poster	0.4	
	27.2	National/Local		
		27.2.1 Oral	0.5	
		27.2.2 Poster	0.3	
28	Book			Credit load will be credited upon completion and publication of the book. This includes authorship of the entire book only. For book editors, please see Seq 56.1 .
	28.1	International/National Refereed	6.0	
	28.2	International/National Non-Refereed	3.0	
29	Chapter in a book			Credit load will be credited upon completion and publication of the book.
	29.1	International/National Refereed	1.2	
	29.2	International/National Non-Refereed	0.6	

IV. OTHER SOURCES OF WORKLOAD

- a. To avoid double crediting, credit load for outputs produced from a project/activity included under **Section II** can no longer be claimed under other sources of workload except for technologies, discoveries, and inventions. For example, if the proponent uploads an article in their official website, but he/she has already claimed this as part of his/her project involvement, he/she can no longer claim the 0.5 credit load indicated under this section.
- b. If any of these is done on a regular basis, this should “projectized” instead of claiming on a per item basis.
- c. For **extension materials**, provide copy of the cover page, table of contents and title page.
- d. **Discoveries/Inventions:** any technical solution of a problem in any field of human activity which is new, involves an inventive step and is industrially applicable.
- e. **Technical Bulletin:** a scientific paper, article, translation, recording the current status of scientific research or development. A research output presented in a technical bulletin is usually written in a semi-technical manner.
- f. **Pamphlet/Brochure:** a non-periodical publication of at least five (5) pages covering any field of interest.
- g. **Leaflet:** usually a single sheet of paper which is sometimes folded to make 2 to 4 pages, deals with one main topic and is highly illustrated.
- h. **Monograph:** a separate treaty on a single subject or class of subjects usually detailed in treatment but not extensive in scope and often containing an extensive bibliography.
- i. **Manual:** an unpublished material that contains detailed description of instructional training or research procedures.
- j. **Handbook:** a book that contains instructions or advice about how to do something or the most important and useful information about a subject.

SEQ	ITEM	CREDIT LOAD	REMARKS
30	Policy Paper		Should be national in scope

SEQ	ITEM		CREDIT LOAD	REMARKS
	30.1	Adopted	1.2	
	30.2	Published	1.0	
	30.3	Commissioned	0.8	
31	Terminal Report of research/extension projects registered at OVCRE (i.e. Core, UPLBFI, External)			
	31.1	More than 3 years project duration	1.0	
	31.2	More than 1 but less than 3 years project duration	0.5	
	31.3	Less than or equal to 1 year project duration	0.25	
32	Writing of Manuscript for Publication		1.0	With proof of submission to the journal.
33	Technologies/Discoveries/Inventions			Includes varieties/species registered in regulatory agencies (e.g. National Seed Industry Council (NSIC), etc.). Provide as proof a certification from regulatory agencies
	33.1	Patented and adopted		
		33.1.1 International	6.0	
		33.1.2 National	4.0	
	33.2	Patented but not adopted		
		33.2.1 International	4.0	
		33.2.2 National	3.0	
	33.3	Not patented but adopted		Provide proof of adopters (e.g. product sales, MOA, licensing agreement, etc.)
		33.3.1 International	2.0	
		33.3.2 Local	1.5	
	33.4	Utility Model (registered and adopted)		Acceptable proofs include certificate of registration, copy of designs and documents for peer review
		33.4.1 International	3.0	
		33.4.2 Local	2.0	
	33.5	Trademarks registered and adopted	0.5	
34	Intellectual Property Activities			
	34.1	Patent Writing	1.0	On a per country application
	34.2	Finalization of Patent	2.0	Accepted final form of approved patent

SEQ	ITEM		CREDIT LOAD	REMARKS
	34.3	Prior Art Search		
		34.3.1 International	0.5 per subject	Maximum of 3 units per semester/rating period
		34.3.2 National	0.25 per subject	
	34.4	Evaluation of Patentability	0.5 per material	Maximum of 3 units per semester/rating period. This includes evaluation of project and thesis proposals for patentability.
35	Case Study (prepared)		0.5	Per case study/ies prepared
36	Feasibility Study (prepared)		1.0	
37	Games and Exercises		0.5 per game/set	
38	Official Website Development and Maintenance			To be claimed once only
	38.1	Designing and packaging	1.0	
	38.2	Uploading of materials (i.e. articles, photo news)	0.5 per sem	Articles/photo news (with caption describing in detail the event) uploaded should not be less than five (5). Write-up of the material can be claimed under Seq 46.1.4 .
39	Speech written for University central and administration officials		0.015 per page	
40	Standardized psychological test scores (outputs in test norming) (<i>for Guidance counselors only</i>)		0.025 per activity	
41	Guidance Materials (<i>for Guidance counselors only</i>)			To be claimed once only
	41.1	Original guidance materials prepared	0.05 per activity material	Should be adopted/used.
	41.2	Revised and adapted guidance materials	0.02 per activity material	
42	Photograph (published)			Uploaded or published in any of the following categories. Maximum of 0.05 per semester/rating period.

