



PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education
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UNIVERSITY CIRCULAR

No. 01
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TO: The PNU Community

SUBJECT: Amendments to the Faculty and Staff Incentive for Research Publication

I. Purpose

Pursuant to PNU BOR Resolution No. U-3387, s. 2021 dated December 22, 2021, this Circular is issued to amend the Faculty and Staff Incentive for Research Publication of the Philippine Normal University previously approved through BOR Resolution No. U-2993, series of 2019.

II. Rationale and Objectives

The need to give due recognition and incentivize faculty members and administrative staff of the University who are able to publish research papers remains important and have certainly contributed to the high research publication productivity in recent years. Research publication remains one of the key organizational outcomes expected of state universities and colleges (SUC) and is an important indicator in several external quality assurance systems and demands (e.g., program accreditation, SUC Leveling, Performance-Based Bonus (PBB), SUC Budgetary Requirements Reports, and others).

Nevertheless, the need to publish in reputable and high quality, high impact journals is imperative. For instance, the university world ranking systems like Times Higher Education (THE) and the Quacquarelli Symonds (QS) only count publications and citations from highly recognized refereed journals (i.e., Scopus-indexed). There are also recent developments that have impacted the accreditation and recognition of scientific journals like the emergence of the ASEAN Citation Index as a reputable indexing system for research journals and the suspension of the CHED Journal Incentive Program. Hence, there is a need to amend certain provisions of the existing policy on Faculty and Staff Incentive for Research Publication to keep abreast with the needs of time.

III. Scope

The Faculty and Staff Incentive for Research Publication shall be given to faculty and staff of the PNU System who are able to publish research papers in Philippine and international refereed journals indexed or abstracted in the Web of Science or Clarivate Analytics, Scopus, and ASEAN Citation Index (ACI) database, and in Philippine journals that CHED has granted a Journal Incentive



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Program (JIP), either Journal Incubation or Journal Challenge, provided that the said journals are indexed in any of the three (3) aforementioned indexing databases.

A faculty member and/or administrative staff will be awarded with the incentive for every published research paper within the past two (2) years.

IV. Minimum Requirements for Eligibility

1. All full-time and tenured (on permanent status) administrative officials, faculty members, and administrative staff are eligible for the incentive.
2. There is no limit to the number of published papers to which an incentive is given.
3. In cases of double or multiple authorships, the incentive to be given shall be divided by the number of authors. Co-authors from other institutions are not eligible for the incentive.
4. All papers published within the past two (2) years from the date of the application are eligible for the incentive.
5. The paper/article published being applied for incentive shall be borne out of a completed research project submitted to the University through the Educational Policy Research and Development Center (EPRDC). The proposal of the said research should have been reviewed and approved by EPRDC whenever applicable.

V. Application Procedure*

1. Faculty members and administrative staff who have published their research papers in following journals shall secure the relevant forms and checklist for the documentary requirements from EPRDC:
 - 1.1. Web of Science/Clarivate Analytics (formerly ISI-indexed);
 - 1.2. Scopus-indexed; and
 - 1.3. ASEAN Citation Index (ACI)
2. The applicant(s) for the incentive shall submit a duly accomplished form with complete supporting documents to EPRDC.
3. EPRDC evaluates the completeness and accuracy of the completed form and supporting documents and recommend qualified applications to the Office of the Vice President for Research, Planning, and Quality Assurance (OVPRPQA).
4. The University Committee on Research Awards shall evaluate and recommend the application to the Office of the University President (OUP) who shall approved the awarding of the incentive.



