



RESEARCH MANUAL

COLEGIO DE SAN JUAN DE LETRAN CALAMBA



RESEARCH MANUAL

Published by
RESEARCH DEPARTMENT
Colegio de San Juan de Letran Calamba

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Research Manual

Published by the Research Department of Colegio de San Juan de Letran Calamba
Barangay Bucal, Calamba City, Laguna, Philippines

Foreword

The pursuit of knowledge and the generation of innovative ideas are at the heart of Colegio de San Juan de Letran Calamba's mission. This Research Manual serves as a comprehensive guide for administrators, faculty, and employees embarking on the exciting journey of scholarly inquiry within our institution. It is a testament to Letran Calamba's commitment to fostering a strong research culture and contributing to the advancement of knowledge in various fields.

This manual is more than just a collection of policies and procedures. It is a reflection of our institutional values, strategic direction, and dedication to academic excellence. Within these pages, you will find a wealth of information, from the history and profile of the Colegio, including our institutional philosophy, objectives, core values, and strategic directional areas, to the specific guidelines and resources provided by the Research Department.

We proudly present the structure and operations of the Research Department, including its history, logo, services, publications, and organizational chart. You will also find details on key bodies such as the Research Council and Research Ethics Committee. Crucially, this manual outlines the Institutional and Departmental Research Agendas for 2024-2029, providing a roadmap for research priorities in the coming years.

This manual further elucidates the various research programs and services available at Letran Calamba, including the Research Grant Program, the Faculty Researcher Program, and the process for facilitating instructional material evaluation, among others. It also emphasizes our commitment to ethical research practices, providing detailed guidelines on research involving human participants and addressing intellectual property rights. We have included comprehensive information on research incentives, awards, colloquia, and the Letran Calamba Journal publications.

Finally, the appendices provide practical tools and templates, such as research proposal forms, evaluation sheets, and the prescribed research paper format. These resources are designed to streamline the research process and ensure the quality and consistency of research outputs.

We believe that this Research Manual will empower our community to engage in meaningful research that contributes to the growth of their respective disciplines and serves the wider community. We encourage you to utilize this resource fully and to actively engage in research.

DR. MA. XENIA Z. BITERA

Senior Director

Research Department & Center for Professional Development

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HISTORY AND PROFILE OF COLEGIO DE SAN JUAN DE LETRAN CALAMBA

History of the Colegio

Colegio de San Juan de Letran Calamba was once described as a fusion between "tradition and vision." Let this host of stories unfold as a testimony to that contradictory blend. Colegio de San Juan de Letran Calamba was established on March 11, 1979 in Barangay Bucal, Calamba City, Laguna, in an 11-ha rolling site at the foot of Mt. Makiling. On August 7, 1986, Letran Calamba was granted autonomy by its mother institution (Letran Intramuros) with Rev. Fr. Tamerlane Lana, O.P. as its first Rector and President.

The Colegio's Historical Records

The modest beginning of Letran started from the birth of two institutions, the Colegio de Niños Huerfanos de San Juan de Letran and the Colegio de Huerfanos de San San Pedro y de San Pablo. Both institutions, though fathered by two different pious men, Don Juan Geronimo Guerrero and Fray Diego de Santa Maria, OP, respectively, were nevertheless moved by the same objective - love and care of orphaned boys. Both the founders of these venerable institutions shared not only a special concern for the orphans but also linked by a strong bond of friendship. It was in 1640, the fusion of the two institutions emerged and eventually became known as Colegio de San Juarde Letran or simply Letran or the Colegio, under the auspices of the Spanish Dominicans. During its almost 400 years of existence, Letran has turned out a legion of men eminent in every branch of learning and who have exerted great influence in building up the Philippine nation such as Manuel Quezon, Sergio Osmeña, Apolinario Mabini, Gregorio del Pilar, Fransisco Balagtas, and Emilio Aguinaldo.

On December 8, 1971, Solemnity of the Immaculate Concepcion, an indigenous Dominican Province was established in the Philippines by virtue of a decree lam ab anno 1579 in the ceremonies held in Santo Domingo, Quezon City.¹ It was inaugurated during the year-long celebration of the 8th centenary of the birth of St. Dominic de Guzman. One of the Dominican institutions given to the new Dominican Province was the Colegio de San Juan de Letran in Intramuros, Manila.

Eight years after the establishment of the Philippine Province and during the incumbency of Fr. Pompeyo F. de Mesa, OP, the Colegio opened an extension campus in the town of Calamba, Laguna on the 11-hectare land donated by the Philippine Sugar Estates Development Corporation. This was the first educational institution founded by the Philippine Province outside Metro Manila in line with the decongestion policy of the government and the expansion program of the Colegio.² The cornerstone of the main building was laid and blessed by the first Bishop of San Pablo, Most Rev. Pedro Bantigue, on March 11, 1979. The project was headed by Fr. Ramon C. Salinas, OP, who envisioned a Filipino and Dominican institution of higher learning in the Southern Tagalog Region. The Colegio in Calamba formally opened in June 13, 1979.³ On the occasion of the opening of the extension campus, the town council of Calamba passed a resolution of gratitude to the Dominican friars, sponsored by Hon. Sisenando L. Rizal, grandnephew of Dr. Jose Rizal, for extending the benefits of Catholic education in the area.⁴

Acts of the Assembly ad instar Capituli Provincialis of the Dominican Province of the Philippines, Santo Domingo Convent, Quezon City, May 14 - June 14, 1972, n. 22.

Acts of the 2nd Provincial Chapter, Convent of St. John Lateran, Intramuros, Manila, December 16, 1979 - January 28, 1980, n.50

Intramuros 1980, n. 51. Also present during this inaguration was the Deputy Minister of the Ministry of Education and Culture, Hon. Narcisso Albarracin.

intramuros 1980, n. 50.

intramuros 1980, n. 52.

From 1979, Letran Calamba has established a good name in quality education, strong research efforts, and responsive community service and extension activities. Seven years after its establishment as an extension campus, during the rectorship of Fr. Thomas Lopez Francisco, OP, the Colegio granted Letran Calamba its autonomous status[®] on August 7, 1986 with Fr. Tamerlane R. Lana, OP, as its first Rector and President. It has ever since become a respected higher educational institution.

Born from the fusion of tradition and vision, Letran Calamba operates within the principles of the Dominican Philosophy of Education and the supreme ideals of Letran education of Deus, Patria, Letran, everly contextualized in its motto: Conscience, Discipline and Excellence. Its curricular programs range from its flagship engineering courses to specialized offerings on information technology, business management, hospitality management, education, arts and sciences, nursing, and professional studies.

The Here and Now

For the last decades, the Colegio can boast of accomplishments in quality learning and instruction. Infrastructure development, research undertakings, and community service. The institution has a pool of more than 250 qualified mentors, most of them equipped with graduate degrees.

Engineering and communication students manage the institution's own radio station, Knight 103.9 FM. Hotel and Restaurant Management students operate fully equipped mini-hotel in the campus. Computer Science and Information Technology majors, on the other hand, enjoys the use of the Information Technology and Computer Center, a facility provided with 416 top-of-the-line computer units.

Research efforts were rewarded with CHED Region IV's award for the best HEI Student Research Program given January 2007. Community Service is felt through the tradition and advocacy of Makipamuhay, a social immersion program being sustained by the Colegio for years. It has also put up Hayuma an internationally-funded project where skilled workers from Laguna communities are working.

And true to its Catholic identity as an educational institution, the Colegio has provided its stakeholders developmental spiritual formation programs and activities that ensure a total human development. It has also institutionalized its religious education program.

Our Routes

All these and more triggered the Colegio to venture into accreditation and certification efforts. These are moves to further substantiate the institution's adherence to quality standards. This is another part of our institution's grand narrative.

The Colegio has pursued various quality management efforts reflecting the institution's drive towards management of quality assurance. Letran Calamba has started its application for Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA) accreditation in November 2008. The Federation of Accrediting Association of the Philippines (FAAP) awarded 22.73%, 36.36%, and 9.09% of the Colegio's academic programs Level 3, Level 2, and Level 1 Status, respectively. The Colegio was also awarded with the highest number of accredited academic programs among all colleges.

In 2016. Also, it was awarded with the highest number of candidate programs in the Philippines for two consecutive years (2011 and 2012) and highest number of Level 1 programs in 2014.

In December 2017, the Colegio was awarded by PACUCOA with the College with the second highest number of accredited programs in the Philippines and on December 2018, the Colegio was awarded by PACUCOA with the First Science High School (Special Science Curriculum), to have been granted Level III Reaccredited Status in Region IV and the College with the second highest number of accredited programs in the Philippines. As of September 2019 of AY 2019-2020, 80.95% of the programs of the Colegio are PACUCOA accredited.

Also, the Colegio was granted the ISO 9001:2008 certification on November 28, 2013. The Colegio's pursuit of quality management continues with its recent engagement with a national quality award and earned in March 2015 the Philippine Quality Award (PQA) Recognition for Commitment to Quality Management during the PQA 18th Award Cycle. On November 21, 2016, Letran Calamba is the first educational institution in the Philippines to be given the prestigious Global Performance Award Best in Class at Rotorua, New Zealand. In addition, the Colegio received the PQA award last October 24, 2018 in the 2015-2017 PQA Conferment Ceremony at Malacañang Palace, Manila, Philippines.

The Colegio has recently passed the ISO 9001:2015 surveillance visit on February 19, 2024. All these prove the contention that quality is a continuous and a rigorous pursuit of the Colegio, and a commitment to maintaining high quality standards in operations and services. In May 30, 2024, Letran Calamba won 3rd Place in CHED-IVA's Promoting Research and Innovation for Monumental Excellence (PRIME) Awards. Moreover, Letran Calamba has also retained its Autonomous Status and was awarded on November 24, 2024.

Colegio's Logo



The shield, which carries the Silver Cross on a blue and red field encircled by a wreath of green laurels, symbolizes the pattern by which the spirit must grow - the silver purity of true and noble goals alone can triumph over difficulties; victory follows with a wreath of laurels.

Institutional Philosophy and Objectives

Vision

In a culture of Conscience, Discipline, and Excellence, we envision Letran Calamba as a leading Catholic academic institution, a hub of educational technology and innovation, and a vital formation center in the religious and sustainable socioeconomic developments in the Asia-Pacific region by 2029.

Mission

We, the Colegio de San Juan de Letran Calamba, a Catholic educational institution, commit ourselves to the total human development and better quality of life of our stakeholders, and the promotion of a socially responsive community through a global and innovative education that is Dominican in orientation.

Institutional Quality Policy

To realize the institutional vision and to fulfill the mission of Letran Calamba, the Colegio commits itself to deliver consistently quality education to its students and quality service to its stakeholders through a relevant outcomes-

based instruction, sustained research and community extension culture, and continually improved quality management systems.

Strategic Directional Areas (SDA) - Based Institutional Objectives

INSTRUCTION. To provide and sustain excellent academic programs characterized by quality, innovative, and immersive teaching and learning practices responsive to the changing times.

RESEARCH. To produce quality and responsive research geared towards research collaboration, presentation, publication, and utilization by developing competencies of faculty, employees, and students.

COMMUNITY AND EXTENSION SERVICES. To strengthen Letran Calamba's solidarity with the larger community through projects and activities that are compassionate and responsive to the needs of the marginalized communities.

FINANCIAL SUSTAINABILITY. To attain financial sustainability through alternative resources and judicious fund management in order to fund Colegio's programs particularly, in areas of innovation and personnel development.

DOMINICAN EMPOWERMENT. To provide faith-based and integral formation programs for all stakeholders, meaningful Liturgical Celebrations and devotions, and community engagement activities responsive to the signs of the times.

NETWORKING AND LINKAGES. [1] To increase student population, in proportion to the physical and human resources of the Colegio, through integrated marketing communications and continuously build Letran Calamba's brand equity [2] To establish engaging collaborations with industry partners to sustain and strengthen links between education practices and industry competencies.

PHYSICAL AND INFORMATION TECHNOLOGY. [Physical] To ensure, through optimal readiness of infrastructure, with sustainable and innovative practices, that the Colegio de San Juan de Letran-Calamba be an institution of choice by 2029.[IT] To thrust Colegio de San Juan de Letran-Calamba by 2029 as an institution of choice and leader in the region in connected learning through platforms characterized by sustainable technological innovations.

STUDENT SERVICES AFFAIRS. To promote flexible and seamless student services and programs that support learning and development as well as promote optimal student engagement and satisfaction.

ADMINISTRATION SYSTEM AND HUMAN RESOURCE. To strive for organizational effectiveness and efficiency through compliance with regulations, maintain high standards and pursue certifications and accreditation for continuous improvement. [HR] To provide an adequate, competent, and engaged workforce.

Institutional Core Values

DEUS
Truth
Fidelity

PATRIA
Compassion
Patriotism

LETRAN
Loyalty
Academic Excellence

DEPARTMENTAL PHILOSOPHY AND OBJECTIVES

Vision

In a Culture of Conscience, Discipline, and Excellence, the Research Department envisions to serve the growing needs of the institution and of the whole CALABARZON area in the contexts of student and personnel researches responsive to community and industry needs.

Mission

We, the Research Department, a research arm of Colegio de San Juan de Letran Calamba, consecrated to the search for truth and committed to the total human development, strive to nurture the research capability and competence of the members of the Letran community and conduct researches fostering a research environment that is grounded on Filipino culture permeated by Dominican values and responsive to the growing needs of the institution and the society.

SDA-based Wildly Important Goals (Research)

PEOPLE:

1. To engage at least 95 percent of the total full-time faculty members per school in research by AY 2028-2029 to meet the accreditation standards and to foster the research culture in Letran Calamba;
2. To attain a 98% completion rate for the research requirements of student-researchers from AY 2022-2029 as a measure of their research competence;
3. To engage at least 75% of the offices to produce research brief/data analysis by AY 2028-2029 to promote informed-decision making and process improvement based on research results;
4. To conduct 2 collaborative research projects with community/industry/ government agencies until AY 2028-2029 through strengthened linkages; and in the future, augment the research funds of the Colegio.

POLICY:

1. To establish a mechanism for Intellectual Property Rights (IPR) protection that will assist in the utilization or patent application of faculty and student research outputs and apply at least one (1) project for IPR by AY 2028-2029.

PROCESS:

1. To disseminate at least 10% of faculty research output in local conferences and peer-reviewed journals by AY 2028-2029;
2. To disseminate at least 90% of faculty research output in international conferences and peer-reviewed, indexed journals by AY 2028-2029;
3. To disseminate at least 9 student research output in local conferences by AY 2028-2029.

INNOVATION:

1. To implement at least 4 activities to address emerging needs related to advancement of quality and integrity of research by AY 2028-2029.

History of the Research Department

From the Roots. The RD started under the name, Center for Research Development (CRD) in 1995 and was established under the supervision of Rev. Fr. Herminio Dagohoy, O.P. The CRD program then centralized the

terminal research requirements of all graduating students by facilitating their Project Feasibility Studies, Theses, and Practicum.

In 1996, Rev. Fr. Stephen R. Redillas, O.P. succeeded Fr. Dagohoy in directing the programs of the Center. Fr. Redillas started his new role by modifying the name of CRD for a wider, yet more ambitious vision. While retaining its original abbreviation, CRD, its full name was expanded with the insertion of the conjunction “and” between the words Research and Development to underscore the Center’s intent not only to develop researches but also to implement or apply research results among intended beneficiaries.

The organizational structure of the Colegio was changed in 2004 affecting the names of different offices and departments including CRD. CRD was called R&DD, which means Research and Development Department. Along with the change in its name, a new program was also intensified, the Institutional Research Program (IRP) in addition to the Student Research Program (SRP).

A series of research leaders headed the Department. The following succeeded Fr. Redillas: Prof. Elsa T. Silon became its head (2003-2008) creating greatest impact on student research (in fact, the Student Research Program won the CHED’s Best Research Program Award in 2007); followed by Prof. Roberto DV. Revilla (2008-2013) with thrust focused on institutional funding from related government agencies and other research consortia in the region; and Assoc. Prof. Lorenzo B. Isla (2013-2014), whose term looked into OJT-related operations and possible links between research and community service.

R&DD leveled up and became a division (Research and Development Division) in 2014. Under the division was the Research Department (RD), headed by Asst. Prof. Floricon V. Encabo (2014-2016), followed by Asst. Prof. Michelle L. Ventanilla and Ms. Sharon A. Malaiba (both shared short stints in 2017). All of them worked on the quality operations of research and development. The change in its name does not alter its functions and roles. It remains the research arm of the Colegio de San Juan de Letran Calamba. Its primary objective continues to be the promotion of research and development embedded in a culture of discipline, conscience, and excellence. During this period, greater assistance was also provided to faculty researchers who presented papers in local and international conferences, most of them getting awards for exemplary research outcomes.

In January 2018, recent changes in the organizational structure of the Colegio led to the merging of the two departments, Research Department and Knowledge Management, thus, forming the Research and Knowledge Management Department (RKMD), which retains the mandates of research embedded with knowledge management principles.

In August 2018, the division took another transformation. It became Research and Collaboration Division (RCD), taking on mandates almost similar to what it already does, except that it weaned away from its care of student research; the Academic Research Department (ARD) was under the Academics Division for one school year (2018-2019) and was headed by Dr. Christopher C. Mantillas.

In AY 2019-2020, ARD is back under the jurisdiction of RCD. Its transformations could be seen, though, in its newer attempts to do collaborative research with external agencies, assist external researchers in their related undertakings, and engage in KM-related functions, such as protection of intellectual property rights for research products in the form of patent and copyright applications. This is the kind of future it wants to lead and direct for itself.

The Academic Year 2021-2022 led another path for the Research Department of the Colegio when it was merged with the Quality Management Department (QMD) in the new organizational structure, hence, a new name—

Research and Quality Management Department (RQMD). The department was headed by Dr. Floricon V. Encabo as the Senior Director. Under the RQMD is the Center for Quality Management (CQM), which was headed by Dr. Lorenzo Romabiles III. This AY led to modifications in the processes and functions of the department in order to adapt to the effects brought about by the COVID-19 pandemic which affected the operations of the Colegio.

To its Routes. Driven by the post-pandemic shift, the Colegio underwent a restructuring, leading to a revised organizational structure for Academic Year 2022-2023. As part of this initiative, the Research Department (RD) was incorporated into the Academics and Research Division under the successive leadership of Ms. Magnolia R. Quiatchon and Ms. Maria Morena M. Tamayo.

With the appointment of Dr. Ma. Xenia Z. Bitera as the new Senior Director in AY 2023-2024, the department now embarks on a new chapter. RD remains the Colegio's core research arm, spearheading two crucial programs: the Institutional Research Program for faculty and staff and the Student Research Program for students enrolled in research. Committed to fostering a culture of discipline, conscience, and excellence, the department strives to generate impactful and high-quality research papers that address the critical knowledge and technology needs of the Colegio, its local community, and the CALABARZON Region. Beyond mere outputs, RD aspires to become a vibrant hub for scholarly exploration and innovation, propelling the Colegio towards a future of research excellence.

Departmental Logo



The book symbolizes the Research Units' intent to develop the culture of inquiry and curiosity among Letran Calamba personnel and students, which would lead them to produce significant research studies. The two diagonal curved lines (red and blue) symbolizes the two major research programs of the Department— the Institutional Research Program (IRP) and the Student Research Program (SRP). The three stars represent Letran Calamba's culture of conscience, discipline, and excellence. The white cross on the bottom symbolizes the purity of true and noble goals of the department to promote knowledge generation and continuous development. It also signify the school's Dominican identity.

Hours of Operations

The official services and operations of the Research Department starts at 8 a.m. and ends at 5 p.m., from Monday to Friday.

List of Services

The Institutional Research Unit (IRU) is responsible in managing the Colegio's Institutional Research Programs, specifically:

1. **Research Grant Program (RGP).** The Research Department provides research grants to boost research culture in the institution. Permanent personnel are eligible to avail the grant. Probationary employees can also avail the grant, provided that the lead researcher of the project is a permanent personnel.
 - Honorarium for Researchers: PHP 75,000
 - Maximum PHP 100,000 per Research Project
2. **Research Grant for Special projects (RGSP).** The research grant for special projects is available for topics, which the RD, Academic Schools, and the other departments in the Colegio consider significant in the

pursuit of its mandate and quality objectives, as indicated in the Colegio's Institutional Research Agenda. The program is open to all teaching or non-teaching, full-time or part-time, regular or non-regular personnel who manifest research capability and interest in conducting research.

