



**PHILIPPINE NORMAL UNIVERSITY**  
The National Center for Teacher Education  
**OFFICE OF THE UNIVERSITY PRESIDENT**

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May 20, 2022

**UNIVERSITY CIRCULAR**

No. 02  
Series of 2022



**TO: The PNU Community**

**SUBJECT: Amendments to Faculty and Staff Grants for Participation in International Academic and Research Events as Paper/Poster Presenter**

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**I. Purpose**

Pursuant to PNU BOR Resolution No. U-3405, series of 2022 dated March 28, 2022, this Circular is issued to amend the Faculty and Staff Grants for Participation in International Academic and Research Events as Paper/Poster Presenter of the Philippine Normal University previously approved through BOR Resolution No. U-1894, series of 2013.

**II. Rationale and Objectives**

There is a need to continue institutional support through grants provided to faculty members and administrative staff who wish to present their research papers in academic or research conferences, conventions, and other similar events. There is a need, however, to update the existing policy to accommodate changes in the research priorities of the University and the emerging trends on virtual research presentations.

The provision for providing grants to faculty members and administrative staff for their participation in international academic and research events as paper presenters has the following aims:

1. Provide an avenue for the faculty members and administrative staff to disseminate the results of their research studies to international audience;
2. Give the faculty members and administrative staff excellent opportunity to learn from and contribute to the world's pool of expertise and knowledge on teacher education and related fields;
3. Encourage and nurture the development of PNU scholars and researchers; and
4. Represent the University and initiate linkages with other international higher education institutions thus establishing the PNU's presence in the global academic arena.

**III. Scope**

The grant is open to all permanent faculty members and administrative staff from the PNU



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System whose research paper has been accepted for oral paper presentation or poster presentation in an international conference, convention, or other similar events (e.g., forum, symposium).

#### **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 grant.
2. Contractual staff with at least three (3) years of continuous service to the University are eligible for the grant.
3. A paper being applied for grant for paper presentation shall be borne out of a completed research project reported 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.
4. Published or unpublished research papers are both eligible for the grant.

#### **V. Application Procedure\***

1. Application shall be submitted to the University President through proper channels at least one (1) month before the date of the conference.
2. Three (3) sets of the following documents must be submitted with the application:
  - Abstract of the paper to be presented at the conference (Full text may be requested for submission)
  - Applicant's Curriculum Vitae
  - Photocopy of the Letter of Invitation and Acceptance Letter from the organizer
  - Photocopy of information material about the conference
  - Certificate of acceptance for publication or photocopy of journal article title for published article, if applicable
  - For PNU Manila faculty members, endorsement of the immediate supervisor, College Dean/Institute Director, and Vice President for Academics (VPA)
  - For PNU Manila administrative staff, endorsement of the immediate supervisor, Director of Human Resource Management and Development Services (HRMDS), Vice President for Finance and Administration (VPFA), and Vice President of the domain where the staff is designated
  - For the PNU Campuses, endorsement of the immediate supervisor, Dean for Academics, Executive Director and Provost, and the Vice President for University Relations and Advancement (VPURA)
  - Details of financial assistance to include amount, coverage, and proposed utilization
  - Details of financial assistance requested from sources other than PNU



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3. The recommending authorities on the grant are expected to review the quality and reputability of the international academic and research events being applied for by the faculty member or administrative staff. Both the applicant and EPRDC shall ensure that the academic or research event is not organized by predatory or scrupulous organizers.
4. The recommending authorities on the grant shall decide on the final amount of grant to be provided after a thorough review of the grant application and in consideration of the allotted budget for a particular unit/office.

*\*Complete procedures shall be articulated in the internal procedures of EPRDC as part of its Procedure Manual*

## **VI. Grants\***

### **A. Physical Participation**

For paper or poster presentation of a research, the grant shall cover the registration fee, roundtrip economy airfare to a foreign country where academic and research event will be held, accommodation for three (3) days and three (3) nights, and other incidentals, subject to existing government accounting and auditing rules.

For paper presentation, the grant shall not exceed Fifteen Thousand Pesos (Php 15,000.00) for international conferences held in the Philippines, Twenty-Five Thousand Pesos (Php 25,000) for ASEAN conferences, Forty Thousand Pesos (Php 40,000.00) for conferences held in Asian countries, and Fifty-Thousand Pesos (Php 50,000) for conferences held in countries outside of Asia.

For poster presentation, the grant shall not exceed Seven Thousand and Five Hundred Pesos (Php 7,500.00) for international conferences held in the Philippines, Twelve Thousand and Five Hundred Pesos (Php 12,500) for ASEAN conferences, Twenty Thousand Pesos (Php 20,000.00) for conferences held in Asian countries, and Twenty Five Thousand Pesos (Php 25,000) for conferences held in countries outside of Asia.

### **B. Virtual Participation**

The grant shall cover the registration fee and other related fees that might be charged to the participant by the organizer/s and shall not exceed Ten Thousand pesos (Php 10,000.00).

*\*In both physical and virtual participation, grants shall be subject to availability of funds and shall be sourced from the University funds for Research and Development.*



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## **VII. Other Conditions**

1. The grant can be availed only once in a fiscal year.
2. An applicant who has been granted travel subsidy and accommodation by the organizer can only be given a travel allowance of not more than US\$ 300 for participating in an international academic and research event abroad.
3. The grant does not apply to faculty members and administrative staff who are invited as trainers, lecturers, participants, or resource persons.
4. It will be the applicant's responsibility to make personal travel arrangements.
5. Within one month upon return from the international academic and research event, the grantee shall submit the following: (a) Certification or proof from the organizer that the beneficiary presented the approved paper during the conference, and (b) Travel report for airfare, transportation expenses, registration fee, hotel accommodation, boarding passes, and other similar documents.
6. Those who availed of the grant are expected to publish their research papers after their paper presentation. Publication of the paper presented shall be a pre-requisite for another grant or financial assistance in research paper presentation in the succeeding years.
7. The grant is subject to availability of funds and shall be sourced from the University funds for Research and Development.

## **VIII. Definition of Terms**

1. **International Academic and Research Events** – conferences, forums, seminars, trainings, and conventions, which are international in scope that may be held in the Philippines or abroad
2. **Participation** – faculty and staff involvement in international academic events as paper presenter
3. **Research paper** – includes research articles, advocacy paper and policy paper currently or recently completed or published by faculty members and administrative staff

## **IX. Effectivity**

This policy shall take effect upon the approval of the PNU Board of Regents on March 28, 2022.



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Widest dissemination of this information is requested.

Your usual cooperation and support are enjoined.

  
**BERT JAZMIN TUGA, PhD**  
*President*



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