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FORMAL REQUEST FOR RESEARCH PUBLICATION PRE-PAYMENT

Date (month and day, year)

DR. REDENTOR S. PALENCIA

University President

This University

Madam:

Greetings!

My (for single author)/Our (for two or more authors) completed research paper titled (*Write full title of the research article for publication*) has been accepted for publication in the (*Complete journal name*), a/an (*short description of the journal, e.g. Web of Science indexed, Elsevier indexed, SCOPUS indexed, Asean Citation indexed, and the like journal*).

In connection to this, I (for single author)/we (two or more authors) would like to request for a research publication prepayment amounting to [*kindly specify the amount in Philippine pesos, if dollar or other currency ensure to state the equivalent amount in Philippine Pesos, e.g. ten thousand pesos (Php 10,000.00)*] to be deducted from the research fund of the University as stipulated in BOR Resolution No. 161 s. 2020.

I am (for single author)/We are (two or more authors) fully aware of the process, and duly understand that failure to submit proof of publication within five months hold me (for single author) /hold us (two or more authors) liable to payback the exact prepayment amount. Further, I am (for single author)/We are (two or more authors) also aware that upon publication, I (for single author)/ we (two or more authors) have to accomplish the RECO form to receive the remaining incentive.

Attached are the necessary documents for the aforesaid request such as the acceptance letter from the journal and the research journal evaluation approved by the Office of the Vice President for Research and Extension Services.

Thank you so much.

Respectfully yours,

Director, Samar Island Adult Education and Technology Learning Center

Checked and Noted:

Research Executive Director

Recommending Approval:

Vice President for Research and Extension Services

Approved:



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REDENTOR S. PALENCIA, Ed. D.
University President