- PHP 45,000 per research project
3. **Faculty Researcher Program (FRP).** FRP is an overarching program that enables faculty to engage in research-related undertakings while performing instruction and extension functions, to enhance and sustain the Colegio's research culture. A faculty-researcher may be given a research load equivalent to a maximum of 16 units teaching load (including FDA) depending on the rigor of his/her research.
 4. **Faculty Development Activities (FDA) - Research.** One of the programs offered to faculty members by the Office of the Vice President for Academics and Research (OVPAR) is Faculty Development Activities (FDA). FDA aims to meet the specific development needs of the faculty— one of these needs is research experience and immersion. A faculty under FDA-research has a load equivalent (maximum of 4 units) to the approved FDA rendered by a qualified full time faculty member in addition to a regular load assignment of 18 hours or units.
 5. **Institutional Research Colloquium.** The Research Colloquium is conducted to share the significant findings of both funded and non-funded research studies within the Letran Calamba community. Also, the RD is sending the faculty researchers to local and international research conferences to present the findings of their research.
 6. **Journal Publications.** The RD, through the Institutional Research Unit (IRU), publishes two faculty research journals – NEXO and CRUZAR: Journal of Institutional Research and Development.
 7. **Research Capability Building Activities (RCBA).** Scientific training in research is vital to produce quality research. RD designed RCBA to enhance the research skills and competencies of the faculty members.
 8. **Evaluation of Instructional Materials.** The RD is mandated to assist in the evaluation of instructional materials (IM) developed by Letran faculty members. The review of IMs aims to maintain certain standards and contribute to a need-based and up-to-date materials that could be used by students.

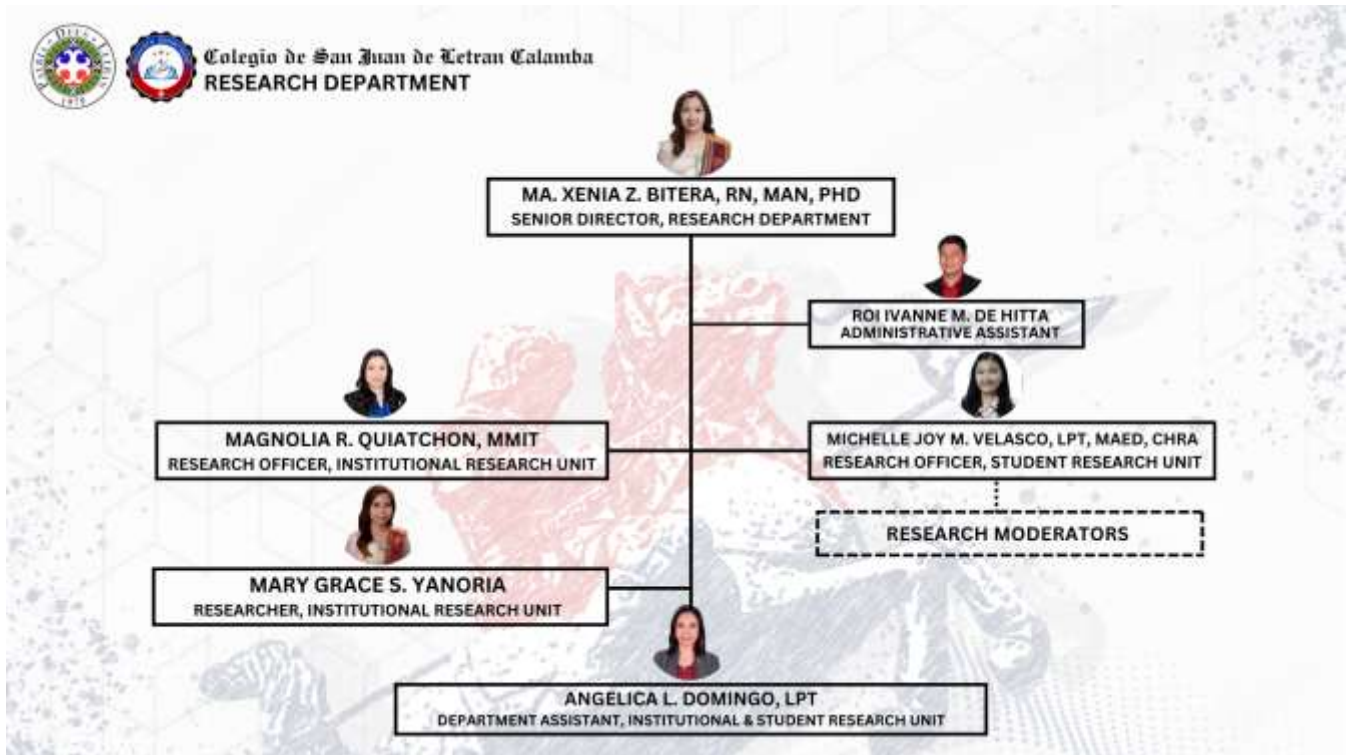
The Student Research Unit (SRU) is responsible in administering the Colegio's Student Research Program and activities specifically:

1. **Seminar-type lectures.** The research class for the student-researchers is of seminar type. The lecture-seminar guides the students in writing their thesis. The RD invites guest-lecturers to help the student-researchers in the development of their research projects. Lectures are presented based on the respective research format and contents.
2. **Proposal Defense and Final Oral Defense.** The Student Research Unit (SRU) schedules the Proposal and Final Oral Defense. The defense is done through panel evaluation. The RD convenes the panel of three members to evaluate the research outcomes.
3. **Selection of Best Research Paper.** The RD awards the Best Research Paper for each degree program. Along with their respective parents, the awardees are properly recognized during the baccalaureate program.
4. **Student Research Colloquium, Poster Presentation, Project and Software Demonstration, and Product Exhibit.** The RD facilitates the conduct of student research colloquium, poster presentation, software demonstration, project demonstration, and prototype exhibit toward the end of the semester. The activities coincide with the celebration of the RD's Research Week dubbed as *SALIKSIKAN*.
5. **Student Research Publication.** There are two student-research journal publications released by the RD-SRU annually. The journal publications are called, *ANI* and *BINHI*. It also publishes other journals like *SIBOL* (Junior High School Investigatory Projects) and *ALAB* (Graduate School).

List of Publications

1. **ANI.** A multidisciplinary journal containing research studies and abstracts by the undergraduate students of Colegio de San Juan de Letran-Calamba.
2. **BINHI.** A multidisciplinary journal containing thesis abstracts and researches by students of Colegio de San Juan de Letran Calamba
3. **CRUZAR:** Journal of Institutional Research and Development is an academic journal published by Colegio de San Juan de Letran Calamba. It is an annual research publication which showcases researches conducted by Letran Calamba personnel.
4. **NEXO.** It is a peer-reviewed journal that showcases researches conducted by Letran Calamba personnel and external contributors that have undergone and passed through evaluation standards.

Organizational Chart



The Research Department (RD) serves as the research arm of the Colegio and is directly under the Vice President for Academics and Research. Headed by a Senior Director who also co-chairs the Research Council and chairs the Research Ethics Committee, the RD comprises two Research Officers: one for the Institutional Research Unit (IRU) and another for the Student Research Unit (SRU). Supporting the Research Department are Researchers, Department and Administrative Assistants. Research Moderators, who report to the Student Research Unit Officer, also contribute to the RD's endeavors.

Moreover, the RD has established a Research Council and a Research Ethics Committee to ensure adherence to the research standards and maintain the quality of the research output of administrators, faculty, employees, and students.

RESEARCH COUNCIL

The Research Council has the following duties and responsibilities:

1. Contribute to developing and reviewing the research policy, ensuring its alignment with institutional goals and statutory requirements.
2. Evaluate research proposals and monitor their timely progress to foster research productivity.
3. Uphold high-quality research to strengthen the culture of research excellence.
4. Promote research integrity and address instances of research misconduct, including plagiarism, fabrication, and data falsification.
5. Assist in the awards and recognition programs to celebrate outstanding research contributions by faculty, staff, and students.
6. Assist in the collating and preparing evidence for accreditation, auditing, and certifying bodies
7. Foster strong relationships with other university departments and external stakeholders to promote research collaboration and knowledge transfer.
8. Perform other responsibilities assigned by the Chairperson of the Executive Committee.

RESEARCH ETHICS COMMITTEE

The Research Ethics Committee has the following duties and responsibilities:

1. Develop policies and guidelines on ethical conduct that govern the behavior of personnel and stakeholders.
2. Provide an independent and objective assessment of the ethical aspects of research proposals, free from bias or conflicts of interest.
3. Conduct a thorough review of research proposals to ensure they comply with relevant ethical guidelines, regulations, and institutional policies.
4. Scrutinize the informed consent process to ensure that participants are provided with complete and accurate information about the research, including its purpose, procedures, risks, and benefits, and that their consent is freely given. Pay particular attention to vulnerable populations.
5. Prepare reports summarizing findings, investigations, or ethical issues and concerns recommendations.
6. Enforce and monitor integrity within the organization, ensuring its members conduct themselves in a way that promotes trust and accountability.

INSTITUTIONAL RESEARCH AGENDA 2024-2029

I. INSTITUTIONAL RESEARCH

1. ORGANIZATIONAL EFFECTIVENESS & EFFICIENCY

The overarching goal is to improve Letran Calamba's organizational efficiency, quality management, assurance, research analysis, financial sustainability, employee welfare, linkages, and future planning.

- a. Admission & Retention
- b. Quality Management System
- c. Quality Assurance
- d. Linkages & Internalization
- e. Employee's Welfare
- f. Benchmarking & Data Analysis
- g. Financial Sustainability
- h. Strategic Directions

2. MULTIDIMENSIONAL STUDENT DEVELOPMENT

The overarching goal is to enhance Letran Calamba's student experience through engagement, diversity, mental health, career readiness, student services improvement, safety, and financial aid strategies.

- a. Student Engagement & Campus Life
- b. Diversity, Equity, and Inclusion
- c. Mental Health and well-being
- d. Career Readiness & Professional Development
- e. Assessment & Improvement of Student Services Program
- f. Campus Safety & Student Conduct
- g. Institutional Financial Aid Strategies

3. COMMUNITY DEVELOPMENT

The goal is to foster peace, inclusivity, heritage preservation, cultural resilience, and community capability building.

- a. Peace and Inclusivity
- b. Heritage and Cultural Resilience
- c. Service Learning and Capability Building

II. DISCIPLINE-BASED RESEARCH

1. BUSINESS STRATEGY AND PERFORMANCE

The overarching goal is to drive innovation and efficiency in business practices through sociopreneurship, financial management, green accounting, marketing, operations management, and HR analytics.

- a. Socio-preneurship and Innovation
- b. Financial Management and Accounting System
- c. Green Accounting
- d. Marketing and Consumer Behavior
- e. Operations Management and Supply Chain
- f. Human Resource Analytics

2. DIGITAL TRANSFORMATION AND INNOVATION

The overarching goal is to innovate Letran Calamba's academic and business processes through Artificial Intelligence, Immersive Technologies, Software Development, Cybersecurity, and Gamification in Education.

- a. Artificial Intelligence and Data Science
- b. Immersive Technologies
- c. Software Development
- d. Cybersecurity and Cloud Computing
- e. Gamification in Education

3. EDUCATIONAL EFFECTIVENESS AND IMPROVEMENT

The overarching goal is to enhance LC students' educational outcomes by focusing on regular curriculum, assessment, strategic teacher development, creative student engagement, equity, school culture, and early childhood education.

- a. Curriculum and Instruction
- b. Assessment and Evaluation
- c. Teacher Professional Development
- d. Student Engagement and Motivation
- e. Equity and Inclusion
- f. School Climate and Culture
- g. Early Childhood Education

4. HUMAN DEVELOPMENT AND SOCIETAL TRANSFORMATION

The overarching goal is to cultivate a knowledgeable, creative, and engaged global citizenry capable of addressing complex challenges and building a sustainable future.

- a. Human Mind, Behavior, and Society
- b. Human Learning and Development
- c. Communication and Society

5. NURSING CARE MANAGEMENT

The overarching goal is to optimize health and well-being through evidence-based nursing care, innovation, and advocacy.

- a. Maternal and Child Health Nursing
- b. Community and Public Health Nursing
- c. Adult and Geriatric Health Nursing
- d. Psychiatric Nursing

6. RELIGIOUS CULTURE AND IDENTITY

The overarching goal is to ensure that the religious formation of LC's personnel and students is anchored on the Dominican charism and orthodox Christian teachings and values.

- a. Religious Traditions and Practices
- b. Religious Identity and Formation
- c. Core Values and Dominican Charism

7. SUSTAINABLE AND INTELLIGENT ENGINEERING SOLUTIONS

The overarching goal is to advance sustainability, efficiency, resilience, and innovation in manufacturing, energy solutions, connected systems, and built environments to address emerging challenges and promote long-term viability

- a. Sustainable and Smart Manufacturing and Production Systems
- b. Renewable, Efficient, and Resilient Energy Solutions
- c. Intelligent, Connected, and Secure Systems
- d. Sustainable Infrastructure and Built Environment

8. SUSTAINABLE TOURISM DEVELOPMENT

The goal is to promote environmental, social, and economic sustainability while enhancing tourism experience and management.

- a. Environmental Sustainability
- b. Social and Community Impact
- c. Economic Sustainability
- d. Tourism Experience and Management

II. CROSS-CUTTING THEMES

1. ESG (ENVIRONMENT, SOCIAL, AND GOVERNANCE)

The goal is to promote environmental sustainability, social equity, and ethical governance.

- a. Environmental Sustainability
- b. Social Impact and Equity
- c. Governance and Ethics

2. TECHNOLOGY IN VARIOUS DOMAINS

To harness technology for the betterment of humanity by developing innovative solutions to global challenges and improving the quality of life.

- a. Application and implication of technology to a particular field such as healthcare, education, etc.

COLLEGIATE & DEPARTMENTAL RESEARCH AGENDA 2024-2029

I. SCHOOL OF BUSINESS, MANAGEMENT, AND ACCOUNTANCY

1. BUSINESS STRATEGY AND PERFORMANCE

The overarching goal is to drive innovation and efficiency in business practices through sociopreneurship, financial management, green accounting, marketing, operations management, and HR analytics.

- a. Socio-preneurship and Innovation
 - i. Emerging Business Models
 - ii. Innovation Adoption and Diffusion
- b. Financial Management and Accounting System
- c. Green Accounting
- d. Marketing and Consumer Behavior
 - i. Data Analytics
 - ii. Consumer Behavior and Trends
 - iii. Loyalty Programs and Rewards
- e. Operations Management and Supply Chain
 - i. Responsible Consumption and Production
- f. Human Resource Analytics

II. SCHOOL OF COMPUTER STUDIES & TECHNOLOGY

2. DIGITAL TRANSFORMATION AND INNOVATION

The overarching goal is to innovate Letran Calamba's academic and business processes through Artificial Intelligence, Immersive Technologies, Software Development, Cybersecurity, and Gamification in Education.

- a. Artificial Intelligence and Data Science
 - i. Artificial Intelligence
 - ii. Machine Learning
 - iii. Data Visualization
 - iv. Data Mining
 - v. Data Analytics
 - vi. Big Data
- b. Immersive Technologies
 - i. Virtual Reality
 - ii. Augmented Reality
- c. Software Development
 - i. Software development
 - ii. Mobile Application development
 - iii. Web Application development

- d. Cybersecurity and Cloud Computing
 - i. Internet Security
 - ii. Virtualization and Networking
 - iii. Web Service and Performance
- e. Gamification in Education

III. BASIC EDUCATION DEPARTMENT

3. EDUCATIONAL EFFECTIVENESS AND IMPROVEMENT

The overarching goal is to enhance LC students' educational outcomes by focusing on regular curriculum, assessment, strategic teacher development, creative student engagement, equity, school culture, and early childhood education.

- a. Curriculum and Instruction
- b. Assessment and Evaluation
- c. Teacher Professional Development
- d. Student Engagement and Motivation
- e. Equity and Inclusion
- f. School Climate and Culture
- g. Early Childhood Education

IV. SCHOOL OF EDUCATION, ARTS, AND SCIENCES

4. HUMAN DEVELOPMENT AND SOCIETAL TRANSFORMATION

The overarching goal is to cultivate a knowledgeable, creative, and engaged global citizenry capable of addressing complex challenges and building a sustainable future.

- a. Human Mind, Behavior, and Society
 - i. Holistic Approaches to Mental Health and Wellness
- b. Human Learning and Development
 - i. Educational Theories and Practices
- c. Communication and Society
 - i. Web and Social Media

V. SCHOOL OF NURSING

5. NURSING CARE MANAGEMENT

The overarching goal is to optimize health and well-being through evidence-based nursing care, innovation, and advocacy.

- a. Maternal and Child Health Nursing
- b. Community and Public Health Nursing
- c. Adult and Geriatric Health Nursing
- d. Psychiatric Nursing

VI. RELIGIOUS EDUCATION & CAMPUS MINISTRY

6. RELIGIOUS CULTURE AND IDENTITY

The overarching goal is to ensure that the religious formation of LC's personnel and students is anchored on the Dominican charism and orthodox Christian teachings and values.

- a. Religious Traditions and Practices
 - i. Catholic Social Teachings
 - ii. Institutional Identity
- b. Religious Identity and Formation
- c. Core Values and Dominican Charism
 - i. Dominican Philosophy of Education

VII. SCHOOL OF ENGINEERING AND ARCHITECTURE

7. SUSTAINABLE AND INTELLIGENT ENGINEERING SOLUTIONS

The overarching goal is to advance sustainability, efficiency, resilience, and innovation in manufacturing, energy solutions, connected systems, and built environments to address emerging challenges and promote long-term viability

- a. Sustainable and Smart Manufacturing and Production Systems
 - i. Optimizing industrial processes for efficiency and environmental sustainability
 - ii. Implementing Industry 4.0 and smart manufacturing technologies
 - iii. Advancing logistics and supply chain optimization
 - iv. Improving productivity and quality assurance
 - v. Developing innovative and sustainable materials
 - vi. Exploring additive manufacturing and 3D printing applications
 - vii. Enhancing product design and prototyping
- b. Renewable, Efficient, and Resilient Energy Solutions
 - i. Developing renewable energy generation and integration systems
 - ii. Improving energy storage and power electronics technologies
 - iii. Enhancing thermal management and energy efficiency
 - iv. Addressing global warming and environmental sustainability
 - v. Promoting circular economy and sustainable consumption
- c. Intelligent, Connected, and Secure Systems
 - i. Advancing Internet of Things (IoT) and sensor networks
 - ii. Designing embedded systems and intelligent devices
 - iii. Improving signal processing, communications, and cybersecurity
 - iv. Applying machine learning and AI in engineering applications
 - v. Leveraging big data and cloud computing for optimization
 - vi. Enhancing decision-making and automation
- d. Sustainable Infrastructure and Built Environment
 - i. Promoting sustainable construction and building design
 - ii. Enhancing disaster resilience and climate change adaptation
 - iii. Optimizing urban planning and livable cities
 - iv. Improving water, waste, and natural resource management
 - v. Advancing environmental impact assessment and remediation
 - vi. Developing pollution control technologies

VIII. SCHOOL OF TOURISM AND HOSPITALITY MANAGEMENT

8. SUSTAINABLE TOURISM DEVELOPMENT

The goal is to promote environmental, social, and economic sustainability while enhancing tourism experience and management.

