AREA II

FACULTY

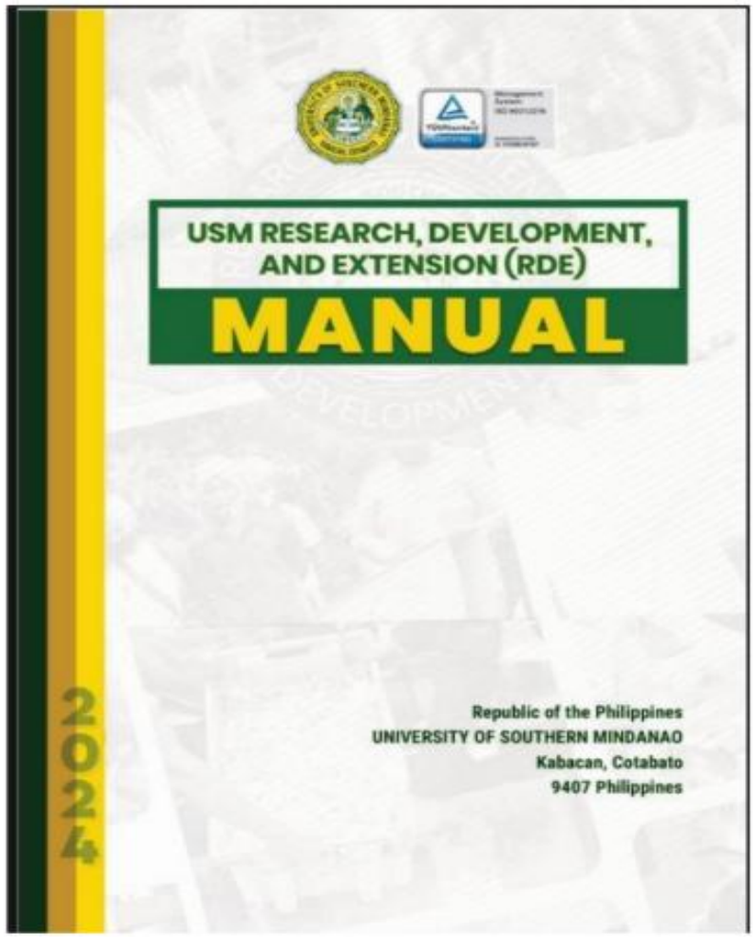
PARAMETER F:

PROFESSIONAL PERFORMANCE AND SCHOLARLY WORKS

S.1.2

S.1.2 The institution has a system of evaluating the faculty on the scholarly works

The USM Extension Services Center Operation Manual





The USM Research, Development and Extension (RDE) Manual
Revised 2024

Approved by the USM Board of Regents (BOR) by virtue of Resolution No. 105, s. 2023
Revisions approved by the USM Board of Regents by virtue of Resolution No. 119, s. 2024

CONSULTANT
Francisco Gil N. Garcia

EDITORS
Ma. Teodora N. Cabasan
Debbie Marie B. Verzosa
Bryan Lloyd P. Bretaña
Glyn G. Magbanua
Jennifer E. Sinco

