



The Research and Extension Manual of Operations (REMO)

TITLE I

THE DIRECTOR FOR RESEARCH AND EXTENSION: MANNER OF APPOINTMENT

The Director for Research and Extension shall be appointed by the College President subject to confirmation by the Board of Trustees.

ARTICLE I

The Research and Extension Office

Section 1. **Mandate.** There shall be a separate office for Research and Extension.

Section 2. **The Director for Research and Extension.** There shall be a Director for Research and Extension who shall supervise the research and extension activities in the different academic units / programs of the college.

Section 3. **Functions of the Director for Research and Extension.** In general, the Director for Research and Extension shall assist the College President in setting the over-all research and extension direction of the college, and in realizing the vision of making the new college effective and competitive in research and extension programs and services.

- 3.1 Direct the Research Office in the formulation of research agenda, preparation of proposals, and conduct of studies;
- 3.2 Initiate and supervise the formulation of long-, medium- and short-term plans of the college in general, and the different academic and non-academic units, in particular;
- 3.3 Administer the different research activities of the college, and create linkages with funding institutions including Local Government Units, other national government entities and other private socio-economic oriented sectors to help finance these activities.
- 3.4 Be assisted by the Coordinator for Research.
- 3.5 Be assisted by the Management Information System Coordinator and College Statistician, the Editor of the Research Journal in the preparations of data required by external and internal agencies /offices.



**TITLE II
THE RESEARCH OFFICE**

**ARTICLE I
The Functions of the Research Office**

Section 1. The functions of research office are specifically focused on the research activities of the college. It shall be geared towards the local and national thrust of the government to address needs for speeding development.

Section 2. The *Coordinator for Research* shall assist the Director for Research and Extension in setting up the Research Agenda of the college. Specifically, it includes the following:

- A. Coordinate with the deans and faculty members regarding their research activities plans.
- B. Collate the Research Action Plan of the Academic departments for every calendar year.
- C. Collate researches of faculty members and students that will be presented in the Research Utilization and dissemination seminar.
- D. Collate researches of faculty members and student researchers that may published in the Research Journal of the college.
- E. Collate accomplished researches of the faculty members at the end of the year.

Section 3. Functions of the *Statistician*. The functions of the Statistician include the following:

- A. Assist the MIS Coordinator in the maintenance of the databank of the college;
- B. Help prepare in the projections on enrolment, monitor and compute percentage of board passers in the different programs with board examinations.

- C. Serve as consultant on all matters pertaining to statistical analysis of researches officially conducted in the college.

Section 4. Functions of the *Editor of the Research Journal*. The functions of the Editor of the Research Journal include the following:

- A. Help in collating and editing approved researches of faculty, staff and students for publication.
- B. Help in editing research papers for presentation in the local, national or international community.

Section 5. Functions of the Data-Based Clerks. The functions of the Data-Based Clerks shall be to:

- A. Gather data from the different academic and non-academic units;
- B. Process and summarize data gathered; and
- C. Perform other functions assigned to them by the coordinator.

ARTICLE II

THE PROPONENT(S), PROPOSAL PREPARATION AND CONDUCT OF RESEARCH

Section 1. Research Proponent(s).

- 1.1 All teaching and non-teaching personnel and undergraduate students of the college are

qualified and encouraged to propose and conduct a study to be funded by the General Appropriations Act (GAA) of the Research Office.

- 1.2 Faculty with the rank of assistant professors as well as deans and coordinators shall be required to propose and conduct at least one research/project every academic evaluation period.
- 1.3 A faculty member, who will enrol in thesis/dissertation writing may propose and conduct a study in line with the aforementioned areas of concern provided that the proponent shall follow all the guidelines prescribed by the Research Office. However, the Research Office shall only approve proposals which are endorsed by the academic department concerned.
- 1.4 A student may propose and conduct a study programmed under the Research Agenda of the college, subject to approval by the Director for Research and Extension, provided that the proponent shall follow all the guidelines/arrangements made between the Research Office and the academic department where he/she belongs.

