



**117<sup>TH</sup> BOARD OF REGENTS MEETING**

**BOR RESOLUTION NO. 161**

Series of 2024

**RATIFYING THE PROPOSED REVISIONS ON THE GUIDELINES OF THE SCIENTIFIC PUBLICATION AWARD OF THE VISAYAS STATE UNIVERSITY, THEREBY AMENDING ALL PREVIOUS BOARD RESOLUTIONS AND UNIVERSITY ISSUANCES WHICH MAY BE INCONSISTENT HERewith, THE DETAILS OF WHICH ARE REFLECTED IN THE DOCUMENT HERETO ATTACHED AND MADE PART HEREOF**

**WHEREAS**, the Governing Board has the power, among others, "to enact rules and regulation not contrary to law, as may be necessary to carry out the purposes and university, as provided in Section 7 (a) of RA 9158;

**WHEREAS**, the Board of Regents, through Resolution No. 121, s. 2023, approved the Scientific Publication Award of the Visayas State University;

**WHEREAS**, upon implementation of the guidelines set, it was noted that some provisions need to be clarified to promote the proper use of government funds;

**WHEREAS**, the proposed revisions of the Scientific Publication Award are presented to the Governing Board: details of which are presented below in bold fonts for emphasis:

**Proposed Revisions**

**3.1 SCOPE OF SCIENTIFIC PUBLICATION AWARD FOR JOURNAL ARTICLES (SPA-JOURNALS)**

**3.1.2** Only articles derived from research and extension projects registered with the Office of the Vice President for Research, Extension, and Innovation (OVPREI) are eligible for the award. Articles from **student (undergraduate/graduate)** theses and dissertations that are **part** of a research project **of the faculty adviser** registered with OVPREI are also qualified for the award provided that VSU is indicated as the affiliation address.

**3.1.3** Articles emanating from theses and dissertation of the faculty are also eligible for the award, provided that VSU is indicated as the affiliation address.

**3.2 ELIGIBILITY**

**3.1.5** Articles that have been previously granted monetary publication incentives by other government agencies shall no longer qualify for the VSU Scientific Publication Award.



### 3.3 COMPONENTS OF THE AWARD

3.3.1 Articles published in journals shall be awarded with monetary incentive and certificate of recognition. The monetary incentives for peer-reviewed articles are as follows:

<b>A. Articles derived from OVPREI-registered research/ extension/ innovation projects published in:</b>	<b>Monetary Incentive (PhP)</b>
A.1. Scopus-indexed Journals	50,000.00
A.2 WoS- indexed Journals	40,000.00
A.3. VSU Journals	
A.2.1. Annals of Tropical Research	30,000.00
A.2.2. Science and Humanities Journal	20,000.00
A.2.3. Review of Socio-Economic Research and Development Studies	20,000.00
A.3. ASEAN Citation (ACI)-indexed Journals	10,000.00
<b>B. Articles derived from Coursework-research requirement/ Theses/ Dissertations of the faculty and staff applicant (not registered with OVPREI)</b>	
B.1 Papers published in Scopus/WoS-indexed journals	30,000.00
B.2. VSU Journals	
B.2.1. Annals of Tropical Research	20,000.00
B.2.2. Science and Humanities Journal	15,000.00
B.2.3. Review of Socio-Economic Research and Development Studies	15,000.00

3.3.2 For a co-authored article, the total monetary incentive shall be **divided equally among authors**.

3.4.2 The article must fall within the discipline or field of specialization of the author/s. For example, for scientific articles related to creative works, only applicants from creative writing, literature, music, dance, and plays can be considered for the award. In case of faculty members and administrative staff involved in the university's culture and the arts program, their field of specialization in their mother unit shall prevail. **Articles authored by faculty members assigned with administrative positions may be eligible for the award as long as these publications are aligned with the functions of the office/position occupied by the designated faculty member.** (at the time when the study was conducted)

3.4.5 To apply for the award, the OVPREI will issue a Call for Submission of journal articles **every first and third quarter of the year**. A special awarding ceremony (**Alamdag Night**) shall be held during the VSU anniversary week.

