



LEYTE STATE UNIVERSITY  
Visca, Baybay, Leyte 6521 A  
Philippines

*Office of the Board Secretary*

EXCERPTS OF APPROVED MINUTES OF THE  
9<sup>th</sup> LSU Board of Regents Meeting  
21 February 2003 \* LNU, Tacloban City

Policies for Research and Extension  
Monitoring and Evaluation System

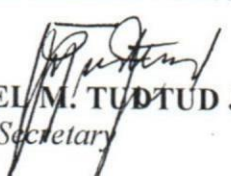
Board Resolution No. 16, s. 2003

Approving the Proposed Policies for Research and  
Extension Monitoring and Evaluation System, as  
presented.

Comment for guideline number 6.

- (1) *If no additional funding, Vice President will approve the utilization of funds. However, with additional funding support, this will be elevated to the Office of the President for approval, including projects with external funding.*

Certified True and Correct

  
DANIEL M. TUDTUD JR.  
Board Secretary

Board Action: **APPROVED**  
Date: 21 February  
Attachment: S

Cc: OVPRE   
OVPAA   
OVPAF  5/16



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521  
Philippines

*Office of the President*

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21 February 2003

The Honorable Chairman and  
Members of the LSU Board of Regents

*Ladies/Gentlemen:*

I am hereby endorsing the "**Policies for Research and Extension Monitoring and Evaluation System**" which has been deliberated and approved by the University Administrative Council during one of its meetings.

I am, therefore, recommending the same **FOR APPROVAL** by the Board of Regents.

Very truly yours,

PACIENCIA P. MILAN  
President

BOARD ACTION: \_\_\_\_\_  
DATE : 21 February 2003



**LEYTE STATE UNIVERSITY**

Visca, Baybay, Leyte

*Office of the Vice President for Research and Extension (OVPRE)*

**POLICIES FOR RESEARCH AND EXTENSION  
MONITORING & EVALUATION SYSTEM**

To strengthen OVPRE's monitoring and evaluation system for the university's RDE program, the following policies are adopted.

1. All RDE projects implemented by LSU staff or whose implementation involves LSU staff or simply utilizes facilities and resources regardless of source of funds shall be officially registered at the Office of the Vice-President for Research and Extension for monitoring purposes;
2. OVPRE shall be furnished by the study or project leader with a copy of the approved research/extension proposal; and in addition , for any non-LSU-funded RDE project/study a signed MOA/MOU or Grant Letter or its equivalent.
3. The OVPRE shall furnish a copy of the list of LSU-funded RDE projects/studies to the Office of the Finance and Management office (FMO) in each calendar year. The list shall include continuing projects and yet-to be implemented new approved projects. Proposed budgetary requirement determined by the researcher shall also be included in the list. Once funds are released, only the appointed study leader can charge the expenses to his approved study.
4. LSU staff are allowed to implement any relevant RDE project/study provided it has the approval (or appointment) of the University President upon recommendation by the OVPRE, college dean and the unit/center head concerned. This includes side studies of approved or ongoing researches;
5. All side studies in line with the approved or ongoing project/study are allowed to be implemented provided the proposal has passed review by the appropriate commodity team, and will not entail additional fund;
6. Adding another study to an approved, ongoing project maybe allowed with prior approval from the University President only upon recommendation by the RDE Vice President, unit head concerned and prior review of the proposal by the appropriate commodity team;
7. Only the University President, being the agency head, can enter into any research contract/agreement with outside funding/non-funding agencies for all RDE projects/studies involving staff, facilities or funds of LSU;
8. Any LSU staff implementing RDE project/study that is neither approved by the University President nor registered at OVPRE is prohibited from using LSU's funds, staff, facilities, equipment and other resources during or after official time.
9. Periodic reports on the development and highlights of accomplishment of all RDE projects regardless of source of funds shall be done on the prescribed format. In case of non-submission of periodic reports, workload will not be credited to the project/study proponents concerned, and travel orders related to the projects may be disapproved by the Vice President for R and E. For LSU-funded R and E projects, failure to submit the required reports shall be the basis for withholding the release of funds for the succeeding quarter.



10. Project highlights and results of all LSU funded RDE projects/studies shall be presented during the university's in-house review for monitoring and evaluation. All externally-funded projects/studies shall also be presented for monitoring and collegial sharing during designated sessions of the in-house review. Identified mature technologies and information ready for dissemination shall be presented during the regional RDE symposium unless a confidentiality clause prohibiting public disclosure of results will be declared officially by the proponent. In such cases, written disclosure of findings submitted to home unit and OVPRE will be required. In case of non-presentation during the in-house review, the corresponding workload credit of the staff for the period (semester) may be withheld;

11. Approval from the University President through the OVPRE shall first be sought before any change in the component and implementation strategies of an ongoing RDE projects/studies. Changes referred to are: change of title, objectives, duration, budgetary requirements; extension, suspension or phasing of the conduct of the project/study; change in leadership; conduct of other related activities.

The concerned researcher shall send a letter in three (3 copies) requesting to effect any changes addressed to the Vice President for R&E for appropriate action. The request should be endorsed or noted by the college dean and unit/center head concerned. If the project components are to be implemented by phase, the OVPRE should be properly informed of the actual dates of implementation.

12. Equipment, materials and facilities used for research which are to be turned over to the university after completion of an externally funded project/study should be handed to the university by the funding agency either through the researcher or the head or representative of the funding institution with an official letter of donation or transfer.

13. After completion of a project/study, the researcher shall have only one (1) year to submit his/her project/study terminal report. Failure to submit terminal report will bar the researcher to conduct new research study charge against the GAA funds. Conduct of any externally funded projects of those who failed to submit terminal reports of their previous projects/ studies will be subjected to the approval of the University President.

14. All research results highlighting new technologies, new methods/techniques and significant information generated from completed projects/studies regardless of source of funds shall be presented for collegial sharing in the University RDE Seminar Series.