Section 2. The Proposal Preparations:

- 2.1 Priority shall be given to project/research proposals based on the outputs of the Research Capability Building Seminar-Workshops undertaken

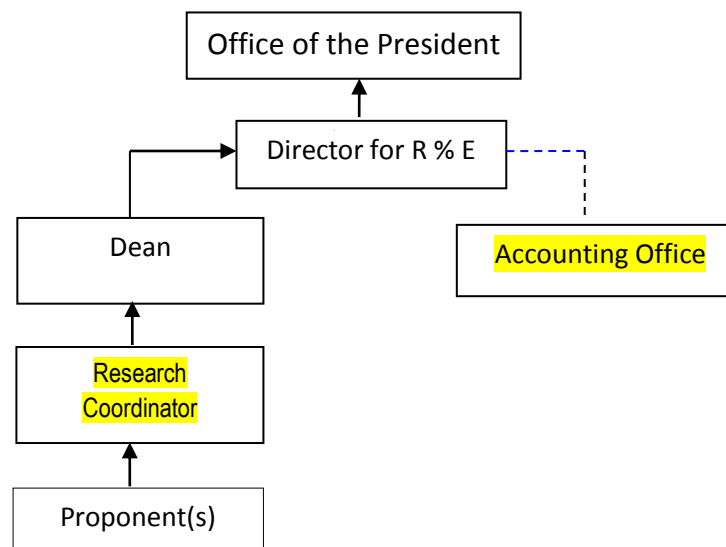
pursuant to Science and Technology Agenda for National Development (STAND), the National Higher Education Research Agenda (NHERA), and the Agriculture and Fishery Modernization Act (AFMA), Research Agenda of Region I, and National Research Thrusts.

2.2 Research proposals must follow the format prescribed by the clearing and funding agencies, as the case may be.

2.3 Research titles should be submitted to the Research Office, through the Academic Deans one year before the implementation of the research, specifically during the first quarter of the calendar year. Proposals shall be submitted on or before February 15 of the following year.

2.4 Research proposals should be submitted to the Research Office, through the Research Coordinator one year before the implementation of the research, specifically on or before May 31 of each year.

THE ORGANIZATIONAL STRUCTURE AND FLOW OF APPROVAL



2.5 The proposals will be scheduled for in-house-review in June and July each year by the Research and Review Committee (RRC) composed of the following:

- Co-chairman : Director for Research
- Members : Coordinator for Research,
Academic Program/Department,
Head of the Proponent’s Department,
Research Statistician and
Editor of the Research Journal

2.6 All reviewed/evaluated/approved project/research proposals will be collated and reproduced by the office for submission to clearance-issuing agencies on or before May 31 each year.

2.7 All project proposals may be submitted to the Department of Science and Technology (DOST), National Research Council of the Philippines (NRCP), Commission on Higher Education (CHED) and other agencies for funding proposal.

2.8 All project/research proposals reviewed/evaluated/approved by the Review Research Committee shall be returned to the Research Office through the research coordinator or Academic head concerned as soon as possible but not later than August 31 each year.

2.9 The Research Office will then collate and reproduce the proposals to be submitted to the funding agencies for review and issuance of clearance before the release of funding allotment by the Department of Budget and Management (DBM).

2.10 After the Budget Office has allotted the fund, a GAA-funded proposal will be prioritized with its corresponding budget for the approval of the College President. Upon approval, the proponent/s will be notified through his/her Academic Dean.

Section 3. The Conduct of Research

3.1 The proponent/s shall present submit an Operational Plan (OP) for the details of his activities such as data gathering schedule to be approved by the College President and then request for travel order. After all the forms and documents pertinent to the research/project

shall have been prepared, the proponent/s shall proceed with the gathering of data.

3.2 After gathering all data and information needed, the proponent/s shall tally and interpret the results. The proponent/s shall prepare a final draft of the completed research to be forwarded to the Research Office for encoding.

3.3 The completed research report shall be reviewed by the Director for Research, the College Statistician and the Research Editor before it is reproduced for the In-House Review.

3.4 After completion of the research work, the manuscript shall be reproduced and presented to the Research and Review Committee for final evaluation during the In-house Review. All suggestions made by the Committee must be incorporated in the final manuscript before publication.

ARTICLE III

BENEFITS AND PRIVILEGES

Section 1. Benefits/Privileges. When a project/research shall be funded by the GAA of the Research Office, the personnel involved can avail of the following assistance from the Research Office:

1.1 Research/project administrative staff can avail of overtime pay, travelling expenses and per diems related to the conduct of the study subject to the availability of funds and to usual accounting and auditing rules, and provided that the need for the activity is justified.