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usmvprde@usm.edu.ph

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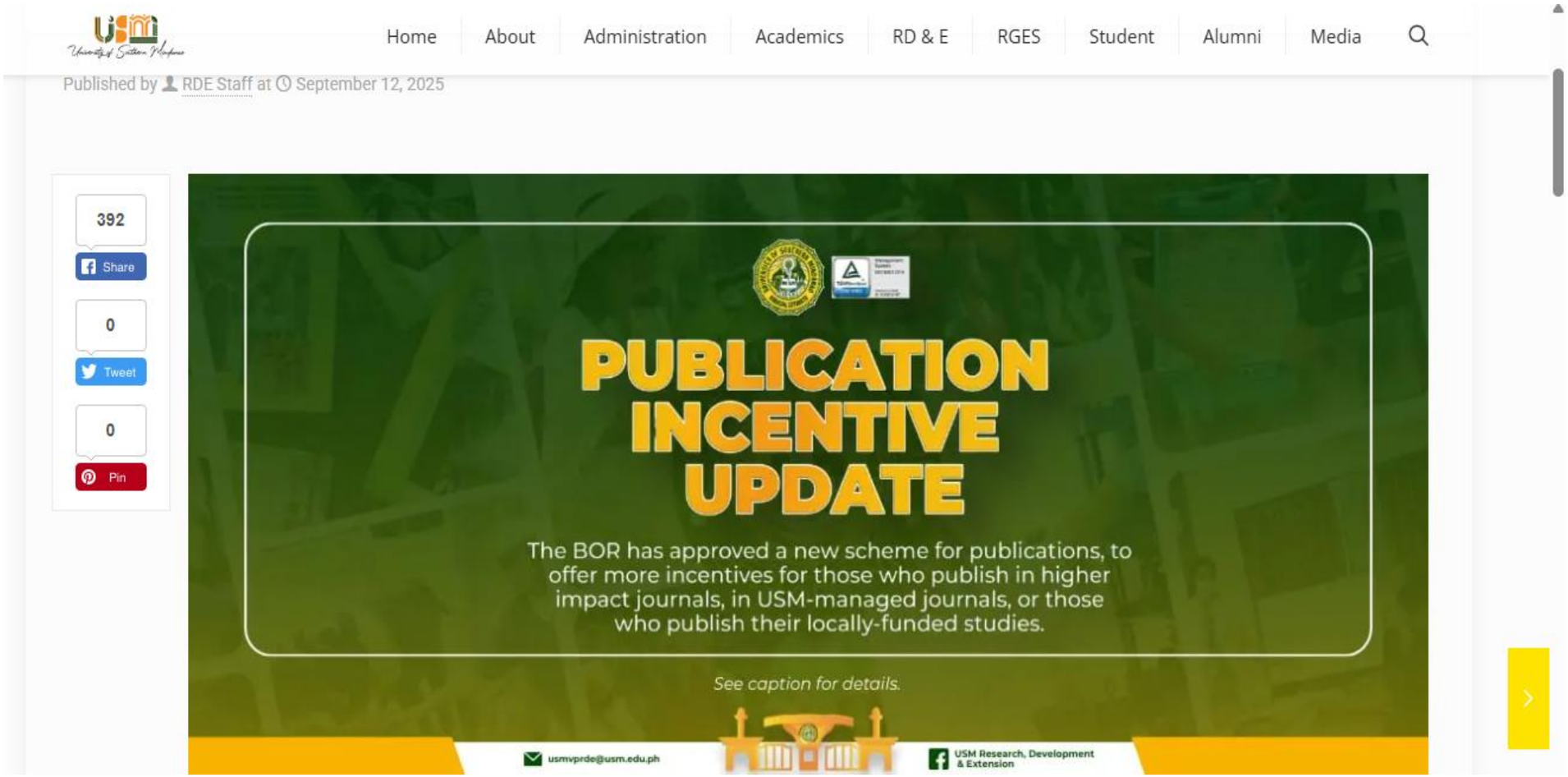
PREFACE

This manual is a general reference on various guidelines and procedures in the conduct of research, development and extension (RDE) and its related activities in the University of Southern Mindanao (USM). As a premier university, USM is committed to providing quality RDE, a vital component of our institution's progress. This RDE Manual is a practical and comprehensive resource for researchers, extensionists and students to carry out research, development, and extension activities efficiently and effectively in a manner that promotes productivity, quality, and innovation.

The RDE manual is a product of process documentation that covers various aspects of RDE including proposal development, planning, and implementation of research and development projects. The manual is intended for use by either new or experienced researchers, undergraduate and graduate students. It was developed to serve as a handy reference in developing, writing and publishing or even patenting ones' scientific work. It provides guidance on the step-by-step procedure, related mandates, proper ethics and other applicable rules and information beneficial and essential in coming up with the best RDE outputs. This revised RDE manual is relevant to the needs of our institution and gives direction to ensure accuracy, relevance, compliance, consistency, and effectiveness in carrying out R&D activities.

Information in this manual was gathered from existing documents, as well as from deans, directors, and other heads of units, namely: Angelo R. Agduma, Alina Falla S. Arancel, Marry Grace S. Balbuena, Janice M. Bangoy, Edward A. Barlaan, Rezin G. Cabantug, Mary Joy S. Cañolas, Roselyn M. Clemen, Pia Amabelle M. Flores, Jurhamid C. Imlan, Efren E. Magulama, Marianne I. Meriales, Josephine R. Migalbin, Abubakar A. Murray, Lydia C. Pascual, Jasmin A. Pecho, Krizler C. Tanalgo, and Jan Clyden B. Tenorio.

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PUBLICATION INCENTIVE UPDATE
The BOR has approved a new scheme for publications, to offer more incentives for those who publish in higher impact journals, in USM-managed journals, or those who publish their locally-funded studies.
See caption for details.
usmvprde@usm.edu.ph
USM Research, Development & Extension

A. **Schedule of application and award of publication incentive.**

Publication incentive application and award will be done twice per year. Schedules of application and award will be as follows:

CALL FOR APPLICATION	AWARD
February	March
August	September

Justification: Manage fund utilization and availability.

For 2026, Submissions will be accepted until September 30 through this link. These will serve as the basis for the Special Awards to be conferred during RDE Week or on March 13, 2026, as per USM PRAISE Guidelines.

Note: *Please be advised that it is necessary to submit an* ***Application for Intent to Publish*** *to the* ***RPSO*** prior to the submission of manuscript to a journal. [VPRDE Memo No. 71 S2024]

B. **Increased publication incentive for Q1 Scopus/Web of Science Journals**.

Description: Provide higher publication incentive for papers published in Scopus/WoS Q1 Journals of P60,000 per paper which will be given in full amount to the author who will apply for publication incentive. The applicant must be USM personnel. Only 1 (one) author can apply per article and a certification from co-authors must be secured by the applicant. The template for certification can be found here.

