AREA V
RESEARCH

I.4. The institution provides incentives to the faculty researchers such as honoraria, service credits, deloading, etc.

Parameter C – Implementation, Monitoring, Evaluation And Utilization Of Research Results/Outputs

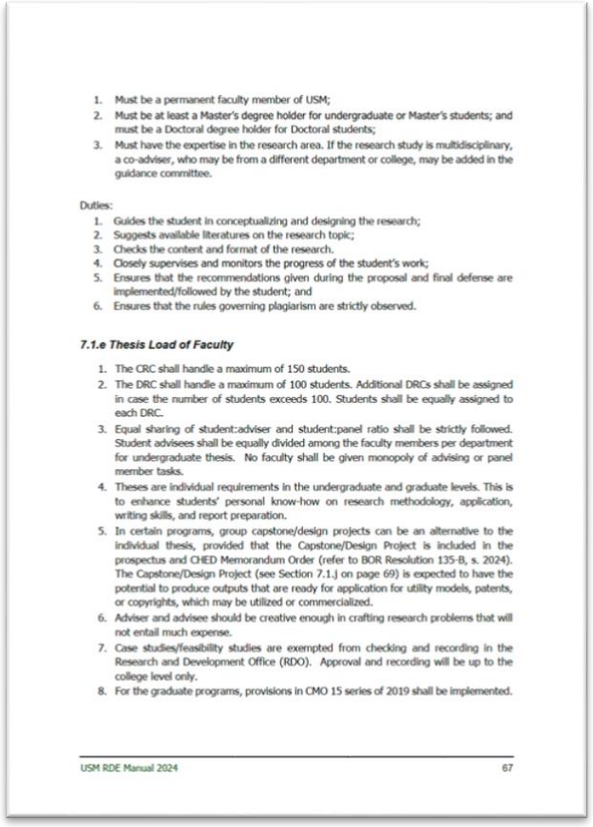
The institution provides incentives to the faculty researchers such as honoraria, service credits, deloading, etc.

The University of Southern Mindanao (USM), through its approved Research, Development, and Extension (RDE) Manual 2024, provides policies and mechanisms that recognize faculty members' contributions to research and support their involvement in scholarly and scientific activities. These provisions include honoraria for thesis supervision and examination, equitable distribution of research-related assignments, and potential entitlement to benefits under the Magna Carta for Scientists, Engineers, Researchers, and Other Science and Technology (S&T) Personnel, subject to applicable qualifications and requirements.

Thesis Advising and Examining Honoraria. The University recognizes the time, expertise, and professional responsibilities of faculty members who serve as thesis advisers, co-advisers, and members or chairs of thesis examining committees. The RDE Manual specifies honorarium rates for undergraduate and graduate thesis-related activities, covering outline preparation and manuscript completion. These honoraria serve as recognition of faculty members' contributions to guiding students, evaluating research outputs, and maintaining academic and scholarly standards. The manual also provides for honoraria for Department Research Coordinators under specified conditions.

Equitable Distribution of Research Responsibilities. The RDE Manual establishes guidelines on thesis workload and the distribution of advisees and panel assignments among faculty members. It requires equitable sharing of advising and examining responsibilities within departments and provides for additional Department Research Coordinators when student numbers exceed the prescribed handling capacity. These guidelines help ensure a fair distribution of faculty workload and prevent the concentration of advising and panel assignments among a limited number of faculty members.

Potential Entitlement to Magna Carta Benefits. USM recognizes the importance of providing appropriate support and benefits to qualified faculty researchers engaged in scientific and technological activities. Section 7.10 of the RDE Manual provides for the possible entitlement of eligible personnel to benefits under Republic Act No. 8439, or the Magna Carta for Scientists, Engineers, Researchers, and Other Science and Technology Personnel, as amended by Republic Act No. 11312. The entitlement is subject to the prescribed eligibility requirements, evaluation and certification procedures, and applicable funding and budgetary regulations. An Agency Screening Committee is to assist the agency head in evaluating applicants for certification of eligibility, while the grant of compensation-related benefits is governed by Joint Circular No. 1, series of 2013, and other applicable regulations.



