



DAVAO DEL NORTE STATE COLLEGE

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RESEARCH, EXTENSION AND PRODUCTION MANUAL

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Chapter I

Vision, Mission and Goals

Article 1 . DAVAO DEL NORTE STATE COLLEGE (DNSC)

Sec 1. Vision

A premiere regional center for human resource development, technology generation & transfer and technology commercialization in the various disciplines mandated by the College Charter with the aim of improving the quality of life of the people in Davao del Norte in particular and Region XI in general.

Sec 2. Mission

1. Primarily cater to deserving clientele particularly the underprivileged and underserved;
2. Develop the expertise of its personnel in their respective disciplines;
3. Endeavor to be a “Replica” of industry in the pursuit of its functions in instruction, research, extension and production;
4. Produce highly competent & versatile professionals, technologists, technicians & workers who will take pro-active leadership roles in different sectors of the society.

Article 2. Research , Extension and Production Office

Sec 1. Vision

A convergence of dynamic and multi-disciplinary professionals/scientists attuned to the socio-economic, cultural and political realities in the sustainable management of the aquatic ecosystem and other developmental studies.

Sec 2. Mission

The REP shall adopt Multi-disciplinary approaches in addressing the following concerns:

1. Conservation and Management of resources;
2. Increased productivity/sufficiency;
3. Quality and Diversification of Products; and
4. Technology Commercialization.

Sec 3. Goals

1. Undertake basic and applied researches;
2. Conduct technology packaging;
3. Undergo commodity-based production; and
4. Serve as training laboratory for instruction.

Chapter II

Thrusts

Article 3. General Guideline.

Sec. 1. The College research, extension and production thrusts are geared towards the upliftment of the quality of life of the people in Davao del Norte in particular and Region XI in general as specified in the College's vision statement.

Sec. 2. Based on the current needs, existing national, regional thrusts and institutional mandates, Davao del Norte State College shall adopt the following thrusts for establishing priorities in funding research, extension and production proposals, subject to review and consequent changes as demanded by changing needs of time:

1. Fisheries and Aquatic Resources
2. Food Technology
3. Biodiversity/Environmental/Natural Resource Management
4. Biotechnology
5. Information and Communications Technology (ICT)/Geographic Information Systems (GIS)
6. Educational Innovations /Institutional Development
7. Socio-economic/Political, Culture and Arts
8. Peace and Development
9. Entrepreneurship
10. Other concerns consistent with the College mandate

Chapter III Organizational Components and Functions

Article 4. The College Research, Extension and Production Council (CREPC)

Sec 1. Composition of the CREPC

The Administrative Council of the College shall serve as College Research, Extension and Production Council (CREPC). The REP Coordinators and Consultant/s may be invited as the need arises.

Sec. 2. Functions of the CREPC

1. It shall serve as a policy recommending body responsible in providing the framework necessary in setting up the REP priorities and programs of the College. It shall also provide the mechanism for promoting a culture of research and scholarly works among faculty, students and staff.

2. It shall review and recommend annual work program and budget of REP activities;

3. It shall review the identified priority areas on all disciplines covered by the research, extension and production programs of the College;

Article 5. Research, Extension and Production Director

Sec 1. The REP Director shall spearhead in the implementation of research, extension, production policies and programs of the College.

Sec 2. Functions:

2.1. Research

2.1.1 Plans, coordinates and reviews research programs and publicize research results of the College;

2.1.2. Evaluates teaching staff research proposals and recommends funding thereof by the Institution or other agencies;

2.1.3. Administers implementation of skills and adaptation of technologies to program clientele/beneficiaries;

2.1.4. Establishes strong linkages with other public and private, domestic and foreign research agencies and organizations;

- 2.1.5. Recommends outstanding researches of the Institution for recognition by other organizations or agencies;
- 2.1.6. Conducts periodic evaluation of research programs of the Institution and makes appropriate recommendations;

2.2. Extension

- 2.2.1. Makes periodic appraisal of extension problems affecting communities, particularly those in the service area of the Institution;
- 2.2.2. Develops extension plans, programs and new approaches that will improve the efficiency, productivity, income and well-being of the people in the service area;
- 2.2.3. Maintains operative linkages with government and private organizations that carry on extension-type activities.
- 2.2.4. Coordinates and recommends budget for long or short extension activities of the various units of the institution.
- 2.2.5. Disseminates information, prepares and submits periodic and other necessary reports to the President of the Institution.

2.3. Production

- 2.3.1. Organizes production units, which shall be composed of appropriate set of officers designated by the President.
- 2.3.2. Supervises and monitors production units that undertake income-producing projects and sees to it that the earnings derived therefrom shall form part of the revolving fund of the institution likewise subject to the observance of the proper procedures involving financial transactions.
- 2.3.3. Sees to it that the production projects shall also serve as laboratory and demonstration area for instruction, research, and extension programs.
- 2.3.4. Proposes incentive schemes, based on the net income, to encourage personnel involved on optimizing the production activity/income.

2.4. Supervision

- 2.4.1. Supervises and monitors the following REP personnel:
 - a. Marine Research Station Head
 - 1) Supervises the operational functions of the station relative to marine research activities.
 - 2) Conducts regular monitoring on subjects under study.

- 3) Takes charge of the overall maintenance and safe keeping of marine station properties.
- 4) Recommends proposals and action plans for coastal resource management in the area under study, thereafter, generate quarterly accomplishment report.

b. Statistician

- 1) Appraises and validates accuracy of statistical treatment and interpretation on the researches conducted.
- 2) Recommends appropriate statistical tools to be used in the study.

c. Coordinator, Research

- 1) Coordinates the preparation of research proposals and its eventual implementation consistent to institutional, regional, and national priorities comparable to international standards and procedures in his area of jurisdiction.

d. Coordinator, Extension

- 1) Coordinates and formulates action plans and programs channeling to the public the results, findings, and recommendations of the conducted researches for the adaptation of technology and discoveries through information-education campaign.
- 2) Conducts and documents skills training for sustainable development, thereafter submits quarterly accomplishment report.

e. Coordinator, Production

- 1) Coordinates and formulates action plans and programs mobilizing the trained and skilled stakeholders for livelihood programs.
- 2) Engages in entrepreneurial activities for income generating projects of the college.