- a. Environmental Sustainability
 - i. Waste management / Recycling
 - ii. Water conservation
- b. Social and Community Impact
 - i. Social Sustainability
 - ii. Community Engagement and Empowerment
 - iii. Tourism Development and Diversification
- c. Economic Sustainability
 - i. Economic Sustainability
 - ii. Local Procurement and Supply Chains
 - iii. Tourism Development and Diversification
 - iv. Tourism Marketing and Promotion
 - v. Impact On Tourism Development
 - vi. Innovation And Business Models
 - vii. Emerging Business Models
- d. Tourism Experience and Management
 - i. Hospitality Management
 - ii. Tourism Marketing and Promotion
 - iii. Emerging Travel Trends
 - iv. The Impact of Technology on Travel Decisions
 - v. Customer Experience and Satisfaction
 - vi. Service Quality and Expectations
 - vii. Customer Feedback and Reviews
 - viii. Loyalty and Retention
 - ix. Risk Assessment and Mitigation in Tourism and Hospitality
 - x. Emerging Threats and Risks
 - xi. Crisis Preparedness and Response
 - xii. Communication And Stakeholder Engagement
 - xiii. Recovery and Adaptation
 - xiv. Post-Crisis Recovery Strategies
 - xv. Building Resilience
 - xvi. Motivations And Barriers

IX. GRADUATE SCHOOL

1. ORGANIZATIONAL EFFECTIVENESS & EFFICIENCY

The overarching goal is to improve Letran Calamba's organizational efficiency, quality management, assurance, research analysis, financial sustainability, employee welfare, linkages, and future planning.

- a. Quality Management System
 - i. QMS Development Through Integrated Management System

2. DIGITAL TRANSFORMATION AND INNOVATION

The overarching goal is to innovate Letran Calamba's academic and business processes through Artificial Intelligence, Immersive Technologies, Software Development, Cybersecurity, and Gamification in Education.

- a. Artificial Intelligence and Data Science
 - i. AI in Business Management: Application of Data Analytics to Supply Chain

3. ESG (ENVIRONMENT, SOCIAL, AND GOVERNANCE)

The goal is to promote environmental sustainability, social equity, and ethical governance.

- a. Social Impact and Equity
 - i. Sustainability in Business Management

RESEARCH POLICIES AND PROCEDURES



INSTITUTIONAL RESEARCH MANDATE

1. Policy Framework

The call for faculty of Higher Education Institutions (HEIs) to conduct and generate researches is embodied in the pertinent provisions of Republic Act No. 7722, otherwise known as the “Higher Education Act of 1994.” Likewise, the advocacy to promote research in HEIs is aligned with the National Higher Education Research Agenda (NHERA) by the Commission on Higher Education (CHED).

With these as legal and institutional anchorage, the CHED crafts the following philosophy for HEI research, which is hereby adopted by Letran Calamba:

- Research is the ultimate expression of an individual’s innovative and creative powers. The higher education system shall ensure that the academic environment nurtures and supports Filipino research talents;
- Research thrives in an environment characterized by free flow of information, honest and analytical exchange of ideas, and supportive administrative structures; and
- Research is one of the main functions of the higher education system.

In essence, this quality procedure (QP) ventures to empower Letran personnel to conduct research as part of their larger academic function.

2. Application and Scope

This QP covers and applies to all the academic and non-academic units of the Colegio.

3. Definition of Terms

- 3.1 Academic Unit** refers to a School under the Academics and Research Division (ARD).
- 3.2 Non-Academic Unit** refers to offices or departments of the Colegio.
- 3.3 Colegio** refers to Colegio de San Juan de Letran Calamba.
- 3.4 Department** pertains to the Research Department (RD).
- 3.5 Faculty** covers full-time teaching personnel, whether probationary or tenured.
- 3.6 Research Outcome** is a scholarly discourse that has undergone the rigors of problem identification, data collection-construction and analysis, and packaging aligned with the Colegio’s minimum set for research conduct. It also adheres with the Colegio’s research agenda or priorities. It may be a fulfillment of the faculty’s research requirement (for permanency or promotion). It is not a Thesis or Dissertation.
- 3.7 Departmental Research** is a research outcome produced by an academic or non-academic unit, either funded or not, within the Colegio.
- 3.8 Funded Research** includes research projects financed by the Institutional Research Programs facilitated by RD (RGP and FRP).
- 3.9 Non-funded Research** includes research project/s conducted by an academic or non-academic unit that did not receive any financial assistance from the Colegio.
- 3.10 Research Agenda** cover the priority topics of the Colegio for its research endeavors. These serve as the basis for the approval of proposed research topics submitted both by the student and by Letran personnel.
- 3.11 Letran Personnel** refers to all employees, faculty members, and administrators of the Colegio.

3.12 Unit Allocation pertains to allotment of unit/s to be credited for research undertaking, integrated into the faculty's teaching load.

2. General Policies

- 2.1. The QP classifies research outcomes into four types:
 - 2.1.1. departmental research;
 - 2.1.2. research as a requirement for probationary faculty member;
 - 2.1.3. requisite research for promotion to a higher rank; and
 - 2.1.4. Research given as faculty load.
- 2.2. All research outcomes, whether funded or not, are subject to RD's process of evaluation.

3. Specific Policies

3.1. *Departmental Research*

- 3.1.1. All completed researches by academic or non-academic units in the Colegio may be submitted to RD to be included in the Institutional Research Catalog.
- 3.1.2. RD may assist the unit that conducts a research by evaluating the research outcome and providing suggestions for revision or improvement.
- 3.1.3. Research outcomes of academic and non-academic units may be subject to RD's evaluation. The author/s shall incorporate the suggestions and recommendations and submit a revised research paper to RD. Authors are also required to adhere to RD's research format.
- 3.1.4. The RD provides a certificate of research completion to author/s, after completing the requirements.
- 3.1.5. Completed research outcomes may be presented in a colloquium organized by the RD.
- 3.1.6. The researchers will be given an incentive of P5,000.00 once the process is completed.

3.2. *Research as a Requirement for Probationary Faculty Members*

- 3.2.1. All probationary faculty members are required to complete a research prior to permanency. Probationary faculty members could group themselves as researchers (maximum of five researchers per study).
- 3.2.2. As research is just one of the requirements for probationary faculty members, completion of such does not ensure permanency to the Colegio. Final endorsement will come from their respective academic heads and/or the Colegio's Human Resource Department (HRD).

3.3. *Research as Requirement for Ranking and Promotion*

- 3.3.1. All faculty members are required to comply with the research-related requirements for promotion set by the HRD.
- 3.3.2. The RD releases certificate of research completion to authors of research papers and other research-based outputs who have complied with the requirements set by the Department. The said certification may be submitted by the concerned personnel to HRD as proof or documentary evidence for ranking and promotion.

3.4. *Research given as Faculty Load*

- 3.4.1. Research given as Faculty Load is particularly meant for a permanent faculty aimed to meet the minimum teaching load requirements of 18 units set by CHED and the Colegio. In this special arrangement, the faculty concerned will be given a research project equivalent to a specified number of teaching units.
- 3.4.2. The research project covers an 18-week time frame or one semester.
- 3.4.3. The faculty researcher must report directly to his/her dean for topic identification and progress monitoring. S/he should render the required number of hours per week of duty, which should be spent working on the conduct of the research project.

- 3.4.4.** Monitoring and evaluation of research outcome will follow the standards set by the RD. The faculty shall accomplish the following RD forms in the conduct of his/her research project:
- 3.4.4.1.** Research Topic Proposal Form
 - 3.4.4.2.** Researcher Profile
 - 3.4.4.3.** Research Project Progress Report
 - 3.4.4.4.** Approval Sheet
 - 3.4.4.5.** Research Program Evaluation Form
- 3.4.5.** There should be no extension of deadline set for the expected outcome, which should be turned in by the end of the semester. The faculty member must strictly adhere to his/her defined timetable, as approved by the RD and his/her academic head.
- 3.4.6.** The RD provides a certificate of research completion to the faculty after completing the requirements.
- 3.4.7.** Completed research outcomes may be presented in a colloquium organized by the RD.

RESEARCH AGENDA SETTING

1. Policy Framework

The Commission on Higher Education (CHED) is mandated to assist the higher education institutions (HEIs) in developing a sustainable research culture. In response to this mandate, the CHED developed the National Higher Education Research Agenda (NHERA) to provide HEIs with policies, directions, and priorities that serve as guide. As the research arm of the Colegio, the Research Department (RD) shall ensure that researches conducted in Letran Calamba, by both students and personnel, are aligned with the Institutional Research Agenda.

In the same manner, one of the quality policies of the Colegio is to create a sustained research culture. Adhering to the said quality policy, the RD implements research programs that cover the institution's initiative to conduct and grant funding for research studies of Letran Calamba.

2. Application and Scope

This quality procedure (QP) applies to all administrators, faculty, and employees under academic and non-academic units of the Colegio.

3. Definition of Terms

3.1 Colegio refers to Colegio de San Juan de Letran Calamba.

3.2 Institutional Research Agenda refer to research priorities of the Colegio for a given period of time.

3.3 Letran personnel refer to all administrators, faculty, and employees under academic and non-academic units of the Colegio.

4. General Policy

The RD facilitates the Research Agenda Setting activity. The research agenda may be for medium term (3 years) or long term (5 years). The research thrusts of the Colegio shall be based on: (1) CHED and DepEd research priority areas, (2) One Letran System Agenda, (3) DOST Research Agenda; and (4) research agenda of consortia wherein the Colegio is a member (if applicable).

5. Specific Policies

5.1 Prior to the Institutional Research Agenda (IRA) setting activity, the RD shall draft the Institutional Research Agenda based on the existing IRA of the Colegio and priorities of the previously mentioned agencies. The drafted Institutional Research Agenda shall be forwarded to the academic and non-academic heads, for comments and suggestions.

5.2 The department heads shall discuss the drafted IRA and solicit comments and additional research priorities from his/her staff. This is to ensure that all the Letran personnel are actively involved in identifying the department's or school's research agenda.

5.3 The feedback of the departments shall then be forwarded to RD for final review and consolidation.

5.4 The finalized institutional research agenda will be disseminated to the Letran Calamba community through a memo.

RESEARCH CAPABILITY BUILDING ACTIVITIES

1. Policy Framework

The institutional objective of the Colegio pertaining to research relates to building the competencies of the Letran Calamba personnel— *to produce impactful and quality researches by developing competencies of faculty, employees, and students and provide avenues for research collaboration, dissemination, and utilization*. The above institutional objective has been reflected in the mission statement of the Research Department:

“We, the Research Department...strive to nurture the research capability and competence of the members of the Letran community...”

One of the departmental objectives of the Research Department (RD) is *to increase engagement of faculty in research to meet the accreditation standards, thereby stimulating the research culture in Letran Calamba*. This entails organization of trainings, workshops, and seminars for administrators, faculty, and employees.

2. Application and Scope

This quality policy (QP) applies to all administrators, faculty, and employees under academic and non-academic units of the Colegio.

3. Definition of Terms

3.1 Colegio refers to Colegio de San Juan de Letran Calamba.

3.2 Research Capability Building Activities refer to research-related trainings, workshops, and seminars organized by RD.

3.3 Letran personnel refer to all administrators, faculty, and employees under academic and non-academic units of the Colegio.

4. General Policy

The RD organizes research-related trainings, workshops, and seminars for all Letran personnel. The ultimate goal of these activities is to develop their research capability, which would eventually lead to a sustainable research culture within the Colegio.

5. Specific Policies

5.1 The RD conducts a training needs assessment to ensure that the training is focused on the needs of the target participants.

5.2 The RD organizes research trainings. Invited speakers/resource persons are those who are experts or have sufficient experience on the topic.

5.3 The number of research trainings, workshops, and seminars depend on the target/s specified on the operational plan of the Department.

5.4 Research trainings, workshops, and seminars conducted by RD are aligned with the Institutional Research Agenda of the Colegio.

RESEARCH GRANT PROGRAM (RGP)

1. Policy Framework

"Research in priority disciplines and key areas shall be pursued not only for improving instructional programs but also for advancing inventions and technologies" (R.A. 7722 - The Higher Education Act of 1994).

Guided by the above general policy on Higher Education Research, the Colegio, through the Research Department (RD), provides research grants to boost the research culture in the institution. In this context, research undertakings should contribute to the knowledge and technology needs of the Colegio, its immediate community, and of the CALABARZON.

The research grant is available for topics that Colegio considers significant in the pursuit of its mandate and quality objectives, as indicated in Colegio's Institutional Research Agenda. Further, in line with the institution's commitment to Environmental, Social, and Governance (ESG) principles, RD encourages researchers to incorporate ESG considerations into their research proposals. ESG encompasses a broad range of sustainability factors, including environmental impact, social responsibility, and good governance practices. By aligning the research efforts with Colegio's research agenda and ESG principles, Colegio can make significant contributions to the advancement of knowledge and the betterment of our society.

2. Application and Scope

This quality procedure (QP) shall apply to Letran Calamba permanent personnel who are interested in conducting funded research. Probationary personnel may also avail themselves of the grant provided a permanent personnel would serve as the lead researcher of the research project.

3. Definition of Terms

- 3.1 Research Projects** refer to the scholarly endeavors of teaching/non-teaching personnel intended for publication in scholarly research journals.
- 3.2 Technical Evaluation Committee (TEC)** refers to the body convened by RD to review and evaluate the research project proposal submitted by the Colegio's personnel.
- 3.3 Lead Researcher and Co-Researcher** refers to main and co-proponents of a funded research project.
- 3.4 Plagiarism** is copying the idea, even if words are all different, from another person whether dead or alive. It also pertains to stealing or passing off another person's work as one's own (<http://www.merriam-webster.com>, retrieved 20 May 2014).

4. General Policies

- 4.1** The RD, in coordination with the Department Heads, facilitates the conduct, monitoring, implementation, and evaluation of the Research Grant Program (RGP).
- 4.2** The program is open to all regular teaching and non-teaching personnel who manifest research capability and interest in conducting research.
- 4.3** Research projects are evaluated based on the criteria set by RD. A research grant is awarded to all approved research projects (i.e., an honorarium is given to the researcher).
- 4.4** The RD and a technical committee formed by the Department, reviews all research-related projects and endorses them for the approval of the RD's department head.
- 4.5** Approval of research grant is subject to availability of funds of the Department.

5. Specific Policies

5.1 Annual Call for Research Projects

- 5.1.1 The RD shall annually announce the availability of institutional research grants/incentives to Letran personnel through a memorandum.
- 5.1.2 Subject to availability of funds, the RD may conduct an online training/seminar/workshop to enhance the research knowledge and skills of Letran Calamba personnel.

5.2 Qualifications of Research Proponent/s

- 5.2.1 The lead proponent should be a regular/permanent personnel of Letran Calamba. Non-teaching personnel and probationary faculty members may be allowed by RD as co-proponent/s.

5.3 Research Project Proposal . Approval of research projects must satisfy standard criteria. The research project proposal:

- 5.3.1 Must be original
- 5.3.2 May either be of the following research types:
 - 5.3.3 Purposive Nomenclature:
 - 5.3.3.1 Fundamental or Pure research
 - 5.3.3.2 Applied research
 - 5.3.3.3 Action research
 - 5.3.4 Policy-oriented research
 - 5.3.5 Descriptive Nomenclature:
 - 5.3.5.1 Historical research
 - 5.3.5.2 Descriptive research
 - 5.3.5.3 Experimental research
 - 5.3.6 May be a development of a research-based instructional material
 - 5.3.7 Should be written in English or Filipino
 - 5.3.8 Should be technically feasible
 - 5.3.9 Should have a reasonable and justifiable budget proposal
 - 5.3.10 Should have goals realizable within the set time frame
 - 5.3.11 Should not be a:
 - 5.3.11.1 thesis or dissertation;
 - 5.3.11.2 compilation; or
 - 5.3.11.3 sabbatical research.

5.4 Nature of Research

- 5.4.1 The research project should be based on the priorities of the department where the proponent belongs or within the scope of the latest identified research agenda of the Colegio.
- 5.4.2 The research project should be along the line of expertise of the lead proponent and co-proponent/s.

5.5 Application Process for the Research Project Proposal

The process of applying the research project for funding involves three levels: (1) Research Topic Proposal and Approval; (2) RD Preliminary Evaluation of the research proposal; and (3) Technical Committee Evaluation. The following describes the process in detail:

5.5.1 Approval of Research Topic Proposal/s

- 5.5.1.1 The proponent/s fills out the Research Topic Proposal Form and submits it to the respective academic/department head for approval.
- 5.5.1.2 The proponent/s or the academic/department head forwards the approved and duly signed Research Topic Proposal Form to the RD. Signing the said form also signifies endorsement of the Academic Head.

- 5.5.1.3 The Academic Head's evaluation of the topic proposal should be based on the merit of the problem and alignment to institutional research agenda, ESG principles, as well as the respective School's research thrusts.
- 5.5.1.4 The RD evaluates the research topic proposal based on: (1) eligibility of the proponents; (2) adherence to Colegio's research agenda; (3) no duplication of an existing study; (4) "doability" of the project within an intended timetable; and (5) educational background or teaching experience of the proponent related to the proposed topic.
- 5.5.1.5 Topic proposal that did not satisfy the criteria set by the RD shall be returned to the proponent/s, for revision.
- 5.5.1.6 Proponents with approved topic proposals will be provided with the required format and will be given a deadline to develop their research proposal.
- 5.5.1.7 Preferably, the maximum number of research proponents per project is five (5). However, more than five proponents per project may be allowed depending on the scope of the research project, upon careful deliberation of the RD. The RD, being the implementer of this program, has the final decision over this matter.

5.5.2 RD Level

- 5.5.2.1 Upon submission of the full-blown research proposal, the RD checks it based on: (1) adherence to the prescribed format; (2) adequacy of the literatures reviewed; (3) plausibility or rigor of the methodology; (4) appropriateness of the framework of the study; (5) budgetary requirements; (6) timeframe; (7) personnel requirements of the study; and (8) other comments and suggestions. These shall all be recorded in the Preliminary Evaluation Sheet for Research Proposal.
- 5.5.2.2 In cases where revision/s in the research proposal is/are needed, proponents shall be given a deadline to revise the proposal based on the recommendations of RD.
- 5.5.2.3 Once the research proposal is ready for technical evaluation, the RD forms a technical evaluation committee (TEC) to evaluate the research proposal.

5.5.3 Technical Evaluation

- 5.5.3.1 The TEC is composed of the RD Director and 2 invited evaluators. The RD may invite one external evaluator who is a reputable expert or a practitioner in the field (if necessary). The evaluation ensues based on the procedure and criteria set by the RD.
- 5.5.3.2 The technical evaluation committee (TEC) members will be provided with a copy of the paper and the RD evaluation form via e-mail. The faculty researcher will be provided with the accomplished technical evaluation forms and annotated research proposal by the TEC members. This will serve as the proponent/s' basis for revision of the research proposal.
- 5.5.3.3 The RD also prepares a memorandum of agreement (MOA) and request for release of initial mobilization fund, for the project's actual implementation.

5.6 Research Project Implementation, Monitoring, and Evaluation

5.6.1 Implementation of Research Project

- 5.6.1.1 The implementation of a research project starts after MOA signing between the Colegio and the proponent/s.
- 5.6.1.2 The beginning and end dates of the research project are indicated in the MOA. However, implementation date may be reset depending on the release of funds. Other factors, such as proper timing of project activities, availability of personnel, and other justifiable reasons, can move the actual implementation date. For such cases, proper communication or notification are made between the researcher and RD.

- 5.6.1.3 All signed MOA of the Department with research proponent/s are forwarded to the Financial Services Department (FSD), for notarization.
- 5.6.1.4 The proponent/s selects the project personnel. The duties and responsibilities of the personnel shall be identified by the proponent/s and stated in the research proposal.
- 5.6.1.5 The project should be implemented within the approved budget. However, project funds can be re-programmed or transferred from one budget line item to another when needed, except for the honorarium.
- 5.6.1.6 RD provides the IRP Process Guide for Researchers and the forms needed by the proponent/s in the completion of their research project.

