

POLICIES AND GUIDELINES ON THE UTILIZATION OF THE UPLB REPS DEVELOPMENT FUND (RDF)

A. BACKGROUND INFORMATION

In its 1340th meeting held on 3 December 2018, the Board of Regents (BOR) approved major policy reforms aimed at standardizing the management and support for REPS development in UP. Among those policies approved are the formation of REPS Personnel and Fellowship Committee (RPFC) a regulatory body on the hiring, tenure and promotion of REPS and REPS Welfare Council (RWC), a policy-recommendatory body on REPS welfare matters. It also approved the provision of a REPS Development Fund (RDF) for REPS development.

The RDF shall provide financial support for the following REPS development activities:

1. paper presentation and other research dissemination activities including attendance to academic fora and staff development trainings;
2. fellowship support for graduate studies; and,
3. one-time incentive for finishing a postgraduate degree.

B. TYPES OF GRANTS

1. Travel Assistance/Research Dissemination Grant

- a. Oral paper and poster presentation
- b. Attend conferences, seminars, non-online training courses (less than one (1) month), workshops, etc.

2. REPS Formal Education Support

- a. Financial support for tuition and other school fees
- b. Thesis/dissertation aid

3. One-time Incentive for Earning a Degree

4. Support for Scholarly and Other Research Outputs (Provisional)

- a. Financial support for application for registration of technology patents, license, copyrights, and certification.
- b. Financial support for journal publication fees

5. Support for REPS trainings/seminars/workshops (Provisional)

C. FUND MANAGEMENT

1. The fund will be managed by the Office of the Vice Chancellor for Research and Extension (OVCRE).

2. A REPS Development Fund Committee (RDFC) from among the members of the sector shall be constituted with the Vice Chancellor for Research and Extension as ex-officio chair. The RDFC shall screen and evaluate all RDF applications for final action by the Chancellor. The RDF shall see to it that funds are used equitably by the REPS sector in the different units of the university.
3. Members of the RDFC shall be appointed by the UPLB Chancellor on a yearly basis.
4. The RDFC meetings are scheduled every 2nd and 4th Wednesdays of the month. **Applications must be submitted at least 10 working days before the meeting to be included in the agenda.**
5. Disbursement and liquidation requirements for all grants under the RDF are subject to the usual accounting and auditing rules and regulations.

SECTION I

Travel Assistance/Research Dissemination Grant

A. DESCRIPTION

A grant providing travel and other financial assistance for scholarly activities listed below:

1. **presentation** of research results through oral paper and poster exhibits
2. **participation/attendance** in academic fora and related REPS development activities (e.g., conferences, seminars, training).

B. ELIGIBILITY

All REPS with permanent and temporary appointments including those with UP casual status, may apply for RDG provided that:

1. S/he has continuously served the University for at least one (1) year prior to application.
2. S/he is not retiring within one (1) year after the conference/seminar/training, etc.

C. CONDITIONS

1. All applications will be evaluated primarily based on relevance of the activity to the staff's actual duties, career path or professional growth, and institutional priorities.
2. Eligible REPS are allowed to apply for one grant per year. REPS with previously approved RDF applications may apply for the privilege again after a year.
3. Priority will be given to first-time paper/poster presenters/participants.
4. All fund releases will be on a reimbursement basis. Applicable accounting rules and regulations will be observed.