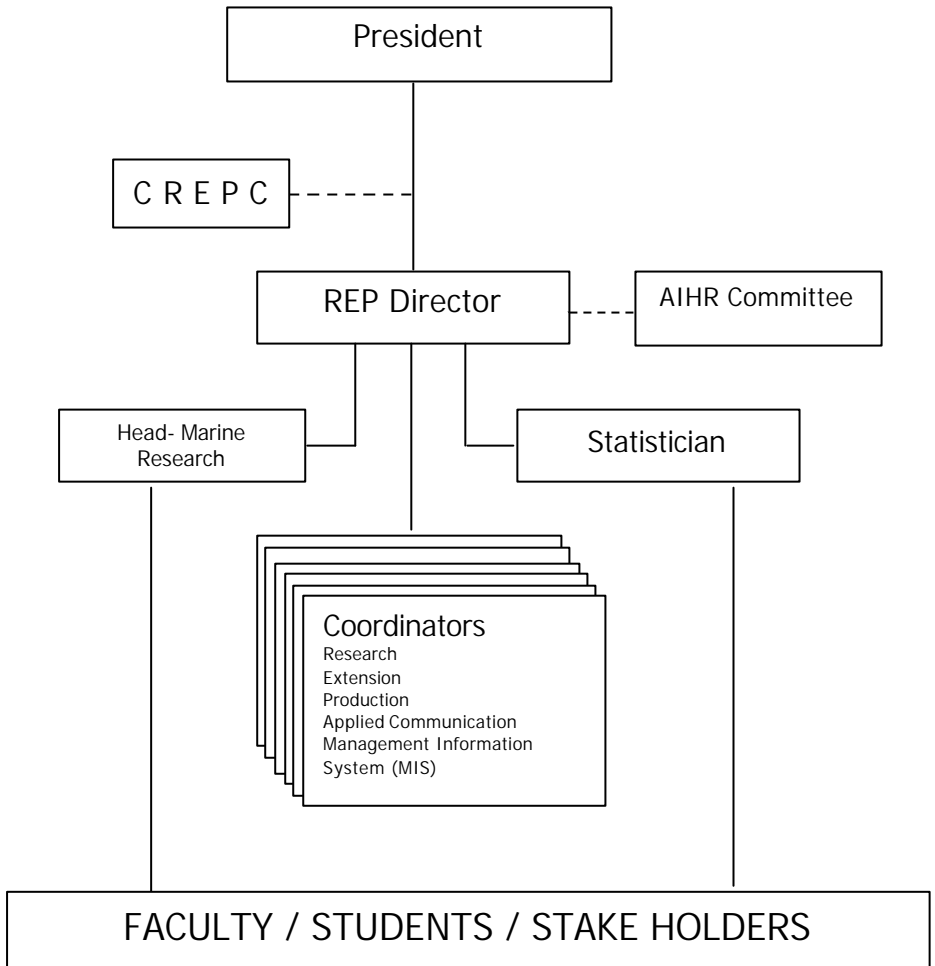
f. Coordinator, Applied Communication

- 1) Coordinates and publicizes journals, newsletters, pamphlets, research studies, extension activities and other breakthroughs to obtain feedback.
- 2) Assists and edits research, extension and production reports conducted by the institutes:
- 3) Establishes linkages with SUCs and other research and extension institutions/agencies both national and international, particularly in the mutual exchange of information, and with local news network for mutual assistance in terms of exchange of information, ideas, and expertise.

g. Coordinator, Management Information System (MIS)

- 1) Keeps records of research, Extension and production meetings and activities;
- 2) Handles communications and justifications for research, extension, and production funding;
- 3) Assists the applied Communication Coordinator in the publication of research journals, newsletters, pamphlets, research studies, and other breakthroughs;
- 4) Participates in the planning, implementation, monitoring and evaluation of researches, extension, and production programs/projects/studies;
- 5) Attends the quarterly meeting of Southern Mindanao Agriculture and Resources Research and Development Consortium (SMARRDEC); and
- 6) Prepares and submits annual and quarterly accomplishment reports.

RESEARCH, EXTENSION and PRODUCTION OFFICE Organizational Chart



Article 6. The Agency In-House Review Committee (AIHRC)

Sec. 1. The AIHRC shall conduct the college-wide annual Agency-In-House Review for proposals, on-going and completed projects funded by or through the College. It shall be composed of the College In-House Review Committee (REP Director, REP Coordinators, Statistician, Applied Communication Coordinator, MIS Coordinator) and external evaluators/consultants which shall be invited subject to their availability.

Sec. 2. The external evaluators/consultants shall:

1. Assess the technical quality of the proposals, on-going and completed projects presented during the Agency-In-House Review.
2. Give ratings to the proposals based on the criteria set for the review and decide which papers are worthy to be given awards.

Sec. 3. The College In-House Review Committee shall:

1. Note the recommendations of evaluators during the review and shall provide copy to the proponents as basis for revision;
2. Recommend revision, approval and disapproval of proposals to the CREPC for internal and external funding;
3. Interrogate during review (e.g. Statistician for appropriateness of the statistical tool) but not to give ratings except when services are needed due to non-availability of external evaluators shall they assume the functions of the external evaluators.

Article 7. Program/Project Leader

The Program/Project Leader shall carry-out the objectives of the R & E Program/Project through the performance of the following duties and responsibilities:

1. Formulates research/extension project plans and operational schemes;
2. Carries-out program/project plans and oversees their full implementation;

3. Identifies problems that may adversely affect the implementation of the project and provides solution thereof;
4. Prepares preliminary reports on the Program/project and helps finalize terminal reports and other write-ups of projects and studies under one program/project ;
5. Sees to it that the welfare of the REP Project Staff is properly taken care of; and
6. Observes/Evaluates REP Projects Staff performance.

Article 8. Study Leader

The Study Leader shall carry-out the objectives of the study through the performance of the following duties and responsibilities:

1. Helps prepare Research Proposals;
2. Carries-out and oversees full implementation of the plans/proposals in coordination with program/project leader (if the study is under a project/program) and makes necessary reports on activities undertaken.
3. Identifies problems that may affect the implementation of the project and provides solution.
4. Prepares preliminary reports on the study and prepares terminal reports and other write-ups of study.
5. Observes/Evaluates Research Projects and Staff performance.
6. Supervises enumerator/s in the conduct of their activities;
7. Performs other duties related to the conduct of the R & E and other jobs as required by the program/project leader.

Article 9. Research Assistant (RA)

1. Assists in the conduct of experiments/studies according to the approved proposal;
2. Provides assistance to the field staff in day to day activities and/or problems related to the study and

insures smooth communication and relationship between and among other members;

3. Gathers data needed in the project experiment and helps analyze and interpret results;
4. Supervises research aides and laborers in the efficient conduct of their activities;
5. Reports to the study leader the status of the experiment/study and problems encountered;
6. Undertakes solution of problems suggested to them by the study leader;
7. Cooperates with the research team where their professional competence is needed; and
8. Performs other duties and responsibilities as may be required by the study/project leader.

Article 10. Project In-charge/IGP Leader

The direct implementer of production projects. He/she shall be designated by the College President upon the recommendation of the CREPC. He/she shall have the following functions:

1. Assumes direct responsibility, liability and accountability of project operations and management;
2. Plans, directs, controls, motivates , trains and disciplines project personnel;
3. Evaluates production performance and financial records against set objectives and standards and make recommendations thereof;
4. Maintains records of project output/activities and submit regular reports to the Production Coordinator and Institute Dean.

Article 11. Marketing and Sales In-Charge

Responsible for the marketing, promotion and selling of products in close coordination with the project In-charge. He/she shall be designated by the College President under one project and under the supervision of the Project In-charge/IGP Leader. He/she shall have the following functions:

1. Collects and collates market information (price, supply, demand and competitors) on products and submit the same to the Project In-charge and Project Managers.
2. Recommends the most appropriate market outlet.
3. Acts as Liaison Officer between the Project Personnel and Input dealers and product outlets.
4. Coordinates closely with the Project In-charge;

Chapter V

Levels of Research, Extension and Production Activities

Article 12. Researches shall be classified according to their magnitude as follows:

1. *PROGRAM* - consists of interrelated or complementing R & D projects usually requiring an interdisciplinary or multi-disciplinary approach to meet established goal(s) within a specific time frame. It is composed of at least (2) projects.
2. *PROJECT* - a set of interrelated studies/activities or a component of a program with predetermined objective(s) to be accomplished within a specific time frame. It is composed of at least two (2) studies.
3. *STUDY* - a basic unit in the investigation of a specific problem identified under a research project.