5.6.2 Monitoring of Research Project's Budget

- 5.6.2.1 The honorarium for the researchers is Php 75,000 regardless of the number of members per group. Ideally, the honorarium should be divided equally among the members of the group, however, partition of the honorarium package may vary depending on the agreed scheme of the research proponent/s. The breakdown of the honorarium per proponent shall be clearly stated in the research budget proposal.
- 5.6.2.2 Budget on maintenance and operating costs, as well as the project duration, may vary depending on the degree of research work to be done by the proponents. A grant of P100,000 is allotted by the Department per research project.
- 5.6.2.3 The budget is released in three parts equivalent to: 40%, 30%, and 30% of the total budget. The first tranche (40%) will be requested by RD for release after the MOA has been executed.
- 5.6.2.4 The request for the second portion of the budget can be made upon completion of: (a) at least one-half of the project activity, (b) liquidation of the first budget released, and (c) progress report.
- 5.6.2.5 Request for the third and last portion of the budget can only be made after the submission of the revised final paper after the second RTD.
- 5.6.2.6 All requests for cash advances from the research budget of the proponent/s should be made through the RD.
- 5.6.2.7 All liquidations should be supported by acceptable sales invoice or official receipts. All liquidations should be submitted to RD in two copies (original and a photocopy). RD would then submit the liquidation to the Accounting Office. In cases when the Accounting Office requests for additional requirements or receipts for the submitted liquidation, the researcher/s should comply prior to request of the next budget tranche.
- 5.6.2.8 All supplies, facilities, and services available on campus should be used prior to outside sources to minimize expenses. The usage of the allotted research budget to purchase of books, equipment, machine, gadget, and other fixed assets are not allowed.

5.6.3 Monitoring Research Progress

- 5.6.3.1 The researchers under RGP shall submit a progress report after the first half of their timeframe to check whether the objectives set were met as scheduled.
- 5.6.3.2 Preferably, the researchers should complete his/her research project within one year. Any extension of the project duration deemed necessary should be requested in writing by the proponent/s to RD, for approval. Extension of the project may be allowed if needed by the proponents upon presentation of justifiable reason/s, however, it does not entail additional honorarium for the researcher/s.

- 5.6.3.3** Researcher/s who did not meet the set timeframe will be requested by RD to accomplish a progress report. This is to document the reasons of and problems encountered by the researcher/s for not meeting the deadline.
- 5.6.3.4** In cases where the proponent/s or the RD wishes to terminate a research project due to a valid and justifiable reason, the concerned person/s shall inform the other party through writing. The letter should be given to the concerned party at least two weeks prior to official termination of the project.

5.6.4 Evaluation of the Final Report

- 5.6.4.1** Upon completion of the project, the proponent/s shall submit to RD three copies for the second technical evaluation.
- 5.6.4.2** Preferably, same TEC who evaluated the research proposal will be invited for the evaluation of the final paper. In cases wherein an original TEC cannot be contacted, the RD may invite another person to become a new member of the TEC. The TEC members will be provided with a copy of the paper and the RD evaluation form via e-mail.
- 5.6.4.3** The researcher/s will be provided with the accomplished technical evaluation forms and annotated research proposal by the TEC members. This will serve as basis for revision of the research paper.
- 5.6.4.4** The researcher/s incorporate/s the valid comments/suggestions of the TEC. Afterwards, a copy of the revised research paper shall be submitted to RD for checking. The RD ensures that the research paper conforms to the Department's standards and that the comments/suggestions of the technical committee evaluators were incorporated.
- 5.6.4.5** The proponent/s submit/s a complete set of final requirements. These include:
 - 5.6.4.5.1** Two edited, hard-bound copies of the final research paper based on the format required by RD. One copy would be given to the Library;
 - 5.6.4.5.2** IMRAD format of the research paper for publication purposes;
 - 5.6.4.5.3** Two CDs containing soft copy of the final research paper and IMRAD format article;
 - 5.6.4.5.4** Duly accomplished Research Program Evaluation Form (individual);
 - 5.6.4.5.5** Progress report (if necessary);
 - 5.6.4.5.6** Liquidation report of the 2nd and/or 3rd budget tranche (including transportation expenses form, and/or acknowledgement receipts); and
- 5.6.4.6** The RD provides the faculty with a certificate of research completion to confirm or attest compliance to RD requirements.
- 5.6.4.7** The RD provides a copy to the concerned department/s to encourage them to utilize and implement the research outcome whenever applicable.
- 5.6.4.8** All completed research projects funded by RD are presented in a Research Colloquium organized by the Department.

6. Intellectual Property Rights and Plagiarism. Research outcomes are products of human intellect and creativity. Thus, they are intellectual property and are subject to ownership and protection rights as specified by the RD.

- 6.1** Manuscripts must undergo plagiarism check after submission of research proposal. RD sets the acceptable rating to 10% similarity index based on the Turnitin report. The same report will be forwarded by RD staff to the researchers for reference.

- 6.2** All research projects completed under the Colegio's funds are jointly owned by the Colegio and the faculty-researcher, hence, presentation and publication of the paper completed under FDA must be duly reported to RD.

7. Sanctions and Penalties

- 7.1** If the researcher fails to comply with any or all of the stipulated terms and conditions in the signed MOA, after having been given a sufficient grace period to comply by the RD, the researcher/s shall refund to the Colegio the full amount paid to and received by him/her for the conduct of the research project, subject to the findings and recommendations of the RD.
- 7.2** Plagiarized research works may result in disqualification and/or withdrawal of grantee to any form of financial assistance, be it research-related or not. The researcher is also required to refund the full amount released to him/her for the conduct of the research project.

RESEARCH GRANT FOR SPECIAL PROJECTS FOR CONTINUOUS IMPROVEMENT AND QUALITY ASSURANCE

1. Policy Framework

“The State shall likewise ensure and protect academic freedom and shall promote its exercise and observance for the continuing intellectual growth, the advancement of learning and research, the development of responsible and effective leadership, the education of high-level and middle-level professionals, and the enrichment of our historical and cultural heritage.” (R.A. 7722 - The Higher Education Act of 1994)

Guided by the above policy on Higher Education Research, the Colegio, through the Research Department (RD), provides research grants for special projects to boost research culture in the institution. In this context, research undertakings should contribute to the knowledge and technology needs of the Colegio, its immediate community, and of the CALABARZON.

The research grant for special projects is available for topics, which the RD, Academic Schools, and the other departments in the Colegio consider significant in the pursuit of its mandate and quality objectives, as indicated in the Colegio’s Institutional Research Agenda.

2. Application and Scope

This quality procedure (QP) shall apply to all Letran Calamba teaching or non-teaching personnel, full-time or part-time, regular or non-regular, who are interested in conducting special research projects.

3. Definition of Terms

- 3.1 Research Projects** refer to the scholarly endeavors of teaching/non-teaching personnel intended for publication in scholarly research journals.
- 3.2 Special Projects** refer to researches conducted on special arrangements and could be conducted on a specified period of time as stated in the projects’ memorandum of agreement.
- 3.3 Special Projects for Continuous Improvement (CI) and Quality Assurance (QA)** are initiatives that go beyond routine activities and focus on addressing specific challenges, opportunities, or innovations in a focused and time-bound manner. They aim to significantly enhance the existing CI and QA efforts of the Colegio by creating impactful and measurable improvements. It aims to support innovative and impactful research projects that go beyond existing departmental or individual research endeavors and focus on broader initiatives that benefit the researcher’s department/school or the Colegio as a whole.
- 3.4 Plagiarism** is copying the idea, even if words are all different, from another person whether dead or alive. It also pertains to stealing or passing off another person’s work as one’s own (<http://www.merriam-webster.com>, retrieved 20 May 2014).
- 3.5 Technical Evaluation Committee (TEC)** refers to the body convened by RD to review and evaluate the research project proposal submitted by the Colegio’s personnel.
- 3.6 Letran Calamba personnel** include teaching or non-teaching, full-time or part-time, regular or non-regular personnel of the Colegio.

4. General Policies

- 4.1 The RD, in coordination with the Deans and Department Heads, facilitate the conduct, monitoring, implementation, and evaluation of the research grant for special projects.
- 4.2 The program is open to all teaching or non-teaching, full-time or part-time, regular or non-regular personnel who manifest research capability and interest in conducting research.
- 4.3 The research project should be based on the priorities of the RD or Academics and Research Division and will be evaluated based on the criteria set by RD.
- 4.4 The RD and a technical committee formed by the Department, reviews all research-related projects and endorses them for the approval of the RD Senior Director.
- 4.5 A research grant is awarded to approved research projects subject to availability of funds of RD.
- 4.6 Specific details, such as application deadlines, reporting requirements, and the like, may need to be adapted based on the specific context and needs of the Colegio.

5. Specific Policies

5.1 Call for Research Projects

- 5.1.1 The RD shall announce the availability of research grants to Letran personnel through a memorandum.
- 5.1.2 Subject to availability of funds, the RD may conduct an online training or mentoring sessions to enhance the research knowledge and skills of Letran Calamba personnel.

5.2 Qualifications of Research Proponent/s

- 5.2.1 All Letran Calamba personnel can be a research proponent for an approved research project. A contractual personnel may be allowed by RD as co-proponent/s provided that s/he is still under contract of Letran Calamba during the conduct of the group's research.

5.3 Research Project Proposal. Approval of research projects must satisfy standard criteria. The research project proposal:

- 5.3.1 Must be original
- 5.3.2 Should be written in English or Filipino
- 5.3.3 Should be technically feasible
- 5.3.4 Should have a reasonable and justifiable budget proposal
- 5.3.5 Should have goals realizable within the set time frame
- 5.3.6 Should not be a:
 - 5.3.6.1 an academic requirement (thesis/dissertation);
 - 5.3.6.2 compilation; or
 - 5.3.6.3 sabbatical research.

5.4 Funding for Special Research Projects

- 5.4.1 The research grant for Special Projects for Continuous Improvement and Quality Assurance is a package equivalent to Php 45,000. This amount recognizes the practical application and immediate impact of the project. The expected output under this grant is a paper that can serve as a documentation or reference for driving positive change and ensuring quality in the services and products of the Colegio. This funding aims to support the innovative and impactful research projects initiated by Letran Calamba personnel.

5.5 Application Process for the Research Project Proposal. The process of applying the research project for funding involves three levels: (1) research topic proposal and approval; (2) RD preliminary evaluation; and (3) technical committee evaluation. The following describes the process in detail:

5.5.1 Approval of Research Topic Proposal/s

- 5.5.1.1 The proponent/s fills out the Research Topic Proposal Form and submits it to the respective academic/department head for approval.

- 5.5.1.2 The proponent/s or the academic/department head forwards the approved and duly signed Research Topic Proposal Form to the RD. Signing the said form also signifies endorsement of the Academic Head.
- 5.5.1.3 The Academic Head's evaluation of the topic proposal should be based on the merit of the problem and alignment to institutional research agenda as well as the respective School's research thrusts.
- 5.5.1.4 The RD evaluates the research topic proposal based on: (1) eligibility of the proponents; (2) adherence to Colegio's research agenda; (3) no duplication of an existing study; (4) "doability" of the project within an intended timetable; and (5) educational background or teaching experience of the proponent related to the proposed topic.
- 5.5.1.5 Topic proposal that did not satisfy the criteria set by the RD shall be returned to the proponent/s for revision.
- 5.5.1.6 Proponents with approved topic proposals will be provided with the required format and will be given a deadline to develop their research proposal.
- 5.5.1.7 Preferably, the maximum number of research proponents per project is three (3). However, more than 3 proponents per project may be allowed depending on the scope of the research project, upon careful deliberation of the RD. The RD, being the implementer of this program, has the final decision over this matter.

5.5.2 RD Level

- 5.5.2.1 Upon submission of the full-blown research proposal, the RD checks it based on: (1) adherence to the prescribed format; (2) adequacy of the literatures reviewed (minimum of 30); (3) plausibility or rigor of the methodology; (4) appropriateness of the framework of the study; (5) budgetary requirements; (6) timeframe; (7) personnel requirements of the study; and (8) other comments and suggestions. These shall all be recorded in the Preliminary Evaluation Sheet for Research Proposal.
- 5.5.2.2 In cases where revision/s in the research proposal is/are needed, proponents shall be given a deadline to revise the proposal based on the recommendations of RD.
- 5.5.2.3 Once the research proposal is ready for technical evaluation, the RD forms a Technical Evaluation Committee (TEC) to evaluate the research proposal.

5.5.3 Technical Evaluation

- 5.5.3.1 The TEC is composed of the RD Senior Director and 2 invited evaluators. The RD may invite one external evaluator who is a reputable expert or a practitioner in the field (if necessary). The evaluation ensues based on the procedure and criteria set by the RD.
- 5.5.3.2 The technical evaluation committee (TEC) members will be provided with a copy of the paper and the RD evaluation form. The faculty researcher will be provided with the accomplished technical evaluation forms and annotated research proposal by the TEC members. This will serve as the proponent/s' basis for revision of the research proposal.
- 5.5.3.3 The RD also prepares a memorandum of agreement (MOA) and request for release of initial mobilization fund, for the project's actual implementation.

5.6 Research Project Implementation, Monitoring, and Evaluation

5.6.1 Implementation of Research Project

- 5.6.1.1 The implementation of a research project starts after MOA signing between the Colegio and the proponent/s.
- 5.6.1.2 The beginning and end dates of the research project are indicated in the MOA. However, implementation date may be reset depending on the release of funds. Other factors, such as proper timing of project activities, availability of personnel, and other

justifiable reasons, can move the actual implementation date. For such cases, proper communication or notification are made between the researcher and RD.

- 5.6.1.3** All signed MOA of the Department with research proponent/s are forwarded to the Financial Services Department (FSD), for notarization.
- 5.6.1.4** The proponent/s selects the project personnel. The duties and responsibilities of the personnel shall be identified by the proponent/s and stated in the research proposal.
- 5.6.1.5** The project should be implemented within the approved budget. However, project funds can be re-programmed or transferred from one budget line item to another when needed.
- 5.6.1.6** RD provides the process guide for researchers and the forms needed by the proponent/s in the completion of their research project.

5.6.2 Monitoring of Research Project's Budget

- 5.6.2.1** Ideally, the honorarium should be divided equally among the members of the group, however, partition of the honorarium may vary depending on the agreed scheme of the researcher/s. The breakdown of the honorarium per proponent shall be clearly stated in the research budget proposal signed by the researcher/s.
- 5.6.2.2** Budget on maintenance and operating costs, as well as the project duration, may vary depending on the degree of research work to be done by the proponents. The breakdown of the expenses shall also be enumerated in the research budget proposal.
- 5.6.2.3** The budget is released in two tranches equivalent to 40% and 60% respectively. The first tranche (40%) will be requested by RD for release after the MOA has been executed.
- 5.6.2.4** The request for the last tranche of the budget can be made upon completion of: (a) liquidation of the first budget released (if needed), (b) progress report, and (c) submission of the revised final paper after the second RTD.
- 5.6.2.5** All requests for cash advances from the research budget of the proponent/s should be made through the RD.
- 5.6.2.6** All liquidations should be supported by acceptable sales invoice or official receipts. All liquidations should be submitted to RD in two copies (original and a photocopy). RD would then submit the liquidation to the Accounting Office. In cases when the Accounting Office requests for additional requirements or receipts for the submitted liquidation, the researcher/s should comply prior to request of the next budget tranche.
- 5.6.2.7** All supplies, facilities, and services available on campus should be used prior to outside sources to minimize expenses. The usage of the allotted research budget to purchase of books, equipment, machine, gadget, and other fixed assets are not allowed.

5.6.3 Monitoring Research Progress

- 5.6.3.1** The researchers under policy shall submit a progress report after the first half of their timeframe to check whether the objectives set were met as scheduled.
- 5.6.3.2** The researchers should complete his/her research project within the agreed time frame. Any extension of the project duration deemed necessary should be requested in writing by the proponent/s to RD, for approval. Extension of the project may be allowed if needed by the proponents upon presentation of justifiable reason/s, however, it does not entail additional honorarium for the researcher/s.

- 5.6.3.3 Researcher/s who did not meet the set timeframe will be requested by RD to accomplish a progress report. This is to document the reasons of and problems encountered by the researcher/s for not meeting the deadline.
- 5.6.3.4 In cases where the proponent/s or the RD wishes to terminate a research project due to a valid and justifiable reason, the concerned person/s shall inform the other party through writing. The letter should be given to the concerned party at least two weeks prior to official termination of the project.

5.6.4 Evaluation of the Final Report

- 5.6.4.1 Upon completion of the project, the proponent/s shall submit to RD a soft/hard copy of the completed research.
- 5.6.4.2 Preferably, same TEC who evaluated the research proposal will be invited for the evaluation of the final paper. In cases wherein an original TEC cannot be contacted, the RD may invite another person to become a new member of the TEC.
- 5.6.4.3 The researcher/s will be provided with the accomplished technical evaluation forms and annotated research proposal by the TEC members. This will serve as basis for revision of the research paper.
- 5.6.4.4 The researcher/s incorporate/s the valid comments/suggestions of the TEC. Afterwards, a copy of the revised research paper shall be submitted to RD for checking. The RD ensures that the research paper conforms to the Department's standards and that the comments/suggestions of the technical committee evaluators were incorporated.
- 5.6.4.5 The proponent/s submit/s a complete set of final requirements. These include:
 - 5.6.4.5.1 Two edited, hard-bound copies of the final research paper based on the format required by RD. One copy would be given to the Library;
 - 5.6.4.5.2 Two CDs containing soft copy of the final research paper;
 - 5.6.4.5.3 Duly accomplished Research Program Evaluation Form (individual);
 - 5.6.4.5.4 Progress report (if necessary); and
 - 5.6.4.5.5 Liquidation report of the 2nd and/or 3rd budget tranche (including transportation expenses form, and/or acknowledgement receipts)
- 5.6.4.6 The RD provides the faculty with a certificate of research completion to confirm or attest compliance to RD requirements.
- 5.6.4.7 The RD provides a copy to the concerned department/s to encourage them to utilize and implement the research outcome whenever applicable.
- 5.6.4.8 All completed research projects funded by RD are presented in a Research Colloquium organized by the Department.

5. Intellectual Property Rights and Plagiarism. Research outcomes are products of human intellect and creativity. Thus, they are intellectual property and are subject to ownership and protection rights as specified by the RD.

- 5.1 Manuscripts must undergo plagiarism check after submission of research proposal. RD sets the acceptable rating to 10% similarity index based on the Turnitin report. The same report will be forwarded by RD staff to the researchers for reference.
- 5.2 All research projects completed under the Colegio's funds are jointly owned by the Colegio and the researcher/s, hence, submission of the research for presentation and publication of the paper completed under this policy must be duly reported to RD prior to the actual event/activity.

6. Sanctions and Penalties

- 6.1** If the researcher/s fail/s to comply with any of the stipulated terms and conditions in this policy and the signed MOA, after having been given a sufficient grace period to comply by the RD, the researcher/s shall refund to the Colegio the full amount paid to and received by him/her/them for the conduct of the research project, subject to the findings and recommendations of the RD.
- 6.2** Plagiarized research works may result in disqualification and/or withdrawal of grantee to any form of financial assistance, be it research-related or not. The researcher is also required to refund the full amount released to him/her for the conduct of the research project.

FACULTY RESEARCHER PROGRAM

1. Policy Framework

The Faculty Researcher Program offers an opportunity for faculty members to achieve personal and professional growth through research-related endeavors. It is geared toward intensifying faculty involvement in research and, in the process, sustaining a research culture in the institution.

The main implementing arm of this quality procedure (QP) is the Research Department (RD), supported by the Office of the Vice President for Academics and Research (OVPAR), and the heads of academic schools/departments.

The RD spearheads the implementation of this QP, from information dissemination to mobilization. The RD, along with OVPAR and the respective dean/academic head, takes charge of the details of monitoring and evaluation (M&E) from screening of research topic proposals (to evaluate their adherence to the minimum requirements of the research process as well as to the Colegio's research agenda) to review and presentation of final research outcome.

2. Application and Scope

This QP covers and applies to all the academic teaching units under the Academics and Research Division.

3. Definition of Terms

3.1 Faculty Research Program is an overarching program enabling faculty to engage in research-related undertakings, while performing instruction and extension functions, to enhance and sustain the Colegio's research culture.

3.2 Faculty Researcher refers to a faculty member appointed to conduct research (equivalent to a maximum of 16 units including FDA) in addition to his/her teaching load.

