



**ZAMBOANGA PENINSULA
POLYTECHNIC STATE
UNIVERSITY**



**SCHOOL OF BUSINESS
ADMINISTRATION**

AREA V: Research

**BACHELOR OF
SCIENCE IN**

**HOSPITALITY
MANAGEMENT**

LEVEL 2



PARAMETER D:

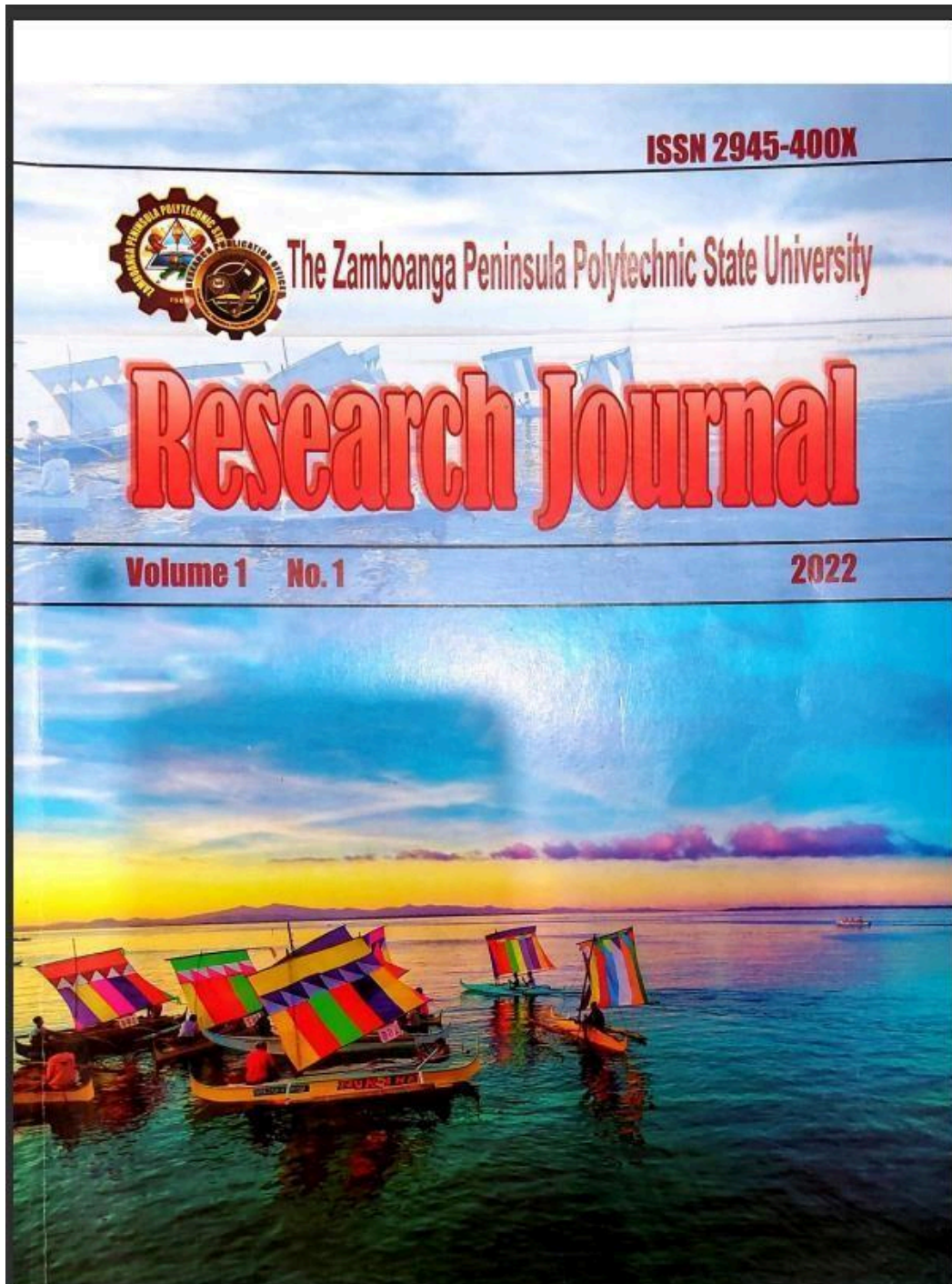
PUBLICATION AND
DISSEMINATION

SYSTEM

INPUTS AND PROCESSES

SYSTEM – INPUTS AND PROCESSES

S.1. The institution has an approved and copyrighted Research Journal.



