



# EMILIO AGUINALDO COLLEGE

Gov. D. Mangubat Ave., Brgy. BuroI Main, City of Dasmariñas, Cavite 4114, Philippines  
Tel. Nos. (046) 416-4339/41 www.eac.edu.ph



## POLICIES /GUIDELINES /WORK INSTRUCTION

Control Number: PGW2025-RDO-002 Rev. 0

<b>TITLE:</b>	<b>SETTING UP AND MAINTAINING A GOOGLE SCHOLAR ACCOUNT</b>
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### PURPOSE

To provide a standardized procedure for setting up and maintaining Google Scholar accounts for faculty and staff, research coordinators, school deans, office directors, and department heads of Emilio Aguinaldo College Cavite.

### OBJECTIVE

To strengthen the research capability and visibility of Emilio Aguinaldo College Cavite faculty and staff by fostering scholarly publication, ensuring compliance with national research standards, and enhancing access to academic opportunities and funding support.

Specifically, the following are the objectives:

1. To increase the publication outputs of faculty and staff members of the Emilio Aguinaldo College Cavite.
2. To comply with the basic requirements of the Department of Science and Technology – National Research Council of the Philippines (DOST-NRCP) and become its associate member.
3. To have an access to avail potential research scholarships and funding opportunities.



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### SCOPE AND RESPONSIBILITIES

This policy applies to:

1. **All Faculty Members and Staff of Emilio Aguinaldo College Cavite.** Create, maintain, and regularly update and self-monitor their Google Scholar accounts as part of their professional responsibility to strengthen research visibility and institutional credibility.
2. **School Deans.** In addition to the responsibilities of number 1, ensure that faculty members under their academic units comply with the policy by creating, maintaining, updating, and self-monitoring Google Scholar accounts; integrate compliance into academic performance monitoring and reporting.
3. **Office Directors and Department Heads.** In addition to the responsibilities of number 1, ensure policy implementation within their respective non-academic units; coordinate with the Research Director and other offices to support compliance, monitoring, and reporting functions.
4. **Research Coordinators.** In addition to the responsibilities of number 1, provide technical guidance and orientation to faculty and staff in their assigned units; assist in monitoring and validating profiles to ensure accuracy and institutional alignment.
5. **Research and Development Office (RDO).** In addition to the responsibilities of number 1, monitor compliance, validate accounts, and generate institutional reports to support research productivity, NRCP membership eligibility, and external funding opportunities.



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### POLICY STATEMENT

1. All eligible personnel are required to maintain and self-monitor an official Google Scholar account using their institutional email address.
2. The Google Scholar account must reflect only the academic and research outputs associated with the individual and/or the institution.
3. The Research and Development Office (RDO) shall regularly monitor and validate accounts for annual periods to ensure accuracy, authenticity, and alignment with institutional research outputs.
4. Unauthorized or misrepresented accounts (e.g., using personal emails, including non-academic works) may be subject to correction or removal.
5. These policies directly support the objectives of:
  - a. Increasing publication outputs of faculty and staff.
  - b. Complying with the requirements of the DOST–National Research Council of the Philippines (NRCP) for associate membership.
  - c. Accessing research scholarships and funding opportunities.

Note: These guidelines are only applicable for those faculty and staff members who have at least one published research work.

### GUIDELINES

#### 1. Account Creation

- a. Use EACC email address for registration.
- b. Ensure the profile name matches the full legal name used in institutional records.
- c. Upload a professional photo (formal, academic, or institutional ID picture).



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- d. Input affiliation as: Emilio Aguinaldo College Cavite.
- e. Provide complete and accurate research interests/keywords.
- f. Verify the account through email confirmation (if applicable).

### 2. Account Maintenance

- a. Regularly update and self-monitor the profile with newly published works to maintain the Google Scholar Account.
- b. Remove duplicate, irrelevant, or incorrect entries.
- c. Ensure citations are properly indexed and attributed.
- d. Keep profile visibility set to Public for institutional verification.

### 3. Monitoring and Compliance

- a. The RDO shall conduct annual monitoring of all registered Google Scholar accounts prior to the start of each semester.
- b. Faculty and staff must submit their Google Scholar profile link during annual performance evaluation and research reporting.
- c. Persistent non-compliance may affect research recognition, incentives, or accreditation submissions.

