



RESEARCH, DEVELOPMENT, AND EXTENSION MANUAL RDEM

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Bicol University

OFFICE OF THE VICE PRESIDENT FOR
RESEARCH, DEVELOPMENT, AND EXTENSION
Legazpi City

CHAPTER 1

INTRODUCTION

1.1 Background/Rationale

Bicol University, a premier state University in the Bicol Region, is mandated to perform instruction, research, and extension functions. The BU Research and Statistics Center (BURSC) and the BU Extension Service Center (BUESC) were created as separate offices in 1977 to operationalize their research and extension functions. BURSC was mandated to initiate, undertake, coordinate, and integrate the University's research efforts in relation to the national and regional development goals. The research thrusts of Bicol University were focused on the priority commodity/areas set by the national and regional research agencies and that of the University. Meanwhile, BUESC, through the BU Public Affairs Office, has five major roles specific to public information, training for non-degree requirements, specialist support, action cum research, and extension, which were all responsive to actual societal needs and requirements of the Bicol Region. It managed students' out-of-school activities and community services undertaken by faculty and administrative staff through training programs, information campaigns, agro-industrial exhibits, and staff support to various agencies.

In 2002, BURSC was renamed to BU Research and Development Center (BURDC) by virtue of BOR Resolution No. 30, series of 2002, to emphasize the important roles and contributions of BU to regional and national development through cutting-edge, innovative, and responsive research. In 2016, the research and extension centers were institutionalized into one office, the Office of the VP for Research Development and Extension (OVPRDE), restructuring the entire University RDE management system through the Revised Bicol University Code. The revised BU code also created the Research and Development Management Division (RDMD) together with the Extension Management Division (EMD), Publication and Knowledge Management Division (PKMD), and the Intellectual Property Management Division (IPMD), which shall support the overall operation and management of the OVPRDE. Different discipline-based research centers (DBRCs) were also created and tasked to undertake research and development, training, and extension functions.

This revised Manual of Operation for Research, Development, and Extension (MORDE) takes off from the 2009 Manual of Operations for Research and Development (MORD) and the 2023 Manual of Operation for Extension (MOE) based on Board Resolution No. 006, series of 2009 and Board Resolution No. 24 series of 2023, respectively. This MORDE now provides the updated context and guidelines of the University's research, development, and extension (RDE) management. Inspired by the University's globalization initiatives, the BU RDE system evolved to balance quality and excellence, relevance and responsiveness, and efficiency and effectiveness, covering local, national, and international concerns, thrusts, and priorities. Hence, some of its provisions are rather transitory and generic as the University keeps pace with the fast-evolving RDE trends in the RDE-driven local and global knowledge economies.

1.2 Basic Policies and Guiding Principles

Bicol University recognizes Research, Development, and Extension (RDE) as fundamental functions alongside instruction. Research shall be defined as a scientific process of generating new knowledge and advancing the academic discipline, particularly in ways that address

societal needs. Extension is the planned interventions that shall integrate and communicate knowledge, technology, and innovations based on Bicol University's academic and research programs, including technologies from other institutions addressing developmental issues to enable the target clientele to improve their quality of life. Research and extension are interrelated University mandates that follow a well-defined pathway and continuum for generating and diffusing knowledge and innovation for societal development. The major RDE areas of the University are Science, Technology, Engineering, Agriculture, Fisheries and Aquatic Sciences, Forestry and Agroforestry, Architecture, Mathematics, Education, Health and Medical Science, Humanities, Culture, Arts and other Social Sciences, Business, Socio-Economics, Industrial Technology, Communication-Information Technology and Sustainable Energy and other emerging areas consistent with the multidisciplinary nature of Bicol University.

The University shall implement its RDE programs through the various colleges/units and/or the DBRCs anchored on the following principles and policies:

- a. Promote national and regional development through institutional and collaborative RDE, commercial application of institution-owned intellectual property, and provision of research and technical assistance to the community;
- b. Ensure an open academic environment conducive to faculty's pursuit and sharing of RDE results while providing students the opportunity to engage in research as part of their academic training;
- c. Support RDE programs based on scholarly and educational merits and not on potential political or moral concerns about their results;
- d. Ensure that RDE programs align with the University's mandates and support its goals and mission;
- e. Protect students and personnel from exploitation in unauthorized or inappropriate RDE activities;
- f. Establish an equitable reward system for students' research, which is recognized as an integral part of the institutional RDE efforts and achievements;
- g. Facilitate the collaboration of the faculty, employees, and students with other scientists, colleagues, and students;
- h. Adhere to the highest ethical standards grounded in the principles of professional competence, research integrity, professional, scientific, and scholarly accountability, respect for human and animal rights and dignity, justice and fairness, gender sensitivity, safety, and beneficence;
- i. Ensure the effective management of RDE mandates by synchronizing and streamlining proposal evaluation, approval, implementation, and knowledge management.
- j. Ensure innovations and products of RDE are disseminated, utilized, and integrated into the initiatives of the University.
- k. Assume primary responsibility for preventing, detecting, and investigating RDE misconduct, ensuring the integrity of the RDE system while protecting the rights of research subjects and the public, and complying with legal requirements related to national and extramural funding.

- I. Ensure that researchers are adequately protected from risks and receive legal support when necessary.

1.3 Definition of terms

1.3.1 General Terminologies

Research is a scientific process of critical selection of data for investigation and analysis to gain new knowledge or complement existing ones. It means basic or applied research and includes the development of marketing of university-owned technology or intellectual property, the acquisition of services of an official or employee by an entity for research purposes, or participation in international, national, and regional economic development programs.

Developmental research is systematic work, drawing on existing knowledge gained from research and/or practical experience directed to producing new materials, products, or devices, installing new processes, systems, and services, and substantially improving those already produced or installed.

Extension is planned interventions that shall integrate and communicate knowledge, technology, and innovations based on Bicol University's academic and research programs, including other usable technologies from other institutions addressing developmental issues to enable the target clientele to improve their quality of life.

Knowledge management is referred to as the strategies and processes designed to identify, collect, structure, leverage, utilize, and share RDE information with concerned stakeholders to promote organizational development. Among its major concerns are the identification and documentation of both explicit and tacit knowledge and the dissemination of this knowledge within the University as well as to other institutions and organizations.

RDE Centers or Discipline-Based Research Centers (DBRCs) serve as an extended arm of the OVPRDE for its various functions as aligned to their disciplinary expertise and office mandates.

RDE Undertaking refers to the approved RDE program/projects/components of the Bicol University personnel.

RDE Implementer is the faculty or personnel of the University engaged in an approved RDE undertaking.

1.3.2 Types of RDE Undertaking

Institutionally funded RDE is an RDE undertaking that is financially supported by the University.

Externally funded RDE is an RDE undertaking that is financed by external organizations, both government or non-government units, with their own technical evaluation and processing requirements as complied with by the proponent and recognized by the University for implementation.

Special RDE undertaking is a need-based or demand-driven RDE undertaking engaging the BU personnel from any college/unit in the exigency of service in response to requests from institutions, to an urgent situation, or in collaboration with other organizations and entities. Special RDE undertaking includes but is not limited to institutionally commissioned, quick-response, and classroom-type RDE undertakings.

Pilot testing is an innovative work to confirm and demonstrate the feasibility of using technology, gauging end-users' reactions to the introduction of improved technologies, and identifying potential problems related to the wider dissemination, utilization, and adoption of technology so that these can be fed back to researchers.

Pre-commercialization research is research that bridges RDE outputs such as innovations to include new or improved products, processes, business models, and services or a combination thereof towards commercialization through incubation and market testing as research.

1.3.3 University RDE Structure and Nature of Participation

RDE Program consists of interrelated or complementing RDE projects requiring an interdisciplinary or multidisciplinary approach to meet an established goal within a specific time frame.

The RDE Program Leader is one who directly plans, organizes, and supervises the overall implementation of an RDE program. The Program Leader is usually required to handle at least one project and a study/component under the same program. The RDE program leader role is given when at least two projects are implemented simultaneously.

RDE Project is a set of interrelated study/components to meet pre-determined objectives within a specific time frame.

The RDE Project Leader is one who directly plans, organizes, and supervises the overall implementation of the RDE project. The project leader is required to handle at least one component under the same project with at least two studies/components running simultaneously.

RDE Study/Component is the basic unit of the University RDE system, which is concerned with investigating a specific problem identified under a project/discipline, with predetermined objective/s to be accomplished within a specific time frame. If under a project/program, a study/component can stand alone and accomplish substantial deliverables consistent with the University's targets.

The **RDE Study/Component Leader** is the one who directly plans, organizes, supervises, and conducts the implementation of an RDE study/component. There shall only be one leader per study/component identified. Distribution of the study/component leader roles under a project/program should maximize the number of RDE implementers involved.

1.3.4 RDE Management

Oversight Function is an inherent privilege of the OVPRDE to be directly involved in implementing and conducting RDE undertakings to ensure the efficient and judicious RDE process in the best interest of the University and the intended beneficiaries.

RDE appointment is the official designation given to the RDE implementer, reflecting the title of the RDE undertaking, its deliverables, the duration, and the type of credit given.

RDE contract is a written agreement signed between the funding source and the University, which may take the form of MOA, MOU, and the like, containing the terms and conditions for carrying out certain specific undertakings.

RDE grant is a form of assistance given without expectation of delivery of a specific product or service other than a written technical report.

1.3.6 RDE Crediting and Incentive System

Equitable distribution of RDE funds is a concept of RDE fund utilization ensuring that the colleges/units shall be provided with the RDE fund, either from the OVPRDE-managed general appropriation or from the usable income of the University/College. These funds are utilized strictly based on the availability of approved RDE undertakings.

Incentive System refers to the duly approved policies in BU notable for RDE outputs, accomplishments, and the like, which includes publication incentives, IP registration incentives, royalty from commercialization, and recognition of various awards and exemplary performance in RDE, among others.

An **Honorarium** is a form of remuneration for services rendered beyond the regular workload of the faculty or personnel.

Royalty is the economic or financial reward the intellectual property (IP) owner receives through technology commercialization.

WEC or Workload Equivalent Credit refers to the corresponding reduction in the regular instructional load of a faculty member designated to perform non-instructional or non-teaching functions. WEC is a form of "release time" to fully and effectively undertake the RDE activities based on the approved work plan.

CHAPTER 2

ORGANIZATION AND MANAGEMENT

2.1 Organization and Functions

2.1.1 The Vice President for Research, Development, and Extension (VPRDE) shall oversee the administration and supervision of the University's RDE undertakings. He/she shall have the following duties and responsibilities:

- (a) Supervise the planning, organizing, implementation, monitoring, and evaluation of the RDE agenda of the University;
- (b) Initiate the formulation and approval of University policies and procedures related to RDE services;
- (c) Prepare, administer, and manage the budget for the RDE activities of the University in accordance with government accounting and auditing rules and regulations;
- (d) Establish linkages with other agencies to promote the RDE undertakings of the University;
- (e) Coordinate with the various colleges and RDE centers to ensure that their plans and programs are harmonized with the thrusts and priorities of the University; and
- (f) Perform other duties and responsibilities that may be assigned by the University President.

2.1.2 The following divisions/offices shall provide staff support to the Office of the Vice President for Research, Development, and Extension: (a) Research and Development Management Division; (b) Extension Management Division; (c) Publication and Knowledge Management Division; and (d) Intellectual Property Management Division. Each of these divisions shall be headed by a Director who shall be responsible for the overall operation and management of the office. Offices or sections may also be created for task specialization in each of these divisions.