3.3 Technical Evaluation Committee (TEC) refers to the body convened by RD to review and evaluate the research project proposal submitted by the faculty-applicant.

2. General Policies

2.1 Approval of faculty researcher is subject to the availability of funds.

2.2 Faculty Qualifications:

2.2.1 The faculty researcher should be a permanent full-time faculty member of Colegio de San Juan de Letran Calamba.

2.2.2 The proponent's capability to conduct and accomplish quality research must be vouched by the Academic Head by signing the Research Topic Proposal Form of RD. Signing the said form also signifies endorsement of the academic head.

2.3 Criteria for Selection:

2.3.1 The faculty researchers will be selected based on the following criteria arranged in order of priority:

2.3.1.1 research exposure or immersion;

2.3.1.2 willingness to do research; or

2.3.1.3 seniority.

2.4 Types of Research Projects:

2.4.1 The research project:

2.4.1.1 must be original

- 2.4.1.2** may be any of the following research types:
 - 2.4.1.2.1** Correlational;
 - 2.4.1.2.2** Experimental;
 - 2.4.1.2.3** Causal-Comparative;
 - 2.4.1.2.4** Action;
 - 2.4.1.2.5** Qualitative; or
 - 2.4.1.2.6** Case;
- 2.4.1.3** has to be doable or manageable in a semester or academic year (roughly equivalent to 5 to 10 months); and
- 2.4.1.4** must not focus on development of instructional material (i.e. guidebook, manual, work-text, and learning module).

3. Specific Policies

3.1 Approval of Research Topic Proposals

- 3.1.1** The faculty-applicant accomplishes a Research Topic Proposal Form of RD and submits it to the Academic Head for initial evaluation.
- 3.1.2** The Academic Head's evaluation of the topic proposal should be based on the merit of the problem as well as the respective School's research thrusts.
- 3.1.3** The Academic Head endorses the approved and duly signed Research Topic Proposal Form to the RD.
- 3.1.4** The RD evaluates the research topic proposal based on: (1) eligibility of the proponents; (2) adherence to Colegio's research agenda; (3) no duplication of an existing study; (4) "doability" of the project within an intended timetable; and (5) educational background of the proponent.
- 3.1.5** Proposal that did not satisfy the criteria set by the RD shall be returned to the faculty-applicant for enhancement or revision.
- 3.1.6** Faculty-applicant with approved topic proposals will be provided with the required format and will be given a deadline to develop their full-blown research proposal.

3.2 RD Level

- 3.2.1** Upon submission of the research proposal, the RD evaluates it based on: (1) adherence to the prescribed format; (2) adequacy of the literatures reviewed; (3) plausibility or rigor of the methodology; (4) appropriateness of the framework of the study; (5) budgetary requirements; (6) timeframe; (7) personnel requirements of the study; and (8) other comments and suggestions. These shall all be recorded in the Preliminary Evaluation Sheet.
- 3.2.2** In cases where revision/s in the research proposal is/are needed, the faculty-researcher shall be given a deadline to revise the proposal based on the recommendations of RD.
- 3.2.3** Once the research proposal has been revised, the RD requires the faculty researcher to submit a final revised copy of the research proposal.
- 3.2.4** Once the revised and approved proposal is received, the RD provides the faculty an appointment letter.
- 3.2.5** The Payroll Section shall be provided with a copy of the signed appointment letter for salary arrangements.
- 3.2.6** The RD forms a technical evaluation committee (TEC) to evaluate the research proposal.

3.3 Research Unit Equivalence

- 3.3.1** A faculty researcher is given a maximum of 16-unit equivalent teaching load including 4-unit FDA depending on the rigor of his/her research. The RD determines the total number of units that will be allocated for the research project.

- 3.3.2** If the computed research unit equivalence is above 16 units, the unit allocation follows the set limit mentioned above.
- 3.3.3** A maximum of Php 20,000 additional budget may be provided (subject to RD budget availability), which can be used for supplies and materials, payment for mentor/consultant, statistician, and/or travel expenses, among others. The budget allocation will also be subject to RD's approval.

3.4 Technical Evaluation

- 3.4.1** Each TEC is composed of three evaluators. The RD may invite one external evaluator who is a reputable expert or a practitioner in the field. The evaluation ensues based on the procedure and criteria set by the RD.
- 3.4.2** The technical evaluation committee (TEC) members will be provided with a copy of the paper and the RD evaluation form via email. The faculty researcher will be provided with the accomplished technical evaluation forms and annotated research proposal by the TEC members. This will serve as the proponent/s' basis for revision of the research proposal.
- 3.4.3** The TEC are tasked to provide comments and suggestions that would enhance and/or give clearer direction to the study being proposed by the faculty researcher.
- 3.4.4** In cases wherein revision in the proposal is needed, the faculty researcher shall be given a deadline to revise the proposal based on the suggestions and recommendations of the TEC.

3.5 Implementation of Research Project

- 3.5.1** The RD prepares a memorandum of agreement (MoA) to be signed by the faculty and Colegio's representatives. The RD shall also request for the release of initial mobilization fund.
- 3.5.2** The duration of the Faculty Research Program is concurrent with the start and end of one or two semesters.
- 3.5.3** Signed MOA with faculty researchers are forwarded to the Finance Services Department (FSD), for notarization.
- 3.5.4** The project should be implemented within the approved budget. Project funds may be re-programmed or transferred from one budget line item to another when needed.
- 3.5.5** The faculty researcher selects his/her project personnel. The duties and responsibilities of the personnel shall be identified by the faculty researcher and stated in his/her research proposal.
- 3.5.6** RD provides the IRP Process Guide for Researchers and the forms needed by the proponent/s in the completion of their research project.

3.6 Monitoring of Research Project's Budget

- 3.6.1** The budget for supplies and materials is released in three parts equivalent to: 40%, 30%, and 30% of the total budget. The first budget (40%) will be requested by RD for release from MAFSD after the MOA has been signed.
- 3.6.2** The request for the second portion of the budget can be made upon completion of: (a) at least one-half of the project activity, (b) liquidation of the first budget, and (c) progress report.
- 3.6.3** Request for the third and last portion of the budget can only be made after the submission of the revised final paper after the second technical evaluation.
- 3.6.4** All requests for cash advances from the research budget of the faculty researcher should be made through the RD.
- 3.6.5** All liquidations should be supported by acceptable sales invoice or official receipts. It should be submitted to RD for proper evaluation of expenditures. RD would then submit the liquidation to the Accounting Office. In cases when the Accounting Office requests for additional requirements or receipts for the submitted liquidation, the faculty researcher should comply prior to request of the next budget tranche.

- 3.6.6** All supplies, facilities, and services available on campus should be used first prior to outside sources to minimize expenses. The faculty researcher is not allowed to use the allotted research budget to purchase of books, equipment, machine, gadget, and other fixed assets.

3.7 Monitoring Research Progress

- 3.7.1** The faculty-researcher shall submit a progress report after the half of the timeframe to check whether the objectives set in the timeframe are met. The RD shall provide a standard form for the progress report.
- 3.7.2** In case of not meeting the deadline stated in the MOA, RD shall provide a Follow-up Form to the concerned faculty.
- 3.7.3** Preferably, the researchers should complete his/her research project within one year. Any extension of the project duration deemed necessary should be requested in writing by the proponent/s to RD, for approval. Extension of the project may be allowed if needed by the proponents upon presentation of justifiable reason/s, however, it does not entail additional honorarium for the researcher/s.
- 3.7.4** Faculty researcher who will not meet the set timeframe may be requested by RD to accomplish a progress report. This is to document the reasons of and problems encountered by the faculty for not meeting the deadline.
- 3.7.5** If the faculty researcher or the RD wishes to terminate a research project due to a valid and justifiable reason, the concerned party shall inform the other through writing. The letter should be given to the concerned party at least two weeks prior to official termination of the project.

3.8 Technical Evaluation of the Completed Paper

- 3.8.1** Upon completion of the project, the proponent/s shall submit to RD a hard or soft copy of the completed paper for the second technical evaluation.
- 3.8.2** Preferably, same TEC who evaluated the research proposal will be invited for the evaluation of the final paper. In cases wherein an original TEC cannot be contacted, the RD may invite another person to become a new member of the TEC. The TEC members will be provided with a copy of the paper and the RD evaluation form via e-mail.
- 3.8.3** The researcher/s will be provided with the accomplished technical evaluation forms and annotated research proposal by the TEC members. This will serve as basis for revision of the research paper.
- 3.8.4** The faculty researcher incorporates the valid comments/suggestions of the TEC. Afterwards, a copy of the revised research paper shall be submitted to RD for checking. The RD ensures that the research paper conforms to the Department's standards and that the comments/suggestions of the technical committee evaluators were incorporated.
- 3.8.5** The faculty researcher shall submit a complete set of final requirements. These include:
- 3.8.5.1** Two edited, hard-bound copies of the final research paper based on the format required by RD. One copy would be given by RD to the Library.
 - 3.8.5.2** IMRAD format of the research paper for publication purposes;
 - 3.8.5.3** Two CDs containing soft copy of the final research paper and IMRAD format article;
 - 3.8.5.4** Duly accomplished Research Program Evaluation;
 - 3.8.5.5** Progress report (if necessary);
 - 3.8.5.6** Liquidation report of the 2nd and/or 3rd budget tranche (including transportation expenses form, and/or acknowledgement receipts).
- 3.8.6** The RD provides the faculty with a certification of research completion to confirm or attest such compliance to RD requirements.
- 3.8.7** The RD provides a copy to the concerned department/s to encourage them to utilize and implement the research outcome whenever applicable.

3.8.8 All completed research projects funded by RD are presented in a Research Colloquium organized by the Department.

4. Intellectual Property Rights and Plagiarism

- 4.1** Manuscripts must undergo plagiarism check after submission of research proposal. RD sets the acceptable rating to 10% similarity index based on the Turnitin report. In case of similarity index of 11% or more, the author/s are required to revise their paper to meet the set standard. The similarity report will be forwarded to the faculty researcher for reference.
- 4.2** All research projects completed under the Colegio's funds are jointly owned by the Colegio and the faculty-researcher.

5. Sanctions and Penalties

- 5.1** If the researcher fails to comply with any or all of the stipulated terms and conditions in the signed MOA, after having been given a sufficient grace period to comply by the RD, the researcher/s shall refund to the Colegio the full amount paid to and received by him/her for the conduct of the research project, subject to the findings and recommendations of the RD.
- 5.2** Highly plagiarized research works may result in disqualification and/or withdrawal of grantee to any form of financial assistance. The researcher is also required to refund the full amount released to him/her for the conduct of the project.
- 5.3** Non-submission of final research paper may lead to some financial repercussions on the part of the faculty researcher.

RESEARCH PROJECTS UNDER FACULTY DEVELOPMENT ACTIVITY (FDA)

1. Policy Framework

"Research in priority disciplines and key areas shall be pursued not only for improving instructional programs but also for advancing inventions and technologies." (R.A. 7722 - The Higher Education Act of 1994).

Guided by the above general policy on Higher Education Research, the Colegio, through the Research Department (RD), provides services to boost the research culture in the institution. In this context, research undertakings should contribute to the knowledge and technology needs of the Colegio, its immediate community, and of the CALABARZON.

One of the programs offered to faculty members by the Office of the Vice President for Academics and Research (OVPAR) is Faculty Development Activities (FDA). FDA aims to meet the specific development needs of the faculty— one of these needs is research experience and immersion.

2. Application and Scope

This quality procedure (QP) shall apply to Letran Calamba permanent faculty members who will apply to FDA-Research. This QP shall also be implemented along with the QP of the Academics Division on FDA.

3. Definition of Terms

- 3.1 Research Projects** refer to the scholarly endeavors of teaching/non-teaching personnel intended for developmental projects or publication in books or scholarly journals.
- 3.2 Faculty Development Activities (FDA)** are given to faculty members as a way to provide more relevant opportunities for personal and professional improvement, promoting teaching efficacy as well as the overall thrust of Letran in achieving its mission.
- 3.3 FDA Load Equivalency** is the load equivalent to the approved FDA rendered by a qualified full time faculty member in addition to a regular load assignment of 18 hours or units.
- 3.4 Technical Evaluation Committee (TEC)** refers to the body convened by RD to review and evaluate the research project proposal submitted by the Colegio's personnel.

4. General Policies

- 4.1** The RD, in coordination with the Academics Division, facilitates the evaluation and approval of the research topic submitted by the faculty members availing themselves of the FDA. Adherence to research agenda is one of the bases for the approval of research topic proposals of faculty members.
- 4.2** The RD facilitates the conduct, monitoring, implementation, and evaluation of the projects under FDA-research.
- 4.3** Research project can be credited a maximum of four-unit FDA Load Equivalency. RD recommends to VPAR the FDA load equivalency per faculty.

5. Specific Policies

- 5.1 Research Project Proposals.** Approval of research projects must satisfy standard criteria set by RD.
The research project proposal:
 - 5.1.1** Must be original

- 5.1.2** May either be of the following research types:
- 5.1.2.1** Purposive Nomenclature:
 - 5.1.2.1.1** Fundamental or Pure research
 - 5.1.2.1.2** Applied research
 - 5.1.2.1.3** Action research
 - 5.1.2.2** Policy-oriented research;
 - 5.1.2.3** Descriptive Nomenclature:
 - 5.1.2.3.1** Historical research
 - 5.1.2.3.2** Descriptive research
 - 5.1.2.3.3** Experimental research
- 5.1.3** Should be written in English or Filipino
- 5.1.4** Should be technically feasible
- 5.1.5** Should have goals realizable within the set time frame
- 5.1.6** Should not be a:
- 5.1.6.1** thesis, dissertation, or any academic requirement;
 - 5.1.6.2** compilation; or
 - 5.1.6.3** sabbatical research.
- 5.2 Nature of Research**
- 5.2.1** The research project should be based on the research priorities of the academic unit where the proponent belongs or anchored on the research agenda of the Colegio.
 - 5.2.2** The research project should be along the line of expertise of the faculty member/s.
- 5.3 Application Process**
- 5.3.1** The OVPAR issues an FDA Application Form to interested faculty members. Once the faculty signifies his/her intention to apply for a research project, the faculty will accomplish a Research Topic Proposal Form issued by RD.
 - 5.3.2** The Research Topic Proposal Form must be reviewed and approved by the respective academic head before submission to RD. The academic heads may assign a topic to a faculty-applicant based on the needs of the school/department.
- 5.4 Approval of Research Topic Proposal/s**
- 5.4.1** The proponent/s fills out the Research Topic Proposal Form and submits it to the respective academic/department head for approval.
 - 5.4.2** The proponent/s or the academic/department head forwards the approved and duly signed Research Topic Proposal Form to the RD. Signing the said form also signifies endorsement of the Academic Head.
 - 5.4.3** The Academic Head's evaluation of the topic proposal should be based on the merit of the problem and alignment to institutional research agenda as well as the respective School's research thrusts.
 - 5.4.4** The RD evaluates the research topic proposal based on: (a) eligibility and capability of the faculty; (b) adherence to Colegio's research agenda; (c) no duplication of an existing study; (d) relevance and timeliness of the study; and (e) feasibility and practicality of the study.
 - 5.4.5** Proposal that did not satisfy the criteria set by the RD shall be returned to the faculty, for revision.
 - 5.4.6** Once approved, the RD recommends to OVPAR the appropriate FDA units to be credited to the faculty-applicant.
 - 5.4.7** Proponents with approved topic proposals will be provided with the required format and will be given a deadline to develop their research proposal.

5.5 Criteria in Determining the FDA Load Equivalency

5.5.1 A maximum of three members is allowed per research group. The FDA load equivalency is based on by the RD’s set criteria. A maximum of four units may be given to a faculty based on the table below.

3.12.1.1 For Research Study:

FDA Research Parameters & Unit Equivalence (for research study)			
<i>Number of Researcher/s:</i>			
Solo researcher :	4	2 researchers :	3

3.12.1.2 The compensation for research as FDA is based on the rate per hour of the faculty.

5.6 RD Level

5.6.1 Upon submission of the research proposal, the RD evaluates it based on: (1) adherence to the prescribed format; (2) adequacy of the literatures reviewed; (3) plausibility or rigor of the methodology; (4) appropriateness of the framework of the study; (5) timeframe; and (6) other comments and suggestions. These shall all be recorded in the IRP Preliminary Evaluation Sheet.

5.6.2 In cases where revision/s in the research proposal is/are needed, faculty shall be given a deadline to revise the proposal based on the recommendations of RD.

5.7 Implementation of Research Project

5.7.1 Once the research proposal has been revised, the RD requires the faculty to submit a final copy of the research proposal. The faculty may then proceed to the implementation of his/her research project.

5.7.2 The faculty member will be provided with a process guide for researchers to orient them with the step by step process implemented by RD.

5.8 Monitoring Research Progress

5.8.1 The researchers under FDA-Research submit to RD a progress report after the half of the semester or term to check whether the objectives and timeline set are met. The RD provides a standard format of the progress report. The Academic Heads must be copy furnished of the progress report submitted by the faculty.

5.8.2 All progress reports are evaluated by the RD. The research project may be terminated prior to the actual completion period based on an evaluation of the progress report.

5.8.3 In case of not meeting the set deadlines, RD shall provide a follow-up form or communication to the concerned researchers.

5.8.4 Researcher/s who did not meet the set timeframe may be requested by RD to accomplish a progress report. This is to document the reasons of and problems encountered by the researcher/s for not meeting the deadline.

5.8.5 Extension of research projects under FDA is subject to approval of the Office of the VP for Academics.

5.8.6 If the faculty member, the RD, Or OVPAR wish to terminate a research project due to a valid and justifiable reason, the concerned person/s shall inform the other parties through writing. The letter should be given to the concerned parties at least two weeks prior to official termination of the project.

5.9 Evaluation Final Reports

5.9.1 Upon completion of the project, the faculty submit/s to RD a copy for technical evaluation.

5.9.2 Preferably, the technical evaluation shall be done in a round table discussion with the proponent/s. The technical evaluation may be done online or face to face. The RD will invite three members of the technical evaluation committee who will evaluate the final paper.

- 5.9.3** In cases wherein the TEC member is not available in the schedule for technical evaluation, s/he may submit in advance his/her evaluation and this will be forwarded by RD staff to the researchers.
- 5.9.4** The proponent incorporates the valid comments/suggestions of the TEC. Afterwards, one copy of the revised research paper shall be submitted to RD for checking. The RD ensures that the research paper conforms to the Department's standards and that the comments/suggestions of the technical committee evaluators were completely incorporated.
- 5.9.5** TEC sign the approval sheet once all comments/suggestions were addressed.
- 5.9.6** The faculty submit/s a complete set of final requirements. These include:
- 5.9.6.1** Two edited, hard-bound copies of the final research paper based on the format required by RD. One copy would be given to the Library;
 - 5.9.6.2** IMRAD format of the research paper for publication purposes;
 - 5.9.6.3** Two CDs containing soft copy of the final research paper and IMRAD format article (MSWord file);
 - 5.9.6.4** Duly accomplished Research Program Evaluation Form (individual); and
 - 5.9.6.5** Progress report (if necessary)
- 5.9.7** The RD provides the faculty with a certification of research completion to confirm or attest compliance to RD requirements.
- 5.9.8** All completed research projects are presented in a research colloquium organized by the Department.
- 5.10 Sanctions and Penalties**
- 5.10.1** If the proponent fails to comply with any or all of the stipulated terms and conditions in this QP, after having been given a sufficient grace period to comply, the proponent refunds to the Colegio the full amount paid to and received by him/her for the conduct of the research project under FDA, subject to the recommendations of the RD.
- 5.10.2** Plagiarized research works may result in disqualification of the proponent to any form of financial assistance and reimbursement of the full amount released to him/her for the conduct of the research project under FDA.
- 5.11 Intellectual Property Rights and Plagiarism.** Research outcomes are products of human intellect and creativity. Thus, they are intellectual property and are subject to ownership and protection rights as specified by the RD.
- 5.11.1** Manuscripts must undergo plagiarism check after submission of research proposal. RD sets the acceptable rating to 10% similarity based on Turnitin report. Turnitin report on similarity check will be forwarded by IRU staff to the researchers.
- 5.11.2** All research projects completed under the Colegio's funds are jointly owned by the Colegio and the faculty-researcher, hence, presentation and publication of the paper completed under FDA must be duly reported to RD.

