POLYTECHNIC UNIVERSITY OF THE PHILIPINES

PUP San Pedro Campus
San Pedro, Laguna

ACCREDITING AGENCY OF CHARTERED COLLEGES AND UNIVERSITIES (AACCUP)

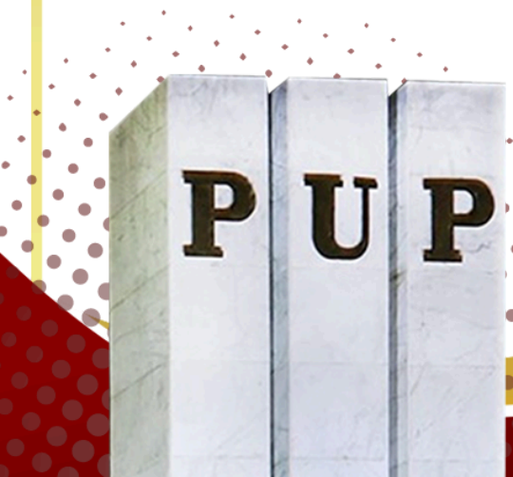


AREA V: Research

Bachelor of Science in
Entrepreneurship

MANDATORY CRITERION

- C.1. Copy of the Research Manual;
- C.2. Summary of faculty researches conducted;
- C.3. List of in-service training conducted to enhance faculty research capabilities of faculty;
- C.4. Report on in-house reviews conducted;
- C.5. Evidence/s that research results have been utilized;
- C.6. Policies pertaining to Intellectual Property Rights (IPR)



C. Implementation, Monitoring, Evaluation and Utilization of Research Results/Outputs

- C.1. Copy of the Research Manual;
  - Copy of the Research Manual with proof of copyright

- C.2. Summary of faculty researches conducted;
  - List of faculty research works
  - Copies of research works

- C.3. List of in-service training conducted to enhance faculty research capabilities of faculty;
  - List of in-service training conducted to enhance faculty research capabilities of faculty
  - Record of attendance of in-service trainings
  - Evaluation of in-service trainings conducted
  - Action photos of in-service trainings conducted

- C.4. Report on in-house reviews conducted;
  - Committee to conduct in-house reviews;
  - Qualification of the Committee on in-house reviews
  - Copies of Reports on in-house reviews conducted
  - Sample copies of reviews done

- C.5. Evidence/s that research results have been utilized;
  - Evidence/s that research results have been utilized
  - Certificates of acknowledgement/recognition
  - Samples of the research products for commercial use

- C.6. Policies pertaining to Intellectual Property Rights (IPR)
  - Copy of Policies pertaining to Intellectual Property Rights (IPR) with proof of dissemination



❖ C.1. Copy of the Research Manual;

- Copy of the Research Manual with proof of copyright

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UNIVERSITY RESEARCH AGENDA

As a state university with the largest number of enrollees belonging to the marginalized sector of society, the research program of the Polytechnic University of the Philippines (PUP) is directed at social capital and innovation towards inclusive growth for national development. Research in the university, being the primary source of new knowledge and a laboratory of highly competent and skilled human capital, is an incubator of innovations and technologies with the end goal of economic growth of the country and the community.

The focus of the research program of the University is multi-, inter and trans- disciplinary and collaborative in nature, with emphasis on sustainable development, answering especially questions such as "what kind of research is done?", 'what are the objectives?", and 'what impact will the research have?" The University's research program is complimentary to research and development (R&D), technology transfer, innovation and commercialization activities.

Research Policy Statement

Research is one of the major functions of higher educations. Thus, the University encourages its faculty members, non-teaching personnel and students to be actively engaged in research undertakings to ensure the continued growth and development of PUP as a higher education institution.

Research Principles

Research undertakings in the University shall be guided by the following general principles set by the Higher Education Research Agenda-2 (NHERA-2) of the Commission on Higher Education (CHED):

1. Research is the ultimate expression of an individual's innovative and creative powers. PUP shall ensure that the academic environment nurtures and supports research talents.

2. Research thrives in an environment characterized by free flow information, honest and analytical exchange of ideas, and supportive policy and administrative structures. PUP policies shall enhance the institution's and the individual's capacity to conduct independent, collaborative and productive research.

3. Research is one of the functions of higher education sector. PUP is expected to lead the conduct of disciplined-based, policy-based, technology-based and innovative/creative researches that are locally responsive and globally competitive.

'University Research' Defined

Research is defined as a structured inquiry that utilizes acceptable scientific methodology to solve problems and creates knowledge that is generally applicable" (Grinnell, 1993).



University research must advance the University Research Agenda of bridging the gaps in the programmed body of knowledge that the university is building up. Researchers can be initiated and conducted the following:

- an individual faculty member;
- an individual non-teaching personnel;
- a group of faculty members belonging to one department/college/branch;
- a group of non-teaching personnel belonging to the same office;
- a group of faculty members and/or non-teaching personnel from different departments/colleges/branches/campuses/offices;
- an academic department;
- a college/branch/campus;
- a student or a group of students belonging to one department, college or branch/ campus.

Only those researches that fit the definition of university research and approved by the University Research Evaluation Committee (UREC) can avail of material, technical and/or financial support from the University.

In particular, the research sector shall play a significant role in the realization of the University's envisioned society' of (1) sustainable human development; (2) democratic and good governance; (3) respect for cultural diversity and strengthened national identity; (4) technology with human touch; and (5) ecological harmony.

The University Research Agenda

The University adopts a clear, practical, and realizable University Research Agenda that is meant to (1) be aligned with the strategic plan of the University; (2) unify the direction and framework of the research activities of the University; (3) align the research efforts of the University with the thrust and priorities of national government agencies e.g. Department of Science and Technology (DOST), National Economic and Development Authority (NEDA), Commission on Higher Education (CHED), among others; and (4) generates researches, scientific, social, cultural and technological development'.

The University Research Agenda is categorized into five general themes, to wit: (1) poverty reduction peace and security; (2) accelerating infrastructure development through science and technology; (3) competitive industry and entrepreneurship; (4) social and cultural development; and (5) conservation, protection and rehabilitation of the environment towards sustainable development.



I. Introduction

The Polytechnic University of the Philippines expects students to produce original researches that manifest their ability to undertake and present quality written outputs that will contribute to the advancement of knowledge in their respective fields of study. It is required that the chosen research topic of the thesis or dissertation falls within the program research agenda as defined by the University (see Appendix 1: University Research Agenda).