2.1.2.1 The Research and Development Management Division (RDMD) shall act as the research and development arm of Bicol University, with the following specific functions:

- (a) Prepare a comprehensive and integrated research and development plan based on the priorities set/identified by national/regional agencies and by the University in coordination with concerned colleges/offices;
- (b) Initiate research programs for the different DBRCs and the colleges/units of the University;
- (c) Create a Technical Panel of Experts (TPEs) to devise an efficient management system to evaluate RDE proposals submitted by the colleges and DBRCs for funding
- (d) Implement an efficient and effective system to facilitate the allocation and release of funding for approved RD undertaking from the different colleges and DBRCs;

- (e) Conduct in-service training, seminar-workshops, conferences, consultations, dialogues, and the like aimed at improving the RD system and procedures;
- (f) Coordinate and monitor ongoing and completed research of the DBRCs and colleges/units of the University;
- (g) Serve as repository and databank of all RD activities conducted by the faculty and staff; and
- (h) Perform other functions that may be assigned by higher authorities.

2.1.2.2 The Extension Management Division (EMD) shall provide staff support in the management of extension services/activities of the University with the following functions:

- (a) Provide leadership and direction for extension programs/projects/components of the University;
- (b) Evaluate extension proposals submitted by the colleges and DBRCs for funding;
- (c) Serve as a coordinating body in the utilization and dissemination of home-grown and other usable scientific and technological innovations;
- (d) Conduct in-service training, seminars/workshops, conferences, dialogues, consultations, and the like that are aimed at improving extension systems and procedures;
- (e) Assist various DBRCs and colleges/units in conceptualizing, developing, and implementing extension programs/projects/components;
- (f) Assist different DBRCs and colleges/units in establishing linkages with clientele agencies, interest groups, and individuals on matters about extension services;
- (g) Monitor the implementation of extension programs, projects, and activities of the DBRCs and colleges/units of the University; and
- (h) Perform other functions that may be assigned by higher authorities.

2.1.2.3 The Publication and Knowledge Management Division (PKMD) shall oversee all publication-related activities and serve as custodian of all records pertaining to RDE. The Division shall have two (2) sections/offices, namely: (a) Publication Section and (b) Knowledge Management Section.

The Publication Section shall perform the following functions:

- (a) Publish recent trends and developments in research, development, and extension in the University through newsletters and other popular media;
- (b) Supervise the Editorial Committee in the selection and review of technical and scientific papers and the selection of referees from various disciplines based on the given editorial policies;
- (c) Conduct various capability-building initiatives and other support mechanisms aimed at strengthening the publication in the University and;

- (d) Ensure wide and timely dissemination of various publications to concerned stakeholders.

The Knowledge Management Section shall perform the following functions:

- (a) Maintain a system for the collection, storage, and retrieval of research, extension, and creative work information of faculty, staff, and students;
- (b) Oversee the monitoring of RDE output utilization from programs, projects, or activities;
- (c) Prepare reports for submission to other offices or agencies; and
- (d) Provide relevant RDE information to other offices for decision-making or policy-making purposes, dissemination and publication, and other organizational development purposes.

2.1.2.4 The Intellectual Property Management Division (IPMD) shall be responsible for the overall management of generated Intellectual Properties (IPs), planning and implementation of IP-related activities, monitoring and prosecution of violations committed by persons or companies to the intellectual property rights of students and faculty in the University, and evaluation of the IPs and technologies to be generated from the proposed researches/theses/dissertations of the faculty/personnel and students. The Office shall have the following functions:

- (a) Provide oversight supervision, guidance, and capacity-building including, but not limited to, IP audit, preparation, filing, and prosecution of applications for legal protection and assist in the technology transfer agreements;
- (b) Lead in the preparation, filing, and prosecution of IP registration;
- (c) Assist in negotiating technology transfer arrangements such as but not limited to licensing agreements in the University;
- (d) Monitor royalties resulting from technology transfer arrangements and manage and disburse the same in accordance with these guidelines;
- (e) Lead in contested proceedings affecting intellectual property rights in coordination with their respective statutory counsels;
- (f) Perform a prior-art search on the submitted RDE proposals; and
- (f) Perform other functions to accomplish the purpose and objectives of the IP policies and guidelines of the University.

2.1.3 The Discipline-Based Research Centers (DBRCs) serve as an extended arm of the OVPRDE for its various functions as aligned to their disciplinary expertise and office mandates. The Office of the Vice President for Research, Development, and Extension (OVPRDE) shall have administrative jurisdiction over the different DBRCs, including (a) BU Regional Center for Food Safety and Quality Assurance; (b) BU Center for Technology Commercialization and Enterprise Development; (c) BU Center for Teaching Excellence; (d) BU Regional Center for Science and Mathematics Education Development; (e) BU Center for Policy Studies and Development; (f) BU Bicol Regional Food Innovation and

Commercialization Center; (g) BU Fabrication Laboratory; (h) and centers and institutes which will be created that are tasked to undertake RDE functions.

2.1.3.1 The Regional Center for Food Safety and Quality Assurance (RCFSQA) shall undertake research to produce innovative technologies, build market confidence in local products for exports by providing high-end laboratory services, and build a pool of science experts by training academic and science personnel. It shall:

- (a) Conduct research on the food safety and quality assurance of Bicol exportable products;
- (b) Initiate collaborative research programs participated by the different higher education institutions and agencies for the improvement of local food products;
- (c) Provide efficient food laboratory services for researchers, students, food-related MSMEs, and other industry partners based on standards;
- (d) Serve as a university showcase of laboratory activities that deliver high-quality laboratory services with a safe and secure working environment for students and educational institutions in the region;
- (e) Provide food-safety-related training, workshops, and seminars for interested individuals and institutions; and
- (f) Review and monitor RDE undertakings under the disciplinal coverage of the Center.

2.1.3.2 The Center for Technology Commercialization and Enterprise Development (CTCED) shall facilitate the commercialization of technologies through business enterprise development and market promotion. It shall specifically:

- (a) Function as technology business incubation of educational and research outputs of the students and faculty members;
- (b) Facilitate the development of tech-briefs and portfolios for generated technologies as a tool for product promotion and/or commercialization;
- (c) Collaborate with business industries and organizations to be able to promote knowledge and technologies that the community can adopt;
- (d) Access funding assistance to finance the start-up and spin-off of generated technologies;
- (e) Provide assistance to technology generators, enterprises, business industries and organizations along technology development, business enterprise, and management through capacity building, promotion and transfer of knowledge and technologies; and
- (f) Review and monitor RDE undertakings under the disciplinal coverage of the Center.

2.1.3.3 The Center for Teaching Excellence (CTE) shall be an academic support unit that aims to promote a culture of excellence in teaching within the University and the region

through responsive, innovative, and research-based initiatives and undertakings. The center shall:

- (a) Offer quality professional development programs/projects /components and services to Bicol University faculty as well as to educators and teachers in the Bicol Region;
- (b) Conduct and or assist in the conduct of research or initiatives that aim to inform, improve, and innovate teaching and learning practices;
- (c) Provide alternative academic support to students across levels and disciplines and students in Teacher Education Programs both at the undergraduate and graduate levels, along with research and instructional practices;
- (d) Work collaboratively with the relevant centers and offices in the University in offering blended or flexible learning programs to both faculty and teacher-education students;
- (e) Engage in partnership with colleges or units of the University to establish faculty learning communities to strengthen sharing of good practices;
- (f) Promote excellence in teaching through scholarly undertakings in Bicol University through training, seminars, or conferences with local and international partners; and
- (g) Review and monitor RDE undertakings under the disciplinal coverage of the Center.

2.1.3.4 The Regional Center for Science and Mathematics Education Development (RCSMED) shall develop initiatives to improve the teaching and learning of science and mathematics by developing responsive professional development programs, innovative curricula, relevant research, and outreach activities. It shall:

- (a) Provide continuing education programs to upgrade the professional knowledge, skills, practices, and attributes of science and mathematics educators;
- (b) Design and develop curriculum and instructional materials that address institutional and regional development concerns and challenges;
- (c) Conduct and support significant RDE activities for the generation of knowledge and evidence-based reforms;
- (d) Conduct STEM promotion and outreach activities to promote science and mathematics literacy;
- (e) Disseminate innovations and findings of RDE activities through various modes of communication;
- (f) Review and monitor RDE undertakings under the disciplinal coverage of the Center; and
- (g) Engage in institutional collaboration to enhance science and mathematics education in the region.

2.1.3.5 The Center for Policy Studies and Development (CPSD) shall convene the discipline experts from the university's different units to conduct policy-oriented research and development programs concerning the region's socioeconomic development. It shall specifically:

- (a) Establish linkages with public and private sectors and serve as a venue for policymakers, scientists, researchers, and the general public to identify and define relevant problem areas for policy studies, as well as to evaluate existing and proposed policies concerning the socioeconomic development of the region;
- (b) Lead in the comprehensive and trans-disciplinary research on public policy issues affecting socioeconomic development in the region;
- (c) Disseminate results and recommendations of policy analysis conducted through appropriate modes of communication;
- (d) Organize training programs and advocacies to help improve policy-oriented research;
- (e) Provide advisory and technical assistance services for public and private sectors, policy research, and program development and administration; and
- (f) Review and monitor RDE undertakings under the disciplinary coverage of the Center.

2.1.3.6 The Bicol Regional Food Innovation Center (BRFIC) shall develop and implement integrated RDE for the University, the Micro, Small, and Medium Enterprises (MSMEs), the Barangay Micro Business Enterprises (BMBEs), and the food industry in the region to transform concepts into food products and maximize the value of agricultural and fishery resources. The center shall:

- (a) Conduct research in collaboration with faculty, students, and support staff on food innovation and the selection of appropriate packaging materials;
- (b) Provide capacity building and technical assistance for faculty, students, MSMEs, and other stakeholders to upgrade good manufacturing operations and food processing systems, food processing standardization, and selecting packaging materials for food products;
- (c) Establish partnerships and linkages with other Higher Education Institutions (HEIs), MSMEs, and other research institutions to develop the competencies of Bachelor of Science in Food Technology (BSFT) students, provide facilities, and implement collaborative research programs to improve local food products; and
- (d) Review and monitor RDE undertakings under the disciplinary coverage of the Center.

2.1.3.7 The Fabrication Laboratory (FAB LAB Bicol) shall provide an open-access high-tech workshop where people can develop custom-made things, including but not limited

to digital fabrication and rapid prototyping for projects in various fields. Specifically, the Fab Lab Bicol aims to:

- (a) Conduct RDE on product development utilizing the latest technologies and capabilities offered at Fab Lab Bicol;
- (b) Provide capacity building and technical assistance for students, MSMEs, and other stakeholders on product development, prototyping, packaging, and other related services;
- (c) Establish partnerships and linkages to develop high-value products and prototypes;
- (d) Operate as income-generating shared service facilities catering to internal and external clients; and
- (e) Review and monitor RDE undertakings under the disciplinary coverage of the Center.

