



# EMILIO AGUINALDO COLLEGE

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## POLICIES /GUIDELINES /WORK INSTRUCTION

Control Number: PGW2025-RDO-001

TITLE:	EACC PUBLICATION INCENTIVES POLICY
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**Process Owner** Research and Development Office (RDO)

**Support Agency** Yaman Lahi Foundation, Inc.

**Creation Date** May 5, 2025

### GENERAL SCOPE OF THE POLICY:

The significance of publishing original research or scholarly work is acknowledged in this policy on publication incentives as a great method to raise Emilio Aguinaldo College Cavite's (EACC) profile nationally and internationally in the academic community. The purpose of these incentives is to recognize department heads, deans, and faculty members whose works satisfy the standards and requirements for excellence established by the institution (EACC).

### OBJECTIVES:

1. To recognize the scientific works of EACC faculty members for producing original and credible research or scholarly works.
2. To promote the importance of research dissemination as an integral part of research.
3. To participate in internationalization initiatives and uphold accreditation standards.

### GUIDELINES:

1. Only original research articles and full-length scholarly book publications shall qualify for the incentives.
2. The published research article must be aligned with the EACC Research Agenda and must fall within the discipline or expertise of the author.
3. Only regular or full-time probationary faculty members, deans, and department heads are qualified to apply for this incentive.
4. In the case of co-authorship, the primary author will receive 60% of the cash incentive and the remaining 40% will be divided among the co-authors.
5. For faculty-student joint authorship, the student should be considered as the principal (primary) author on any multiple-authored manuscript.
6. To prevent any academic dispute or issues in authorship, a declaration of responsible co-authorship must be completed and signed by all authors.
7. The Research and Development Office shall determine and validate the credibility of the publisher of the journal/book.
8. If the published article or book is a co-authorship between EAC and other partner HEI's or agencies, the EAC primary author shall receive 60% of the cash incentive and the remaining 40% shall be divided among the co-authors. To be eligible for the incentive, the author (s) should provide a copy of a signed Memorandum of Agreement (MOA) or Certificate of Institutional Membership from partner agencies.
9. Articles published in conference proceedings and papers read in international/local conferences are not qualified for the incentive.
10. Only those who satisfy the requirements and criteria set by EAC Cavite Research and Development Office are entitled to this incentive.
11. The top management approved the budget, subject to the availability of funds.



## POLICIES /GUIDELINES /WORK INSTRUCTION

### EACC PUBLICATION INCENTIVE CLASSIFICATIONS:

- **NATIONAL/INTERNATIONAL PEER-REVIEWED PUBLICATION AND OTHER LITERARY WORKS INCLUDING THE INSTITUTIONAL FACULTY RESEARCH JOURNAL**  
This publication incentive is given to faculty members whose papers and / or literary works that are published locally, internationally or in the EACC research journal with a similarity index report between 0% to 15%, and an AI Writing report between 0% to 19%.  
**CASH INCENTIVE: PHP 5,000.00**
- **HIGHLY SCIENTIFIC-REFEREED PUBLICATION (ISI/SCOPUS INDEXED)**  
This publication incentive is given to those who were able to publish a full-length original research article in reputable journals indexed by Scopus, and Web of Science-Institute for Scientific Information (ISI).  
**CASH INCENTIVE: PHP 35,000.00**
- **CREATIVE WORKS (IP WORKS RECOGNIZED BY THE IPOPHL)**  
This publication incentive is given to those who were able to register their creative outputs  
**CASH INCENTIVE: PHP 35,000.00**

### CHECKLIST OF REQUIREMENTS FOR APPLICATION

- **NATIONAL/INTERNATIONAL PEER-REVIEWED PUBLICATION AND OTHER LITERARY WORKS INCLUDING THE INSTITUTIONAL FACULTY RESEARCH JOURNAL**
  - ☐ Full-length copy of the original research article in journal format.
  - ☐ Copy of Turnitin Similarity Score of the paper.
  - ☐ Completed Publication Incentive Application Form (QF-RDO-036)
  - ☐ Declaration of responsible Co-authorship (QF-RDO-037)
- **HIGHLY SCIENTIFIC -REFEREED PUBLICATION (ISI/SCOPUS-INDEXED)**
  - ☐ Full-length copy of the original research article, ISSN, or URL link of the publication
  - ☐ Journal website, license publishing office, publisher's contact information
  - ☐ Copy of detailed peer-review evaluation and revisions made during publications.
  - ☐ Completed Publication Incentive Application Form (QF-RDO-036)
  - ☐ Declaration of responsible Co-authorship (QF-RDO-037)
- **CREATIVE WORKS (IP WORKS RECOGNIZED BY THE IPOPHL)**
  - ☐ Completed Publication Incentive Application Form (QF-RDO-036)
  - ☐ Proof of Registration from the agency where the creative work was applied.

Prepared By	Reviewed By	Approved By
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