1. Must be a permanent faculty member of USM;
2. Must be at least a Master's degree holder for undergraduate or Master's students; and must be a Doctoral degree holder for Doctoral students;
3. Must have the expertise in the research area. If the research study is multidisciplinary, a co-adviser, who may be from a different department or college, may be added in the guidance committee.

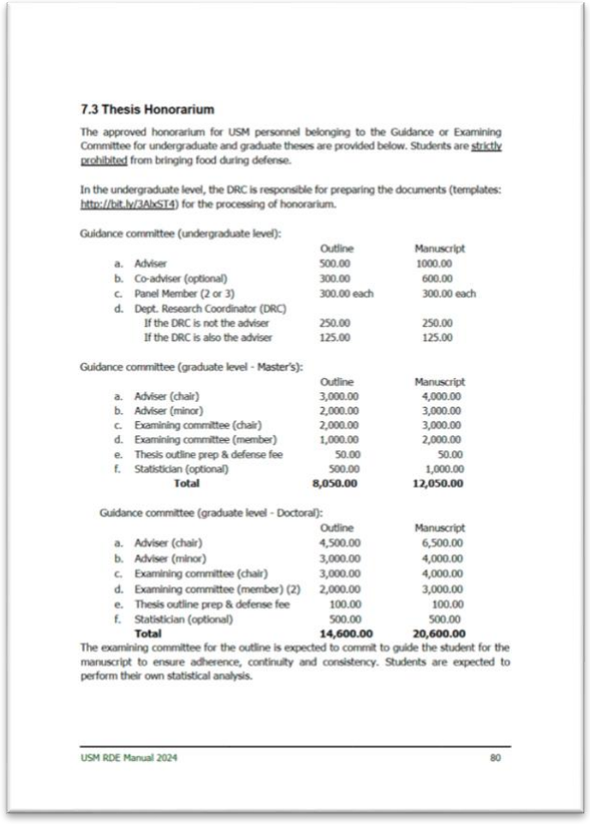
Duties:

1. Guides the student in conceptualizing and designing the research;
2. Suggests available literatures on the research topic;
3. Checks the content and format of the research.
4. Closely supervises and monitors the progress of the student's work;
5. Ensures that the recommendations given during the proposal and final defense are implemented/followed by the student; and
6. Ensures that the rules governing plagiarism are strictly observed.

7.1.e Thesis Load of Faculty

1. The CRC shall handle a maximum of 150 students.
2. The DRC shall handle a maximum of 100 students. Additional DRCs shall be assigned in case the number of students exceeds 100. Students shall be equally assigned to each DRC.
3. Equal sharing of student:adviser and student:panel ratio shall be strictly followed. Student advisees shall be equally divided among the faculty members per department for undergraduate thesis. No faculty shall be given monopoly of advising or panel member tasks.
4. Theses are individual requirements in the undergraduate and graduate levels. This is to enhance students' personal know-how on research methodology, application, writing skills, and report preparation.
5. In certain programs, group capstone/design projects can be an alternative to the individual thesis, provided that the Capstone/Design Project is included in the prospectus and CHED Memorandum Order (refer to BOR Resolution 135-B, s. 2024). The Capstone/Design Project (see Section 7.1.j on page 69) is expected to have the potential to produce outputs that are ready for application for utility models, patents, or copyrights, which may be utilized or commercialized.
6. Adviser and advisee should be creative enough in crafting research problems that will not entail much expense.
7. Case studies/feasibility studies are exempted from checking and recording in the Research and Development Office (RDO). Approval and recording will be up to the college level only.
8. For the graduate programs, provisions in CMO 15 series of 2019 shall be implemented.

USM RDE Manual 2024 67



7.3 Thesis Honorarium

The approved honorarium for USM personnel belonging to the Guidance or Examining Committee for undergraduate and graduate theses are provided below. Students are strictly prohibited from bringing food during defense.

In the undergraduate level, the DRC is responsible for preparing the documents (templates: http://bit.ly/3AlxST4) for the processing of honorarium.

