



04 January 2021

PCIEERD Administrative Order No. 2021-001
Revised Series 2021

SUBJECT: Revised Guidelines in the Implementation of the PCIEERD Human Resources Development Program (HRDP)

In the interest of fully complementing the human resource needs and requirements of the industry, energy, and emerging technology research and development sectors, making the opportunity available to the great majority, PCIEERD shall implement the Human Resources Development Program (HRDP), as a component of its Capability Development Program (CapDev).

1. OBJECTIVES

- 1.1. To develop and enhance Filipino Research and Development (R&D) capabilities of academic/research institutions and Department of Science and Technology (DOST) agencies through degree programs, conduct of research activities, and expert mobility in the industry, energy and emerging technology sectors in order to meet the present and future human resource requirements;
- 1.2. To encourage Filipino researchers to be more productive researchers by providing support for disseminating their research outputs in the industry, energy and emerging technology sectors in local and international conferences, fora and similar events.

2. DEFINITION OF TERMS

- 2.1. Grantee – refers to the person to whom a grant or conveyance is made.
- 2.2. Delivering Institutions – are institutions offering the programs under the Accelerated S&T Human Resources Development Program (ASTHRDP) and Engineering Research and Development for Technology (ERDT) Consortium (Annex 1).
- 2.3. Sending Institution – refers to the academic or research institution where the grantee is employed or enrolled in.
- 2.4. Visiting Expert – refers to the faculty/expert who possesses the expertise needed by the requesting institution.
- 2.5. Requesting institution – refers to the academic institution needing the expertise of the visiting expert.
- 2.6. Host Institution – refers to the academic or research institution which will provide the research expertise and/or facilities needed by the grantee for the research attachment.
- 2.7. Host Researcher – refers to the person who will oversee/supervise the grantee in a research attachment.
- 2.8. Degree Holder - refers to a person awarded the successful completion of a course of study in higher education, typically including bachelor, masters and doctorate.
- 2.9. HNRDA – refers to the Harmonized National Research and Development Agenda, specifically under the Industry, Energy and Emerging Technology (Annex 2).
- 2.10. 6Ps – refers to tangible and measurable outputs of a capability building or research activity specified as follows:
 - Publications (in recognized scientific journals)
 - Patents (tangible measure of innovation)

- Products (commercial value of outputs)
- People Services (increase in the scientific workforce)
- Places (facilities that enable increased 6Ps output)
- Policies (adopted science-based guidelines)

2.11. OMS – refers to the Output Monitoring Sheet submitted by the grantee every six (6) months until the end of the service obligation to monitor progress/update on the attainment of 6Ps (Annex 3).

3. COMPONENTS

3.1. Visiting Expert Program

The program is open to institutions needing faculty/experts from another institution who possesses the required expertise not available in the host/requesting institution. The program may also be extended to foreign visiting experts under meritorious cases where the expertise is not available locally. The program can be conducted for a maximum of one (1) semester or equivalent to six (6) months.

3.2. Research Attachment

This component is open to BS, MS and PhD students or degree holders, or existing project staff or researcher of an ongoing PCIEERD-funded or –monitored project, in the science and engineering sectors, who need to conduct their research in a host institution, including foreign universities and research institutions to avail of the host institution's facilities and research expertise. For local host institutions, the host researcher should be an active researcher with an ongoing or completed PCIEERD-funded or –monitored project. The completed project should be within the last two (2) years upon application. The foreign host institution may be identified by PCIEERD or the grantee, and in the latter case, should be acceptable to PCIEERD. The research work must be aligned with the PCIEERD sectoral priority areas / HNRDA. The duration of the research attachment / fellowship must be for a minimum of two (2) weeks and a maximum of 1 year.

3.3. Laboratory and Equipment Research Grant

This component is open to BS and graduate (MS/PHD) students who will conduct research projects directed towards developing emerging technologies and exploring innovations in the PCIEERD sectoral priority areas such as, but not limited to, materials research, electronics and applied physics. The grant is an outright research subsidy which will finance expenses for testing and analysis fees specifically in the use of any of the equipment in the identified DOST- and DOST-funded facilities, centers and laboratories. The duration of the research is for a maximum of two (2) years.