### 3.5 PROCEDURE

3.5.1 The author/s shall submit the duly filled up Form 1 - Application Form (FM-REI-09) with the needed attachments to the unit head. The unit head, together with the Research Committee/Awards Committee shall evaluate the submission using Form 3 (FM-REI-28). **Eligible submissions following the prescribed forms/documents should be submitted using the online submission portal prescribed by OVPREI. Where necessary, a printed copy of the supporting document/s i.e., printed article, may also be submitted to support the application. No other submissions may be considered once the online portal has closed.** The VSU Publication Evaluation and Incentive Committee shall assess the application. The VP for REI will communicate to the unit head regarding the results of the evaluation.

### 4.2 COMPONENTS OF THE AWARD



4.2.1 The monetary incentive for books and book chapters that meet the standards set in these guidelines are as follows:

Peer-reviewed reference books, **handbooks, field guides**, and non textbooks (need definition of terms)

4.2.2 In case of co-authorship, the award shall be **divided equally among authors**.

#### 4.3 ELIGIBILITY

4.1.4 **Books that have been previously granted monetary incentives by other government agencies shall no longer qualify for the VSU Scientific Publication Award.**

#### 4.5 PROCEDURE

4.5.1 The author/s shall submit the duly filled-up Form 1 - Application Form (FM-REI-09) with the needed attachments to the unit head. The unit head, together with the awards committee shall evaluate the submission using Form 4 (FM-REI-29). **Eligible submissions following the prescribed forms/documents should be submitted using the online submission portal prescribed by OVPREI. Where necessary, a printed copy of the supporting document/s i.e., printed book, may also be submitted to support the application. No other submissions may be considered once the online portal has closed.** The Publication Incentive and Evaluation Committee shall assess the application. The VP for Research, Extension and Innovation will communicate to the head regarding the results of the evaluation.

**WHEREAS**, the justifications presented before the Board is evident of the university management's commitment to quality by streamlining the evaluation process and in the proper use of government funds;


**WHEREAS**, the proposal was presented to the University Administrative Council at its meeting on November 21, 2024 and obtained favorable action;


**NOW, THEREFORE**, on motion, duly seconded, and unanimously approved, be it;

**RESOLVED**, as it is hereby resolved, that the Board of Regents of Visayas State University ratifies the proposed revisions on the guidelines of the Scientific Publication Award of the Visayas State University, thereby amending all previous board resolutions and university issuances which may be inconsistent herewith, the details of which are reflected in the document hereto attached and made part hereof.

**IN WITNESS** of our approval thereof, we hereby affix our signatures this 17<sup>th</sup> day of December 2024 at the Commission on Higher Education, Diliman, Quezon City, Philippines.

## VSU BOARD OF REGENTS

  
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CHED Commissioner and Chairperson-designate


  
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VSU President and Vice Chairperson

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President, VSU Federated Alumni Association  
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**HON. RYAN C. ILAIDA**  
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Member, VSU BOR  
Villaba, Leyte

  
**HON. RUPERTO O. APARRI, III**  
Member, VSU BOR  
Tacloban City, Leyte





## EXECUTIVE SUMMARY

### SUBJECT

**PROPOSED REVISIONS ON THE GUIDELINES OF THE SCIENTIFIC PUBLICATION AWARD**

### RATIONALE

BOR Resolution No. 121, s. 2023 dated 25 January 2023 approved the Scientific Publication Award of the University. However, upon its implementation, it was noted that some provisions need to be clarified to promote the proper use of government funds.

The revisions presented in the matrix are provided with justifications:

Item 3.1 - There is a need to clarify from the previous provisions those articles derived from theses either as undergrad, graduate or those directly coming from the thesis/dissertation of the faculty member itself

Item 3.2 - There is a need to include this provision to avoid double incentivization using government funds.

Item 3.3 - These revisions are necessary to further clarify the level of monetary incentives associated for each specific article as whether: 1. published in Scopus, WoS, ACI indexed journals, or VSU journals 2. derived from OVPREI or none OVPREI-registered projects; simplifies the allocation of monetary incentives among the authors while ensuring that all eligible VSU authors receive the maximum incentive allowed; necessary to accommodate publication outputs from faculty members assigned with administrative functions; simplify the evaluation process while ensuring that articles published earlier are accommodated accordingly; minimize if not eliminate printed submissions while ensuring better and faster tracking of evaluated submissions;

Any revisions made to an approved policy must be submitted to the Board, hence this proposal.

