**APPLICATION FOR ADMISSION/RENEWAL TO THE SCIENTIFIC PRODUCTIVITY SYSTEM (SPS)**

(As of 2024)

| ( ) Admission | ( ) Renewal Current Scientist Rank: |
| --- | --- |
| Name *(Last Name, Given Name MI.):* | UP Faculty/ REPS Rank:Expected Retirement Date: |
| Department/Institute: | College: |
| Constituent University:  |
| ( ) UP Baguio | ( ) UP Cebu | ( ) UP Diliman | ( ) UP Los Baños |
| ( ) UP Manila | ( ) UP Mindanao | ( ) UP Open University | ( ) UP Visayas |
| Doctoral Degree or MS/MA (if MD) as stated in diploma:(Link to the file) Year Obtained:  | Birthdate: |
| Email Address:  | Mobile Number:  |

1. **CONSISTENT PRODUCTIVE SCHOLARSHIP (For ADMISSION ONLY)**

List all scientific accomplishments and publications for the last 5, 7, and 10 years depending on the rank being applied for (5 yrs for Scientist I, 7 yrs for Scientist II, and 10 yrs for Scientist III) as proof of your consistent productive scholarship. However, only accomplishments and publications within the reckoning period shall be given corresponding points for appointment as UP Scientist.

| Scientific accomplishments, papers published in peer-reviewed journals |
| --- |
| 1.1 |  |
| 1.2 |  |
| 1.3 |  |

**SCIENTIFIC ACCOMPLISHMENTS (For ADMISSION and RENEWAL Applications)**

All entries for Scientific Productivity and Recognition **must** be within the reckoning period for Batch 2024-2026:

**NEW APPLICATION:** January 2019 – December 2023

**RENEWAL** **APPLICATION**: January 2021 – December 2023

*Note: This application form requires the applicant to link the supporting documents to the entries in the application form. Kindly refer to this* [*link*](https://support.microsoft.com/en-gb/office/create-or-edit-a-hyperlink-5d8c0804-f998-4143-86b1-1199735e07bf) *on how to embed the supporting documents in Word file.*

1. **Scientific Productivity**
	1. **Peer-Reviewed Scientific Articles in Reputable Journals**

The author must indicate UP as his or her affiliation/ address in the publications in order for these to be credited. The journal (print or electronic) should:

* Have a well-defined peer-review or refereeing process;
* Have been reviewed by at least two (2) external referees;
* Be published according to its stated frequency of publication;
* Follow international editorial convention, contain informative journal titles, descriptive article titles and abstracts, complete bibliographic entries for cited references, and full address information for every author; and
* Have a good track record.

Not included:

* Proceedings of conferences, congresses, symposia, and the like that are **not** published in eligible journals and/or by reputable book publishers;
* Handbooks, Manuals, Final Reports, and other documents of contract projects;
* Book reviews, commentary articles and comments;
* Research notes published in WoS-indexed journals that are less than one page; and
* Papers published in predatory and hijacked journals.

The journal title must be spelled out and not abbreviated. **Strictly follow** this format for your entries:

*Cruz, J.V.,* ***Asuncion, C.J****. and Vicente, M.A. 2006. Rare earth elements in the particulate matter of the Philippine Trench. Geochimica Cosmochimica Acta, Vol. 65 (2), 187-199.* ***(doi)***

* + 1. **Papers Published in Web of Science (WoS)-indexed Journals**

Journals must be indexed in **any** of the Web of Science collections at the time of publication.

1-2 authors – 7 pts; 3-4 authors – 5.6 pts; 5 or more – 4.2 pts.

Provide copies of the title pages of your articles and proof of indexing (labeled according to Entry Letter and Number).

| Att # | Papers Published in Web of Science (WoS)-indexed Journals | System Points |
| --- | --- | --- |
| 1.1 | Example: Cruz, J.V., **Asuncion, C.J**. and Vicente, M.A. 2006. Rare earth elements in the particulate matter of the Philippine Trench. Geochimica Cosmochimica Acta, Vol. 65 (2), 187-199. **(doi)**Proof of indexing: **(link to the file)** |  |
| 1.2 |  |  |

* + 1. **Papers Published in Scopus or non-WoS-indexed or Peer-reviewed International Journals**.

