



Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

OFFICE ORDER NO. 6 - 2016

Subject : Recomposition of the Incentives Committee and some policy clarifications

Date : February 22, 2016

1. In line with the University's goal of pursuing excellence in administration and governance and for the proper implementation of the Research Incentive Scheme of the Ifugao State University approved by the Board of Regents as per BOR Resolution No. 533, s. 2015 and the issued Policy Guidelines No. 69-2015, the Incentives Committee is hereby reorganized to be composed of the following:

Chairperson : Engr. Loinaz Dulawan, Chief Admin Officer/ Director Admin Services
Members : Dr. Juliet Daniels, Finance Management Officer/ Director of Finance
: Dr. Napoleon Taguiling, VP RDET
: Dr. Joyce Bodah, Director, Planning and Information Management
: Mrs. Generose S. Ognayon, Director NBC 461 Zonal Center
: Representative from the Employees Union/ rank & file
: Representative from the Faculty Association
Secretariat : RDET Staff (Ms. Michelle J. Dulay)

2. Procedure in claiming incentive. The process of claiming incentives for paper publication, presentation, technology patented or copyrighted work as per Policy Guidelines No. 69-2015 will be as follows:

Step 1. Letter of request addressed to the University President through the Chairperson of the Incentive Committee from the claimant/s with complete supporting documents namely proof of publication, proof that journal is ISI/ SCOPUS/ ELSEVIER INDEXED/ CHED accredited/ refereed, and the impact factor, etc. The letter must bear the endorsement/ favorable recommendation of the Campus Director,

Step 2. Receipt and recording of the letter by the secretariat. Secretariat checks the completeness of documents and initial validation. Secretariat forwards the request to the Chairperson of the Incentives Committee for deliberation en-banc or through referendum/routing slip,

Step 3. Action by the members of the Incentives Committee,

Step 4. The Chairperson transmits to the University President the action of the Incentives Committee by considering the majority decision. The recommended action must include the amount of incentives to be given and how it should be divided among multiple authors. Written comments of the members of the committee must also be submitted especially when objections are raised for consideration of the President,

Step 5. Approval/ Disapproval of the University President. If disapproved, return to the claimant. If approved, forward to the Finance Department for processing and release of incentive/s.

3. Papers published/ presented and or works patented or copyrighted will only be considered for incentives if the following conditions are met:
 - a. It is directly associated with the author or his work with no formal counter claims of authorship/ ownership;
 - b. These are a product of the author's research in the university or exercise of his/her expertise/ field of specialization and position;
 - c. There is substantial proof that the patented work is a product of the author's research or scientific inquiry. Proof may come in the form of published/ presented paper, recognition of the work by the university or any government entity, among others.

4. Due to limitation in the funds for honoraria of the university from which the incentive claims are charged, claims will be paid based on fund availability on a first come first serve basis.
5. Only papers published/ presented/ technologies patented or copyrighted works that were based on the employees' approved/ sanctioned research will be given incentives. Publication/ presentation duly requested by any recognized entity in recognition of the employee's expertise may also be considered with proof of competence and integrity of the work. Papers culled from Masteral Thesis or Doctoral Dissertation or any part thereof (even if funded by the University) will not be supported/ granted financial incentives but may be considered for NBC 461 promotion.
6. Travel expenses for research presentation must be allocated in the most practicable manner considering the limited availability of budget allocation and the desire of the university to produce as many presentations as possible. Each employee must only be given travel grants once a year. Request for 2nd or 3rd travel for the year may only be considered when the following conditions are present:
 - a. The university needs more presentations to meet its target for the year;
 - b. There are no other employees requesting for travel grants to present paper elsewhere;
 - c. There are funds available.
7. The Director of Finance/ Finance Management Officer, Dr. Juliet Daniels, must regularly update the committee of the availability of allocation and cash for incentives.
8. This office order is meant to clarify and guide the proper implementation of the Revised Incentive Scheme of the University. Any item or part hereof that is contrary or beyond any provisions of the Board Approved policy is deemed inoperable.
9. For the commitment and compliance of all.


SERAFIN L. NGOHAYON, Ph.D.
University President

Cc: All ADCO Members, Committee on Clothing Allowance, Finance Office, Board Secretary, Records, File