In writing a thesis or dissertation, students shall comply with the standards set by PUP. They are responsible for consulting the college/graduate school office regarding the requirements for writing their manuscripts and are discouraged from just following the format of another thesis or dissertation.

The college/graduate school approves the final thesis or dissertation and reserves the right to reject documents that deviate from the guidelines specified in this manual. Students are advised to read this manual carefully, paying close attention to the details of manuscript preparation, including the samples in the Appendices. In addition to structural formatting, they are also responsible for assuring that their manuscript follows conventional rules of grammar, punctuation, and spelling. The University requires that they seek the assistance of a professional editor to help them improve their work.

III. Application for Thesis/Dissertation Writing for Graduate Programs

1. The following steps shall be followed in applying for thesis/dissertation writing: After passing the comprehensive examinations, the researcher shall submit his research proposal to the Program Chair who will recommend the adviser and panel of examiners to the Dean.

2. After the approval of the research proposal, the researcher shall enroll in the Thesis/Dissertation Writing course and pay the thesis proposal fee, together with the originality check processing fee.

3. Once enrolled, copies (four [4] for thesis, and five [5] for dissertation) shall be submitted to the Program Chair. The chair shall recommend the research proposal to the dean and the tentative date for the title defense.

4. The Dean shall endorse the proposal to a Thesis/Dissertation Evaluation Committee composed of the adviser and evaluators (two for the thesis and three for the dissertation). See Appendix 2: Functions of the Thesis/Dissertation Evaluation Committee.

IV. The Three-Tiered Defense Process for Graduate Programs

First Stage: Proposal Presentation

The student shall present his proposal to the Thesis/Dissertation Evaluation Committee. After the presentation, the secretary shall provide the student with a summary of the recommendations to serve as his guide in making the necessary revisions.



To proceed to the second stage, the researcher shall submit to the office (Graduate School/Open University System/College of Education--Graduate Studies) a copy of the Certification for Approved Research Proposal before the data-gathering and the rest of the thesis-/dissertation-writing process.

Second Stage: Pre-oral Defense

Upon the completion of Chapters 4 and 5 of the paper and the endorsement of the adviser and the Program Chair, the student shall proceed with the Pre-oral Defense. During this stage, the completed research shall be presented for evaluation by the same thesis/ dissertation committee (see Sec. V for the complete parts of the thesis/dissertation).

Four (4) copies of thesis or five (5) copies of dissertation together with the proof of payment of the pre-oral fee shall be submitted to the concerned Office at least seven (7) days before the scheduled defense.

The student shall submit to the Office a copy of the Certification for Oral Thesis/ Dissertation Defense.

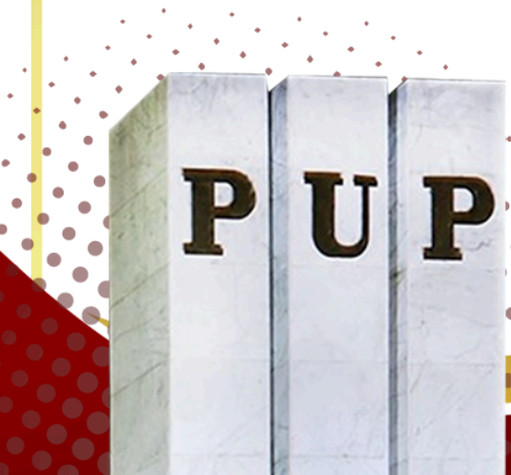
Third Stage: Oral Defense

After complying with the pre-oral recommendations, and upon the endorsement of the adviser to the Program Chair as approved by the Dean/Executive Director, the student shall now proceed with the Oral Defense.

Six (6) copies of thesis or seven (7) copies of dissertation shall be submitted to the Office at least seven (7) days before the Oral Defense schedule. These copies shall be distributed to the members of the Panel on Oral Examination (POE), the adviser, and the Secretary.

The Program Chair shall recommend to the Dean/Executive Director the Panel on Oral Examination (POE) who shall conduct the final evaluation of the thesis/dissertation. The POE shall be composed of a chair and three members for a thesis while a chair and four members for a dissertation. The thesis/dissertation evaluators during the proposal defense, excluding the adviser, shall also be members of the POE. When necessary, a non-PUP faculty member or outsider (researcher or practitioner from any other university/ agency) may sit as a panel member upon the approval of the Dean/Executive Director (see Appendix 7: Functions of the Panel on Oral Examination).

The members of the POE shall submit their final evaluation of the thesis/dissertation with their comments/ recommendations. The secretary shall provide the student with a summary of the recommendations to serve as guide in making the revisions for the final copy which is a graduation requirement. See Appendix 8: Oral Defense Evaluation Sheet.



V. Parts of a Thesis/Dissertation

The parts of the thesis/dissertation for pre-oral and oral defense shall be as follows:

Preliminaries

Copyright Page

Title Page

Certification-and-Approval Sheet

Acknowledgments

Certification of Originality

Abstract

Table of Contents

List of Tables

List of Figures

NB: Pagination of preliminaries shall be in lowercase Roman numerals placed at the bottom center of the page.

VI. Manuscript Preparation

In the preparation of the manuscript, care shall be taken to ensure that the following specifications are followed:

Paper and Printing Specifications

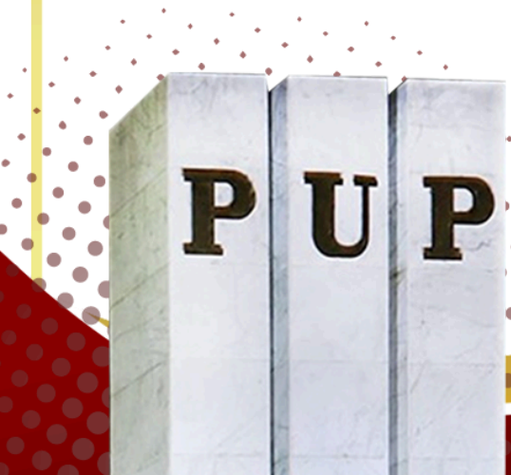
Print the final copy with a laser printer using only one side of a standard-sized PUP template (8.5 x 11 inches).

Font Specifications

Use 11-point Arial font throughout the thesis or dissertation except when compressing a large table.

Spacing

Double space the text; single-space long quotations, table and figure captions, and similar special materials (e.g., table legend). Type triple-spaced from the top margin, centered, boldfaced, and in ALL CAPS all headings of the preliminary section (except the Copyright Page and Title Page) and all chapter titles.



Margins

Leave 1.5 inches for the left margin to allow for binding and trimming and 1 inch for the top, bottom, and right margins.

