



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

JUL 17 2014

DOST Administrative Order No. 002
Series of 2014

Subject: IMPLEMENTING GUIDELINES FOR THE BCDA-FUNDED PROJECT, ENTITLED "BRIDGING THE HUMAN RESOURCE COMPETENCY GAPS IN SUPPORT OF THE NATIONAL R&D AGENDA"

I. Coverage

This program shall be called "Bridging the Human Resource Competency Gaps in Support of the National R&D Agenda" and shall be limited to non-degree short term trainings for scholars, faculty, and research/technical personnel of the National Science Consortium (NSC) and the Engineering Research and Development for Technology (ERDT) Institutions (**ANNEX 1a and 1b**) and SUCs, the DOST R&D Institutes (RDIs), Regional Offices (ROs); Sectoral Planning Councils and Service Institutes, in areas supportive of the National R&D Agenda (**ANNEX 2**) where there is inadequacy of expertise in the identified areas.

Non-degree short-term trainings will cover individual trainings abroad, which should preferably be not less than fourteen (14) days and not more than six (6) months; research attachments via a sandwich program as well as postdoctoral fellowships. This shall not include seminars and workshops.

The program will also cover teacher training on ICT-enabled teaching for elementary teachers of the Department of Education (DepEd), using digital courseware.

II. Who are eligible to apply

a. For Individual Trainings:

The non-degree short-term training abroad is open to faculty and research and/or technical personnel of the NSC and ERDT institutions and SUCs, the DOST RDIs, Regional Offices, Sectoral Planning Councils, and Service Institutes. Applicant must be:

- A Filipino citizen
- A MS or PhD degree holder in any science and engineering course relevant to the identified training
- Should have served at least three (3) years in any unit or laboratory of the sending institution and 6 months in the present project. If not, a strong endorsement from the institution is required.
- Be of good mental, emotional and physical health
- Preferably, not more than 50 years old as of March 15, 2014

b. For Research Attachment via the Sandwich program:

This component is open to scholars under the NSC and ERDT programs, for meritorious cases.

c. For Post-doctoral Fellowship

This component is open to faculty and researchers of the NSC and ERDT institutions and SUCs. Applicant must be:

- A Filipino citizen
- A PhD degree holder in any science and engineering course
- Should have served at least three (3) years in any unit or laboratory of the sending institution and 6 months in the present project. If not, a strong endorsement from the institution is required.
- Be of good mental, emotional and physical health
- Preferably, not more than 50 years old as of March 15, 2014

d. For Teachers' Training

This component is open to DepEd teachers in the specified grade level.

- Must be teaching in the grade school level
- Must come from a school equipped with an e-learning package from the DepEd's computerization program
- Must possess basic ICT literacy
- Must not be retiring within the next five (5) years

III. Entitlements

The grant shall cover the following:

1. For individual trainings:

- Economy roundtrip airfare from residence to nearest airport including local transfer and terminal fee/s
- Daily Subsistence Allowance (DSA) for trainings not exceeding 14 days or monthly living allowance* (to include transportation, accommodation, food, communication) for trainings beyond 14 days
- Training fees, if applicable
- Travel insurance (up to a maximum coverage of Php200K)
- Pre travel expenses such as visa fees (to be supported by receipts and consistent with the ERDT and ASTHRDP rates)
- Health insurance as quoted by the Host Institution

*** Quotations for monthly living allowance to be provided by applicant.**

2. For research attachment via the sandwich program and post-doctoral fellowship

- Economy roundtrip airfare
- Monthly living allowance
- Tuition fee, if applicable
- Travel insurance (up to a maximum coverage of Php200K)
- Pre travel expenses such as visa fees (to be supported by receipts and consistent with the ERDT and ASTHRDP rates)
- Health insurance as quoted by the Host Institution

3. For group and teachers' trainings

- Transportation expenses of participants and/or resource persons/expert
- Daily subsistence allowance (DSA)/ meals/accommodation of participants and/or resource persons, as the case may be
- Honoraria of organizing and support staff
- Supplies and materials (to include training kits and promotional materials)
- Communication expenses
- Venue rental

IV. Grantees' Responsibilities

a. For individual trainings, research attachment and post-doctoral fellowship:

1. The grantee shall complete the training program/sandwich program/post-doctoral fellowship within the approved duration.
2. The grantee shall submit the following to PCIEERD-DOST within 30 days upon completion of the training/sandwich program/post-doctoral program:
 - Proof of completion
 - Action plan (**ANNEX 3**)
 - Liquidation (where applicable)
3. As required by RA 7917 directing the use of 2% of the sale of military camps to finance S&T scholarships and training, the grantee, upon completion of the training program, shall immediately render service in government for at least three (3) years or shall engage in S&T entrepreneurial activities in the country.