Papers published in non-WoS-indexed or Peer-reviewed International journals must show proof of peer review process, copies of journal information e.g. records of past issues, editorial board members, etc.

1-2 authors – 5 pts; 3-4 authors – 4 pts; 5 or more – 3 pts.

Provide copies of the title pages of your articles, proof of indexing and required additional documents (labeled according to Entry Letter and Number ).

| Att # | Papers Published in Scopus or non-WoS-indexed or Peer-reviewed International Journals | System Points |
| --- | --- | --- |
| 2.1 | Example: Cruz, J.V., **Asuncion, C.J**. and Vicente, M.A. 2006. Rare earth elements in the particulate matter of the Philippine Trench. Geochimica Cosmochimica Acta, Vol. 65 (2), 187-199. **(doi)**Proof of indexing: **(link to the file)**Proof of review**: (link to the file)**Journal information:Records of past issues: **(link to the file)**Editorial board members: **(link to the file)** |  |
| 2.2 |  |  |

* + 1. **Conference Papers published by Reputable Book Publishers**

Only conference papers in books published by commercial and reputable academic book publishers, prestigious university presses, and other highly regarded **international** publishers are considered. Conference papers in books published by foundations, government agencies, NGOs, professional societies, international commissions or organizations, and non-academic bodies shall not be given credit.

1-2 authors – 7 pts; 3-4 authors – 5.6 pts; 5 or more – 4.2 pts.

Provide copies of the cover page, table of contents, title pages of your books/chapters, publisher (labeled as ).

| Att # | Conference Papers published by Reputable Book Publishers | System Points |
| --- | --- | --- |
| 3.1 | Cruz, J.V., **Asuncion, C.J**. and Vicente, M.A. 2006. Rare earth elements in the particulate matter of the Philippine Trench. Geochimica Cosmochimica Acta, Vol. 65 (2), 187-199. **(doi)**Title of Conference:Publisher: Publication Year:Cover page: **(link to the file)**Table of contents: **(link to the file)**Title pages of books/book chapters: **(link to the file)** |  |
| 3.2 |  |  |

* + 1. **Papers published in National Journals**

National journals are those with national circulation and distribution to different parts of the country. To be considered, national journals must have:

* At least one (1) regular issue per year;
* Diverse editorial board members (with experts from various local/international institutions);
* Official journal websites that are regularly updated.

College-based and CU-based journals should also satisfy the above criteria to be considered as national journals.

1-2 authors – 3 pts; 3-4 authors – 2.4 pts; 5 or more – 1.8 pts.

Provide copies of the following supporting documents: Title Pages of Articles, Editorial Board, List of Previous Journal Issues, Certification from the Journal certifying its circulation (labeled according to Entry Letter and Number)

| Att # | Papers published in National Journals | System Points |
| --- | --- | --- |
| 4.1 | Cruz, J.V., **Asuncion, C.J**. and Vicente, M.A. 2006. Rare earth elements in the particulate matter of the Philippine Trench. Geochimica Cosmochimica Acta, Vol. 65 (2), 187-199. **(doi)**Journal website: **(link to the website)** Publication Year:Editorial board: **(link to the file)**List of Previous Journal Issues: **(link to the file)**Certification from the Journal certifying its circulation: **(link to the file)** |  |
| 4.2 |  |  |
| 4.3 |  |  |

* 1. **Scientific or Technological/Technical Books or Book Chapters by Reputable Publishers**

Only books published by commercial and reputable academic book publishers, prestigious university presses, and other highly regarded international/local publishers are considered. Books published by foundations, government agencies, NGOs, professional societies, international commissions or organizations, and non-academic bodies shall not be given credit. The book should:

* Have undergone a well-defined review process by at least two (2) external reviewers; and
* Be published by a publishing company with a good track record for at least ten (10) years.