2.2 The OVPRDE Officials

OVPRDE Divisions

2.2.1 The RDMD Director. The day-to-day operation of the RDMD is the responsibility of the Director appointed by the University President, subject to existing rules and regulations. The RDMD Director shall perform the following functions:

- (a) Formulate a comprehensive and integrated research and development plan based on the priorities identified by national/regional agencies and by Bicol University;
- (b) Establish linkages with the public and private sectors or entities for continuity, consistency, and concrete assistance of research on various commodities and disciplines;
- (c) Recommend viable staff development programs (degree or non-degree), both foreign and local, that would enhance the research capability of the University;
- (d) Coordinate closely with concerned colleges/units of the University to ensure synergy in RDE implementation and act as *ex-officio* co-chairperson of the University Research and Extension Council (UREC).

2.2.2 The EMD Director. The EMD Director shall provide leadership and direction for the implementation of extension programs/projects/components of the University. Specifically, the EMD Director shall:

- (a) Initiate and supervise the planning and implementation of the University Extension Program.
- (b) Ensure the viability of extension organization in the University and Colleges.
- (c) Device scheme to assist the extension organization of the colleges/units in managing their extension programs.

- (d) Initiate and supervise the design of the University- and college-based monitoring schemes for the extension program.
- (e) Approve and allocate funds for project/activity proposals submitted for funding to the Division.
- (f) Ascertain the implementation of policies, administrative, and other standard procedures regarding extension matters.
- (g) Ensure that the extension functions effectively complement the different divisions and centers of the OVRDE.

2.2.3 The PKMD Director. The BU PKMD Director is in charge of taking the lead in the overall administration and supervision of the PKMD sections: a) Publication Section, and b) Knowledge Management Section. Specifically, you shall:

- (a) Take the lead in publishing recent trends and developments in research, development, and extension in the University;
- (b) Supervise and assist the Editorial Committee in the selection and review of technical and scientific papers and in the selection of referees from various disciplines based on given editorial policies;
- (c) Plan and conduct various capability-building initiatives and other support mechanisms aimed at strengthening the publication in the University;
- (d) Ensure wide and timely dissemination of various publications to concerned stakeholders;
- (e) Maintain a system for the collection, storage, and retrieval of research, development, and extension information;
- (f) Oversee the monitoring of RDE programs, projects or activities;
- (g) Provide relevant RDE information to other offices for decision-making or policy-making purposes, dissemination and publication, and other organizational development purposes; and
- (h) Perform other related functions that higher authorities may assign.

2.2.4 The IPMD Director. The BU IPMD Director oversees the overall operation and administration of its mandates. Specifically, the BU IPMD Director shall perform the following functions:

- (a) Provide oversight supervision, guidance, and capacity-building including, but not limited to, IP audit, preparation, filing, and prosecution of applications for legal protection and handling technology transfer agreements;
- (b) Lead in the preparation, filing, and prosecution of IP registration;
- (c) Take the lead in negotiating technology transfer arrangements such as but not limited to licensing agreements in the University;
- (d) Collect royalties resulting from technology transfer arrangements and manage and disburse the same following these guidelines;

- (e) Lead in contested proceedings affecting intellectual property rights in coordination with their respective statutory counsels; and
- (f) Perform other functions to accomplish the purpose and objectives of the IP policies and guidelines of the University.

OVRDE Discipline-Based RDE Centers (DBRC)

2.2.5 The RCFSQA Director. The BU RCFSQA Center Director oversees the overall operation and administration of its research, laboratory, and training mandates. Specifically, the BU RCFSQA Director shall perform the following functions:

- (a) Develop strategic plans and management systems in accordance with the center's guiding principles;
- (b) Initiate collaborative research engagement in line with food safety, quality assurance, and technical methods/ processes with industry, HEIs, and other research partners;
- (c) Ensure the improvement of the laboratory facility and services and use a quality system approach to provide accurate and reliable results;
- (d) Routine review of the quality control and quality assessment activities to ensure problems occurring within the laboratory are identified and corrected, and the corrections are monitored for effectiveness and timeliness;
- (e) Ensure that the testing system in the laboratory provides quality services in all aspects of the test performance; and
- (f) Identify and assess future and current training needs related to food safety and oversee the conduct of such training.

2.2.6 The CTCED Director. The BU CTCED Director oversees the overall operation and administration of its mandates. Specifically, the BU CTCED Director shall perform the following functions:

- (a) Initiate activities on technology business incubation of educational and research output of the students and faculty members;
- (b) Develop Business portfolio for generated technologies as a tool for product promotion and commercialization;
- (c) Take the lead in collaborating with business industries and organizations to be able to promote the mature technologies that the community can adopt;
- (d) Access funding assistance to finance the startup and spin-off of generated technologies;
- (e) Provide business assistance to prospective entrepreneurs along business enterprise development and management;

- (f) Coordinate closely with other units and centers in the University for the commercialization of matured technologies;
- (g) Closely coordinate with the RDE Divisions and sections to assist in the attainment of the research and extension targets; and
- (h) Perform tasks that may be given by higher authorities.

2.2.7 The CTE Director. The BU CTE Director oversees the overall operation and administration of its mandates. Specifically, the BU CTE Director shall perform the following functions:

- (a) Take the lead in offering professional development programs/projects and services to Bicol University faculty, educators, and teachers in the Bicol Region;
- (b) Conduct and/or assist in the conduct of research or initiatives that aim to inform, improve, and innovate teaching and learning practices;
- (c) Provide alternative academic support to students across levels and disciplines and students in Teacher Education Programs both at the undergraduate and graduate levels, along research and instructional practices;
- (d) Work collaboratively with the relevant centers and offices in the University in offering blended learning programs to both faculty and teacher-education students;
- (e) Engage in partnership with colleges or units of the University to establish faculty learning communities to strengthen sharing of good practices;
- (f) Promote excellence in teaching through scholarly undertakings in the Bicol University through training, seminars, or conferences with local and international partners; and
- (g) Perform other functions that higher authorities may assign.

2.2.8 The RCSMED Director. The BU RCSMED Director oversees the overall operation and administration of its mandates. Specifically, the BU RCSMED Director shall perform the following functions:

- (a) Provide continuing education programs to upgrade the professional knowledge, skills, practices, and attributes of science and mathematics educators;
- (b) Design and develop curriculum and instructional materials that address regional development concerns and challenges;
- (c) Conduct significant research activities for the generation of knowledge and evidence-based reforms;
- (d) Conduct relevant outreach programs in schools and communities;
- (e) Conduct promotion activities for the public understanding and appreciation of science and mathematics in schools and communities;

- (f) Review and monitor RD proposals submitted for institutional funding that are under the disciplinary coverage of the center and
- (f) Establish institutional collaboration to enhance science and mathematics education.

2.2.9 The CPSD Director. The BU CPSD Director oversees the overall operation and administration of its mandates. Specifically, the BU CPSD Director shall perform the following functions:

- (a) Take the lead in establishing linkages with public and private sectors and serve as a venue for policymakers, scientists, researchers, and the general public to identify and define relevant problem areas for policy studies, as well as evaluate existing and proposed policies concerning the socioeconomic development of the region.
- (b) Initiate the preparation and implementation of comprehensive and trans-disciplinary research on public policy issues affecting the region's socioeconomic development.
- (c) Disseminate results and policy analysis recommendations conducted through appropriate communication modes.
- (d) Initiate the planning and organizing of training programs and advocacies to help improve policy-oriented research.
- (e) Provide advisory and technical assistance services to public and private sectors, policy research, program development, and administration.
- (f) Propose and conduct policy studies that are relevant to the policy needs of the University and other stakeholders.

2.2.10 The BRIFIC Director. The day-to-day operation of BRIFIC is the responsibility of the Director appointed by the University President, subject to existing rules and regulations. The BRIFIC Director shall perform the following functions:

- (a) Organize and activate the Bicol Regional Food Innovation Center (BRIFIC) in close coordination with the Vice President for Research, Development, and Extension and other concerned colleges, units, or centers of the University.
- (b) Provide overall supervision of the center's operation.
- (c) Initiate and implement research and extension activities through BRIFIC programs.
- (d) Capacitate concerned personnel for developing food products utilizing the DOST-developed food processing equipment and Bicol local resources.
- (e) Create linkages with government and non-government agencies to support the University and Center's direction.
- (f) Take the lead in the provision of technical training on production/processing technologies and key aspects of food processing such as Good Manufacturing Practices (GMP), Hazard Analysis and Critical Control Point

(HACCP), Cleaner Production Technologies (CPT), and other specific training requirements.

- (g) Supervise the technical and productivity consultancy/advisory services on the design determination of appropriate packaging materials, including design labels that comply with market and regulatory requirements.
- (h) Develop information, educational, and communication (IEC) materials that may be used to advertise food processing and packaging equipment for products and/or process and package technologies from the developed prototypes.
- (i) Generate income to augment the center's operation as a food product development and service provider in the region.
- (j) Account for external communication with clients and potential clients.
- (k) Assist various MSMEs and other clientele through seminars, workshops, and training.
- (l) Supervise and monitor the performance of the center's personnel and conduct regular Focus Group Discussions (FGD) to solicit information on technology needs and feedback from MSMEs, stakeholders, and other linkages.
- (m) Perform other related functions that higher authorities may assign.

2.2.11 The Fabrication Laboratory (Fab Lab Bicol) Director. The day-to-day operation of Fab Lab Bicol is the responsibility of the Director appointed by the University President, subject to existing rules and regulations. The Director of Fab Lab Bicol shall perform the following duties and functions:

- (a) Take the lead in the overall operation and supervision of the Fabrication Laboratory (Fab Lab Bicol) at Bicol University;
- (b) Organize and prepare training designs and modules for Fab Lab Bicol training in all areas in coordination with concerned colleges;
- (c) Prepare guidelines for the use of the facilities in the Fab Lab Bicol by students, faculty researchers, and external clients;
- (d) Coordinate with external partner agencies in the development of programs and projects of the Fab Lab Bicol;
- (e) Prepare the work and financial plan for the Fab Lab Bicol;
- (f) Supervise the technical support staff and other personnel assigned in the Fab Lab Bicol;
- (g) Prepare and submit financial and accomplishment reports required by partner agencies and the University; and
- (h) Perform other related tasks that higher authorities may assign.

RDE Technical and Ethics Committee

2.2.12 The RDE Ethics Committee (REC) shall comprise medical, scientific, and non-scientific members responsible for ensuring the validity and protection of the rights, safety, and well-being of human subjects involved in a trial or any RDE undertaking. Its members are

appointed by the head of the institution and recognized or registered to review protocols involving human participants. The REC shall be responsible for the following:

- (a) University, the Academic Council, the concerned authorities and researchers on all matters about ethics for RDE, teaching, and other academic activities;
- (b) Evaluate how the RDE will be conducted to ensure the safety, welfare, and dignity of participants;
- (c) Assess and approve scientific merit of protocols and other relevant documents, and monitor the implementation of protocols which it has approved, which include, among others, site visits;
- (d) Review all matters related to ethical issues, including but not limited to authorship credit, intellectual property rights, treatment of human participants, use of toxic or dangerous substances, bias in language and writing of proposals and reports, use and misuse of expertise, conflict of interest, confidentiality, publication process, refereeing process, RDE planning, implementation and dissemination; and other deviations from the ethical standards on RDE;
- (e) Confirm to external parties on behalf of the University compliance with ethical standards in respect of RDE projects undertaken by the University personnel, and advise concerned authorities on any policies that may be required concerning accepting funds from particular sponsors of RDE;
- (f) Act as an investigative/consultative body for any disputed matter concerning RDE ethics and conduct and make recommendations on the action, if any, to be taken as a result of the investigations;
- (g) Prepare, revise, and adhere to a manual of standard operating procedures on ethics in RDE;
- (h) Maintain files according to its SOPs (active files, archived files, membership, and training files; meeting files) and relevant references for its work; and
- (i) Submit to audit/visits by regulatory authorities.