Page Numbering

Paginate the preliminaries by using lowercase Roman numerals at the center, bottom margin.

Use Arabic numerals to paginate the text, references, and appendices. Number all the pages consecutively starting at number 2 on the second page of the first chapter. The first page of each chapter, though counted, shall not be numbered.

Type the page number at the upper right-hand corner of the paper (i.e., tables and figures).

Preliminaries

The preliminaries include the copyright page, title page, certification-and-approval sheet, certification of originality, acknowledgments, abstract, table of contents, list of tables, and list of figures.

Copyright Page

Include a Copyright Page in each final copy to show that the research has been copyrighted and put it before the Title Page. **(See Appendix 11: Copyright Page format and text).**

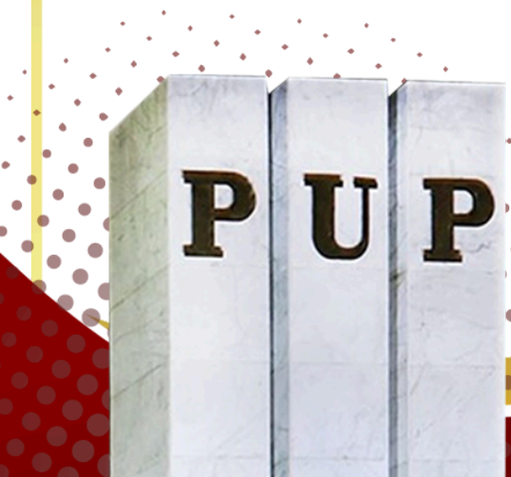
Apply for the copyrighting of the manuscript at the PUP Intellectual Property Management Office. Five (5) CDs of soft copy shall be prepared for copyright purposes. Cover and Title Pages

Follow the instructions on the attached sample-form pages. Note which items are in ALL CAPS and which are not. Note the approximate size of the print **(see Appendix 9: Cover Page Format; and Appendix 10: Title Page Format).**

Certification-and-Approval Sheet

Prepare a Certification-and-Approval Sheet. Refer to the attached sample for the wording and format that shall be followed faithfully. Include this sheet in each final copy of the research.

The **CERTIFICATION** is an attestation by the Thesis/Dissertation Evaluation Committee that the paper has been examined and recommended for oral examination. Type triple-spaced from the top margin, centered, boldfaced, and in ALL CAPS the heading **CERTIFICATION**.



The **APPROVAL** contains the formal approval or commendation of the Panel on Oral Examination (three members for a thesis and five members for a dissertation, both headed by a chair). **(See Appendix 12: Certification-and-Approval Format.)**

Acknowledgments

Type triple-spaced from the top margin, centered, boldfaced and in ALL CAPS the heading **ACKNOWLEDGMENTS**. Double-space the text that begins three single spaces from the heading.

Certification of Originality

Type triple-spaced from the top margin, centered, boldfaced, and in ALL CAPS the heading **CERTIFICATION OF ORIGINALITY**. Double-space the text that begins three spaces from the heading.

All copies to be submitted shall contain an original Certification of Originality bearing the actual (not photocopied) signature of the researcher.

Abstract

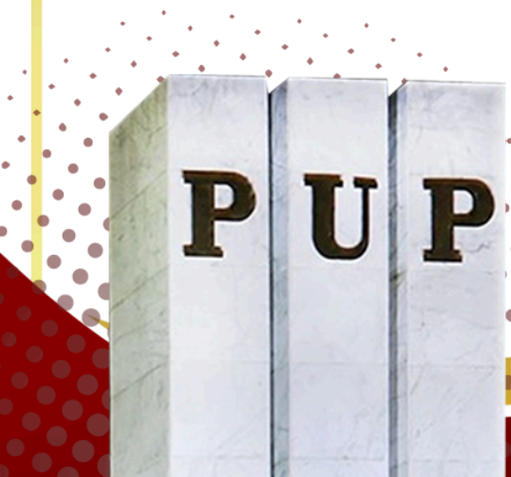
The abstract is a brief descriptive summary of the thesis or dissertation. It contains the main objective of the study, a brief description of the research method, major findings, conclusions or main arguments, and recommendations.

Type triple-spaced from the top margin, centered, boldfaced, and in ALL CAPS the heading **ABSTRACT**. Type triple-spaced from the heading the following data that are double-spaced, flush with the left margin: thesis/dissertation title, researcher's name, degree, name of granting institution, year of completion, and adviser's name.

The abstract, which shall not exceed 250 words, is double spaced, except the title of the thesis or dissertation which is typed single-spaced. A minimum of five (5) keywords shall be written on the lower part of the abstract page with the "Polytechnic University of the Philippines" and the title of the program being constant keywords. **(See Appendix 14: Abstract Format)**

Table of Contents

The Table of Contents comes after the abstract. Type triple-spaced from the top margin, centered, boldfaced, and in ALL CAPS the heading **TABLE OF CONTENTS.** Type double-spaced from the heading. It shall list all elements of the preliminaries, chapter titles, main headings, references, and appendices. The beginning page number of each section is indicated along the right margin. The numbering of the chapters and the wording, capitalization, and punctuation of titles and headings, shall be exactly the same as they are in the text.



❖ C.2. Summary of faculty researches conducted;

- List of faculty research works
- Compilation of Abstracts of researchers conducted by faculty and students

Title of Work	Researcher/s	Target Date of Completion	Actual Date of Completion	Date of Presentation	Date of Published	Specialization
Coconut Methyl Ester as Alternative Fuel as Assessed by Motorist in Selected Cities in Laguna: Basis for Innovation	Ferranco, M.D.	2018	2018			
Entrepreneurial Marketing Practices of Micro-enterprises in Muntinlupa City	Palmares, M.R.M.J.	2018	2018			Entrepreneurship

❖ C.3. List of in-service training conducted to enhance faculty research capabilities of faculty;

- List of in-service training conducted to enhance faculty research capabilities of faculty

Title of the Training	**Inclusive dates**	**Sponsored by**
Research Webinar: Use of Software for the Development of Research Instruments	November 29, 2020	Affirm Center for Research and Professional Learning Inc.
Research Advising and Panelling Techniques	February 26-29, 2020	International Association of Scholarly Publishers, Editors and Reviewers Inc.
Research Topic Generation, Formulating Research Problem, Business Literature Review Writing and Publishing A Business Literature Review	July 11, 2020	Polytechnic University of the Philippines, Sta Mesa, Manila.