Book chapters should have a minimum of three (3) pages.

* + 1. **Books or Chapters of a Book (Non-Textbook) Published by an International Publisher with International Circulation**

**Book:** 1-2 authors – 35 pts; 3-4 authors – 28 pts; 5 or more – 21 pts. **Book chapter:** 1-2 authors – 7 pts; 3-4 authors – 5.6 pts; 5 or more – 4.2 pts (Maximum of 5 chapters per book).

Provide copies of the cover page, table of contents, title pages of your books/chapters, publisher (labeled according to Entry Letter and Number ).

| Att # | Books or Chapters of a Book (Non-Textbook) Published by an International Publisher with International Circulation | System Points |
| --- | --- | --- |
| 1.1 | Cruz, J.V., **Asuncion, C.J**. and Vicente, M.A. 2006. Rare earth elements in the particulate matter of the Philippine Trench. Geochimica Cosmochimica Acta, Vol. 65 (2), 187-199. **(doi)**Title of Book:Title of Book Chapter:Publisher:Publication Year:Authors:Proof of review: **(link to the file)** |  |
| 1.2 |  |  |

* + 1. **Books or Chapters of a Book (Non-Textbook) Published by a Local Publisher with National Circulation**

**Book**: 1-2 authors – 25 pts; 3-4 authors – 20 pts; 5 or more – 15 pts. **Book chapter:** 1-2 authors – 5 pts; 3-4 authors – 4 pts; 5 or more – 3 pts (Maximum of 5 chapters per book).

Provide copies of the cover page, table of contents title pages of your books/chapters, publisher (labeled according to Entry Letter and Number)

| Att # | Books or Chapters of a Book (Non-Textbook) Published by a Local Publisher with National Circulation | System Points |
| --- | --- | --- |
| 2.1 | Cruz, J.V., **Asuncion, C.J**. and Vicente, M.A. 2006. Rare earth elements in the particulate matter of the Philippine Trench. Geochimica Cosmochimica Acta, Vol. 65 (2), 187-199. **(doi)**Title of Book:Title of Book Chapter:Publisher:Publication Year:Authors:Proof of review: **(link to the file)** |  |
| 2.2 |  |  |

* 1. **Peer Reviewed Technological Outputs**
		1. **International Patents (Maximum 50 pts. for international)**

Indicate the present status (e.g. technical review of the invention disclosure, formality review, awarded). Plant varieties, registration of plant hybrids and the like are not included.

Technical Review - 20 pts, Formality Review - 30 pts, Patent Awarded - 50 pts

Provide documentary proof of international patents (labeled according to Entry Letter and Number ).

| Att # | International Patents | System Points |
| --- | --- | --- |
| 1.1 | Type of Patent: Patent No.:  Assignee: Date of Issue:  Place of Issue: Co-inventor(s), if any:Present Status: **(link to the file)** |  |
| 1.2 |  |  |

* + 1. **Local Patents (Maximum 15 pts. for local)**

Indicate the present status (e.g., technical review of the invention disclosure, formality review, awarded). Plant varieties, registration of plant hybrids and the like are not included.

Technical Review - 6 pts, Formality Review - 9 pts, Patent Awarded - 15 pts

Provide documentary proof of international patents (labeled according to Entry Letter and Number ).

| Att # | Local Patents | System Points |
| --- | --- | --- |
| 2.1 | Type of Patent: Patent No.:  Assignee: Date of Issue:  Place of Issue: Co-inventor(s), if any:Present Status: **(link to the file)** |  |
| 2.2 |  |  |

| **Total System Points for Scientific Productivity** |  |
| --- | --- |

1. **Scientific Recognition**
	1. **Scientific Standing (International Journals/Books)**
		1. **Editor of International Reputable Scientific Journal/Book**

Provide copies of letter of appointment, title page and list of members of the editorial board (labeled according to Entry Letter and Number ).