LETRAN CALAMBA JOURNAL PUBLICATIONS

1. Policy Framework

The Colegio, through the Research Department (RD), provides avenues for Letran Calamba personnel and students to share research outcomes to the general public. One avenue is through publications. The RD has four (4) publications: (1) the Letran Calamba Peer-reviewed Journal, *Nexo*, (2) CRUZAR Institutional Journal of Research and Development, (3) ANI Compilation of Student Research Abstracts, and (4) BINHI Letran Calamba Student Research Journal.

These academic journals contain pertinent research information on completed research studies conducted by Letran Calamba faculty members, employees, administrators, and students evaluated as promising, within the research priorities of the institution, and have not yet been printed in other journals or publications. The academic journal shall serve as a reference material for Letran Calamba stakeholders such as administrators, researchers, policy-makers, and those interested in research and development.

2. Application and Scope

This quality procedure (QP) covers and applies to all faculty members, researchers, students, administrators, employees, and external contributors of *Nexo* with a research article submitted to the RD.

3. Definition of Terms

- 3.1** Letran Calamba Peer-Reviewed Journal is the academic journal published every 2 years by Colegio de San Juan de Letran, called *Nexo*. It is a research publication facilitated by the RD, which showcases researches conducted by Letran Calamba personnel and external contributions that have undergone and passed through evaluation standards.
- 3.2** Subject Matter Specialist (SMS) is a technical expert invited to evaluate the submitted articles based on the set criteria of the RD. Qualifications of an SMS include: (a) completed Masteral Degree with Thesis, (b) has research exposure as manifested by published research works, and (c) has a good record with Letran Calamba.
- 3.3** Double-blind peer review is a process wherein the identity of the authors and the reviewers are concealed from each other to maintain objectivity in the evaluation process.
- 3.4** CRUZAR Institutional Journal of Research and Development is another academic journal published every two years. It is a research publication facilitated by the RD, which showcases researches conducted by Letran Calamba personnel.

4. General Policies

- 4.1** The Letran Calamba journal publications shall:
 - 4.1.1** serve as a means of sharing the result of research studies conducted by the members of Letran academic community;
 - 4.1.2** further promote research awareness and communicate the different research agenda to the Letran Calamba community; and
 - 4.1.3** serve as a reference material for further research endeavors.
- 4.2** The academic journal may contain any of the four types of work outputs namely:
 - 4.2.1** Research reports;
 - 4.2.2** Scholarly reviews and critiques;
 - 4.2.3** Papers, lectures, and speeches;
 - 4.2.4** Polemic discourses or position papers; or

- 4.2.5** Unpublished research report/article from External Contributors (for Nexo only)
- 4.3** The academic journal shall follow the prescribed format and elements provided by RD.
- 4.3.1** Research reports should be in IMRAD format.
- 4.3.2** It may be written in English or Filipino.
- 4.3.3** It should not be longer than a 20-page manuscript including equations, tables, figures, references, and abstracts.
- 4.4** Scholarly Reviews and Critiques
- 4.4.1** Outputs of scholarly reviews and critiques of books, theories, and articles in various academic areas may be included in the journal provided that they are relevant to the interest of the RD and the institution.
- 4.4.2** Materials/References to be used must be printed/published within the last five years to be considered suitable and substantial sources of relevant information.
- 4.4.3** Reviews and critiques must be 2-3 pages long only.
- 4.4.4** Papers, lectures, and speeches shall include significant papers, lectures, speeches and outcomes of workshops/fora/seminars considered valuable sources of information may be included in the journal.
- 4.4.5** Unpublished Research Reports/Articles from External Contributors (for Nexo only)
- 4.4.5.1** Intellectual property of submitted research report/article from external contributors remains to be a property of the author.

5. Specific Policies

5.1 *Nexo*

5.1.1 Organizational Structure (with Job Descriptions)

5.1.1.1 Managing Editor

- 5.1.1.1.1** The Research Officer for Institutional Research Unit acts as the Managing Editor of the journal. Generally, s/he oversees the overall preparation of the journal.
- 5.1.1.1.2** S/he formulates necessary policies concerning the operations of the journal and recommends these to the editorial board for approval.
- 5.1.1.1.3** S/he manages the staff involved in the production of the journal.
- 5.1.1.1.4** S/he supervises the submission, encoding of revisions, layout, editing (draft and final), and publication.
- 5.1.1.1.5** S/he prepares the necessary documents to ensure the journal's publication.
- 5.1.1.1.6** S/he coordinates with the Finance Division regarding the financial matters of the publication.

5.1.1.2 Editorial Board (EB)

- 5.1.1.2.1** The RD head and another invited specialist shall serve as members of the Editorial Board of Nexo.
- 5.1.1.2.2** The Board initially screens the articles submitted by the contributors prior to evaluation of the reviewers.
- 5.1.1.2.3** The Board also assesses and critiques articles that passed through the evaluation of the reviewers.
- 5.1.1.2.4** The Board screens whether an article fits within the editorial quality procedures of the Journal. They make the final decision on which articles will be included in the journal publication. If rejected, the article may be considered to be included in Cruzar.
- 5.1.1.2.5** S/he approves other matters related to the publication of the journal.

5.1.1.3 Reviewers

5.1.1.3.1 The three reviewers will be composed of the two Subject Matter Specialists (SMS) and one expert in research and statistics, whichever is applicable.

5.1.1.3.2 The SMS, who will serve as reviewer, will be identified by RD based on his/her line of expertise.

5.1.1.3.3 The reviewers will evaluate the articles and provide comments and suggestions for revision.

5.1.1.4 Editor-in-Chief

5.1.1.4.1 Edits accepted manuscripts for publication.

5.1.1.4.2 Ensures that each issue is technically acceptable (form and style / grammar and syntax).

5.1.1.4.3 Evaluates the quality and efficacy of the publication (structure-wise)

5.1.1.4.4 Ensures that appropriate final decisions are made regarding the editorial aspect of the publication

5.1.1.4.5 Reserves the right to edit, rewrite, or cut articles, when necessary

5.1.1.5 Journal Lay-out Artist and Production Assistant

5.1.1.5.1 The RD shall assign a production assistant and layout artist for the journal, if necessary

5.1.1.5.2 The Research Officer acts as the production assistant. S/he supervises the proofreading and editing of the research articles.

5.1.1.5.3 The Research Officer also takes charge of the distribution/circulation of journal copies.

5.1.2 Editorial Policies and Guidelines

5.1.2.1 The RD issues a call for paper. The deadline may be extended by the RD Director if the need arises.

5.1.2.2 If RD funded the research and its publication (printing), acknowledgement shall be placed on the cover and title page of each article.

5.1.2.3 Specific standards shall be imposed by the RD to ensure quality outcomes. This will be communicated to all researchers who intend to submit for publication.

5.1.2.4 The journal will be final checked by the RD head prior to publication.

5.1.2.5 Published copies may be sold outside Letran Calamba in the amount determined by the Finance Services Department (FSD). Funds from the sale shall be used for the operations of the next issue of the journal.

5.1.2.6 The journal cannot be reproduced, in part or whole, without permission from the publisher. Requests to reprint the journal or any of its parts should be addressed to the RD head.

5.1.2.7 The accuracy and veracity of articles are solely attributed to the authors.

5.1.3 Review Process

5.1.3.1 The article evaluation shall follow a double-blind peer review process

5.1.3.2 The ratings, comments, and suggestions given by the reviewers and the editorial board are summarized by the managing editor and returned to the authors for appropriate action.

5.1.3.3 Revision periods and deadlines for contributors shall be set by the managing editor and RD Director.

5.1.3.4 The revised journal articles will be subject to checking and validation of the managing editor. The said journal articles will be checked according to the author's adherence to the revision points as suggested by the reviewers and Editorial Board. If the Editorial

Board still has additional suggestions for revision, the article shall be returned by the managing editor to the author/s for further revision.

5.1.3.5 Once the Editorial Board approves the revised articles, these are prepared for publication by the managing editor and production assistant.

5.1.4 Financial Remuneration

Financial remuneration (i.e., honorarium) of the members of the editorial board, contributors, and other production costs are as follows:

	Amount (Php)
5.2.4.1 Reviewers	1,000/article
5.2.4.2 Editor-in-Chief	1,000/article
5.2.4.3 Lay-out Artist (outsourced)	2,000/issue

5.2 CRUZAR (Journal of Institutional Research and Development)

5.2.1 Organizational Structure (with Job Descriptions)

5.2.1.1 Editorial Adviser

5.2.1.1.1 The RD Director acts as the editorial adviser of the publication.

5.2.1.1.2 The Editorial Adviser screens whether an article fits within the intention of the Journal. S/he makes the final decision on which articles will be included in the journal publication. If rejected, the article will be shelved or returned to the contributor.

5.2.1.1.3 The journal will be final checked by the Editorial Adviser prior to publication.

5.2.1.1.4 S/he approves other matters related to the publication of the journal.

5.2.1.2 Managing Editor

5.2.1.2.1 The Research Officer for Institutional Research Unit acts as the Managing Editor of the journal. Generally, s/he oversees the overall preparation of the journal.

5.2.1.2.2 S/he formulates necessary policies concerning the operations of the journal and recommends these to the Editorial Adviser for approval.

5.2.1.2.3 S/he manages the staff involved in the production of the journal.

5.2.1.2.4 S/he supervises the submission, encoding of revisions, layout, editing (draft and final), and publication.

5.2.1.2.5 S/he prepares the necessary documents to ensure the journal's publication.

5.2.1.2.6 S/he coordinates with the Finance Division regarding the financial matters of the publication.

5.2.1.3 Editor-in-Chief

5.2.1.3.1 Edits accepted manuscripts for publication

5.2.1.3.2 Converts the full-paper to IMRAD format, when necessary.

5.2.1.3.3 Ensures that each issue is technically acceptable (form and style) according to the existing policies/guidelines of RD

5.2.1.3.4 Evaluates the quality and efficacy of the publication (structure-wise)

5.2.1.3.5 Ensures that appropriate final decisions are made regarding the editorial aspect of the publication

5.2.1.3.6 Reserves the right to edit, rewrite, or cut articles, when necessary

5.2.1.4 Journal Layout artist and Production Assistant

5.2.1.4.1 The RD shall assign a production assistant and layout artist for the journal, if necessary

5.2.1.4.2 The Research Officer acts as the production assistant. S/he supervises the proofreading and editing of the research articles

5.2.1.4.3 The Research Officer also takes charge of the distribution/circulation of journal copies

5.2.2 Editorial Policies and Guidelines

5.2.2.1 Completed research outputs under any IRU Research Program may be published through the CRUZAR except for those that will be included in Nexo or submitted to external publications.

5.2.2.2 Deadline of submission must be set by the Editorial Adviser and the Managing Editor and are to be implemented strictly.

5.2.2.3 Published copies may be sold outside Letran Calamba in the amount determined by the FSD. Funds from the sale shall be used for the operations of the next issue of the journal.

5.2.2.4 The journal cannot be reproduced, in part or whole, without permission from the publisher. Requests to reprint the journal or any of its parts should be addressed to the RD head.

5.2.2.5 The accuracy and veracity of articles are solely attributed to the authors.

5.2.3 Financial Remuneration

5.2.3.1 Financial remuneration (i.e., honorarium) are as follows:

	Amount (Php)
5.2.3.1.1 Editor-in-Chief	1,000/article
5.2.3.1.2 Lay-out Artist (outsourced)	2,000/issue

5.3 ANI Compilation of Student Research Abstracts

5.3.1 The research abstracts of completed student researches are published in the RD publication called ANI.

5.4 BINHI Letran Calamba Student Research Journal

5.4.1 The papers of all Student Research Best Research Awardees (per program) are published in the Letran Calamba Student Research Journal called BINHI.

INTELLECTUAL PROPERTY RIGHTS

1. Policy Framework

The purpose of this quality procedure (QP) is to outline and manage the intellectual property rights and responsibilities of all of the Colegio's stakeholders to stress the importance of research outcomes in a thriving research culture.

The Colegio recognizes the advantages of protecting the intellectual property rights of students, employees, and faculty members, with the aim of maximizing the transfer of research outcomes for the benefit of the wider community.

This policy framework outlines the procedures for the identification, disclosure, ownership, management, and commercialization of intellectual property (IP) created by faculty, staff, and students of Colegio de San Juan de Letran Calamba. It aims to:

- Promote innovation and creativity within the HEI.
- Protect the rights of inventors and creators.
- Ensure fair and transparent ownership of IP.
- Maximize the commercial potential of IP for the benefit of the HEI and society.

2. Application and Scope

This QP applies to all Colegio's faculty members, employees, and students who are undertaking research, creative activities, inventions, outputs with or without patent or copyright protection, and using any of the Colegio's resources. This also covers all types of intellectual property rights as stated in Republic Act No. 8293 ("The Intellectual Property Code") and Republic Act No. 10055 ("The Philippine Technology Transfer Act of 2009").

3. Definition of Terms

- 3.1 Intellectual Property Rights**, as defined in **the Intellectual Property Code** refers to Copyright and related rights, Trademarks and Service Marks, Geographic Indications, Patents, Patentable Inventions, Utility Models, Industrial Designs, Computer Software, Lay-out designs (Topographies) of Integrated Circuits, Protection of Undisclosed Information, and technical know-how.
- 3.2 Copyright** is the bundle of exclusive rights over an author or creator's work for a limited duration as provided under Section 213 of the Intellectual Property Code. These rights enable the author to control the economic use of his/her work. To qualify for copyright protection, a work must be recognized as original intellectual creations in the literary and artistic domain.
- 3.3 Copyrightable works** include literary and artistic works and derivative works.
- 3.4 Literary works** include: (a) books, pamphlets, articles and other writings; (b) periodicals and newspapers; (c) lectures, sermons, addresses, dissertations prepared for oral delivery, whether or not reduced in writing or other material form; (d) letters; (e) dramatic or dramatico-musical compositions; choreographic works or entertainment in dumb shows; (f) musical compositions, with or without words; (g) works of drawing, painting, architecture, sculpture, engraving, lithography or other works of art; models or designs for works of art; (h) original ornamental designs or models for articles of manufacture, whether or not registrable as an industrial design, and other works of applied art; (i) illustrations, maps, plans, sketches, charts and three-dimensional works relative to geography, topography, architecture or science; (j) drawings or plastic works of a scientific or

technical character; (k) photographic works including works produced by a process analogous to photography; lantern slides; (l) audiovisual works and cinematographic works and works produced by a process analogous to cinematography or any process for making audio-visual recordings; (m) pictorial illustrations and advertisements; (n) computer programs; and, (o) other literary, scholarly, scientific and artistic works.

- 3.5 Derivative works** include: (a) dramatizations, translations, adaptations, abridgments, arrangements, and other alterations of literary or artistic works; and (b) collections of literary, scholarly or artistic works, and compilations of data and other materials which are original by reason of the selection or coordination or arrangement of their contents (R.A. No. 8293).
- 3.6 Patent** is an exclusive right granted by the State for an invention that is new, involves an inventive step, and is capable of industrial application. It confers rights to the Patent owner as enumerated under the Intellectual Property Code.
- 3.7 Patentable inventions**, as defined in the Intellectual Property Code, refers to any technical solution of a problem in any field of human activity, which is new, involves an inventive step and is industrially applicable shall be patentable. It may be, or may relate to, a product, or process, or an improvement of any of the foregoing.
- 3.8 Creator** is a faculty member/employee/student of Letran Calamba who creates, makes, designs, or invents an intellectual property output.
- 3.9 Author** is a faculty member/employee/student of the Colegio who produced a research outcome/an original creative work of art/articles/writings that could be transformed into an intellectual property output under the Intellectual Property Code.
- 3.10 Colegio's resources** refer to funds, laboratories, facilities, and equipment owned by the Colegio, which could be used in the development of an intellectual property output.
- 3.11 Commissioned Work** refers to a research work funded by an external entity.
- 3.12 Owner of the copyright** refers to the entity who has exclusive rights to exploit the work, such as to use, copy, sell, and make derivative works.

4. General Policies

- 4.1** This policy applies to all institutionally funded research through Institutional Research Grant Program (IRGP) and Faculty Development Activity (FDA), externally funded research projects, and research outcomes of Student Research Program (SRP), whether with or without copyright or patent protection.
- 4.2** The Research Department (RD) shall be the official representative of the Colegio with regard to the promotion of intellectual property rights within the institution.
- 4.3** RD shall be the coordinating office of the Colegio with IPOPHL on Intellectual property-related matters.
- 4.4** RD shall spearhead the promotion of utilization and technology transfer of research outcomes within the Colegio and to prospective industry companies.
- 4.5** The Colegio shall own the intellectual property rights created by faculty members and employees as part of his/her duties as stated in his/her contract of employment, such as patent, utility models, trademarks, service marks, copyrights and related rights, industrial designs, architectural designs, engineering designs, topographies of integrated circuits, and software applications, among others, as provided in the Intellectual Property Code.
- 4.6** The Colegio shall own the intellectual property rights created by students under the conditions stated in the following section.

5. Specific Policies

- 5.1 The Colegio shall own the patents and the right to register the patents of creations/inventions/outcomes produced in the Colegio that fall under the following qualifications:
 - 5.1.1 Creations/inventions/outcomes are fully-funded by the Colegio;
 - 5.1.2 Creations/inventions/outcomes are part of the creator/inventor/researcher's regular duties and responsibilities;
 - 5.1.3 Developed creations/inventions/outcomes that used the institution's facilities, equipment, and resources; and
 - 5.1.4 Creations/inventions/outcomes are assigned in writing by the inventor to the Colegio;
 - 5.1.5 Patent of research outcomes produced in the Colegio through government-managed assistance or funding shall be assigned to the Colegio as specified;
- 5.2 If the author/creator violates any provisions in the agreement with the Colegio, or any institutional policy relating to the outcome, the Colegio will be the sole owner of the patent.
- 5.3 For research outcomes/inventions that are sourced by the Colegio, wholly or partially, from external entities, RD shall negotiate with the funding organization with respect to the ownership of copyright or patent rights and royalty sharing. In the absence of a negotiated agreement, all patents of inventions and copyrights of research outcomes shall be owned by the Colegio.
- 5.4 Ownership of Copyright may be classified based on the following:
 - 5.4.1 Copyright ownership of any work produced by the author shall belong to the author if (i) it did not receive funding from the Colegio, and (ii) if the work is not part of his/her regular duties (Intellectual Property Code, Section 178.3a);
 - 5.4.2 Copyright ownership shall belong to the Colegio in the following circumstances:
 - 5.4.2.1 The work received full funding from the institution;
 - 5.4.2.2 The Colegio's facilities, equipment, and resources were used during the completion of the work;
 - 5.4.2.3 Copyright of research outcomes that were produced in the Colegio through government-managed assistance or funding shall be assigned to the Colegio as specified; and
 - 5.4.2.4 The author was assigned to accomplish the work as part of his/her regular duties and responsibilities (Intellectual Property Code, Section 178.3b).
 - 5.4.3 If the author/creator violates any provisions in the agreement with the Colegio or any institutional policy relating to the research outcome, the Colegio will be the sole owner of the copyright.
 - 5.4.4 The Colegio shall also be entitled to apply for the registration of the copyright of the compiled works of students provided that each student will be acknowledged as contributor. More so, the copyrighted work will only be intended for classroom and scholarly use and as a research reference material. Any attempt to commercialize the material shall be subjected to a separate contract of agreement.
 - 5.4.5 The Colegio and the students shall co-own the copyright of the latter's' theses/dissertations or shall co-own the intellectual property of their patentable invention subject to applicable laws such as the Technology Transfer Act of 2009, or any contract the students had entered into with an organization, which was either the site of the research or funded the research endeavor. The contract between the students and the organization will determine the intellectual property owner of the research outcome. A copy of the contract should be submitted to the RD, together with the student's thesis/dissertation.