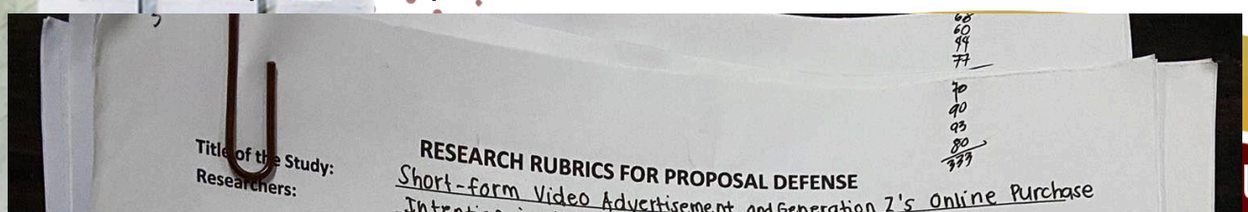
❖ C.4. Report on in-house reviews conducted;

- Committee to conduct in-house reviews;

IN-HOUSE REVIEW COMMITTEE
FOR STUDENT RESEARCH PROJECTS

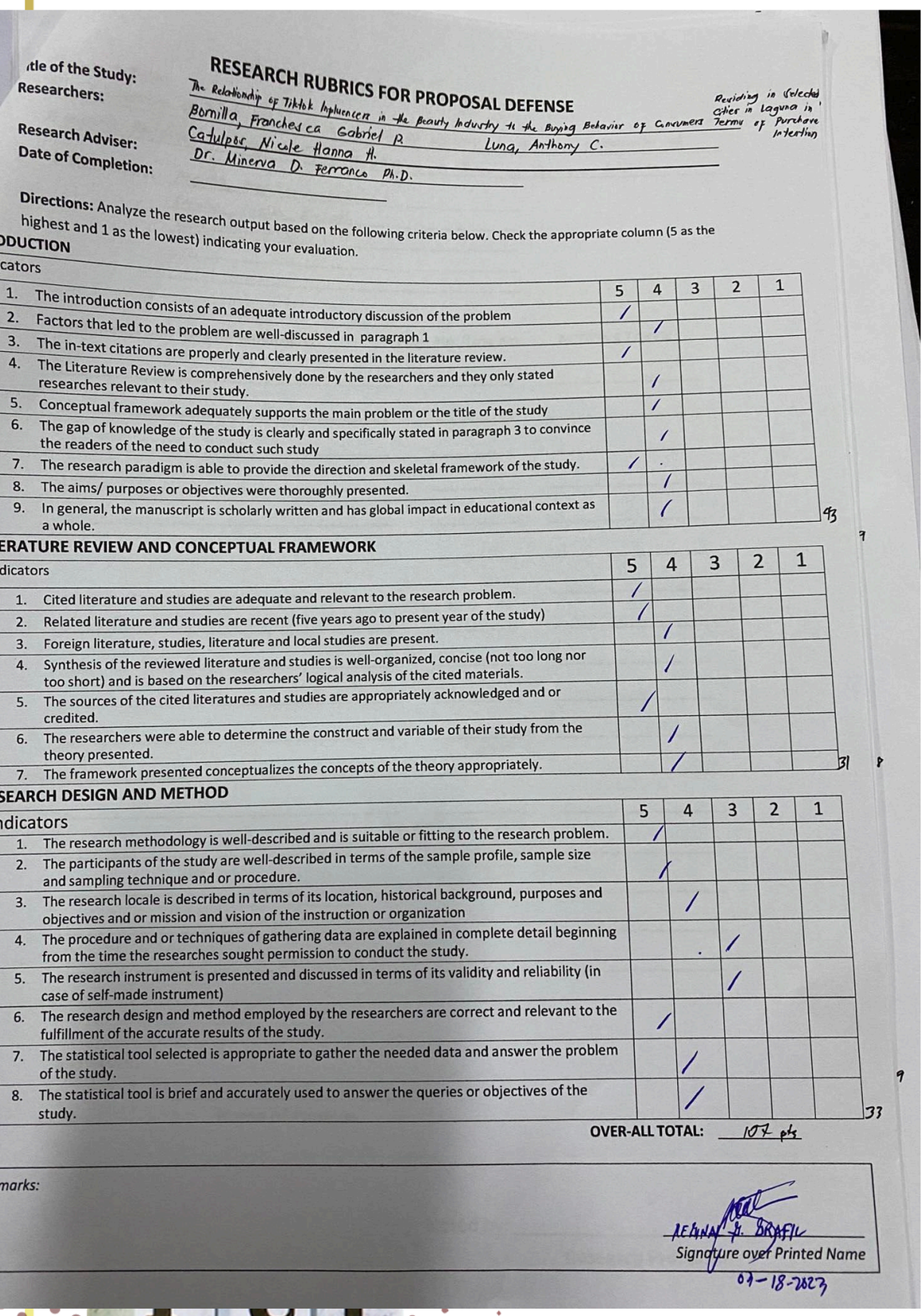
PROGRAM	NAME	QUALIFICATIONS
BSE	MARY ROSE MAHARLIKA P. CRUZ	MBA
	JOHN CARLO COLOT	BSE, MPA CAND.
	DR. MINERVA D. FERRANCO	PhD
	ISABELO DIONISIO	MBA
	JOHNCEL TAWAT	MBA CAND.

- Copies of Reports on in-house reviews conducted




P U P

- Copies of Reports on in-house reviews conducted



itle of the Study: The Relationship of Tiktok Influencers in the Beauty Industry to the Buying Behavior of Consumers Terms of Purchase Intention Residing in Selected Cities in Laguna in

Researchers: Bornilla, Francheska Gabriel R. Luna, Anthony C.
Catulpos, Nicole Hanna H.

Research Adviser: Dr. Minerva D. Ferronco Ph.D.

Date of Completion:

RESEARCH RUBRICS FOR PROPOSAL DEFENSE

Directions: Analyze the research output based on the following criteria below. Check the appropriate column (5 as the highest and 1 as the lowest) indicating your evaluation.