* + - 1. **Editor-in-Chief of WoS-indexed or Scopus-listed Journals**

**(Maximum of 2 journals)**

2 or more years – 30 pts; 1- less than 2 years – 20 pts; less than a year – 15 pts.

| Att # | Editor-in-Chief of WoS-indexed or Scopus-listed Journals | System Points |
| --- | --- | --- |
| a.1 | Name of Journal: **(with link to the website)**Publisher:Address:Inclusive Dates:Period of Appointment: **(link to the file)**Members of the editorial board: **(link to the file)**Proof of indexing: **(link to the file)** |  |
| a.2 |  |  |

* + - 1. **Section/Topical Editor of WoS-indexed or Scopus-listed journals**

**(Maximum of 2 journals)**

2 or more years – 25 pts; 1- less than 2 years – 18 pts; less than a year – 12 pts.

| Att # | Section/Topical Editor of WoS-indexed or Scopus-listed journals | System Points |
| --- | --- | --- |
| a.1 | Name of Journal: **(with link to the website)**Publisher:Address:Inclusive Dates:Period of Appointment: **(link to the file)**Members of the editorial board: **(link to the file)**Proof of indexing: **(link to the file)** |  |
| a.2 |  |  |

* + - 1. **Editor-in-Chief of Peer-Reviewed National/ International Journals**

**(Maximum of 2 journals)**

2 or more years – 20 pts; 1- less than 2 years – 15 pts; less than a year – 8 pts.

| Att # | Editor-in-Chief of Peer-Reviewed National/ International Journals  | System Points |
| --- | --- | --- |
| b.1 | Name of Journal: **(with link to the website)**Publisher:Address:Inclusive Dates:Period of Appointment: **(link to the file)**Members of the editorial board: **(link to the file)**Proof of indexing: **(link to the file)** |  |
| b.2 |  |  |

* + - 1. **Section/Topical Editor of Peer-Reviewed National/International Journals**

**(Maximum of 2 journals)**

2 or more years – 12 pts; 1- less than 2 years – 8 pts; less than a year – 5 pts.

| Att # | Section/Topical Editor of Peer-Reviewed National/International Journals | System Points |
| --- | --- | --- |
| a.1 | Name of Journal: **(with link to the website)**Publisher:Address:Inclusive Dates:Period of Appointment: **(link to the file)**Members of the editorial board: **(link to the file)**Proof of indexing: **(link to the file)** |  |
| a.2 |  |  |

* + - 1. **Editor of Book (International) (Maximum of 2 books)**

1-2 editors – 20 pts; 3-4 editors – 16 pts; 5 or more – 12 pts.

| Att # | Editor of Book (International) | System Points |
| --- | --- | --- |
| d.1 | Publisher: **(with link to the website)**Address:Inclusive Dates:Period of Appointment: **(link to the file)**Members of the editorial board: **(link to the file)**Proof of indexing: **(link to the file)** |  |
| d.2 |  |  |

* + - 1. **Issue Editor of WoS-indexed Journals (Maximum of 3 entries)**

2.5 pts per issue

Provide copies of letter of appointment or a certification from the Editor-in-Chief, title page and list of members of the editorial board (labeled according to Entry Letter and Number).

| Att # | Issue Editor of WoS-indexed Journals | System Points |
| --- | --- | --- |
| e.1 | Name of Journal:Publisher:Address:Inclusive Dates:Issue/Volume:Period of Appointment: **(link to the file)**Members of the editorial board: **(link to the file)** |  |
| e.2 |  |  |

* + - 1. **Issue Editor of Scopus-listed or non-WoS-indexed or Peer-Reviewed International Journals (Maximum of 3 entries)**

Includes appointment as Guest Editor of a Special Issue of journals. Not included: Associate, Managing and Section Editors.

1.5 pts per issue

Provide copies of letter of appointment or a certification from the Editor-in-Chief , title page and list of members of the editorial board (labeled according to Entry Letter and Number).

| Att # | Issue Editor of Scopus-listed or non-WoS-indexed or Peer-Reviewed International Journals | System Points |
| --- | --- | --- |
| g.1 | Name of Journal:Publisher:Address:Inclusive Dates:Issue/Volume:Period of Appointment: **(link to the file)**Members of the editorial board: **(link to the file)** |  |
| g.2 |  |  |

* + 1. **Peer Reviewer in WoS-indexed and/or Scopus-listed Journals (Maximum of 2 Entries)**

3 pts per reviewed article.

