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President

REPUBLIKA NG PILIPINAS  
Republic of the Philippines  
**PAMANTASANG NORMAL NG PILIPINAS**  
Philippine Normal University  
ANG PAMBANSANG SENTRO SA EDUKASYONG PANGGURU  
The National Center for Teacher Education  
Maynila  
Manila

June 15, 2015

**UNIVERSITY CIRCULAR**

No. 7  
Series of 2015

**TO: Vice Presidents, Campus Executive Directors & Provosts, Deans, Associate Deans, Institute Directors, EPRDC Director, Administrative Council Members, Faculty Members, and All Others Concerned**

**SUBJECT: PNU Research Fellowship Program**

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**1. Purpose**

Pursuant to BOR Resolution No. U-2301 dated June 11, 2015, this Circular is issued to disseminate the University's Research Fellowship Program.

**2. Rationale**

Research is central to the functions of a university so there is a need to strengthen our research culture through a program where young and promising research scholars from local and foreign institutions may work as research fellows in the University. The sharing of expertise and resources between PNU and research scholars from other institutions would enable our University to further contribute to nation-building through research while becoming internationally known and locally respected in educational research.

**3. Overview of the Program**

The PNU Research Fellowship Program offers opportunity for research scholars from other academic or non-academic institutions to come to the University to participate in research projects and related academic activities. Research fellows will have the opportunity to work closely with top PNU faculty in funded research projects on specific research themes within the PNU Research Agenda. The research fellows will be housed in the Educational Policy Research and Development Center (EPRDC) but may be assigned to specific academic or research units (e.g. Faculty, Center).

**4. Objectives of the Program**

The Research Fellowship Program aims to contribute on the University's research productivity by providing the environment and resources to research scholars from other institutions that would enable them to engage in the conduct of research and be involved in other research-related activities in the University.

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## **5. Coverage**

The Research Fellowship Program is open to Filipino and foreign research scholars whose expertise and research proposals fall under any of the research themes within the PNU Research Agenda or a priority research topic identified by the University.

## **6. Eligibility**

- 6.1 Local and foreign researchers from other institutions in the country and abroad
- 6.2 With a PhD degree obtained in the last five (5) years
- 6.3 Not older than 45 years old
- 6.4 Fluent in spoken and written English
- 6.5 Strong aptitude for research and teaching, with experience and achievement in these areas
- 6.6 Has accomplishment or strong potential for research publication
- 6.7 Good physical and mental health

## **7. General Terms and Conditions**

- 7.1 The research fellowship is on a per research project basis and shall cover a minimum of two terms up to a maximum of three terms (equivalent to one year). An individual can avail of the research fellowship only once.
- 7.2 The research fellowship is terminated once the agreed period of fellowship has elapsed even if the research project extends beyond this period.
- 7.3 The research fellow is accountable for the performance of his/her roles and responsibilities as stipulated in the memorandum of agreement and in the terms of reference of his/her role in the research project.
- 7.4 The research fellow is expected to perform his/her roles and responsibilities to the best of his/her ability.
- 7.5 In case the research fellow fails to complete the research fellowship program for whatever reason, he/she will need to repay the University for all the stipends and benefits he/she enjoyed as a research fellow.
- 7.6 Towards the end of the fellowship, the research fellow is required to present his/her research outputs to PNU faculty and students in a research symposium or learning session that may be scheduled for this sole purpose.
- 7.7 The University is entitled to make new guidelines or revise existing guidelines to the terms, conditions, and other provisions of the Research Fellowship Program as it deems fit.

## **8. Obligations of the Research Fellow**

- 8.1 Undertake research in a funded research project as lead researcher and works with one PNU faculty who also serves as lead researcher. The PNU faculty that would work with the research fellow shall be identified by the Management Committee of the Vice President for Research, Planning and Quality Assurance.
- 8.2 May teach one graduate-level course, if assigned, in the CGSTER (MA or PhD level). The course should be relevant to the training, experience, or interest of the research fellow.
- 8.3 May be tasked to serve as lecturer or resource person in learning sessions, seminars, or workshops for graduate faculty and/or students. The topics should be relevant to the training, experience, or interest of the research fellow.
- 8.4 May present research outputs in university, national, or international forums/conferences.
- 8.5 May be consulted in other research projects in the University.
- 8.6 May be asked to serve as reviewer of research proposals and of manuscripts submitted for publication in PNU journals (e.g. Normal Lights).
- 8.7 Work with PNU researchers in the publication of research outputs in national or international refereed journals.





## 9. Obligations of the University

- 9.1 The University shall host the research fellow and provide appropriate working/office space and use of facilities and equipment necessary to his/her work.
- 9.2 Provide specific entitlements to the research fellow.