2.2.13 The BU Animal Care and Use Committee (BU-ACUC) shall be primarily responsible for ensuring the care and use of animals in RDE and teaching and the institution's adherence to relevant laws and policies involving animals. It shall be responsible for the following:

- (a) Review, evaluate, and make recommendations to the concerned authorities on any aspect of the program on the human care and use of animals, facilities, personnel training, and other concerns involving the care and use of animals at the institution;
- (b) Inspect the facilities for the humane care and use of animals using the standard operating procedures (SOP) as a basis for evaluation;
- (c) Prepare reports of the ACUC evaluations and submit the reports to the concerned authorities;

- (d) Make recommendations to the concerned authorities on any aspect of the animal program, facilities, or personnel training;
- (e) Review and approve, require modifications in, or withhold approval of components of animal care and use activities and of proposed significant changes regarding the use of animals in ongoing activities;
- (f) Conduct corrective action for activities involving animals following existing relevant laws and policies.

2.2.14 The Technical Panel of Experts (TPEs), composed of disciplinary experts within and outside Bicol University, are tasked to ensure the quality and relevance of the proposed RDE undertaking based on an established set of criteria.

- (a) The TPE shall be composed of a minimum of three members whose membership depends on the disciplinary coverage of the proposal. They shall be randomly drawn from the qualified list of evaluators prepared by the OVRDE.
- (b) A Memorandum designating three experts in a TPE to review the proposal with the corresponding set of criteria and usual monitoring and confidentiality safeguards will be issued. An honorarium shall be provided for each proposal reviewed by a reviewer.
- (c) As members, they shall evaluate whether the RDE design is appropriate to answer the RDE problems/objectives;
- (d) As members, they shall decide on the cost-effectiveness of the financial requirement of the RDE undertaking *vis-à-vis* the proposed RDE design; and
- (e) Rate and endorse the RDE proposal through the OVRDE for approval by the University President.

2.2 BU Academic Colleges/Units

2.3.1 The Colleges/Units Deans/Directors. To revitalize the RDE function of the colleges and to effectively and efficiently manage the increasing magnitude of RDE activities in colleges, the academic Deans/Directors are hereby tasked with the following:

- (a) Ensure that the college RDE agenda is in line with the institutional, regional, national, and international thrusts and priorities;
- (b) Ensure systematic and effective implementation of RDE activities of the college/unit;
- (c) Ensure that the faculty fulfill their research mandates based on their academic rank;
- (d) Manage disbursement of locally allocated and college-managed external research funds.
- (e) Provide counterpart funding if warranted;

- (f) Ensure the timely preparation and submission of faculty, department, and college commitments for research.
- (g) Recommend research coordinators who shall serve as the point person for research concerns of the college; and
- (h) Recommend faculty and staff for research capability enhancement programs to upgrade the research capability of the college.

2.3.2 The College RDE Coordinators. A College RDE Coordinator can either be a Research (CRC) or Extension (CEC) coordinator designated in a college/unit by the University President upon the recommendation of the Dean/Director, endorsed through the OVRDE by the RDMD or EMD Director, respectively. The CRC/CEC shall be an active RDE implementer for the last three years. Likewise, a CRC/CEC may be designated based on the magnitude of the RDE activity to be coordinated in a college in a given year and shall not preclude the option of designating CRC/CEC by priority areas, cluster of colleges, or other necessary modifications. The following are the functions of the CRC/CEC:

- (a) Coordinate with the College/Unit Dean, Associate Dean, Director, Associate Director, Planning Officer, and Department Chairpersons in the formulation of RDE directions and programs;
- (b) Coordinate and regularly monitor RDE activities (at the faculty, graduate, and undergraduate level) of the college/unit.
- (c) CRC shall coordinate with the CEC of the college/unit in formulating and implementing appropriate strategies to effectively disseminate RDE outputs to end-users and utilize them to inform or improve the functions of the University along with instruction and production.
- (d) Assist the chairperson of the Instructional Department in the conduct and evaluation of student RDE activities;
- (e) Act as the college's Intellectual Property (IP) focal person;
- (f) Serve as a representative of the college/unit to RDMD or EMD;
- (g) Prepare and submit to the Dean and the RDE Directors the reports of the college that the University and other agencies may require; and,
- (h) Perform related duties and functions that higher authorities may assign.

2.3.3 The College/Unit-Based RDE Implementers. The college/unit-based researcher and extension practitioner shall have the following responsibilities:

- (a) Conduct RDE activities in the research-extension continuum consistent with the existing general rules and guidelines on performing RDE functions of the University with the highest ethical and technical standards.
- (b) Ensure the efficient implementation of the RDE undertaking as stipulated in the approved RDE work plan and appointment.
- (c) Participate in the project leaders' meeting that the OVRDE shall conduct to monitor and evaluate ongoing RDE programs/projects/components.

- (d) Submit reports (e.g., monthly/quarterly/ annual progress, accomplishments, terminal reports) to the College/Unit RDE Coordinators observing prescribed formats, and deadlines as endorsed by the College/Unit Deans/Directors.
- (e) If applicable, prepare detailed work and financial plans for the succeeding year.
- (f) Present the RDE undertaking during the BU In-House Review and other fora/conferences/symposia.
- (g) Report or disclose outputs of the RDE engagement to PKMD, IPMD, and CTCED for refereeing/publication, IP protection, and techno-commercialization, respectively, as deemed appropriate.

2.4 The University Research and Extension Council (UREC)

2.4.1 The University Research and Extension Council (UREC) shall serve as the University's policy-formulating and direction-setting body along RDE. It shall have the following functions:

- (a) Formulate policies and strategic directions for the RDE plans and programs of Bicol University;
- (b) Through these policies and directions, ensure the interfacing and continuum between knowledge generation and diffusion; and
- (c) Strengthen the coordination between RDE functions of the University.

2.4.2 The Council shall have the following composition:

- (a) Vice-President for RDE who shall serve as Chairperson of the Council;
- (b) Director of the Research and Development Management Division (RDMD) who shall serve as Co-Chairperson;
- (c) Director of the Extension Management Division (EMD) who shall serve as secretary;
- (d) Directors of IPMD, PKMD, and the DBRCs;
- (e) Academic Dean/Director of each college/unit or his authorized representative; and.
- (f) Representatives from existing RDE Consortia in the region.

2.4.3 The VPRDE, together with the Directors of RDMD, EMD, IPMD, PKMD, and DBRCs, and the academic Deans/Directors shall sit as ex-officio members of the Council while the representatives from existing regional consortia shall be officially invited or designated, upon endorsement by their respective heads of agencies.

2.4.4 Non-BU representatives from existing RDE Consortia in the region shall be entitled to an honorarium for every meeting, including reimbursement of travel expenses chargeable against the funds of the RDE.

2.4.5 The UREC shall have a regular meeting within the year. Special meetings can be called when needs arise.

2.5 Functional Units of OVPRDE

2.5.1 RDMD shall be made up of six departments which have separate tasks to perform. The six (6) functional departments of the RDMD are the following: (a) the Technical and Ethics Review Department (RDMD-TERD), (b) the Data Banking Department (RDMD-DBD), (c) the Monitoring Department (RDMD-MD), (d) the Planning and Procurement Department (RDMD-PPD), (e) the Special and External Grants Department (RDMD-SEGD), and (f) the Training and Technical Support Services Department (RDMD-TTSSD). The Department Heads shall lead each of these functional units.

2.5.1.1 The Technical and Ethics Review Department (RDMD-TERD) is the primary implementing unit in coordinating and processing RD proposals endorsed or forwarded to the RDMD. As such, RDMD-TERD shall coordinate with the DBRCs for their involvement in proposal processing under their disciplinary coverage. RDMD-TERD shall perform both technical and ethical reviews; hence, technical working groups are involved, namely the RDE Ethics Committee (REC), the Animal Care and Use Committee (BU-ACUC), the Technical Panel of Experts (TPEs), and other special committees designed for the purpose.

2.5.1.2 The Data Banking Department (RDMD-DBD) is tasked to spearhead the development, maintenance, and updating of the database system for all RD engagements, from the conceptualization of proposals to its implementation and completion. They will serve as repositories of information to generate the reports and documentation needed by the University.

2.5.1.3 The Monitoring Department (RDMD-MD) is in charge of documenting approved RD undertakings, primarily the internally funded, from the issuance of appointments to the regular monitoring of their progress while ongoing, to ensure timely and quality execution of all RD engagements. This department is tasked to assist implementers in addressing urgent concerns, including those needing to extend the duration of their RD undertaking or those subject to termination/suspension/deferment.

2.5.1.4 The Planning and Procurement Department (RDMD-PPD) oversees the planning, procurement monitoring, and fund utilization of the RDMD while performing other research-related administrative functions. They shall also facilitate the procurement of materials, equipment, and services needed for RD undertaking while ensuring compliance with procurement regulations and monitoring financial performance throughout the year.

2.5.1.5 The Special and External Grants Department (RDMD-SEGD) manages and oversees all special and externally funded RD engagements from its conception, implementation, monitoring, and completion to meet the University's targets. They shall coordinate closely with the other departments to achieve needed targets and deliverables.

2.5.1.6 The Training and Technical Support Services Department (RDMD-TTSSD) is tasked to conduct in-service training, meetings, seminar-workshops, conferences, consultations, dialogues, and the like aimed at improving the RDE

system and procedures and assisting RD implementers from ideation of proposals, its implementation, to its completion.

2.5.2 The EMD shall consist of similar departments parallel to the units established by RDMD. The seven (7) functional departments of the EMD are the following: (a) the Technical and Ethics Review Department (EMD-TERD), (b) the Data Banking Department (EMD-DBD), (c) the Monitoring Department (EMD-MD), (d) the Planning and Procurement Department (EMD-PPD), (e) the Special and External Grants Department (EMD-SEGD), the (f) Training and Technical Support Services Department (EMD-TTSSD), and the (g) Social Preparation and Community Engagement Department (EMD-SPCED). The Department Heads shall lead each of these functional units.

2.5.2.1 The **Technical and Ethics Review Department (EMD-TERD)** shall spearhead the review of extension proposals. It shall likewise evaluate the technology demonstration projects, lead quarterly extension implementers meetings (EIM), and in-house review of completed extension projects. Recommend completed extension projects for impact assessment in coordination with the CPSD, RDMD, and the OVRPDE.

2.5.2.2 The **Data Banking Department (EMD-DBD)** is tasked to spearhead the development, maintenance, and updating of the database system for all RD engagements, from the conceptualization of proposals to its implementation and completion. They will serve as repositories of information to generate the reports and documentation needed by the University. EMD-DBD shall serve as a coordinating body in disseminating the transfer of technology, innovation, or information generated by Higher Education Institutions through various forms of media.

2.5.2.3 The **Monitoring Department (EMD-MD)** shall spearhead the regular monitoring of ongoing and completed extension programs/projects/components of the University, recommend completed extension projects, and lead in conducting impact assessment. The EMD-MD is primarily responsible for the program oversight, ensuring all extension PPAs align with BU's VGMO and national/regional/local thrusts and are anchored on the SDGs. It shall ensure the smooth implementation of approved extension projects to achieve the University's intended impact.