ZCSPC RESEARCH JOURNAL

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S.2. The institution has Incentives for:

S.2.1. paper presentation;

The Selection Committee will be composed of five (5) members to wit:

- a) Vice President for Academic Affairs
- b) Director for Research
- c) Faculty Association Chairperson
- d) 1 College Professor
- e) Non-Teaching Personnel
- f) Organization Chairpersons

A researcher is eligible for remuneration as long as he/she earns a minimum of 75 points (excluding the points considered in his/her previous award).

3. College Research In-House Review Award

Rationale

The provision of adequate incentives is crucial in sustaining and enhancing research productivity in higher education institutions (HEIs). Institutions should strengthen research benefits and incentives that could serve as motivational factors for doing research. In addition, the other factors necessary for improving research productivity include: time, strong belief in research endeavor, faculty involvement, positive group climate, working conditions and organizational communication, decentralized research policy, and research funding (Clemen and Acosta, 2008).

At ZCSPC, efforts are underway in order to further enhance research culture and productivity. In addition, excellence in research is exemplified by the university's core values: service, harmony and excellence. To promote excellence in research, awarding of best papers during the university in house review is hereby proposed.

Activities

- (a) To produce quality research proposals and completed research terminal reports.
- (b) To acknowledge outstanding research outputs.
- (c) To create database of research papers for possible funding and research reports for entries in various competitions.

Guidelines

- (a) All research proposals and completed researches are eligible for competition.
- (b) The competing papers will be recognize according to research thrusts and priorities.
- (c) There must be at least 10 entries per category. Categories with fewer entries shall be merged with other categories.
- (d) There will be separate contest for research proposal and completed researches.
- (e) There shall be three categories in the research proposal and completed researches competition:

- Category 1-Proverty alleviation; Health and Disease Management; Natural Resources Management, Utilization and Sustainability
- Category 2-Teaching and Learning Initiatives
- Categories 3- Information System and Communication Technology Research and Development; and Policy and Industry Management Innovations

(f) The winners will receive the following awards:

Place	Research proposal	Completed
First Place	Php 3,000 plus Certificate of award	Certificate of award
Second Place	Php 2,000 plus Certificate of award	Certificate of award
Third Place	Php 1,500 plus Certificate of award	Certificate of award

(g) Criteria

- Significance- 20 points (consonance to university research thrusts/priorities, potential contribution to science, rural households, industry, commodity, regional and national economy, utility of R & D results)
- Technical merit- 60 points (adequacy, clarity and attainability of objectives, adequacy of literature review, adequacy and appropriateness of analytical framework and methodology, contribution to new knowledge)
- Financial aspect 20 points (budget reasonableness and availability to counterparts from other sources)

Winners must obtain a minimum score of 75 points.

II. RESEARCH PUBLICATION POLICIES, STANDARDS AND GUIDELINES

To guide the authors, the Editorial Board, the Editorial Staff and all concerned, policies, standards and guidelines for publication of articles in the ZCSPC Research Journal are hereby provided:

1. Articles that may be published:

1.1 UNPUBLISHED ARTICLES OF ORIGINAL RESEARCH PROGRAMS/PROJECTS/STUDIES

- i. Associate Editors shall assess the revised manuscript and endorse the same to the Editor-in-Chief; and
- j. The Editor-in-Chief recommends to the Editorial Board, the approval for publication of manuscripts.
- k. The Editorial Board, approves or disapproves the inclusion of an article/s, en banc.
- l. The Editor-in-Chief forwards the approved manuscripts in hard and soft copies to the Managing Editor and Lay-Out Artist for the preparation of the final lay-out of the College research journal.

10. Acceptance/Rejection of Revised Manuscripts

- a. The Editorial Board, after thorough deliberation, reserves the right to approve or disapprove the publication of revised articles. Its decision is final.

