



PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education
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UNIVERSITY CIRCULAR

No. 03
Series of 2022



TO: The PNU Community

SUBJECT: Amendments to the Research Citation Award

I. Purpose

Pursuant to PNU BOR Resolution No. U-3408, series of 2022 dated March 28, 2022, this Circular is issued to amend the current policy on Research Citation Award of the Philippine Normal University previously approved through BOR Resolution No. U-2090, series of 2014.

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 our high research publication productivity in recent years. In particular, recognizing faculty and staff who are able to secure citations from other research scholars is important to further promote the culture of conducting and publishing research with impact. This aims to continue the recognition provided to highly-cited PNU personnel while amending the guidelines for clearer and more efficient implementation of the award.

III. Scope

To give recognition and provide incentive to faculty members and administrative staff who have distinguished themselves and are acknowledged or cited for their scholarly work and contributions to the body of knowledge in their profession or discipline.

IV. Minimum Requirements for Eligibility

1. The applicant must be a full-time faculty member, administrative official, or administrative staff who has a permanent status and with a length of service of at least three years.
2. At least five (5) of any of his/her completed empirical studies (approved and/or reported to EPRDC) published in CHED-recognized or indexed in ASEAN Citation Index, Scopus, or Web of Science journals within the last ten years have been cited by at least ten (10) research scholars or educational practitioners in journal articles.



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3. Only citations of empirical studies published in journal articles and cited by journal articles within the last 10 years, using the year of application as point of reference, will be recognized.

V. Application Procedure*

1. The applicant should write a letter of application addressed to the President through channels and must be submitted to the EPRDC.
2. The letter of application should be accompanied by documents showing proof that the research publications of the applicant are cited by at least ten (10) journal articles. These documents are a copy of the section where the applicant's paradigm/theory/model/findings were cited and a copy of the references of the citing journal articles.
3. The EPRDC is tasked to conduct preliminary screening and evaluation of the application.
4. The application will be endorsed to the Vice President for Research Planning and Quality Assurance to be deliberated by the University Committee on Research Awards.
5. The University Committee on Research Awards shall have the following composition:

Chair: Vice President for Research, Planning, and Quality Assurance
Members: Vice President for Academics
Vice President for University Relations and Advancement
Director, Educational Policy Research and Development Center
Director, Research Center for Teacher Quality
One Full Professor

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

VI. Criteria

1. The primary criteria for the award is the minimum requirements for eligibility.
2. In case of more than one applications for the award meeting the minimum requirements for eligibility, the applicant with the most number of citations shall be given the award.

VII. Special Provisions



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1. The published research articles should be in the field of education and other education-related fields.
2. The research publications of the applicant must indicate the Philippine Normal University as the sole institutional affiliation.
3. Only research publications where the applicant is the lead researcher of the research published or the lead author/corresponding author of the publication shall be considered.
4. Self-citation will not be considered.
5. A faculty can only be given the research citation award once.
6. The cash incentive for the award is subject to availability of funds and shall be sourced from the University funds for Research and Development.

VIII. Awards

A plaque of recognition and a cash incentive of Php 50,000.00 will be awarded to the awardee during the Universityhood celebration.

IX. Effectivity

This policy is effective upon the approval of the PNU Board of Regents on March 28, 2022 and for implementation of the research awards for CY 2023.

Widest dissemination of this information is requested.

Your usual cooperation and support are enjoined.


BERT JAZMIN TUGA, PhD
President



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