ODUCTION

cators

		5	4	3	2	1
1.	The introduction consists of an adequate introductory discussion of the problem	/				
2.	Factors that led to the problem are well-discussed in paragraph 1		/			
3.	The in-text citations are properly and clearly presented in the literature review.	/				
4.	The Literature Review is comprehensively done by the researchers and they only stated researches relevant to their study.		/			
5.	Conceptual framework adequately supports the main problem or the title of the study		/			
6.	The gap of knowledge of the study is clearly and specifically stated in paragraph 3 to convince the readers of the need to conduct such study		/			
7.	The research paradigm is able to provide the direction and skeletal framework of the study.	/	.			
8.	The aims/ purposes or objectives were thoroughly presented.		/			
9.	In general, the manuscript is scholarly written and has global impact in educational context as a whole.		/			

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ERATURE REVIEW AND CONCEPTUAL FRAMEWORK

dicators

		5	4	3	2	1
1.	Cited literature and studies are adequate and relevant to the research problem.	/				
2.	Related literature and studies are recent (five years ago to present year of the study)	/				
3.	Foreign literature, studies, literature and local studies are present.		/			
4.	Synthesis of the reviewed literature and studies is well-organized, concise (not too long nor too short) and is based on the researchers' logical analysis of the cited materials.		/			
5.	The sources of the cited literatures and studies are appropriately acknowledged and or credited.	/				
6.	The researchers were able to determine the construct and variable of their study from the theory presented.		/			
7.	The framework presented conceptualizes the concepts of the theory appropriately.		/			

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SEARCH DESIGN AND METHOD

ndicators

		5	4	3	2	1
1.	The research methodology is well-described and is suitable or fitting to the research problem.	/				
2.	The participants of the study are well-described in terms of the sample profile, sample size and sampling technique and or procedure.		/			
3.	The research locale is described in terms of its location, historical background, purposes and objectives and or mission and vision of the instruction or organization		/			
4.	The procedure and or techniques of gathering data are explained in complete detail beginning from the time the researches sought permission to conduct the study.		.	/		
5.	The research instrument is presented and discussed in terms of its validity and reliability (in case of self-made instrument)			/		
6.	The research design and method employed by the researchers are correct and relevant to the fulfillment of the accurate results of the study.	/				
7.	The statistical tool selected is appropriate to gather the needed data and answer the problem of the study.		/			
8.	The statistical tool is brief and accurately used to answer the queries or objectives of the study.		/			

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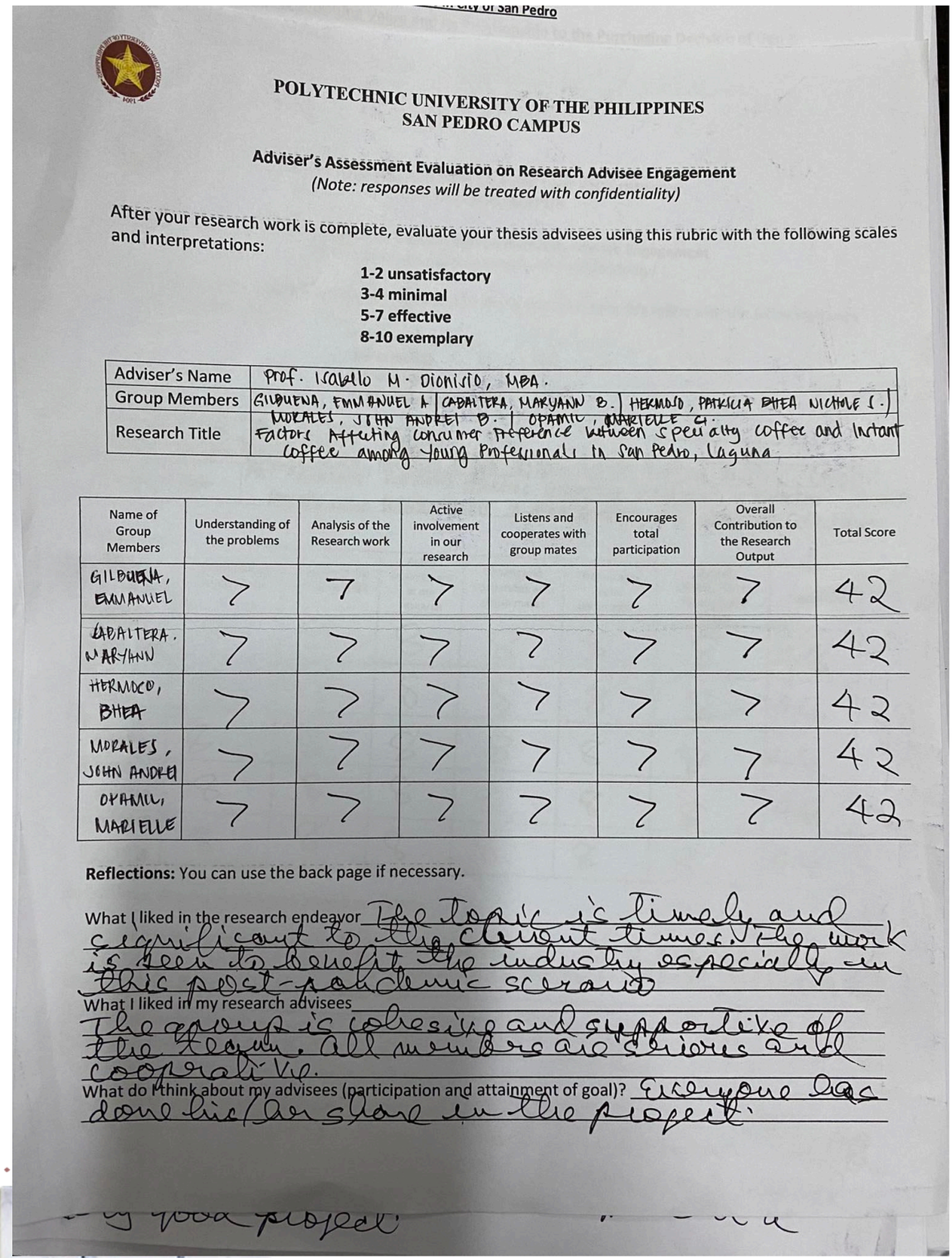
OVER-ALL TOTAL: 107 pts

marks:

REGINA A. BRAGA
Signature over Printed Name

07-18-2023

- Copies of Reports on in-house reviews conducted



City of San Pedro

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
SAN PEDRO CAMPUS

Adviser's Assessment Evaluation on Research Advisee Engagement
(Note: responses will be treated with confidentiality)

After your research work is complete, evaluate your thesis advisees using this rubric with the following scales and interpretations:

1-2 unsatisfactory
3-4 minimal
5-7 effective
8-10 exemplary

Adviser's Name	Prof. Isabelo M. Dionisio, MBA.
Group Members	GILBUENA, EMMANUEL A. | CABALTERA, MARYANN B. | HERMOSO, PATRICIA BHEA NICHOLE I. | MORALES, JOHN ANDREI B. | OPAMIL, MARIELLE G.
Research Title	Factors Affecting Consumer Preference between Specialty Coffee and Instant Coffee among Young Professionals in San Pedro, Laguna

Name of Group Members	Understanding of the problems	Analysis of the Research work	Active involvement in our research	Listens and cooperates with group mates	Encourages total participation	Overall Contribution to the Research Output	Total Score
GILBUENA, EMMANUEL	7	7	7	7	7	7	42
CABALTERA, MARYANN	7	7	7	7	7	7	42
HERMOSO, BHEA	7	7	7	7	7	7	42
MORALES, JOHN ANDREI	7	7	7	7	7	7	42
OPAMIL, MARIELLE	7	7	7	7	7	7	42

Reflections: You can use the back page if necessary.