Benefits: Encourages faculty and researchers to submit in high-ranking journals.

FOR FACULTY AND STAFF PUBLICATION

Increase of publication incentive for Scopus/Web of Science **Q1 journals**, from P50,000.00 (BOR Res. No. 088 S. 2016) to P60,000.00

For Quartile 1 (Q1)	For Quartile 2-4 (Q2-Q4)
Legal Basis: BOR Reso. No. 77 S. 2025	Legal Basis: BOR Reso. No. 088 S. 2016
For articles published in these journals, **P60,000** will be given in full amount to the author (main or co-author) who will apply for publication incentive. The applicant **MUST** be a USM personnel. Only 1 (one) author can apply per article and a certification from co-authors must be secured by the applicant. *Note: Each article may only be applied once.*	For articles published in Scopus/Web of Science but *not* in Q1, then the incentive is P50,000 to be divided as follows. Sample Computation for 3 authors: **Main author**: P50,000 x 50%= **P25,000** **Co-authors** (2): P50,000 x 50%= P25,000/2= **P12,500**

C. Increased publication incentive for papers published in USM-managed journals from P20,000 (BOR Res. No. 004 S. 2017) to P30,000

For USM-managed journals
Legal Basis: BOR Reso. No. 77 s2025
P30,000– USM-managed journals **Justification**: To increase the number of paper submissions in USM-managed Journals Sample Computation for 3 authors: **Main author**: P30,000 x 50%= **P15,000** **Co-authors** (2): P30,000 x 50%= P15,000/2= **P7,500**

D. Increased publication incentive for papers published in legitimate peer-reviewed journals, including USM-managed journals, generated from locally funded research from

For USM-managed journals
Legal Basis: BOR Reso. No. 77 s2025
P30,000– USM-managed journals **Justification**: To increase the number of paper submissions in USM-managed Journals Sample Computation for 3 authors: **Main author**: P30,000 x 50%= **P15,000** **Co-authors** (2): P30,000 x 50%= P15,000/2= **P7,500**

D. Increased publication incentive for papers published in legitimate peer-reviewed journals, including USM-managed journals, generated from locally funded research from P20,000 (BOR Res. No. 004 S. 2017) to P40,000.00

For publications in legitimate peer-reviewed journals arising from locally funded research
Legal Basis: BOR Reso. No. 77 S. 2025
P40,000– legitimate peer-reviewed journals, including USM-managed journals generated from locally funded research **Justification**: To increase the number of published papers generated from locally funded research. Only articles published generated from locally funded research in the past 2 years will be qualified for this incentive.

Sample Computation for 3 authors:

Main author: P40,000 x 50%= **P20,000**
Co-authors (2): P40,000 x 50%= P20,000/2= **P10,000**

(Computation is based on BOR Res. No. 93 S. 2017)

FOR STUDENT PUBLICATION

For publication indexed in legitimate Web of Science and Scopus journal.

Legal Basis: BOR Reso. No. 55-C S. 2023

For legitimate publications in the amount of P30,000.00. (1) the student lists "University of Southern Mindanao" as an affiliation in the paper, (2) the research data upon which the publication is based should have been gathered while the student was enrolled in USM, (3) the student submits evidence that the article was submitted during the time that the student was enrolled in USM, (4) the students and their USM Co-authors adhere to criteria for authorship set by the International Committee of Medical Journal Editors (ICMJE), and (5) all co-authors indicated their percentage contribution in the publication (Which will be proportionate to their incentive).

Sample Computation for 3 authors:

Main author – 50% P30,000 x 50%= **P15,000**

Co-author 1 – 25% P30,000 x 25%= **P7,500**
Co-author 2 – 25% P30,000 x 25%= **P7,500**

For student publication published in legitimate peer-reviewed journal that is not indexed in Web of Science or Scopus.

Legal Basis: BOR Reso. No. 55-C S. 2023
P15,000 – legitimate peer-reviewed journals. Sample Computation for 3 authors: **Main author** – 50% P15,000 x 50%= **P7,500** **Co-author 1** – 25% P15,000 x 25%= **P3,750** **Co-author 2** – 25% P15,000 x 25%= **P3,750**

Note: All listed authors must have a verifiable contribution; leaving contributions blank or assigning no percentage is not allowed. "Guest authorship" is strictly prohibited.

The provision in **BOR Reso No. 143 s2022** still holds that publication incentives are subject to fund availability and in case of lack of funds, incentives for publications derived from locally funded or externally funded research shall be prioritized. After which, proportional allocation based on the proposed incentives will be applied, with a cap of P100,000 per author per year.