Guidance committee (undergraduate level):

	Outline	Manuscript
a. Adviser	500.00	1000.00
b. Co-adviser (optional)	300.00	600.00
c. Panel Member (2 or 3)	300.00 each	300.00 each
d. Dept. Research Coordinator (DRC)		
If the DRC is not the adviser	250.00	250.00
If the DRC is also the adviser	125.00	125.00

Guidance committee (graduate level - Master's):

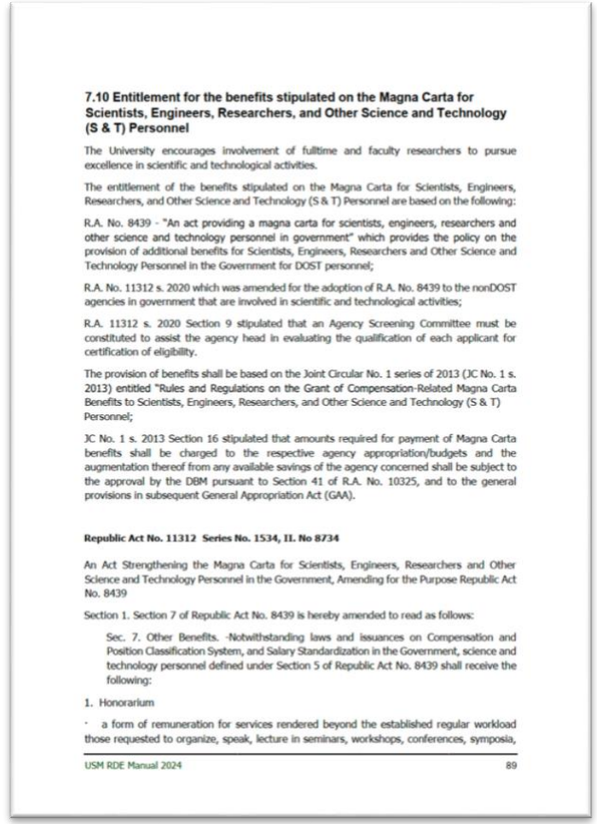
	Outline	Manuscript
a. Adviser (chair)	3,000.00	4,000.00
b. Adviser (minor)	2,000.00	3,000.00
c. Examining committee (chair)	2,000.00	3,000.00
d. Examining committee (member)	1,000.00	2,000.00
e. Thesis outline prep & defense fee	50.00	50.00
f. Statistician (optional)	500.00	1,000.00
Total	**8,050.00**	**12,050.00**

Guidance committee (graduate level - Doctoral):

	Outline	Manuscript
a. Adviser (chair)	4,500.00	6,500.00
b. Adviser (minor)	3,000.00	4,000.00
c. Examining committee (chair)	3,000.00	4,000.00
d. Examining committee (member) (2)	2,000.00	3,000.00
e. Thesis outline prep & defense fee	100.00	100.00
f. Statistician (optional)	500.00	500.00
Total	**14,600.00**	**20,600.00**

The examining committee for the outline is expected to commit to guide the student for the manuscript to ensure adherence, continuity and consistency. Students are expected to perform their own statistical analysis.

USM RDE Manual 2024 80



7.10 Entitlement for the benefits stipulated on the Magna Carta for Scientists, Engineers, Researchers, and Other Science and Technology (S & T) Personnel

The University encourages involvement of fulltime and faculty researchers to pursue excellence in scientific and technological activities.

The entitlement of the benefits stipulated on the Magna Carta for Scientists, Engineers, Researchers, and Other Science and Technology (S & T) Personnel are based on the following:

R.A. No. 8439 - "An act providing a magna carta for scientists, engineers, researchers and other science and technology personnel in government" which provides the policy on the provision of additional benefits for Scientists, Engineers, Researchers and Other Science and Technology Personnel in the Government for DOST personnel;

R.A. No. 11312 s. 2020 which was amended for the adoption of R.A. No. 8439 to the nonDOST agencies in government that are involved in scientific and technological activities;

R.A. 11312 s. 2020 Section 9 stipulated that an Agency Screening Committee must be constituted to assist the agency head in evaluating the qualification of each applicant for certification of eligibility.

