



**UNIVERSITY OF THE PHILIPPINES**

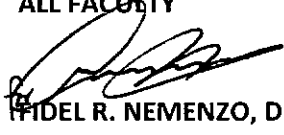
Lower Ground Floor, PHIVOLCS Bldg.  
C.P. Garcia Ave., Diliman, Quezon City 1101  
Tel.: 927-2567, 981-8500 loc. 4046; Tel. Fax: 927-2568  
E-mail: [ovcrd@up.edu.ph](mailto:ovcrd@up.edu.ph); Website: <http://www.ovcrd.upd.edu.ph>

**OFFICE OF THE VICE-CHANCELLOR FOR RESEARCH AND DEVELOPMENT**

---

**MEMORANDUM NO. FRN 16-028**

**TO : DEANS AND HEADS OF UNITS  
ALL FACULTY**

**FROM :**   
**FIDEL R. NEMENZO, D.Sc.** <sup>DIC</sup>  
**Vice-Chancellor for Research and Development**

**SUBJECT : Reminder on the Revised Guidelines for Assigning RLC/CWLC (PERSONALLY FUNDED)**

**DATE : 11 July 2016**

---

In line with the implementation of the K-12 Basic Education Program, and to support UP Diliman faculty members doing **personally funded** research/ creative work, please take note of the following revised guidelines for RLC/CWLC application for PERSONALLY FUNDED project:

1. UP Diliman aims to support Faculty Members doing projects without formal funding, by reducing the required teaching load of 12 units per semester;
2. RLC/CWLC applicant must be a regular Faculty Member in active service, regardless of the status of employment whether permanent or temporary (but excluding Lecturer, Professor Emeritus, and Faculty Member on sabbatical leave). In exceptional cases, Instructor without Study Load Credit may be considered as applicant;
3. Within the announced deadline, duly endorsed applications shall be accepted by the OVCRD through the Project Management and Resource Generation Office (PMRGO) for checking. Applicants shall submit the original copy of the RLC/CWLC application form in print, together with the research/ creative work **Contract** (see Annex B);
4. The project shall be for a **maximum of three (3) consecutive semesters**, upon recommendation of the Department Chair/ Director and Dean of College, with the approval of the College Executive Board or equivalent body;
5. After the requirements and substantial output of the preceding semester have been completed, the Faculty Member may apply for renewal. Approval of the preceding semester does not guarantee load credit for the subsequent semester;
6. The Faculty Member shall submit to OVCRD a progress report, certified by the Dean/ Head of Unit at the end of the semester, and a final report at the end of term for which RLC/CWLC is granted, using the UP Form 67-C1d (**can be downloaded from <http://www.ovcrd.upd.edu.ph/grants/load-credits/>**).

Any of the following proof of output must be submitted at the end of the project period:

- Research project with corresponding technical report;
- Creative work with corresponding permanent documentation;
- Accepted, peer-reviewed article in a national/international journal;
- Creative output in a national/ international forum/ presentation;
- National policy, regulation, bill, or law with public acknowledgment; and
- New patent claim

7. The OVCRD shall return approved applications through the Dean/ Head of Unit.

Please feel free to get in touch with *Mr. Jayceel Novio* (VoIP 4050 or 9272568) if you have questions regarding RLC/CWLC application.

Please be guided accordingly.

Thank you.

*Enclosed:*

- 1. Annex A (application w/ proposal form for RLC/CWLC - Personally Funded)*
- 2. Annex B (contract for Personally Funded Project)*
- 3. Annex C (progress/ final report UP Form 67-C1d)*

cc: Chancellor Michael L. Tan  
Vice-Chancellor for Academic Affairs Benito M. Pacheco

**OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND DEVELOPMENT**  
**University of the Philippines Diliman**

Lower Ground Floor PHIVOLCS Bldg., C.P. Garcia Ave., UP Diliman, Quezon City  
 Tel 981-8500 voip 4050, Telefax 927-2568  
 pmrgo.ovcrd@upd.edu.ph http://www.ovcrd.upd.edu.ph/

FOR P.M.R.G.O. USE ONLY		
RECEIVED	DATE	BY
ONLINE SUBMISSION		

**APPLICATION FOR RESEARCH & CREATIVE WORK LOAD CREDIT (PERSONALLY FUNDED)**

Project title: \_\_\_\_\_

Project Type:  Research  Creative Work  Textbook Writing

Date of Start: \_\_\_\_\_ Date of Expected Completion: \_\_\_\_\_

RLC/ CWLC units requested (Please check):  1 unit  2 units  3 units

Academic Year: \_\_\_\_\_ Semester: \_\_\_\_\_

Application Status:  New  Renewal from previous semester

\*In case of renewal for the same work, please still fill up the proposal format and indicate the percent of work accomplished when answering Part 1.4.