Article 13. Researches shall also be classified according to the nature of funding support and participation of faculty in the College.

1. Institute Researches - are those REP projects/activities which are supported by Institute funds (e.g. classroom based research) or Institute initiated grants and unit funds. These are usually conducted by the faculty within the Institute.
2. Institutional Researches - are those REP projects/activities which are supported by the College REP funds or grants of

which the College is a recipient. It may involve the expertise and resources of different Institutes.

Chapter VI

Planning

Article 14. REP Plan

Sec. 1. The College-wide five-year Research and Extension Development Plan shall be formulated by the REP Office in coordination with stakeholders to be approved by the CREPC. This shall be anchored on the research gaps, problems and needs of immediate/target communities and such shall be consistent with the thrusts and priorities of the College.

Chapter VII

Mechanics of Implementation

Article 15. Processing of Proposals

Sec 1. Institutional Funding

The Davao del Norte State College shall conduct a yearly College-wide annual research, extension and production call or proposal review within the second quarter of the year (April to June). Individual or group faculty/staff shall seek first an approval for funding before the conduct of any REP project.

The Agency In-House Review Committee shall conduct the evaluation of REP proposals. The following procedures shall be observed in screening/ evaluation, acceptance, implementation and accountability of research, extension and production proposals:

1. The proponent shall submit his/her research/extension/production proposal to the Institute Dean who shall recommend to the VPAA. The VPAA shall endorse to the REP-Director.

2. The REP Director shall endorse the proposals to Agency In-House Review Committee for evaluation during the College wide Agency In-House Review (AIHR).
3. The Agency In-House Review Committee shall perform functions specified in Chapter III, Article 6, Sections 1-3.
4. Recommendations shall be returned to the proponent for his information thru the REP Director and REP Coordinators. The revision of the paper shall be done within 2-4 weeks upon receipt of an action slip or memo from the REP office. If the proponent fails to submit within the period specified, the funds will be given to the proponent next in rank.
5. The revised research/extension/production proposals shall be forwarded by the proponent to the College R/E/P Coordinator who will forward the same to the REP Director. After which, he/she shall endorse the recommendation of the CREPC to the Office of the President for his/her final action.
6. Proponent with approved proposal shall sign a Commitment Form (based on QCE requirement) through the QCE Committee.
7. Special Order as Program/Project/Study Leader/member shall be issued by the Office of the College President to all proponent/s with approved REP project/s who have complied with the above requirements.
8. The REP Coordinators shall furnish copies of the Special Order to the Dean concerned, Resident Auditor, Finance Director and VP for Academic Affairs.
9. The disapproved research/extension/production proposal shall be returned to the proponent for his/her information.
10. Prior to the implementation of the project, permits and other necessary documents shall be secured from concerned agencies/offices (e.g. LGU, DENR, BFAR). Implementation of REP projects shall be based on the schedule of activities.
11. Program/Project/Study Leader shall submit quarterly/progress and terminal reports (with abstract) and other reports (as may be required by the other agencies) to the REP Office.

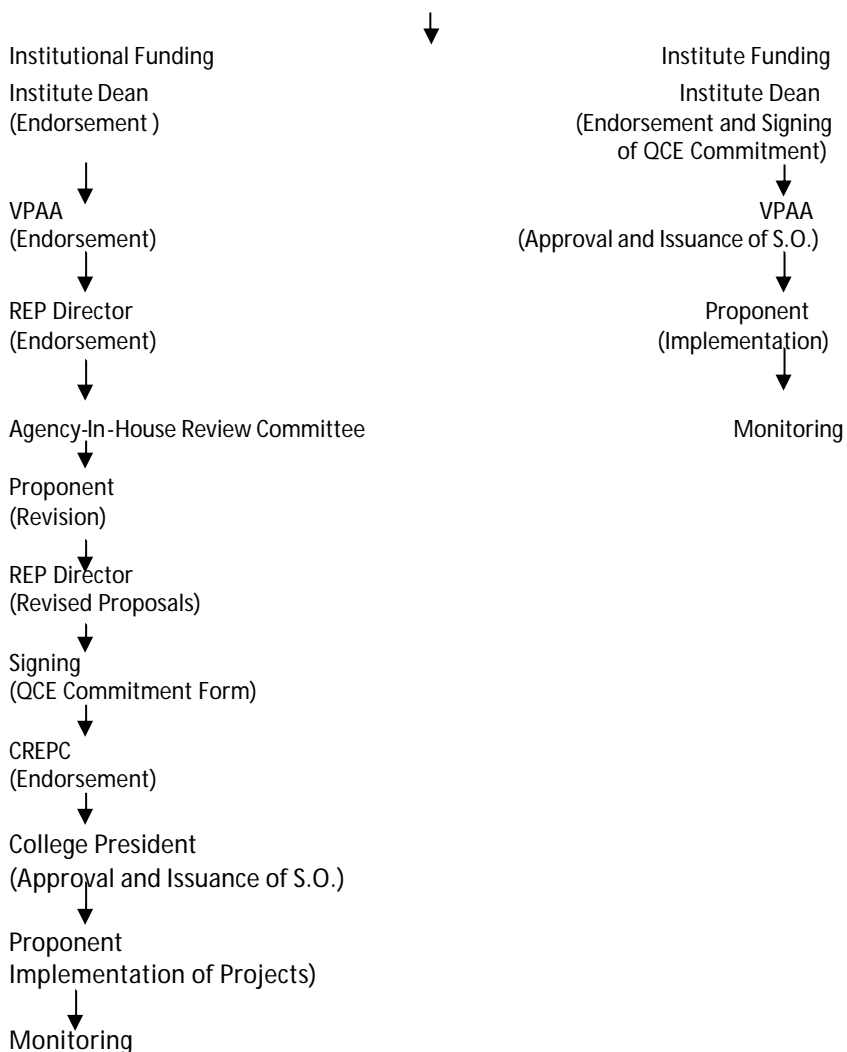
Sec. 2. Institute Funding

The following procedures shall be observed in screening/evaluation, acceptance, implementation and accountability of research, extension and production proposals:

1. The proponent shall submit his/her research/extension/production proposal to the Institute Dean who shall oversee Institute REP activities. He/she shall seek consultation with the faculty of a particular discipline when deemed necessary.
2. The Dean shall endorse REP proposals to the Vice President for Academic Affairs for his approval.
3. Proponent with approved proposal shall sign a Commitment Form (based on QCE requirement) through the QCE Committee/Institute Dean.
4. Special Order as Program/Project/Study Leader/member shall be issued by the Office of the Vice President for Academic Affairs to all proponent/s with approved REP project/s.
5. Copies of the Special Order shall be furnished to the Dean concerned, Resident Auditor, Finance Director and REP-Director.
6. Prior to the implementation of the project, permits and other necessary documents shall be secured from concerned agencies/offices (e.g. LGU, DENR, BFAR). Implementation of REP projects shall be based on the schedule of activities.
7. Program/Project/Study Leader shall submit quarterly/progress and terminal reports to the Institute Dean and VPAA. Copy furnished to the REP Office.

Proposal/s for Institute/Unit funding shall not be required to pass the Agency-In-House Review, however it shall be presented as completed project/s per recommendation of the Dean concerned.