3.4. Presentations of Scientific Outputs in Conferences, Seminars, Workshops and Fora

This component covers support to researchers, faculty, and other S&T personnel of academic and research institutions for presentation of research results in refereed scientific/technical conferences, fora, seminars, trainings and workshops. The program is aimed at seeking recognition for Filipino researchers; soliciting peer review and developing professional growth in support of the HNRDA and the PCIEERD sectoral priority areas. The paper to be presented must be within PCIEERD priority areas or HNRDA. Priority is given to young and budding researchers.

3.5. Publication of Scientific/Research Papers in Scientific/Technical Journals

This component covers support to researchers, faculty, and other S&T personnel of academic and research institutions for the publication of research results in refereed scientific/technical journals and related publications. This component is aimed at seeking recognition for Filipino researchers; soliciting peer review and developing professional growth in support of the HNRDA and the PCIEERD sectoral priority areas. The paper to be published must be within PCIEERD priority areas or HNRDA. Priority is given to young and budding researchers.

3.6. Conduct of Scientific and/or Technical Seminars, Conferences, Workshops

This grant will cover support for technical conferences, seminars and workshops aimed at promotion and dissemination of research outputs in PCIEERD's identified R&D priority areas of concern. This aims to provide assistance to academic institutions as well as scientific and professional organizations in the conduct of seminars, conferences, workshops, fora and trainings which aim to contribute in the development and enhancement of R&D capabilities in the industry, energy and emerging technology sectors.

4. REQUIREMENTS

4.1. Qualification Requirements

4.1.1. Visiting Experts Program

The visiting expert must be:

- At least PhD degree holder in any science and engineering course and a recognized expert in his/her sector or foreign equivalent
- Active faculty/expert/researcher from a reputable university/institution
- Expertise is within the PCIEERD sectoral priority areas and not available in the requesting institution

The host/requesting institution applying in behalf of the expert must be:

- Cleared from or has no pending obligations from PCIEERD relative to the PCIEERD grant
- Duly registered Filipino-owned academic/research institution/organization located in the Philippines
- Request must be endorsed by a key official of the institution (at least the Dean or equivalent)

4.1.2. Research attachment

The applicant must:

- Have no pending obligations to PCIEERD relative to any PCIEERD grant
- Be a Filipino citizen
- Be a BS, MS or PhD student/degree holder in any relevant science and engineering course or existing project staff or researcher of an ongoing PCIEERD or DOST-funded project
- Be endorsed by the sending institution (at least the Dean or the Project Leader)
- Be employed with or a student of the Sending Institution/Project
- For those employed, service in the Sending Institution must be as follows;
 - BS degree holders, must have at least one (1) year service
 - MS degree holders, must have at least two (2) years of service
 - PhD degree holder, applicant must have at least three (3) years of service
- For local, Host Researcher should be an active researcher, with an ongoing or completed PCIEERD-funded or –monitored project within the last two-years

- Have obtained an acceptance from the host institution (at least Dean or equivalent) preferably with a tie-up with the DOST, PCIEERD or the sending institution

4.1.3. Laboratory and Equipment Research Grant

The applicant must:

- Filipino citizen
- BS, MS or PhD student/degree holder or researchers in any science or engineering course
- Must be endorsed by the university where the students are enrolled (thesis / dissertation / research adviser) and sending institution for the researcher (at least the Dean or equivalent)
- Be of good mental, emotional and physical health
- Have no pending obligations from PCIEERD relative to the PCIEERD grant

4.1.4. Presentation of Scientific Outputs in Conferences, Seminars, Workshops and Fora

The applicant must:

- Have no pending obligations to PCIEERD relative to the HRDP grant
- Be a Filipino citizen
- Be a BS, MS or PhD student or degree holder in any science or engineering course or existing project staff or researcher of an on-going PCIEERD- or DOST-funded project. Priority is given to young and budding researchers with at least one (1) year research experience.
- Be endorsed by the sending institution (at least the Dean or equivalent)
- Have a minimum research / laboratory experience of at least one year
- If employed, must have at least two (2) years employment with the Sending Institution.
- In case the applicant has no sending institution or a student, must have at least two (2) years research / laboratory experience in the university enrolled in
- Be of good mental, emotional and physical health