11. Monetary Benefits for Publication

- a) The following incentives shall be given to researchers with published articles:

Category A - Articles published in the College Research Journal	-Php 7,000.00
Category B - Articles published in CHED accredited national research journal	- Php 10,000.00
Category C - Articles published in a CHED recognized international research journal	-Php40,000.00

- b) To qualify for the above-mentioned incentives, the research program, project or study must have been registered with the Office of the Vice President for Research and Extension; except the following: (1) theses/dissertation; (2) studies conducted in line with the academic requirements of faculty members pursuing graduate and/or post-graduate studies; and (1) undergraduate theses of students.

Note: **Registered researches** are those that have undergone and passed the In-House Review for Research Proposals and have been approved by the College Research Board (CRB), with Approval Sheet duly signed by the members of the CRB and the proponent/s.

- c) If a researcher publishes two or more articles in one issue of any research journal, he/she shall be entitled to receive an incentive for only one of the articles;
- d) A researcher shall be entitled to receive incentives only once under each of the afore-stated categories, per year; and
- e) If there are two or more authors for one article, the sharing of the incentive shall be according to the degree of the contribution of the authors to conduct of the study and/or the writing of the article which shall be decided upon by the research team concerned.

S.2.2. journal publication;

INCENTIVE AS GIVEN TO PUBLISHED RESEARCH ENTITLED "A GENDER AND DEVELOPMENT -BASED HUMOR: MARKERS OF NORMALIZATION , TOLERANCE AND LENS OF INEQUALITY WAS ACCPETED AND PUBLISHED ON PRESTEGIOUS SCOPUS-INDEXED LISTED PUBLICATION. DR. JASON CHAVEZ IS ONE OF OUR ALLIED FACULTY MEMBER WHO RECEIVED AN INCENTIVE IN RESEARCH PUBLICATION.

Republic of the Philippines
ZAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY
RT Lim Boulevard, Zamboanga City
Tel. No. (062) 991-3815 / 991-3814

May 24, 2023

NELSON P. CABRAL, Ed.D
SUC President II
This Institution

ZPPSU RECEIVING OFFICE
21 JUN 2023
BY NURMINIE S. NURMINIE
DATE: 21-23

RECEIVED BY: [Signature]
DATE: 21-23

Sir:

A pleasant day!

A Gender and Development--based research entitled *Discourse Analysis on Online Gender-Based Humor: Markers of Normalization, Tolerance, and Lens of Inequality* was accepted and published on a prestigious Scopus-indexed listed publication: Forum for Linguistic Study; Volume 5 No. 1 with eISSN: 2705-0602.

I would like to request from the University the incentives of P50,000.00 for the said publication. This is in accordance with Board Resolution 080-2021 or A Resolution Approving the Research Manual of the ZPPSU where a faculty of ZPPSU is entitled to the incentives when a research is published in a scopus, web of science, or ASEAN citation-indexed journal.

Attached herein is the official letter of acceptance to the publication, screenshot of website, screenshot of the journal's list on the Scopus List website, and a copy of the published research.

Thank you very much.

Respectfully yours,

DR. JASON V. CHAVEZ
Director, Research Operations Office
Faculty, School of Business Administration

Endorsed for Approval:

CHRISTINE MARIE B. FERNANDEZ
Dean, School of Business Administration

DOROTHY JOY D. TAN
Head, Research Publication Office

Recommending Approval:

BONNIE A. ANDABON
Vice President for Research and Extension

Approved by:

NELSON P. CABRAL, Ed.D
SUC President II

ZPPSU BUDGET OFFICE
NO: [Blank]
FUND: [Blank]
REMARKS: [Blank]
SIGNATURE: [Signature]

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TIME: 4:00pm
ZPPSU

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IGA PENINSULA POLYTECHNIC STATE UNIVERSITY
31 MAY 2023
9:40am

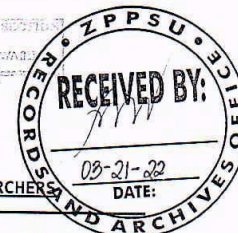


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INTER-OFFICE MEMORANDUM
ZPPSU-CAO-IOM-161-2022

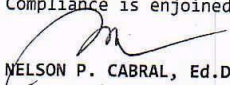
TO: MA. ELENA A. GALVEZ
FROM: THE PRESIDENT
DATE: MARCH 17, 2022
SUBJECT: PAYMENT OF PUBLICATION INCENTIVES TO THE RESEARCHERS



Per attached VPAF endorsement and other supporting documents, you are authorized to facilitate the preparation of disbursement voucher for the payment of research publication incentives to Mr. Jason Chavez/Ms. Collin Ceneciro, and Ms. Warrelen Caspillo based on the endorsed categories, subject to the budgetary, accounting, and auditing rules and regulations.

