



Ma. Antoinette C. Montealegre, D.A.
Officer-in-Charge

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

May 9, 2019

UNIVERSITY CIRCULAR

No. 4
Series of 2019

TO: Vice Presidents, Executive Directors and Provosts, CGSTER Dean, GTEF Associate Dean, Directors of the Institutes, Members of the Administrative Council, CGSTER Faculty Members and All Others Concerned

SUBJECT: Amendments to the Guidelines on Research Requirement for CGSTER Faculty Members below the Academic Rank of Full Professors

1. Purpose

Pursuant to BOR Resolution No. U-2949 dated 28 March 2019, this Circular is issued to amend BOR Resolution No. U-2198 dated 03 December 2014 which approved the Guidelines on Research Requirement for Faculty Members below the Academic Rank of Full Professors and who are Mapped in the College of Graduate Studies & Teacher Education Research (CGSTER).

2. Rationale

The demand for advance higher education is to do and publish faculty and student researches in professional journals. Faculty members design their courses so that graduate students will be able to do research and ultimately write their theses/dissertations. This major responsibility is assigned to the CGSTER which in turn needs to synergize the culture of research in the University. One strategy to enhance research is to encourage faculty members below the academic rank of Full Professor to do and publish researches.

However, there is a need to revise the existing research policy for non-full professors at the CGSTER to make it consistent with the compliance policy for faculty members whose academic ranks are Full Professors, College Professors, and University Professor. The amendments were proposed by CGSTER to the University Councils – the Administrative Council and the Academic Council – which recommended the same to the Board of Regents for approval.

3. Amended Guidelines on Research Requirement and Research Load

- 3.1 All faculty members of CGSTER whose academic rank is below the Full Professor ranks are required to submit at least one individual or collaborative research or published article from a completed research every calendar year (January – December). In a collaborative research, members of the research team must come from other Colleges/Faculty, or other universities/institutions. Topics for research, with the exception of externally funded researches, must be based on the PNU Research Agenda, CHED-NHERA, other national government research agenda, or aligned with disciplinal content.
- 3.2 Faculty members of CGSTER whose academic rank is below the Full Professor ranks and on full time teaching may be given one (1) research load to be included in the regular loads. One research

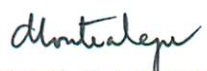
load is equivalent to one non-teaching load with twelve (12) hours of work every week in the trimestral scheme.

- 3.3 Faculty members of CGSTER may still opt to get the maximum of two (2) extra teaching loads, provided that they maintain a “very satisfactory” efficiency rating during the last two consecutive terms.
- 3.4 Faculty members of CGSTER on full time teaching may enjoy two (2) terms of research load or non-teaching load (NT) for individual research within the one-year period. However, they are still entitled to apply for the university project-based grants for other researches.
- 3.5 A service agreement between the faculty and the University shall be signed once the research proposal is approved.
- 3.6 The research and/or publication output is a requirement for a faculty to receive the proportional vacation pay (PVP).
- 3.7 The faculty concerned will not earn any credit on completed research for promotion purposes under NBC 461. However, the publication of a completed research in refereed journal and the paper presentation in national or international conference will earn credit for promotion purposes (i.e. NBC 461, PBB).
- 3.8 The process of submission of research proposal to the Educational Policy Research and Development Center (EPRDC) for Full Professor will also be followed.
- 3.9 Submission of research proposal to EPRDC for external review shall not be later than two (2) months before the start of the Term.

4. Effectivity

These amended guidelines shall take effect upon issuance of this Circular by the University Archives and Records Management Unit (UARMU) to the PNU Community.

Widest dissemination of this information to all concerned is desired.


MA. ANTOINETTE C. MONTEALEGRE, DA
Officer-in-Charge
Office of the President



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ALPHEUS E.V. FERRERAS
University and Board Secretary

EXCERPTS FROM THE MINUTES OF THE 80th (1st QUARTER) REGULAR MEETING OF THE PHILIPPINE
NORMAL UNIVERSITY BOARD OF REGENTS HELD ON 28 MARCH 2019 AT THE 4th FLOOR, HEDC
BUILDING, COMMISSION ON HIGHER EDUCATION (CHED) CENTRAL OFFICE,
C.P. GARCIA AVE., UP DILIMAN, QUEZON CITY.

PRESENT:

Hon. PERFECTO A. ALIBIN	Chairperson
Hon. MA. ANTOINETTE C. MONTEALEGRE	Vice Chairperson
Hon. JOSE MIGUEL R. DE LA ROSA	Member
Hon. LUTGARDO B. BARBO	Member
Hon. ANTONIO V. FERRER	Member
Hon. KERWIN D. MEMBRADO	Member

ABSENT:

Hon. ANGELINA D. TAN	Member
Hon. PAOLO EVERARDO S. JAVIER	Member
Hon. JOSE D. LINA, JR.	Member

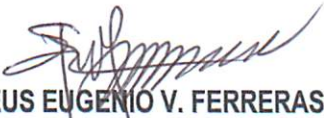
On motion duly seconded, the Board passed –

BOR RESOLUTION NO. U-2949, s. 2019

Amending the guidelines on research requirement for faculty members below the academic rank of Full Professor who are mapped in the College of Graduate Studies and Teacher Education Research (CGSTER), subject to regular monitoring every term.

APPROVED

Certified correct:


ALPHEUS EUGENIO V. FERRERAS
University and Board Secretary