4.1.5. Publication of Scientific/Research Papers in Refereed Scientific/Technical Journals/Publications

The applicant must:

- Be a Filipino citizen;
- Be a MS or PhD student or degree holder in any science or engineering course; or existing project staff or researcher of an on-going PCIEERD- or DOST-funded project;
- Be endorsed by the home institution or employer (at least the Dean or equivalent);
- Have an acceptance for paper publication from a reputable S&T organization or publication and must not be a predatory journal/publication;
- Have at least one (1) year employment with the home institution or employer. In case the applicant has no sending institution or is a student, should have at least one (1) year research/laboratory experience in the university enrolled in;
- Priority is given to young and budding researchers with at least one (1) year research experience.
- Have no pending obligations to PCIEERD relative to the HRDP grant

4.1.6. Conduct of Conferences, Seminars, Workshops and Fora

- The requesting institution must:
 - Be an organized and SEC-recognized entity.
 - Have been cleared of all obligations from previous PCIEERD grant/s
- The topics to be covered are within the PCIEERD's R&D priority areas of concern
- The proposed activity involves dissemination of knowledge and/or skills upgrading.
- The requested budget conforms to allowable expense items

4.2. Application Requirements

4.2.1. General Requirements

The following documentary requirements should be submitted through the DPMIS at <http://dpmis.dost.gov.ph>:

- a. Letter of request (with complete documentary requirements) addressed to the PCIEERD Executive Director
- b. Application form with action plan, budgetary requirements (downloadable from the PCIEERD website), per component

4.2.2. Additional Requirements

4.2.2.1. Visiting Experts Program

- Curriculum Vitae (CV) of the visiting expert
- Endorsement from the head of the host/requesting institution (or at least Dean or equivalent)
- Scheduled plan of activities
- Terms of reference (TOR)

4.2.2.2. Research attachment

- Endorsement from sending institution guaranteeing to employ the grantee after the end of the activity to serve the service obligation depending on the required return service
- For students, endorsement from university enrolled in, assuring that the grantee will return to continue and complete studies
- Detailed research proposal with plan of activities
- Acceptance from host institution (at least Dean or equivalent)
- Curriculum Vitae (CV)

4.2.2.3. Laboratory and Equipment Research Grant

- Letter of intent endorsed by the university where the students are enrolled (thesis / dissertation / research adviser) and sending institution for the researcher (at least the Dean or equivalent)
- Copy of the approved Thesis / dissertation / research proposal
- Proposal using the prescribed format

4.2.2.4. Presentation of Scientific Outputs in Conferences, Seminars, Workshops and Fora

- Endorsement from sending institution guaranteeing to employ the grantee 6 - 12 months (depending on the required return service) after the end of the activity to serve the service obligation
- If no sending institution, an endorsement from the university enrolled in justifying his/her participation in the conference including the completion or status of his/her graduate degree
- Formal acceptance of the paper for presentation from the organizer
- Proof that conference is not predatory
- Peer-reviewed full paper subject to quality review of technical division (for both paper and poster presentations) and e-copy of poster (for poster presentations)
- Copy of evaluator's comments/review
- Copy of conference/seminar/workshop programme
- Curriculum Vitae (CV)

4.2.2.5. Publication of Scientific/Research Papers in Scientific/Technical Journals

- If no sending institution, an endorsement from the university enrolled in justifying his/her participation in the conference including the completion or status of his/her graduate degree
- Endorsement from home institution or employer
- If no home institution/employer or is a student, an endorsement from the university (from the College Dean) where the student is enrolled justifying that the paper publication is part of his/her thesis/dissertation and/or a requirement for the completion of his/her graduate degree
- Certification that the same paper was not submitted for a similar grant
- Formal acceptance of the paper for publication indicating the publication fee
- Proof that journal is an ISI or Scopus-indexed journal
- Peer-reviewed full paper, including abstract, subject to quality review of technical division. Reviewer's comments and evaluation must also be submitted
- Curriculum Vitae (CV)

4.2.2.6. Conduct of Conferences, Seminars, Workshops and Fora

- Terms of Reference (TOR) for speakers, support staff, and organizing committee
- Tentative Programs of Activities
- Letter of endorsement from the Head of the organization/institution
- SEC-registration (for Scientific/Professional organizations), for first-timers