Flow Chart
Processing Proposals
(DNSC Funding)
Proponent
Preparation of Proposals



Sec. 3. External Funding

Funding agencies (FA's) whether local, national or foreign shall be solicited for grants-in-aid of research, extension and production programs and activities of the College. Proposals shall also be prepared in response to invitations of government or private entities that are willing to finance projects. The procedure set for DNSC funding shall be followed with some inclusions to wit:

1. Proponent shall prepare a proposal (capsule or detailed as maybe required by the FA). The format shall follow the FAs required format. In case, the funding agency (e.g. LGU etc.) has no prescribed format, the College format shall be followed. The proposal should include 10% administrative or indirect cost.
2. A recommendation from the College In-House Review Committee (CIHRC) shall be required for endorsement of the REP-Director to the CREPC.
3. Upon the recommendation of the CREPC, the REP-Director shall forward the proposal to the College President.
4. The College President shall finally endorse the proposal to the funding agency. The proponent shall negotiate with the funding agency.
5. Once approved for funding, proper authorities (Head of Agency, REP-Director and Dean concerned) shall be informed by the proponent. A Memorandum of Agreement (MOA) between DNSC and funding agency shall be executed before the implementation of the project.
6. A Special Order shall be issued by the College President.
7. The funding agency shall release the budget to the Institution and

shall be deposited as trust fund of said project except on special arrangement agreed by concerned parties.

Sec. 4. Commissioned Projects/Grants

Projects commissioned by other agencies and LGUs shall also follow the flow for external funding. However, those projects that are under the national/regional programs/projects of which the College is a recipient shall adopt the proposal of the project. Copies of the proposal and MOA shall be furnished to the CREPC through the REP office.

Sec. 5. Multi-Proponents (Collaborative Projects)

Collaborative projects that are conceptualized by group of researchers from SUC's and other agencies (not solely from DNSC researchers) shall not follow the above procedure. However, a copy of the proposal shall be submitted to the CREPC through the REP office for confirmation. MOA shall be required between and among parties concerned before the project shall begin. It shall be implemented based on the MOA executed by and among the agencies concerned. A Special Order shall be issued by the College President upon the submission of MOA and proposal.

FLOW CHART

Processing of Proposals (External Funding)

Proponent
(Preparation of Proposals)

?

Institute Dean
(Endorsement)

?

VPAA
(Endorsement)

?

REP Director
(Endorsement)

?

Agency-In-House Review Committee
(Review & Evaluation)

?

Proponent
(Revision)

?

REP Director
(Submission, Revised Proposals)

?

CREPC/CIHRC
(Endorsement)

?

College President
(Endorsement)

?

Funding Agency
(Approval)

?

Funding Agency and DNSC
(Signing of MOA and Release of Funds)

?

College President
(Issuance of Special Order)

?

(Funding Agency)
Release of Funds

?

Proponent
(Implementation)

?

Monitoring

Article 16. Implementation

Conduct and implementation of projects shall be based on the detailed project proposal.

Sec 4. Purchase of supplies and materials shall be based on the items specified in the approved proposals. Requests shall be made by the proponent with the use of purchase request forms duly recommended by the REP office.

Sec 5. The proponent may make changes or modification of the procedure, materials and supplies etc. provided that he/she submits a written justification through channels and such modification is necessary in carrying out the objectives of project/study.

Chapter VIII

Prioritization of REP Proposals

Article 17. Criteria for Prioritization of REP Proposals

The following shall be the basis for prioritizing REP projects for funding support:

1. Relevance to the College, local, regional and national thrusts
2. Utility for production and commercialization. The study results must have bearing on utility for production and consumption.
3. Originality, novelty, and applicability.
4. Demand from end-users. The project must address the needs of clientele. Availability of external funding must also be considered.
5. Return of Investment (for production proposals).

6. Multi-disciplinarity. The project that involve the expertise of several disciplines are preferred over researches needing a single discipline.
7. Policy Orientation. Policy oriented researches are preferred over researches that have little or no policy implication.
8. Participation and Broad Impact. Projects should involve as many stakeholders as possible and should have impact on the greatest number of individuals.
9. Proponent's qualification. The proponent/s shall work on research topic/s which is/are in line with his specialization, training and research experience. In special cases, when an interested faculty member conceptualized a proposal to explore other fields, he/she shall be allowed provided that the discipline/preparation of majority of his/her members are in line with the subject of study.
10. Technical Quality
 - a) Clarity and attainability of the objectives
 - b) Soundness of methodology as it relates to objectives. The methodology should be appropriate, replicable and should contain the details of the experiment/study and the variables should be clearly stated.
 - c) Comprehensiveness of the review/scanning of literature.
 - d) Workability of tasks schedules based on the methodology.
 - e) Reasonability of budget estimates relative to the scope of work.

Chapter IX

Proposal Format

Article 18. Proposal Preparation

Proposals shall be prepared based on the following format unless amended by proper authorities:

Sec 1. Research Proposal

- Research Title
- Duration
- Total Project Cost
- Funding Source
- Name of Proponent/s (Program/Project/Study Leader and Members)
- Funding Source
- I. Introduction (should clearly describe the rationale and objectives)
- II. Review of Related Literature
 - Theoretical/Conceptual Framework
- III. Methodology (should contain the details of the experiment/study so that it can be evaluated whether the methods are feasible and will achieve the objectives of the proposal and should specify the research design, characteristics of sampling units (sites, number, area etc.), sampling and data collection procedures and statistical tools.
- IV. References/Literature Cited
- V. Appendices
 - A. Workplan/Schedule of Activities
 - B. Budgetary Requirements
 - C. Manpower Requirement
 - D. Credentials of Key Personnel/Staff involved (to include educational qualification and research experience)

Sec 2. Extension Proposal

- Title of Study/Project/Program
- Proponents (Project/Study Leader and Members):
- Duration
- Total Project Cost
- Funding Source
- Venue/Location

- Target Beneficiaries
- I. Introduction (should clearly describe the rationale and objectives;)
- II. Methodology (should clearly describe strategies and approaches for implementation e.g. partnership development, complementation & collaboration, selection of beneficiaries & needs assessment, community responsibility, monitoring and evaluation)
- III. Expected Outputs/ Outcomes
- IV. Appendices
 - A. Workplan/Schedule of Activities
 - B. Budgetary Requirements
 - C. Manpower Requirement

Sec 3. Production Proposal

- Title of Study/Project/Program
- Proponent
- Duration
- Total Project Cost
- Funding Source
- I. Introduction (should clearly describe the rationale and objectives;)
- II. Methodology (should specify marketing, production/technical, financial and management aspect and Quality Control System)
- III. Return of Investment (ROI)
- IV. Appendices
 - A. Workplan/Schedule of Activities
 - B. Budgetary Requirements
 - C. Manpower Requirement

Article 19. Budget Preparation

The proposed budget may include the following:

- I. Personnel Services (PS)
 - a. Salaries and Wages
 - b. Honoraria
 - c. Others (GSIS, Bonus, Cash Gift, Medicare etc.)

- Subtotal for PS
- II. Maintenance and Other Operating Expenses (MOOE)
 - a. Supplies and Materials
 - b. Travel
 - c. Communications
 - d. Documentation
 - e. OthersSubtotal for MOOE
- III. Equipment Outlay (EO)
Subtotal for EO

- IV. Administrative Cost (10% of PS&MOOE)
- GRAND TOTAL

Chapter X

Monitoring and Evaluation

Article 20. General Guideline.