## 10. Entitlement

- 10.1 The research fellow is entitled to a monthly stipend of 30, 000.00 pesos (local) and 60, 000.00 pesos (foreign).
- 10.2 Research grant corresponding to the requirements of the research project subject to existing policies and guidelines on PNU Project-Based Research.
- 10.3 Financial assistance/travel grant for paper presentations in national or international conferences, on a per request basis and subject to the approval of the University President.
- 10.4 For research fellows from other countries, a one-time travel grant (through refund) may be provided as follows:
  - 10.4.1 From Southeast Asian countries = 500.00 US Dollars or actual cost of travel, whichever is lower
  - 10.4.2 From other Asian countries = 1, 000.00 US Dollars or actual cost of travel, whichever is lower
  - 10.4.3 From Other countries = 2, 000.00 US Dollars or actual cost of travel, whichever is lower

## 11. Work Schedule

- 11.1 The work schedule of a research fellow is on a full-time basis. He/She should prepare a work schedule (including a Gantt Chart) subject to the approval of the EPRDC Director.
- 11.2 The research fellow reports directly to the EPRDC Director.

## 12. Application Procedures

- 12.1 The University through the EPRDC announces the availability of research fellowship positions.
- 12.2 Interested individuals who meet the eligibility requirement of the program may apply online or in person. All applications must be submitted with the required supporting documents on the PNU Research Fellowship Application Form.
- 12.3 The application must include the following attachments:
  - 12.3.1 A duly completed PNU Research Fellowship Application Form (with 2x 2 Pictures)
  - 12.3.2 Photocopies of diploma, transcript of records, and certificate of employment (if applicable).
  - 12.3.3 Two letters of recommendation from persons of authority (e.g. Dean, Director) in the institution of the applicant
  - 12.3.4 Sample of research articles published in refereed journals
  - 12.3.5 Research proposal
  - 12.3.6 Other supporting documents
- 12.4 All applications will be processed and initially evaluated by the EPRDC. If an application merits consideration, the Management Committee of the Office of the Vice President for Research, Planning and Quality Assurance shall convene to evaluate the application. If an application merits acceptance, the Vice President for Research, Planning and Quality Assurance recommends to the University President the application for approval.

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- 12.5 A memorandum of agreement shall be signed between the University represented by the University President as Grantor, and the research fellow as Grantee.

**13. Number of Fellows**

In its initial implementation, four (4) research fellow positions will be made available (two local; two foreign). Review of applications shall continue until all positions are filled. Once all positions are filled, succeeding calls for research fellows will be based on availability of funds.

**14. Source of Funds**

Funding for this program shall be sourced from the Php25 Million Faculty and Research Development Allocation from the GAA Budget for FY 2015, or other appropriate funds of the University.

**15. Effectivity**

This Circular shall take effect immediately upon issuance to the PNU Community.

Widest dissemination of this information is requested.

  
**ESTER B. OGENA**  
President



**ALPHEUS E.V. FERRERAS**  
University and Board Secretary

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**EXCERPTS FROM THE MINUTES OF THE 65<sup>th</sup> REGULAR MEETING OF THE PNU BOARD OF REGENTS  
HELD ON 11 JUNE 2015 AT THE CONFERENCE ROOM, 4<sup>TH</sup> FLOOR, HEDC BLDG., COMMISSION ON  
HIGHER EDUCATION, C.P. GARCIA AVE., U.P. DILIMAN, QUEZON CITY.**

**PRESENT:**

Hon. PATRICIA B. LICUANAN	Chairperson
Hon. ESTER B. OGENA	Vice Chairperson
Hon. PIA S. CAYETANO	Member
<i>Represented by Atty. Clemens Angeli B. Sabitsana</i>	
Hon. ROMAN T. ROMULO	Member
<i>Represented by Atty. Deneesse Lou Cortez</i>	
Hon. ERLINDA M. CAPONES	Member
Hon. MARIO L. RAMIREZ	Member
<i>Represented by Dr. Teresita G. Domalanta</i>	
Hon. MICHAEL M. NAEL	Member
Hon. MELITO S. SALAZAR, JR.	Member
Hon. EDILBERTO C. DE JESUS	Member
Hon. RONNEL B. AGONCILLO, JR.	Member

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On motion duly seconded, the Board passed –


**BOR RESOLUTION NO. U-2301, s. 2015**

**Approving the PNU Research Fellowship Program for Filipino and foreign research scholars from other academic and non-academic institutions to engage in research projects and research-related activities in the University.**

**APPROVED**

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Certified correct:

  
**ALPHEUS EUGENIO V. FERRERAS**  
University and Board Secretary