**ABOUT THE PROPONENT**

Nature of Involvement in Project:

Project Leader  Project Co-Leader  Artist  Author

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Contact Nos.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Faculty Position: \_\_\_\_\_ Rank: \_\_\_\_\_

Nature of Appointment:  Permanent  Temporary

College/Unit: \_\_\_\_\_ Dept.: \_\_\_\_\_

Regarding the progress report, final report or proof of output of the latest grant of RLC/CWLC, the date of receipt by OVCRD is (MM-DD-YY): \_\_\_\_\_

Recommending approval:  
(Not a basis for claiming overload honorarium)

Approved  
(Not a basis for claiming overload honorarium)

**FIDEL R. NEMENZO, D.Sc.**  
 Vice-Chancellor for  
 Research and Development

**BENITO M. PACHECO, Ph.D.**  
 Vice-Chancellor for  
 Academic Affairs

**MICHAEL L. TAN, Ph.D.**  
 Chancellor

RLC/CWLC total unit/s approved:

**PROPOSAL FORMAT**

**PART 1. DETAILS OF THE PROPOSAL (use size 12 font, single space and limit file size to < 10MB)**

- 1.1. **Research/Creative Work Agenda Theme or Topic (of the College/Unit) that is most Associated**
  - Please refer to the College/Unit research/creative work agenda submitted to the OVCRD
- 1.2. **Objectives**
  - Please include the general and specific objectives addressed by the proposed research/creative work.
- 1.3. **Methodology**
  - Research/Creative work design describes the systematic plan to obtain the expected output.
- 1.4. **Workplan and Schedule of Activities**
  - Critical activities to be undertaken in chronological order for every major research/creative work phase.
    - e.g.:
      - > Preparatory/Conceptualization/Development of ideas
      - > Data collection/Exploration/Pre-writing/Pre-production
      - > Data analysis/Construction/Production/Revision
      - > Report writing/ Post-production /Publication /Exhibition/Distribution
  - Kindly indicate if there is any plan of getting funding (UP Diliman, UP system, others)
  - Kindly indicate the PERCENT OF WORK ACCOMPLISHED % in case of renewal (for the same work).
- 1.5. **Expected Output**
  - Output may be any of the following:
    - > Research project with corresponding technical report
    - > Creative work with corresponding permanent documentation
    - > Accepted, peer-reviewed article in a national/international journal
    - > Creative output in a national/international forum or presentation
    - > National policy, regulation, bill, or law with public acknowledgment
    - > New patent claim
    - > Other, please specify

**PART 2. CERTIFICATION**

I certify that all information/data in this proposal are true to the best of my knowledge. I understand that a report or proof of output is to be submitted to the OVCRD at the end of the semester or term for which RLC/CWLC is granted and at the end of the project period. I further certify that I have no overdue accountabilities for OVCRD-funded and managed projects.

\_\_\_\_\_  
 Signature of Project Leader and Date

**PART 3. ENDORSEMENTS**

We certify that we have reviewed this application entitled "\_\_\_\_\_" and that the recommended load credit/s was/were pre-assigned based on the College/Unit's approved Research/Creative Work Agenda for the Academic Year. We further certify that this application complied with the College/Unit's detailed guidelines and was evaluated by the College Executive Board or equivalent body.