## WORK INSTRUCTION

### Step 1: Account Creation

1. Open Google Chrome browser.
2. Go to <https://scholar.google.com>
3. Click My Profile and sign in using EAC email.



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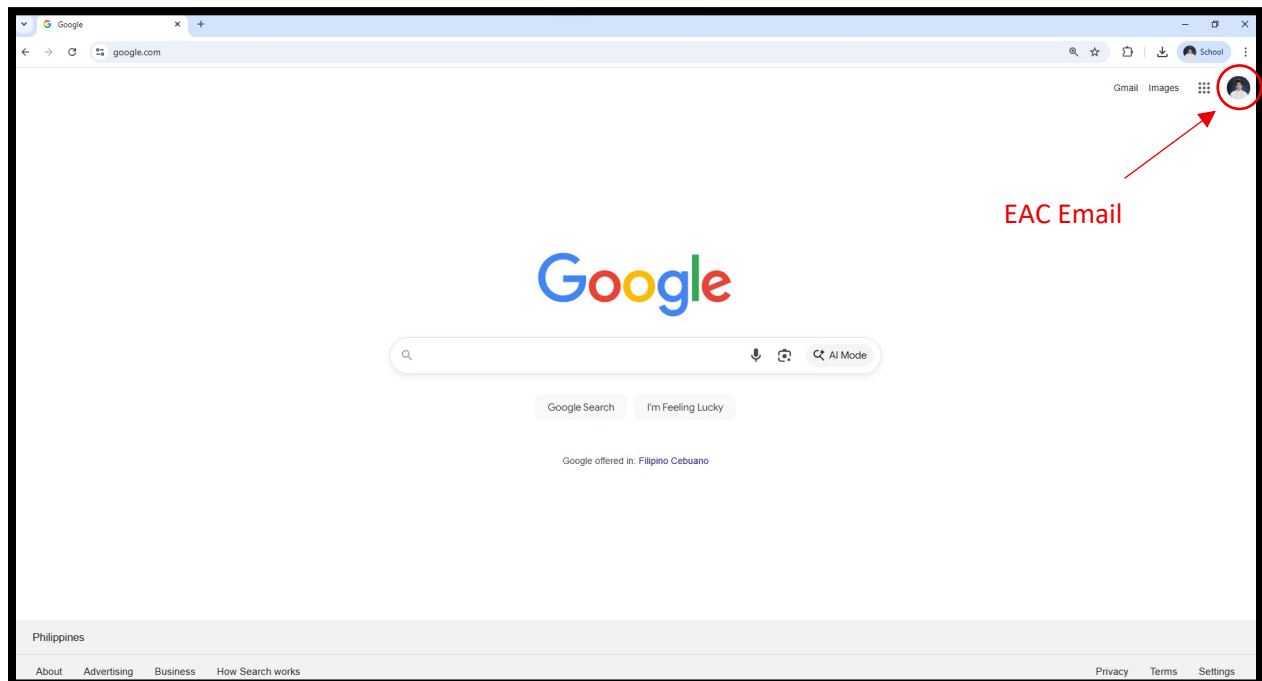
4. Fill out required information: name, affiliation (Emilio Aguinaldo College Cavite), research areas, and email for verification.
5. Upload a professional profile picture.
6. Choose Automatic updates (recommended) for publication tracking.
7. Save and verify account.

### Step-by-Step Process with Visualization

#### Process 1

#### Visit the Google Scholar Website

Open a new window in the Google Chrome app, type *google.com*, search for 'Google Scholar,' and click the first website that appears.



