

Annex A. Checklist for Scientific Productivity System

SCIENTIFIC PRODUCTIVITY SYSTEM		
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