### LEGAL BASIS

- RA 8292, Section 4 (a)
- BOR Resolution No. 121, s. 2023

### DESCRIPTION OF THE PROPOSAL

The proposed amendments are presented for approval by the Board.

### ENDORSEMENT

The University Administrative Council favourably endorsed the proposal during the November 21, 2024 meeting.

### ATTACHMENT

- Matrix of revisions
- BOR Resolution No. 121, s. 2023

## Proposed Revisions on the Guidelines of the Scientific Publications Award

2 <sup>nd</sup> Edition, March 2023	Proposed Revisions	Justifications
<b>3.1 SCOPE OF SCIENTIFIC PUBLICATION AWARD FOR JOURNAL ARTICLES (SPA-JOURNALS)</b>  3.1.2 Only articles derived from research and extension projects registered with the Office of the Vice President for Research, Extension, and Innovation (OVPREI) are eligible for the award. Articles from theses and dissertations that are offshoots of a research project registered with OVPREI are also qualified for the award.  3.1.3 Articles emanating from theses and dissertation of the faculty are also eligible for the award, provided that VSU is indicated as the affiliation address.	<b>3.1 SCOPE OF SCIENTIFIC PUBLICATION AWARD FOR JOURNAL ARTICLES (SPA-JOURNALS)</b>  3.1.2 Only articles derived from research and extension projects registered with the Office of the Vice President for Research, Extension, and Innovation (OVPREI) are eligible for the award. Articles from <u>student (undergraduate/graduate)</u> theses and dissertations that are <u>part</u> of a research project <u>of the faculty adviser</u> registered with OVPREI are also qualified for the award <u>provided that VSU is indicated as the affiliation address</u> .  3.1.3 Articles emanating from theses and dissertation of the faculty are also eligible for the award, provided that VSU is indicated as the affiliation address.	There is a need to clarify from the previous provisions those articles derived from theses either as undergrad, graduate, or those directly coming from the thesis/dissertation of the faculty member itself.
<b>3.2 Eligibility</b>  3.2.1 3.2.2 3.2.3 3.2.4	<b>3.2 Eligibility</b>  3.2.1 3.2.2 3.2.3 3.2.4 <u>3.1.5 Articles that have been previously granted monetary publication incentives by other government agencies shall no longer qualify for the VSU Scientific Publication Award.</u>	There is a need to include this provision to avoid double incentivization using government funds.



### 3.3 COMPONENTS OF THE AWARD

3.3.1 Articles published in journals shall be awarded with monetary incentive and certificate of recognition. The monetary incentives for peer-reviewed articles are as follows:

Article	Monetary Incentive (PHP)
1) Articles indexed by WoS and Scopus	50,000
2) Articles published by VSU Journals	
<i>Annals of Tropical Research</i>	30,000
<i>Science and Humanities Journal</i>	20,000
<i>Review of Socio-Economic Research and Development Studies</i>	20,000
3) ASEAN Citation Indexed (ACI Indexed Journal)	10,000
4) Articles from Theses/Dissertation	
Articles in journals indexed by WoS and Scopus	15,000

### 3.3 COMPONENTS OF THE AWARD

3.3.1 Articles published in journals shall be awarded with monetary incentive and certificate of recognition. The monetary incentives for peer-reviewed articles are as follows:

A. Articles derived from OVPREI-registered research/extension/innovation projects published in:	Monetary Incentive (PhP)
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A.3. VSU Journals	
A.2.1. Annals of Tropical Research	30,000.00
A.2.2. Science and Humanities Journal	20,000.00
A.2.3. Review of Socio-Economic Research and Development Studies	20,000.00
A.3. ASEAN Citation (ACI)-indexed Journals	10,000.00
B. Articles derived from Coursework-research requirement/Thesis/Dissertation of the faculty and staff applicant but not associated with an OVPREI-registered project)	

These revisions are necessary to further clarify the level of monetary incentives associated for each specific article as whether:

1. published in Scopus, WoS, ACI-indexed journals, or VSU journals
2. derived from OVPREI or none-OVPREI-registered projects