In this context, "service in government" will include but will not be limited to teaching at a State University or College, consultancy or any such engagements, paid or unpaid, for any government institution. In case the training beneficiary resigns before completing the required service, he/she shall be required to payback the cost of training expense, prorated.

4. The grantee shall acknowledge the support of the BCDA and PCIEERD-DOST in any publication arising from the training.
5. In case of travel abroad before completion of the required return service, the grantee must secure a clearance from his/her institution. The following documents shall be submitted to support the request for temporary clearance:
 - Formal request indicating the purpose, place of travel, and actual dates of departure and arrival
 - Endorsement from supervisor (where applicable)
 - Invitation, acceptance to trainings/ conferences, abstract of paper
 - For travels exceeding one (1) month, a deed of undertaking (**ANNEX 4**) has to be accomplished.

b. For teachers' training:

1. The grantee-institution shall acknowledge the support of BCDA and PCIEERD-DOST in any promotional material, publication, and event arising from the activity.

2. The grantee-institution shall submit the following documents within 30 days after the completion of the training program:
 - Accomplishment report (**ANNEX 5**)
 - Two copies of the audited financial report using the attached format (**ANNEX 6**)

V. Documentary requirements

- a. For individual trainings:
 - Accomplished application form
 - CV
 - Certificate of employment or service record
 - Certified true copy of birth certificate or passport
 - Certified true copy of transcript of records or diploma
 - Medical certificate
 - Copy of Training Programme
 - Letter of Commitment stating that the applicant is aware of the three-year service obligation through service in government or through engagement in S&T entrepreneurial activities in the country
- b. For research attachment and post-doctoral fellowship:
 - Accomplished application form
 - CV
 - Endorsement from adviser
 - Approved thesis/dissertation proposal
 - Research work plan
 - Acceptance from the host institution/foreign university
 - Letter of Commitment stating that the applicant is aware of the three-year service obligation through service in government or through engagement in S&T entrepreneurial activities in the country
 - Certified true copy of birth certificate or passport
 - Medical certificate
- c. For teachers' trainings:
 - Accomplished application form
 - Endorsement from the Consortium
 - Tentative program of activities
 - CVs of Resource Person/Visiting Professor/Expert

VI. Screening and evaluation

1. Application documents in hard and electronic copies must be submitted to the:
Human Resources and Institution Development Division
Philippine Council for Industry, Energy and Emerging Technology Research and Development (HRIDD-PCIEERD)
4th and 5th floors, Science Heritage Bldg.,
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City
email address: pcieerdhridd@gmail.com

Applications with incomplete documents will not be entertained.

2. A Project Management Committee (PMC) chaired by the PCIEERD Executive Director with the NSC and ERDT Consortia Chairs as Vice Chairs and one (1)

representative each from the RDIs and Regional Offices will serve as the policy-making body and at the same time make recommendations for cases not covered by the Guidelines. The Chair of the DOST Human Resource Development Committee (HRDC), the DOST Undersecretary for R&D and the SEI Executive Director will act as the ex-officio advisers of the PMC.

3. Applications will be screened and approved by the Project Management Working Group (PMWG).
4. Applications from the DOST Agencies will be acted upon by the PCIEERD Management Team (PMT) with a recommendation from the PCIEERD–HRIDD and from SEI in the case of teachers training.

VII. General Guidelines

1. A grantee may avail of the training grant only once.
2. Not more than two nominees from the same unit or laboratory may be sent to the same training at the same institution.

This Administrative Order shall take effect immediately. Done this ____day of _____ 2014 in Bicutan, Taguig, Metro Manila.



MARIO G. MONTEJO
Secretary

Department of Science and Technology
Office of the Secretary (OSEC)



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