The provision of benefits shall be based on the Joint Circular No. 1 series of 2013 (JC No. 1 s. 2013) entitled "Rules and Regulations on the Grant of Compensation-Related Magna Carta Benefits to Scientists, Engineers, Researchers, and Other Science and Technology (S & T) Personnel;

JC No. 1 s. 2013 Section 16 stipulated that amounts required for payment of Magna Carta benefits shall be charged to the respective agency appropriation/budgets and the augmentation thereof from any available savings of the agency concerned shall be subject to the approval by the DBM pursuant to Section 41 of R.A. No. 10325, and to the general provisions in subsequent General Appropriation Act (GAA).

Republic Act No. 11312 Series No. 1534, II. No 8734

An Act Strengthening the Magna Carta for Scientists, Engineers, Researchers and Other Science and Technology Personnel in the Government, Amending for the Purpose Republic Act No. 8439

Section 1. Section 7 of Republic Act No. 8439 is hereby amended to read as follows:

Sec. 7. Other Benefits. -Notwithstanding laws and issuances on Compensation and Position Classification System, and Salary Standardization in the Government, science and technology personnel defined under Section 5 of Republic Act No. 8439 shall receive the following:

1. Honorarium

· a form of remuneration for services rendered beyond the established regular workload those requested to organize, speak, lecture in seminars, workshops, conferences, symposia,

USM RDE Manual 2024 89

The University of Southern Mindanao (USM) provides financial incentives and institutional support to encourage research productivity, promote scholarly excellence, and enhance the visibility and impact of its research outputs. Through policies approved by the University Board of Regents, USM recognizes the contributions of its faculty, staff, and bona fide students to knowledge generation, innovation, and the advancement of research.

Under Board Resolution No. 77, Series of 2025, the University approved the revised publication incentive scheme to encourage researchers to publish in reputable, peer-reviewed, and internationally recognized journals. To ensure proper implementation and accountability, the policy establishes eligibility requirements, limits applications to one author-applicant per paper, and sets specific application periods and submission deadlines. The Research Publication Services Office (RPSO) is responsible for implementing the policy, evaluating applications, issuing guidelines, and facilitating the timely disbursement of incentives.

In addition to publication incentives, Board Resolution No. 117, Series of 2024 establishes a policy granting subsidies for conference participation, conference presentation, and publication of research outputs from locally funded projects. This support is available to University faculty, staff, and bona fide students, enabling them to present their research findings in academic and professional conferences and disseminate their outputs through scholarly publications. The policy demonstrates USM's commitment to providing researchers with opportunities to engage with the wider academic community, share research results, and establish professional and institutional linkages.

Collectively, these incentive mechanisms reflect USM's commitment to fostering a productive and supportive research environment. By providing financial rewards for quality publications and subsidies for research dissemination, the University encourages researchers to pursue excellence, strengthen the quality and relevance of their outputs, increase international research visibility, and contribute to the University's research performance and reputation. These

initiatives also support USM's broader mandate to generate knowledge, promote innovation, and advance sustainable development through relevant and impactful research.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
email address:

BOARD OF REGENTS

mobile: (09541399299

Resolution No. 77, Series of 2025

A RESOLUTION APPROVING THE PROPOSED REVISIONS IN GRANTING PUBLICATION INCENTIVES AT THE UNIVERSITY OF SOUTHERN MINDANAO

WHEREAS, the University of Southern Mindanao (USM) is committed to promoting research excellence, increasing international visibility, and enhancing scholarly productivity among its faculty, researchers, and students;

WHEREAS, the University currently provides publication incentives for papers published in Scopus/WoS-indexed journals and other legitimate peer-reviewed journals, including USM-managed journals, as provided under Board Resolution No. 004, Series of 2017;

WHEREAS, the current incentive structure does not distinguish between journals with varying impact factors, nor does it provide sufficient motivation to publish in USM-managed journals or to disseminate research from locally funded projects;