**Important:** Ensure that you use your EAC email address.

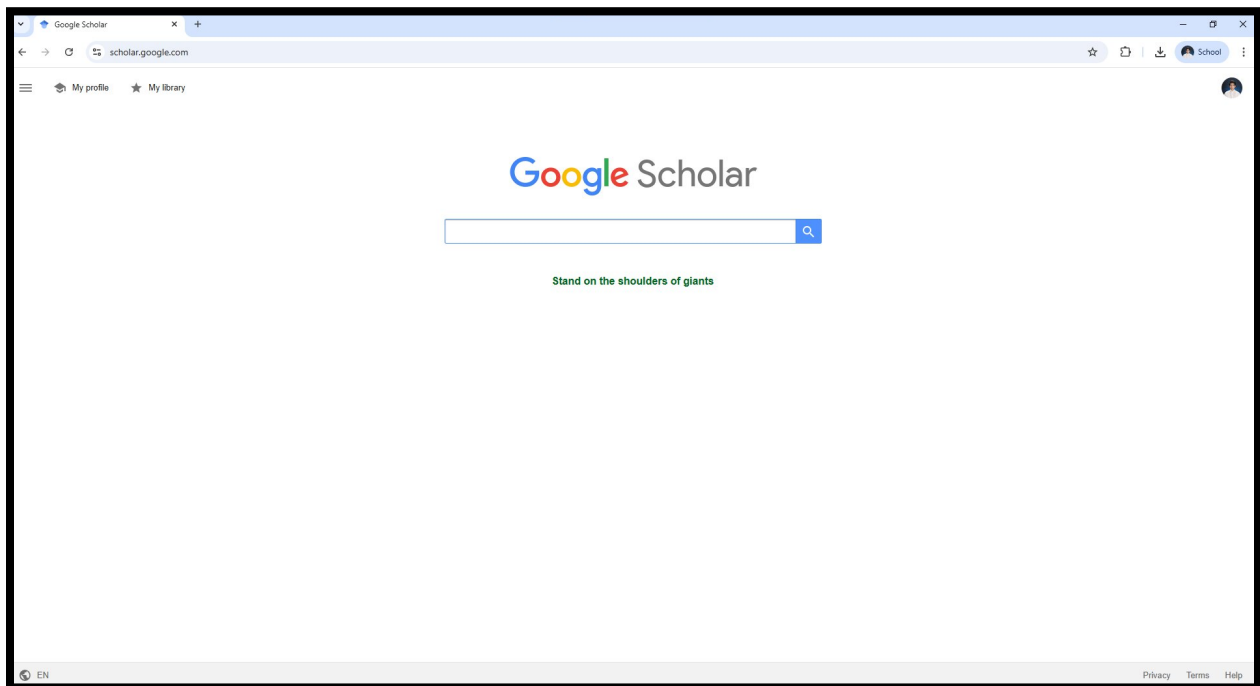
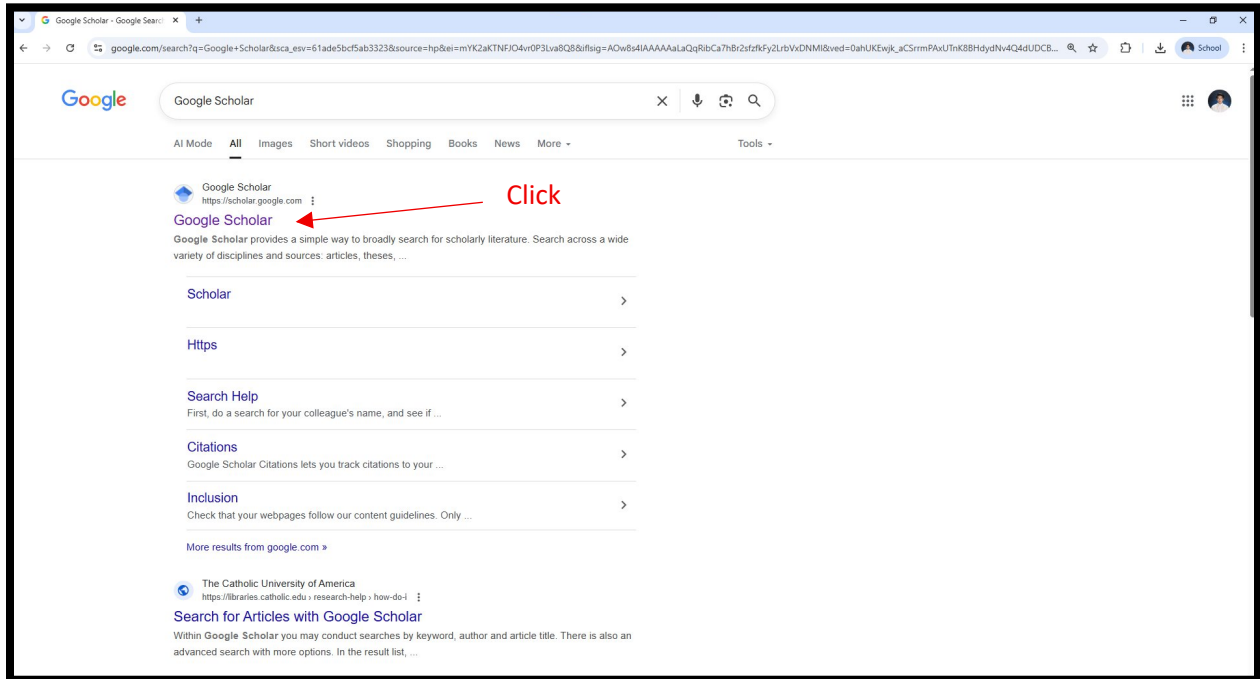