Please take note that the incentives will count based on the number of published research and not the number of authors i.e., Php 15,000 for both Prof. Chavez and Prof. Ceneciro.

Compliance is enjoined.


NELSON P. CABRAL, Ed.D.

Cf: Records Section
Ms. Galvez
Office of the President
CAO File Copy

*Received:
[Signature]
3/21/22*

Prof. Ceneciro
Prof. Caspillo
Prof. Andabon

S.2.3. outstanding research related performance; and

Project leader	-Php 40,000.00
Study leader	- Php 20,000.00

In cases where there are several researchers involved in a program, project, study the corresponding monetary incentive shall be divided proportionately based on the researcher's degree of involvement or participation.

Researchers with recognized externally funded or commissioned research, (which provides a budget for honorarium of the researchers), are NOT entitled to monetary incentive except for publication.

2. ZCSPC Outstanding Researcher Award

This award recognizes researchers who have shown exemplary performance in research in terms of their contribution to the profession/discipline, institutional, regional and national development.

2.1 Criteria for Eligibility

The award is open to all faculty and staff researchers of the college.

2.2 Nominees must have served the university continuously for at least five years prior to nomination and is holding a permanent appointment.

2.3 Nominees must be conducting research for at least five years.

2.4 Nominees must possess moral, academic and scientific integrity.

2.5 Criteria for Selection

Nominees will be evaluated based on the nature and significance of the research conducted in the last five (5) years which include the following:

a) Presentations and papers delivered at local, regional, national and international fora, conferences or meetings (30 points)

- Local/regional 2

- National 3

- International 5

b) Authorship or co-authorship of published materials such as peer reviewed journal articles, abstracts, monographs, book articles, abstracts, translations, cases, artistic works software, or other professional and technical documents (50 points). In case of co-authorship, the corresponding full points will be given to the researcher.

- Local/regional..... 2
- National..... 3
- International..... 5

c) Support received for the research from external funding institutions (10 points). The points will be earned per grant.

- Php 200,000.00 below 2
- Php 201,000.00-400,000.00 3
- Php 401,000.00 up 5

d) Awards, honors and other recognition received as researcher (10 points). The corresponding points will be given regardless of the award (i.e. 1st, 2nd, 3rd).

- Local/regional 2
- National 3
- International 5

2.6 Awards

- a) Plaques of recognition and cash prizes shall be given to the awardees. Each awardee will receive P 10,000.00.
- b) A maximum of three awardees will be selected annually provided the criteria are met and the minimum points earned is 75.

2.7 Submission of Requirements

- a) Nomination form. The forms are available at the Research Office. Eligible researchers must be nominated by the researches of the department, and endorsed by the Department Research Coordinator and by the Dean.
- b) Supporting documents must be attached to the nomination form. (Certificates, photographs, etc. arranged following the criteria)

2.8 Selection Committee

S.2.4. Patented outputs.

Chapter 7

Position Classification and Compensation Scheme for Faculty Positions in State Universities and Colleges

Prior to the issuance of PD No. 985, State Universities and Colleges (SUCs) which were exempted from the coverage of the National Position Classification and Compensation Plans adopted individual staff credentials and qualifications, position classification and pay plans. The disparities in pay and compensation among similar comparable positions brought about by the different schemes adopted by the various SUCs gave rise to demoralization and dissension among the ranks of faculty members and further complicated the process of compensation administration in SUCs.

When the SUCs were placed within the ambit of PD No. 985, the need to rationalize the academic ranks/salaries/advancement of faculty members in SUCs became apparent due to the application of varied faculty evaluation instruments. As early as 1982, the Philippine Association of State Universities and Colleges (PASUC), together with the DBM, started deliberating on a scheme of upgrading/promoting qualified and deserving faculty members through a process of objective evaluation. This paved the way to the development and adoption of a Common Criteria for Evaluation (CCE) across programs and disciplines which aimed to rationalize academic ranks and salaries.

