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**GUIDELINES FOR MONITORING AND EVALUATION
OF UPLB RESEARCH PROJECTS**
(Revised, 2008)

Schedule of Evaluation

- The evaluation of ongoing UPLB research projects both internally (i.e., UPLB Basic Research Fund, Research Trust fund) and externally funded (i.e., DA-BAR, DOST, PCARRD, NRCP, CHED) shall be conducted once a year.
- The Project Monitoring and Evaluation Section (PMES) of the OVCRE shall coordinate with the funding agency a synchronized schedule of evaluation of UPLB with that of the funding agency. As much as possible, a joint evaluation between UPLB and funding agency shall be conducted.
- In case a joint evaluation is not possible, the funding agency shall invite a representative from the UPLB team of evaluators to attend the funding agency's evaluation, and provide UPLB-OVCRE, a copy of the summary of evaluation results.
- The schedule of UPLB evaluation shall be done quarterly - in February, May, August, and November.
- For projects due for completion, the evaluation shall be scheduled before the termination of the project.

<i>Projects Ending In</i>	<i>Schedule of Review</i>
April, May, June	February
July, August, September	May
October, November, December	August
January, February, March of succeeding year	November

- Evaluation, however, may take place at a later date in consideration of the following:
 - The funding agency approved the change of implementation date.
 - The funding agency approved the extension of project to complete activities and/or use of unexpended balance.
 - The nature of the project (i.e., short duration, seasonality of crops)
 - The project shall not request for extension and shall instead present completed research for evaluation
- The PMES staff shall finalize the schedule of evaluation, and accordingly send communication to the project leaders and funding agencies in this regard.

Identification of Projects for Evaluation

- The PMES shall identify the programs/projects to be evaluated and shall notify the researchers whose projects are due for evaluation at least two months before the scheduled evaluation.
- The PMES shall acquire an updated copy of a complete listing of projects from OVCRE comptrollers. List should include project title, project leader, funding agency, project duration and date of recent budget release.
- The PMES, in comparison, shall check the project title, project leader, funding agency, project duration and date of recent budget release of newly acquired list of ongoing projects with the previous list. For discrepancies, the PMES staff shall confer with the comptrollers, funding agency or project leader concerned. The PMES staff shall indicate previous entry (i.e. project title, project leader etc.) with parentheses for future reference.
- The project duration may not indicate the actual project implementation, hence, the PMES staff shall confirm with the OVCRE comptrollers and/or researchers the actual date of implementation of the project and schedule the evaluation based on the actual implementation date.
- The PMES staff shall prepare a list of projects to be evaluated for each evaluation session.

UPLB Evaluators

- Two (2) months before the year ends, a pool of UPLB evaluators for applied (externally funded) and basic (internally funded) researches shall be constituted for recommendation to the Chancellor for approval. In the selection of the members in the pool, their expertise and the current list of ongoing researches to be reviewed for the following year shall be considered.
- The pool of evaluators shall consist of: a) core evaluators with expertise in the areas of statistics, crops, livestock, social sciences and economics, and who shall be present in all evaluation sessions, if possible; and b) specialist evaluators who shall be selected based on the area of discipline of the research projects being evaluated.
- Before the evaluation, the PMES staff shall select the evaluators from the pool of evaluators as to their availability. The evaluators shall confirm their availability at least a week before the start of the evaluation and the PMES staff shall remind them three days before the start of the evaluation.
- The PMES staff shall provide the evaluators report of the project leaders at least ten (10) days before the scheduled evaluation.
- The honoraria for the evaluators shall be processed twice a year (i.e., midyear and end of the year).

Notification of Evaluation

- For projects to be evaluated, the PMES staff shall send a notice of evaluation, a written report format, accomplishment report format, and guidelines for presentation to the project leaders concerned. The letter of notice shall include the name of the project leader, title of the project to be evaluated, the date of evaluation, deadline of submission of reports, number of copies of annual report to be submitted and other instructions.

- The PMES shall confirm with the project leaders and/or project staff the receipt of notice of evaluation, deadline of submission of reports, number of copies of annual report to be submitted, and if there is any change in the evaluation schedule.

Documents for Evaluation

- The PMES shall follow up the annual reports with cover letter properly coursed through channels, signed by the project leader and noted by the dean/director of the college/unit. The cover letter should indicate request for extension if there is a plan for any.
- The PMES shall record the receipt of annual reports in the *Incoming/Outgoing Research Report Logbook*. The entry shall include date of receipt, where the report was received (Administration or DA-BAR RDE Network Headquarters Office), funding agency, program/project title, project leader, number of copies, presence or absence of cover letter, PMES ID and remarks.
- The PMES shall send copies of the annual reports with summary of accomplishments, comment sheet, guidelines for evaluators and schedule of evaluation to the evaluators ten (10) days before the start of evaluation. The written report and evaluation sheets should be properly labeled with a PMES ID.

Venue and Facilities

- The PMES shall reserve the venue four (4) weeks before evaluation and order snacks from an accredited food caterer three (3) days before evaluation.
- The PMES shall inquire from the project leaders the equipment and materials they shall need for presentation. The presenters shall be informed that those who are going to do a power point presentation should bring their own computers.
- The PMES shall make sure the availability of the equipment needed during the presentation including slide projector, overhead projector, LCD projector, projector screen, laser pointer, sound system and computers.

Evaluation Procedures

- The PMES shall provide the evaluators with a copy of the ***Guidelines of the Review of UPLB Completed and Ongoing R&D Projects*** and the presenters with a copy of the ***Guidelines and Format for Presenters of UPLB Ongoing Research Projects and Report Format*** before the evaluation.
- The PMES shall make the necessary physical arrangements on the venue, facilities, food and materials to be used during the evaluation.
- The PMES shall document the proceedings during the evaluation through audio and written records.
- The PMES shall remind the evaluators of the submission of the evaluation sheets and/or synthesized comments of the evaluators after every session or within the day.
- The PMES shall designate the moderator who shall see to the smooth conduct of the evaluation and providing a summary/recapitulation of the evaluation.

Transmittal of Evaluation Documents

- The PMES shall collect the evaluation sheets from the evaluators and/or the synthesized comments, suggestions and recommendations of the evaluators within the day of evaluation and encode them in the computer.
- The PMES shall transcribe the tapes or notes on the proceedings and prepare a draft of evaluation result in case the evaluators for the session were not able to formulate their synthesized comments, suggestions and recommendations.
- The PMES shall send the evaluation result to the evaluators concerned for checking and/or addition of comments, suggestions and recommendations; collect the edited draft and finalize the evaluation results.
- The PMES shall prepare transmittal letters regarding the results of the evaluation, and send them to the project leaders concerned.
- The PMES shall send the evaluation result and annual reports of the projects to the funding agency concerned. The project titles, project leader and project duration shall be indicated. The PMES shall ensure that OVCRE has a copy of the receipt of evaluation results with the funding agency's proof of receipt as required by the internal audit. This is required by COA as a proof that the project had submitted the report.
- The PMES shall accordingly inform the funding agency on the continuance or changes in the evaluation.