



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
Office of the Vice-Chancellor for Research and Extension
OVCRE Building, Kanluran cor Lanzones Roads, UPLB, College, Laguna 4031
Telefax No: (049) 536-3454 • Telephone Nos: (049) 536-2354 and 5326
Local VOIP: 1500 and 1501 • Email: ovcre@uplb.edu.ph
Website: <http://www.uplb.edu.ph/rde>

**GUIDELINES FOR PROJECT LEADERS/PRESENTERS
OF UPLB R AND E PROJECTS**
(Revised, 2008)

- In case the project leader is not available, the study leader may present the accomplishments of the project and answer the questions during the open forum in behalf of the project leader.
- Once the schedule of review is finalized, it must be strictly followed. In case a postponement is unavoidable, request for postponement of the review must be made not later than one week after the receipt of notice of evaluation. A written request with justification for the postponement of the evaluation should be submitted to the Vice-Chancellor for Research and Extension (VCRE) noted by the unit head/director and college dean. Submission of request and justification does not guarantee its approval.
- One week before the presentation, the project leader should inform the OVCRE on the equipment needed during the presentation. The presenters are encouraged to use audiovisual aids in the presentation.
- Presenters should come at least ten (10) minutes earlier than their scheduled time of evaluation.
- During evaluation, each presenter shall be given twenty (20) minutes for the project presentation and fifteen (15) minutes for the open forum/discussion.
- The presentation should be comprehensive and should focus on the accomplishments for the period under review (outputs, activities undertaken etc.) vis-à-vis the project's objectives.
- The presenter should take note of the questions, comments and suggestions of the panel regarding the accomplishments of the project being evaluated in relation to its objectives.