	<table><tr><td>B.1 Papers published in Scopus/WoS--indexed journals</td><td>30,000.00</td></tr><tr><td>B.2. VSU Journals</td><td></td></tr><tr><td>    A.2.1. Annals of Tropical Research</td><td>20,000.00</td></tr><tr><td>    A.2.2. Science and Humanities Journal</td><td>15,000.00</td></tr><tr><td>    A.2.3. Review of Socio-Economic Research and Development Studies</td><td>15,000.00</td></tr></table>	B.1 Papers published in Scopus/WoS--indexed journals	30,000.00	B.2. VSU Journals		A.2.1. Annals of Tropical Research	20,000.00	A.2.2. Science and Humanities Journal	15,000.00	A.2.3. Review of Socio-Economic Research and Development Studies	15,000.00	
B.1 Papers published in Scopus/WoS--indexed journals	30,000.00											
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A.2.3. Review of Socio-Economic Research and Development Studies	15,000.00											
3.3.2 For a co-authored article, the award shall be divided equally among the number of authors. Only authors from VSU who are eligible for the award shall receive the monetary incentive.	3.3.2 For a co-authored article, the <a href="#">total monetary incentive</a> shall be divided equally among <a href="#">all eligible VSU</a> authors.	This revision simplifies the allocation of monetary incentives among the authors while ensuring that all eligible VSU authors receive the maximum incentive allowed.										
3.4.2 The article must fall within the discipline or field of specialization of the author/s. For example, for scientific articles related to creative works, only applicants from creative writing, literature, music, dance, and plays can be considered for the award. In case of faculty members and administrative staff involved in the university's culture and the arts program, their field of specialization in their mother unit shall prevail.	3.4.2 The article must fall within the discipline or field of specialization of the author/s. For example, for scientific articles related to creative works, only applicants from creative writing, literature, music, dance, and plays can be considered for the award. In case of faculty members and administrative staff involved in the university's culture and the arts program, their field of specialization in their mother unit shall prevail. <a href="#">Articles authored by faculty members assigned with administrative positions</a>	This revision is necessary to accommodate publication outputs from faculty members assigned with administrative functions.										



	<a href="#">may be eligible for the award as long as these publications are aligned with the functions of the office/position occupied by the designated faculty member and that the study was conducted during his/her active duty of the assigned position.</a>	
3.4.5 To apply for the award, the OVPREI will issue a Call for Submission of journal articles in July of every year. A special awarding ceremony shall be held during the VSU anniversary week.	3.4.5 To apply for the award, the OVPREI will issue a Call for Submission of journal articles <a href="#">every first and third quarter of the year</a> . A special awarding ceremony ( <a href="#">Alamdag Night</a> ) shall be held during the VSU anniversary week.	This revision will simplify the evaluation process while ensuring that articles published earlier are accommodated accordingly.
<p>3.5 PROCEDURE</p> <p>3.5.1 The author/s shall submit the duly filled up Form 1 - Application Form (FM-REI-09) with the needed attachments to the unit head. The unit head, together with the Research Committee/Awards Committee shall evaluate the submission using Form 3 (FM-REI-28). If the submission is found to be eligible for the award, the head endorses it to OVPREI. The VSU Publication Evaluation and Incentive Committee shall assess the application. The VP for REI will communicate to the unit head regarding the results of the evaluation.</p>	<p>3.5 PROCEDURE</p> <p>3.5.1 The author/s shall submit the duly filled up Form 1 - Application Form (FM-REI-09) with the needed attachments to the unit head. The unit head, together with the Research Committee/Awards Committee shall evaluate the submission using Form 3 (FM-REI-28). <a href="#">Eligible submissions following the prescribed forms/documents should be submitted using the online submission portal prescribed by OVPREI. Where necessary, a printed copy of the supporting document/s i.e., printed article, may also be submitted to support the application. No other submissions may be considered once the online portal has closed.</a> The VSU Publication Evaluation and Incentive Committee shall assess the application. The VP for REI will</p>	This revision will minimize if not eliminate printed submissions while ensuring better and faster tracking of evaluated submissions.