\_\_\_\_\_  
 Name and Signature of Dept. Chair/Director and Date

\_\_\_\_\_  
 Name and Signature of Dean of College and Date

UNIVERSITY OF THE PHILIPPINES  
DILIMAN, QUEZON CITY

**CONTRACT**

(For Personally Funded Research/Creative Work)

KNOWN ALL MEN BY THESE PRESENTS:

This contract entered into and executed this \_\_\_\_\_ day of \_\_\_\_\_ 2016 in Quezon City by and between:

The \_\_\_\_\_ (Department) \_\_\_\_\_ (College), represented by \_\_\_\_\_ as the Director/ Department Chair, hereinafter referred to as the "DEPARTMENT";

-And-

\_\_\_\_\_ (Name), of the \_\_\_\_\_ (Department/College), \_\_\_\_\_, UP Diliman, hereinafter referred to as "FACULTY";

*WITNESSETH, that:*

1. \_\_\_\_\_ (Name) \_\_\_\_\_ (Faculty Position: Professor, Assoc. Professor, Asst. Professor, Instructor) of UP Diliman whose education, training, and experience provides him/her with the necessary expertise and is willing and able to undertake the project titled:

\_\_\_\_\_ (PROJECT TITLE)

Brief Description of the Research/ Creative Work Activities:  
(Please see attached PROPOSAL)

Period/Duration: \_\_\_\_\_

- 2. The **FACULTY** shall undertake the above-mentioned research/ creative work as  
 Project Leader     Co-Proj. Leader     Artist     Author
- 3. For undertaking the above-mentioned research/ creative work, the **FACULTY** shall apply for Research Load Credit/ Creative Work Load Credit (RLC/CWLC) for \_\_\_\_\_ consecutive semester/s. Provided that this is part of the College or Unit agenda and has been properly endorsed by the **DEPARTMENT** and College.
- 4. A report of accomplishment or progress report shall be submitted to the OVCRD through the **DEPARTMENT** at the end of the semester when load credit is claimed and upon renewal of application.
- 5. That the **DEPARTMENT** shall determine the number of RLC/CWLC unit/s for this project to be given to the **FACULTY** for his/her RLC/CWLC application.

6. That it is understood that this contract for RLC/CWLC shall not be used as basis for claiming overload honorarium.

7. The approved RLC/CWLC proposal shall form part of this contract.

IN WITNESS WHEREOF, the parties hereto set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 2016 at Diliman, Quezon City.

NAME  
Director/ Department Head

NAME  
RLC/CWLC Applicant

**SIGNED IN THE PRESENCE OF:**

**FIDEL R. NEMENZO, D.Sc.**  
Vice Chancellor for Research and Development

NAME  
Dean (College)

PROGRESS / FINAL REPORT  
(ACCOMPLISH ONE PAGE PER PROJECT)

Report on Research / Creative  
Work / Textbook Writing

Date Accomplished (MM-DD-YY): \_\_\_\_\_

Academic Year (for which load credit is granted): \_\_\_\_\_

Sem: \_\_\_\_\_

- Notes:
- 1) For FUNDED project, please submit one original typewritten and signed copy.
  - 2) For PERSONALLY-FUNDED project, please submit online, the report in word file of less than 10 MB, and endorsement in PDF file, at <http://projects.ovcrd.upd.edu.ph/ovcrd/>.
  - 3) Only reports with the signed endorsement of Unit Heads will be accepted.

I. FACULTY INFORMATION

a. Name: \_\_\_\_\_

b. College/ Unit: \_\_\_\_\_ Inst./ Dept./ Div.: \_\_\_\_\_

II. RESEARCH/ CREATIVE WORK/ TEXTBOOK WRITING INFORMATION

Report Type:  1 Progress Report    2 Final Report

c. Project Title: \_\_\_\_\_

e. Date Started: \_\_\_\_\_

f. Date of Expected Completion: \_\_\_\_\_

g. Expected Output:

h. Percent of Work Accomplished:  %

- |  |  |
|--|--|
| 1 research project with corresponding technical report                 | 2 creative work with corresponding permanent documentation           |
| 3 accepted, peer-reviewed article in a national/ international journal | 4 creative output in a national/ international forum or presentation |
| 5 national policy, regulation, bill, or law w/ public acknowledgment   | 6 new patent claim   |
| 7 others, please specify: _____  |  |

III. FUNDING INFORMATION (if applicable)

a. Funding Institution's Full Name: \_\_\_\_\_

IV. BRIEF DESCRIPTION OF ACCOMPLISHMENT:

(You may enclose together with this form the latest report submitted to the funding institution)

- Actual activities undertaken compared to the project objective/s.
- Sample pictures or any proof of creative work, where applicable.
- Activities not accomplished, if any, and the reasons why these were not done.

V. OVCRD has the right to subject the report to peer evaluation.

Prepared by:

Noted by:

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Name and Signature of Inst. Director/ Dept. Chair/ Div. Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ANNEX C