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**The complete procedure shall be articulated in the internal procedures of EPRDC as part of their Procedure Manual*

VI. Criteria

1. Only papers published by PNU faculty members and administrative staff on permanent status shall be recognized.
2. Papers published where the faculty member has two or more institutional affiliations in his/her authorship is eligible for the incentive, provided that he/she has a certification that he/she did not receive publication incentive from the other institution/s.
3. Only research papers published in reputable refereed journals indexed in Web of Science/ Clarivate Analytics, Scopus, and ASEAN Citation Indexing (ACI) shall be eligible for the incentive.
4. Incentives for research publications with Gender and Development (GAD) themes can be sourced from the GAD funds based on the existing guidelines of the University Center for Gender and Development (UCDG).
5. The following publications are not eligible for the incentive:
 - 5.1. Papers published in national or international conference proceedings;
 - 5.2. Papers published in non-refereed journals (i.e., no evidence of peer review); and
 - 5.3. Papers that are not empirical research (e.g., literature review, critique, concept paper, and the like)

VII. Awards and Incentives

1. The Faculty and Staff Incentive for Research Publication shall be awarded in an event arranged for the purpose.
2. The awardee/s will receive a certificate of recognition and cash incentive commensurate to the type of publication.
3. The awardee may be required to deliver a paper presentation of the published research to which the incentive is awarded.
4. The cash incentive for the published paper shall be as follows:
 - 4.1. Web of Science /Clarivate Analytics/Scopus-listed Journals
 - a. Journal Impact Factor/Cite Score Rank within the following quartiles:
 - i. Quartile 1 – Php 50,000.00
 - ii. Quartile 2 – Php 40,000.00



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- iii. Quartile 3 – Php 30,000.00
 - iv. Quartile 4 – Php 20,000.00
 - b. ACI-indexed journals (including CHED JIP journals) – Php 10,000.00
5. The cash incentive is subject to availability of funds and shall be sourced from the University funds for Research and Development and other applicable sources of funds on the fiscal year in which the incentives are awarded.

VIII. Definition of Terms

1. Clarivate Analytics/Web of Science – formerly known as the Thomson Reuters’ Institute for Scientific Information with the following core collections:
- 1.1. Arts and Humanities Citation Index (AHCI)
 - 1.2. Science Citation Index Expanded (SCIE)
 - 1.3. Social Sciences Citation Index (SSCI)
 - 1.4. Emerging Sources Citation Index (ESCI)

(Source: <http://mjl.clarivate.com>)

2. Scopus – is the largest abstract and citation database of peer-reviewed literature: scientific journals, books, and conference proceedings.

(Source: <https://www.elsevier.com/solutions/scopus>)

3. Journal Impact Factor – is a measure of the frequency with which the average article in a journal has been cited in a particular year. It is used to measure the importance or rank of a journal by calculating the time its articles are cited.

(Source: <https://researchguides.uic.edu/if/impact>)

4. Journal Impact Factor Quartile – the quotient of a journal's rank in category (X) and the total number of journals in the category (Y), so that $(X/Y) = \text{Percentile Rank } Z$.

4.1. Quartile 1: $0.0 < Z < 0.25$

4.2. Quartile 2: $0.25 < Z < 0.5$

4.3. Quartile 3: $0.5 < Z < 0.75$

4.4. Quartile 4: $0.75 < Z$

(Source: <http://ipscience-help.thomsonreuters.com/inCites2Live/indicatorsGroup/aboutHandbook/usingCitationIndicatorsWisely/jifQuartile.html>)

5. CHED-Journal Incentive Program (CHED-JIP) – supersedes the Journal Accreditation Service and aims to sustain the initiative to pursue quality, research integrity, and honesty, and to ensure adherence to international standards.



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There are two categories of grants under this program:

- 5.1. Journal Challenge – caters to Scopus/Web of Science listed journals and aims to support activities that will increase in scientific citation and promote social media presence and public engagement profiles of scholarly articles in the journal.
- 5.2. Journal Incubation – support promising Philippine journals towards the path to meet the minimum generally accepted standards of Scopus/Web of Science-indexability.

(Source: CHED Memorandum Order 53, s. 2016)

6. ASEAN Citation Index – This indexing is a central regional database, which was designed and set up to index all the bibliographic records and the citations of all quality ASEAN research outputs that are included in ASEAN scholarly journals. The member countries of the ACI are Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam.

(Source: <https://asean-cites.org>)

IX. Effectivity

These amended guidelines for the Faculty and Staff Incentive for Research Publication shall take effect on **January 1, 2022**.

Widest dissemination of this information is requested.

Your usual cooperation and support are enjoined.


BERT JAZMIN TUGA, PhD
President



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