National Compensation Circular (NCC) No. 33 was issued on January 2, 1985 with retroactive effect on July 1, 1984. This Circular established the position classification and compensation scheme for faculty positions in SUCs. Since then, amendments of certain provisions including improvements of the CCE have been introduced through NCC No. 68, NCC No. 69 and the latest, National Budget Circular (NBC) No. 461. NBC No. 461 is a revision and an update of NCC No. 69 which was exclusively for the faculty positions in SUCs. Under NBC No. 461, Commission on Higher Education (CHED)-supervised higher education institutions (HEIs), Technical Education and Skills Development Authority (TESDA)-supervised Technical Education Institutions (TEIs) and SUCs are covered.

7.1 Coverage

The Position Classification and Compensation Scheme For Faculty Positions (PCCSFP) covers all teaching positions involved in instruction, research and extension activities in all SUCs, CHED-Supervised HEIs and TESDA-Supervised TEIs.

b. Vice-President.....	2.5
c. Dean/Director/School Superintendent.....	2.0
d. Principal/Supervisor/Department Chairperson/Head of Unit.....	1.0

2.4 For every year of full-time industrial/agricultural/teaching experience as:

a. Engineer, Plant/Farm Manager.....	1.5
b. Technician.....	1.0
c. Skilled Worker.....	0.5

2.5 For every year of experience as:

a. Cooperating Teacher.....	1.5
b. Basic Education Teacher.....	1.0

3. Professional Development Achievement and Honors.....90 pts.

3.1 **Innovations, patented inventions, publications and other creative works (maximum of 30 pts.)**

3.1.1 For every cost and time-saving innovation, patented invention and creative work as well as discovery of an educational, technical, scientific and/or cultural value.....	1 to 7
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Sub-categories under 3.1.1 are as follows:

A. Inventions

These are original patented (or must have patent pending) works which have direct contribution to education, science and technology. The basis for the weight is the patent score.

7-20

Criteria	Credits
1. If patented	Multiply patent score by weight assigned according to criterion of utility
2. If patent pending	Multiply patent by weight according to utility

Per invention or discovery the following additional criteria and point allocations are prescribed:

Commercial utility on:

• an international scale.....	7
• a national scale.....	5
• institutional level.....	2

The accrediting bodies for these factors on the international and national scale are:

• Science and technology.....	DOST
• Education.....	DECS/CHED/TESDA

For the institutional level, a University Committee shall be the accrediting body. The patent paper/document must be presented to ascertain patent score. Credit points are divided equally among 2 or more individuals claiming credit for the same invention.

B. Discoveries

A discovery must be the first of its kind or not of common knowledge. It shall be the result or product of the research of an individual or a group of faculty.

Criteria	Credits
1. Originality, educational impact, documentation	60% of 7 (0.6 x 7)
2. Evidence of wide dissemination, e.g. exhibits, publications	40% of 7 (0.4 x 7)

Where there are more than one proponent, the points are to be divided equally among them. If only one factor, e.g., (1), is satisfied, credit is awarded only for that factor.

C. Creative work has to satisfy one or more of the following criteria:

1. Originality	25% of 1 – 7 pts.
2. Acceptability and recognition	25% of 1 – 7 pts.
3. Relevance and value	25% of 1 – 7 pts.
4. Documentation and evidence of dissemination	25% of 1 – 7 pts.

3.1.2 For every published book, original, edited, or compiled, copyrighted/published within the last 10 years

a. As original author.....	3 - 7
b. As co-author.....	2 - 5
c. As reviewer.....	1 - 4
d. As translator.....	1 - 4
e. As editor.....	1 - 3
f. As compiler.....	1 - 2

The factors and their weights are:

Textbooks, including Science and Technology and references

Role	Tertiary	High School	Elementary
Single author	7 pts.	5 pts.	4 pts.
Co-author	5	3	2
Reviewer	4	2	1
Translator	4	2	1
Editor	3	2	1
Compiler	2	1	1

3.1.3 For every scholarly research/monograph/educational technical articles in a technical/scientific/professional journal

a. International.....	.5
b. National.....	.3
c. Local.....	.2

Excerpts from NBC 416 page 20-22

As of the moment, since we just started encouraging not just the students, but also all faculty members to find time to do researches and attend all research seminars in the area, we are looking forward to have attachment on here in next few months..