



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

*Office of the Chancellor*

05 May 2021

MEMORANDUM NO. 059

*Series of 2021*

TO : All Faculty Members

SUBJECT : Guidelines on the Reporting of Research, Extension, and Public Service Workload in the Faculty Service Record (FSR)

In line with the efforts of the University to streamline submission and evaluation of Faculty Service Records (FSR), all faculty members are enjoined to observe the following guidelines implemented by the Office of the Vice Chancellor for Research and Extension (OVCRE) on the reporting of Research, Extension, and Public Service workload:

- Progress in research, extension, and public service activities under any project, regardless of fund source, must be reported using the prescribed OVCRE Progress Report Template (see attached). Highlights of the research, extension, and public service involvement must be discussed and reported on a per study/activity basis to be given due credit.
- All project staff/personnel involved in research, extension, and public service activities must be clearly identified in the report so their roles can be traced to their unit's respective work plans submitted to OVCRE.
- One-liner reporting must be avoided. Instead, a concise but scholarly report per study/activity articulating the real status of research, extension, and public service activities must be submitted. Two to three pictures for each extension and professional/public service activity would suffice.
- To properly manage reporting of workloads for each rating period, all faculty members must observe the following scheme for periodic reporting of research, extension, and public service accomplishments:

**FSR Submission**

1st Semester (September)

2nd Semester (March)

**R & E/PS Accomplishments**

March to August of current year

September of previous year to February of current year

Other scholarly outputs, workshops, trainings, symposia, etc. that were not reported within the specified rating period will no longer be accepted in the subsequent rating period. All documentary proofs (full paper, abstracts, certificate of participation, etc.) must be properly organized based on the sequence presented in the FSR.

- OVCRE will follow the deadline set by Office of the Vice Chancellor for Academic Affairs for the periodic submission and evaluation of FSR which is one month after the last day of the regular registration. OVCRE's policy on late submission and process for appeal for consideration shall be adopted from OC Memorandum No. 042, s. 2019 (see attached).
- All reports (progress or terminal) must be duly signed by the head of the unit/college.

For inquiries, please coordinate with Mr. Percival James O. Natural at 0915-810-7972 or 0968-265-9793.

Please be guided accordingly.



**ROLANDO T. BELLO**  
Vice Chancellor for Administration  
and Officer-in-Charge

cc: OVCRE  
OVCAA