2.5.2.4 The **Planning and Procurement Department (EMD-PPD)** oversees the planning, procurement monitoring, and fund utilization of the EMD while performing other extension-related administrative functions. They shall also facilitate the procurement of materials, equipment, and services needed for extension undertaking while ensuring compliance with procurement regulations and monitoring financial performance throughout the year.

2.5.2.5 The **Special and External Grants Department (EMD-SEGD)** manages and oversees all special and externally funded extension engagements from its conception, implementation, monitoring, and completion to meet the University's targets. They shall coordinate closely with the other departments to achieve needed targets and deliverables.

2.5.2.6 The **Training and Technical Support Services Department (EMD-TTSSD)** shall lead the extension activities geared toward enhancing the target clientele's knowledge, skills, and attitudes through continuing education, such as capability building, in-service training, seminars/workshops, conferences, dialogues,

and consultations, among others. They are responsible for providing training and technical support services to improve the extension system and procedures and assisting extensionists from ideation of proposals and implementation to completion.

2.5.2.7 The **Social Preparation and Community Engagement Department (EMD-SPCED)** is an added office for EMD inherent to its role to initiate or facilitate community-based needs assessment to identify potential entry points for RDE undertakings. It shall facilitate the establishment of active partnerships with external stakeholders for collaboration, generation, and sharing of resources for effective implementation of RDE undertakings.

2.5.3 The DBRCs shall consist of similar units, especially those horizontally aligned to the functions established by RDMD and EMD. Particularly, DBRCs shall have a unit or point person for the RDE proposal review and evaluation (**Technical Review Section or DBRC-TeRS**), monitoring of ongoing RDE undertakings (**Monitoring Section or DBRC-MS**), as well as the coordination and conduct of training (**Training and Technical Support Services Section or DBRC-TTSSS**). Discipline-specific functions per DBRCs' mandates shall be managed by a separate unit (**Discipline-Specific Section or DBRC-DSS**).

2.5.4 IPMD and PKMD shall have a section or point person dedicated to the coordination and conduct of training and other technical support services of their units to achieve RDE targets in parallel to other training departments/sections.

2.5.4.1 The IPMD shall include units such as IP Screening and Tagging (IPMD-IPSTS), Patent, Utility Model, and Industrial Design Section (IPMD-PUMIDS), Assignment, Copyright, and Other IP Section (IPMD-ACOIPS), and Audit, Dissemination, and Training (IPMD-ADTS).

2.5.4.2 The PKMD shall include units including the Publication Section (PKMD-PS), Knowledge Management Section (PKMD-KMS), and the Training and Technical Support Services Section (PKMD-TTSS).

2.5.5 A **Central Records Section (CRS)** under OVRPDE shall also be established and be responsible for organizing, managing, and archiving all RDE files, including incoming and outgoing documents, such as official letters, memos, RDE reports, contracts, and correspondences with stakeholders, among others. It shall coordinate with the respective document custodians from each unit of the OVRPDE to ensure easy access, retrieval, and tracing of records and, more importantly, in the control and safekeeping of documents compliant with existing policies and guidelines.

2.6 Operational Relationships of the Divisions and Centers in OVRPDE

2.6.1 RDMD, as one of the four divisions established under the BU Code, is the primary RD management arm of the University specifically tasked to manage the quality, diversity, and integrity of academic inputs for RD in the form of proposals, ongoing, and completed RD undertakings.

2.6.2 EMD, as one of the four divisions established under the BU Code, shall exercise the overall management of all extension undertakings of the University.

2.6.2 The RDMD provides research-based materials to EMD for information diffusion, technology incubation, advocacies, and other community engagements in collaboration with concerned divisions and DBRCs.

2.6.3 The PKMD shall use these completed studies as part of its mandate to oversee all the activities related to presentation and publication and serve as custodians of all records about completed RDE undertakings.

2.6.4 The IPMD manages the generated Intellectual Properties (IPs), planning and implementation of IP-related activities, monitoring and prosecution of violations committed by persons or companies to the intellectual property rights of students and faculty in the University, and evaluation of the IPs and technologies to be generated from the proposed researches/theses/dissertations of the faculty/personnel and students.

2.6.5 With the administrative jurisdiction of the OVRDE, DBRCs are tasked to initiate and undertake RDE activities within and in collaboration with other DBRCs or Colleges/Units. As such, the DBRCs shall be involved in initiating research within their discipline, the proposal review, approval, and monitoring while they are ongoing under the established RDE management system of OVRDE. DBRCs shall also work collaboratively with concerned offices for knowledge management, publications and presentations, information diffusion and technology incubation/commercialization, and IP protection.

2.6.6 Each division and center should have representatives or coordinators to manage units with horizontal functions, including those needed for the technical and ethics, data banking and monitoring, planning and procurement, special and external grants, and the training and technical support of all RDE engagements. The organizational chart in **Figure 1** shall exemplify these functional units and others involved.

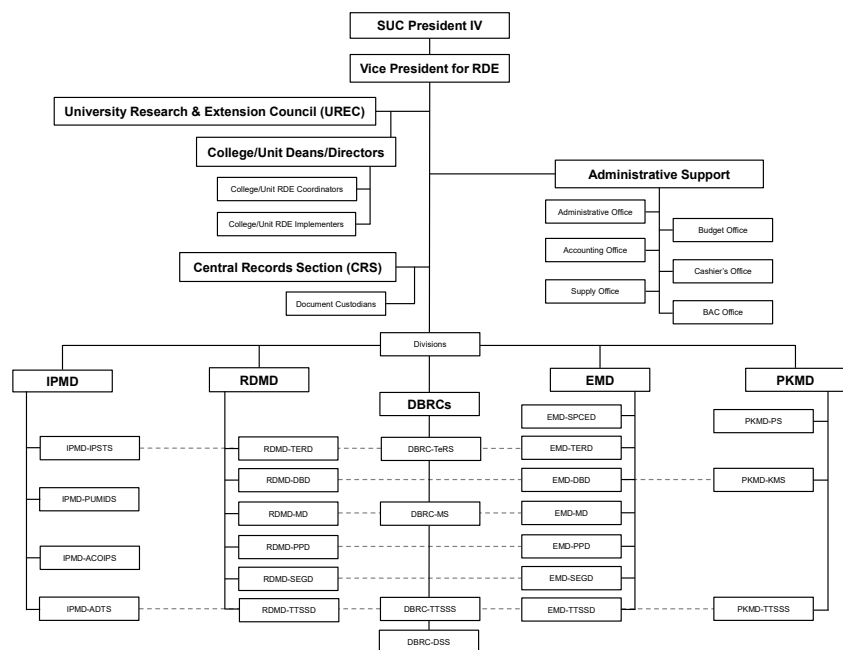


Figure 1. Organizational Structure of OVRDE

CHAPTER 3

GENERAL RULES AND PROCEDURES

3.1 Prioritization of the University's RDE Undertakings

3.1.1 Prioritization of the RDE funds from the regular budget of the University and income allocated for this purpose shall consider the following:

- Priority will be given to RDE proposals, which will provide wider opportunities for the participation of faculty, personnel, and students of the University.
- The RDE proposals should be in accordance with the institutional, regional, national, and international thrusts and priorities.
- The RDE undertaking should have a measurable impact or contribution in terms of socioeconomic benefits, improved governance/legislation/policy-making, and advancement of knowledge.
- Potential use of RDE results shall be given weight, i.e., relevance and or commercial viability of research output.
- The evaluation rating of the TPEs shall be considered in the ranking of funding proposals.
- Number of outputs that can be generated that correspond to the MFOs and KRAs of the University.
- Proposals of proponents with records of reportorial delinquency shall not be considered for evaluation until compliance has been met.

3.1.2 RDE proposals beyond the priority funding of the University can be deferred for the next funding cycle, provided they remain relevant and the proponent expresses their willingness to pursue the topic. They may also be endorsed for external funding.

3.1.2 Guided by the University's thrusts and priorities, the colleges/units can undertake RDE programs/projects/components using locally generated income, provided they comply with the University's evaluation procedure and approval system.

3.1.3 Colleges/units may provide, whenever possible, reasonable support for student and faculty RDE undertaking falling within their priorities.

3.2 Processing of RDE Proposals

3.2.1 Proposal Preparation

- There shall be a regular call for proposals in a given academic year to cover proposals intended for BU funding and shall follow the general processing procedure reflected in **Annex 1**. Special RDE undertakings, commissioned-based, and emergent proposals are exempted from the call for proposals, considering the urgent and emergent nature of the RDE undertakings. However, they, too, shall follow a similar framework of RDE undertaking as per **Annex 1**.

- (b) The preparation of proposals shall be done every year by the faculty proponents unless the proposals are RDE undertakings spanning more than one year (See **Annex 1**, Step 1). Proposals shall be by the University's thrusts, expertise, and resources. All proposals shall be prepared using the prescribed form. Consultation and certification from IPMD for prior art search, plagiarism detection, and other essential quality checks shall be done prior to submission (See **Annex 1**, Step 2).
- (c) Those seeking external funding shall adopt the format and processing prescribed by the funding agency/entity concerned.

3.2.2 Proposal Submission

- (a) All RDE proposals at the college level should be submitted to the RDE coordinator through channels for proper action. The RDE Coordinators shall review the completeness of the proposal based on the required substance and format (See **Annex 1**, Step 3).
- (b) The College Dean/Director, upon recommendation of the RDE Coordinators, shall endorse the proposals to the OVPRDE for review, endorsement, and approval of the University President.

3.2.3 Review and Evaluation of the Proposal

- (a) The Technical Panel of Experts (TPE) shall evaluate the submitted proposals based on the following criteria: 1) priority, responsiveness, and justification; 2) completeness in substance and format; 3) appropriateness of methods to address the problem identified; 4) financial/technical feasibility; and 5) other matters, including reports on plagiarism and use of artificial intelligence.
- (b) The RDE proposal review results shall be communicated to the proponent/s for revision (See **Annex 1**, Step 4). All proposals will be recommended to the RDE Ethics Committee (REC). Proposals involving animals will be recommended to the BU Animal Care and Use Committee (BU-ACUC).
- (c) Revised proposals shall be endorsed by the Office of the Vice President for Research and Extension (OVPRDE) for approval by the University president (See **Annex 1**, Step 5).

3.3 Implementation and Monitoring of Ongoing RDE Undertaking

3.3.1 Implementation Guidelines for RDE Undertaking

- (a) The implementation of any RDE undertaking shall commence upon issuance of appointment issued by the Office of the President, duly endorsed by the OVPRDE, through channel (See **Annex 1**, Step 6). The appointment shall stipulate the WEC or honorarium of the RDE implementer, their duties and responsibilities, and duration based on the approved work plan.
- (b) Only duly approved RDE undertakings, either internally or externally funded, shall be implemented.

- (c) RDE implementers with delinquencies from previous RDE works, such as the non-submission of monthly, quarterly, and terminal reports or non-participation to the scheduled in-house review of completed studies, shall hold the issuance of the designation pending settlement of said delinquencies to OVPRDE.
- (d) There shall be an inception meeting for implementers of newly approved RDE to orient the researchers/extension practitioners about the administrative, ethical considerations, and technical aspects of RDE implementation that come with the designations.
- (e) The RDE implementers shall strictly follow the reportorial requirements while the RDE undertaking is ongoing until after completion.
- (f) The RDE implementers may be allowed to hire a technical service provider as deemed necessary to assist in data collection and other related activities based on the existing hiring policies of the University. The RDE implementer, however, shall have the primary responsibility for analyzing and interpreting data and preparing and submitting the research report/s.