Monitoring and evaluation of on-going and completed projects are important in seeing to it that the resources invested to such projects are used efficiently and effectively. These assess status of each project (physical and financial) and see to it that goals, objectives and methodologies are properly carried out. Evaluation of activities should be included at various phases in the design and implementation, and completion of a project whether it is externally or locally funded.

Article 21. Phases of Project Monitoring and Evaluation

1. Ex ante before implementation - to identify and define a potential project and appraise its likely results. This requires identification of a problem that the project aim to alleviate, and an assessment of the environment within which the project will be implemented.
2. During implementation - to monitor project activities as they are being implemented or at least to make periodic checks

that implementation is covering planned activities. Problems are corrected and identified as they emerge before causing too much damage. Monitoring includes meetings, field evaluation, agency in-house reviews (AIHR) and integrated reviews, and submission of quarterly/progress reports.

3. Expost or after completion – to demonstrate that the objectives of the project have been achieved as planned or to verify whether the project led to the expected output and expected impact on the people who were to benefit from it.

Article 22. Monitoring and Evaluation Tools

Sec 1. Regular Meetings. Regular meetings shall be conducted by the REP Coordinators with the Program/Project/Study Leaders at least once in every quarter to provide venue for feed-backing so that problems can be given immediate solutions. Regular meetings shall also be conducted by the Program/Project/Study Leaders with the members of the project.

Sec 2. Field Evaluation.

An Evaluation Committee composed of the Institute Dean, REP Coordinators and REP Director, Finance Director/COA representative shall conduct field visits to experimental sites to:

- a) Observe the conduct of the experiment/study particularly in terms of methodology and implementation schedules;
- b) To verify information contained in the technical and financial reports.
- c) To recommend alternative courses of action to improve project performance; and
- d) To consult with project leader/staff concerned for feed-backing.

The Evaluation Committee may recommend continuation or termination of REP activities due to any valid reason. Termination of the study shall be based on but not limited to the following:

1. Inconsistency of activities/procedures with the plan or intent of the project;
2. Negligence on the part of the Project Team;
3. Natural Calamities/Disaster; and

4. Unavailability of needed materials from suppliers

Sec 3. Agency In-House Agency Review.

The Agency In-House Review (AIHR) shall be conducted annually within the second quarter (April to June) to assess the attainment of objectives of the completed and on-going projects which are funded by or through the College and to further:

1. Identify problems met during project implementation;
2. Identify researchable areas, generated technologies, verification and piloting;
3. Identify mature and potential technologies for packaging, dissemination and commercialization and/or significant information for policy formulation and development planning; and
4. Update the College R & D Plan

Study/Project/Program leaders are required to present their on-going and completed projects during the Agency-In-House Review (AIHR). Copies of their full papers shall be submitted to the REP Office ten (10) working days or two weeks before the scheduled AIHR to provide ample time for external evaluators to go through them. Specific dates of the review shall be notified by the REP Office at least one month before the scheduled time.

Sec 4. Unified Review with Funding Agencies

The REP Center shall also hold a joint or unified review/evaluation of RD ongoing or completed projects with the funding agencies e.g. DOST-PCAMRD, CHED, DA-BAR etc. Schedule shall be based on the request of the funding agency. During the evaluation of on-going research projects, the project/study leaders are required to submit copies of their reports.

Sec 5. Submission of Accomplishment/Progress and Terminal Reports

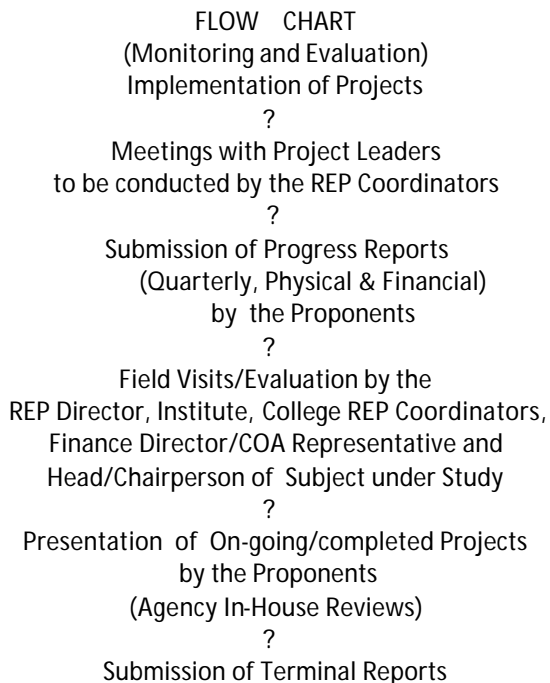
Study/Project/Program leaders are required to submit quarterly progress reports (in required format) of the status of both internally

and externally funded projects. Such shall indicate the technical and financial transactions of the project undertaken. Progress reports for externally funded research shall be submitted by the concerned faculty anytime as may be required by the funding agency (FA).

In cases where a project has no progress after three months from the issuance of special order, the funds may be reverted to other priority projects with prior notice to the project holder.

Sec 6. Financial Monitoring

The Program/Project/Study Leader concerned, REP Center and Finance Office must have an individual financial record for each program/project/study for easy recording and monitoring of financial transactions.



Sec 7. Submission of Terminal Reports

Terminal report/s shall be submitted to the REP Office two months after the termination of research, extension and production projects. The terminal reports for research projects shall be prepared in publishable form (following the editorial guideline set for publication).

Faculty member/s with pending terminal reports after the allowable period shall not be given any funding support for REP projects until such time he/she will be able to comply with the requirement.

Chapter XI

Utilization of Research Output and the Extension Unit

Article 23. General Guideline

Sec 1. Research outputs should be promoted, disseminated, utilized, or commercialized. Dissemination of research outputs will be done primarily in the College level during the Agency In-House Review (AIHR) then during R&D Reviews by a recognized scientific community/organization outside of the College.

Sec 2. Research outputs for adoption/implementation at the clientele level shall be done by the extension arm of the College. The researcher shall work closely with the extension worker in the promotion/adoption of a specific research output or technology. The Extension Unit shall undertake assessment of the environment which shall include:

1. Internal Assessment. The Extension Unit shall work closely with the Research Unit and various offices, Institutes/units in the College to determine available and mature technologies or information for dissemination.
2. External Assessment. This requires coordination with the immediate LGUs from the Provincial, City/Municipal down to Barangay/Village level in order to assess their priority and pressing problems. The extension office shall coordinate,

cooperate, complement and supplement the current government programs implemented by various local and national offices that are in line with the College thrusts.

Article 24. Technology Development Process

Sec 1. Technology Generation (TG)

This is the scientific and experimental stage wherein the R & D center utilizes all its resources, human/technical, financial, material and other resources to generate a component technology or a package of technology.

Sec 2. Technology Verification (TV)

A technology is classified for verification if it can be incorporated in a package of technology that has potential for improving end user's practices. Specifically, it should satisfy the following:

1. An integrated technology conducted in end users' farm/field;
2. It has been tested for two seasons in TG trials
3. It has shown economic and technical feasibility in TG trials.

Sec 3. Technology Adaptation (TA)

A technology is classified as technology for adaptation if it meets the following criteria:

1. It is conducted in the experimental station of field and is only a component of technology;
2. It has been tested for TG for at least one season;
3. It has shown good potential for economic feasibility as based on TG research; and
4. It has shown good potential for acceptance by intended end users.