- 1.2 Designated data collectors are entitled to wages per day (8 hours) set and approved by the Commission on Audit or as programmed in the project proposal.
- 1.3 Hired contractual laborer(s) as caretakers of the project shall receive wages at the rate set in the contract and programmed in the proposal.
- 1.4 Research proponents are entitled to supplies and materials needed for the reproduction of proposals, research instruments/questionnaires and the final reports to be determined by the Research Office staff;
- 1.5 Research proponents can charge to the funds of the Research Office their expenses such as the payment of films, batteries, developing of film/recopying of negatives as documents and other expenses relative to the conduct of the study as indicated in the proposal and supported with receipts.
- 1.6 The honoraria of research/project staff for foreign/outside funded projects, such as consultants, project manager, and other project staff shall come from the programmed honoraria of the project staff but not to exceed the rate as embodied in Memo Circular # 001, s. 1995, re: Implementing Guidelines on the Granting of Honoraria for DOST and NARD System and the AAMRO, and NCC 75.

ARTICLE IV

THE AWARDS

Section 1. There shall be awards known as *College Research Awards and Incentive (CRAI) / Cash and Non-cash*. College Research Awards and Incentives (CRAI), in Cash and Non-Cash forms will be conferred to NLPSC researchers who have strived for excellence in research.

1.1 Selection of awardees shall be based on a set of criteria prepared by the College Research and Review Committee on Awards. Awards to be given are the following:

1.2 College Researcher of the Year (for fulltime faculty/personnel)

College Researcher Criteria and Their Weights are specified below:

Criteria	Weight (in points)
Relevance and Responsiveness	20
Effectiveness	20
Scientific	20
Transferability	20
Dissemination	20
Total	100

Definition of the Criteria is hereby presented:

Relevance and Responsiveness. The research is pertinent or closely related to the development thrusts and priorities of the nation, region, locality, and/or the institution and is timely to current needs and problems.

Effectiveness. The study has potentials to improve existing skills, knowledge and/or technology and can meet some needs in the subject areas.

Scientific. The research has been systematically prepared, conducted and reported in accordance with standards and methods of research/technical papers.

Transferability. The study, spouses a skill, knowledge/information and/or technology that can be adopted/adapted under normal conditions, is economically viable, and socially acceptable.

Dissemination. The research has been made known to the public at large orally, or by writing or print, or by exhibits.

Points	DR	Cash Award	Title
5	Very high	5,000	College Res. Award w/ Plaque
4	High	3,000	College Res. Award w/ Plaque
3	Moderately High	2,000	College Res. Award w/ Plaque

1.3 Best Undergraduate Thesis of the Year (for Students) Criteria

Areas of Assessment	Criteria	Weight (in points)
Oral Presentation		
	Clarity of Presentation	8
	Visual Aids	8
	Stage Presence	8
	Voice Modulation in answering Inquiries	8
	Mastery of the Study	8
	Sub total	40
Technical Aspect	Significance of Findings	10
	Economic Profitability	10
	Economic Potential	10
	Social Acceptability	10
	Availability of Indigenous Resources in the Locality	10
	Environmental Safety	10
	Sub total	60
Total		100

Points	Des. Rating	Cash Award	Title
5	Very high	Teacher Education	Best Undergraduate Thesis of the Year Award with Plaque
5	Very high	IT Program	
5	Very high	HUSOCOM	

If the research/project is not included in the Research Program of the COLLEGE, but certified as urgent by the Director for R and E, the proponent/s can avail of the following:

1.5 Official Time; and Publication of Output in the Research Journal Update

1.5.1 In addition to the above-mentioned assistance extended by the Research Office, full-time faculty/personnel proponent could also select any of the following privileges to be granted by the college as additional incentives.

1.5.2 Reduction of two teaching loads (6 units) for every research/project proposal approved for implementation. Recommendation for the reduction in teaching load shall be made only by the Director for Research noted by the Academic Dean of the proponent, approval recommended by the coordinator for Research and finally approved by the College President.

1.5.3 Leave credits of 20 days for every research proposal approved for implementation shall be awarded to a proponent who will carry a full teaching load. If there will be more than one proponent, the Research Review Committee will determine the number of days to be granted to each of the proponents. Recommendation for the granting of leave credits shall be endorsed by the Director for Research after a final research output is submitted to the office for approval of the college president.

