



Office of the Vice President for Academic Affairs

04 November 2021

OVPAA Memorandum No. 2021-146

For: **Chancellors**

Cc: Vice-Chancellors for Academic Affairs, Vice-Chancellors for Research and Development/Extension

From: Maria Cynthia Rose Banzon Bautista
Vice-President for Academic Affairs

Subject: **Call for New and Renewal Applications for the Scientific Productivity System (SPS) Batch 2021-2023**

The UP System is now calling for applications to the UP Scientific Productivity System for CY 2021.

Period of Evaluation

- A. **New Applications.** For new applicants, the period of evaluation of accomplishments is for the last five (5) years, from January 2016 - December 2020.
- B. **Applications for Renewal by UP Scientists Awarded for the Term CY 2018-2020.** The period of evaluation of accomplishments for renewing UP Scientists is from January 2018 - December 2020.

Entitlements

Deserving scientists will be conferred the title "UP Scientist" and will receive a monetary award corresponding to the rank:

UP Scientist I	Php 150,000.00 per annum
UP Scientist II	Php 200,000.00 per annum
UP Scientist III	Php 250,000.00 per annum

Reiteration of Guidelines

We would like to reiterate pertinent provisions of the implementing guidelines of the award so that applicants are properly guided in completing their entries for scientific productivity and scientific recognition.

A. Scientific Productivity

For **new applications**, the applicant must provide proof of scientific productivity for the last 5 years for Scientist I, 7 years for Scientist II, and 10 years for Scientist III. However, only accomplishments in the last 5 years (January 2016 - December 2020) will be given corresponding points for appointment as UP Scientist.

The University has a subscription to the Web of Science database which includes access to all of its collections, journal citation reports and InCites. The University also has a subscription to Scopus. The CUs are enjoined to utilize these databases to thoroughly check the indexing of the publications listed by the applicants.

National journals are those with a national circulation and distribution to different parts of the country. The System Committee will not give points for papers published in college-based and CU-based journals which are not indexed in Web of Science or Scopus).

Papers published in journals which are found to be predatory or hijacked shall not be given credit.

Books published by foundations, government agencies, NGOs, professional societies, international commissions, and non-academic bodies shall not be given points (e.g World Bank, Asian Development Bank, Food and Agriculture Organization, etc.).

B. Scientific Recognition

An international scientific conference held/organized in the Philippines may only be considered “international” if at least three (3) countries are represented in terms of its speakers and participants including the Philippines.

Entries for a patent must specify its current status in the patent process (e.g. patent application, invention disclosure, formality review, awarding, etc.) and provide documentary proof.

A section editor of a journal should be listed under “Member of the editorial board” and not under “Editor-in-Chief”.

Membership in prestigious international academic, scientific, and policy-making bodies should be by direct invitation only and in recognition of the applicant’s professional standing. Organizations and societies which require a membership fee shall not be given points. Applicants must be able to show proof of invitation in recognition of professional standing.

International Scientific Awards must 1) be through an international competition with nominees from different countries; 2) advance a discipline through outstanding or seminal contribution; 3) be granted by non-profit, independent organizations dedicated to the further development and promotion of research and education; or 4) have been won by respected scientists. The UP International Publication Award, conference best paper/poster, awards funded by international agencies specific for the Philippines, and awards that are research grants in nature which require research proposals shall not be given points.

Submission Procedures

Applications with all the documentary proof must be submitted by the CU in hardcopies to the OVPAA. The CUs are also required to ensure that the application form is properly accomplished, and all documentary proofs are complete and correctly labeled. The forms and attachments must be **chronologically ordered, and spring bound (not in clearbooks)**. Kindly see checklist (**Annex A**) and list of attachments for the manner of filing supporting documents (**Annex B**). Please furnish the OVPAA **four (4) copies** of each application.

A copy of each application must also be submitted in soft copies. The CU shall share a secured google drive folder with the OVPAA at sps.ovpaa@up.edu.ph.

Deadline of Submission

All applications for SPS Batch 2021-2023 must be submitted by the CU to the OVPAA on or before **15 January 2022**. The CU may define its own timeline so as to meet the OVPAA submission deadline.

As per the latest BOR-approved guidelines, a one-level evaluation shall be implemented. The **CUs will no longer evaluate and rate the applications at their level. The evaluation of applications will be done only by the System SPS Committee.** However, the CUs are tasked to verify that the applicants have met the minimum requirements for eligibility (e.g. employment status, doctoral degree, years of productivity, etc.) and to ensure that applications are complete.

For any concerns related to the UP Scientific Productivity System, please send us an email at sps.ovpaa@up.edu.ph.

Thank you.

Annex A. Checklist for Scientific Productivity System

<u>SCIENTIFIC PRODUCTIVITY SYSTEM</u>		
Requirement	Attachments	Instructions
() Copy of Transmittal Letter from the Chancellor		The name of the nominee must appear (highlighted) on the list of nominees in the transmittal letter signed by the Chancellor.
() Application Form	1. UP SPS Form 1 2. Refer to Annex A for the list of attachments	Form 1 must be properly endorsed by the Chair/Director, Dean, and the Chancellor. Attachments must all be properly labeled.

Note: *The forms and attachments must be **chronologically placed and spring bound (not in clearbooks)**. Kindly see checklist and list of attachments for the manner in which the supporting documents must be filed (Annex A). Please furnish the OVPAA **four (4) copies** of each application.*

Annex B. List of Attachments

Label	Description
Att A	Copies of Diploma (For New Applications)
Att B.II.A.1.1, ...	Copies of the Title Pages of Articles published in WoS journals
Att B.II.A.2.1, ...	Copies of the Title Pages of Articles published in non-WoS journals
Att B.II.A.3.1, ...	Copies of the Title Pages of Articles published in National journals
Att B.II.A.4.1, ...	Certification or Proof from the journal indicating frequency of circulation and list of members of the editorial board
Att B.II.B.1.1, ...	Copies of cover page, copyright page, table of contents, title pages of books/chapters
Att B.II.C.1.1, ...	Supporting documents for patents, indicating stages of patent process
Att B.II.C.2.1, ...	Supporting documents for designs and peer-review process
Att B.III.A.1.1a, ...	Copies of letter of appointment, title page and list of members of the editorial board of a WoS journal
Att B.III.A.1.2a, ...	Copies of letter of appointment, title page and list of members of the editorial board of a non-WoS, Scopus or international journal
Att B.III.A.1.3a, ...	Copies of letter of appointment, title page and list of members of the editorial board of Book (international)
Att B.III.A.2.1, ...	Copy of actual review sent to the publisher
Att B.III.A.3.1, ...	Copies of appointment letter, title page and list of members of editorial board
Att B.III.A.4.1, ...	Provide copies or proofs of citation
Att B.III.B.1.1, ...	Copies of invitation indicating period of appointment
Att B.III.B.2.1, ...	Copies of the award certificates and information about the award (criteria, selection process, previous awardees, etc)
Att B.III.B.3.1, ...	Copies of the invitation and program of conference as a keynote speaker
Att B.III.B.4.1, ...	Copies of the invitation and program of conference as a plenary speaker