Sec 4. Technology for Dissemination

This is the stage when promoters of technology can use varied approaches and methods in bringing technologies to end users. Technologies that are ready for dissemination must have met the following criteria :

1. General adaptability – these are replicable under field conditions;
2. Economic profitability – these have high return of investment;

3. Social acceptability – these do not contradict social norms and value prevailing in the community;
4. Potential availability of support services – users have the access to market, credit facilities, material inputs and others

Sec 5. Information for Dissemination (ID)

Research and Development Centers shall also generate information, not only technologies. Information that are products of research is important in community development. Information for dissemination can be of help in the following functions:

1. Shows significant and economic implications associated with technology adoption;
2. Contributes to better understanding of research problems;
3. Offers information gaps in basic knowledge; and
4. Helps policy makers formulate policies;

Sec 6. Technology Commercialization (TC)

Technologies that have successfully passed the piloting stage, or have passed the criteria for piloting, or have not been piloted yet but have high potential for commercialization are considered priority technologies for commercialization. Technologies are selected based on the following criteria:

1. It can provide the best alternative for improving income and productivity of greater majority of people; and
2. It can provide immediate solutions to self-sufficiency problems, environmental sustainability, import substitution, export generation and promotion of alternative sources of food.

Technologies that have high potential for commercialization/production are considered priority for commercialization.

Article 25. Technology Packaging

Technology/information identified by the Extension unit will be packaged (brochure, primer, film etc.) by the Applied Communication Unit of the REP Office. However, the procedures/details of the technology/information shall be reviewed/evaluated by the concerned faculty of concerned discipline before it shall be

disseminated. The following procedure shall be observed in packaging the technology /information:

FLOW CHART
(Technology Packaging)

Technology Assessment
Identification of Technology/Information
(Research and Extension Coordinator)

?

Issuance of Notice
to concerned researcher/faculty
(Extension Coordinator)

?

Submission of Procedure/Information
(Researcher/Proponent)

?

Packaging of Technology/information
(Applied Communication Coordinator)

?

Validation
(Faculty of concerned discipline,
at least 50%)

?

Revision
(Faculty concerned)

?

Finalization of Packaged
Technology/Information
(Applied Communication Coordinator)

?

Dissemination in Bulletin Board
(Applied Communication Coordinator)

?

Dissemination to Stakeholders
(Extension Worker)

FLOW CHART
(After Project Implementation)

Submission of Terminal Report
(Project/Study Leader)

?

Presentation during
Agency In -House Review (AIHR)
(Project/Study Leader)

?

Technology Assessment
Identification of Technology/Information
(R & E Coordinators)

?

Utilization of Research Output
(Coordinators)

?

Technology
Adoption
(Extension Coordinator)

Publication
and Dissemination
(Applied Com. Coordinator)

Commercialization
and IGP
(Prod. Coordinator)

Chapter XII

Publication and Intellectual Property Rights

Article 26. General Guideline.

Sec. 1. The College shall regularly publish research outputs through its journal and other journals of recognized scientific organizations. Research, extension and production outputs (funded by or through the College) and the rights of publication belong jointly to the researcher/extensionist/producer and DNSC and full acknowledgement shall be given accordingly to the Davao del Norte State College in case the output is published in scientific journals or

presented in scientific forum/organizations. However, such activities shall require prior notice to the College specifically when it represents the Davao del Norte State College.

Article 27. The College Research Journal

Sec 1. The Research Journal

The DNSC Research Journal is a publication of basic and applied researches of the faculty of the college aimed to be of productive use to the respective clientele.

Sec. 2. The Editorial Board

An Editorial Board composed of the Applied Communication Unit and other designated faculty shall be constituted by the REP Office to perform following functions:

1. Facilitate the regular publication of research journal.
2. Provide mechanism for the research journal publication.
3. Select referees and see to it that guidelines set for publications are met.

Article 28. The Intellectual Property Rights (IPR) Committee

An IPR Committee shall be constituted by the College through the REP office to protect the intellectual rights of faculty concerned. The Committee shall formulate specific guidelines based on the provisions on Republic act No. 8293, the Intellectual Property (IPR) Code of the Philippines and other relevant guidelines to be approved by the Governing Board of the College.

Chapter XIII

Credit Loads and Incentives for Research, Extension and Production Activities

Article 29. General Guideline

In order to motivate faculty members to engage in REP activities, the grant of honoraria/incentives and credit loads (existing

policies for faculty loading) to faculty active in research, extension and production, shall be provided to encourage productivity and to acknowledge extraordinary performance and output for the College. This shall include the following:

Sec. 1. Honoraria and Incentive

For externally funded REP activities, the honoraria rates shall be based on the contract, provided it shall conform with the DOST rates. Incentives schemes for production activities is stipulated in Chapter XVII, Article 36, Sec. 1 of this manual.

Sec. 2. Journal Publication

The incentives are envisioned to encourage the publication of research, scientific, scholarly works and books by faculty and staff other than the fulfillment the authors get for the publication of their work. An incentive shall be given to authors of published articles/research output in refereed local, national and international journals and books by national and international publishers. The incentive shall be as follows:

Publications	Local	National	International
1. Research, scientific Scholarly works, chapter of a book/journal	P3,000	P10,000	P20,000
2. Book	P3,000	P10,000	P20,000

Only articles published in journals (national and international) listed in the Institute for Scientific Information (ISI) database of selected journals will qualify for the incentive. In case of co-authorship, the incentive shall be divided equally among the number of authors, provided they are faculty/staff of the College.

Any modified form if published in the same journal, will no longer be eligible for the incentive. He/she shall be given the cash incentive not later than one year from date of notice.

Should the publication be withdrawn or retracted later by the journal/book publisher due to valid reasons like plagiarism or some unethical act or misinterpretation of data or ownership, the author shall return the full amount of the incentive without prejudice to the application of other College sanctions.

Sec. 3. Finder's Fee

In order to motivate researchers to go in to research, extension & production despite heavy academic load, and in recognition of their effort finder's fee be granted to faculty who can source out funds from external funding agency. The scheme shall be as follows:

- | | |
|-----------------------------|--------------|
| A. Above 5 million | (P20,000.00) |
| B. Above 1 million | (P10,000.00) |
| C. Above 100 Thousand Pesos | (P 5,000.00) |

Two or more projects amounting to more than one hundred thousand Pesos in a year shall also be given corresponding incentive (Option C), However the release of the incentive shall be done upon signing of the MOA of the latest project. This is also applicable for options A & B within one year period.

Sec. 4. Awards and Incentives based on the Republic Act No. 8439 (Magna Carta for Scientists, Engineers, Researchers and other Science and Technology Personnel in Government shall also be given to deserving faculty subject to the availability of funds.

Sec. 5. Support from the College

Pursuant to the constitutional provision on academic freedom of faculty in Higher Education and the expectation that all associate/full professors and other faculty in the College shall do research, extension and production as an integral part of their work, the College shall encourage and support the following:

1. Faculty research, extension and production activities in any field of inquiry that is in line with his expertise;
2. Attendance to scientific fora/conference for research output presentation and dissemination;
3. Conduct of scientific fora for Agency In-House Review (AIHR) once in every year to provide avenue to faculty to present their research output and to give incentives/awards to best papers.
4. Attendance to trainings and seminars and conference in line with his/her project for implementation.
5. Invitation of experts to referee research outputs for publication in the College research journal.