WHEREAS, the University Research, Development, and Extension Committee (URDEC) has endorsed a comprehensive proposal that includes revised incentive amounts, targeted support for USM-managed journals, and structured implementation timelines to optimize fund allocation and improve research outputs;

NOW, THEREFORE, in view of the foregoing, be it

RESOLVED, as it is hereby **RESOLVED**, that the Board of Regents of the University of Southern Mindanao hereby **APPROVES** the proposed revisions in granting publication incentives, with the following provisions:

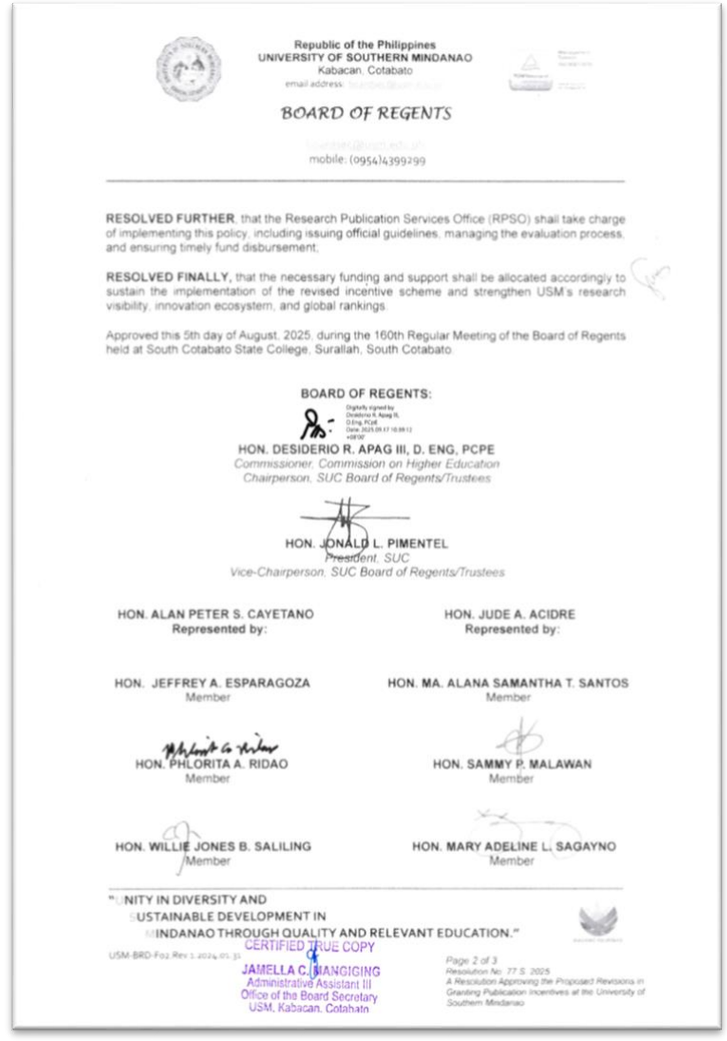
1. A publication incentive of **₱50,000 per paper** shall be granted to USM personnel for articles published in Q1-ranked Scopus/WoS-indexed journals.
2. Only one (1) author-applicant per paper shall be allowed, supported by a certification from co-authors.
3. The incentive for papers published in USM-managed journals shall be increased from ₱20,000 to ₱30,000 per paper.
4. For papers generated from locally funded research published in legitimate peer-reviewed journals (including USM-managed journals), the incentive shall be increased from ₱20,000 to ₱40,000 per paper.
5. Only articles based on research funded by USM within the past two (2) years shall be eligible.
6. Applications shall be accepted twice per year, in February and August, with awards to be released in March and September.
7. Publications must be applied for within one (1) year of their publication date.

CERTIFIED TRUE COPY
JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."