3.3.1 Monitoring Guidelines for RDE Undertaking

- (a) Monitoring of the ongoing programs/projects/components shall be the responsibility of RDMD, EMD, and concerned DBRCs.
- (b) On-going RDE undertakings shall be monitored and evaluated based on the approved work plan to determine the extent of implementation and address issues for improvement.
- (c) There shall be regular RDE implementers' monitoring and evaluation of the ongoing RDE undertakings.
- (d) RDE program/project/component implementers must submit a quarterly accomplishment report, whether BU-funded or externally funded, following the prescribed format of the funding agency.
- (e) If applicable, RDE implementers may request an extension of the implementation duration with a justifiable cause at least three (3) months before the end of the project.
- (f) RDE undertakings shall be evaluated for their utilization/dissemination/impact assessment while nearing completion.

3.4 RDE Completion/Termination/Suspension/Deferment

3.4.1 An RDE undertaking is deemed completed upon submitting all the requirements and deliverables and fulfilling responsibilities stipulated in the approved proposal and appointment until its review by the in-house committees (See **Annex 1**, Step 7). The terminal report shall be submitted to the OVPRDE within two (2) months after completion and be reviewed and approved during the RDE Completion Review.

3.4.2 Completed institutionally funded RDE undertaking must be presented during an in-house review of the University before presentation to other similar fora for further enhancements before dissemination.

3.4.3 An RDE undertaking may be terminated based on, but not limited to, the following grounds:

- (a) Non-submission of required quarterly or progress reports to the OVRPDE for two (2) successive reporting periods.
- (b) Failure of the RDE implementer to implement the project/study for at least two (2) quarters.
- (c) Intellectual dishonesty in the conduct of the research such that the validity of the RDE results is compromised.
- (d) Non-adherence to ethics, biosafety, and animal care policy.

3.4.4 A research undertaking may be suspended based on either ground:

- (a) Non-submission of required quarterly or progress reports to the OVRPDE for one (1) reporting period.
- (b) Failure of the RDE implementer to implement the program/project/component for at least one (1) quarter without notice.

3.4.5 An RDE undertaking may be deferred upon the proponent's request before their appointment or as deemed necessary by RDMD, EMD, DBRCs, and other concerned offices.

3.4.6 A notice of termination/suspension/deferment due to the aforementioned grounds shall be issued by the Office of the President upon endorsement by the OVRPDE through channels. The OVRPDE shall first notify the concerned RDE implementer before endorsing the case to the Office of the President to allow him/her to explain and/or comply.

3.4.7 Failure to deliver without justifiable reasons the expected outputs of the RDE as specified in the appointment, the OVRPDE can recommend to the Office of the President the recall or suspension of the WEC and/or honorarium. Subject to the DBRCs/College/Unit Head's recommendation and the President's approval, an RDE implementer may be given the chance to complete the implementation of the undertaking without WEC and/or honorarium.

3.4.8 Upon compliance with the required deliverables and/or submission of justifiable reasons, the suspension and deferment of the RDE undertaking may be lifted.

3.5 RDE Report Submission

3.5.1 Terminal Report of the RDE undertaking shall be submitted to the OVRPDE within two (2) months after completion and be reviewed and approved during the RDE Completion Review.

3.5.2 Further steps after report submission are enclosed in Chapter 4 of the RDE manual.

3.6 Management of Research Funds

3.6.1 RDE programs and projects shall be funded out of regular appropriation (Fund 101), University income (Fund 164), and income derived from the disposal of products from RDE and external sources.

3.6.2 The regular fund allocated for RDE operation in the annual General Appropriations Act (GAA) shall be lodged to the RDMD and EMD, and managed by the OVRPDE.

3.6.3 Funds for approved proposal are subject to existing accounting and auditing rules and regulations and shall be guided by the following:

- (a) RDE proposals shall be those that passed through the University evaluation and approval process;
- (b) The RDE shall be implemented within the ceiling of the allocated budget. The college shall provide the augmentation fund if the approved OVRPDE fund becomes insufficient. Should a college cannot provide the counterpart fund, the DBRCs which can provide counterpart funds can be tapped.
- (c) The RDE implementer and the college shall be responsible for the disbursement and the overall management of the fund;
- (d) The RDE implementer shall submit the required periodic reports to concerned offices;
- (e) The RDE implementer shall ensure that the RDE undertakings strictly follow the approved RDE proposal. Approval of the OVRPDE or the funding College/Unit is required in case of justifiable deviation;
- (f) Disbursements of the funds shall strictly follow the approved line item budget;
- (g) Compliance with the required reports such as quarterly, year-end, and terminal reports; and
- (h) Compliance with the mandatory presentation of results to the annual in-house review.

3.6.4 The University shall set aside 5% of the total usable income every year for Support to University Operation (SUO), 25% of which will be allotted to RDE. Overall management of this fund and monitoring of RDE undertakings funded from the SUO fund shall be the primary responsibility of the OVRPDE. This fund will be managed in the same manner as the regular fund.

3.6.5 To augment the RDE budget from Fund 101, colleges/academic units shall earmark at least 5% of their share from usable income annually for this purpose.

3.6.6 External funding sources shall be tapped to finance the RDE proposals not funded from either Fund 101 or 164.

3.6.7 Required counterpart funding for externally-funded RDE shall be charged to either the regular fund or income of the Colleges or Equivalent Release Time (ERT) subject to the approval of the appropriate authority.

3.6.8 All transactions and disbursements shall be consistent with the existing accounting and auditing rules and regulations for RDE.

3.7 Special and Externally Funded RDE Undertakings

3.7.1 Externally-funded RDEs are usually covered by a memorandum of understanding (MOU), memorandum of agreement (MOA), or contract of service, which

defines the terms of reference. These instruments shall pass through the OVRDE and or to other appropriate offices for review before signing between BU and the contracting party/ies.

3.7.2 External funding for RDE can take the form of either a grant or a contract from local and foreign agencies or organizations, both private and public. The University and/or faculty members may initiate the availment of the RDE grant under OVRDE's supervision.

3.7.3 Fund management of externally funded RDE shall be in accordance with the provisions of the MOA, which may take any of the following forms:

- (a) The RDE fund is transferred to the University by the sponsor for the former to manage;
- (b) The RDE fund is channeled to a third party; and
- (c) The donor retains the fund and directly manages its disbursement.

3.7.4 Approved externally funded RDE shall be immediately reported to the OVRDE for databasing and timely issuance of appointment.

3.7.5 Reports submitted to the external funding agency should be copy furnished to OVRDE for proper documentation.

3.7.6 Special RDE undertaking is a need-based or demand-driven undertaking engaging the BU personnel from any college/unit in the exigency of service to be done in response to institutions' requests or an urgent situation. Special RDE undertaking is not part of the regular call for an approved RDE undertaking. On-boarding of RDE implementers from different colleges/units to an approved special RDE undertaking is encouraged.

3.7.6 Funding for special RDE undertaking may come from the University, the agency in need of the service, or both depending on the approved financial plan.

3.7.7 Special RDE undertaking is subject to the databasing, reportorial, and monitoring requirements akin to regular RDE undertakings up to completion.

3.8 Basic Remuneration of RDE Undertakings

3.8.1 To enhance RDE productivity, granting honoraria to faculty members with ongoing RDE undertaking beyond their regular workload should be incorporated into the budget or made available from grants, subject to its availability.

3.8.2 An RDE implementer may have the option to choose between a corresponding workload equivalent credit (WEC) or an honorarium based on prescribed rates out of their involvement in implementing approved RDE and other existing policies and guidelines.

3.8.3 The WEC shall give the faculty a release time to undertake the RDE activities based on the approved work plan and consistent with DBM, CHED, and University policies. An approved and implementable RDE proposal for internal or external funding is required for granting WEC for this purpose.

3.8.4 In the spirit of equity and to encourage faculty members to seek external funding, implementers of externally funded RDE projects may be granted the corresponding release time in the form of WEC as part of their load, regardless of whether they receive an honorarium from the external project funds. Faculty members will receive WEC but will not be

provided with a University-set honorarium or any honorarium provided by the external funding source.

3.8.5 For all RDE undertakings, the WEC at different levels of RDE involvement will follow the University's existing policies and guidelines. The WEC granted for RDE engagement must be awarded in full and cannot be converted to teaching overload. Any additional compensation may be provided separately for other roles or responsibilities of the implementer based on existing policies and guidelines.

3.8.6 Honorarium for RDE shall depend on the funding source. RDE implementers of externally funded RDEs shall be given an honorarium based on the MOA, MOU, contract, or other legal instruments. Institutionally funded RDEs are either from the regular fund or the University's income, the rates shall follow the University's existing policies and guidelines depending on the implementer's nature and extent of participation.

3.9 RDE Mentoring System

3.9.1 The University, through the OVRDE, shall actively support and recognize RDE mentoring as a vital component of faculty professional development and continuing education, ensuring alignment between faculty career growth and the sustainable achievement of the University's RDE objectives.

3.9.2 RDE shall foster a critical mass of faculty members actively engaged in RDE initiatives by offering affiliation or fellowship opportunities to Discipline-Based Research Centers (DBRCs) or approved RDE undertakings.

3.9.3 RDE shall enrich the overall educational experiences of the students, both undergraduate and graduate, by facilitating mentor-student matching through their academic units. The faculty mentor may provide the students with guidance, access to shared resources during RDE engagements, and opportunities for professional networking and collaboration.

3.9.4 The RDE mentoring system shall operate in accordance with the University's established policies and guidelines, ensuring that all mentoring activities are aligned with institutional standards and best practices in RDE. This adherence will promote consistency, quality, and accountability within the mentoring system.

3.10 Procurement and Acquisition of Supplies and Materials

3.10.1 Procurement of supplies and materials shall be based on the approved work and financial plan of the RDE undertaking and the annual procurement plan and should be in accordance with the provisions of RA 9184.

3.10.2 Equipment procured shall be the University's property after the externally funded and OVRDE-managed RDE undertakings are completed.

3.11 Disposal of Acquired Properties and Products Generated from RDE Undertakings

3.11.1 All unconsumed materials and properties acquired while implementing the RDE shall be disposed of in accordance with existing policies.

3.11.2 Proceeds derived from the sale/disposal of properties and products generated from RDE shall accrue to the income of the concerned college/unit. The money could be used to augment the RDE fund of the concerned college/unit.

3.11.3 The University shall initiate the commercialization of technologies and other RDE results in partnership with government organizations, non-government organizations, and other concerned sectors.

3.11.4 Disposal of products as an offshoot of RDE shall be in accordance with the Commission on Audit guidelines and existing procedures.

CHAPTER 4

DISSEMINATION, PUBLICATION, AND UTILIZATION OF RDE OUTPUTS

4.1 Process and Procedures

4.1.1 The dissemination, publication, and utilization of RDE outputs are fundamental and essential aspects of the RDE process, crucial for enhancing the impact and significance of RDE efforts within the organization and society. These aspects are integrated within the RDE undertaking framework of the university, as shown in **Annex 1**, Steps 8-10.

4.1.2 These processes and procedures cover RDE undertakings, encompassing activities from research and development to extension engagement. For engagements that begin with an extension, the processes and procedures shall follow the extension manual of operations.

4.1.3 Upon completion of the RDE undertaking, the supervising units or DBRCs shall assist the RDE implementers in finalizing the output for dissemination, publication, and/or utilization.