5. ENTITLEMENTS

5.1. Visiting Experts Program

Foreign

- Transportation expenses (direct route, most economical) to and from place of residence to host institution
- Honoraria of PhP10,000/day, which shall be based on DOST Administrative Order No. 002, Series of 2010, "Guidelines for the Implementation of the Visiting Professorship Program." (Annex 4)

Local

- Transportation expenses (direct route, most economical) to and from place of residence to host institution
- Honorarium shall be based on DOST-DBM Joint Circular No. 1, 2013, item 5.2, as follows;

“Agency Heads have the flexibility to determine the rate of Honoraria for the duration of the engagement of a qualified lecturer, resource person, coordinator or facilitator, within a range of minimum and maximum amounts computed in accordance with the following formula:

$$\text{Total minimum honoraria} = (2) \left(\frac{\text{MSRmin}}{1 \text{ month}} \right) \left(\frac{1 \text{ month}}{22 \text{ days}} \right) \left(\frac{1 \text{ day}}{8 \text{ hours}} \right) (2) (T \text{ hours})$$

Transportation expenses (direct route, most economical) to and from place of residence to host institution

Honorarium shall be based on DOST-DBM Joint Circular No. 1, 2013, item 5.2, as follows:

$$\text{Total maximum honoraria} = (2) \left(\frac{\text{MSRmax}}{1 \text{ month}} \right) \left(\frac{1 \text{ month}}{22 \text{ days}} \right) \left(\frac{1 \text{ day}}{8 \text{ hours}} \right) (2) (T \text{ hours})$$

Agency Heads have the flexibility to determine the rate of Honoraria for the duration of the engagement of a qualified lecturer, resource person, coordinator or facilitator, within a range of minimum and maximum amounts computed in accordance with the following formula:

$$= (0.023) (\text{MSRmax}) (T)$$

Where:

MSRmin = monthly salary rate of the lecturer, resource person, coordinator or facilitator

MSRmax = P 73,009 (Based on the rate of a Professor VI, Step 1 of SG-29; per salary rates under the current Salary Standardization Law (DBM National Budget Circular No. 540) to consider the difficulty and complexity of the subject matter, professional qualifications, and position levels of participants)

T = number of actual lecture/training hours

First factor (2) = as recognition of expertise on the specialized subject, and excellent interpersonal and communication skills required to make quality and effective presentations

Second factor (2) = to consider hours of preparation for such engagement”

5.2. Research Attachment

	Foreign	Local
Actual travel expense for the most direct and economical route, inclusive of local transport (For air travel, only direct and economical airfare will be allowed)	/	/
Travel insurance	/	/
Registration/Tuition fee, if any	/	/

Stipend/Living Allowance (to include meals, accommodation and local transportation only). - BS student -MS student/ BS Degree Holder -PhD student/ MS Degree Holder -PhD degree holder	Living allowance (based on allowable UNDP DSA and/or Numbeo rates for more than one month)	For less than one month, local DSA rates PhP15,000/month PhP20,000/month PhP28,000/month P35,000/month
Medical/Health insurance	/	
Incidental expenses	Not to exceed PhP10,000	For less than one month, local DSA rate
Laboratory fee, equipment rental, testing consumables and printing expenses (other supplies and materials subject for approval)	/ (if needed)	BS student – 500,000 MS student - 700,000* PhD student -900,000* PhD degree holder- 1,000,000*
Honorarium for host researcher		P8,800/month/grantee

*** Maximum allowable research grant.** In the event that the requested amount will exceed the maximum allowable grant, PMT approval should likewise be sought.

Maximum total grant for local research attachment

BS student	PhP800,000.00
MS student	PhP1,000,000.00
PhD student	PhP1,400,000.00
PhD degree holder	PhP1,700,000.00

Maximum for foreign research attachment

PhP1,500,000.00 depending on the place and duration of study

For foreign research attachment/fellowship, daily subsistence allowance will be based on the prevailing UNDP rate (for short-term or less than one month) or Numbeo.com rates (for long-term or one month and more).