D. GRANT AMOUNT AND COVERAGE

	Presentations	Participation/Attendance
Maximum foreign travel	P50,000	P25,000
	(Southeast Asia excluding Singapore)	(Southeast Asia excluding Singapore)
	P70,000	P30,000
	(Australia, New Zealand, Papua New Guinea, Pacific Islands excluding Hawaii), Singapore, Mainland China, Hong Kong, Macau, Taiwan, Mongolia, Japan, Korea, Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka, Middle East)	(Australia, New Zealand, Papua New Guinea, Pacific Islands excluding Hawaii), Singapore, Mainland China, Hong Kong, Macau, Taiwan, Mongolia, Japan, Korea, Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka, Middle East)
	P85,000	P35,000
	(Europe, Russia, Turkey, Africa, the Americas)	(Europe, Russia, Turkey, Africa, the Americas)
Maximum for local	P30,000.00	P20,000
Allowable expenses	<ol style="list-style-type: none"> 1. Actual cost of economy airfare 2. Registration fee (PHP 2,000 per day, as per NBC No. 563, 22 April 2016) 3. Per diem (PHP 2200 per day, as per E.O. No. 77, 15 March 2019) for local/domestic travel 4. Daily Subsistence Allowance (DSA) for international travel 5. Terminal fees and actual cost of taxi fares to and from airport/seaport terminals and (other transportation services (e.g. Grab, Uber,)) 	<ol style="list-style-type: none"> 1. Actual cost of economy airfare 2. Registration fee (PhP 2,000.00 per NBC No. 563, 22 April 2016) 3. Per diem (PhP 2,200.00 per E.O. No. 77, 15 March 2019) for local/domestic travel 4. Daily Subsistence Allowance (DSA) for international travel 5. Terminal fees and actual cost of taxi fares to and from airport/seaport terminals (other transportation services (e.g. Grab, Uber,))
Additional condition(s)	In cases where funding is requested for multiple presenters for the same paper/poster presentation, the total approved amount shall be equally divided up to two (2) presenters only. The two presenters shall each submit a separate application, and this application shall already be considered as their availment for the year.	For all applications, the grant may be provided to a maximum of three (3) participants per unit/office, provided that there is no major disruption of office/unit operations and is subject to availability of funds.

E. REQUIREMENTS

Presentation	Participation
<ol style="list-style-type: none"> 1. Accomplished RDF Form 1 2. Letter of invitation/notice of acceptance of paper/poster 3. Hard copy of accepted abstract 4. Information about the conference and the conference organizers 5. Itemized budget for travel, including financial counterpart of the organizers and other sources of fund, if any 6. For applicants with a main sponsor, provide document(s) which states co-funding is allowed 	<ol style="list-style-type: none"> 1. Accomplished RDF Form 1 2. Letter of invitation or announcement indicating the title of the conference/seminar/workshop/training course, date, place, and time, sponsoring agency and event/course description. 3. Itemized budget for travel including financial counterpart of the organizers and other sources of fund, if any 4. For applicants with a main sponsor, provide document(s) which states that co-funding is allowed

F. PROCEDURE

1. Accomplish RDF Form 1 supported by required documents and submit to the OVCRE at least two (2) months before the schedule of the activity. Other necessary travel documents (e.g., yellow/pink sheet) must be processed separately.
2. Requests submitted less than the required lead time must be accompanied by a strong justification and properly endorsed by the immediate supervisor, head of unit, and dean/director.
3. All applications/requests shall be evaluated by the UPLB REPS Development Fund Committee (RDFC) for final action by the Chancellor.
4. The UPLB REPS Development Fund Committee (RDFC) shall convene as the need arises. If the RDFC is unable to meet, cases can be evaluated through referendum.

G. RELEASE AND LIQUIDATION OF FUNDS

Funds will be released upon submission of the following:

1. Liquidation of Cash Advance/Reimbursement for Attendance to Conference/Seminar/Workshop/Training Course/etc.
2. Photocopy of approved application
3. Two (2) copies of accomplished post-activity report following prescribed format (1 copy for OVCRE, 1 copy for accounting office)
4. Photocopy of certificate of participation/attendance/appearance
5. Certificate of travel completed*
6. Photocopy of travel order*
7. Photocopy of travel authority**
8. Actual itinerary of travel, endorsed by the immediate supervisor and approved by the unit head **
9. Copy of UNDP DSA rate used**

**Additional requirements for local travel **Additional requirements for travel abroad*

SECTION II

REPS Formal Education Support

A. DESCRIPTION

REPS Formal Education Support (RFES) provides for the completion of local graduate studies in CHED-accredited institutions, which includes tuition, semestral book allowance, thesis/dissertation aid, and other authorized school fees.

B. ELIGIBILITY

All REPS with permanent and temporary appointments including those with UP casual status, may apply for RFES provided that:

1. S/he has at least three (3) years of continuous service in the University regardless of status of appointment (permanent, temporary, or UP contractual)
2. S/he has at least satisfactory performance ratings for the last two (2) rating periods prior to application.

C. CONDITIONS

- a. All grantees will be required to sign a contract of obligation with UPLB. REPS with an existing return service contract with the University will no longer be required for a new one.
- b. Subsequent requests for financial support shall be evaluated by the committee subject to availability of funds and approved by the Chancellor for action.
- c. Fellowship may only be availed of a maximum of two (2) years for MS, and (3) years for PhD subject to availability of funds.
- d. REPS who are not on study leave are required to serve for at least one (1) year.