The above College support shall be given to concerned faculty provided that such activity/participation of faculty is approved by the College and duly recommended by the Institute Dean and REP-Director.

Chapter XIV

Research Funding

Article 30. General Guideline.

To implement Research, Extension and Production Projects of all Institutes of the College, the funds to finance the projects shall be taken from internal (College) and external funds.

Sec . 1. Internal Funding

The research funds shall come from the GAA and income from REP Income Generating Projects (IGP) consistent with the existing guidelines.

Sec . 2. External Funding

It shall be the primary responsibility of the REP office to source out funds from external sources to support REP activities and journal publication.

Chapter XV

Use of Research Income

Article 31. All income earned from research products or produce shall be treated as income and will be used to fund research and publication related activities and incentives within the concerned unit.

Chapter XVI

Research Facilities

Article 32. General Guideline.

The facilities that belong to the REP Office shall be provided to students, faculty/staff and clientele to support research, extension, production, linkages and educational field trip/visits. The use of said facilities shall be in accordance with the following procedure:

Sec 1. A request shall be forwarded by the personnel intending to use the research facilities to be approved by the Director/Head of Agency as recommended by the Facility In-Charge.

A. Students (both Graduate and Undergraduate)

A contract/agreement shall be accomplished by the requesting party (students/faculty from different Institutes) with the recommendation of adviser (students conducting thesis), Instructor/Professor(field trips) and Institute Dean (Faculty with research projects and other purposes). Such shall be signed by the Director/Head of Agency upon the recommendation of the facility In-charge. The conduct of the activity (field trips etc.) must have prior approval by the concerned Academic Unit of the College.

Students shall be allowed to use highly technical research equipment with the supervision of a faculty or facility In-Charge.

B. Non-College Personnel

1. Use of research facilities is allowed upon the request of the Head of agency or any authorized representative and approved by the College President;
2. Use of laboratory facilities shall be allowed with the supervision of the Laboratory/Facility In-Charge or its authorized representative; and
3. A contract/agreement shall be accomplished to ensure safety of College facilities.

Sec 2. Users of research facilities and research station shall sign the logbook intended for monitoring and documentation of activities undertaken within the facility. This shall be facilitated by the staff on duty.

Sec 3. An orientation shall be conducted by the facility In-charge or his/her authorized representative to provide direction and ensure safety of clientele and College facilities.

Sec 4. Payment of Minimal Fees

Minimal fees shall be required for the use of selected equipment (e.g. SCUBA) by the user upon the approval of corresponding fees by the Board of Trustees (BOT). Fees shall be spent for the maintenance of equipment to prolong their usability. Other scientific equipment shall not be included from such fees.

Sec 5. Apprenticeship /field practice by graduate/undergraduate students in the REP projects implemented by the College shall be allowed upon written request of agency/office concerned. Students shall be under the supervision of a designated personnel from the Research , Extension and Production Center. A contract/agreement shall be executed by and between the parties concerned.

Chapter XVII

Operations for Production Activities

Article 33. General Guideline

The Davao del Norte State College (DNSC) is mandated for Instruction, Research, Extension and Production functions. The production program of the College shall include all income generating projects operated and managed under its jurisdiction (rental of College facilities not included). Activities that fall within the concept of production/IGP shall be only those that were allowed/authorized by the College. The main purpose of IGP is to earn income for the College to strengthen other functions of instruction, research and extension. The projects shall also serve as venues for students, faculty members and other concerned parties to enhance their business potentials, skills and values.

Production activities/projects that shall be undertaken by various department/unit shall be operated in a business like manner. Product or manufactured items and/or services shall be provided at commercial rate and in no case shall it be less than the cost of materials, labor, depreciation of equipment and other overhead cost's.

The REP office through its Production Coordinator shall take charge in the consolidation and submission of production reports, inventory of stocks, cash books and reports, as may be required pursuant to DBM circular 331-A dated December 28, 1982.

Article 34. Core Values

To operate the programs and projects with the assurance of productivity and utmost sense of worth, the production personnel must be embodied with the following core values:

- **Commitment**
One's dedication to the project, working even beyond the official time for the implementation of the project.
- **Honesty**
The personnel's truthfulness in every financial transaction. This value is important since project personnel handles money and saleable commodities.
- **Resourcefulness**
The ability of personnel to source out funds for the project operations. In urgent cases, the personnel should have the initiative to use personal resources to be reimbursed from the project funds.
- **Punctuality**
Project personnel should be prompt in every activity to prevent income losses particularly if he/she handles perishable goods. Lost time is lost money, hence every activity must adhere to pre-planned schedules.
- **Adherence to Established Guidelines**
The ability of personnel to follow established guidelines and policies. Every financial transaction must be in consonance with COA rules and regulations and other College existing policies.

Article 35. Operating Procedures and Implementing Guidelines

Sec 1. Preparation of Business/Production Plan

All institutes shall have a production/business plan which shall be incorporated in the College Production Plan.

Sec 2 . Project Proposal

A project feasibility study shall be required for the approval of production projects. Presentation of project proposals shall follow Chapter VII, Article 15 of this manual.

Sec 3. Procurement

Procurement of inputs, materials and supplies shall be done by the Project In-charge. The Project Leader or his authorized representative shall be allowed to do the canvass (urgent needs) for speedy procurement. An authority to canvass shall be requested by the Project In-Charge for said transaction.

Sec 4. Quality Control and Awareness

The success of an enterprise depends heavily on the quality of products. A business needs to know where it is now, where it wants to go and how to get there. An enterprise has to focus on satisfied customers who are convinced of the quality of products and services. Thus, continuous delivery of good quality products and services are of main consideration. Quality control has to identify and correct various causes of defects, differences of measures, materials and variations from the standard product. The objective of QC should be both remedial and preventive.

There should be a quality control mechanism of products and customers feedback mechanism in each of the Income Generating Project (IGP). Observations during production shall be documented and reported (e.g. quantity of damaged products and probable causes). Processed products should undergo food assurance and safety protocols.

Sec 5. Harvesting of Products (for Agricultural and Fishery Products)

The Project In-charge shall inform the Production Coordinator and Institute Dean for the schedule of harvest. Production Coordinator shall inform the public for the conduct of the harvest and the venue for marketing of products.

Harvesting of fishery/agricultural products shall be conducted in the presence of the Project In-charge, Institute Dean, Production Coordinator and Inspectorate Team. In case of critical project activity where there is labor shortage, pooling of manpower shall be done with the approval of the concerned Unit Head and College President.

Food to be served during harvest shall be charge to the project operations.

A report of harvest shall be submitted by the Project In-Charge to the Production Coordinator and Institute Dean concerned.

Sec 6. Product Disposal and Marketing

6.1 Processed Products (Agricultural /Fishery)

Marketing shall be done by the Marketing In-Charge of the Project with the assistance of project members designated for marketing. Disposal of products shall be done using delivery receipts and indicating the authority for deduct from the salary (Faculty & Staff only). The delivery receipt shall be the basis for accounting all products disposed. Damaged products during harvest and marketing shall be reported stating the possible reasons of damaged commodities to be attested by the Inspectorate Team.

