



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

📍 Taft Avenue corner Ayala Boulevard, Ermita, Manila

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May 20, 2022

**UNIVERSITY CIRCULAR**

No. 04  
Series of 2022



**TO: The PNU Community**

**SUBJECT: Recognition and Incentives for Best Research Paper and Best Research Paper Presentation Awardees**

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**I. Purpose**

Pursuant to PNU BOR Resolution No. U-3409, series of 2022 dated March 28, 2022, this Circular is issued to provide recognition and incentive for faculty members and administrative staff whose papers are awarded as Best Research Paper or Best Research Paper Presentation in national and international conferences.

**II. Rationale and Objectives**

There is a need to give due recognition to faculty members and administrative staff of the University who are able to conduct and complete research papers to further motivate PNU personnel and to promote the culture of research in the University.

**III. Scope**

This policy shall cover the provision of institutional recognition and incentive to deserving PNU faculty members and administrative staff whose research paper or presentation was awarded as best research paper or best research paper presentation in a national or international conference or other meetings of the same nature.

**IV. Criteria 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 (3) years.
2. The applicant has an empirical research paper (published or unpublished) awarded as Best Research Paper or Best Research Paper Presentation during a national or internal conference/convention/forum.
3. In case of collaborative/team research with other institutions/organizations, the applicant



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should be the lead researcher or lead/corresponding author (if research is published).

## V. Application Procedure\*

1. The applicant should write an application letter addressed to the President, through channels, and must be submitted to EPRDC.
2. The application letter should be accompanied by a certification of the award given as well as other documents that could provide support to the claim of the applicant.
3. EPRDC is tasked to conduct preliminary screening and validation of the application. Both the applicant and EPRDC shall ensure that the conference/convention/forum where the faculty member or administrative staff received the award is not organized by predatory or scrupulous organizers.
4. The application will be endorsed to the Vice President for Research, Planning, and Quality Assurance (VPRPQA) 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. Awards

1. A certificate of recognition shall be given to all validated applications for recognition and incentives.
2. A cash incentive will be provided for validated applications, but ONLY for those who did not receive monetary incentive as part of the award/s they received in the national or international conference.
3. The cash incentive shall be as follows:

a. International Conference Best Research Paper

— Php 5,000.00



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- |  |   |              |
|--|---|--------------|
| b. National Conference Best Research Paper                   | – | Php 3,000.00 |
| c. International Conference Best Research Paper Presentation | – | Php 3,000.00 |
| d. National Conference Best Research Paper Presentation      | – | Php 2,000.00 |

## **VII. Special Provisions**

1. A faculty member or administrative staff can receive the award more than once, but only once per fiscal year.
2. In cases of double or multiple researchers/ authorships, the incentive to be given will be divided by the number of researchers. Co-researchers from other institutions are not eligible for the incentive.
3. All research awards within a year from the date of the application are eligible for the recognition and incentive.
4. The research being applied for incentive shall be borne out of a research proposal approved by and reported as completed to the University through EPRDC.
5. In case of awards from a national conference, only those from conferences with endorsement from the Commission on Higher Education (CHED) or Department of Education (DepEd) will be considered.
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 granted 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.

Widest dissemination of this information is requested.

Your usual cooperation and support are enjoined.

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



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