D. GRANT AMOUNT

Grant Type	Amount
Semestral Allowance	P5,000/month
Thesis/Dissertation Aid (one-time grant)	Masters: per request but not to exceed P30,000 Doctoral: Per request but not to exceed P60,000

E. REQUIREMENTS

Semestral Allowance	Thesis/Dissertation Aid
1. Accomplished RDF Form 2 (RFES application form)	1. Accomplished RDF Form 2 (RFES application form)
2. Certification of performance ratings (during the last two (2) consecutive rating periods) issued by OVCRE	2. Certification of performance ratings (during the last two (2) consecutive rating periods) issued by OVCRE
3. Certified true copy of grades, as applicable	3. Copy of plan of study
4. Proof of admission, for new applicant	4. Copy of approved
5. Copy of plan of study, proof of enrollment for continuing applicant	

6. For REPS with temporary and UP contractual status, a commitment letter from the Unit Head that the appointment will be renewed for another year 7. Staff profile and certification that no substitute will be required by the unit 8. Copy of appointment	thesis/dissertation proposal signed by the adviser 5. Copy of appointment
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F. PROCEDURE, APPROVAL, RELEASE OF FUNDS AND OBLIGATIONS

	Semestral Allowance	Thesis/Dissertation Aid
General procedure	Accomplish and submit RDF Form 2 and submit to OVCRE along with all necessary documents.	
Application period	At least two (2) months prior to enrolment.	Six (6) months after approval of the thesis/dissertation proposal.
Conditions or release of funds	<ol style="list-style-type: none"> The home unit/office of the REPS shall prepare the vouchers for processing of the fellowship grant, which shall be signed by the Head of Unit and submitted to the OVCRE. For direct payment of fees to the institution enrolled in, attach a copy of the approval of grant, notarized contract, billing statement, and proof of admission to the program. For reimbursement of payment, attach the original receipt(s) instead of a billing statement. A separate voucher shall be prepared for payment of the semestral allowance. A copy of the approval of the grant, notarized contract, and proof of enrollment shall be submitted. 	<ol style="list-style-type: none"> The funds will be released in three (3) tranches: <ul style="list-style-type: none"> 40% upon submission and approval of proposal 40% upon submission of interim/progress report/output based on approved work plan 20% upon submission and acceptance of the bound and signed copy by the Committee The home unit will prepare the vouchers for processing of the thesis/dissertation aid, which shall be signed by the Unit Head and submitted to the OVCRE.
Obligation of REPS grantee	<ol style="list-style-type: none"> REPS who availed of the RFES must submit a copy of grades and progress report after each semester to OVCRE. Extension/renewal of funding support for the fellowship requires good standing performance (i.e., no dropped subjects, incomplete grades and/or failing marks). Failure to comply with this condition will result in automatic forfeiture of fellowship. After the degree is obtained, the REPS must submit to the OVCRE a certified copy of the diploma and a post-fellowship report indicating plans to operationalize the learnings 	<ol style="list-style-type: none"> The author must acknowledge the UPLB for funding support through the RDF. The grantee should ensure necessary IP arrangements in accordance with the Revised IP Policy of the University of the Philippines System through OVCRE. Should the results of the thesis/dissertation be published or publicly presented or exhibited, the University shall be acknowledged as the source of the grant.

	to strengthen the programs of the unit.	
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SECTION III

One-time Incentive for Earning a Degree

A. DESCRIPTION

Postgraduate education helps improve the technical competencies and skills of the Research, Extension and Professional Staff (REPS) and the overall quality of their work in the University. This one-time grant shall serve as incentive for all REPS to aspire for a higher degree.

B. ELIGIBILITY

All REPS with permanent and temporary appointments including those with UP casual status, may apply for OIED provided that:

1. S/he has at least five (5) years continuous service in the University regardless of status of appointment (permanent, temporary, or UP contractual).
2. S/he must have a performance rating of satisfactory or better for every rating period for the last five (5) years.

C. CONDITIONS

1. The incentive may only be availed within the year the degree was earned. *(Except during the first time this is implemented in 2021, wherein all those who earned a higher degree from 1 Jan 2019 onwards, will be granted this OIED).*
2. Must obtain a certification from the unit head that the degree earned is relevant to the nature of the job.