6.2 Instructional Materials

Reproduction of instructional materials shall be approved by the Instructional Materials Committee (IMC) of the academic unit. They shall be disposed/sold to students/clientele by the Marketing In-charge subject to COA rules and regulations.

6.3 Cafeteria Food Products

Unprocessed food products shall be sold and packaged in the most presentable manner. Selling shall be done in appropriate venues.

Sec 7. Submission of Reports

Project In-charge shall prepare and submit terminal reports to the Institute Dean and College Production Coordinator indicating inputs and outputs and the Return of Investment (ROI).

A consolidated yearly production report shall be prepared by the College Production Coordinator. This will constitute the income of the College.

Sec 8. Financial Management

8.1 Funds

The initial capital shall come from the general funds (Fund Code 101), the revolving funds (Fund Codes 161, 162, 163) and from other income of SUCs (Fund Code 164). The College may enter into a joint venture with private enterprise as stipulated in RA. 8292. Each IGP shall have its own account code at the accounting office. Use of funds shall be based on COA rules and regulations.

8.2 Remittance

The Marketing In-charge or his authorized representative shall remit the collection within forty eight (48) hours after marketing to the cashier. He shall also prepare statement of sales.

8.3 Cash Accounting

Cash accounting shall be done in preparation for the income statement. The official income statement shall be prepared by the Accounting Office and noted by the Resident Auditor. It shall serve as basis for calculating incentives.

FLOW
(Implementation of IGP)

Procurement
(IGP Leader/members/Supply Office)
?

Production Process
(IGP Leader/Members)
?

Quality Control/Monitoring
(IGP Leader /members)
?

Harvesting
(IGP Leader/Members)
?

Inspection
(Inspectorate Team)
?

Submission of Reports
(Project Leader)
?

Product Disposal and Collection
(Marketing and Sales In-Charge)
?

Remittance to Cashier
(Marketing and Sales In-Charge)
?

Submission of Reports
(IGP Leader)
?

Accounting and Preparation
of Income Statement
(Production Coordinator & Finance Director)
?

Release of Incentives
(Cashier)

Article 36. Incentive Scheme

Sec 1. An incentive scheme is designed to motivate faculty and staff to engage in Production/IGP activities. This includes:

1.1. Awards System

The CREPC shall evaluate the projects on annual basis. Service award shall be given to the Project In-Charge/Leader who has contributed to the growth and development of the College for a period of not less than five (5) years. Basis of such award shall be his/her terminal reports attesting that the project/s is/are earning in every business cycle.

1.2. Incentive Scheme

The Sharing Incentive Scheme to be adopted in any manufacturing operations or services rendered undertaken by any department/unit funded by Production/IGP-161 Revolving Fund shall be as follows:

- 1.2.1 The operating capital shall be returned to the revolving fund of the unit concerned after a semester, semestral break or summer operation as the case may be plus the fifty percent (50%) share for the proceeds.
- 1.2.2 The fifty percent (50%) balance of the net proceeds shall be divided into the following:
 - Direct labor (40%)
 - Indirect Labor (10%)
- 1.2.3 From the direct labor 25% shall be given to the students/ personnel and 15% to the faculty proponent and supervisor. Fifty percent (50%) of the student share shall be retained and deposited in the bank under the account of the student and the fifty (50%) of the students share be given outright.
- 1.2.4 The share of the student deposited in the bank shall not be withdrawn until the completion/graduation of his/her study in the college or his/her withdrawal from the course and upon submission of a proposal

for any micro-enterprise. In case there are no students involved, the share will be added to the direct labor' share.

- 1.2.5 In case of failure in the operation of the projects/activities/business venture, all personnel directly involved shall be held responsible for whatever losses.

Sec. 2. Definition of Terms

Production Income are generated from the operation of the different activities undertaken by the department/ units. It refers to the collection from the sales products/ items produced and services provided to its clients and such other collections resulting from any manufacturing operation and production efforts.

Net Proceeds refers to the gain in excess of the break-even cost (minus labor) of any products and/or manufactured by the department/unit

Direct labor refers to the cost of work or services rendered during the actual phase of production. It shall include teachers, students, and other personnel who take active participation in the production activities.

Indirect labor refers to the cost of work or services of College/Official personnel and other persons who take part in the operation of the manufacturing program for services provided and whose efforts do not actually apply to the actual phase of production

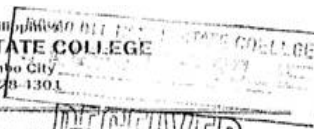
ACKNOWLEDGEMENT

This manual is a compilation of the existing policies for research, extension and production and some of the provisions are adopted from REP Manuals of the University of Southeastern Philippines (USEP), Davao Oriental State College of Science and Technology (DOSCST), Philippine Normal University (PNU), Mindanao Polytechnic State College (MPSC) and the manual of operations for State Colleges and Universities (SUC's) and the National Higher Education Research Agenda (NHERA). This shall govern the conduct and implementation of research, extension and production activities in the Davao del Norte State College. As a guide, this is subject to subsequent revisions as demanded by changing needs.

The compiler wishes to acknowledge the initial work of Dr. Ronnie P. Estrellada, the former REP-Director and his staff. The contents in the REP guidelines they formulated during the time of Dr. Vicente C. Hermoso and Dr. Edgardo M. Santos were used as inputs in the preparation of this manual.

Note: The first few Chapters were presented to the Management Team on August 25, 2005 and this manual is an output of series of reviews conducted by the REP staff from October 2005 to February 2006. Production Guideline was presented to the Mgt. Team and Faculty with Production Projects on September 2006.

This manual was disseminated to faculty members for their comments, however, nobody submitted comments and suggestions. This was presented to the Academic Council on December 2006 with corrections (present flow for pre, during and after implementation of the projects). However, review of policies was not done page to page, only on first few pages. Thus, this manual is presented again.



BOT ACTION MEMO
 50th Board of Trustees Meeting
 6 SEP 2007
 DISCUSSIONS

Subject: Research, Extension, and Production Manual

Information: The Governing Board approved the Research, Extension, and Production Manual upon the motion of Hon. Jovito Alcala which was duly seconded by Hon. Benigno Y. Benigno. This REP Manual shall govern the conduct and implementation of the research, extension, and production activities of the College.

Action Requested: Approval of the Research, Extension, and Production Manual

Resolution No. 29, Series 2007

"Approving the Research, Extension, and Production Manual of the Davao del Norte State College"

Board Action: CONFIRMED
 Date: 31st May 2007
 Venue: Royal Mandaya Hotel, Davao City

Chairperson: HON. NENALYN P. DEFENSOR
 CHED Commissioner

Vice-Chair: HON. EDGARDO M. SANTOS
 College President

Members: HON. JUAN M. FLAVIER
 Chairman, Senate Com. on Education,
 Arts, and Culture
Represented by:

HON. CYNTHIA A. VILLAR
 Chairperson, Com. on Higher Education
 and Technical Education
Represented by:

HON. MARIA DELIA M. MORADOS
 DOST Regional Director

HON. NICASIO ANGELO J. AGUSTIN
 Regional Director, NEDA

HON. KENNY ALLAN P. BENIGNO
 Faculty Club President

HON. REYNALDO F. MANILA
 Student Representative

HON. TRANQUILINO P. BENIGNO, JR.
 Alumni Representative

HON. PROVIDENCIA P. NUÑEZ
 Prominent Citizen

DENNIS WILFREDO D. DENORA
 Prominent Citizen
