





# USM RESEARCH, DEVELOPMENT, AND EXTENSION (RDE)

## MANUAL

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
9407 Philippines

Administrative Council and forwarded for the confirmation or approval of the Board of Regents, through the University President.

The Research Ethics Committee, Institutional Animal Care and Use Committee (IACUC), and the Institutional Bio-risk Committee (IBC) are independent decision-making bodies monitored by the Office of the Vice President for Research, Development and Extension. They ensure the ethical, humane, and safe conduct of research involving humans, animals, and biohazardous materials, respectively.

The Research Ethics Committee reviews research protocols and their supporting documents, and harmonizes and consolidates ethical scientific research involving humans in the university. IACUC evaluates and approves the Animal Care and Use Program (ACUP) and the protocols of scientific procedures on animal research. The IBC provides policies and practices to prevent unintentional or accidental release of specific biological agents or toxins.

#### **Organizational Structure of Research, Development and Extension**

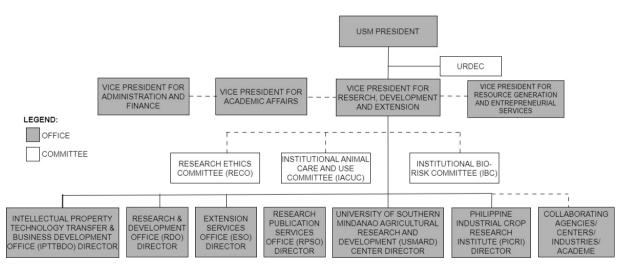


Figure 1. The organizational structure of the USM Research, Development and Extension.

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### 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 154th REGULAR MEETING OF THE USM GOVERNING BOARD ON 15 DECEMBER 2023 AT THE COMMERCIAL BUILDING, UNIVERSITY OF SOUTHERN MINDANAO, KABACAN, COTABATO AND VIA ZOOM TELECONFERENCE

#### Resolution No. 106 Series of 2023

USM RESEARCH, DEVELOPMENT, AND EXTENSION (RDE) MANUAL

Approving the USM Research, Development, and Extension (RDE) Manual which provides policies and guidelines for a system that will undertake multi-disciplinary approaches for RDE activities, provide information about RDE services, directions for processing of theses and RDE proposals, monitor and evaluate the progress of RDE projects, create mechanisms to come up with the quality standard of RDE activities, and streamline coordination and collaboration of all the RDE units, colleges, and institutes in RDE endeavors, for implementation in the CY 2024 onwards, subject to annual review.

**APPROVED** 

**CERTIFIED TRUE AND CORRECT:** 

JENNIFER E. SINCO Board Secretary V

ATTESTED BY:

FRANCISCO GIL N. GARCIA, PhD Vice-Chair, USM Board of Regents SUC President IV

**CERTIFIED TRUE COPY** 

JAMELLA C. MANGIGING Administrative Aide VI USM, Kabacan, Cotabato

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

#### RESEARCH PERSONNEL AND OTHER SUPPORT SERVICES

The following individual are the research personnel in the University. Their educational qualifications, designations, and functions are illustrated below:

Research Personnel	Educational Qualification	Designation (Specialist, Statistician, etc.)	Function/s
Dr. Debbie Marie B. Versoza	PhD Mathematics	Vice President for Research Development and Extension	<ul> <li>Exercises general supervision and coordibnation of all programs, projects, studies and activities of the various units under his office.</li> <li>Recommends and implements policies and guidelines governing research and extension affairs in the University.</li> <li>Plans programs for research and extension activities which are geared towards the growth and development of the university, the region and the country.</li> <li>Directs the implementation of research programs and the execution of extension services of the university. Coordinates, monitors and appraises the performance of the various research and extension units of the university, including those of the research centers/institutions established in the university and other affiliate/attached research agencies/institutions. </li> <li>Plans, promotes and carries out close working relations and linkages with appropriate government research and development agencies/institutions.</li> <li>Acts as the Vice Chairman of the Research and Extension Council, and the university Board Review.</li> <li>Performs such other related functions as may be directed by the President and other competent higher authorities.</li> </ul>
Dr. Lydia C. Pascual	PhD in Chemistry (Candidate)	Director, Research Development Office	<ul> <li>Coordinates all research activities performed by the units and personnel of the university on and off campus.</li> <li>Establishes research priority areas in consonance with and in support of regional /national research priority areas.</li> <li>Encourages and evaluates faculty and staff research proposals and recommends funding support therof by the university or the other agencies through the VP for Research and Extension.</li> <li>Initiates the establishment of strong linkages with other public and private, domestic and foreign research agencies and organizations.</li> <li>Recommends worthwhile researches for publication in the University research journals and other publications.</li> <li>Helps in soliciting and procuring appropriate incentives for outstanding</li> </ul>