SEQ	ITEM		CREDIT LOAD	REMARKS
	42.1	National dailies and other publications (magazines, etc.)	0.01 per 10 photos	
	42.2	UPLB Horizon		
	42.3	Official webpage		
	42.4	Scientific illustrations		
	42.5	College/Department newsletter		
	42.6	Fabrication drawing (e.g. autocad drawing for commercialization stage)		
43	Theater/Film/TV/Radio/Dance/Video Production/AVP			
	43.1	Director/Over-all Coordinator/Implementer		
	43.1.1	Full-length play/opera/film/program	3.0	
	43.1.2	One-act play or equivalent performance	1.5	
	43.1.3	Radio/TV program/Video Production	1.5	
	43.2	Performer		
	43.2.1	Lead actor in a one-act play	2.0	
	43.2.2	Actor in supporting role (full-length play)	1.0	
	43.2.3	Actor in supporting role (one-act play)	0.5	
	43.2.4	Main voice talent in radio program/Host in TV program	0.75	
	43.2.5	Supporting voice talent in radio program	0.5	
	43.3	Designer (TV/Film/Opera/Play/Dance Theater/Video Production/AVP)		
	43.3.1	Scene/Set	1.0	
	43.3.2	Costume/Make-up	1.0	
	43.3.3	Lighting Design	1.0	
	43.3.4	Video Editing	1.0	
	43.4	Dramaturg (Literary or Technical Adviser)	0.05 per activity	Maximum of 3 units per semester/rating period
	43.5	Manager/Coordinator		
	43.5.1	Production Manager	0.75	
	43.5.2	Stage Manager	0.5	

SEQ	ITEM			CREDIT LOAD	REMARKS	
	43.6	Playwright (produced)				
		43.6.1	Full-length play	3.0	Script should be more than 50 pages.	
		43.6.2	One-act play	1.5		
	43.7	Translator				
		43.7.1	Full-length play	0.75		
		43.7.2	One-act play	0.25		
	43.8	Dance/Dance Theater			Per show, not per dance	
		43.8.1	Lead	0.5		
		43.8.2	Support	0.25		
		43.8.3	Choreographer	1.0		
44	Art Exhibits					
	44.1	International			3.0	
	44.2	National			2.0	
	44.3	Local			1.0	
45	Judge in Competitions			0.035		
46	Authorship					
	46.1	Feature Articles				
		46.1.1	International Publication	0.5		
		46.1.2	National daily/Magazine/UP System	0.2		
		46.1.3	UPLB Horizon	0.15		
		46.1.4	Newsletter/Website Article/News Item	0.05		
	46.2	Straight News			0.05	Minimum of two (2) paragraphs
	46.3	Position Paper			0.2	
	46.4	Popular bulletin (e.g. agrinotes, fact sheet)			0.1	
	46.5	Administrative Proposals to UP System (e.g. merging/clustering of units			0.2	
	46.6	Reports				
		46.6.1	Chapter/section in UPLB annual report			
			46.6.1.1	Whole Report	0.2	
			46.6.1.2	Part of Report	0.15	

SEQ	ITEM			CREDIT LOAD	REMARKS	
		46.6.2	College/Institute/Department Annual Report		0.15	
		46.6.3	Periodic Reports/Data Generation (requested by Administration and other UPLB units)		0.075	
		46.6.4	Consolidation			
			46.6.4.1	Whole Report	0.1	
			46.6.4.2	Part of Report	0.05	
	46.7	Novel				Must be at least 49 pages. See Book definition (Section III.b)
		46.7.1	International		3.0	Credit load will be credited upon completion and publication of the book and must be divided among co-authors similar with scholarly output.
		46.7.2	Local		2.0	
	46.8	Short Stories			0.1 per page	
	46.9	Script skit			0.02	
	46.10	Comics			0.1 per page	
	46.11	Poems			0.15	
	46.12	Powerpoint presentation				
		46.12.1	Powerpoint presentation only		0.025	
		46.12.2	Powerpoint presentation with voice over and background music/Audio-visual presentation		0.05	
	46.13	Script for short video clip (10-min run)			0.25	
47	Memoranda/PAC report			0.025		
48	Minutes prepared for official meetings					
	48.1	University Level (for council and executive committee)		0.1	Maximum of 3 units per semester/rating period.	
	48.2	College Level/National Institutes and Centers		0.05		
	48.3	Department/Institute/Office Level		0.01		

