



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

**OFFICE ORDER NO. 09 – 2011**

**Subject : Creation of RDET Incentive Committee**

**Date : August 5, 2011**

1. In line with the 5<sup>th</sup> major goal of the university which is to pursue excellence in administration and governance and by the authority vested in the University President by RA 9720, an Incentive Committee is hereby created with the following features:
  - A. Purpose. To process claims pertinent to the incentive scheme for Research, Development, Extension and Training as embodied in part III, chapter 4, section 4.3 of the University Code and as amended by BOR Resolution No. 110 series of 2011.
  - B. Composition. The incentive committee shall be composed of the following:  
  
Chairperson: Vice President for Research, Development, Extension and Training  
Members: Vice President, Admin and Finance  
Director for Research  
Director for Extension  
President, Federated Faculty Associations
  - C. Duties and Functions. The committee is tasked to perform the following:
    - i. **The Chairperson** shall oversee, review and facilitate the overall implementation of the RDET incentive program. He/she shall convene the committee members to deliberate on the authenticity of incentive claims. Based on the team's consensus, he/she formulates and submits the recommendation for approval to the University President.
    - ii. **The Members shall** accept applications for incentives and collectively conduct the preliminary inspection of attached documents to establish the validity of claims bases on existing university policies. They shall forward to the chairperson completely supported claims and return deficient ones to the applicant concerned.
    - iii. **The Secretary** assist the committee in processing and filing documents.
  - D. Coverage. The incentive committee shall specifically cover the following:
    - i. Incentive for researches chosen as "**Best Papers/ Posters**" during In-House Reviews, Regional, National and/or International symposia.
    - ii. Incentive for authors of published researches, scientific and scholarly works in journals, books and magazines of national and international circulations.
    - iii. Incentives for scientific papers/articles presented in Regional, National and International fora /conferences.
2. Claims process. All claims for incentives shall be addressed to the university president through the Committee Chairperson. The Committee Secretariat shall process the claim by first ascertaining the completeness of the supporting documents. The Committee Chairperson calls for a meeting of the committee/ or pass a routing slip to generate a consensus on their recommendation to the University President.
3. Effectivity. The order shall take effect immediately and shall remain in effect until revoked by competent authorities.

  
**SERAFIN L. NGOHAYON, Ph.D.**  
University President

*Cc: VP for RDET, Directors – Research and Development, Extension and Training, President – Faculty Federated Associations, Records, File*