			researches done by the University faculty and staff and recommends them for recognition by international, national and local government and private organizations or institutions.  • Conducts periodic evaluation of research programs of the University and makes appropriate recommendations for their improvement to higher authorities.  • Performs other related functions assigned to him/her.
Dr. Marlene E. Orfrecio, RN	EdD in Physical Education	Institute of Sports, Physical Education, and Recreation Research Coordinator	<ul> <li>Coordinates with the Director for Research and Development on matters relative to research development program of the college.</li> <li>Coordinates and collects research proposals from each department in consultation with the dean of the college to be submitted to the Research Committee for technical review, evaluation and recommendation.</li> <li>Consolidates and prepares a summary of all completed and progress reports for on-going researches in the college.</li> <li>Prepares the summary of research endeavors of students and faculty members to be included in the college annual reports.  Monitors and checks research outlines and final research reports in terms of standard format/style and checks if there is duplication of researches in the college.</li> <li>Keeps copies of research reports of students and faculty members.</li> <li>Submits research/thesis copies of students to the University Learning Resource Center.</li> <li>Performs a major role in accreditation related research concerns.</li> <li>Maintains an office where students, faculty members and other researches can make use of available compilations of researches in the college.</li> <li>Sits in the Thesis Defense (proposal and manuscript) sessions as needed.</li> <li>Conducts a periodic-in-house review in the college.</li> <li>Coordinates workshops in the college for the presentation of research proposals and prioritization of researches and other research-related undertakings.</li> <li>Prepares and updates the College Research Manual for students and faculty researches.</li> <li>Facilitates the publication of research monographs and select materials for publication in the University Research Journal.</li> </ul>

Research Personnel/Staff	Educational Qualification	Designation (Specialist, Statistician, etc.)	Function/s
Rezin G. Cabantug	BS	SRS II	Conduct research, Publication Services Office Staff, URDEC Secretariat
Jasmin A. Pecho	BS	SRS II	Conduct research, Research and Development Office Staff, URDEC Secretariat
Antonio P. Pasig	BS	SSRS	Prepare, submit research proposal, conduct research, present research and reports in scientific fora
Tito Jun Tidula	MS	SRS II	Conduct research, USMARC Staff, URDEC Secretariat
Nancy E. Duque	PhD	SSRS	Prepare, submit research proposal, conduct research, present research and reports in scientific fora

#### Debbie Marie Bautista Verzosa

University of Southern Mindanao mathematics mathematics education

	All	Since 2020
Citations	379	222
h-index	11	10
i10-index	15	10
0 articles		2 articles

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	Base	d on funding mandates	
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Using dynamic tools to develop an understanding of the fundamental ideas of calculus D Verzosa, AF Guzon, MLAN De Las Peñas International Journal of Mathematical Education in Science and Technology 45	25	2014	
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Color Symmetry in the Hand Woven Mats of the Jama Mapun QC Loyola Heights



#### Marlene Orfrecio

University of Southern Mindanao Physical Education Sports Science

TITLE	CITED BY	YEAR
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#### Ruben Lagunero Tagare Jr

Associate Professor, Institute of Sports, Physical Education and Recreation, University of Southern Teacher Education Physical Education Sports Pedagogy

	All	Since 2020
Citations	99	99
h-index	6	6
i10-index	4	4

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