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For: **THE CHANCELLORS**

Through: **THE VICE-CHANCELLORS FOR RESEARCH AND DEVELOPMENT/EXTENSION,
VICE-CHANCELLORS FOR ACADEMIC AFFAIRS**

From: 
LEO DP CUBILLAN
Vice President For Academic Affairs

Subject: **CALL FOR NEW AND RENEWAL APPLICATIONS FOR THE SCIENTIFIC
PRODUCTIVITY SYSTEM (SPS) BATCH 2023-2025**

The UP System is now calling for applications to the UP Scientific Productivity System for **CY 2023**.

Kindly refer to the attached instructions, checklists, and reiterations of the BOR-approved guidelines of the system. The deadline for all applications for SPS Batch 2023-2025 must be submitted by the Constituent Universities to the OVPAA on or before **15 October 2023**. For dissemination to the academic units and colleges in your respective constituent universities for their information, the CU may define its own timeline so as to meet the OVPAA submission deadline.

For any concerns related to the UP Scientific Productivity System, please send us an email at sps.ovpaa@up.edu.ph

Thank you.

Annex A. Reiteration of Guidelines

Period of Evaluation

1. **New Applications.** For new applicants, the period of evaluation of accomplishments is for the last five (5) years, from January 2018 - December 2022.
2. **Applications for Renewal of UP Scientists Awarded for the Term CY 2020-2022.** For renewing UP Scientists, the accomplishments to be evaluated are from January 2020 - December 2022.

The list of UP Scientists who may be eligible for renewal this year can be found in this link (<https://bit.ly/UP-SPS2020-2022>) except for those who are no longer in active service at the time of application (e.g. seconded, retired, resigned, deceased).

Entitlements

Deserving scientists will be conferred the title “UP Scientist” and will receive a monetary award corresponding to the rank:

UP Scientist I	Php 150,000.00 per annum
UP Scientist II	Php 200,000.00 per annum
UP Scientist III	Php 250,000.00 per annum

Eligibility Criteria

We wish to reiterate the Board of Regents (BOR)-approved revisions to the eligibility requirements of the SPS in its 1367th Meeting on 27 January 2022. The eligibility requirements are as follows:

1. Regular, full-time faculty, and research faculty and researchers (REPS) in active service who belong to the scientific disciplines covered by the SCS* and meet the qualifications for admission may be considered nominees for the title of UP Scientist.
 - a. “Active service” in this case means actual direct service to the University, which shall also include special detail.
2. Nominees must have, at the minimum, a doctoral degree in the field for which s/he is being conferred the Scientist rank or MD with MS/MA degrees.
3. UP Faculty, research faculty, and researchers (REPS) who are seconded to other agencies or institutions at the time of application shall **not** be eligible to apply for admission or renewal to the Scientific Productivity System.
4. Career Scientists appointed under the DOST Scientific Career System shall **not** be eligible to apply for admission or renewal to the Scientific Productivity System.
 - a. Likewise, appointed UP Scientists are **not** allowed to apply for admission to the DOST Scientific Career System (SCS).

Minimum Qualifications for Appointment

Kindly be mindful of the existing guidelines on the minimum points required for a Scientist appointment. Based on the guidelines approved by the BOR, there are minimum and maximum points considered for each Scientist Rank. The rating system is as follows:

Initial Appointment (New/Admission)			
Rank	Source of Points	Plus	TOTAL
I	Part II (min 35 pts)	Part III	55
II	Part II (min 40-max 50 pts)	Part III	75
III	Part II (min 45-max 55 pts)	Part III	95

Renewal (Retention/Promotion)			
Rank	Source of Points	Plus	TOTAL
I	Part II (min 25 pts)	Part III	35
II	Part II (min 25-max 30 pts)	Part III	45
III	Part II (min 25-max 35 pts)	Part III	55

Although self-assigned points are allowed for an applicant’s initial assessment, a one-level evaluation shall be strictly enforced to provide a consistent interpretation of the criteria and scoring. The **CUs will no longer evaluate and rate the applications at their level. The final evaluation of applications will be done only by the System Committee pursuant to the guidelines approved by the BOR.** However, the CUs are tasked to verify that the applicants have met the minimum requirements for eligibility (e.g. employment status, doctoral degree, minimum years of productivity as a UP faculty/REPS, etc.) and to ensure that applications are complete.