- 5.5** Copyright of the following shall belong to the Colegio, given that all contributing authors are recognized:
- 5.5.1** Barangay Letran;
 - 5.5.2** Rector's Report;
 - 5.5.3** Program Catalogues;
 - 5.5.4** Primers;
 - 5.5.5** Handbooks;
 - 5.5.6** Departmental newsletters; and
 - 5.5.7** Manuals.
- 5.6** Request for application of copyrights shall be forwarded to RD by the responsible department/unit.
- 5.7** Ownership of Trade and service marks such as the Letran Calamba's institutional logo and institutional ISO logo, department logos, among others, shall belong to the Colegio.
- 5.8** The author/creator must ensure that the work s/he submitted for copyright protection is her/his original work/creation, and that proper citations were made for parts that were derived from copyrighted works to avoid copyright infringement.
- 5.9** To facilitate the transfer of knowledge and technology of students' research outcomes, the students, in all applicable instances, shall grant to the Colegio an exclusive worldwide license to reproduce, publish, publicly distribute copies, and apply for copyright or patent of the research outcomes.
- 5.10** All faculty members, employees, and students are required to disclose to the Colegio, through the Research Department, all inventions and creations in which the university has or may have ownership interest, or if the invention or creation has a commercial value. An Invention/Creation Disclosure Form may be secured from the RD office.
- 5.11** In negotiating with industry organizations that might take interest in commercializing the research outcome, the industry organization shall sign a Confidentiality Agreement. The Agreement serves as a protection for the Colegio and research proponents about any confidential information that will be divulged to the industry organization.
- 5.12** For students' research outcomes that have commercial value, the proponents shall grant the Colegio, through the RD office, the permission to negotiate with industry companies may have interest to commercialize the outcome. Royalty sharing among the parties shall be stipulated in separate contracts.
- 5.13** The Colegio, at all times, will ensure that the moral rights of the author/creator is observed. However, the author/creator may waive his/her moral rights subject to certain legal limitations as provided in Section 195 of the Intellectual Property Code.
- 5.14** For Colegio-funded research outcomes that are applied for commercialization, the royalty sharing shall be 60% for the author/creator/inventor, 20% for Research Department (RD), and 20% to the Colegio. The royalty share of RD will serve as a revolving fund in supporting future research endeavors.

INSTITUTIONAL RESEARCH COLLOQUIUM

1. Policy Framework

The Research Department (RD) adheres to the principles of functional research programs vis-à-vis the conviction that research is the foundation of relevant, effective, and competent educational policies and practices. In this respect, the RD sponsors regular research conference/colloquia for both externally- and institutionally-funded research studies/projects.

2. Application and Scope

This quality procedure (QP) shall apply to all administrators, administrative staff, faculty members, and employees with internal and external funding.

3. Definition of Terms

3.1 Research Colloquium is an academic meeting, which serves as a means of sharing the result of research studies to the academic community. It aims to provide a proper forum for the dissemination of research findings/outputs to the rest of the academic community.

3.2 Colegio refers to Colegio de San Juan de Letran Calamba.

3.3 Faculty covers full-time teaching personnel, whether probationary or tenured.

3.4 Research Outcome is a scholarly discourse that has undergone the rigors of problem identification, data collection-construction and analysis, and packaging aligned with the Colegio's minimums set for conduct of research studies/projects. It also adheres with the Colegio's Institutional Research Agenda. It may come in the form of an action or full-blown research.

4. General Policies

4.1 Output of all researches conducted under any of the Institutional Research Programs facilitated by RD must be disseminated through a research colloquium.

4.2 Likewise, non-funded departmental researches and instructional materials endorsed to RD for evaluation and certification will still be presented in a research colloquium.

4.3 All research colloquium scheduled by RD is open to all interested personnel and students of the Colegio.

5. Specific Policies

5.1 The RD formally informs the researcher of the schedule of the research colloquium through a letter.

5.2 Guidelines for paper presentation will be provided by RD.

5.3 Open forum will ensue after the presentation of the research outcomes.

RESEARCH INCENTIVES

1. Policy Framework

The Commission on Higher Education (CHED) is mandated to assist the higher education institutions (HEIs) in developing a sustainable research culture. In the same manner, one of the departmental goals of the Research Department (RD) is to create a sustained research culture in the Colegio. To attain the said goal, the RD implements research programs that cover the institution's initiative to conduct and grant funding for research studies. This quality procedure (QP) on Research Incentives is one way for RD to further motivate Letran personnel to conduct, complete, and share their research outcomes. The implementation of this QP is also a means for RD to reward and recognize the efforts of Letran personnel who had shared their research outcomes through paper presentation and/or publication.

2. Application and Scope. This policy applies to all administrators, faculty, and employees under academic and non-academic units of the Colegio.

2.1 It covers all research projects completed under any Research Programs, namely:

2.1.1 Research Grant Program; and

2.1.2 Faculty Researcher Program

2.2 Moreover, this QP covers the following researches:

2.2.1 departmental research;

2.2.2 research as a requirement for probationary faculty members;

2.2.3 research papers under Student Research Program for Co-Authorship;

2.2.4 non-funded research submitted to RD and has completed the required RD process; and

2.2.5 other research papers that may be considered by RD upon careful deliberation of the head of RD.

3. Definition of Terms

3.1 Colegio refers to Colegio de San Juan de Letran Calamba.

3.2 Institutional Research Incentives refer to monetary incentive awarded by the RD to Letran personnel who have completed a research requirement and complied with RD requirements stated in this QP.

3.3 Letran personnel refer to all administrators, faculty, and employees under academic and non-academic units of the Colegio.

3.4 Completed research outcome means that the author/s has submitted the complete set of his/her final requirements. A proof that a research outcome is already completed is when the RD had already issued a certificate of completion to the authors.

3.5 External local/international presentation refers to paper presentations organized not by Letran Calamba, but by an external entity independent from the Colegio.

4. General Policy

4.1 The RD facilitates the implementation of the Research Incentives as a means to motivate institutional researchers and reward them for related outcomes.

4.2 Research incentives are released through payroll or cashier depending on the existing policy implemented by the Financial Services Department.

5. Specific Policies

5.1 Any personnel who intends to submit his/her paper for paper presentation and/or publication shall inform the RD by accomplishing a form on Declaration of Intent to Present or to Publish duly signed

- by his/her department/academic head as a requirement prior to the presentation/publication of the research outcome.
- 5.2** Supporting documents such as call for papers, invitation, and/or paper acceptance must be attached to the form as evidence.
 - 5.3** Only those research outcomes considered as completed by RD shall be qualified to receive a related research incentive.
 - 5.4** Research incentive shall be released to the personnel after presentation of required documents as proof that s/he had already presented a research outcome or his/her full paper was published in peer-reviewed journal.
 - 5.5** The required documents that may be accepted as proof of presentation or publication include but are not limited to the following:
 - 5.5.1** Certificate of attendance and presentation;
 - 5.5.2** Photos during paper presentation;
 - 5.5.3** Certificate of publication; and
 - 5.5.4** Copy of published journal.
 - 5.6** Only researches that were published in peer-reviewed journal and presented with the prior knowledge of the RD and were subsequently approved are eligible for this incentive.
 - 5.7** The personnel may receive the presentation incentive twice per research paper — one for participating in an external local paper presentation, and another for an external international presentation.
 - 5.8** The personnel may receive the publication incentive once per research paper.
 - 5.9** The RD has the right to approve or disapprove the application to receive research incentives provided that it has a justifiable reason for doing so.

6. Incentives

- 6.1** The following amount shall be given to the personnel whose research is under the RGP or FRP and who qualified for the research incentive:
 - 6.1.1** External Paper Presentation

International:	P7,000.00 (and an additional P38,000.00 for the conference fee, accommodation, transportation fee, allowance, and other related expenses)
Local:	P3,000.00 (and an additional P17,000.00 for the conference fee, accommodation, transportation fee, allowance, and other related expenses)
 - 6.1.2** Paper Publication in Peer-reviewed Journal

International:	P30,000.00
Local:	P15,000.00

 - 6.1.2.1** An additional P15,000.00 incentive would be given for Scopus-indexed publication.
- 6.2** The following amount shall be given to the personnel who is qualified for the research incentive and whose research is under departmental research; research as a requirement for probationary faculty members; research papers under Student Research Program for Co-Authorship; non-funded research submitted to RD and has completed the required RD process; and other research papers that may be considered by RD upon careful deliberation of the head of RD.

- 6.2.1** External Paper Presentation
International: P3,000.00
Local: P1,500.00
- 6.2.2** Paper Publication in Peer-reviewed Journal
International: P5,000.00
Local: P3,000.00
- 6.2.2.1** An additional P15,000.00 incentive would be given for Scopus-indexed publication.
- 6.3** In case there are multiple authors in one research paper, the above incentive shall be equally divided between and among the authors.

FACULTY RESEARCH AWARDS GUIDELINES

The Research Department of Letran Calamba supports faculty members/non-teaching personnel in an exceptional research career and proceeds to foster and reward excellence in working in the research field. The awards shall be classified in the level of the amount of work that has been done in the four categories, i.e. Platinum, Gold, Silver and Bronze. Below are the guidelines describing eligibility criteria, evaluation parameters and benefits associated with each award category.

A. Eligibility Criteria

All Faculty members/non-teaching personnel are eligible to seek or be recommended for the awards. To be judged, faculty/non-teaching personnel ought to have:

- Research engagements must be conducted under any of the RD's research programs/aegis for the past two academic years; and
- Evidence of research engagements such as research presentations in reputable conferences and publications in scholarly journals must be submitted to the Research Department.

B. Selection Process

1. The Research Department shall make an initial list of qualified awardees based on the documentary evidences submitted by faculty members/non-teaching personnel.
2. The initial list by RD shall be sent to the academic and department heads for confirmation and concurrence five working days after the issuance of the list.
3. The Research Awards Committee (VP for Academics and Research, Senior Director for Research, and Human Resource Director) shall deliberate the list of awards based on the merit of evidences presented.

C. Award Categories

1. **Platinum Award.** The highest recognition is awarded for faculty members / non-teaching personnel whose contributions are exceptional in research with international peer-reviewed publication as lead author.
2. **Gold Award.** The recognition is awarded for faculty members/non-teaching personnel whose contributions are outstanding in research with peer-reviewed publication as lead author.
3. **Silver Award.** The recognition is awarded for faculty members/non-teaching personnel whose contributions are very satisfactory in research with peer-reviewed publication.
4. **Bronze Award.** The recognition is awarded for faculty members/non-teaching personnel whose contributions are satisfactory in research with presentation and publication.

Award Tiers and Criteria for Recognition

Award	Presentation and Publication Awards
Platinum	At least 3 internationally peer-reviewed journal publications, with 1 as lead author
Gold	3 peer-reviewed journal articles, with at least 1 as lead author
Silver	2 researches in a peer-reviewed journal
Bronze	At least 1 presentation at a conference and published paper

D. Special Research Awards

1. **Outstanding Student Research Adviser Award** - Recognizes faculty members/non-teaching personnel who significantly contributed in the research awards garnered by the students.
2. **Research Prime Mover Award** - Recognizes faculty members/non-teaching personnel who demonstrated outstanding research engagement (national or international research keynote speaker, international research awards, patents, copyright, utility model, editor/reviewer for research journals, etc.)
3. **Research Collaboration Award** - Honors faculty members/non-teaching personnel who have successfully collaborated with other researchers outside the institution.
4. **Research Grant Award** - Awards faculty members/non-teaching personnel who have successfully secured research grants from external agencies.
5. **Research Supremacy Award** – Honors a school or department who has the highest number of research awards from the collective efforts of faculty, staff, and students.

E. Award Benefits

1. **Platinum:**
 - Plaque of Recognition
 - Award Cash Prize (amount TBA)
2. **Gold:**
 - Plaque of Recognition
 - Award Cash Prize (amount TBA)
3. **Silver:**
 - Certificate of Recognition
 - Token

4. Bronze:

- Certificate of Recognition
- Token

5. Special Awards

- Certificate of Recognition
- Token

F. Award Ceremony

All the awards shall be conferred during the annual Gawad Parangal for faculty/non-teaching personnel, which will feature rewarding of the awardees, furthering a positive image in as far as advancing the culture and ideals of research excellence goes to the institution.

FACILITATION OF INSTRUCTIONAL MATERIAL EVALUATION

1. Policy Framework

The Research Department (RD), being the research arm of the Colegio, continuously promotes research embedded in a culture of conscience, discipline, and excellence. The Institutional Research Unit (IRU), through its research programs, carries out the institution's thrust to promote and conduct research studies and ensure that the research outcomes of Letran personnel adhere to a set standard of quality.

The Department, directed by its mission to strive to nurture the research capability and competence of the members of the Letran community and to utilize researches, is mandated to evaluate home-grown instructional materials (IM) intended for the Colegio's use. The review of home-grown IM aims to maintain certain standards and contribute to a need-based and up-to-date IM development.

2. Application and Scope

- 2.1. This quality procedure (QP) covers instructional materials developed and submitted by Letran personnel to RD, intended for internal and external distribution, whether funded or not, by any program, project, grant, or contract under the sponsorship of the Colegio.
- 2.2. This QP applies to all the academic and non-academic personnel of the Colegio.

3. Definition of Terms

- 3.1 **Instructional Materials (IMs)** are educational resources used to improve students' knowledge, abilities, and skills, to monitor their assimilation of information, and to contribute to their overall development and upbringing. In Letran Calamba, the IM may refer to a guidebook, worktext, or learning module.
- 3.2 **Technical Evaluation Committee (TEC)** refers to the body convened by RD to review and evaluate the instructional material submitted by the Colegio's personnel.
- 3.3 **Internal Distribution** refers to instructional materials distributed and used in the Colegio.
- 3.4 **Colegio-funded instructional materials** refers to instructional materials that received funding from Letran Calamba.
- 3.5 **Plagiarism** is to steal and pass off the ideas or words of another as one's own. It is to use another's production without crediting the source (*merriam-webster.com, 2021*).

4. General Policy

- 4.1. The RD serves as the screening house of instructional materials developed and submitted by Colegio's personnel to RD, intended for Colegio's adoption.
- 4.2. The IM must be endorsed by the academic or department head to RD for evaluation.
- 4.3. The RD will run the IM through Turnitin to check for similarity index and facilitate the technical evaluation of the IM.
- 4.4. Technically evaluated IMs may be presented in a research colloquium organized by RD.

5. Specific Policies

- 5.1. The RD shall create a Technical Evaluation Committee (TEC) composed of three evaluators. The RD may invite one external evaluator who is a reputable expert or a practitioner in the field.
- 5.2. The evaluation ensues based on the procedure and criteria set by the RD. A standard evaluation instrument is used by RD for technical evaluation.
- 5.3. Results of the technical evaluation will be forwarded by RD to the requesting academic unit or school and the authors of the IM.
- 5.4. The authors of the evaluated IMs are required to comply with the suggestions and recommendations of the TEC and submit a final copy of IM to RD.

6. Intellectual Property Rights and Plagiarism

- 6.1. Research outcomes are products of human intellect and creativity. Thus, they are covered by intellectual property and are subject to ownership and protection rights as specified by the RD.
- 6.2. The RD has set a maximum acceptable similarity index of 15%. If an IM's similarity index exceeds 15%, the author(s) will be required to revise it until it meets the established standard. The Turnitin Report will be shared with the researchers for their reference.
- 6.3. Highly plagiarized research works may result in disqualification and/or withdrawal of grantee to any form of financial assistance, be it research-related or not. The researcher is also required to refund the full amount released to him/her for the conduct of the project.
- 6.4. All research projects completed under the sponsorship of the Colegio are jointly owned by Letran Calamba and the author/s.

ETHICAL GUIDELINES ON RESEARCH INVOLVING HUMAN PARTICIPANTS

1. Policy Framework

The Research Department (RD), being the research arm of the Colegio, continuously promotes research embedded in a culture of conscience, discipline, and excellence. This framework outlines the general and specific policies related to basic ethics in research involving human participants, applicable to researchers of Letran Calamba.

This framework is grounded on the three core principles of research ethics as articulated by the Belmont Report and adopted by PHREB:

- **Respect for Persons:** Recognizing the autonomy of individuals and protecting those with diminished autonomy. This includes informed consent, privacy, and confidentiality.
- **Beneficence:** Maximizing benefits and minimizing harms to participants. This involves a careful assessment of risks and benefits, ensuring favorable risk-benefit ratio, and protecting participants from harm.
- **Justice:** Ensuring equitable distribution of risks and benefits of research. This includes fair subject selection and avoiding exploitation of vulnerable populations.

To ensure that ethical practices in research is maintained by all researchers, all research involving human participants, the colegio established an independent Ethics Review Committee (ERC), under the aegis of the Philippine Health Ethics Board (PHREB), has the responsibility to review and authority to approve, reject, modify, or stop studies that do not conform to the accepted standards.

2. Application and Scope

2.1. This QP applies to all the academic and non-academic personnel of the Colegio.

3. Definition of Terms

3.1 Letran personnel refer to all administrators, faculty, and employees under academic and non-academic units of the Colegio.

3.2 Research Projects refer to the scholarly endeavors of teaching/non-teaching personnel intended for publication in scholarly research journals.

3.3 Informed consent refers to a capable person's voluntarily agreement to participate in research only after they have been given and understand all important details about the study, including their rights, and are free from any pressure, manipulation, bribery, or threats.

3.4 Vulnerable participants are individuals who, due to circumstances such as physical or mental disabilities, economic hardship, unequal power dynamics, or social marginalization, have a diminished capacity to make autonomous decisions regarding research participation and are at an increased risk of being harmed.

3.5 Research on human subjects encompasses any activity in the social sciences, biomedicine, behavioral studies, or epidemiology that systematically gathers or analyzes data to produce new knowledge, and where individuals: (1) experience manipulation, intervention, observation, or other interaction with researchers, whether directly or through modifications to their surroundings; or (2) become identifiable through researchers' collection, processing, or utilization of biological samples, medical records, or other

data. Consequently, research on human subjects includes not only direct researcher contact with individuals or groups, but also research that uses identifiable human materials and information (Philippine Health Research Ethics Board, 2017).

4. General Policy

- 4.1 All research by Letran personnel and student-researchers involving human participants shall adhere to the ethical standards specified by RD and/or Ethics Review Committee (ERC).
- 4.2 The Ethics Review Committee is the designated body to address and resolve any questions or concerns related to compliance with ethical standards for research involving human participants.

5. Specific Policies

- 5.1. Research Ethics Committee shall perform the following duties and responsibilities:
 - 5.1.1. Develop policies and guidelines on ethical conduct that govern the behavior of personnel and stakeholders;
 - 5.1.2. Provide an independent and objective assessment of the ethical aspects of research proposals, free from bias or conflicts of interest;
 - 5.1.3. Conduct a thorough review of research proposals to ensure they comply with relevant ethical guidelines, regulations, and institutional policies;
 - 5.1.4. Scrutinize the informed consent process to ensure that participants are provided with complete and accurate information about the research, including its purpose, procedures, risks, and benefits, and that their consent is freely given. Pay particular attention to vulnerable populations;
 - 5.1.5. Prepare reports summarizing findings, investigations, or ethical issues and concerns recommendations; and
 - 5.1.6. Enforce and monitor integrity within the organization, ensuring its members conduct themselves in a way that promotes trust and accountability.
- 5.2. A thorough risk-benefit assessment must be conducted for all research projects. Risks for participants must be minimized, and potential benefits must outweigh the risks.
- 5.3. Researchers must protect participant privacy. Keeping information confidential is essential, unless legally required to disclose it. Data that could connect individuals to their personal information must never be shared. Participants must be informed of this confidentiality protection in the informed consent form.
- 5.4. Researchers must obtain voluntary informed consent from all participants or their legally authorized representatives. The consent process must be documented and include:
 - 5.4.1. Disclosure of research purpose, procedures, risks, and benefits.
 - 5.4.2. Assurance of confidentiality and anonymity.
 - 5.4.3. Explanation of the right to withdraw from the research at any time without penalty.
 - 5.4.4. Opportunity for participants to ask questions.
 - 5.4.5. For vulnerable populations (e.g., children, persons with disabilities), additional safeguards are required, including assent from the individual and consent from parents/guardians.
- 5.5. Research involving children requires parental/guardian consent and the child's assent, if applicable. The research must be of minimal risk and offer potential benefits to the child.
- 5.6. Research conducted in communities requires engagement and consultation with community members. Researchers should respect community values and ensure that the research benefits the community.
- 5.7. Researchers must be sensitive to the cultural context in which the research is being conducted. The cultural values and beliefs that may influence a participant's decision to participate must be considered.
- 5.8. Research findings should be disseminated responsibly and ethically. Researchers should avoid selective reporting of results and ensure that authorship is accurately attributed.