5.3. Laboratory and Equipment Research Grant

The grant will be an outright research subsidy of up to **P250,000.00** to cover expenses for testing and analysis fees specifically on the use of any of the equipment in the identified DOST and DOST-funded facilities, centers and laboratories.

5.4. Presentation of Scientific Outputs in Conferences, Seminars, Workshops and Fora

	Foreign	Local
Registration, training or conference fee	/	/
Actual travel expense for the most direct and economical route, inclusive of local transport to and from airport and travel insurance	/	/

Daily subsistence allowance	/ Based on the prevailing UNDP rate and number of days for 15 days and above	/ Local per diem rates apply
Incidental expenses not to exceed PhP10,000	/	
For conferences/seminars/workshops less than five (5) days, the maximum allowable grant shall be for a total of PhP150,000 only, which will be recomputed during the processing of the release of the grant.	/	

5.5. Publication of Scientific/Research Papers in Scientific/Technical Journals

- Registration or publication fee, which will be released to the grantee

5.6. Conduct of Conferences, Seminars, Trainings, Workshops and Fora

- Honoraria of speakers based on DOST Guidelines (TOR required)
 - Transportation of speakers and local participants (not to exceed PhP10,000/person)
Note: international airfare not covered
 - Accommodation of speakers and local participants (not to exceed PhP5,000/night)
 - Supplies and materials for the preparation of course materials
 - Printing of proceedings
 - Printing of promotional and informational materials
 - Communication expenses
 - Subscription expenses for online platform, such as zoom, etc.
- a. Counterpart funding is required and may include, but not limited to, expenses incurred during the preparatory phase.
 - b. Registration fee of participants, international fare and daily subsistence allowance for foreign speakers may be allowed on a case-to-case basis.
 - c. The grant shall be for a maximum of PhP200,000.

6. RELEASE OF ENTITLEMENTS

- 6.1. Grantees shall report to PCIEERD for orientation prior to release of the grant. A waiver maybe signed if grantee will not be able to report for orientation.
- 6.2. Grantees shall submit to PCIEERD their bank details: account name, account number, bank name, branch (preferably Land Bank of the Philippines (LBP)). For LBP account holders, the actual crediting of the grant is 24 to 48 hours while for other banks, it will depend on the bank's processing time. PCIEERD will not shoulder any bank charges. For accounts with other banks, corresponding bank charges/fees, will be charged directly to the grantees account.
- 6.3. All entitlements will be released to the grantee except for the honorarium for the host researcher, which shall be released after completion of the research and submission of recommendation/evaluation report.

- 6.4. For Laboratory and Research Equipment grant, the grant will be directly released to the identified DOST and DOST-funded facilities, centers and laboratories.

7. RESPONSIBILITIES

7.1. General

- 7.1.1. The Visiting Expert should carry-out the activities as stated in the plan of activities and/or TOR.

- 7.1.2. The Host Institution of the Visiting Expert shall:

- 7.1.2.1. Ensure that the target activities will be carried out as stated in the plan of activities or TOR.
- 7.1.2.2. Provide counterpart funding during the visit of the expert in the form of accommodation, meals and local transportation.
- 7.1.2.3. Take charge of logistical arrangements for the visit.

- 7.1.3. The Host Institution (Research attachment) shall:

- 7.1.3.1. Provide the research expertise and the facilities during the attachment/fellowship.
- 7.1.3.2. Ensure that the target activities and outputs are achieved within the approved duration.
- 7.1.3.3. In coordination with the Sending Institution, monitor the grantee's accomplishment vis-a-vis the approved plan of activities.
- 7.1.3.4. Ensure completion of the grantee's approved plan of activities within the required duration.

- 7.1.4. The Sending Institution (Research attachment, Paper presentation) shall:

- 7.1.4.1. Keep the Grantee in its employ for the duration of the fellowship.
- 7.1.4.2. Coordinate with the Host Institution and PCIEERD in monitoring the Grantee's accomplishment vis-a-vis the approved plan of activities.
- 7.1.4.3. Require the Grantee to render the required return service.
- 7.1.4.4. Provide the full salary and benefits, if any, of the Grantee for the duration of the fellowship.
- 7.1.4.5. Ensure involvement of the grantee in at least one (1) project upon return to the institution to demonstrate applications and skills gained from the research attachment/training.