1.5.4 An overtime pay shall be given to every research/project proponent provided this will not violate any of the existing accounting and auditing rules.

1.5.5 A student who will conduct a study programmed in the NLPSC Research Agenda shall be given the following assistance on condition that the Research Office shall be furnished a copy of the research output and that the Research Director/Coordinator should sit as one of the members of the Examination Committee.

1.5.6 Payment of travelling expenses and per diems in collecting data not to exceed P5,000.00; and

1.5.7 Supplies/materials for the reproduction of proposals/questionnaires not exceeding P5,000.00.

Table for Research Assistance

Degree/Level	Assistance	Amount
Baccalaureate	Transportation	P1,500.00
	Supplies/Materials	P2,500.00
	Total	P4,000.00
Masteral	Transportation	P3,000.00
	Supplies and Materials	P3,000.00
	Total	P6,000.00
Doctoral	Transportation	P5,000.00
	Supplies and Materials	P5,000.00
	Total	P10,000.00

To enable the Research Office staff and faculty researchers to undertake their research functions effectively and efficiently, their regular teaching loads shall be as follows:

Official	Teaching Load (Number of Units)	Number of Preparations
Director for R & Extension	9-12	regardless of the number of preparation
Research Editor	18	1 or 3
Research Statistician	18	1 or 3

**ARTICLE V
THE RESEARCH OUTPUTS**

Section 1. All completed researches shall be reviewed by the Research and Review Committee (RRC) during the in-house reviews.

Section 2. After the researcher/s shall have incorporated all the suggestions and recommendations of the Research and Development Committee, a copy of the final report must be submitted to the Research Office for possible publication.

Section 3. A copy of the completed research shall be provided to the researcher/s and his/their academic department.

Section 4. Only completed studies conducted by the NLPSC faculty, personnel and students will be given priority for publication in the Research Journal.

Section 5. *Reports to be Submitted by Researchers:*

5.1 Principal researchers/investigators of approved

projects/studies shall be required to submit the following reports to the Research Office thru the research coordinator concerned:

5.1.2 Quarterly progress report of research activities;

5.1.3 Financial report with supporting documents;

5.1.4 Accomplished Form 48 of faculty researchers with overtime pay and designated data collectors; and

5.1.5 Final report/manuscript of the study (Prescribed format could be obtained from the Research Office)

5.2 If the proponent shall fail to complete the study on time frame approved by the Research and Development Committee as provided for in his operational plan of activities, he shall be given a grace period of four months. If he shall fail to submit the final report after the grace period, he shall reimburse all his expenses provided by the Research Office.

5.3 The non-completion shall be the basis for non-granting of his/her another research proposal for the following calendar year unless he/she gives valid reasons for its non-completion.

Section 6. Presentation of Outputs in Scientific Meetings and Fora. The college shall provide financial support to technical presentations of outputs presented in scientific meetings, locally and internationally.

ARTICLE VI

INCENTIVES FOR RESEARCHERS

Section 1. Cash Incentives. There shall be allocated budget for foreign support research paper presenters sent to international conferences or other countries amounting to \$100.00 as per diem for the duration of the program, registration fee and air fare allowances subject to the availability of funds; provided that he/she meets the following requirements:

- Acceptance Letter
- Full-Blown Paper (*e-copy* and hard copy)
- Endorsement of the R & E Director to the College President
- Approval of the College President
- Approved Visa
- Canvass Sheets for Air Tickets
- Contract

Section 2. Another Cash Incentives. For a paper presented at least in a local institution/agency and accepted by the NLPSC editorial board for a publication in the Research Journal, the following monetary incentives with their categories are:

Local/ institutional	P5,000.00
Regional	P10,000.00
National	P15,000.00
International (<i>e-Journal</i>)	P20,000.00

ARTICLE VII

RESEARCH PROGRAM BUDGET ALLOCATION

Section 1. The NLPSC Administration is committed to provide the financial, technical and moral support to the research staff and to all faculty, personnel and students of the college who may wish to involve themselves in Research and extension related activities.

Section 2. At least five (10) percent of the Use of Income of the college shall be allocated for the conduct of researches and granting of cash awards.