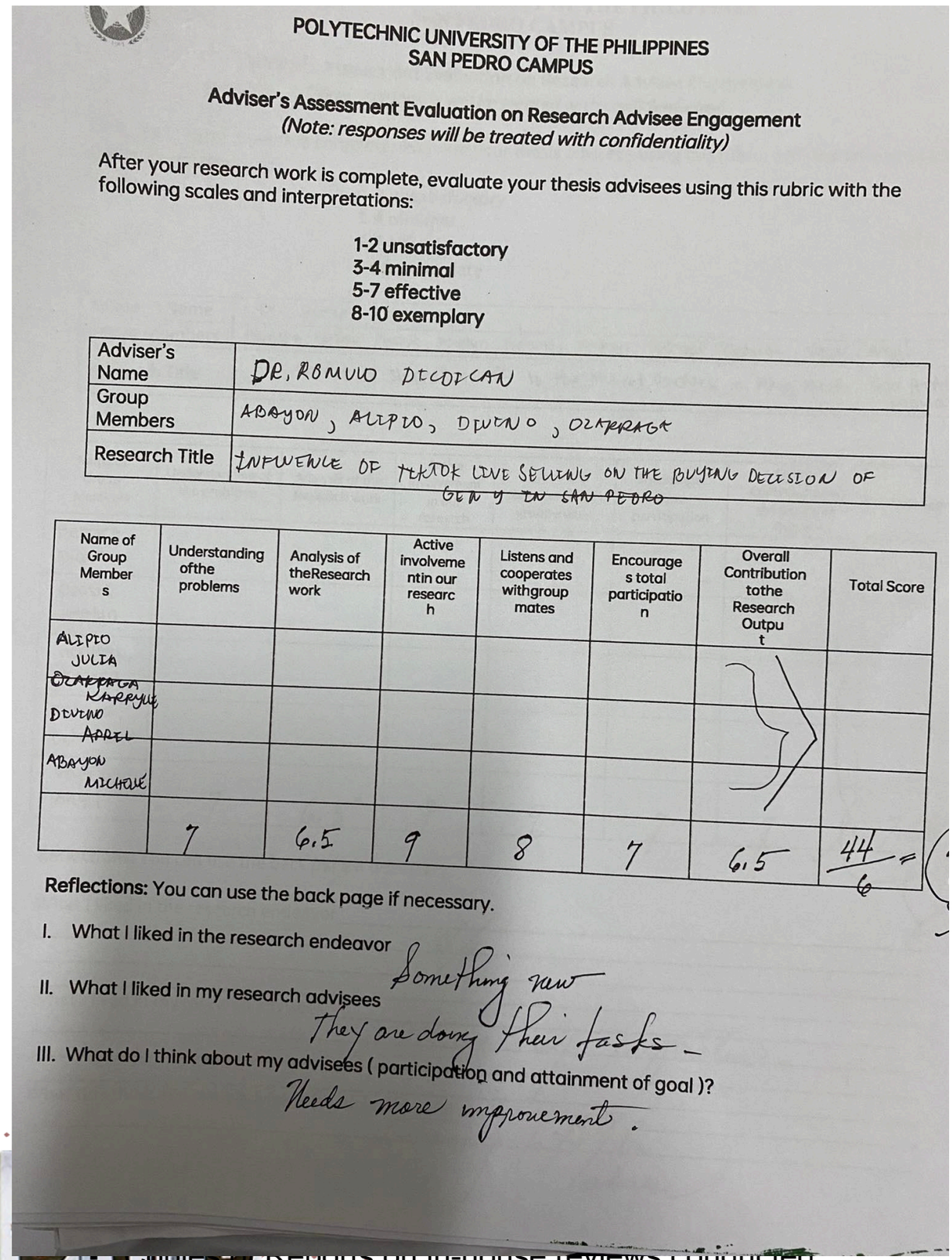
What I liked in the research endeavor The topic is timely and significant to the current times. The work is seen to benefit the industry especially in this post-pandemic scenario

What I liked in my research advisees
The group is cohesive and supportive of the team. All members are driven and cooperative.

What do I think about my advisees (participation and attainment of goal)? Everyone has done his/her share in the project.

good proposal

- Copies of Reports on in-house reviews conducted



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
SAN PEDRO CAMPUS

Adviser's Assessment Evaluation on Research Advisee Engagement
(Note: responses will be treated with confidentiality)

After your research work is complete, evaluate your thesis advisees using this rubric with the following scales and interpretations:

1-2 unsatisfactory
3-4 minimal
5-7 effective
8-10 exemplary

Adviser's Name	DR. ROMULO DECOLCAN
Group Members	ABAYON, ALIPIO, DEVINO, OZARRAGA
Research Title	INFLUENCE OF TIKTOK LIVE SELLING ON THE BUYING DECISION OF GEN Y IN SAN PEDRO

Name of Group Members	Understanding ofthe problems	Analysis of theResearch work	Active involvement in our research	Listens and cooperates withgroup mates	Encourages total participation	Overall Contribution tothe Research Output	Total Score
ALIPIO JULIA							
OZARRAGA KARRYLL							
DEVINO APRIL							
ABAYON MICHAEL							
	7	6.5	9	8	7	6.5	44/6 =

Reflections: You can use the back page if necessary.

I. What I liked in the research endeavor — Something new

II. What I liked in my research advisees — They are doing their tasks.

III. What do I think about my advisees (participation and attainment of goal)? — Needs more improvement.

- Copies of Reports on in-house reviews conducted

Titl 79

RESEARCH RUBRICS FOR PROPOSAL DEFENSE

Title of the Study: The Relationship of Tiktok Influencers to the Beauty Industry to the Buying Behavior of Consumers residing in Selected cities in Laguna in terms of Purchase Intention

Researchers: Bomilla, Francheska Gabriel P. Luna, Anthony C. Catulpos, Nicole Hanna H.

Research Adviser: Dr. Minerva D. Ferranco Ph.D.

Date of Completion:

Directions: Analyze the research output based on the following criteria below. Check the appropriate column (5 as the highest and 1 as the lowest) indicating your evaluation.