SEQ	ITEM		CREDIT LOAD	REMARKS		
49	Trainings/Workshops/Conferences/Conventions/Seminars/ Symposia/Research For a		Chair (co- chair = half credit)	Member	Support Staff	
	49.1	Organizer				
		49.1.1 International	1.00	0.50	0.20	
		49.1.2. National	1.00	0.50	0.20	
		49.1.3 Regional/Provincial/Local	0.50	0.25	0.05	
	49.2	Coordinator				
		49.2.1 International	0.50	0.25	0.10	
		49.2.2 National	0.50	0.25	0.10	
		49.2.3 Regional/Provincial/Local	0.25	0.125	0.05	
	49.3	Assistant Coordinator/Training Assistant				
		49.3.1 International	0.25	0.125	0.05	
		49.3.2 National	0.25	0.06	0.025	
		49.3.3 Regional/Provincial/Local	0.125	0.04	0.02	
	49.4	Resource Person/Speaker/Lecturer				
		49.4.1 International		0.50		Maximum 3 units per semester/ rating period
		49.4.2 National		0.25		
		49.4.3 Regional/Provincial/Local		0.15		
	49.5	Rapporteur/Documentor				
		49.5.1 International		0.075 per topic		
		49.5.2 National		0.05 per topic		
		49.5.3 Regional/Provincial/Local		0.025 per topic		
	49.6	Moderator/Reactor/Discussant/Reviewer/Facilitator/ Evaluator/Panel				
		49.6.1 International		0.075 per topic		
		49.6.2 National		0.05 per topic		
		49.6.3 Regional/Provincial/Local		0.025 per topic		
	49.7	Evaluator of Training		0.05 per training		
50	Technical Assistance (e.g. Legislation, Adviser to the Department Secretary (e.g. DA, DAR, BAC)), Technical		1.5	Per approved request/appointment.		

SEQ	ITEM		CREDIT LOAD	REMARKS
	Working Group (e.g. BAC-TWG), Research Supervision (e.g. thesis, science projects, OJT/interns)			For research/extension supervision: • Credit load is per study • Can be claimed for a maximum of two (2) semesters. Extension may be considered on a case-to-case basis.
51	Technology commercialization activities			
	51.1	International	1.0	Maximum of 3 units per semester/rating period.
	51.2	National	0.75	
	51.3	Local/Sectoral	0.5	
52	Counseling/advising (e.g. adviser to student organizations and/or professional societies)			Per six-month appointment
	52.1	International	1.0	
	52.2	National	0.8	
	52.3	Local/Sectoral	0.5	
53	Resource Generation			
	53.1	Project Funds	0.5	0.5 for every Php 100,000 administrative cost.
	53.2	Product Sales		Maximum of 3 units per semester.
	53.3	Diagnosis, treatment, analyses		If it is a one-year project, administrative cost must be divided into two.
	53.4	Services/Trainings		
54	Participation in trade fairs/exhibits			
	54.1	Original Exhibit Materials		Maximum of 3 units per semester/rating period.
		54.1.1	Sole Author	
		54.1.2	Main Author	
		54.1.3	Co-author/s	
		54.1.4	Conceptualization of Exhibit	
		54.1.5	Exhibit Design	
		54.1.6	Other person/s involved in the Exhibit	
			0.1 per day	
	54.1	Re-exhibition		
		54.1.1	Exhibit Design	
			0.15	

SEQ	ITEM				CREDIT LOAD	REMARKS				
		54.1.2	Other person/s involved in the Exhibit		0.1 per day					
55	Participation/Attendance in trainings/conferences/workshops/seminars/symposia/for a				0.1 per day	Maximum of 2 units per semester/rating period. Credit load will be credited after completion of the training. For trainings with less than 8 hours, a maximum of 0.1 credit load shall be given. That is, if a REPS attended multiple training/conferences/workshops/webinars/symposia within the same day, a credit of 0.1 unit will be given for those.				
56	Editorship/Reviewer/Staff Member in publications in journal/extension publications/technical papers and reports/house bills				Editor-in-chief/ Technical Editor	Managing Editor/ Assoc Editor	Editorial Staff Member	Member Board of Reviewers for refereed journals	Peer Reviewer for non-refereed journals	
	56.1	Book								Maximum 3 units per semester/ rating period.
		56.1.1	International refereed		3.0	1.5	1.0	1.5	--	
		56.1.2	International non-refereed		1.5	0.75	0.5	--	0.5	
		56.1.3	National refereed		1.5	1.0	0.75	1.0	--	
		56.1.4	National non-refereed		1.0	0.5	0.25	--	0.25	
	56.2	Scientific Articles								
		56.2.1	Refereed							
			56.2.1.1	ISI- or Scopus-indexed	3.0	1.5	1.0	1.0	--	
			56.2.1.2	Non-ISI or Non-Scopus						
				56.2.1.2.a International	1.0	0.5	0.25	0.5	--	
				56.2.1.2.b Local	0.75	0.35	0.15	0.25	--	
		56.2.2	Non-refereed							
			56.2.2.1	International	0.65	0.32	0.1	--	0.1	
			56.2.2.2	Local	0.5	0.25	0.07	--	0.07	
	56.3	Other Publications								
		56.3.1	House bills		0.5	0.25	0.07	--	--	