	communicate to the unit head regarding the results of the evaluation.																		
<p><b>4.2 Components of the Award</b></p> <p>4.2.1 The monetary incentive for books and book chapters that meet the standards set in these guidelines are as follows:</p> <table> <tr> <th rowspan="2">Type</th><th colspan="2">Monetary Incentive (PHP)</th></tr> <tr> <th><i>International</i></th><th><i>National</i></th></tr> <tr> <td>Textbook</td><td>100,00</td><td>50,000</td></tr> <tr> <td>Edited book</td><td>50,000</td><td>30,000</td></tr> <tr> <td>Chapter of a book</td><td>20,000</td><td>10,000</td></tr> <tr> <td>Peer-reviewed reference books and non-textbooks</td><td>50,000</td><td>30,000</td></tr> </table> <p>4.2.2 In case of co-authorship, the award shall be divided equally among the number of authors.</p>	Type	Monetary Incentive (PHP)		<i>International</i>	<i>National</i>	Textbook	100,00	50,000	Edited book	50,000	30,000	Chapter of a book	20,000	10,000	Peer-reviewed reference books and non-textbooks	50,000	30,000	<p><b>4.2 Components of the Award</b></p> <p>4.2.1 The monetary incentive for books and book chapters that meet the standards set in these guidelines are as follows:</p> <p>Peer-reviewed reference books, <a href="#">handbooks</a>, <a href="#">field guides</a>, and non-textbooks</p>	<p>Handbooks and field guides were added to easily clarify the type of SPA-book submission</p>
Type		Monetary Incentive (PHP)																	
	<i>International</i>	<i>National</i>																	
Textbook	100,00	50,000																	
Edited book	50,000	30,000																	
Chapter of a book	20,000	10,000																	
Peer-reviewed reference books and non-textbooks	50,000	30,000																	



Only authors affiliated with VSU are eligible for the award.	4.2.2 In case of co-authorship, the award shall be divided equally among <a href="#">all VSU authors who are eligible for the award</a> .	Justification is similar to 3.3.2.
<b>4.3 Eligibility</b> 4.3.1 The following are eligible for the award: 4.3.1 4.3.2 4.3.3 4.3.4	<b>4.3 Eligibility</b> 4.3.1 The following are eligible for the award: 4.3.1 4.3.2 4.3.3 4.3.4 <a href="#">3.1.4 Books that have been previously granted monetary incentives by other government agencies shall no longer qualify for the VSU Scientific Publication Award.</a>	Justification is similar to 3.4.2
<b>4.5 Procedure</b> 4.5.1 The author/s shall submit the duly filled-up Form 1 - Application Form (FM-REI-09) with the needed attachments to the unit head. The unit head, together with the awards committee shall evaluate the submission using Form 4 (FM-REI-29). If the submission is found to be eligible for the award, the head endorses the application to the OVPREI. The Publication Incentive and Evaluation Committee shall assess the application. The VP for Research, Extension and Innovation will communicate to the head regarding the results of the evaluation.	<b>4.5 Procedure</b> 4.5.1 The author/s shall submit the duly filled-up Form 1 - Application Form (FM-REI-09) with the needed attachments to the unit head. The unit head, together with the awards committee shall evaluate the submission using Form 4 (FM-REI-29). <a href="#">Eligible submissions following the prescribed forms/documents should be submitted using the online submission portal prescribed by OVPREI. Where necessary, a printed copy of the supporting document/s i.e., printed book, may also be submitted to support the application. No other submissions may be considered once the online portal has closed. If the submission is found to be eligible for the award, the head endorses the application to the OVPREI.</a> The Publication Incentive and Evaluation Committee shall assess the application. The VP for Research, Extension and	Justification is similar to 3.5.1

	Innovation will communicate to the head regarding the results of the evaluation.	
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Endorsed:



**SANTIAGO T. PEÑA, JR.**

VP for Research, Extension, and Innovation, and  
Chairperson, Publication Evaluation and Incentives Committee





EXCERPT FROM THE APPROVED MINUTES OF THE  
**108<sup>th</sup> VSU Board of Regents Meeting**  
**25 January 2023**  
CHED National Office, UP Diliman, Quezon City

**REVISED GUIDELINES ON SCIENTIFIC  
PUBLICATION AWARD OF VSU**

The Board passed

**BOR Resolution No. 121, s. 2022**

A Resolution Approving the Revised Scientific Publication Award of the University, as presented.

*\* see attached proposed SPA*

BOARD ACTION : **APPROVED**  
Date : 25 January 2023

Certified True and Correct:

  
**GUIRALDO C. FERNANDEZ, JR.**  
Board & University Secretary

Cc: OP  
OVPREI  
Finance Office  
Budget Office  
Accounting Office