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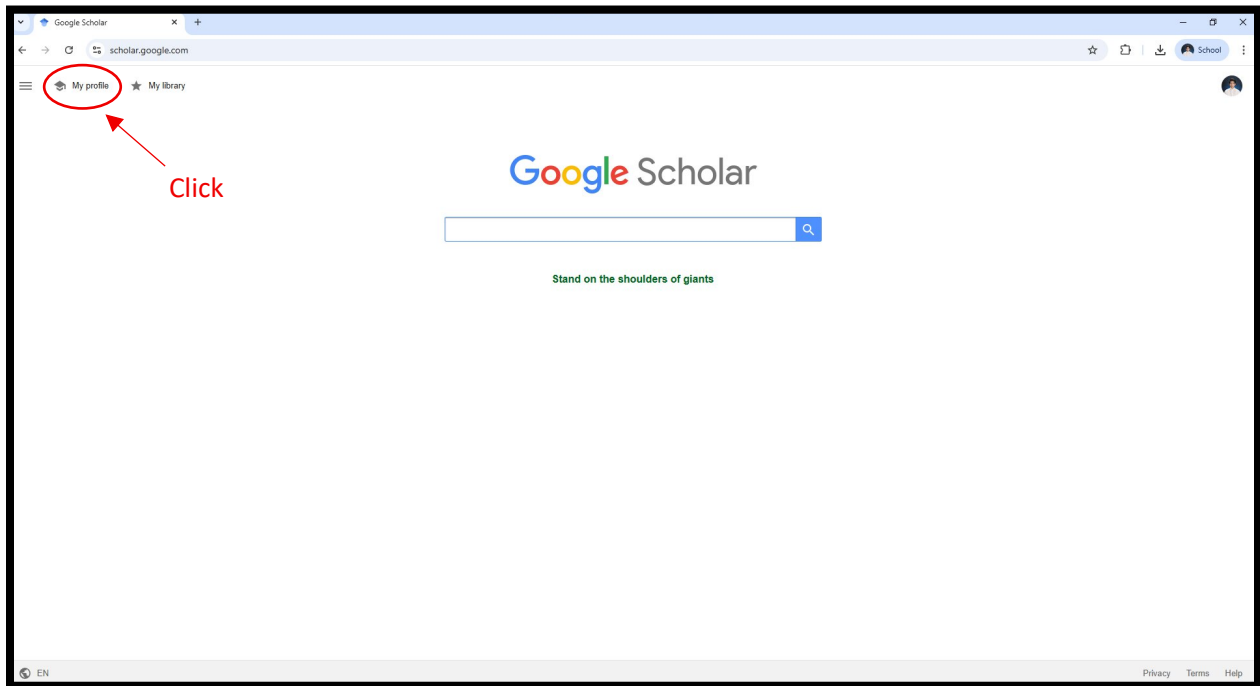


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### Process 2

#### Create Your Google Scholar Account

*Click the “My profile” and complete the form.*





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The screenshot shows the Google Scholar profile creation interface. A red box highlights the form fields: Name (Rico Gabriel A. Ramos, LPT), Affiliation (Research Data Analyst of Research and Development), Email for verification (ricogabriel.ramos@eac.edu.ph), and Areas of interest (Mathematics, Statistics, Data Analytics, Research). A red arrow points to the 'NEXT' button with the text 'Click'. Another red arrow points to the form fields with the text 'Complete the Form'.

**Important:** Ensure that you already have one published article.

The screenshot shows the Google Scholar article selection screen. A search filter is applied: 'students' self-regulated learning strategies, self-efficacy, and mathematics performance in a'. A red box highlights the checkbox for the article 'Self-Regulated Learning Strategies, Self-Efficacy, and Mathematics Performance in a Mobile Technology-Integrated Classroom of Selected Grade 8 Learners'. A red arrow points to the checkbox with the text 'Select the Article you Wrote'.



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Article updates  
Scholar automatically finds your new articles and changes to existing articles.

- Apply updates automatically
- Email me updates for review

Profile visibility  
Public profiles help your peers find and follow your work.