**TITLE III
THE EXTENSION OFFICE**

ARTICLE I

THE EXTENSION OFFICE: COMPOSITION AND FUNCTIONS

Section 1. *Composition.* The College Extension Services Office shall be headed and administered by the same Director for Research and Extension assisted by a Coordinator for Extension.

Section 2. The functions of the office are specifically focused on the extension activities of the college. It shall be geared towards the local and national thrust of the government to address needs for speeding development and community services. As an institution of higher learning, one of the major functions of NLPSC is Extension. This function aims to bring the college to the *barangay* level and, consequently, help realize the rural development plan of the 2nd Congressional District of the province of Ilocos Sur.

Section 3. The Director for Extension shall:

- 3.1 Supervise the Extension Services Office in the needs assessment survey, conduct of impact projects, the monitoring and evaluation of the different services, and packaging and utilization of mature technologies;
- 3.2 Initiate the conduct of needs assessment survey to determine the needs of the locality;
- 3.3 Market the services to prospective clientele;

- 3.4 Lead in the conduct of the extension services;
- 3.5 Ensure that an efficient monitoring and evaluation system to determine the effectiveness of the services shall be put in place;
- 3.6 Design activities that will enhance staff development;
- 3.7 Establish linkages of the college with national government agencies, local government units, and civil society;
- 3.8 Perform other related functions as the needs may arise. The Director shall be assisted by Coordinator for Extension in the different academic programs.
- 3.9 Administer the various extension activities of the college, and create linkages with funding institutions to help finance these activities.

Section 4. The functions of the *Coordinator for Extension* shall assist the Director for Research and Extension in setting up Extension Agenda of the college. Specifically, it includes the following:

- 4.1 Collate proposed extension programs and services of each academic program / department;
- 4.2 Coordinate for planning preparations and implementation; and
- 4.3 Coordinate with the Research and Extension Office in the packaging, demonstration and application of appropriate technologies.

ARTICLE II
DEFINITION OF EXTENSION
(General Guidelines)

Section 1. Extension refers to an act of communicating, persuading and helping specific sectors or target clientele (as distinguished from those enrolled in formal degree programs and course offerings) to enable them to effectively improve production, community and/or institutions, and quality of life.

An Integrated Extension Program shall include the following components:

- 1.1 Training programs for non-degree and non-credit courses offered by a college or a department;
- 1.2 Technical assistance and advisory services to agencies, organizations, associations and other groups
- 1.3 Communication/information services. The communication and/or dissemination of knowledge and skills to particular client-groups through the various means of dissemination such as person-to-person contact, radio, television, newspaper and other printed materials;
- 1.4 Community outreach activities which are extension activities conducted in areas outside the college, e.g., community-based social services, pilot projects, and mobile clinic;

- 1.5 Technology transfer, utilization and commercialization. They involve the process of circulating, promoting and marketing research outputs or technologies to potential users. In general, two mechanisms are used for this purpose: technology incubator – an environment program that offers a full array of business assistance services tailored to client companies; and technology part – a mechanism designed to stimulate the development of entrepreneurial knowledge-based micro to small and medium size enterprises (CMO 08, S. 2008).

ARTICLE III
EXTENSION PROGRAM PREPARATION AND IMPLEMENTATION

Section 1. **Extension Program Proponent(s).**

- 1.1 All teaching and non-teaching personnel and undergraduate students of the college are qualified and encouraged to propose and conduct an extension project to be funded by the General Appropriations Act (GAA) of the Research and Extension Office.
- 1.2 Faculty with the rank of assistant professors as well as deans and coordinators shall be required to propose and conduct at least one extension project every academic evaluation period.

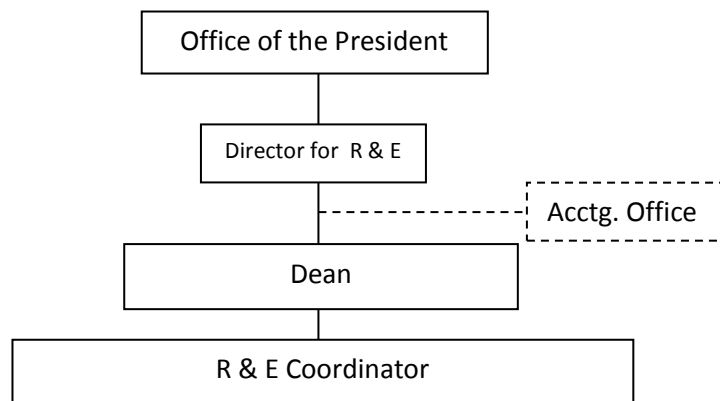
Section 2. The Extension Program Proposal Preparations:

2.1 Priority shall be given to project proposals based on the outputs of the institutional Research and Extension Survey, National Research and Extension Thrusts.