4.1.4 The faculty-researcher shall submit the technical report to the DBRC/supervising unit for review, such as but not limited to IP audit and in-house review.

4.1.5 The discipline-based RDE centers (DBRCs)/supervising units shall forward a copy of the final technical report and RDE outputs to PKMD for knowledge management of completed RDE undertakings.

4.1.6 The RDE implementers shall forward to IPMD for IPR application any created works and technologies that need immediate intellectual property rights (IPR) protection even during the implementation phase of the research.

4.1.7 If the RDE implementer prefers to disseminate, publish, or utilize their RDE output(s) before its completion, RDMD or EMD must issue a certification that the RDE undertaking(s) has already attained substantial progress endorsing it for an institutional quality checking mechanisms before dissemination, publication, or utilization of outputs.

4.1.8 Following the institutional quality-checking mechanism, the PKMD, with the appropriate unit/center, shall assist the RDE implementers in disseminating, publishing, and utilizing their RDE outputs.

4.1.9 The PKMD shall initiate, introduce, or develop policies to institutionalize competitive incentives and award schemes to strengthen the dissemination, publication, and utilization of RDE outputs by the RDE implementers. However, incentivizing disseminated, published, and utilized RDE outputs shall be from RDMD- or EMD-recognized RDE undertakings.

4.2 Dissemination and Publication

4.2.1 Dissemination of RDE outputs includes presentations in conferences, conventions, symposia, colloquia, meetings, workshops, trainings, and other general assemblies of reputable organizations at the local, regional, national, or international scale. Dissemination may also be in the form of publications or, in the case of creative works, their performance, exhibitions, and other forms of presentations.

4.2.2. Publication of RDE outputs includes dissemination in various channels such as books, book chapters, academic journals, monographs, conference proceedings, reports, or other refereed, indexed, or peer-reviewed scholarly publications or reputable presses or publishers at the local, regional, national, or international levels. Publication also includes online media and other online platforms, such as Bicol University repositories, with a reach extending beyond the institution.

4.2.3 The PKMD shall lead capacity-building efforts and ensure that the RDE implementers submit RDE with high potential for dissemination or publication to reputable organizations or channels.

4.2.4 Dissemination and publication of RDE outputs shall be guided by existing policies approved by the Board of Regents (BOR), Commission on Higher Education and Development (CHED), or other regulatory agencies.

4.2.5 The provision of incentives and awards shall be granted to deserving RDE implementers based on merits and approved policies. Any form of dissemination and publication of RDE outputs, which extends to citations, patented works, copyrighted products, developed new plant varieties/animal breeds/microbial strains, creative works, and the like, shall be eligible for incentives or awards.

4.3 Utilization and Technology Transfer of RDE Outputs

4.3.1 Utilization of RDE outputs may be through: (1) community engagement or extension activities, capacity building, or technical assistance; (2) commercialization, which includes the complete sale of technology, licensing, and spin-offs; (3) pedagogical innovations; (4) social and cultural utilization; (5) policy formulation; or (5) other forms of utilization or other means of adoption of RDE outputs by the University or relevant stakeholders, such as policymakers, practitioners, industry partners, and the general public.

4.3.1.1 Community Engagement/Extension

- (a) RDE outputs ready for extension shall undergo evaluation by the EMD before being endorsed for approval and appointment by the Office of the President.
- (b) The evaluation shall cover the substantial requirements of the required format for projects or programs, the activities and resources needed to be carried out, and the corresponding existing guidelines on honorarium and WEC.
- (c) The monitoring of community engagement shall be carried out by the EMD based on its existing guidelines, while the evaluation shall be done by other units not involved in the extension or by a third party with an existing memorandum of agreement.
- (d) Incentives will be provided for exemplary community extension engagements that contribute to the performance targets of the University, as governed by the University's incentive guidelines for community engagement/extension.

4.3.1.2 Commercialization of RDE Outputs

- (a) RDE outputs ready for commercialization shall undergo the required evaluation process by the CTCED, in partnership with IPMD for intellectual property

protection and the Business Affairs Office (BAO) for production cum research implementation guided by the Technology Transfer Protocol and IGP Manual of the University.

- (b) Financial and technical assistance and other forms of support shall be provided to students and RDE implementers for the commercialization of the technology, subject to existing commercialization guidelines of the University.
- (c) CTCED shall closely coordinate with DBRCs and other units generating all forms of technology the University can commercialize.
- (d) The CTCED shall monitor the implementation of commercialization, and all commercialization activities shall be governed by existing implementing rules and regulations for technology transfer.
- (e) Recognition, awards, and incentives to technology generators particular to inventor/s, author/s, creator/s, and licensor/s shall be in accordance with the Bicol University PRAISE and as provided in a duly approved award and incentive policy for the purpose.
- (f) Revenue utilization arising from the commercialization activities shall be spearheaded by the CTCED subject to the existing policies relative thereto.
- (g) Any other concerns arising from these provisions must be referred to the approved University Technology Transfer Protocol, CTCED Manual of Operations, and other pertinent guidelines.

4.3.1.3 RDE Outputs as Pedagogical Innovation

- (a) RDE outputs utilized as pedagogical innovation shall be facilitated by the relevant units/centers, such as CTE and RCSMED, for approval and recognition by the University Instructional Materials Committee.
- (b) CTE, RCSMED and other relevant units/centers may facilitate the approval of pedagogical innovation used in extension activities for approval by EMD for recognition by the University.
- (c) CTE, RCSMED, and other units/centers involved in the development of pedagogical innovation shall closely coordinate with the University Instructional Materials Committee for dissemination and possible implementation of these innovations in their respective colleges or outside the institution in need of the pedagogical innovation.
- (d) CTE and RCSMED shall work closely with IPMD for copyright application and CTCED, in partnership with the BAO, for publishing the materials and training courses that the University can commercialize.
- (e) CTE and RCSMED shall document and database these pedagogical innovations and submit reports to PKMD.
- (f) Relevant units/centers are encouraged to monitor and evaluate the implementation of the pedagogical innovations.

4.3.1.4 Social and Cultural Utilization

- (a) Social and cultural utilization refers to social activities, festivals, musical presentations, games, dances, recreations, and the like.
- (b) The relevant units/centers to the utilization of RDE social and cultural outputs intended by RDE implementers shall provide guidance and may provide support based on existing guidelines.
- (c) The RDE implementers shall submit to PKMD through the concerned DBRC the documentation of the utilization of social and cultural outputs.
- (d) Monitoring and evaluation of the utilization of social and cultural outputs shall be conducted regularly.
- (e) The management of other forms of utilization shall be based on the guidelines set by the OVRDE through the units/centers and other existing University guidelines.

4.3.1.5 Policy Formulation

- (a) Policy formulation refers to RDE outputs translated to or adopted as but not limited to programs, projects, ordinances, executive orders, institutional policies, and strategic and development undertakings by agencies.
- (b) The relevant units/centers to the utilization of policy formulation intended by RDE implementers shall provide guidance and may provide support based on existing guidelines.
- (c) The RDE implementers shall submit to PKMD through the concerned DBRC the documentation of the utilization of policy formulation.
- (d) Monitoring and evaluation of the utilization of policy formulation shall be conducted regularly.
- (e) The management of other forms of utilization shall be based on the guidelines set by the OVRDE through the units/centers and other existing University guidelines.

4.3.1.6 Other Forms of RDE Utilization

- (a) Other forms of research utilization include, but are not limited to, policy inputs or other means of adoption of RDE outputs by the University or relevant stakeholders, such as policymakers, practitioners, industry partners, and the general public.
- (b) The relevant units/centers to the utilization of RDE outputs intended by RDE implementers shall provide guidance and may provide support based on existing guidelines.
- (c) The OVRDE units/centers shall document and database the utilization of RDE outputs and provide reports to the RDMD, EMD, and relevant units.
- (d) The respective units/centers are encouraged to monitor and evaluate the utilization of RDE outputs.
- (e) The management of other forms of utilization shall be based on the guidelines set by the OVRDE through the units/centers and other existing University guidelines.

4.4 Ownership of RDE Outputs

4.4.1 Ownership of the RDE outputs shall be governed by the University's approved Intellectual Property Right Policy as facilitated by IPMD and other existing university policies and guidelines.

4.4.2 Any disputes regarding ownership or intellectual property rights will be resolved through the institution's established grievance and arbitration procedures or other existing policies or guidelines.

4.5 Harmonization of the RDE Process

4.5.1 As part of its oversight function, the OVRDE shall lead the dialogues and other efforts to address future gaps in the RDE process and devise a mechanism to harmonize the existing and new policies and guidelines of the University to retain the relevance and responsiveness of the RDE system.

4.5.2 Integrate the updates in the RDE process through the different divisions, centers, and units to cover new and broader grounds of the ever-changing landscape of RDE in the national and global arena.

4.5.3 Regular consultative meetings shall be conducted among divisions and centers of OVRDE to harmonize efforts from RDE proposal-making and monitoring of the implemented RDE undertaking to the dissemination, publication, and utilization of RDE outputs.

4.5.4 All divisions and centers shall ensure that all activities are geared towards realizing the University's performance targets for RDE through close coordination and collaboration with other units of the University while encouraging the optimized use of resources.

4.5.5 All divisions and centers should adhere to the quality standards prescribed by the University and other national and international standards by monitoring and evaluating all RDE undertakings and outputs.