5.9. Approved research projects may be subject to continuing review by the IRB/Ethics Committee to ensure ongoing compliance with ethical standards.

6. Sanctions and Penalty

6.1. Any research misconduct, including fabrication, falsification, plagiarism, or unethical conduct, will be dealt with according to Letran Calamba's policies and procedures, consistent with PHREB guidelines.

APPENDICES

Appendix A Research Topic Proposal Form



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ID No. _____

Research Department

RESEARCH TOPIC PROPOSAL FORM

Data Privacy Consent:

In submitting this form, I agree to my details being used and accessed only by the Research Department Staff for Institutional Research Program/Unit. I understand that my personal data (in hard copy) will be held securely, filed properly, and kept in secure location of the department and my personal data (in soft copy) will be shared in Google Drive and only the RD Staff have the access to view and download it. This information may be shared through Accrediting Organization (PACUCOA, ISO, etc.) and will not be distributed to third parties.

I further understand that I have the right to withdraw my consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal. I also understand that when this information is no longer required for the stated purpose (annually), the department's procedure will be followed to dispose of my data.

I agree

1. Proponent/s	Designation	School/ Department	Field of Specialization	Status/Rank*
a)	Lead proponent			permanent
b)	Co-Proponent			
c)	Co-Proponent			
d)	Co-Proponent			
e)	Co-Proponent			

*lead proponent for the research project should be a personnel of the Colegio with permanent status.

2. Working Title of Research Project:	
3. Nature of the Research Project:	<p>Research project will be under:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Research Grant Program (RGP) <input type="checkbox"/> Faculty Researcher Program (FRP) <input type="checkbox"/> Faculty Development Activity (FDA) </div> <div style="width: 45%;"> <input type="checkbox"/> Research as requirement for probationary faculty <input type="checkbox"/> Collaborative Work (with external institution) <input type="checkbox"/> Others: _____ </div> </div> <p>Classification:</p> <input type="checkbox"/> Research Study <input type="checkbox"/> Others: _____
4. Brief Description	
Indicate the: (1) rationale of the study, (2) target project duration, (3) intended beneficiaries and significance of the study, (4) the research gap that will be addressed by the study, and (5) at least 2 reviewed literatures.	



1st Floor, De Las Casas Building • rdd@lettran-calamba.edu.ph • Trunkline: 049-545-5453 loc. (2092/3002/5021)





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Research Department

5. Objectives of the Study	1. 2. 3. 4. 5.
6. Institutional Research Agenda to be addressed by the proposed study:	<i>Supra Theme:</i>
	<i>Sub-Theme:</i>
7. Research Design:	
8. Research Locale:	
9. Population:	
10. Sampling Technique:	
11. Data Collection Tool/s	
12. Data Collection Technique	
13. Target Schedule for data collection	
14. Data Analysis Method	
15. Target Schedule for data analysis	
16. Attachments:	<input type="checkbox"/> Profile of the proponent/s <input type="checkbox"/> List of initial references
Prepared by:	
Approved and Endorsed by:	
Lead Proponent <i>(Signature over Printed Name)</i>	Co-Proponent <i>(Signature over Printed Name)</i>
Co-Proponent <i>(Signature over Printed Name)</i>	Co-Proponent <i>(Signature over Printed Name)</i>
Acad/Dept. Head <i>(Signature over Printed Name)</i>	



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FOR RD USE ONLY				
Research Parameters & Unit Equivalence (FOR RESEARCH STUDY)				
TOPIC PROPOSALS UNDER FACULTY RESEARCHER PROGRAM	Nature of Research	Descriptive, Correlational, Experimental, Causal-Comparative, or Action Research	Quantitative OR Qualitative 3	Quantitative AND Qualitative 6
	Locale	Departmental/ Unit/Institutional 3	Provincial 6	Regional 7 National 9
	Respondents	Less than or equal to 250 3	251 or above 6	
RECOMMENDED NUMBER OF UNITS TO CREDIT:	1. (name of proponent)	(school)	(units)	
	2. (name of proponent)	(school)	(units)	
	3. (name of proponent)	(school)	(units)	
EVALUATION:				
Considerations/Conditions		Yes	No	Remarks
1. The research proponent/s is/are eligible to conduct the proposed topic.				
2. The research topic is aligned with the Institutional Research Agenda.				
3. There is no duplication of the proposed topic.				
4. The research topic is feasible.				
5. The researcher/s has sufficient educational background or teaching experience related to the proposed topic.				
Ethical Considerations for the Proposed Topic:				
[] APPROVED WITHOUT REVISIONS [] APPROVED WITH REVISIONS [] DISAPPROVED				
Comments for Revision/Disapproval:				
EVALUATED BY:				
(Name) Research Officer, Research Department Date of Evaluation:		(Name) Director, Research Department Date of Evaluation:		
DEADLINES:				
Approved Period Covered:		[] 1st Semester [] 2nd Semester [] Others: _____		
<input type="checkbox"/> Revise topic proposal and submit on or before		<input type="checkbox"/> Due Date:		
<input type="checkbox"/> Convert to full-blown proposal (see attached format and guidelines)		<input type="checkbox"/> Due Date:		



Appendix B Researcher Profile



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RESEARCHER PROFILE

Data Privacy Consent:

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I further understand that I have the right to withdraw my consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal. I also understand that when this information is no longer required for the stated purpose (annually), the department's procedure will be followed to dispose of my data.

I agree

Name:			
Address:			
Contact Number/s:		E-mail Address:	
Position/Designation:		Office/Dept.:	
Educational Attainment:			
BACHELOR'S DEGREE	Degree Obtained		
	School/University		
Year Graduated:	Topic/Title of Thesis		
MASTER'S DEGREE	Degree Obtained		
	School/University		
Year Graduated:	Topic/Title of Thesis		
DOCTORAL DEGREE	Degree Obtained		
	School/University		
Year Graduated:	Topic/Title of Thesis		
Area/s of Specialization			
Research Interests			
Courses being taught for the last 5 years (If applicable)			

Attachment #1 to Research Topic Proposal Form



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Research Works completed for the last 5 years		
Research Title	Co-Proponents	Date Published
Published Works for the last 5 years		
Article Title	Journal Title	Volume, Issue Number, & Date Published

Signature of the Researcher
Date

Appendix C Preliminary Evaluation Sheet for Research Proposal



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PRELIMINARY EVALUATION SHEET FOR RESEARCH PROPOSAL

Criteria	Remarks
(1) Adherence to the prescribed format	
(2) Adequacy of the literatures reviewed	
(3) Plausibility or rigor of the methodology	
(4) Appropriateness of the framework of the study	
(5) Timeframe	
(6) Personnel requirements of the study	
(7) Budgetary requirements	
(8) Other Comments/ Suggestions	

Evaluated by:

<p>_____</p> <p>Magnolia R. Quiatchon Research Officer, IRU</p>	<p>_____</p> <p>Dr. Ma. Xenia Z. Bitera Senior Director, RD</p>
Date:	Date:



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Appendix D

Technical Evaluation Instrument for Research Study (proposal)



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Technical Evaluation Instrument for Research Study (Proposal)

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I further understand that I have the right to withdraw my consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal. I also understand that when this information is no longer required for the stated purpose (annually), the department's procedure will be followed to dispose of my data.

I agree

Project title: _____

Proponent/s: _____

Technical Evaluator: _____ Date of Evaluation: _____

Please put a check (✓) on the space provided that will best correspond to your evaluation of the research proposal.

Review Criteria	Yes	No	Inc.	NA	Remarks
1. Introduction					
a. Structure and Rationale					
i. The background information of the study are sufficient					
ii. It contains a justification for the study and has established the importance of the study					
b. Statement of the Problem/Objectives					
i. It is specific					
ii. It is measurable					
iii. It is attainable within the timeframe and resources indicated					
iv. It is realistic					
v. The proposed research is time-bound					
c. Hypotheses of the Study (if applicable)					
i. It is consistent with the SOP and objectives of the proposed research					
d. Scope and Limitations					
i. The boundaries set by the proponent/s are justifiable					
2. Review of Related Literature					



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Review Criteria	Yes	No	Inc.	NA	Remarks
a. The literatures cited are consistent with the problem and objectives of the study					
b. The review is clearly and logically organized					
c. Literatures cited are sufficient (20-30 literatures)					
d. Research gap of the study is established					
e. Materials used in the study are updated (last 5 years)					
3. Theoretical/Conceptual Framework					
a. Theoretical Framework discusses the dominant and supporting theories related to the study					
b. Conceptual Framework presents the identified variables and clearly shows inter-relationships					
4. Research Methods					
a. The research design is appropriate and consistent with the objectives					
b. The locale/population of the study is clearly defined					
c. The sampling method is appropriate to the study					
d. The research instrument answers the set objectives of the study					
d. The process of validating and pre-testing is detailed					
d. The manner of data collection is clearly defined and suitable to the study					
e. The procedures for data analysis are clearly explained and appropriate to the study					
5. References					
a. References were cited using the prescribed APA Style					

Comments and Recommendation/s to further improve the proposal:



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Appendix E

Technical Evaluation Instrument for Research (Results to Implications)



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Technical Evaluation Instrument
(Results and Discussion, Summary of Findings, and Implications)

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I further understand that I have the right to withdraw my consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal. I also understand that when this information is no longer required for the stated purpose (annually), the department's procedure will be followed to dispose of my data.

I agree

Project title: _____

Proponent/s: _____

Technical Evaluator: _____ Date of Evaluation: _____

Please put a check (✓) on the space provided that will best correspond to your evaluation of the Results and Discussion, Summary of Findings, and Implications of the research study under evaluation.

Review Criteria	Yes	No	Inc.	NA	Remarks
1. Results					
a. There was an appropriate and thoughtful analysis of data, clearly connected to research question and purpose					
b. Tables and figures were self-descriptive, informative, and conform to standard; variety of charts, table or data displays included					
2. Discussion					
a. Findings were interpreted correctly and directly supported by evidence and clearly address research questions.					
b. The author was able to compare/contrast with previous results of related studies.					
2. Implications					
a. Implications for policy/practice were included. Implications were linked to the data.					



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Review Criteria	Yes	No	Inc.	NA	Remarks
2.a Summary of Findings					
b. The section began with a brief overview of how and why the study was done, reviewing the questions or issues addressed.					
a. Summary contained brief and concise discussion of major findings/outcomes.					
2.b Conclusion					
a. Conclusions were discerning, appropriate, and linked to findings/outcomes.					
b. Conclusions addressed all the research questions					
2.c Recommendations					
a. Recommendations were insightful, appropriate, and linked to findings/outcomes.					
b. Recommendations for action flow logically from the conclusions and include steps for action.					
c. Recommendations for further study point to topics that require closer examination.					
5. Citation and References					
a. APA format (7 th Edition) was used accurately and consistently in the paper and on the "References" page.					
b. Substantial number of sources were peer-reviewed journal articles or other approved sources published in the past five years.					
c. Sources are well-integrated and they effectively supported claims made.					
6. Appendices					
a. Appendices included instruments used in the study with appropriate headings on the page title.					
7. Presentation					
a. The presentation included all significant elements, conveyed clearly in a logical, persuasive, and easy-to-follow format.					
b. Presenter responded to questions professionally.					



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Technical Evaluator's Final Recommendation:

= **Approved without revisions**

= **Needs Revision (at least 50% is acceptable)**

= **Complete Revision**

Evaluated by:	Noted by:
<p>_____</p> <p><i>(Signature over Printed Name)</i></p>	<p>_____</p> <p>Dr. Ma. Xenia Z. Bitera Director, RD and CPD</p>



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Comments and Suggestions/Page/Chapter		Status of Compliance (Indicate page number of revised section)
Evaluated by: Signature Name of Evaluator Date:	Noted by: Signature RD Director Date:	Comments Complied by: Signature Name of Researcher Date:



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Appendix G Declaration of Intent to Present or Publish

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DECLARATION OF INTENT TO PRESENT OR TO PUBLISH

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I agree

Date of Filing:			
Research Title:			
Name of Authors & Signature:			
Research Completed as:	<input type="checkbox"/> RGP <input type="checkbox"/> FRP <input type="checkbox"/> FDA-Research <input type="checkbox"/> Departmental <input type="checkbox"/> Co-Authorship <input type="checkbox"/> Requirement for Probationary <input type="checkbox"/> Others: _____		
Date of Research Completion:			
For Paper Presentation:			
Type of Conference:	<input type="checkbox"/> LOCAL		<input type="checkbox"/> INTERNATIONAL
Conference Title:			
Date:			
Venue:			
Organizer:			
Name of Presenter/s:			
For Publication:			
Type of Publication:	<input type="checkbox"/> LOCAL		<input type="checkbox"/> INTERNATIONAL
Journal Title:			
Date of Publication:			
Volume No./Issue No.:			
Publisher:			
Publisher Address:			
Online web address of article:			

ENDORSED BY:	NOTED BY:
Academic/Department Head	RD Department Head
Date:	Date:



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FOR RD USE ONLY

Submitted Attachments:	
<input type="checkbox"/> Copy of paper	<input type="checkbox"/> Call for papers <input type="checkbox"/> Conference invite
<input type="checkbox"/> Paper Acceptance	<input type="checkbox"/> Others:
Presentation/Publication Clearance:	
<input type="checkbox"/> Hold for presentation	<input type="checkbox"/> Hold for publication <input type="checkbox"/> No IP issue
Approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> On-hold
If disapproved or on-hold, reason:	
Remarks:	
Availment of Research Incentives:	
Qualified:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If disapproved, reason:	
Remarks:	
Reviewed by:	Approved by:
Research Officer, IRU	RD Department Head
Date:	Date:
Submitted Evidences AFTER Presentation or Publication and Date Received:	
<input type="checkbox"/> Certificate of attendance	<input type="checkbox"/> Pictures during paper presentation
<input type="checkbox"/> Certificate of presentation	<input type="checkbox"/> Copy of published journal
<input type="checkbox"/> Certificate of publication	<input type="checkbox"/> Report on possible collaboration
<input type="checkbox"/> Directory of co-participants	<input type="checkbox"/> Tacit Knowledge Documentation
<input type="checkbox"/> Others:	
APPROVED FOR RESEARCH INCENTIVE:	
_____ RD Department Head Date: _____	
PSRF No:	Date Requested:
Date of Release of Incentive:	
Thru:	<input type="checkbox"/> Payroll <input type="checkbox"/> Check (for claiming) <input type="checkbox"/> Others: _____



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Appendix H Research Paper Format



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FINAL PAPER FORMAT

PRELIMINARIES

i. **Title Page.** Includes the title, author/s, date, Letran Logo at the bottom of the cover/title page.

Follow this format:

Research Title

NAME OF AUTHORS

A Research Project
under the ----- Program
funded by the Research Department
Colegio de San Juan de Letran Calamba.

Month Year
(insert Letran logo)

ii. **Approval Sheet**

iii. **Abstract**

Format:

RESEARCH TITLE

Author's Name

email address

Colegio de San Juan de Letran Calamba
Bucal, Calamba City, Laguna, Philippines

ABSTRACT

(Abstract must have a maximum of 250 words with the following structure: Introduction, chief purpose or aim, methods used (design, technique, instruments, and statistical treatment), results, conclusion, and recommendation.)

Keywords: (In identifying the keywords, use the following: <discipline of the study>, <concept studied>, <methods used>, and <geography>)

iv. **Acknowledgments**

v. **Table of Contents**

vi. **List of Tables**

vii. **List of Figures**



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INTRODUCTION

This section provides background information on the research topic, states the research problem or question, and outlines the study's objectives or hypotheses. It essentially sets the stage for why the research was conducted.

- **Background, Current State, and Research Gap/s.** State here the logical reasons for conducting the study, as supported by review of related literatures and studies. Establish the research gap at this point. This portion must identify knowledge or research gap surfacing from related studies reviewed. Gaps may be in the areas of knowledge or methodology.
- **Review of Related Literatures.** This part must summarize related literature and studies, banking on their similarities and differences and hinging on their bearing to the present study. RRL should cover foreign and local literatures.
- **Theoretical Framework or Conceptual Framework.** Discuss here the prevailing or dominant theory or set of theories governing or serving as the anchorage of the present study. Operationally define the variables and their relationship/s through your conceptual framework, which you must visually [re]present.
- **Significance of the Study.** This segment must focus on the following areas of research contribution: theory, practice, policy, and social action.
- **Research Objectives.** There could be one overarching, general research objective stated as research objective. From this, deduce specific research objectives.

RESEARCH METHOD

This section describes how the research was conducted. It includes details about the study design, participants, materials, data collection methods, and data analysis techniques. This section aims to provide enough information for others to replicate the study.

- **Research Design.** Decide on your prevalent research design. Quantitative research design? Correlational research? Experimental research? Or Qualitative research?
- **Research Locale.** Describe physically (location) and historically your data source. The description, including that of respondents, must be in the context of your own study.
- **Sampling.** Indicate here, if quantitative research, the sampling design. For qualitative research, describe the criteria used for selection of storytellers or interview/conversation partners or focus group discussants.
- **Instrumentation.** Discuss the details of your data gathering tool/s. If possible, indicate the process of testing or validating instrument/s.
- **Data Gathering Procedure.** Detail the process of collecting data. If survey, discuss the specific steps of administering questionnaires. Will you email it? Phone check? If interview, define the protocol. If qualitative research, will you do [re]construction of data from data sources, such as memos to self or journal entries?
- **Ethical considerations.** State how you applied the ethical principles in the conduct of research ensuring that it is conducted responsibly, protects participants, maintains integrity, and promotes trust in the research process.
- **Data Analysis.** If quantitative, state level of statistical analysis. If qualitative, will you do thematic analysis?

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RESULTS

This section presents the findings of the study. It typically includes tables, figures, and statistical analyses to summarize the data.

- The results should be presented clearly and objectively, without interpretation or discussion. It could be anchored on the research questions and objectives, presenting key findings related to the central research question, and including secondary findings (secondary outcomes, subgroup analyses, etc.).

DISCUSSION

The discussion section is where results were discussed, conclusions were drawn, and recommendations were offered based on those conclusions.

- This section relates the findings to the research question or hypotheses, compares them with previous research, and identifies any limitations of the study.
- Within this discussion, conclusions were drawn based on the findings. These should be constructively aligned with the findings per research question. Main findings must be summarized and hypotheses must be stated whether it were supported or not.
- Recommendations for future research or practical applications of research findings must also be included within this section. Specific studies should be suggested to address limitations of the research or propose ways that the findings of the study could be implemented in real-world settings.

REFERENCES

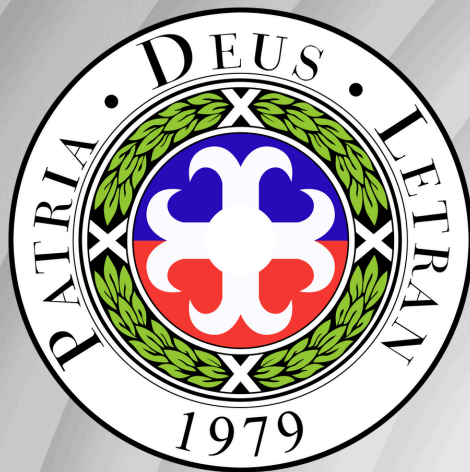
- The 20-30 Inter-continental (local and international) sources/materials used in the conduct of research are listed.
- Adopt the APA style 7th Edition for referencing.



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