- 7.1.5. The Grantee (Research attachment, Paper presentation) shall:

- 7.1.5.1. Complete and devote the full amount of time based on the plan of activities and/or the approved duration of the grant.
- 7.1.5.2. For foreign, conduct himself/herself in a manner that will not bring disgrace or dishonor to the country.

- 7.1.6. The Grantee (Conduct of Seminars/Conferences/Workshops) shall allocate two (2) free slots for PCIEERD personnel to attend and/or monitor the activity.

7.2. Submission of requirements

7.2.1. Visiting Expert

- 7.2.1.1. Upon completion of the visit, submit an accomplishment report and recommendation to PCIEERD through the host/requesting institution.

7.2.2. Requesting Host Institution (Visiting Expert)

- 7.2.2.1. Upon completion of the visit, submit to PCIEERD the following documents/reports, within thirty (30) days, as a result of the visiting expert's engagement:

- Evaluation report
- Liquidation report
- Visiting expert's accomplishment report and recommendation
- Plan of action (6Ps)
- Audited financial report

7.2.3. Host Institution (Research Attachment)

- 7.2.3.1. Upon completion of the research attachment, submit to PCIEERD the recommendation/ evaluation report.

7.2.4. Grantee (Research attachment, Paper presentation)

- 7.2.4.1. The grantee shall report to PCIEERD for debriefing and oral presentation.
- 7.2.4.2. The grantee shall submit the following within thirty (30) days upon arrival:
- Terminal accomplishment report with soft copy of photos
 - Proof of completion/certificate of attendance
 - Liquidation report (Original copies of official receipts shall also be submitted.)
 - Action plan (6Ps), using attached OMS form
- 7.2.4.3. For paper presentations, the paper presented should be published in an ISI/Scopus journal within six (6) to one (1) year upon completion and a copy of which should be furnished to PCIEERD.
- 7.2.4.4. For research attachments more than three (3) months, the grantee shall submit to PCIEERD a progress report every quarter duly endorsed by the host researcher.

7.2.5. Grantee (Publication)

- 7.2.5.1. The grantee shall provide a copy of the publication as soon as available.
- 7.2.5.2. The grantee shall submit the following within 60 days upon receipt of the grant:
- Liquidation report with original copy of the official receipt/s
 - Copy of the publication or a link to the publication of the paper

7.2.6. Grantee (Laboratory and Research Equipment Grant)

- 7.2.6.1. The grantee shall submit the following, within 30 days upon completion of their research studies:
- Research paper/manuscript in publishable form, of which the grantee is the principal author, submitted for ISI journal consideration
 - Copy of publication/s, if any

7.2.7. Grantee (Conduct of Seminars/Conferences/Workshops)

- 7.2.7.1. The grantee shall submit the following within 30 days after the completion of the activity:

- Two copies of the proceedings (CD and hard copy) and/or Copy of presentation materials
- Copy of program of activities, attendance sheets and pictures (soft copy)
- Terminal report, using the prescribed format
- Financial report using prescribed format
- Feedback form using the prescribed format

7.3. Service obligation

7.3.1. Grantee (Research attachment, Paper presentation)

- 7.3.1.1. Upon completion of the attachment, the grantee shall render the following service obligation within the Philippines, preferably in the sending institution:

Duration of activity attended	Foreign	Local
6 months and more	2 years for every year or a fraction thereof of 6 months and more	1 year
2 months and more but less than 6 months	1 year	6 months
Less than 2 months	6 months	

- 7.3.1.2. Any service rendered before the completion of the activity or grant covered shall not be counted.

- 7.3.1.3. As return service, the grantee should be involved in at least one project to demonstrate applications of the skills gained from the attachment, preferably within one (1) year upon return. A written report on the project results must be submitted within two months of project completion noted by the sending institution (at least Dean or equivalent).

- 7.3.1.4. For paper presentations, the following are considered part of the return service:

- 7.3.1.4.1. The grantee should publish his/her research work in an ISI/Scopus-indexed journal within one (1) year.

