



**ZAMBOANGA PENINSULA
POLYTECHNIC STATE
UNIVERSITY**



**SCHOOL OF BUSINESS
ADMINISTRATION**

AREA V: Research

**BACHELOR OF
SCIENCE IN**

**HOSPITALITY
MANAGEMENT**

LEVEL 2



PARAMETER C:

**IMPLEMENTATION,
MONITORING, EVALUATION
AND UTILIZATION OF
RESEARCH
RESULTS/OUTPUTS**

SYSTEM

INPUTS AND PROCESSES

SYSTEM - INPUTS AND PROCESSES

S.1. There is a system of implementation, monitoring, evaluation and utilization of research outputs.

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ZCSPC Manual of Research Operations		
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- 2.b.3 Supervises enumerators in the conduct of their activities undertaken;
- 2.b.4 Prepares and submits required progress and terminal reports in prescribed formats and on time; and
- 2.b.4 Performs other duties as directed or requested.

C. FUND MANAGEMENT

1. For College-Funded Research

Upon approval of the research and the signing of the contract, the first quarter budget of the study/project intended for the initial work planned for the year will be released to the researcher/s.

Proper accounting and auditing procedures shall be observed. Succeeding fund releases will depend on the quarterly budget, liquidation of the previous cash advance and submission of quarterly report.

The RO monitoring team assigned to each Unit/College/Campus will facilitate the procurement of supplies and materials needed and each study/project. This will be done in accordance with the approved university procurement plan and the budget cycle.

2. Externally Supported/Funded Research

For collaborate research projects, with the budget of less than Php 500,000.00, the administrative cost maybe waived.

Research with a budget of Php 500,000.00 or more must include fifteen percent (15%) administrative cost. However, other arrangement may be considered provided these are stipulated in the Memorandum of Agreement.

D. MONITORING AND EVALUATION SYSTEM

The monitoring and evaluation system for research shall be in consonance with the established College Monitoring and Evaluation System for Programs, Projects and Activities.

1. Periodic Monitoring and Submission of Progress Report

Periodic monitoring of the research(s) shall be done by the RO. It shall monitor and evaluate the research programs/projects/studies vis-a-vis the plan of action in the approved proposal and see to it that the programs/project/studies are going in the right direction and are implemented as planned. Appropriate recommendations shall be made by the RO to the proponents/researchers.

Quarterly progress reports must be submitted by research proponent(s) to the RO. At the same time, the RO shall submit a quarterly report on ongoing, completed and/or suspended researches to the College Monitoring and Evaluation Committee (CMEC) using prescribed forms and on prescribed dates. (Reporting Forms are attached as Appendix 7 – 7.a and 7.b).

2. Submission of Terminal Report

Upon completion of the program, project, study, the researcher(s) shall submit a terminal report to the RO in accordance with format after which an appropriate remuneration shall be granted. (Terminal Report Form attached as Appendix 7.c).

3. Evaluation and Final Review

A Technical Review Committee (TRC) shall evaluate the final report. The researcher shall also prepare for an oral presentation of his/her terminal report during the College In-House Review for Completed Researches. Upon compliance with suggestions and recommendations of the Technical Review Committee (TRC) and the In-house Review Evaluators, the revised terminal report must be submitted to the Research Office (RO) not later than 15 days after the conduct of the In-House Review.

E. INCENTIVES FOR RESEARCHERS

1. Monetary Benefits for the Conduct of Research

1.1 A researcher shall be given monetary incentives depending upon his/her involvement in the research as follows:

Program Leader –manages and coordinates a research and conducts at least one research project or study.

Project Leader – manages and coordinates a research a project and conducts at least one study.

Study Leader – conducts a research study.

Upon submission of the final/terminal report seventy five percent (75%) of the incentive will be released and twenty five percent (25%) after the edited terminal report is submitted. Researchers' involvement will have the following rates:

1.1.a Research with a duration of 1-2 years.