INTRODUCTION

Indicators	5	4	3	2	1
1. The introduction consists of an adequate introductory discussion of the problem		✓			
2. Factors that led to the problem are well-discussed in paragraph 1		✓			
3. The in-text citations are properly and clearly presented in the literature review.			✓		
4. The Literature Review is comprehensively done by the researchers and they only stated researches relevant to their study.		✓			
5. Conceptual framework adequately supports the main problem or the title of the study		✓			
6. The gap of knowledge of the study is clearly and specifically stated in paragraph 3 to convince the readers of the need to conduct such study		✓			
7. The research paradigm is able to provide the direction and skeletal framework of the study.	✓				
8. The aims/ purposes or objectives were thoroughly presented.		✓			
9. In general, the manuscript is scholarly written and has global impact in educational context as a whole.		✓			

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LITERATURE REVIEW AND CONCEPTUAL FRAMEWORK

Indicators	5	4	3	2	1
1. Cited literature and studies are adequate and relevant to the research problem.		✓			
2. Related literature and studies are recent (five years ago to present year of the study)		✓			
3. Foreign literature, studies, literature and local studies are present.		✓			
4. Synthesis of the reviewed literature and studies is well-organized, concise (not too long nor too short) and is based on the researchers' logical analysis of the cited materials.		✓			
5. The sources of the cited literatures and studies are appropriately acknowledged and or credited.		✓			
6. The researchers were able to determine the construct and variable of their study from the theory presented.		✓			
7. The framework presented conceptualizes the concepts of the theory appropriately.		✓			

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RESEARCH DESIGN AND METHOD

Indicators	5	4	3	2	1
1. The research methodology is well-described and is suitable or fitting to the research problem.		✓			
2. The participants of the study are well-described in terms of the sample profile, sample size and sampling technique and or procedure.	✓				
3. The research locale is described in terms of its location, historical background, purposes and objectives and or mission and vision of the instruction or organization		✓			
4. The procedure and or techniques of gathering data are explained in complete detail beginning from the time the researches sought permission to conduct the study.		✓			
5. The research instrument is presented and discussed in terms of its validity and reliability (in case of self-made instrument)			✓		
6. The research design and method employed by the researchers are correct and relevant to the fulfillment of the accurate results of the study.		✓			
7. The statistical tool selected is appropriate to gather the needed data and answer the problem of the study.		✓			
8. The statistical tool is brief and accurately used to answer the queries or objectives of the study.		✓			

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OVER-ALL TOTAL: 96 pts

Remarks:

DANIEL M. MACAMPOL
Signature over Printed Name



Not Available

❖ C.5. Evidence/s that research results have been utilized;

The following requests for the use of Instrument developed by the researchers from the branch were submitted and granted.

- Certificates of acknowledgement/recognition





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF BUSINESS ADMINISTRATION
GRADUATE STUDIES
STA MESA, MANILA

Certificate of Participation

This is awarded to

MARY ROSE MAHARLIKA PALMARES-CRUZ

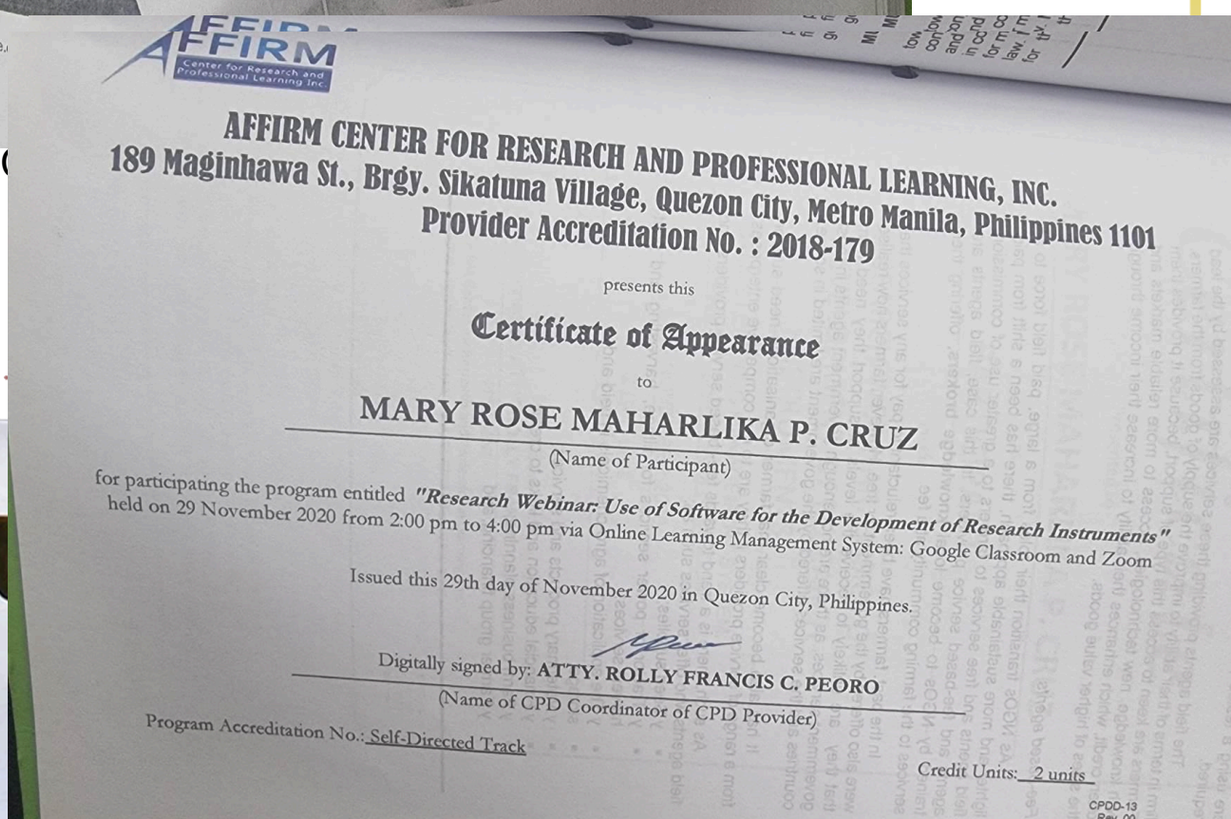
for having actively participated to the webinar entitled

"RESEARCH TOPIC GENERTION, FORMULATING RESEARCH PROBLEM, BUSINESS LITERATURE REVIEW WRITING AND PUBLISHING A BUSINESS LITERATURE REVIEW"

Given this 11th day of July 2020 at Manila, Philippines

DR. RAQUEL G. RAMOS
Dean, College of Business Administration

1/1



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presents this

Certificate of Appearance

to

MARY ROSE MAHARLIKA P. CRUZ
(Name of Participant)

for participating the program entitled ***"Research Webinar: Use of Software for the Development of Research Instruments"*** held on 29 November 2020 from 2:00 pm to 4:00 pm via Online Learning Management System: Google Classroom and Zoom

Issued this 29th day of November 2020 in Quezon City, Philippines.