Payment and Non-Payment Conditions

To address the issues of our applicants for admission or renewing scientists who are scheduled to retire within the period of appointment, the BOR approved the following conditions in its 1371st Meeting on 03 June 2022:

1. Retired, resigned, and deceased faculty or researchers will cease to receive their monetary award as an appointed UP Scientist upon their retirement, resignation or end of active service, and will receive the prorated (per month) amount of the award in their last year of active service.
2. Retiring faculty who have been extended will continue to receive their monetary award as long as the extended active service period is within the appointment period as a Scientist.

Submission Procedures

1. **Application Form.** Applicants for this year must only use **OVPAA-SPS-Form-1 Rev052023** which is already available on our OVPAA Website for download through this link (<https://ovpaa.up.edu.ph/sps-forms/>)
2. **Supporting Documents.** Applications with all the documentary proof must be submitted by the CU in hard copies to the OVPAA to aid the System Committee on SPS in their evaluation. The CU VCRD/VCRE/VCR/VCAAs are also required to ensure that the application form is correct and properly accomplished with all documentary proofs complete and correctly labeled. The forms and attachments must be **chronologically ordered, and spring bound (not in clear books)**. Kindly see the checklist (**Annex B**) and list of attachments for the manner of filing the supporting documents (**Annex C**). Please furnish the OVPAA with **four (4) copies of each application**. Kindly note that application documents will not be returned after the evaluation period.
3. Electronic copies of each application form and attachments must also be submitted **in pdf**. The CU shall share (full access) a secured google drive folder with the OVPAA at sps.ovpaa@up.edu.ph.

Deadline of Submission

All applications for SPS Batch 2023-2025 must be submitted by the CUs to the OVPAA on or before **15 October 2023**. The CU may define its own timeline so as to meet the OVPAA submission deadline.

Annex B. Checklist for Scientific Productivity System

SCIENTIFIC PRODUCTIVITY SYSTEM		
Requirement	Attachments	Instructions
() Copy of Endorsement Letter from the Chancellor		The name of the applicant must appear (highlighted) on the list of applicants in the endorsement letter signed by the Chancellor.
() Application Form	1. UP SPS Form 1 2. Refer to Annex C for the list of attachments	Form 1 must be duly accomplished and properly signed by the Chair/Director, Dean, and Vice Chancellor, and the Chancellor. Attachments must all be properly labeled.

Note: *The forms and attachments must be **chronologically placed and spring bound (not in clearbooks)**. Kindly see the list of attachments for the manner in which the supporting documents must be filed (Annex B). Please furnish the OVPAA **four (4) copies** of each application.*

Annex C. List of Attachments

Label	Description
	Copies of Diploma (For Admission Only)
Att I.A.1.1, ...	Copies of the Title Pages of Articles published in WoS journals
Att I.A.2.1, ...	Copies of the Title Pages of Articles published in non-WoS journals
Att I.A.3.1, ...	Copies of the Title Pages of Articles published in National journals
Att I.A.4.1, ...	Certification or Proof from the journal indicating frequency of circulation and list of members of the editorial board
Att I.B.1.1, ...	Copies of the cover page, copyright page, table of contents, title pages of books/chapters (International)
Att I.B.2.1, ...	Copies of the cover page, copyright page, table of contents, title pages of books/chapters (local)
Att I.C.1.1, ...	Supporting documents for patents, indicating stages of patent process (international)
Att I.C.2.1, ...	Supporting documents for patents, indicating stages of patent process (local)
Att I.C.3.1, ...	Supporting documents for your designs and the peer-review process
Att II.A.1.a.1, ...	Copies of letter of appointment, title page, and list of members of the editorial board of a WoS journal
Att II.A.1.b.1, ...	Copies of letter of appointment, title page, and list of members of the editorial board of a non-WoS, Scopus, or international journal
Att II.A.1.c.1, ...	Copies of letter of appointment, title page, and list of members of the editorial board of Book (international)
Att II.A.1.d.1, ...	Copies of appointment letter, title page, and list of members of editorial board
Att II.A.2.1, ...	Copy of actual review sent to the publisher
Att II.A.3.1, ...	Provide copies or proofs of citation
Att II.B.1.1, ...	Copies of invitation indicating period of appointment
Att II.B.2.1, ...	Copies of the award certificates and information about the award (criteria, selection process, previous awardees, etc)
Att II.B.3.1, ...	Copies of the invitation and program of conference as a keynote speaker
Att II.B.4.1, ...	Copies of the invitation and program of conference as a plenary speaker