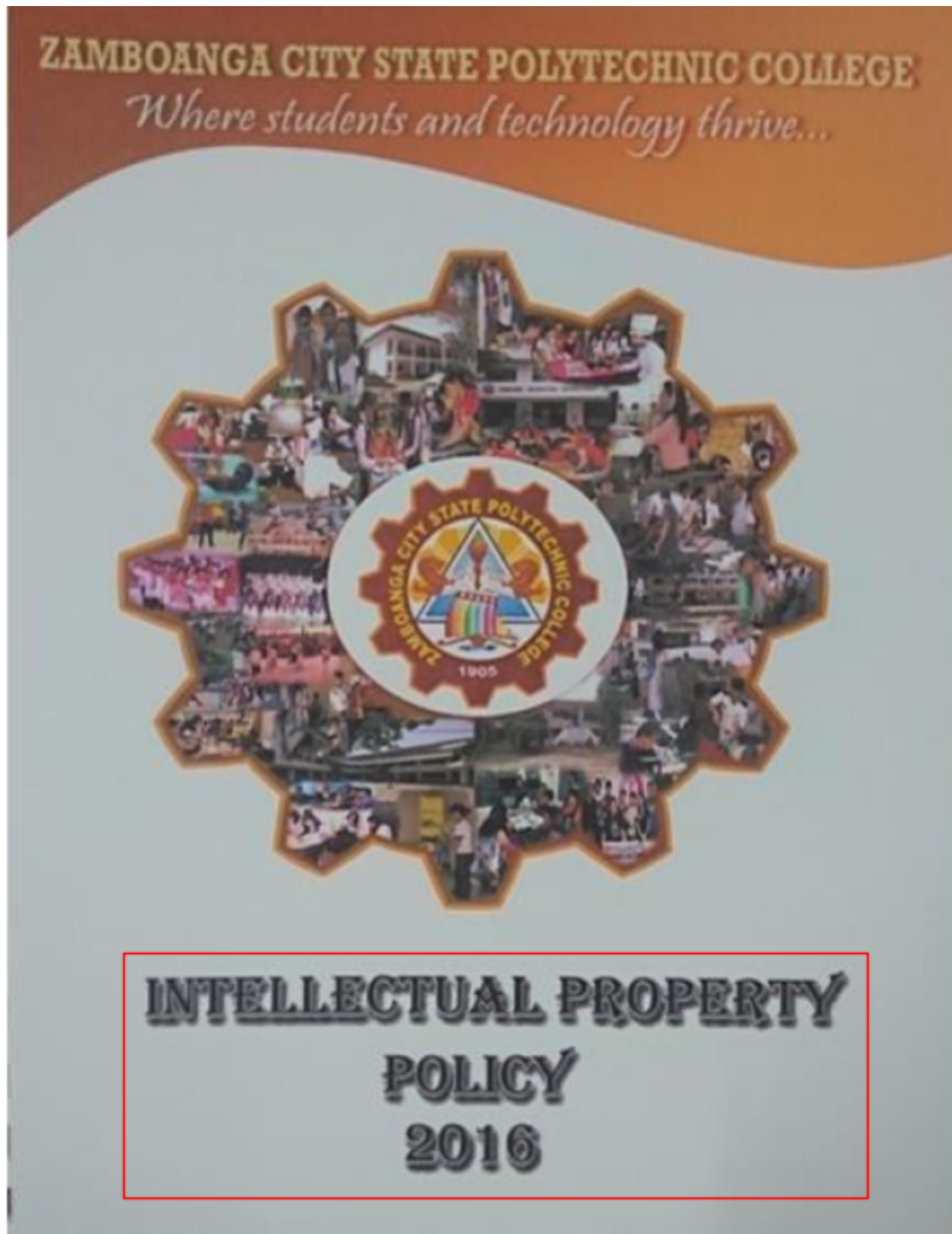
Program leader - Php 30,000.00

Project leader - Php 20,000.00

Study leader - Php 15,000.00

1.1.b Research with a duration of more than 5 years

S.2. The institution has a policy on Intellectual Property Rights (IPR).



FOREWORD

Innovative works and inventions are most valuable in enriching people's lives. Researchers should therefore be encouraged to undertake research projects that result in products with practical applications that respond to current needs and problems.

It is, therefore, but fitting for institutions like ZCSPC to protect the intellectual property of its inventors and creative people and give the latter due recognition and benefits.

For this purpose, a College Intellectual Property Policy is hereby crafted.

It lays down the foundation for a transparent, just, fair and mutually satisfying relationship between the College and its innovators, as well as with industries which may wish to tap the school's human resources to further their research imperatives, the result of which could be the production of intellectual property.

This IP handbook likewise prescribes policies that will harmonize conflicting interests that may arise as inventors engage industries, while at the same time find themselves promoting and protecting the school's interests as well as their own.

The bottom line is providing an atmosphere where creative people of the College feel safe knowing that they fairly benefit from their intellectual pursuits, contribute to the attainment of the school's research agenda, and while at the same time fulfill their social responsibility towards the industries in the community.

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