



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

OFFICE ORDER NO. 2 – 2014

SUBJECT : Guidelines for the implementation of 4.3.10 of the RDET Manual: Incentive for authors of published/presented research papers

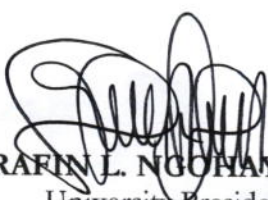
DATE : MARCH 20, 2014

1. In pursuance of the 2nd development goal of the University which is to achieve excellence in research and to institute a fair and just scheme for researchers and the government, the following shall serve as guidelines for the giving of incentives, to wit:
 - a. For publication, incentive shall be given only once a paper of the same Title/ Content. As a general rule, a paper is expected to be published only once in any journal. Authors are advised to decide carefully where to publish their paper. Incentive then will be given only in the 1st publication.
 - b. If publication fees are paid by IFSU, the amount shall be deducted from the incentive.
 - c. For presentation, incentive previously claimed for lower presentation in lower level fora shall be deducted from incentive claim for presentation in higher level/s.

Incentive for paper presentation are further classified as follows:

CATEGORY	Oral Presentation	Poster Presentation
Regional Level	PhP2, 500.00 + travel costs	PhP2, 000.00 + travel
National Level	PhP5, 000.00 + travel, accommodation & per diem	PhP4, 000.00+ travel, accommodation & per diem
International Conference Claim in the Philippines	PhP7, 500.00 + travel, accommodation & per diem	PhP6,000.00 + travel, accommodation & per diem
International Level	\$300 + travel, accommodation & per diem	\$ 200 + travel, accommodation & per diem

2. Requirements for claim of incentives
 - A. Papers Published
 1. Copy of published article bearing authors name, specialization/ position, college/ department and IFSU as his/her institution.
 2. For e-journal publication, submit either or both of the following:
 - 2.1 Proof that the journal is a refereed journal or ISI/JAS/SCOPUS-indexed journal;
 - 2.2. Proof that the article was subjected to refereeing prior to publication
 - B. Papers Presented
 1. Copy of notice of paper acceptance
 2. Copy of full paper presented with abstract
 3. Proof of presentation (Certificate/ plaque)
3. This guideline takes effect effective April 2014.


SERAFIN L. NGOHAYON, Ph.D.
 University President

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