- Make my profile public

Follow by email (requires public profile)

- New articles related to my research
- New citations to my articles

[Done](#)

Select that Apply

Click

Add photo  
Complete your profile. [ADD](#)

Rico Gabriel A. Ramos, LPT  
Research Data Analyst of Research and Development Office, Emilio Aguinaldo College Cavite  
Verified email at eac.edu.ph  
Mathematics Statistics Data Analytics Research

[FOLLOWING](#) Co-authors [EDIT](#)  
No co-authors

<input type="checkbox"/>	TITLE		CITED BY	YEAR
<input type="checkbox"/>	Students' Self-Regulated Learning Strategies, Self-Efficacy, and Mathematics Performance in a Mobile Technology-integrated Classroom of Selected Grade 8 Learners			

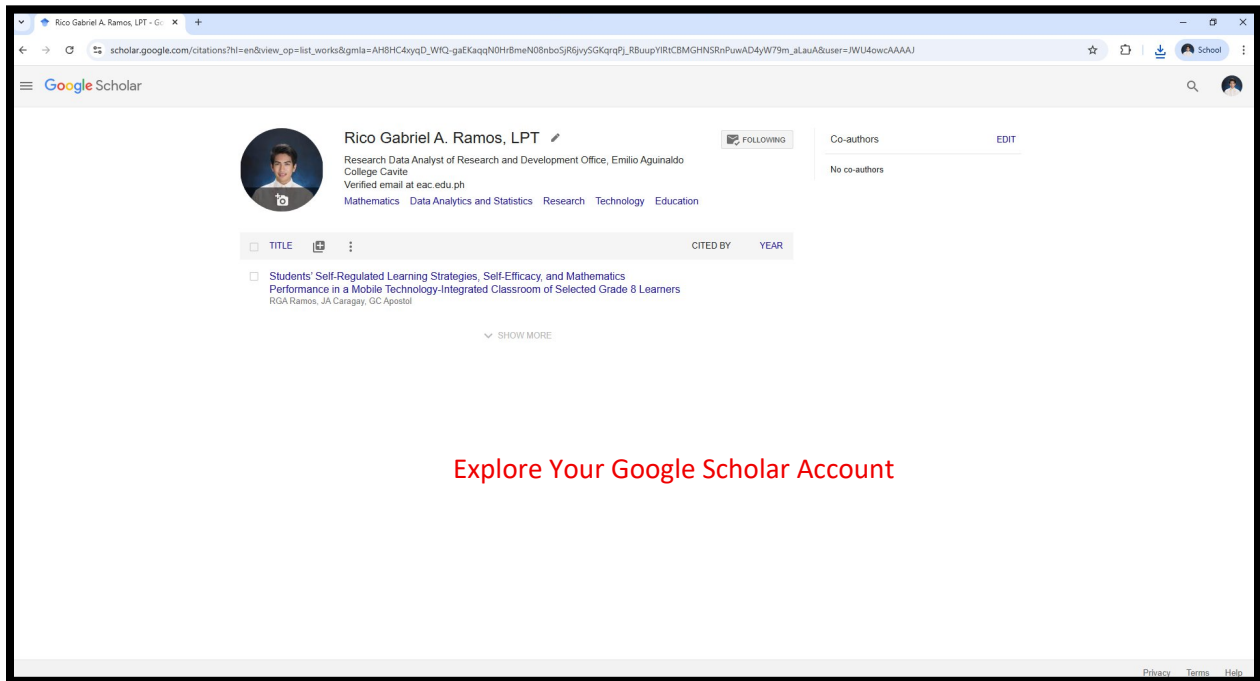
[SHOW MORE](#)

Privacy Terms Help

Congratulations!  
You now have your **Google Scholar Account**



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### Step 2: Profile Maintenance

1. Log in and self-monitor at least once every semester to maintain the Google Scholar Account.
2. Add or approve new publications suggested by Google Scholar.
3. Manually add missing publications, if necessary.
4. Review and correct errors in citations or author attribution.

### Step 3: Reporting and Monitoring

1. Submit the Google Scholar profile link to the RDO email during evaluation periods.  
[eacc.research@eac.edu.ph](mailto:eacc.research@eac.edu.ph)



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2. Ensure visibility is set to public for validation.
3. Respond promptly to feedback from RDO regarding profile corrections.

### EFFECTIVITY

This policy takes effect immediately upon approval and shall remain in force until amended or repealed.

Prepared by:	Reviewed By
<b>(Signed)</b> <b>RICO GABRIEL A. RAMOS, LPT</b> <i>Research Data Analyst</i> <i>Research and Development Office</i>	<b>(Signed)</b> <b>BRANDON G. SIBBALUCA, LPT, PhD</b> <i>Research Director</i> <i>Research and Development Office</i>

Recommending Approval	Approved By
<b>(Signed)</b> <b>REBECCA D. MIRANDA, CPA, DBA</b> <i>Vice President for Academic Affairs</i>	<b>(Signed)</b> <b>JOSE PAULO E. CAMPOS, Ed.D.</b> <i>President</i>