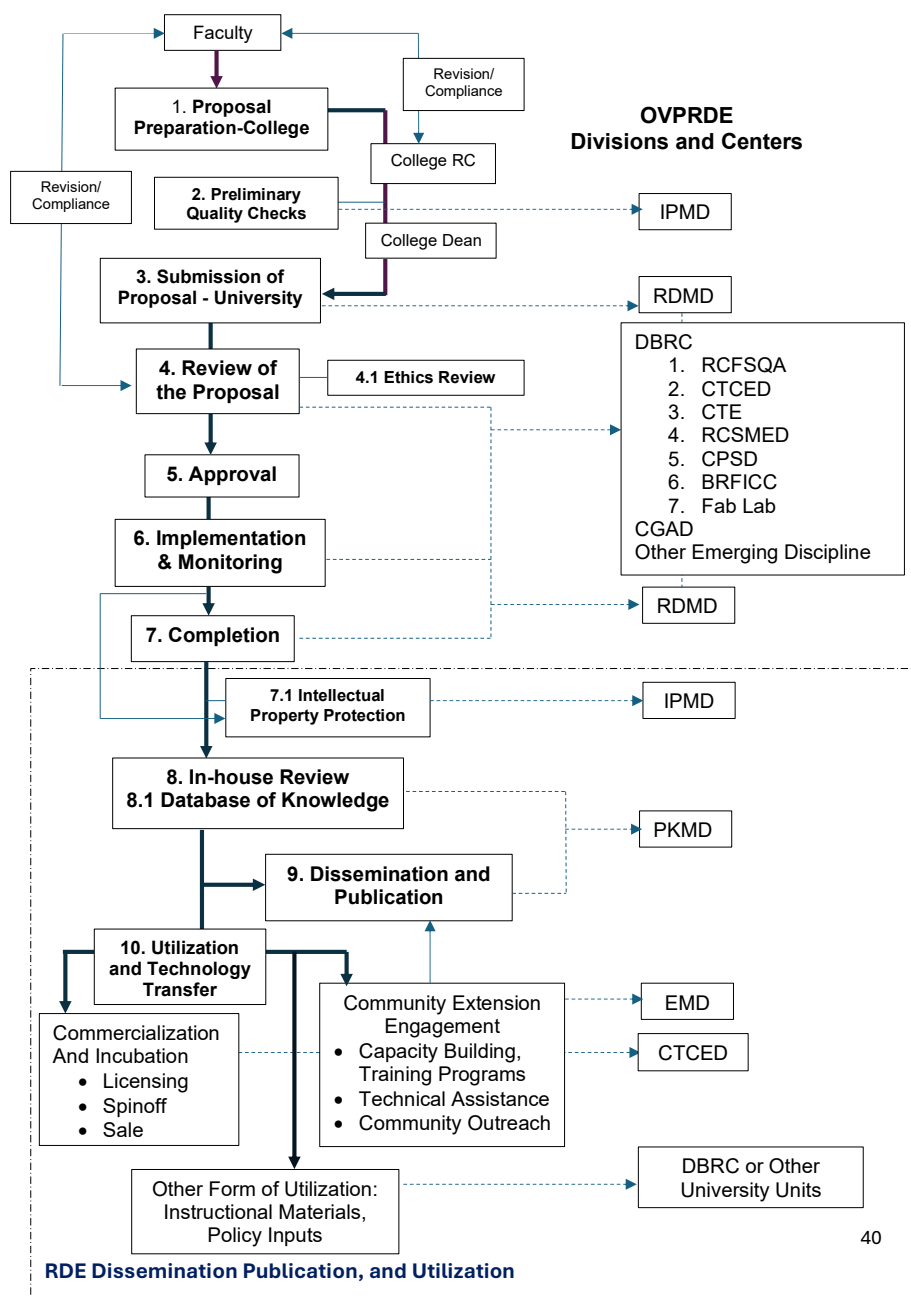
4.6 Repealing Clause

All previous policies or issuances inconsistent with the provisions in this manual are hereby repealed.

4.7 Effectivity

This revised Research, Development and Extension Manual (RDEM) shall be enforced upon the approval of the Board of Regents.

ANNEX A: General RDE Undertaking Framework of Bicol University



Annex B: Section of DBRCs

DBRCs	Sections	Descriptions/Functions
Regional Center for Food Safety and Quality Assurance (RCFSQA)	Food Laboratory	- Provide efficient food laboratory services for researchers, students, food related MSMEs, and other industry partners based on standards - Serve as a university showcase of laboratory activities that deliver high-quality laboratory services with a safe and secure working environment for students and educational institutions in the region
	Training and Technical Support Services	Provide food-safety-related training, workshops, and seminars for interested individuals and institutions
	Technical Review	Review RDE undertakings under the disciplinary coverage of the Center
	Monitoring	Monitor RDE undertakings under the disciplinary coverage of the Center
	Training and Technical Support Services	Provide food-safety-related training, workshops, and seminars for interested individuals and institutions
	Food Safety and Quality Assurance Research	Conduct research on the food safety and quality assurance of Bicol exportable products
Center for Technology Commercialization and Enterprise Development (CTCED)	Enterprise Development	- Function as technology business incubation of educational and research outputs of the students and faculty members; - Provide assistance to technology generators,

		enterprises, business industries and organizations along technology development, business enterprise, and management through capacity building, promotion and transfer of knowledge and technologies
	Technology Commercialization	- Facilitate the development of tech-briefs and portfolios for generated - technologies as a tool for product promotion and/or commercialization
	Special Project	Access funding assistance to finance the start-up and spin-off of generated technologies
	Technical Review	Review RDE undertakings under the disciplinary coverage of the Center
	Monitoring	Monitor RDE undertakings under the disciplinary coverage of the Center
Center for Teaching Excellence (CTE)	Innovative Teaching and Learning Research	Conduct and or assist in the conduct of research or initiatives that aim to inform, improve, and innovate teaching and learning practices
	Training and Technical Support Services	- Provide alternative academic support to students across levels and disciplines and students in Teacher Education Programs both at the undergraduate and graduate levels, along with research and instructional practices - Promote excellence in teaching through scholarly undertakings in Bicol

		University through training, seminars, or conferences with local and international partners
	Technical Review	Review RDE undertakings under the disciplinary coverage of the Center
	Monitoring	Monitor RDE undertakings under the disciplinary coverage of the Center
Regional Center for Science and Mathematics Education Development (RCSMED)	STEM Research, Development, and Extension	Conduct and support significant RDE activities for the generation of knowledge and evidence-based reforms
	Training and Technical Support Services	- Provide continuing education programs to upgrade the professional knowledge, skills, practices, and attributes of science and mathematics educators - Design and develop curriculum and instructional materials that address institutional and regional development concerns and challenges - Conduct STEM promotion and outreach activities to promote science and mathematics literacy
	Technical Review	Review RDE undertakings under the disciplinary coverage of the Center
	Monitoring	Monitor RDE undertakings under the disciplinary coverage of the Center
Center for Policy Studies and	Policy Research	Lead in the comprehensive and trans-disciplinary research on public policy issues affecting

Development (CPSD)		socioeconomic development in the region
	Training and Technical Support Services	- Disseminate results and recommendations of policy analysis conducted through appropriate modes of communication - Organize training programs and advocacies to help improve policy-oriented research - Provide advisory and technical assistance services for public and private sectors, policy research, and program development and administration
	Technical Review	Review RDE undertakings under the disciplinal coverage of the Center
	Monitoring	Monitor RDE undertakings under the disciplinal coverage of the Center
Bicol Regional Food Innovation Center (BRFIC)	Food Innovation Research	- Conduct research in collaboration with faculty, students, and support staff on - food innovation and the selection of appropriate packaging materials
	Training and Technical Support Services	- Provide capacity building and technical assistance for faculty, students, - MSMEs, and other stakeholders to upgrade good manufacturing operations - and food processing systems, food processing standardization, and - selecting packaging materials for food products

Fabrication Laboratory (FAB LAB Bicol)	Technical Review	Review RDE undertakings under the disciplinal coverage of the Center
	Monitoring	Monitor RDE undertakings under the disciplinal coverage of the Center
	Fab Lab Services	Operate as income-generating shared service facilities catering to internal and external clients
	Fab Lab RDE Innovation	Conduct RDE on product development utilizing the latest technologies and capabilities offered at Fab Lab Bicol
	Training and Technical Support Services	Provide capacity building and technical assistance for students, MSMEs, and other stakeholders on product development, prototyping, packaging, and other related services
	Technical Review	Review RDE undertakings under the disciplinal coverage of the Center
	Monitoring	Monitor RDE undertakings under the disciplinal coverage of the Center

Annex C. illustration or Paradigm of the Entire Process from Development, Implementation, and Completion of Research Proposals to Utilization and Technology Transfer

Process	Description	Sample of the Research Proposal	
		Title of the Study: Information Security Awareness and Readiness of Bicol University	Title of the Study: Status and Capacity of Micro-entrepreneurs in Highly Vulnerable Barangays in Legazpi City on Disaster Preparedness and Business Recovery
A. Development, Implementation, and Completion of Research Proposals			
1. Proposal Development	<i>Developing the research proposal aligned with the program and faculty expertise using the University's templates or format.</i>	Developed a research proposal outlining the objectives, methodology, research activities, and the required work and financial plan for assessing information security awareness at Bicol University.	Developed a research proposal outlining the objectives, methodology, research activities, and the required work and financial plan for assessing micro-entrepreneurs' status and capacity for disaster preparedness.
2. Submission of Proposal	<i>Submitting the proposal at the college level and to the RDMD for review. This includes preliminary quality checks, such as plagiarism and prior art searches</i>	Submitted the proposal using the required templates or format to the college and RDMD, including plagiarism checks and prior art searches.	Submitted the proposal required templates or format to the college and RDMD for review, including necessary quality checks such as plagiarism and prior art searches.
3. Review (Technical and Ethics)	<i>Evaluating the proposal for technical soundness and ethical compliance.</i>	Evaluated the proposal for technical soundness and ethical compliance by the review committee.	Evaluated the proposal for technical feasibility and ethical compliance by the review committee.
4. Approval	<i>Receiving formal authorization to</i>	Obtained formal authorization from the university	Obtained formal authorization from the university president to

	<i>proceed with the research.</i>	president to proceed with the research through a signed and notarized appointment, which includes the provision of Work and Employment Credit (WEC) or honorarium for a specified period of time.	proceed with the research through a signed and notarized appointment, which includes the provision of Work and Employment Credit (WEC) or honorarium for a specified period of time.
5. Implementation and Monitoring	<i>Conducting the research and ensuring compliance with the plan.</i>	Conducted the research, gathering data on the information security awareness and readiness of the university community. Submitted a quarterly progress report and attended project leaders' meetings to monitor the implementation of the research.	Conducted research by surveying micro-entrepreneurs in vulnerable barangays to gather data on their disaster preparedness and recovery practices. Submitted a quarterly progress report and attended project leaders' meetings to monitor the implementation of the research.
6. Completion	<i>Finalizing the research and submitting the results.</i>	Analyzed data and compiled results into a comprehensive report detailing findings on information security. Submitted the research completion report using the university's form.	Analyzed the collected data and compiled findings into a comprehensive report detailing the status and capacity of the micro-entrepreneurs. Submitted the research completion report using the university's form.
7. Protection	<i>Safeguarding intellectual</i>	Safeguarded intellectual property related to the	Safeguarded intellectual property related to the research

	<i>property and research outputs.</i>	research outputs and ensured compliance with university policies through the Intellectual Property Management Division (IPMD).	outputs and ensured compliance with university policies through the Intellectual Property Management Division (IPMD).
8. Review of Completed Research	<i>Assessing the completed research through a review of the findings and in-house evaluations.</i>	Assessed the completed research for accuracy and relevance through RDMD evaluation and in-house review	Assessed the completed research for accuracy and relevance through RDMD evaluation and in-house review
B. Dissemination and Publication of Completed Research			
9. Dissemination	<i>Sharing research findings with relevant stakeholders, including but not limited to conferences and forums.</i>	Presented the research paper at an international and national conferences to disseminate the results.	Presented the research paper at an international and national conferences to disseminate the results.
10. Publication	<i>Publishing findings in academic or scholarly platforms.</i>	Submitted the publishable article to the R&D Journal, followed the publication process, and published the paper titled 'Securing User Experience: A Survey on Information Security Controls in Higher Education Institutions.	Submitted the publishable article to the R&D Journal, followed the publication process, and published the paper titled "Contextualized Training on Business Continuity Plan for Microentrepreneurs.
C. Utilization and Transfer of Technology - <i>Applying research findings in practical settings or industries.</i>			
11. Extension	<i>Extending research outputs to communities or industries through transfer of</i>	Explored opportunities to create marketable products or services related to information security	Conducted training on the Contextualized Business Continuity Plan (BCP) for microentrepreneurs.

	<i>technology or capacity building</i>	training and awareness.	
12. Commercialization	<i>. Transforming research outputs into marketable and commercializable products or services.</i>	Used findings to inform policy recommendations and educational initiatives addressing information security challenges.	Developed the BCP modules, sought intellectual property (IP) protection, and submitted them to the CTCED for potential commercialization.
13. Other Forms of Utilization such as Policy Inputs and Pedagogical Innovation	<i>Using research outputs for policy, education, or social impact.</i>	Promoted best practices in information security awareness among local organizations and the university community.	Proposed a local ordinance to integrate BCP into business renewal and/or registration processes.