SEQ	ITEM			CREDIT LOAD	REMARKS				
		56.3.2	Proceedings	0.5	0.25	0.07	--	--	
		56.3.3	Annual Report (University Level)	0.5	0.25	0.1	--	--	
		56.3.4	Agri Notes	0.1	0.05	0.03	--	--	
		56.3.5	Magazines	0.25	0.15	0.05	--	--	
		56.3.6	Newsletter	0.15	0.08	0.05	--	--	
		56.3.7	Fact Sheet	0.05	0.04	0.03	--	--	
		56.3.8	Thesis/Dissertation	--	--	--	1.0	--	
57	Development of extension materials			Sole Author	Main Author	Co-author/s	Design/ layout		
	57.1	Poster		0.1	0.075	0.05	0.05		
	57.2	Brochure/flyer		0.1	0.075	0.05	0.05		
	57.3	Original artistic items, e.g. calendar cards, notebook/record books, designed mugs, hats, T-shirts, etc.		0.1	0.075	0.05	0.05		
	57.4	Technical Bulletins/Pamphlets/Brochures/Leaflets		0.15	0.125	0.1	0.1		
	57.5	Booklet/Handbook/Lecture Syllabus/Compendium/ Monographs (5-48 pages)		0.35	0.25	0.1	0.35		
	57.6	Technoguide		0.1	0.075	0.05	0.05		
	57.7	Training Manual		0.25	0.17	0.08	0.08		
	57.8	Digital extension materials (original format only)		0.15	0.1	0.05	0.15		
	57.9	Translated extension material		0.05	0.05	0.015	0.01		
	57.10	New and approved office forms		0.01	0.0075	0.0025	0.0015		
58	Management of Web/Database Content			Manager/ Head	Contributor/ Member				
	58.1	Maintaining and Updating of Database in Official Website		0.5	0.25	Maximum of 3 units per semester/rating period.			
	58.2	Consolidation of reports/data/analyses		0.5	0.25				
	58.3	Generation of lists of information resources		0.5	0.25				
59	Dissemination of special events in radio/TV/Webcast/ Internet/Video Production								
	59.1	Coordinator		0.3	Maximum of 3 units per semester/rating period.				

SEQ	ITEM		CREDIT LOAD	REMARKS
	59.2	Talent (actor, narrator)	0.2	
	59.3	Script writer	0.2	
	59.4	Production/Program development	0.2	
	59.5	Video editing	0.25	
	59.6	Others (production designing, etc.)	0.2	
60	Briefing of visitors/Brief technical consultation		0.1	0.1 for every less than 50 visitors per activity; additional 0.01 for every succeeding visitors per activity. Maximum 3 units per semester/rating period.
61	Special events/occasions (e.g. Parolan, Faculty Follies, UPLB Foundation Day, office activity/program, etc.)			University Organized and Participated Events Only
	59.1	Organizer	1.0	With complete details of the report
	59.2	Coordinator	0.5	With complete details of the report
	59.3	Performer/artist	0.25	
	59.4	Game master/Emcee	0.25	

V. STUDY LOAD CREDITS

SEQ	ITEM	CREDIT LOAD	REMARKS
62	Enrolment for the semester on a part-time basis		REPS enrolled in Diploma/Master's/PhD will be credited half of the total number of course units enrolled for the current semester (e.g. every 3 units enrolled for the current semester is equivalent to 1.5 credit load).
63	Enrolled full-time/post-doctoral/on study leave	12.0	Credit load to be computed on a pro-rated basis if study leave is for less than 6 months.
64	Non-formal/non-degree courses including online courses taken after office hours	1.0 per course	Should be approved by the unit head. Course must be related to field of specialization and duration of the course should at least be one (1) month. Courses with less than one (1) month duration shall be considered as attendance to training (see Seq 55). Credit load will be credited upon completion of the training. Maximum of 1 unit per semester/rating period.

VI. OTHERS

SEQ	ITEM	CREDIT LOAD	REMARKS
65	Teaching Duties		Credit load shall be computed by the Office of the Registrar. No signature of the University Registrar, no credit load.