D. GRANT AMOUNT

Degree	Amount
Master	P15,000
Doctoral	P20,000

E. REQUIREMENTS

1. Accomplished RDF Form 3 for one-time incentive for finishing a graduate degree supported by the required documents.
2. Proof of graduation (diploma or official transcript of record).
3. Certification of performance rating for the last five (5) years issued by OVCRE
4. Certification that the applicant has no AWOL record signed by the school registrar.

F. APPROVAL, RELEASE OF FUNDS AND OBLIGATIONS

	One-time Incentive
Application period	Within one year after completion of degree
Conditions for release	1. The home unit/office of the REPS shall prepare the voucher for

of funds	processing of the one-time incentive grant, which shall be signed by the Head of Unit and submitted to the OVCRE. 2. A copy of the approved application should be attached.
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SECTION IV

Support for Scholarly and Other Research Outputs

A. DESCRIPTION

A grant providing financial support for application for registration of technology patents, license, copyrights, certification, and journal publication fees.

B. ELIGIBILITY

All REPS with permanent and temporary appointments including those with UP casual status may apply provided that:

1. S/he has continuously served the University for at least one (1) year prior to application.
2. S/he is not retiring within one year after the application.

C. GENERAL CONDITIONS

1. Interested REPS must accomplish the RDF Form 4
2. All applications will be evaluated primarily based on relevance of the activity to the staff's actual duties, career path or professional growth and institutional priorities.
3. Eligible REPS are allowed to apply for one grant per year only. REPS with approved applications may apply for the privilege again after a year.
4. All applications must be submitted with corresponding justification on merits for RDF support and in the institutional growth of the unit and/or the University. All applications will also be evaluated on this basis.
5. All fund releases will be on a reimbursement basis. Applicable accounting rules and regulations will be observed.

D. GRANT AMOUNT AND COVERAGE

Grant Type	Local (e.g. refereed journal)	International
Publication support	10,000	50,000
Registration support (<i>patent application, IP registration utility model certification, etc.</i>)		50,000

E. REQUIREMENTS

Publication Support	Registration/Licensing Support
<ol style="list-style-type: none"> 1. Accomplished RDF Form 4 2. Letter of acceptance of article/paper submitted 3. Details of journal publication (e.g. refereed) 	<ol style="list-style-type: none"> 1. Accomplished RDF Form 4 2. Justification letter

F. PROCEDURE

1. Accomplish RDF Form 4 supported by required documents and submit to the OVCRE.
2. Requests submitted less than the required lead time must be accompanied by a strong justification and properly endorsed.
3. All applications/requests shall be evaluated by the UPLB REPS Development Fund Committee (RDFC) for final action by the Chancellor.
4. The RDFC shall convene as the need arises. If the RDFC is unable to meet, cases will be evaluated through referendum.

G. RELEASE OF FUNDS

Funds will be released upon submission of the following:

1. Proof of payment of fees/billing
2. Proof of publication/certification/registration

SECTION V

Support for REPS Trainings/Seminars/Workshops

A. DESCRIPTION

A grant providing funding support on the honorarium of REPS' training/seminar/workshop resource speakers.

B. GENERAL CONDITIONS

1. All applications will be evaluated based on objectives, relevance and target participants.
2. Units/offices with previously approved applications may apply for the privilege again only after a year.
3. Priority will be given to first-time applicants.
4. All fund releases will be on a reimbursement basis. Applicable accounting rules and regulations will be observed.

C. GRANT AMOUNT AND COVERAGE

Honorarium of Resource Speaker amounting to PhP1000/hr

D. REQUIREMENTS

1. Accomplished RDF Form 5
2. Plan on how the inputs will enhance the productivity and efficiency of the office or unit
3. Proposal from the resource speaker/training provider
4. Copy of program

5. List of REPS who will attend the training

E. PROCEDURE

Accomplish RDF Form 5 supported by required documents and submit to the OVCRE at least two (2) months before the schedule of the activity. Other necessary activity documents (e.g., permits) must be processed separately.

1. All applications/requests shall be evaluated by the UPLB REPS Development Fund Committee (RDFC) for final action by the Chancellor.
2. The RDFC shall convene as the need arises. If the RDFC is unable to meet, cases will be evaluated through referendum.

F. RELEASE OF FUNDS

Funds will be released upon submission of the following:

1. Photocopy of approved RDF application
2. Two (2) copies of accomplished post-activity report using prescribed format (1 copy for OVCRE, 1 copy for accounting office)
3. Photocopy of event materials (e.g., invitations, certificates, zoom details, etc.)
4. Photocopy of proof of attendees