Provide a copy of the actual review sent to the publisher (labeled according to Entry Letter and Number ).

| Att # | Peer Reviewer in WoS-indexed or Scopus-listed Journals | System Points |
| --- | --- | --- |
| 2.1 | Name of Journal:Publisher:Address:Inclusive Dates:Reviewed Article: **(link to the file or doi)**Actual Review sent to the publisher: **(link to the file)** |  |
| 2.2 |  |  |

* + 1. **Citations in Papers Published in WoS-indexed and/or Scopus-listed journals**

**(Maximum 5 Entries)**

Papers in which the applicant’s authored paper is cited should be published in WoS-indexed or Scopus-listed journals. Papers which cite your work should be published within the reckoning period to be considered. Self-citations are **not** included.

2 pts. per citation.

Provide copies/proofs of citations (labeled according to Entry Letter and Number)

| Att # | Citations in Papers Published in WoS-indexed and/or Scopus-listed journals  | System Points |
| --- | --- | --- |
| 3.1 | Title of Article/Book: **(link to the file or doi)**Name of Journal, Vol., No., pp., year:Publisher:Cited paper:**(link to the file or doi)** |  |
| 3.2 |  |  |

* 1. **Professional Standing (International)**
		1. **Invited Member of Prestigious International Scientific Bodies (Maximum of 2 Entries)**

Only membership in academic, scientific and policy-making bodies are considered. Membership should be through **direct invitation only** and in recognition of the applicant’s professional standing.

Not included:

* Memberships achieved through payment of membership fees, through application and/or election process, through recommendations of institutions, governments, organizations, societies and the like, or by means of public or administrative positions held by the applicant;
* Official position and memberships in ad hoc committees, associations, and societies;

10 pts. for long-term appointments (at least 1 year); 6 pts. for short-term appointments (less than 1 year)

Provide copies of the invitation indicating period of appointment, information about the body, and website link (labeled according to Entry Letter and Number).

| Att # | Invited Member of Prestigious International Scientific Bodies | System Points |
| --- | --- | --- |
| 1.1 | Name of international organization: Position:Period of Appointment: **(link to the file)**Website (if any): |  |
| 1.2 |  |  |

* + 1. **International Scientific Award (Maximum of 2 Entries)**

The award should:

* Be through international competition with participants from different countries;
* Advance a discipline through outstanding or seminal contribution;
* Come from a non-profit, independent organization dedicated to the further development and promotion of research and education; and
* Have been won by respected scientists.

Not included:

* Awards that are research grants in nature;
* Best paper/poster in conferences, etc.;
* Awards funded by international agencies specific for the Philippines;
* UP International Publication Award, etc.

30 pts per award.

Provide copies of the award certificates, information about the award (criteria, selection process, previous awardees etc.) and website link (labeled according to Entry Letter and Number)

| Att # | International Scientific Award  | System Points |
| --- | --- | --- |
| 2.1 | Name of Award:Awarding Organization:Year Awarded:Website (if any):Award certificates: **(link to the file)** |  |
| 2.2 |  |  |

* + 1. **Invited Keynote Speaker in Scientific International Conferences, Symposia, Congresses (Maximum of 2 Entries)**

The applicant should be indicated as the keynote address speaker during a convention, conference and the like, i.e. the applicant is the **sole** keynote address speaker. If not labeled as keynote speaker but there are no simultaneous sessions and the session is for all participants, the applicant can be considered as a keynote speaker.

A scientific international conference that is held/organized in the Philippines may only be regarded as “international” if **at least three (3) countries** are represented in terms of its organizing committee, speakers, and participants. Only reputable scientific international conferences attended by at least 50 participants are considered.