- 7.3.1.4.2. The grantee shall render return service in a form of lecture outside of his/her institution or present the study to an appropriate audience to find possible collaborators for the practical application of his/her work.

- 7.3.1.5. An OMS shall be submitted by the grantee to PCIEERD every 6 months until the service obligation has been completed. For every item reflected in the OMS, pertinent documents must be attached. The OMS form will be provided to the grantee together with the Approval Letter, Approved Indicative LIB and COA.

7.4. Travel clearance

- 7.4.1. Travel abroad during the period of grant or before completion of required return service, may be allowed, as follows, provided trip is approved/endorsed by the host researcher and permission from PCIEERD is sought:

Duration of attachment	Allowable duration of travel
6 months and below	Maximum of two weeks
More than 6 months	1 month

7.4.2. A clearance should be secured from PCIEERD. 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 and acceptance to trainings/conferences
- Abstract of paper, where applicable

7.4.3. For travels exceeding one (1) month, a deed of undertaking has to be accomplished.

7.5. Non-compliance with the contract

7.5.1. In case of non-compliance with the contract, the grantee shall be required to repay the PCIEERD financial assistance, prorated, with 12% interest. The repayment shall be made within one year from receipt of the grant. Otherwise, additional interest shall be imposed depending on the time involved.

7.6. Acknowledgement and Promotion

7.6.1. The grantee shall acknowledge the support of PCIEERD in all reports, printed information materials and/or publications that may be released in connection with the PCIEERD grant, a copy of which should be provided to PCIEERD.

7.6.2. For Conduct of Seminars, Conferences, Group Training, etc., the grantee shall promote the activity with relevant sector/parties through media releases, whenever possible, identifying PCIEERD as sponsor.

8. GENERAL GUIDELINES

8.1. Application documents must be submitted, through the DPMIS at <http://dpmis.dost.gov.ph> and/or to:

Human Resources and Institution Development Division (HRIDD)
Philippine Council for Industry, Energy and Emerging Technology Research and Development – Department of Science and Technology (PCIEERD-DOST)
4th and 5th Floors, Science Heritage Building, Science Community Complex, DOST Compound, General Santos Avenue, Bicutan, Taguig City, Metro Manila

8.2. Only applications with complete requirements will be processed. Applications with incomplete requirements will be returned to the applicant.

8.3. Applications with complete documentary requirements must be submitted on or before the announced deadline. Late applications will not be processed.

8.4. Applications will be screened and evaluated by the HRIDD.

8.5. Qualified applicants shall be endorsed for approval of the PCIEERD Executive Director.

- 8.6. Recommendations which are not within the guidelines shall be subject to the approval of the PCIEERD Management Team.
- 8.7. In case of public health emergency, conduct of activities remotely maybe allowed as requested.
- 8.8. Order of Priority (1 being the highest):
- 8.8.1. Paper Presentations shall be based on the following:
 - 1 – Oral presentation with peer-reviewed full paper
 - 2 – Poster presentation with peer-reviewed full paper
 - 3 – Peer-reviewed abstract may be considered on a case-to-case basis
 - 8.8.2. Laboratory and Equipment Research grant
 - 1 – Students in/from the universities in the region
 - 2 – Young and budding researchers with a minimum of one (1) year of research experience
 - 3 – Research areas that have a higher chance of publication in international journals
- 8.9. The decision of PCIEERD on any application for financial support under the HRD program is considered final and unappealable.
- 8.10. All grants shall be subject to availability of funds and the accounting and auditing rules and regulations.
- 8.11. All application forms and guidelines can be downloaded at the PCIEERD website at <http://www.pcieerd.dost.gov.ph>.
- 8.12. All grantees must provide an accomplished OMS (6Ps) with necessary supporting documents at the end of his/her service obligation for the surveillance of offshoots from the research work.
- 8.13. No new request shall be processed unless a previous grant has been fully liquidated/settled.
- 8.14. Prior approval shall be sought from PCIEERD for any changes to be made in the approved LIB, activities and other matters related to the grant. Requests for realignment shall be allowed only once and shall be made before the activity.

This Administrative Order supersedes existing related orders and shall take effect immediately and remain in force until sooner revoked. Done this _____, 2020.


DR. ENRICO C. PARANGIT
Executive Director