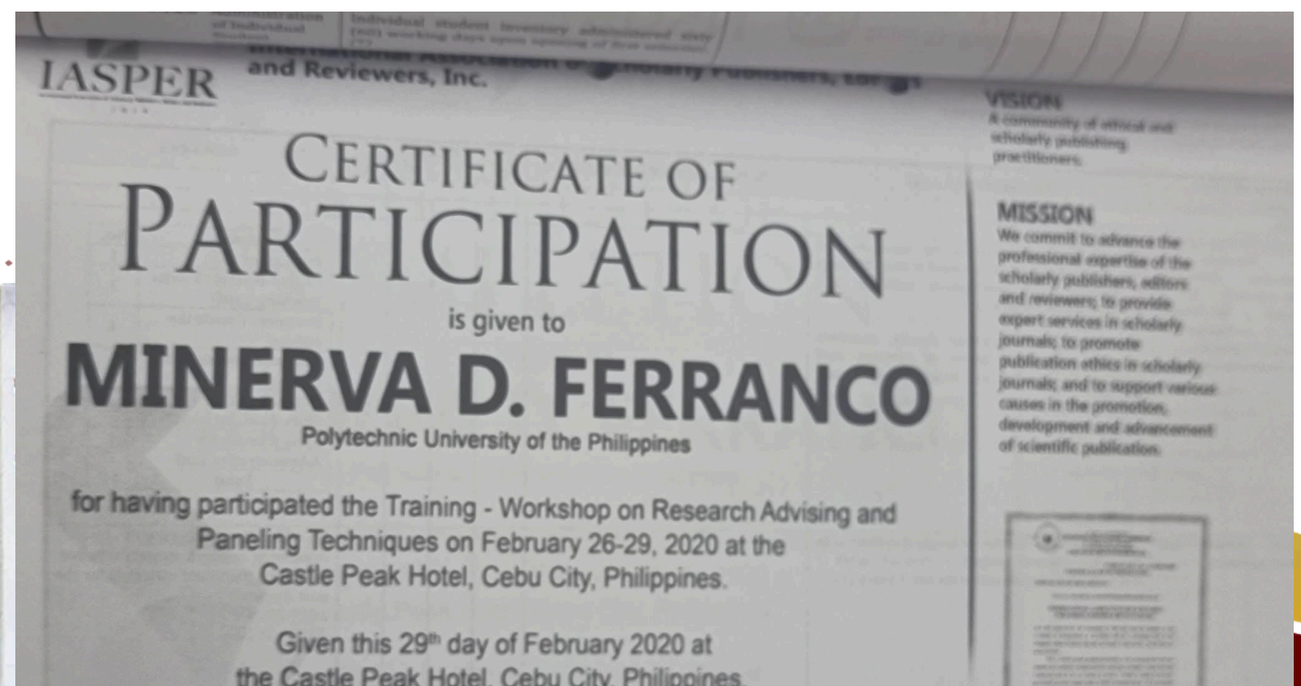
Digitally signed by: **ATTY. ROLLY FRANCIS C. PEORO**
(Name of CPD Coordinator of CPD Provider)

Program Accreditation No.: Self-Directed Track

Credit Units: 2 units

CPDD-13

- Certificates of acknowledgement/recognition


IASPER

and Reviewers, Inc.

CERTIFICATE OF
PARTICIPATION

is given to

MINERVA D. FERRANCO

Polytechnic University of the Philippines

for having participated the Training - Workshop on Research Advising and Paneling Techniques on February 26-29, 2020 at the Castle Peak Hotel, Cebu City, Philippines.

Given this 29th day of February 2020 at the Castle Peak Hotel, Cebu City, Philippines

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- Samples of the research products for commercial use

Not Available



- The Utilized research works in the college

Not Available



❖ C.6. Policies pertaining to Intellectual Property Rights (IPR)

- Copy of Policies pertaining to Intellectual Property Rights (IPR) with proof of dissemination

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Appendix A

IPMO Initiative Project Grant (IIPG)

Cost Breakdown

1. The selected research grantee shall be eligible for a maximum of four hundred thousand pesos (Php 420,000). This grant may vary depending on its classification for food and non-food products.

Product Classification	Grant
Food Product	Php 120,000 – 220,000
Non-Food Product	Php 220,000 – 420,000

1.1 Food Product Cost Breakdown

Item	Minimum	Maximum
Licensing	Php 25,000	Php 50,000
Series of Testing	Php 25,000	Php 50,000
Additional support materials, merchandise, tools, and equipment	Php 30,000	Php 60,000
Expert Services/Consultancy (Honorarium)	Php 20,000	Php 40,000
Contingency Budget	Php 20,000	Php 20,000
TOTAL	**Php 120,000**	**Php 220,000**

- Copy of Policies pertaining to Intellectual Property Rights (IPR) with proof of dissemination

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Appendix B

Start-up, Spin-Off Off, and Commercialization Grant

Cost Breakdown

1. The selected grantee per incubatee shall be eligible for a maximum of 500,000 pesos. This grant may vary depending on its classification for food and non-food products.

Product Classification	Grant
Food Product	PHP 150,000 – 250,000
Non-Food Product	PHP 300,000 – 500,000

1.1 Food Product Cost Breakdown

Item	Minimum	Maximum
Licensing	PHP 25,000	PHP 50,000
Series of Testing	PHP 50,000	PHP 75,000
Additional support materials, merchandise, tools, and equipment	PHP 50,000	PHP 75,000
Expert Services/Consultancy (Honorarium)	PHP 25,000	PHP 50,000
TOTAL	**PHP 150,000**	**PHP 250,000**

1.2 Non-Food Product Cost Breakdown

Item	Minimum	Maximum
Licensing	Php 25,000	Php 50,000
Series of Testing	Php 50,000	Php 100,000
Additional support materials, merchandise, tools, and equipment	Php 100,000	Php 200,000
Expert Services/Consultancy (Honorarium)	Php 25,000	Php 50,000
TOTAL	**Php 200,000**	**Php 400,000**

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