2.2 Extension proposals must follow the format prescribed by the clearing and funding agencies, as the case may be.

2.3 Extension Program/Project titles should be submitted to the Research and Extension Office, through the Academic Deans one year before the implementation, specifically during the first quarter of the calendar year. Proposals shall be submitted on or before February 15 of the following year.

The Organizational Structure and Flow of Approval



2.4 The proposals will be scheduled for in-house-review in June and July each year by the Extension and Review Committee (ERC) composed of the following:

- Co-Chairman : Director for Research and Extension
- Members : Dean/head of the Proponent's Department, Coordinator for Extension

2.5 All reviewed/evaluated/approved project/ by the Office will be collated and reproduced by the Office for submission to clearance-issuing agencies on or before May 31 each year.

2.6 All project proposals reviewed/ evaluated/ approved by the Extension Review Committee shall be returned to the Research and Extension Office through the academic unit coordinator or program head concerned as soon as possible but not later than August 31 each year.

2.7 The Extension Office will then collate and reproduce the proposals may be submitted to the clearing/funding agencies for review and issuance of clearance before the release of funding allotment by the Department of Budget and Management (DBM).

2.8 After the Budget Office has allotted the fund, a GAA-funded proposal will be prioritized with its corresponding budget for the approval of the College President.

Section 3. The Conduct of Extension Activities and Projects.

3.1 The proponent/s shall present/submit an Operational Plan (OP) for the details of his/their activities such as Target Activities, Persons Involved, Dates, and Source of Funding.

3.2 After completion of the Extension Work, there must be a final written report to the office of Research and Extension.

ARTICLE IV

THE EXTENSION PROGRAM AGENDA

Section 1. **Resource Sharing.** This shall aim to augment resources of government organizations, LGUs, NGOs, other rural-based organizations, private and public schools and other private entities. This shall involve the following activities:

- 1.1 Adopt-a-School Program
- 1.2 Adopt-a-Family Program
- 1.3 Community Services
 - 1.3.1 Clean and Green
 - 1.3.2 Bantay Dagat (Kalikasan)
 - 1.3.3 Tree Planting Activities
 - 1.3.4 Blood Letting, etc

Section 2. **Technical Services.** This shall aim to strengthen the physical and technical resources and capabilities of stakeholders and design appropriate means of augmenting livelihood program of beneficiaries. The management of Extension Program then shall maintain a pool of experts from the different members of the faculty who shall provide technical assistance to the stakeholders.

Section 3. **Research Results Information and Utilization.** The off-shoots of researches conducted are good to be disseminated for information and utilization.

Section 4. **Capability Enhancement.** This aims to update the knowledge as well as the skills, leaderships and culture of stakeholders and target clientele through capability building and training. The program will also continue to develop the capability of extension and development staff of the college.

The extension program shall plan and implement capability building projects for various groups particularly for other government employees, NGOs and other clientele in the community. Projects under capability building shall include the conduct of training, seminar, workshops, symposium, lecture series, educational tour or lakbay-aral, apprenticeships and even exchange study program.

ARTICLE V

EXTENSION PROGRAM BUDGET ALLOCATION

Section 1. The NLPSC Administration is committed to provide the financial, technical and moral support to the research staff and to all faculty, personnel and students of the college who may wish to involve themselves in Research and Extension related activities.

Section 2. At least five (10) percent of the Use of Income of the college shall be allocated for the conduct of extension programs.

EFFECTIVITY AND AMENDMENTS

This Research and Extension Manual of Operations shall take effect immediately upon approval by the Board of Trustees.

Any provision of this REMO may be amended or revised only upon the recommendation of the joint session of Academic and Administrative council subject to the endorsement of the NLPSC President to the Board of Trustees.

Effective this 4th of December 2012.