USM-BRD-Fo2 Rev 1 2024 01 31

Page 1 of 3
Resolution No. 77 S. 2025
A Resolution Approving the Proposed Revisions in Granting Publication Incentives at the University of Southern Mindanao



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
email address:

BOARD OF REGENTS

mobile: (09541399299

RESOLVED FURTHER, that the Research Publication Services Office (RPSO) shall take charge of implementing this policy, including issuing official guidelines, managing the evaluation process, and ensuring timely fund disbursement;

RESOLVED FINALLY, that the necessary funding and support shall be allocated accordingly to sustain the implementation of the revised incentive scheme and strengthen USM's research visibility, innovation ecosystem, and global rankings.

Approved this 5th day of August, 2025, during the 160th Regular Meeting of the Board of Regents held at South Cotabato State College, Surallah, South Cotabato.

BOARD OF REGENTS:

HON. DESIDERIO R. APAG III, D. ENG, PCPE
Commissioner, Commission on Higher Education
Chairperson, SUC Board of Regents/Trustees

HON. JONALD L. PIMENTEL
President, SUC
Vice-Chairperson, SUC Board of Regents/Trustees

HON. ALAN PETER S. CAYETANO
Represented by:

HON. JUDE A. ACIDRE
Represented by:

HON. JEFFREY A. ESPARAGOZA
Member

HON. MA. ALANA SAMANTHA T. SANTOS
Member

HON. PHLORITA A. RIDAO
Member

HON. SAMMY P. MALAWAN
Member

HON. WILLIE JONES B. SALILING
Member

HON. MARY ADELINE L. SAGAYNO
Member

"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."

USM-BRD-Fo2 Rev 1 2024 01 31

CERTIFIED TRUE COPY
JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Page 2 of 3
Resolution No. 77 S. 2025
A Resolution Approving the Proposed Revisions in Granting Publication Incentives at the University of Southern Mindanao

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
email address: boardsec@usm.edu.ph

BOARD OF REGENTS

AN EXCERPT FROM THE MINUTES OF THE RESUMPTION OF 156th REGULAR MEETING OF THE USM GOVERNING BOARD ON JULY 16, 2024, 4:00 PM AT THE CHED-HEDC BUILDING, DILIMAN, QUEZON CITY and VIA ZOOM TELECONFERENCE

Resolution No. 117
Series of 2024

POLICY FOR GRANT OF SUBSIDY FOR CONFERENCE PARTICIPATION AND PRESENTATION, AND PUBLICATION

Approving the proposed policy on grant of subsidy for conference participation, conference presentation, and publication for locally-funded researches, for University faculty, staff and bona-fide students (Annex A).

APPROVED

X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X

CERTIFIED TRUE AND CORRECT:

JENNIFER E. SINCO
Board Secretary V

ATTESTED BY:

RONALD L. ADAMAT, PhD PD
Chairperson, USM Board of Regents
Commissioner, CHED

"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."

USM-BRD-F02.Rev.1.2024.01.31

Proposal

Proposed maximum subsidy for conference and publications for permanent personnel and bona-fide students of University of Southern Mindanao, *subject to availability of funds*:

Proposed subsidy...	...if locally funded research will be **presented** in a conference or **published** in a legitimate journal	... for conference **participation**, or for presentation/publication of **other research** (**i.e., *NOT* locally funded**)
Participation in a scholarly conference (venue outside the Philippines)	P50,000	P25,000 (faculty/staff)
Participation in a scholarly conference (venue inside the Philippines)	P25,000	P8,000 (students) P15,000 (faculty/staff)
Publication fees (requirement: Application for Intent to Publish)	P20,000	none

Effectivity

If approved, this proposal shall be carried out immediately upon approval by the Board of Regents. The proposed allocation is as follows:

	2024	**2025 (proposed)**
RDE Faculty Development Assistance Fund (for attendance to trainings, conferences, etc):	PhP 117,000	P400,000
Publication incentives	P866,232.78	P900,000
RDE allocation	9 million	11 million

Guidelines for Conference Participation:

1. **Definition**: Conferences are defined to be activities organized by academic or professional organizations which solicit calls for papers, and are opportunities for participants to discuss their research, development and extension (RDE) outputs. Trainings carried out by government or private agencies with specific learning objectives are **not** considered conferences.