Not included:

* In the case where the applicant was invited as a keynote speaker based on his/her position/designation in an organization or institution, and not through recognition of his/her scientific accomplishments;
* Where there are several “keynote speakers” indicated in the program for each day of the conference, the “keynote speaker” entry **should be placed** as entry for plenary speaker -- some conference organizers interchangeably use “keynote speaker” and “plenary speaker.”

25 pts per invitation/paper;

Provide copies of the invitation and program, certificate of recognition as keynote speaker from organizers (labeled according to Entry Letter and Number)

| Att # | Invited Keynote Speaker in Scientific International Conferences, Symposia, Congresses  | System Points |
| --- | --- | --- |
| 3.1 | Name of Conference/Symposium/Congress:Place and Date of Conference/Symposium/Congress:Copy of the invitation: **(link to the file)**Copy of the certificate: **(link to the file)** |  |
| 3.2 |  |  |

* + 1. **Invited Plenary Speaker in Scientific International Conferences, Symposia, Congresses (Maximum of 2 Entries)**

The applicant should be indicated as a plenary speaker in one of the sessions of a convention, conference and the like.

A scientific international conference that is held/organized in the Philippines may only be regarded as “international” if **at least three (3) countries** are represented in terms of its organizing committee, speakers, and participants. Only reputable scientific international conferences attended by at least 50 participants are considered.

Not included:

* The applicant was an invited plenary based on his/her position/designation in an organization or institution and not through recognition of his/her scientific accomplishments.

10 pts per invitation/paper.

Provide copies of the invitation and program (labeled according to Entry Letter and Number)

| Att # | Invited Plenary Speaker in Scientific International Conferences, Symposia, Congresses | System Points |
| --- | --- | --- |
| 4.1 | Name of Conference/Symposium/Congress:Place and Date of Conference/Symposium/Congress:Copy of the invitation: **(link to the file)**Copy of the certificate: **(link to the file)**Title of Paper: |  |
| 4.2 |  |  |

| **Total System Points for Scientific Recognition** |  |
| --- | --- |

**SUMMARY OF SYSTEM POINTS**

| **Criteria** | **Raw Points** | **Earned Points** |
| --- | --- | --- |
| 1. Consistent Productive Scholarship

(For Admission Only)SCI I- 5 yearsSCI II- 7 yearsSCI III- 10 years |  |  |
| 1. Total System Points for Scientific Productivity
 |  |  |
| 1. Total System Points for Scientific Recognition
 |  |  |
| **Total Points** |  |  |

| **System Recommendation** | ( ) Scientist I ( ) Scientist II ( ) Scientist III |
| --- | --- |

**APPLICATION FOR ADMISSION/ RENEWAL TO THE SCIENTIFIC PRODUCTIVITY SYSTEM (SPS)**

(As of 2022)

| **Declaration** |
| --- |
| Have you been previously granted a System-funded research grant? e.g. EIDR, Balik PhD, ECWRG, ERF | ( ) Yes, please specify: \_\_\_\_\_\_\_\_( ) No |
| Have you been previously granted a Scientist appointment under UP ScientIfic Productivity System? | ( ) Yes, years of recent appointment: \_\_\_\_\_\_\_\_( ) No |
| Have you been previously granted a Scientist appointment under CSC-DOST Scientific Career System? | ( ) Yes, years of recent appointment: \_\_\_\_\_\_\_\_( ) No |

I declare that all the information I have provided and declared in this document is true and accurate. I understand and accept that any false declaration on my part will disqualify me from the UP Scientific Productivity System.

**(NAME OF APPLICANT)**

Date Signed:

I hereby certify that the information provided by the applicant has been verified and deemed acceptable by the unit as a valid entry for the award and that the supporting documents are complete:

**(NAME OF CHAIR/DIRECTOR)**

**Chair/Director**

Date Signed:

**(NAME OF COLLEGE DEAN)**

**Dean**

Date Signed:

**(NAME OF VICE-CHANCELLOR)**

**Vice-Chancellor**

Date Signed:

Endorsed by:

**(NAME OF CHANCELLOR)**

**Chancellor**

Date Signed: