INSTITUTIONAL RESEARCH MANUAL

REVISED 2025

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EMILIO AGUINALDO COLLEGE MANILA
Faculty and Learner Research Manual

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FOREWORD

The primary aim of this Institutional Research Manual is to provide the academic community with a comprehensive overview of the research policies, guidelines, standards, programs, and related initiatives that are essential to the vision, mission, and philosophy of Emilio Aguinaldo College (EAC).

This manual serves as a vital reference tool and a guiding framework for faculty members, learners, and academic support staff. It includes detailed information regarding EAC's research activities, operational procedures, and available services, ensuring that all stakeholders are well-informed about the resources at their disposal and the protocols to follow in connection with research endeavors.

For EAC administrative officials, members of the EAC-Yaman Lahi Foundation Inc. board, and consultants involved in the governance and management of the institution, this manual provides insights into the research processes utilized at EAC. It elaborates on the management and operational dimensions of research initiatives, equipping these key individuals with the knowledge necessary for engaging in thoughtful, informed, and ethically responsible decision-making that advances the institution's research and academic goals.

Moreover, this manual serves as a significant resource for accrediting bodies by offering valuable perspectives on the research culture at EAC. It outlines the specific responsibilities of the Center for Research and Publication (CRP) in relation to both internal and external stakeholders. Additionally, it underscores the critical role that government agencies and other regulatory bodies play in addressing the diverse research needs of academic institutions, highlighting their importance in cultivating an environment that promotes rigorous academic inquiry and innovation.

(sgd.)

JOSE PAULO E. CAMPOS, Ed.D.

President

Emilio Aguinaldo College

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CHAPTER I
Emilio Aguinaldo College Through the Years

BACKGROUND

The forerunner of Emilio Aguinaldo College was the Marian School of Midwifery, founded in 1957, under the management of the Marian Clinics, Inc., headed by Dr. Jose Fontanilla as Principal. In 1959, Dr. Crisanto S. Vito Cruz and Dr. Gregorio T. Delgado, together with Mrs. Lolita R. Vito Cruz, established the first Medical Secretarial School in the country. This was followed by the Marian School of Nursing founding headed by Ms. Carmen Karganilla. Mrs. Julia Vasquez was the head of the School of Midwifery.

UPSI TAKEOVER

The University Physicians' Services, Inc. took over management of the school in 1973. Under the new management and with medical consultants and staff of Medical Center Manila, the development of the school as an institution of higher learning accelerated. The school became Marian Junior College, and in the same year, with the opening of new courses, the School of Food Service and Technology and the Dietetic Internship Program under Mrs. Rachel C. Fajardo, its status was elevated to a full-fledged college known as Marian College. The team headed by Dr. Paulo C. Campos as President included Mrs. Soledad L. Dolor, Chairman of the Board, Sister Imelda Palanca as administrator, and Dr. Elias Imperial as Vice President for Educational Services. In 1975, Dr. Antonio D. Talusan took over as VP for Educational Services. In 1975, the EAC campus was established along Romualdez St., Ermita, Manila, with the acquisition of the Tabacalera property and the Metaltek buildings. An innovative academic program, Medical Arts and Photography, with Dr. Crisanto Vito Cruz as Director, was started this year. The 4-year program, Bachelor of Science in Secretarial Administration, was given government recognition, popularly known as "Med Sec."

Additional programs were offered the following year under the School of Arts and Sciences, headed by Dean Carmita Legarda, namely Bachelor of Arts (AB) and Bachelor of Science (BS) programs. The Bachelor of Science in Nursing, followed by the BSN Supplemental Course, was also given government recognition, thus establishing the School of Nursing.
The Academic and Administrative Staff included Dean Carmita Legarda, Chancellor and Academic Dean; Cresencio Tadena, Director for Educational Planning and Research; Mrs. Catalina Tible, Registrar; and Mrs. Daisy Barzaga, College Secretary, later to become the first Dean of Student Affairs.

In line with the government's policy on the dispersal and decongestion of the learner population in Metro Manila, particularly in institutions of higher learning, as well as the need for regional development and democratization of opportunities, Marian College began building the first school units in Dasmarinas, Cavite in 1977. The 27 hectares, ideally situated on gentle slopes surrounded by beautiful countryside, were envisioned to eventually become its main campus amid sprawling.

CHANGE OF NAME

In September 1977, Marian College was changed to General Emilio Aguinaldo College to apply to both Manila and Cavite Campuses. This aligned with the new directions of the government in recognizing and honoring national heroes. Subsequently, the title "General" was dropped, and the College was then called Emilio Aguinaldo College, as it is known today. With the two campuses now in full operation, there arose a need to have two sets of administrators. In Cavite, Dr. Antonio Talusan was acting Chancellor, Mrs. Virginia Bactad, OIC and Head of Arts and Sciences Division, Mrs. Emelita Virata was head of Graduate in Nursing, and Mrs. Teresita Medina was head of Midwifery.

All programs offered in Manila were also given permits in Cavite, with the addition of a BS Criminology, MA in Teaching, MA in Education, and MS in Nursing. Simultaneously, EAC Manila offered BSN Supplemental for graduates in nursing (GN) who wanted to pursue a Bachelor of Science in Nursing (BSN) and BS in Foods and Nutrition and Industrial Cafeteria Management.

In addition, the Cavite Campus offered technical courses in Agricultural Technology, Electrical and Electronics Technology, and Refrigeration and Air Conditioning Technology, with Mr. Dominador del Rosario as head of the Polytechnic School.

On October 21, 1979, the Emilio Aguinaldo College Foundation, Inc. was established at Dasmarinas, Cavite, thus giving birth to the Emilio Aguinaldo College School of Medicine with Dr. Lourdes E. Campos as Dean. The Business Administration program was permitted to operate in Manila, with Mrs. Judy Arreza as Dean.

The following year, on March 7, 1980, UPSI formed the Yaman Lahi Foundation, Inc. (YLFI) to manage and operate the Manila and Cavite campuses. As of the present date, YLFI has proudly maintained its status as a Certified DOST Science Foundation since 1995.

To meet the demands of a burgeoning enrolment, the EAC-Manila campus was transferred to United Nations Avenue in 1982, with Marian Hospital being convened into a school building. At this time, Dr. Antonio Ulgado was appointed Chancellor of the College (1981), while Mrs. Alicia Clemente as Administrator.

Within the next five years, the focus was on curricular program development, which paved the way to more programs being given government recognition: Pharmacy, Pharmacy Aide, and Physical Therapy (1983); Master of Arts in Teaching major in Educational Administration and Supervision, Guidance and Counseling, and Nutrition and Dietetics (1984); Master in Public Administration and Master of Arts in Nursing (1985).

The Presidency of the College was turned over to Gen. Cicero C. Campos, Ph.D., in 1986, but his term was short-lived, for he was called to active service in the government by President Corazon C. Aquino.

He was succeeded in office by Dr. Amado C. Campos in 1987. The following year, 1988, Dr. Florangel T. Campos took over as President. She held the position until 1991. The year 1987 saw the sale of Emilio Aguinaldo College Cavite Campus, the College of Medicine, and the University Medical Center to De La Salle University. With the sale of the Cavite campus, the administration is now focused on the development of EAC-Manila.

To further augment the need for facilities in EAC-Manila, the former Philippine Charity Sweepstakes Office building along Taft Avenue was acquired and inaugurated on January 17, 1989, to house the offices of the Registrar, Accounting, and Executive Secretary, as well as the School of Computer Science with Mr. Nicodemus Canizares as OIC.

In December 1989, a building called UPSI-2 was constructed to house the school's Audio Visual Center and theaters on its second floor and the EAC Gymnasium and Physical Education Department on the fifth floor with Mrs. Alicia A. Angara as Director.

On March 5, 1990, the properties now called EAC 2, 3, & 4 were acquired. EAC 2 was designated the School of Dentistry building; EAC 3 housed the Early Childhood Learning Center, the laboratory school for the School of Education; and EAC 4 as the Executive House with the mini Hotel, a practicum place for Hotel and Restaurant Management. November 1990 saw the construction of EAC 5, a five-story building along Gonzales Street.

The following year, on May 21, 1991, the Multi-Purpose Hall was erected adjacent to EAC 5 and inaugurated in November 1991, with Mrs. Nelida V. Lares as Director. This served as the venue for the Music Appreciation Program of the College and for convocations, social activities, and other school assemblies.

A property also at Gonzales Street was acquired on December 16, 1991, where a seven-story Science building, EAC 6, was erected and inaugurated in December of the following year. The expansion of the physical plant was necessary due to the birth of new programs, namely, BS Respiratory Therapy (1990), with Dr. Joselito Q. Eisma as Dean; Doctor of Dental Medicine (1992), with Dr. Amalia V. Angeles as Dean; BS Medical Technology (1992), with Dr. Emma Castaneda as OIC; BS Occupational Therapy (1993) with Dr. Pocholo Trinidad as Dean; BS Hotel and Restaurant Management became a separate program independent of the School of Business Administration (1993) with Ms. Evelyn Delleva as Acting Dean and the BS Computer Engineering (1994) with Engr. Dennis Didulo as Dean; the Early Learning Center (1998), Mrs. Rolenda L. Campos as Director; the EAC Science High School (1999); with Dr. Mercedes T. Hernandez as its Principal.

Dr. Cicero C. Campos was re-appointed President in 1992. However, President Fidel V. Ramos again called on him to serve as the first president of the newly founded Philippine Public Safety College. Dr. Lourdes E. Campos took over as President in 1993. With the latter's retirement in 1995, Dr. Jose Paulo E. Campos was sworn to office as the 6th President of EAC in April 1997. A five-story-extension building was put in place of the Multi-Purpose Hall to serve as the venue for departmental examinations. An additional high-rise ten- story building, EAC 7, was constructed and inaugurated on the corner of San Marcelino and Gonzales Streets on April 19, 1997. With this building in place, the EAC campus fronted San Marcelino Street. Emilio Aguinaldo College has complete facilities for fully air-conditioned Audio-Visual theaters; fully equipped laboratories for natural and basic sciences, rehabilitation and dental medicine, computer science and engineering, languages, and mass media production.

In 1995, a few years after De La Salle University took over Emilio Aguinaldo College in Cavite, another school under Emilio Aguinaldo College was organized to serve the growing industrialization of Calabarzon. The school was named the Center for Technical Education and Skills Training, or CTEST. The programs were all technical courses under the Technical Education and Skills Development Authority–TESDA: automotive technology, computer technology, programming, electronics, and welding.

A partnership was formed with the Technical University of the Philippines to provide the initial key faculty and train the school's future faculty.

In 1997, following the strong demand for nursing education, a nursing school was opened in the Cavite Campus. Because of the public association of Emilio Aguinaldo College with the medical sciences, the enrollment at the Cavite Campus was soon dominated by the school of nursing. Because techlnical education could not overcome its image as an inferior education and both to continue to support the Calabarzon economy and to balance the over concentration of learners in the nursing program, in 2000, the School of Engineering was organized to offer Civil Engineering, Mechanical Engineering, Electrical Engineering, and Electronic and Communications Engineering.

In 2001, the School of Medicine was opened in the Manila Campus with the Medical Center Manila, a 250-bed capacity hospital, as its base. The rationale for opening the School of Medicine was the school complemented the existing programs in the allied health sciences and because the resources, primarily the faculty and clinical cases, were already in place at Medical Center Manila - MCM. Besides the faculty and clinical cases, MCM had residency programs in all the major departments – Internal Medicine, Surgery, Obstetrics and Gynecology, and Pediatrics. Also existing was a residency program in Radiology. Dr. Salvador Salceda was the first Dean, and the school admitted 25 first-year medical learners.

In 2004 the Dental Laboratory Technology Services, a TVET program, was opened in partnership with Skytech, a company that exported dentures to the U.S. market. The head of Skytech, Ms. Wilma Redler, required Dental Technologists to staff their growing operations.

Emilio Aguinaldo College joined the first schools that modeled the Senior High School in the academic year 2012 - 2013. Both the Manila and Cavite campuses offered the Senior High School program for Science Technology Engineering and Math, Accountancy and Business Management, Humanities and Social Science, and the Sports strands when Senior High School was implemented in 2016-17.

INTERNATIONALIZATION AND MEMBERSHIPS IN ORGANIZATIONS

The first step toward internationalization involved the enrolment of international learners in the School of Medicine in 2006. Several learners from Taiwan enrolled that year. In succeeding years, other learners arrived and enrolled in undergraduate programs in the allied health sciences or biology to pursue a degree in medicine.

This trend has been sustained and has broadened to many other programs. Learners from Taiwan and the People's Republic of China have declined significantly, but other learners from South Asia, the African continent, and Thailand and Indonesia in the ASEAN have increased in numbers.

Following linkages with Qiqihaer University in Heilongjiang Province and Nanyang Medical College in Henan Province in the People's Republic of China, linkages were established with Higher Education Institutions in Indonesia facilitated by the Indonesian Embassy in Manila, Thailand, Nepal, and India. Some international faculty also joined the school faculty, but because of restrictive rules of the Bureau of Immigration on hiring foreign staff, these were limited to academics who were married to Filipino citizens and settled in the Philippines.

Emilio Aguinaldo College is a Philippine Association of Colleges and Universities member. It has served as the president of the Philippine Association of Private Schools, Colleges, and Universities from 2006 to 2018 and has been a director of the Coordinating Council of Private Educational Associations since 1997. The school has been a South Manila Educational Consortium member since 2006, previously known as the Taft Consortium. The consortium now includes 12 member schools. EAC served as the president of the consortium from 2013 to 2015. Through SMEC, the school became an active partner of the British Council, wherein more internationalization activities were conducted.

There were benchmarking activities and collaboration with the UK universities regarding research and studies. The school has been a regular National Collegiate Athletic Association member since 2015, having had guest and probationary status starting in 2010.

ADMINISTRATIVE AND QUALITY SYSTEMS

The school's administrative, library, and grading system used software by GTI, School Automate, until 2017. Now, the school uses another software known as AIMS. The library subscribes to the Proquest online journals. An e-learning system on a Moodle platform is available for most subjects, where learners may access class notes; the periodic evaluation of faculty and non-academic staff by learners and the computerized learner election have also been implemented. The school is currently using two (2) licensed platforms for its learning management system due to the pandemic that shifted the mode of instruction from face-to-face to online. These are Brightspace and Google Workspace. Even before the pandemic, the school started using Brightspace in 2018 for selected departments/schools.

The school began intermittently adopting quality standards through accreditation by the Philippine Association of Colleges and Universities – Commission on Accreditation (PACUCOA) in 1992. However, it was only in 2005 that the school required all its programs to have accreditation. Except for the School of Medicine with the PAASCU, all the other programs of the school are accredited by PACUCOA.

Starting from 2016 to 2019, EAC was consistently awarded by PACUCOA during its annual general assembly with the most number of accredited programs (Top 1) for the college category. In 2019, the total number of EAC- accredited programs reached as high as 23 at varying levels, with Level III as the highest level for nine (9) programs. One (1) program, BS Occupational Therapy, was awarded international accreditation by the World Federation of Occupational Therapists (WFOT) through the Philippine Academy of Occupational Therapists (PAOT) from December 2018-December 2023. The Medical Council of Thailand also accredited the School of Medicine from June 13, 2013, to June 12, 2018.

On May 16, 2016, the Commission on Higher Education (CHED) granted Emilio Aguinaldo College Deregulated Status for three (3) years, from April 1, 2016, to May 31, 2019. On October 24, 2019, CHED released a memorandum granting Emilio Aguinaldo College an Autonomous Status through CMO 12, Series of 2019, for two (2) years commencing from June 1, 2019, to May 31, 2021. The autonomous status of EAC was extended by CHED from June 1, 2021, to May 31, 2023.

In September 2019, EAC passed the CHED's Institutional Sustainability Assessment (ISA). This is an institutional validation of the quality system of the school. The main objective is to determine whether the institution has demonstrated a culture of quality and that there is an alignment and consistency of outcomes with the institution's vision-mission and goals, demonstrated by learning and service outcomes at exceptional levels. On July 7, 2017, Worldwide Quality Assurance Ltd (WQA) certified the Quality Management System of Emilio Aguinaldo College to ISO 9001:2008 standards for the Management of Educational Services and Quality Academic Programs. In 2018, the school transitioned its Quality Management System (QMS) from ISO 9001:2008 to ISO 9001:2015 version. During the external audit, it did not have non-conformities during its first transition year.

CHAPTER II
Institutional Vision-Mission

PHILOSOPHY

Emilio Aguinaldo College is a private, non-sectarian, co-educational institution of learning that fosters equal and fair education opportunities, the total development of a person, and one's national identity while conscious of his/her role in the global community.

VISION

Emilio Aguinaldo College envisions itself as an internationally recognized private non-sectarian academic institution rooted in the Filipino nationalist tradition that consistently pursues the advancement and welfare of humanity.

MISSION

Emilio Aguinaldo College provides a learner-centered, inquiry-based, and socially relevant academic community.

CORE VALUES

Virtue, Excellence, Service

QUALITY POLICY

We, the employees of Emilio Aguinaldo College, are committed to comply with all statutory and regulatory standards.

Provide consistent quality service to our learners, parents, and other stakeholders; Develop a responsible person through relevant and quality education, able to lead and enhance one's life, and contribute to the development of the country and humanity; and

Improve our QMS continuously by communicating customer needs to the entire organization, standardizing the processes, enhancing employees' competence, conducting periodic reviews of the system, and addressing the needs for continual improvement.

QUALITY OBJECTIVES

The objectives of Emilio Aguinaldo College are to:

1. Offer opportunities for quality and relevant education to all.
2. Cultivate a person's intellectual, spiritual, moral, social, and physical aspects.
3. Instill appreciation and pride for one's national identity; and
4. Produce graduates of global quality equipped with competencies in their field of expertise

CHAPTER III
Center for Research and Publication Vision-Mission

VISION

A leader for health design and innovations, implementation science, and research translation at the national and international levels.

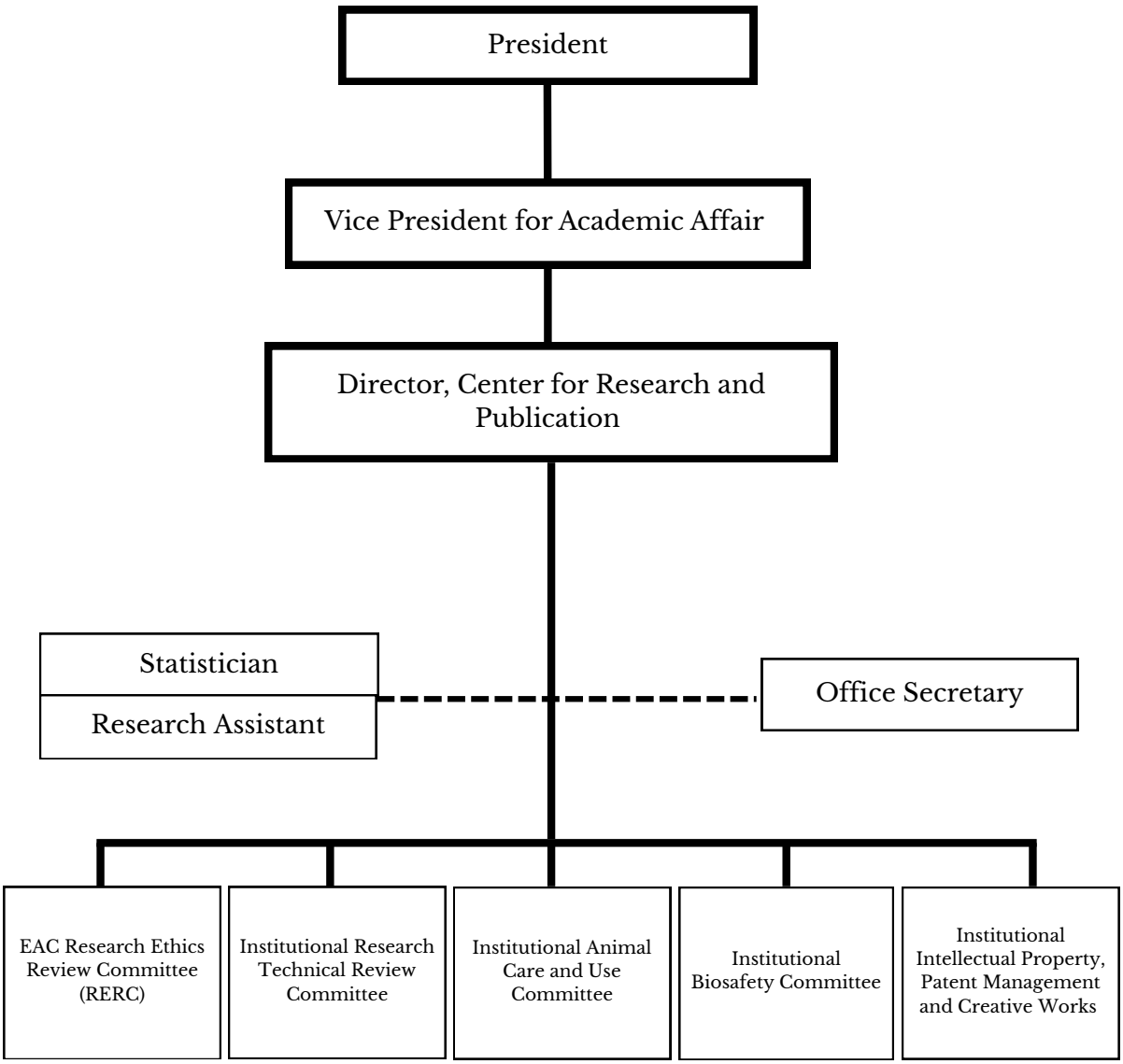
MISSION

The Center for Research and Publication envisions developing sustainable research culture and learning institution through a whole-school approach embodied with scholarship, and excellence through collaborative partnerships, mentoring, and continuous scholarly pursuit.

Specifically, the center aims to:

1. Generate, test, and translate knowledge that advances research to optimize health, population, and organization outcomes.
2. Design, conduct, and disseminate research that contributes to collaborative, transdisciplinary inquiry.
3. Integrate ethical, social, cultural, historical, political, and other contextual issues into a focused scholarship and theory-based research program.
4. Plan transdisciplinary, multidimensional approaches to health care based on individual, interpersonal, organizational, community, and societal health processes.
5. Communicate collaboratively across diverse disciplines, settings, and consumer groups.
6. Demonstrate innovation and leadership in academic, research, practice, and policy settings
7. Develop cutting-edge health designs and implementation research impacting policies and practice.

CHAPTER IV
Organizational Structure & Composition



DIRECTOR, CENTER FOR RESEARCH AND PUBLICATION

1. Formulates policies, plans, and programs in research, including guidelines governing the procedures used in the institution for monitoring, reviewing, and approving internally and externally sponsored research projects, proposals, and awards submitted by researcher/s or sponsoring agencies, following the policies, programs, the EAC research agenda, and national and international research concerns
2. Determines the administrative procedure for submitting, reviewing, approving, and monitoring individual research, project proposals, or awards
3. Determines internal rules and procedures in meetings, submissions, review reports, and other relevant information
4. Coordinates research activities in the college
5. Leads, guides, and mentors a group of researchers
6. Develops and implements best research practices and protocols
7. Analyzes and evaluates all research data and materials with the assistance of the Resident Statistician
8. Analyzes data and prepares reports and interpretations
9. Prepares research budget for approval by the top management
10. Performs and conducts research within budgetary limits
11. Establishes a clearinghouse of research-related information and disseminates salient findings of completed research
12. Submits an annual report on research activities and accomplishments to the President, copy furnished to the Vice President for Academic Affairs
13. Schedules monitoring visits/consultation meetings with research proponents
14. Evaluates the progress of research undertaking and make recommendations for the continuance of research projects or suggest solutions to address problems in implementation.

RESEARCH ASSISTANT, CENTER FOR RESEARCH AND PUBLICATION

1. Conducts literature reviews
2. Collects data
3. Prepares materials for submission to granting agencies and foundations
4. Prepares interview questions
5. Recruits and interviews subjects
6. Maintains accurate records of interviews, safeguarding the confidentiality of subjects as necessary
7. Summarizes interviews
8. Provides ready access to all experimental data for the faculty researcher and supervisor

9. Manage and respond to project-related email
10. Prepares, maintains, and updates website materials
11. Supervises undergraduate learners working on the research project (maintaining records on assignment completion, acting as liaison/mediator between the undergraduate learners and the faculty researcher)
12. Attends area seminars and other meetings as necessary
13. Summarizes project results
14. Prepares progress reports
15. Prepares other articles, reports, and presentations
16. Monitors the project budget
17. Travels to field sites to collect and record data and samples as appropriate to the specific objectives of the study
18. Develops or assists in the development of interview schedules
19. Contacts potential subjects to introduce and explain study objectives and protocol
20. Arranges interviews, either in person or by telephone
21. Identifies and compiles lists of potential research subjects following study objectives and parameters, as appropriate to the individual position
22. Conducts and records face-to-face and telephone interviews with subjects following predetermined interview protocol, data collection procedures, and documentation standards
23. Reviews and edits data to ensure completeness and accuracy of information and follow up with subjects to resolve problems or clarify data collected
24. Performs miscellaneous job-related duties as assigned
25. Tracks progress over time
26. Assists with preparation of all educational and training workshops and evaluation strategies
27. Engages clinical and community partners in research
28. Compiles data for progress report

STATISTICIAN, CENTER FOR RESEARCH AND PUBLICATION

1. Liaises with departments to obtain data, including production figures and costs, sales figures, and product supply and demand data.
2. Instructing departments on data submission requirements, including frequency and format.
3. Creates and maintains databases using statistical software programs.
4. Ensures data integrity by performing rigorous cleaning, error checking, and validation.

5. Analyzes data using statistical techniques, formulas, and calculations.
6. Performs statistical tests to determine the reliability and soundness of results.
7. Contributes to strategic planning by identifying industry trends and preparing forecasts.
8. Describes, interprets, and summarizes conclusions.
9. Presents statistical findings to management in reports that include executive summaries, charts, tables, and graphs.
10. Documents process and keeps informed of technological advancements in statistical analysis.

OFFICE SECRETARY, CENTER FOR RESEARCH AND PUBLICATION

1. Provides administrative support to ensure efficient operation of the office.
2. Answers phone calls, schedules meetings, and supports visitors.
3. Carries out administrative duties such as filing, typing, copying, binding, scanning, etc.
4. Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
5. Makes travel arrangements for senior staff, such as booking flights, cars, and hotel or restaurant reservations.
6. Exhibits polite and professional communication via phone, email, and mail.
7. Supports team by performing tasks related to organization and strong communication.
8. Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
9. Ensures equipment operation by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques.
10. Provides information by answering questions and requests.
11. Maintains inventory by checking stock to determine inventory level, anticipating needed supplies, and placing and expediting orders for supplies.
12. Contributes to team effort by accomplishing related results as needed.

RESEARCH ETHICS REVIEW COMMITTEE

A committee composed of 2 to 3 member constituted to review the ethical requirements of the research proposals endorsed by the School Dean and to endorse the proposals to the Institutional Research Ethics Review Committee (RERC).

INSTITUTIONAL RESEARCH TECHNICAL REVIEW COMMITTEE

A committee composed of 2 to 3 members constituted to review the technical requirements of the research proposals endorsed by the School Dean and to endorse the proposals to the Institutional Research Technical Reviewers by the Research Director.

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

A committee that oversees the specific use of animals by reviewing animal use protocols and granting approval before the actual animal testing or experiment.

INSTITUTIONAL BIOSAFETY COMMITTEE

Institutional Biosafety oversees EAC Lab policies and projects involving research with recombinant or synthetic nucleic acid molecules and hazardous biological materials that may pose safety, health, or environmental risks. To this end, the committee assists and advises Principal Investigators and other researchers in meeting their responsibilities to ensure that the research's biological aspects are conducted safely using established biosafety standards, principles, and work authorization. Safe research includes worker safety, public health, agricultural and environmental protection, ethics, and compliance with applicable biosafety standards.

INSTITUTIONAL INTELLECTUAL PROPERTY, PATENT MANAGEMENT & CREATIVE WORKS

Identifies technologies generated by faculty and learners for patenting. Identifies software, books, creative works, and other relevant literary publications for copyright. Promotes technologies generated by EAC for commercialization.

CHAPTER V

Institutional Agenda &Thrusts

The scope, criteria and crafting of the 2024-2028 EAC Research Agenda has been guided by following principles.

1. The EAC Research Agenda shall be in line with the

- 2023-2028 National Unified Health Research Agenda (NHURA)
- DOST Harmonized National Research and Development Agenda 2022-2028
- 2030 Agenda and Sustainable Goals of the World Health Organization & United Sustainable Development Goals
- 2023-2028 Socio-economic Agenda of President Ferdinand Marcos Jr.

2. The EAC Thrusts and program as well as faculty researchers' expertise and capability.

3. The research shall involve the participation of faculty, learners and non-teaching staff.

Guided by the above principles, below are the research undertakings that shall be given considerations.

1. Basic, Applied and Experimental Development Research that generates new knowledge and advance the frontiers in the various disciplines.

2. Research in aid of policy and development of programs that can be implemented to solve problems, issues and challenges face by the Emilio Aguinaldo College as well as nearby community.

3. Research aimed at producing technology-based modules, programs, specialized academic research training, and other research related academic curriculum.

4. Research products, methods and services that are patentable like inventions, innovation, utility models and other creative works.

5. Research work that aligns and falls under the category and criteria of Dr. Paulo C. Campos. Award for Health Research and Dr. Lourdes E. Campos Award for Public Health.

EAC Research Agenda

A. MEDICINE

- HEALTH PROMOTION AND DISEASE PREVENTION
- RE-EMERGING AND EMERGING DISEASES
- TELEMEDICINE AND ARTIFICIAL INTELLIGENCE (AI) IN PATIENT HEALTH CARE
- NUTRITION AND HEALTHCARE

B. ALLIED HEALTH

- MENTAL HEALTH AND WELL-BEING
- HEALTH LITERACY AND COMMUNITY HEALTH
- EMERGENCY RESPONSE AND DISASTER PREPAREDNESS
- BIOMEDICAL DEVICES FOR HEALTH
- HALAL FOOD
- RADIATION PROTECTION AND IONIZING RADIATION LITERACY
- GENETICS AND GENOMICS IN HEALTHCARE
- MATERNAL, NEWBORN C CHILD HEALTH
- DENTAL TECHNOLOGY AND ORAL HEALTH LITERACY
- MICROBIOLOGY, PARASITOLOGY, AND SEROLOGY

C. NATURAL SCIENCE

- FORMULATION OF HERBAL MEDICINE C DEVELOPMENT OF FOOD SUPPLEMENTS
- ETHNOPHARMACOLOGICAL STUDIES
- ECOLOGY, BIODIVERSITY AND CONSERVATION
- ENVIRONMENTAL HEALTH, TRENDS AND SANITATION
- CLIMATE CHANGE AND BIOTECHNOLOGY

D. BUSINESS AND ECONOMICS

- DECENT WORK AND ECONOMIC GROWTH
- TECHNOLOGY BUSINESS INCUBATION
- HEALTH FINANCING
- FINANCIAL LITERACY

EAC Research Agenda

E. EDUCATION AND SOCIAL SCIENCES

- GENDER EQUALITY
- PEACE AND SECURITY
- GOOD GOVERNANCE AND ENHANCE ADMINISTRATION OF JUSTICE
- QUALITY EDUCATION AND LIFE-LONG LEARNING
- LEARNING MODULES AND CURRICULUM DESIGN
- HEALTH PROMOTION, COMMUNICATION AND EDUCATION

F. MATHEMATICS, INFORMATION SCIENCE & ENGINEERING

- RESEARCH, TECHNOLOGY AND INNOVATION
- HEALTH INFORMATICS
- SOFTWARE AND HARDWARE DEVELOPMENTS
- SMART ANALYTICS AND DESIGN
- TECHNOLOGY AND REGULATIONS
- MATHEMATICAL MODELING

EAC Research Thrusts

1. SCHOOL OF ARTS AND SCIENCES

1.1. ENVIRONMENTAL HEALTH TRENDS, AND SANITATION
1.2. MENTAL HEALTH AND WELL-BEING
1.3. HEALTH PROMOTION, COMMUNICATION, AND EDUCATION

2. SCHOOL OF BUSINESS EDUCATION

2.1. DECENT WORK AND ECONOMIC GROWTH
2.2. TECHNOLOGY BUSINESS EDUCATION
2.3. HEALTH FINANCING

3. SCHOOL OF CRIMINOLOGY

3.1. PEACE AND SECURITY
3.2. GOOD GOVERNANCE AND ENHANCE ADMINISTRATION OF JUSTICE
3.3. EMERGENCY RESPONSE AND DISASTER PREPAREDNESS

4. SCHOOL OF DENTISTRY

4.1. MENTAL HEALTH AND WELL-BEING
4.2. HEALTH LITERACY AND COMMUNITY HEALTH
4.3. HEALTH PROMOTION, COMMUNICATION, AND EDUCATION
4.4. DENTAL TECHNOLOGY AND ORAL HEALTH LITERACY

5. SCHOOL OF ENGINEERING & TECHNOLOGY

5.1. RESEARCH, TECHNOLOGY, AND INNOVATION
5.2. HEALTH PROMOTION, COMMUNICATON AND EDUCATION
5.3. TECHNOLOGY AND REGULATIONS
5.4. DECENT WORK AND ECONOMIC GROWTH

6. SCHOOL OF GRADUATE STUDIES

6.1. QUALITY EDUCATION AND LIFE-LONG LEARNING
6.2. LEARNING MODULES & CURRICULUM DESIGN
6.3. GOOD GOVERNANCE AND ENHANCE ADMINISTRATION OF JUSTICE
6.4. FINANCIAL LITERACY
6.5. HEALTH LITERACY AND COMMUNITY HEALTH

EAC Research Thrusts

7. SCHOOL OF HOSPITALITY AND TOURISM MANAGEMENT

7.1. WASTE MANAGEMENT AND FOOD SANITATION

7.2. PRODUCT DEVELOPMENT AND TECHNOLOGY BUSINESS INCUBATION

7.3. GENDER EQUALITY

8. SCHOOL OF MEDICAL TECHNOLOGY

8.1. GENETICS AND GENOMICS IN HEALTHCARE

8.2. MICROBIOLOGY, PARASITOLOGY, AND SEROLOGY

8.3. HEALTH PROMOTION AND DISEASE PREVENTION

8.4. HEALTH PROMOTION AND DISEASE PREVENTION

9. SCHOOL OF MEDICINE

9.1. HEALTH PROMOTION, COMMUNICATION AND EDUCATION

9.2. RE-EMERGING AND EMERGING DISEASES

9.3. MENTAL HEALTH AND WELL-BEING

9.4. TELEMEDICINE AND ARTIFICIAL INTELLIGENCE (AI) IN PATIENT HEALTH CARE

10. SCHOOL OF MIDWIFERY AND CAREGIVING

10.1. MATERNAL, NEWBORN & CHILD HEALTH

10.2. NUTRITION AND HEALTHCARE

EAC Research Thrusts

11. MARIAN SCHOOL OF NURSING

11.1 HEALTH INFORMATICS
11.2. HEALTH PROMOTION, COMMUNICATION AND EDUCATION
11.3. HEALTH LITERACY AND COMMUNITY HEALTH
11.4. LEARNING MODULES & CURRICULUM DESIGN
11.5. EMERGENCY RESPONSE AND DISASTER PREPAREDNESS
11.6. GENDER EQUALITY

12. SCHOOL OF NUTRITION AND DIETETICS

12.1. HEALTH PROMOTION, COMMUNICATION AND EDUCATION

13. SCHOOL OF PHARMACY

13.1. FORMULATION OF HERBAL MEDICINE & DEVELOPMENT OF FOOD
13.2. HEALTH LITERACY AND COMMUNITY HEALTH
13.3. ETHNPHARMACOLOGICAL STUDIES

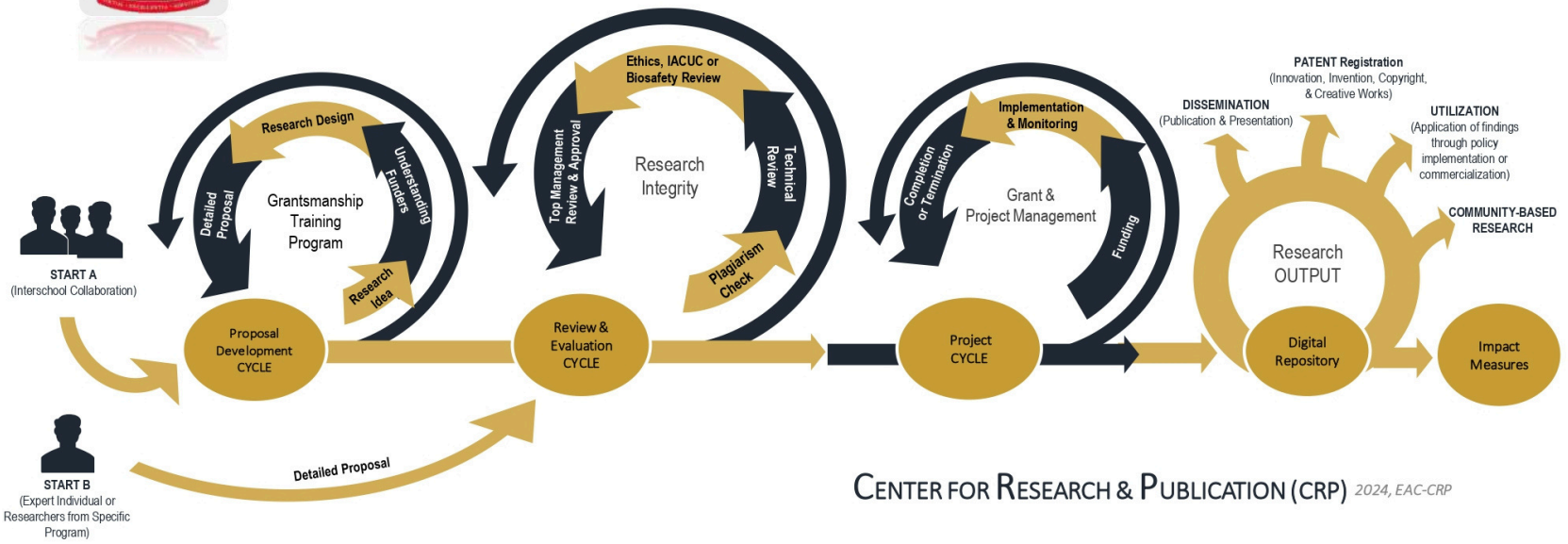
14. SCHOOL OF PHYSICAL, OCCUPATIONAL AND RESPIRATORY THERAPY

14.1. BIOMEDICAL DEVICES FOR HEALTH
14.2. QUALITY EDUCATION AND LIFE-LONG LEARNING
14.3. HEALTH PROMOTION AND DISEASE PREVENTION
14.4. HEALTH LITERACY AND COMMUNITY HEALTH

15. SCHOOL OF RADIOLOGIC TECHNOLOGY

15.1. HEALTH PROMOTION, COMMUNICATION AND EDUCATION
15.2. HEALTH LITERACY AND COMMUNITY HEALTH
15.3. GENDER EQUALITY

RESEARCH LIFECYCLE AT EAC



The EAC research lifecycle shown above provides a comprehensive framework for the execution of research and development (R&D) projects. This process is characterized by several essential stages, commencing with grantsmanship training, which is pivotal for the formulation of research ideas. It continues with the development of a project proposal and undergoes a thorough evaluation and approval process to uphold research integrity.

Following the approval phase, the focus shifts to grant management and the actual implementation of the research project. Ultimately, the lifecycle concludes with the production of output deliverables, which encompass dissemination through academic publications, patent registrations, and the application of findings in policy development. Additionally, the lifecycle includes efforts toward commercialization and the practical application of research outcomes to address community needs.

This structured approach to the R&D process not only fosters innovation but also ensures that each phase is executed with precision and purpose, leading to impactful and significant results.

RESEARCH LIFECYCLE

START A.
A group of individuals from various fields of specialization who are committed to learning how to develop collaborative research project proposals that are competitive for funding and possess a high likelihood of securing grants from external or internal funding sources.

START B.
Expert individuals or faculty members affiliated with the same program or school who have formulated a comprehensive project proposal may submit their proposal directly to the CRP without the requirement of attending grantsmanship training.

GRANTSMANSHIP TRAINING PROGRAM.
This program provides faculty members with the knowledge and skills necessary to design research projects that have a significant potential for securing funding from external agencies or are deemed highly valuable for in-house funding. However, expert individuals or faculty members affiliated with the same program or school who have formulated a comprehensive project proposal may submit their proposal directly to the CRP without the requirement of attending the Grantsmanship Training.

REVIEW & EVALUATION CYCLE.
All submitted research project proposals are subjected to a rigorous research integrity process, which includes assessments by an expert technical committee. This evaluation focuses on the project's content, ensuring compliance with ethical standards, the reliability of methodologies, the appropriateness of statistical methods, responsible conduct, transparency, honesty, and accuracy in data collection, analysis, and reporting.

PROJECT CYCLE.
The CRP oversees the release of funding, implementation, monitoring through progress reports, and completion or termination of projects, ensuring comprehensive oversight from inception to conclusion.

RESEARCH OUTPUT.
Faculty researchers who receive funding from completed projects are expected to fulfill one or more of the following deliverables, as applicable:
1. Disseminate research findings through publications and/or presentations.
2. Register research outputs (e.g., devices, software, drug discoveries, services, innovative methods, inventions) with the Intellectual Property Office of the Philippines (IPO-PHIL).
3. Implement research findings within the EAC-adopted community or as part of a community outreach initiative.
4. Integrate research outputs into institutional policy to enhance EAC services or commercialize findings for the benefit of the wider community.

DIGITAL REPOSITORY.
All deliverables from each phase of the research lifecycle—including proposals developed from grantsmanship training, evaluation results from the research committee, relevant documents from the project cycle, and all generated research outputs—are archived in the CRP digital databank.

IMPACT MEASURE.
The quality and quantity of research produced by EAC are assessed based on its impact and the extent to which it has influenced the global community. This evaluation enhances the research profile of EAC faculty members and learners, thereby reinforcing the institution's overall reputation.

CHAPTER VII
Research Financial Assistance, Incentives, and Grants

EAC PUBLICATION AWARD

GENERAL SCOPE OF THE POLICY

This Policy on Publication Award recognizes the importance of publishing original research or scholarly work as an excellent way to increase and establish the global visibility of Emilio Aguinaldo College (EAC) in the academic realm. This Publication Award is an incentive given to faculty members, deans, and department heads whose publications meet the quality standards and criteria set by Emilio Aguinaldo College- Manila.

OBJECTIVES

1. To recognize the scientific works of EAC faculty members for producing original and credible research or scholarly works.
2. To maintain accreditation requirements and attain university status.
3. To promote the importance of research dissemination as an integral part of research.

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 EAC 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-learner joint authorship, the learner 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 Center for Research & Publication shall determine and validate the credibility of the journal's or book's publisher.

8. If the published article or book is a co-authorship between EAC and other partner HEIs 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 Center for Research Publication are entitled to this award.
11. The top management approved the budget, subject to the availability of funds.

EAC PUBLICATION AWARD CATEGORIES

- **INTEGRITY PUBLICATION AWARD (CATEGORY 1)**

  This is the highest award given to a faculty member who was able to publish his/her research in journals listed on the Web of Science- Institute for Scientific Information (ISI) or SCI managed by Clarivate Analytics (previously known as Thomson Reuters).

  CASH AWARD: P 35,000.00

- **SCHOLASTIC PUBLICATION AWARD (CATEGORY 2)**

  This publication award is given to those who were able to publish an original full-length scholarly book in a reputable publication with a rigorous peer-review process.

  CASH AWARD: P 15,000.00

- **EXCELLENT PUBLICATION AWARD (CATEGORY 3)**

  This publication award is given to those who were able to publish a full-length original research article in reputable journals indexed by Scopus, ESCI, journals listed in the Directory of Open Access Journals (DOAJ), or journals with a rigorous peer-review process.

  CASH AWARD: P 10,000.00

- **NOTABLE PUBLICATION AWARD (CATEGORY 4)**

  This publication award is given to faculty members whose papers are published in EAC research journal/bulletin with an originality report similarity index between 0% to 20% or at least 80% original work.

  CASH AWARD: P 5,000.00

CHECKLIST OF REQUIREMENTS FOR APPLICATION

- **CATEGORY 1**
  - ☐ Full-length copy of the original research article, ISSN, or URL link of the publication
  - ☐ Completed RPA- CRP- 0424 form
  - ☐ Declaration of Responsible Co-authorship (if applicable)
- **CATEGORY 2**
  - ☐ Full-length copy of the original book publication, ISBN or URL link of the publication
  - ☐ Copy of detailed peer-reviewed evaluation and revisions made during publication
  - ☐ Completed RPA-CRP-0424 form
- **CATEGORY 3**
  - ☐ 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 RPA- CRP- 0424 form
  - ☐ Declaration of Responsible Co-authorship (if applicable)
- **CATEGORY 4**
  - ☐ Full-length copy of the original research article in an IMRAD format
  - ☐ Copy of Turnitin Similarity Score of the paper
  - ☐ Completed RPA-CRP-0424 form
  - ☐ Declaration of Responsible Co-authorship (if applicable)

RESEARCH PROJECT GRANT
GENERAL GUIDELINES

PURPOSE

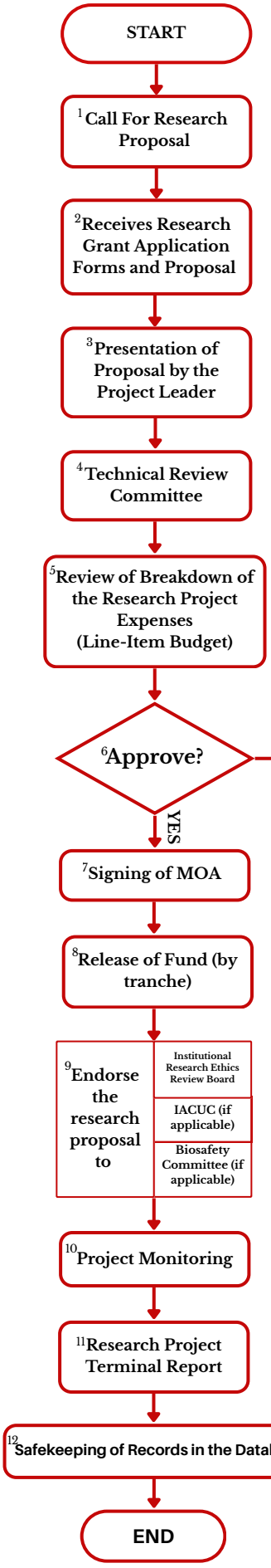
The primary purpose of this grant is to encourage faculty members and qualified academic support staff to dedicate more time to research initiatives. This program aims to inspire researchers to pursue advanced degrees, such as a master's or doctorate, in their respective fields and to engage in research activities that will facilitate their professional development.

GENERAL GUIDELINES

1. Only regular or permanent faculty members are eligible to apply as project leaders.
2. Full-time probationary or part-time faculty members may participate in a research project as co-investigators only.
3. All submitted research projects will undergo a thorough evaluation by the appropriate committees.
4. Project leaders are required to sign a memorandum of agreement (MOA) for all approved research projects.
5. Funding for approved research projects will be allocated in tranches.
6. A project leader may conduct one research project at a time and may serve as a co-investigator on an additional research project. However, a project leader may manage a maximum of two projects concurrently, provided there is a demonstrated track record of completing research projects in a timely manner.
7. Financial grant assistance will be discontinued in the event of any violations of the grant agreements, including late submission of required documentation that results in the unavailability of funds.
8. The operation of each project is subject to inspection at any time by the Center for Research and Publication.
9. Financial grants will be disbursed by the EAC to the project leader, contingent upon the availability of funds and in adherence to accounting and auditing regulations, as well as the established schedule and submission of expected deliverables.
10. The project leader must comply with the applicable rules and regulations governing disbursement and utilization, as mandated by the EAC, including but not limited to the guidelines on direct and indirect costs.

11. Ownership and utilization of IPs and Intellectual Property Rights (IPRs) resulting from the project shall be governed by the Philippine Technology Transfer Act of 2009. In case of conflict with other laws, rules or regulations, the said Act shall prevail.
12. All equipment purchased through grant funds is considered owned by the funding agency.
13. The project leader shall submit to EAC all technical and financial reports, pursuant to applicable rules and regulations of the Accounting Office.
14. Full acknowledgement shall be given to EAC in case the research results are published or patented.
15. Published papers that are derived from or based on research funded by a grant may lose eligibility for the publication award incentive. This is due to the assumption that the costs associated with publication are covered by the research funding. However, if the project leader can demonstrate that the publication fees were not part of the original budget proposal submitted for the research project, they may still be eligible to receive the publication award grant. This provision allows for support of scholarly dissemination even when publication costs were overlooked in the budgeting process, ensuring that valuable research can still reach a wider audience without financial hindrance.
16. In case where the research article eligible for a publication award is derived from a funded research project with an associated publication fee, the applicant may still be considered for the award. This consideration is contingent upon the article being published in reputable, high-ranking journals that possess a notably high index score.
17. All submitted project proposals must use the detailed research project proposal template. Please refer to Chapter XII for research-related forms.
18. For research projects funded by the Department of Science and Technology (DOST) or other government sources, it is essential that the application process for external funding and the subsequent receipt of such funding adhere to the guidelines established in DOST Administrative Order No. 015, commonly referred to as the 2021 Revised Rules and Regulations on the Implementation of Section 24 of Republic Act no. 20267, as mandated by Republic Act No. 3589.

APPLICATION, APPROVAL & TERMINATION PROCESS FOR IN-HOUSE RESEARCH PROJECT GRANT



PROCESS DESCRIPTION

1. Announces the Call for Research Proposal

2. Receives completed application forms and proposal recommended by the Dean/Head of the Department.

3. 3.1. The Research Director selects the appropriate technical review committee to evaluate the research project.
3.2 The project leader presents his/her project proposal to the Technical Review Committee and Research Director

4. The Technical Review Committee evaluates and endorses the proposal to the Research Director.

5. The Accounting Office reviews and endorses the appropriate research project expenses to the Research Director.

6. The Research Director approves the proposal and prepares the MOA.

7. The Project Leader, President, VP Academic, Budget Officer, Comptroller, and Research Director signs the MOA.

8. The Accounting Office releases the fund.

9. The Research Director endorses the proposal to the Research Ethics Committee, IACUC, or Biosafety (whichever is applicable).

10. The Project Leader submits progress report to the CRP.

11. The Project Leader submits Terminal Report to the CRP.

12. The CRP safe keeps or stores all data.

RESEARCH TRAINING FINANCIAL ASSISTANCE GENERAL GUIDELINES

At EAC, we are dedicated to fostering and advancing the research capabilities of our faculty members and non-teaching staff. Our goal is to empower individuals who aspire to acquire new knowledge and skills pertinent to current trends and developments in the field of research. To facilitate this, we offer financial assistance to support their professional growth.

The following guidelines outline the process for availing financial assistance for research training:

1. **Eligibility and Privilege**. Financial assistance for research training is a privilege extended to faculty members, learners, and non-teaching staff who meet certain criteria of merit and qualification. Recipients of this assistance are expected to uphold responsibilities that accompany this privilege, ensuring the appropriate use of funds.

2. **Criteria for Support**. This financial assistance is primarily aimed at regular or permanent faculty members. However, should a research training opportunity arise that is deemed critically important, urgent, or directly aligned with the institution's strategic goals, a partial subsidy of the training fee may be granted to part-time or full-time probationary faculty members.

3. **Documentation Requirements.** All requests for financial assistance for research training must be accompanied by comprehensive supporting documents. These documents should serve as evidence that the proposed conference, seminar, or workshop is legitimate and of high quality, organized by reputable institutions or organizations recognized in the field.

4. **Endorsement Procedure.** It is imperative that all research-related training requests receive endorsement from the CRP Research Director. This endorsement will confirm the legitimacy, relevance, and quality of the training, ensuring that it aligns with institutional goals and standards.

5. **HR Compliance**. All approved requests for financial assistance are subject to compliance with regulations set forth by the Human Resources Department. This includes conducting an echo-seminar and signing a contract of service agreement related to the seminars attended.

6. **Post-Activity Reporting**. In addition to complying with HR requirements, all attendees must submit a detailed post-activity learning report to the CRP after their participation in the training. This report should summarize the key insights gained, commitments made, and concrete actions to transfer or apply the learning within the academic community. Please refer to Chapter XII for the necessary research-related forms.

By adhering to these guidelines, we ensure that our commitment to upskilling and enhancing the research capacity within our institution is met with rigor and accountability.

RESEARCH TRAVEL GRANTS
GENERAL GUIDELINES

The Travel Grant Program is a financial assistance initiative established to support qualified individuals presenting their research work at national or international conferences outside of Manila or abroad. This program is designed to enhance the dissemination of research by providing financial support to eligible faculty members and non-teaching employees of EAC, thereby facilitating the sharing of their scientific contributions at both national and international conferences. Additionally, it aims to foster networking opportunities for future collaborations.

GENERAL GUIDELINES

1. Eligibility for the travel grant extends to primary authors who are regular faculty members and permanent employees who have been invited to present their scientific or creative works either abroad or outside of Manila.
2. Regular faculty members who are co-authors on a paper accepted at a national or international conference are also eligible to apply, provided that a Declaration of Responsible Co-Authorship is signed, completed and submitted to the Center for Research and Publications (CRP). Detailed information regarding necessary research-related forms is available in Chapter XII.
3. Applicants may avail of the travel grant once per calendar year. Previous recipients may submit a new application within the same year if their earlier travel grant has been properly liquidated, and if they are presenting a different study at a different conference.
4. Those who have secured external funding may still apply for the travel grant, contingent upon ensuring that there is no duplication of financial assistance items.
5. Applicants who are unable to attend the conference must fully reimburse the travel grant.
6. The EAC will not be liable for any expenses that exceed the approved travel grant amount incurred during the conference.
7. Visa fees and any associated processing expenses are the responsibility of the applicant when traveling to countries requiring a visa.
8. The institution will cover the cost of travel insurance.
9. The Daily Subsistence Allowance (DSA) will be calculated in accordance with Section 14 of E.O. 77 s. 2019. If meal provisions, accommodations, or incidental expenses are provided by conference organizers or host institutions, the DSA will be adjusted accordingly.

APPLICATION PROCESS

1. Applicants are required to notify the CRP at least two (2) months before the conference date(s) and submit the following documents:
   1.1. Three quotations for round-trip airfare tickets.
   1.2. Three quotations for hotel accommodations (if applicable).
   1.3. Three quotations for travel insurance fees (optional).
   1.4. A cover letter endorsed by the dean or department head.
   Specify in the cover letter why attending the conference is important and include tangible outcomes from participating in the event.
   1.5. A letter of invitation from the conference organizer confirming the presentation of the paper.
   1.6. Supporting documentation to validate the legitimacy and credibility of the conference.
2. The CRP will screen and validate the legitimacy and credibility of the conference and the supporting documents provided.
3. If the application is approved, the CRP Research Director will endorse the request to the Vice-President for Academic Affairs.
4. Grantees are responsible for submitting the required documents for liquidation one week after the conference.

CHAPTER VIII

Research Faculty Ranking Criteria and Promotion

PRODUCTIVE SCHOLARSHIP CRITERIA

A. Publications		**International**	**National**	**Institutional**	**POINTS**
Book	Sole Author	4	3	2	
	Principal Author	3	2	1	
	Co-Author/Contributor	2	1	0.5	
Instructional Materials/e-learning modules	Sole Author	3	2.5	2	
	Principal Author	2	1.5	1	
	Co-Author	1.5	1	0.5	
SCI/SCOPUS Scientific Journal Publications	Sole Author	6			
	Principal Author	5			
	Co-Author	4			
Non-SCI/Non-Scopus refereed reputable journals	Sole Author	3	2	1.5	
	Principal Author	2	1.5	1	
	Co-Author	1.5	1	0.5	
B. Patents (e.g. Inventions or Innovation)		**International**	**National**		**POINTS**
Sole Inventor or Lead Scientist		6	5		
Co-inventor, co-innovator or assistant Scientist		4	3		
C. Research Collaborations		**Internationally Funded Projects**	**Locally or Government Funded Projects**	**In-House Funded Projects**	**POINTS**
Principal Investigator/Project Leader		5	4	3	
Co-researcher		4	3	2	
D. Research Awards/Recognition		**Internationally renowned or prestigious scientific awarding body** (e.g. Nobel Peace Prize Award)	**Locally renowned scientific awarding body** (e.g. DOST National Scientist Award)		**POINTS**
Scientist Awards or Scientific Achievement Awards		10	5		
E. Other Research Involvements		**International**	**National**		**POINTS**
Scientific Resource Speaker, Scientific Journal Chief Editor		2	1		
Research Oral Presenter, Moderator, Trainer, Facilitator in Scientific Conferences, Consultant in a Research Project, Manuscript Peer-Reviewer		1	0.5		

CHAPTER IX
Research Integrity

GENERAL POLICIES & GUIDELINES FOR TECHNICAL RESEARCH REVIEWERS

The purpose of the document is to provide general administrative policy and guidelines on the primary role, responsibility, and expected deliverables of technical research reviewers. Moreover, this policy is to assist those involved in dealing with honoraria payments. This policy was developed to ensure a consistent approach and that all concerned understand the policy.

GENERAL POLICIES

1. The honorarium for technical research reviewers is a form of compensation given to a faculty member or research expert in recognition of gratuitous service for rendering the work specified below.

    1.1. Reviews research project proposal applications for in-house funding.
    1.2. Evaluate the quality of research article submissions to in-house research journals.
    1.3. Assess the relevance, and scientific merit and validate data of research output submissions for the Annual Institutional Research Colloquium.

2. The primary role of a technical research reviewer is to provide authors or learners with constructive comments on the overall quality of the paper to ensure it meets a certain set of standards and suggests improvements to the manuscript.

3. Technical review is part of the Research Advisor's scope of work. Therefore, Research Advisors shall not be granted honoraria for conducting technical reviews and evaluations for undergraduate and graduate learners enrolled under the same research advisory class.

4. Technical research reviewers' expertise, experience, or research track record must align with the substance or content of the manuscript being reviewed.

5. External reviewers may be invited to act as technical evaluators if there are no internal reviewers qualified to technically evaluate faculty & learners' research output.

6. Honorarium shall be provided to guest faculty members or invited research experts to be part of a committee and act as technical research reviewers for granting research incentives and awards, during research culminating activities, and to resolve any research-related issues/conflicts or academic disputes in the institution.

7. A Confidentiality and Conflict of Interest Agreement form shall be signed by an Internal and External Technical Research Reviewer to protect the integrity of the research work and retain confidential information (any copies and notes thereof) and not to disclose or utilize, directly or indirectly, any information belonging to the author and EAC. (Refer to attachment 1. Confidentiality and Conflict of Interest Agreement Template).

8. To promote the importance of unbiased feedback and objective evaluations, a single or double-blind review process is encouraged to allow the reviewers to critique research more objectively without any influence being exerted by the authors.

9. The overall responsibilities of a technical research reviewer are specified below.

9.1. Upon receipt of a manuscript for review, technical reviewers are required to critique each manuscript, supporting their evaluation with relevant citations to help the authors or learners construct rigorous research work.

9.2. Technical reviewers are required to provide an overall assessment of the research work, followed by a specific list of comments and recommendations for improvements.

9.3. A technical evaluation includes an analysis of the manuscript's strengths and weaknesses and suggestions on how to improve the quality of the manuscript. (Refer to attachment 2, QF-CRP-001).

9.4. While grammatical corrections are important, the review must stretch beyond the use of punctuation, spelling, and language use. Assessing the tables, figures, statistical data, raw data, and diagrams and providing further recommendations are encouraged if needed. However, technical reviewers are not expected to edit and proofread.

9.5. Technical research reviewers should avoid making derogatory and unprofessional comments.

9.6. If a reviewer does not find the manuscript to be publishable, not deserving of such an award or incentive, and if the paper failed to reach or meet the required set standard, they should still provide honest comments regarding why the paper is rejected, because a decision to "reject" the manuscript, with no feedback to the author (s), does not help or encourage the author to advance their skills.

9.7. Before the technical review, all research project proposal applications shall be scanned through the Turnitin plagiarism software with an acceptable similarity index score of at least 20%.

HONORARIUM POLICY

1. Honoraria shall not exceed 25% of the employee's annual basic salary under Republic Act No. 10352.
2. All honoraria shall be subject to an internal administrative processing fee and other tax deductions if applicable.
3. Technical research reviewers shall be compensated for one (1) reviewed research paper or manuscript and not per learner. Honoraria shall be based on the hourly teaching rate, faculty rank, or a monthly fixed salary.
4. External technical research reviewers shall be given honoraria based on the EAC honorarium rate.
5. Honoraria may be released annually and only if the reviewers submit completed evaluation forms and other related supporting documents.

GENERAL POLICIES & GUIDELINES FOR RESEARCH COORDINATOR

PURPOSE

A Research Coordinator is a person who acts as a lead person at the school/department for matters relating to research and other similar programs. The role of the research coordinator is critical to the success of any academic institution in maintaining the quality of education. Hence, it is encouraged that a research coordinator be appointed to meet the requirements for university status and maintain accreditation status.

The purpose of the document is to provide policies and guidelines on the expected deliverables of research coordinators and ensure that the top management, deans, and concerned department heads consistently implement the policy.

GENERAL POLICIES

1. The Research Coordinator is the primary contact at the school/ department for matters relating to research activities, programs, and projects and works closely with other research coordinators in EAC.

2. The Research Coordinator supervises, coordinates, and facilitates research activities, programs, and projects in response to the needs of the school or department.

3. A Research Coordinator is endorsed by the Dean/Department Head and appointed by the CRP-Research Director.

4. The appointment of the Research Coordinator shall be renewed annually unless sooner terminated for cause.

5. Honoraria shall be based on productivity and quality of deliverables, and must reach a satisfactory performance rating based on the research coordinator's peer evaluation results (Refer to attachment 1. Performance Evaluation).

6. Honoraria may be released only if the research coordinator presents and submits an accomplishments report to the CRP at the end of each semester. (Refer to the Research Coordinator Portfolio Template).

7. Honoraria shall be given at the end of each semester, provided the Research Coordinator has presented and submitted the Mid-Year and Year-End Research Accomplishments Reports to the CRP- Research Director.

8. Honoraria shall not exceed 25% of the employee's annual basic salary under Republic Act No. 10352

9. Honoraria for Research Coordinator shall be based on DOST MC No.001, otherwise known as " Guidelines on the Grant of Honoraria" which shall be computed as follows:

10. No honoraria shall be given to those Research Coordinator who failed to submit or present accomplishment reports and those with poor performance.

RESEARCH COORDINATOR'S DUTIES AND RESPONSIBILITIES

1. Responsible for oversight and management of all aspects of the school's research activities, programs, or projects.

2. Responsible for database management which may include but is not limited to:

3. Assist co-faculty members with ongoing research projects to ensure that projects are executed successfully and completed within time frames.

4. May act as liaison between the project team and significant parties.

5. May report directly under the general direction of the Research Director of the Center for Research and Publication.

6. Assist the Dean in facilitating all aspects of research activities in the school/department.

7. Presents and submits accomplishment reports to the CRP- Research Director at the end of each semester.

GENERAL POLICIES & GUIDELINES FOR RESEARCH ETHICS REVIEWERS

The document was developed to ensure that all policies and guidelines regarding research ethics reviews conducted in EAC are implemented consistently and, more importantly, to fortify the EAC-RER Standard Operating Procedure (SOP).

PURPOSE

The EAC Research Ethics Review (RER) Committee is an independent body constituted of medical and non-medical professionals, whose responsibility is to ensure the protection of the rights, safety, and well-being of human subjects involved in a trial and/ or research study, and to provide public assurance of that protection, and among other things like reviewing, approving or providing a favorable opinion on the trial and/or research protocol, the suitability of the investigator(s), facilities, and the methods and materials to be used in obtaining and documenting informed consent for human trial subjects.

While the EAC-RER Committee is directly under the Office of the President co-supervised by the Center for Research and Publication and remains under the authority of the EAC Research Director, it must maintain its independence and develop its competence related to decision-making as defined in the international and national guidelines. However, the RER Committee shall no longer be under the authority of the EAC Research Director until such time that the RER Committee obtains PHREB Level 3 accreditation and by that time should have an office and adequate staff to fully carry out the Standard Operating Procedures (SOP) of the EAC-RER.

GENERAL POLICIES

1. The EAC Research Ethics Review Committee (RER) is an independent body created by the Emilio Aguinaldo College under the Office of the President, co-supervised by the Center for Research and Publication (CRP) whose responsibility is to ensure the protection of the rights, safety, and well-being of human subjects involved in health-related research and to provide public assurance of that protection.
2. That all research involving human participants shall undergo review by the EAC-RER Committee.
3. The EAC-RER has the authority to approve, require modifications, or disapprove research protocols and related documents under applicable research ethics national and international standards, laws, and regulations.

4. The EAC-RER is guided in its decision-making by the ethical principles and procedures stipulated in the following international guidelines and documents:
    - Declaration of Helsinki (2008 and other latest editions/revisions)
    - Council for International Organizations of Medical Sciences (CIOMS) 2002, 2009 & 2026.
    - Operational Guidelines for Ethics Committees that Review Biomedical Research by the World Health Organization (WHO).
    - Standard and Operational Guidance for Ethics Review of Health-Related Research with Human Participants by the World Health Organization (WHO).
    - International Conference on the Harmonization of Good Clinical Practice (ICH-GCP).
5. The EAC-RER shall function under the national laws, regulations, and guidelines such as the:
    - National Ethical Guidelines for Health and Health-Related Research 2017 by the Philippine Health Research Ethics Board (PHREB).
    - Philippine Food and Drug Authority regulations and other relevant laws and regulations.
6. An honorarium for research ethics reviewers may be given to a member of the EAC Research Ethics Review Committee for satisfactory rendering of the work specified in the EAC Research Ethics Standard Operating Procedure (SOP).
7. All members of the EAC-RER should have initial training on basic training in research ethics principles, good clinical practice (GCP), ethics in social sciences, ethics in good laboratory practice, receive in-house mentoring in writing standard operating procedures for the research ethics committee and other continuing education related to research ethics.
8. It is the responsibility of the EAC Research Director to formally endorse the appointment of the RER committee members to the President, Vice-President of Academic Affairs and Vice-President of Administration.
9. The EAC-CRP may appoint and endorse an independent consultant or external research ethics reviewer in addition to those available within the EAC-RER. If the study involves procedure(s) that are not within the area of competence or expertise of the EAC-RER members, the Chair of the EAC-RER may invite the external member of EAC-RER to assist in the review of protocols that require such expertise.

10. To sustain the quality of ethics review in EAC, the RER committee shall have a Standard Operating Procedure (SOP) to ensure that the appropriate ethics review process is strictly implemented.
11. A Confidentiality and Conflict of Interest Agreement form shall be signed by an Internal and External Research Ethics Reviewer to protect the integrity of the research work and retain confidential information (any copies and notes thereof) and not to disclose or utilize, directly or indirectly, any information belonging to the author and EAC. (Refer to attachment 1. Confidentiality and Conflict of Interest Agreement Template).

ETHICS REVIEW FEE

To sustain the operation of the RER committee, the EAC may implement ethics review fees for internal and external clients depending on the PHREB level of accreditation.

HONORARIUM FEE

1. Honoraria shall not exceed 25% of the employee's annual basic salary under Republic Act No. 10352.
2. All honoraria shall be subject to an internal administrative processing fee and other tax deductions if applicable.
3. Internal and external research ethics reviewers shall be compensated for one (1) reviewed research paper or manuscript, not per learner or faculty researcher. Honoraria shall be based on the hourly teaching rate or as prescribed in the honorarium rate of DOST MC No. 001.

    3.1. For external ethics reviewers, honorarium shall be based on the DOST Memorandum Circular No. 001, series of 2009. However, to maintain quality service, the external ethics consultant may review a maximum of four (4) projects at a time.

    3.2. For the internal ethics reviewer, the honorarium shall be based on the current per-hour teaching rate or faculty rank.

4. Honoraria may be released annually and only if the reviewers submit complemented evaluation forms and other related supporting documents.

INSTITUTIONAL POLICY ON PLAGIARISM

GENERAL SCOPE OF THE POLICY

This policy aims to promote and practice scientific integrity at Emilio Aguinaldo College by producing original research works. More so, to protect faculty members from academic disputes when publishing scholarly works and uploading learning and teaching materials online.

OBJECTIVES

1. To motivate learners and faculty to produce original scientific research works.
2. To teach and encourage learners to cite and reference reading materials correctly.
3. To protect our learners and faculty from any academic disputes and plagiarism issues that may lead to penalties under copyright infringement laws.
4. To maintain accreditation requirements and attain university status.

GENERAL POLICIES

- A maximum plagiarism score of 10% is acceptable for a doctorate original dissertation.
- A maximum plagiarism score of 15% is acceptable for a master's thesis.
- A maximum plagiarism score of 20% is acceptable for applying to an in-house funded faculty research project, book, and research article publication award.
- A maximum plagiarism score of 20% is acceptable for an undergraduate thesis.
- A maximum plagiarism score of 40% is acceptable for uploading teaching materials online.

GUIDELINES

1. All scientific research works, including thesis and dissertation papers shall be scanned and checked for plagiarism through the EAC-licensed Turnitin or other credible plagiarism online software.
2. Learners shall sign a Plagiarism Confirmation Certificate to affirm that the paper has passed the acceptable plagiarism score. (Refer to Appendix A for the template).
3. A copy of the Turnitin originality index report shall be attached in the appendix of a thesis or dissertation. (See example in Appendix B).

4. Access to the EAC-licensed Turnitin software can be coordinated with the person in charge in your respective school offices or inquire directly to the Center for Research and Publication for assistance. (Please refer to Appendix C, Turnitin Account Request Form).
5. References and bibliographies are excluded from plagiarism checks because references are not part of the main content of an academic paper.
6. In cases of unavoidable plagiarism like names of books, government agencies, and organizations or when such are repeated many times in a paper, which can show a high score of plagiarism of 30%, a plagiarism statement or declaration shall be provided by the learners with the approval of the thesis advisor. (Refer to Appendix D for the template).
7. There is no clear-cut rule on what plagiarism score is acceptable when uploading teaching materials online. However, taking into consideration that teaching materials are not entirely products of pure and applied research, a similarity score of at least 40% may be acceptable if the work is referenced correctly.
8. If the e-learning/teaching materials have exceeded a Turnitin similarity score of 40%, they must be validated under the doctrine of "FAIR USE".
9. Academic dishonesty associated with plagiarism will result in an academic sanction and those that are most severe will be considered for disciplinary action.

DEFINITION OF TERMS

1. Plagiarism - the act of using another person's words or ideas without giving credit to that person. https://www.merriam webster.com/dictionary/plagiarism.
2. Copyright infringement – is a violation of the rights of a copyright holder, when the material use is restricted by copyright (Copyright and Fair Use, 2021).

LEGAL REFERENCES ASSOCIATED WITH PLAGIARISM

1. Copying original and intellectual creations is considered copyright infringement and is punishable under Republic Act No. 8293, otherwise known as the Intellectual Property Code of the Philippines (Nicolas and De Vega Law Office, 2021).
2. If plagiarism corresponds to a copyright infringement under the Intellectual Property Code, could be considered a cybercrime under Republic Act 10175 or the Cybercrime law (Romero, 2012).

GENERAL POLICIES & GUIDELINES FOR INVOLVING NON-TEACHING STAFF IN RESEARCH

GENERAL GUIDELINES

- Non-teaching staff working under academic departments/schools are allowed to be involved in the conduct of research.
- Non-teaching staff under the office of the Vice President for Administration or Vice President for Finance may also be permitted if he/she has a significant contribution to the research project's intellectual content.
- Non-teaching staff who are permitted to conduct research shall be compensated according to the hours of research work he/she rendered.
- Compensation shall be based on his/her basic salary hourly rate. However, a token of appreciation in kind or goods may be given instead of monetary compensation equivalent to the number of hours he/she rendered in research.

SPECIFIC GUIDELINES

A non-teaching staff may be permitted to participate in any scholarly or scientific research works provided that he/she satisfies the minimum requirements indicated below.

1. Regular staff of EAC.
2. His/her job position is matched with the research topic being conducted.
3. He/she has at least contributed to the idea of developing the research.
4. He/she has basic training, skills, or knowledge before the conduct of research.

Below are the minimum criteria for non-teaching staff who do not qualify as co-researchers and co-authors in the conduct of research.

- Typing assistance, proofreading, and retrieving data from designated files without any understanding of the content of the research being conducted.
- Running errands and delivering messages in and out of the office as usual clerical duties.

All non-teaching staff interested in conducting or participating in any scholarly or scientific research must fill out the Request Form for Permission to Involve Non-Teaching Staff in Research. Please refer to Chapter XII for the necessary research-related forms.

GENERAL GUIDELINES FOR LEARNER-FACULTY RESPONSIBLE CO-AUTHORSHIP

Faculty members play a crucial role in the academic development of learners, often serving as mentors, collaborators, advisors, or consultants. In instances where publications arise from collaborative efforts between faculty and learners, the question of authorship credit for faculty members can become complex. This complexity necessitates a clear set of rules and guidelines designed to ensure fairness and uphold moral obligations over mere legal requirements.

Given the inherent ambiguity surrounding learner-faculty authorship of published research, the Center for Research and Publication (CRP) has established a comprehensive guidelines to clarify the co-authorship landscape for both learners and faculty members.

GENERAL GUIDELINES

These guidelines are intended to foster a collaborative research environment that recognizes and respects the contributions of both learners and faculty, ensuring that the principles of fairness and ethical scholarship are upheld in all collaborative endeavors.

A learner is generally recognized as the primary author of their master's thesis and/or doctoral dissertation. They are strongly encouraged to publish any parts or the entirety of their approved thesis or dissertation, thereby contributing to the broader academic discourse. However, learners do retain the privilege to invite their research advisor or mentor to be included on the authorship list. This inclusion is contingent upon strict adherence to the following rules and ethical practices of EAC.

1. **Primary Authorship**. In any research work resulting from a collaboration between learners and faculty, the learner is unequivocally regarded as the primary author. This recognition is critical for asserting the learner's ownership of their scholarly contributions.
2. **Inclusion of Faculty**. A learner possesses the right to include their research advisor, mentor, or consultant as a co-author, provided that the learner sincerely believes that the faculty member has made significant contributions to the work. Such contributions may include, but are not limited to, providing extensive feedback, dedicating time and effort, and actively facilitating the path to publication.

3. **Permission for Co-Authorship**. A faculty member does not automatically qualify to be listed as a co-author on a learner's published work. It is imperative that the faculty member obtains explicit permission from the learner before their name can be added as a co-author. For administrative purposes and clarity, learners should refer to Chapter XII for the requisite research-related forms that facilitate this process.
4. **Declaration of Co-Authorship**. To preemptively address potential conflicts that may arise regarding authorship, both learners and faculty members must complete a Declaration for Responsible Co-Authorship form. This form serves as a formal agreement and protective measure, ensuring that both parties are aligned in their understanding of contributions and expectations surrounding co-authorship.
5. **Authors' Order.** The sequence of names in any publication should be the result of mutual agreement between the learner and faculty. The individual who makes the most substantial scientific contribution to the research will be listed as the first author. Subsequent authors will be organized in order of diminishing scientific contribution. In cases where contributions are deemed equal, authorship may be arranged alphabetically.
6. **Exclusion of Paid Faculty.** Faculty members who receive compensation for assisting in a learner's research are not eligible for authorship. Nevertheless, a learner retains the prerogative to include their advisor, mentor, or consultant if the learner believes that the faculty member's contributions deserve inclusion in the authorship list despite being paid for his/her service.
7. **Upholding Research Integrity**. It is essential for faculty members to refrain from influencing learners to include their names as co-authors on academic publications. This guideline is implemented to uphold the integrity of the research process. However, if a faculty member is invited by learners to participate in authorship as a gesture of appreciation for their exceptional support in the publication of the learners' manuscripts, such recognition will be acknowledged.

RESEARCH-FOCUSED FACULTY PROGRAM (RFP)
RESEARCH FACULTY LOADING SCHEMES

In alignment with the philosophy and core values of Emilio Aguinaldo College, the Yaman Lahi Foundation Inc. is committed to establishing itself as a virtue-centered research institution. As a virtue-centered research institution, EAC engages in research that is driven by core values and not solely fulfilling academic requirements. EAC utilizes research as a powerful instrument not only to advance scientific knowledge but also to promote and instill virtuous behaviors and values in the academic community. By intertwining virtue with scholarly investigation, EAC aims to foster a holistic educational experience that encourages individuals to grow both intellectually and morally.

To foster academic growth, enhance research output, and cultivate a robust research culture grounded in integrity, the policies and guidelines outlined herein are designed to effectively support faculty engagement in research projects, programs, and other research-related initiatives.

This document specifies the policies and guidelines tailored for EAC's full-time research faculty, along with additional provisions related to the research loading scheme. The options available include:

1. Full-time Research Faculty **(FR)**
2. Tenure-Track Faculty with Teaching and Research Obligations **(TR)**
3. Adjunct Scientist **(AdS)**
4. Scientist-in-Residence **(SiR)**

A. RESEARCH LOADING SCHEMES

1. Full-time Research Faculty (FR)

1.1. Unlike traditional faculty roles, a full-time research faculty member dedicates their entire professional efforts exclusively to research initiatives and projects, foregoing teaching responsibilities to concentrate on advancing knowledge in their area of expertise.

1.2. A full-time research faculty member is an academic member of the EAC who holds a regular, permanent, or tenured position. This individual is required to possess at least a master's degree in a field that is directly aligned with their research focus.

1.3. Compensation for this position may be structured on either a monthly or hourly basis. This determination will be based on the regular teaching loads, which typically consist of 24 units per semester, or may vary according to the specified regular teaching units mandated by the respective program or school.

1.4. A full-time probationary faculty member may also avail of the full-time research faculty loading scheme provided he/she has a good track record of research outputs and at least a master's degree aligned with their research focus.

2. Tenure-Track Faculty with Teaching and Research Obligations (TR)

2.1. Faculty members in this category are tasked with maintaining a balance between their teaching and research duties. They are anticipated to make significant contributions to their respective academic fields through both classroom instruction and research.

2.2. A tenure-track faculty member with teaching and research obligations is an academic member of the EAC, which holds a regular, permanent, or tenure employment status, with a research commitment typically ranging from 3 to 9 units, in addition to a minimum teaching load of 15 units. Below is the TR loading matrix.

TR Loading Matrix

Teaching Load	Research Load	Total TR units
15 units	9 units	24 units
18 units	6 units	24 units
21 units	3 units	24 units

3. Adjunct Scientist (AdS)

3.1. An adjunct scientist is a research scientist who works in EAC as part-time or a consultant, guest researcher, or research collaborator but whose primary career appointment is elsewhere.

3.2. An adjunct scientist is a highly regarded researcher who carries out scientific investigations while holding an official scientist position at a government or private institution. To qualify for this role, an individual must possess a minimum of 3 years of professional experience as a scientist or 5 years of teaching experience, along with a good research track record, which demonstrates their proficiency and contribution to the field.

3.3. An adjunct scientist is a distinguished researcher who has earned recognition or awards as a national scientist from highly esteemed organizations, such as the Department of Science and Technology (DOST), the National Academy of Science and Technology (NAST), or the Philippine Council for Health Research and Development (PCHRD). Additionally, they may receive accolades from reputable international institutions, exemplified by prestigious honors like the Nobel Prize or its equivalent.

3.4. Adjunct scientists are required to possess the following:

3.4.1. A minimum of a master's degree in a relevant scientific discipline.

3.4.2. Have served as either the lead proponent or a key member of a successful research project grant, showcasing their ability to secure funding and contribute to innovative projects.

3.4.3. Hold a patent, indicating their capacity to create and develop novel inventions or technologies.

3.4.4. Have a track record of publications in highly reputable, peer-reviewed journals. These publications should reflect their expertise and contribute to the advancement of knowledge in their field, illustrating their ability to innovate and develop new methodologies or technologies that can address complex scientific challenges.

3.5 An adjunct scientist may receive compensation for a full-time equivalent position in EAC based on output. Please refer to the specified output requirements outlined herein.

3.6. An adjunct scientist may be assigned a teaching load ranging from 3 to 6 units per semester, depending on the needs of the department and the availability of the adjunct. While they have the option to decline additional teaching responsibilities, those who choose to engage in instructional work contribute significantly to the academic experience by sharing their specialized expertise.

3.7. The teaching load assigned to an adjunct scientist is considered supplemental to their compensation, which is based on a full-time equivalent (FTE) salary scale. This means that any teaching responsibilities translate into extra compensation.

3.8. Adjunct scientists who accept teaching assignments are expected to meet specific deliverables and educational outcomes that are outlined in this program.

4.SCIENTIST-IN-RESIDENCE (SIR)

4.1. A scientist-in-residence at EAC is primarily dedicated to laboratory or field-based research, demonstrating a high level of autonomy in conducting experiments and investigations. This role typically involves a focus on a specialized area of expertise.

4.2. A scientist-in-residence is an individual who possesses the same qualifications as a scientist from the criteria of the Department of Science and Technology or other reputable international research organizing body, the National Academy of Science and Technology (NAST), or the Philippine Council for Health Research and Development (PCHRD). Additionally, they may receive accolades from reputable international institutions, exemplified by prestigious honors like the Nobel Prize or its equivalent.

4.3. This unique position allows established scientists or researchers to collaborate closely with faculty and learners within the institution. Scientists-in-Residence engage in hands-on research projects, mentor faculty, and contribute to the development of new programs, thereby bridging academic theory and practical application. These research loading schemes are instrumental in promoting a vibrant research culture at Emilio Aguinaldo College, enabling faculty members to pursue impactful scholarly work.

4.4. A scientist-in-residence is required to possess the following:

4.4.1. A minimum of a doctoral degree in a relevant scientific discipline.

4.4.2. Have served as lead proponent of a successful research project grant, showcasing their ability to secure funding and contribute to innovative projects.

4.4.3. Hold a patent, indicating their capacity to create and develop novel inventions or technologies.

4.4.4. Have a track record of publications in highly reputable, peer-reviewed journals (e.g., SCI, SCOPUS, or DOAJ). These publications should reflect their expertise and contribute to the advancement of knowledge in their field, illustrating their ability to innovate and develop new methodologies or technologies that can address complex scientific challenges.

4.5. A scientist-in-residence may receive compensation equivalent to the DOST salary scale for a scientist.

4.6. A scientist-in-residence does not include mandatory teaching responsibilities. However, individuals in this position could engage in teaching or training activities, which can result in additional compensation.

B. DUTIES AND RESPONSIBILITIES

- **Full-time Research Faculty (FR)**

1.1. A full-time research faculty member reports directly to the office of the Director for Research at the Center for Research and Publication.

1.2. A full-time research faculty member is not obliged to report in person at the Center for Research and Publication, as their remuneration is linked directly to their research output and performance. However, they are expected to be available for in-person attendance when called upon by management for crucial meetings, progress reviews, or specific reporting requirements, thereby ensuring that they remain integrated within the institutional framework even when primarily engaged in research activities.

1.3. Develop research projects for the in-house and/or external research grant.

1.4. Independently execute a research project that includes the collection of samples, conducting surveys, or making environmental observations.

1.5. Plan and conduct experiments, which may be entirely laboratory-based or involve field work.

1.6. They may be assigned to conduct and facilitate in-house research training as part of their duties and responsibilities.

1.7. They can play a pivotal role in academic settings by serving as a research advisor, where they provide expert guidance and support to graduate learners in their research projects. Additionally, they may participate as a panel member in thesis defenses, contributing their specialized knowledge to evaluate the quality and rigor of the learners' work. They can take on the responsibilities of chairman during thesis defense sessions, where they lead the discussion, facilitate questions, and ensure that the defense proceeds in a fair and organized manner.

1.8. They can collaborate extensively with other schools/departments in the institution or other academic institutions and research organizations, leveraging their expertise to contribute to innovative and transformative projects within their respective scientific fields. Their work not only advances knowledge but also fosters partnerships that enhance the research capabilities of the institutions involved.

2. TENURE-TRACK FACULTY WITH TEACHING AND RESEARCH OBLIGATIONS (TR)

2.1. A tenure-track research faculty member reports directly to his/her immediate dean. However, they are expected to be available for in-person attendance when called upon by the Director of the Center for Research and Publication, ensuring that they remain integrated within the institutional framework even when primarily engaged in teaching.

2.2. Be an active member or investigator in an in-house or external research project or independently implement an in-house research project.

2.3. Actively participate in research seminars, training, and workshops.

3. ADJUNCT SCIENTIST (ADS)

3.1. Adjunct scientists collaborate extensively with other academic institutions and research organizations, leveraging their expertise to contribute to innovative and transformative projects within their respective scientific fields. Their work not only advances knowledge but also fosters partnerships that enhance the research capabilities of the institutions involved.

3.2 The adjunct scientist reports directly to the office of the Director for Research at the Center for Research and Publication.

3.3 For adjunct scientists who engage in teaching duties, they may also report to the respective dean of the school/department, but only in relation to teaching-related responsibilities.

3.4. Adjunct scientists without assigned teaching responsibilities are not obliged to report in person, as their remuneration is linked directly to their research output and performance. However, they are expected to be available for in-person attendance when called upon by management for crucial meetings, progress reviews, or specific reporting requirements, thereby ensuring that they remain integrated within the institutional framework even when primarily engaged in research activities.

3.5. They may be assigned to conduct and facilitate in-house research training as part of their duties and responsibilities.

3.6. An adjunct scientist can play a pivotal role in academic settings by serving as a research advisor, where they provide expert guidance and support to graduate learners in their research projects. Additionally, they may participate as a panel member in thesis defenses, contributing their specialized knowledge to evaluate the quality and rigor of the learners' work. They can take on the responsibilities of chairman during thesis defense sessions, where they lead the discussion, facilitate questions, and ensure that the defense proceeds in a fair and organized manner.

3.7. Develop research projects aimed at securing external grants.

3.8. Facilitate regular research training sessions for EAC faculty and staff.

3.9. Provide mentorship and coaching to aspiring faculty researchers.

3.10. Independently manage and operate their research laboratory facility.

4.SCIENTIST-iN-RESIDENCE (SiR)

4.1. Plan and conduct experiments, which may be entirely laboratory-based or involve field work.

4.2. Execute field work that includes the collection of samples, conducting surveys, or making environmental observations.

4.3. Develop research projects aimed at securing external grants.

4.4. Facilitate regular research training sessions for EAC faculty and staff.

4.5. Provide mentorship and coaching to aspiring faculty researchers.

4.6. Scientists-in-residence without assigned teaching responsibilities are not obliged to report in person, as their remuneration is linked directly to their research output and performance.

However, they are expected to be available for in-person attendance when called upon by management for crucial meetings, progress reviews, or specific reporting requirements, thereby ensuring that they remain integrated within the institutional framework even when primarily engaged in research activities.

4.7. Independently manage and operate their research laboratory facility.

4.8. Reports directly to the office of the Director for Research at the Center for Research and Publication.

C. REQUIRED RESEARCH OUTPUT

1. Full-time Research Faculty (FR)

A full-time research faculty is required to deliver or achieve at least one of the following:

1.1. Develop and execute one (1) research project eligible for in-house research funding within a 1 to 2-year duration.

1.2. Publish one (1) full-length original research article as primary author for publication in a reputable peer-reviewed journal (e.g., SCOPUS, SCI, or DOAJ) at least once every two years.

1.3. Publish a minimum of one (1) full-length original research article in the EAC Research Bulletin as primary author.

1.4. Actively participate in a research conference as a paper presenter once each year as the primary author.

1.5. The individual should establish at least one research linkage within the two-year timeframe.

1.6. Develop research modules for pure experimental or descriptive research studies for learners.

1.7. Propose institutional policies originating from research output.

2. TENURE-TRACK FACULTY WITH TEACHING AND RESEARCH OBLIGATIONS (TR)

A tenure-track faculty member is required to deliver or achieve the output/deliverables based on the following matrix below:

Teaching Load	Research Load	Expected Output or Deliverables
15 units	9 units	1. At least co-author of one (1) published full-length original research article as primary author for publication in a reputable peer-reviewed journal (e.g. SCOPUS, SCI, or DOAJ) at least once every two years. 2. A project leader of an in-house research project or research project funded by highly reputable research funding agencies (e.g. DOST, CHED or USAID).
18 units	6 units	1. Publish at least one (1) full-length original research article in the EAC Research Bulletin as primary or co-author. 2. Actively participate in a research conference as a paper.
21 units	3 units	1. A co-investigator of an in-house research project or external research project. 2. Actively participate in a research conference as a paper.

3. Adjunct Scientist (AdS)

The role of an adjunct scientist encompasses the responsibility to meet specific expectations that contribute to the advancement of research and development. An adjunct scientist is required to achieve at least one of the following deliverables:

3.1. **Research Project Development**. The individual should develop and execute a research project that qualifies for in-house funding with a two-year time frame.

3.2. **External Grant Acquisition**. The adjunct scientist is expected to secure external research grant funding within the specified two-year duration.

3.3. **Publications**. The adjunct scientist should publish a minimum of one full-length original research article as the primary author in a reputable peer-reviewed journal (e.g., indexed in SCOPUS, SCI, or DOAJ) at least once every two years. Additionally, the publication of at least one original article in the EAC Research Bulletin is required.

3.4. **Patent Registration**. There is an expectation for the adjunct scientist to achieve at least one patent registration within the two-year period.

3.5. **Establishment of Research Linkages**. The individual should establish at least one research linkage within the two-year timeframe.

3.6. Research Publication Mentorship. Provide guidance and support to at least 1-2 faculty members by mentoring them throughout the research and writing process, helping to develop their skills and knowledge in publishing. Collaborate closely with them to co-author a scholarly article or paper, ensuring that they gain valuable experience in the publication process and successfully contribute to the publication.

4. SCIENTIST- N-RESIDENCE (S R)

A scientist-in-residence is required to achieve at least one of the following deliverables:

4.1. Research Project Development. The individual should develop and execute a research project that qualifies for in-house funding with a two-year time frame.

4.2. External Grant Acquisition. The adjunct scientist is expected to secure external research grant funding within the specified two-year duration.

4.3. Publications. The adjunct scientist should publish a minimum of one full-length original research article as the primary author in a reputable peer-reviewed journal (e.g., indexed in SCOPUS, SCI, or DOAJ) at least once every two years. Additionally, the publication of at least one original article in the EAC Research Bulletin is required.

4.4. Patent Registration. There is an expectation for the adjunct scientist to achieve at least one patent registration within the two-year period.

4.5. Establishment of Research Linkages. The individual should establish at least one research linkage within the two-year timeframe.

4.6. Research Publication Mentorship. Provide guidance and support to at least 1-2 faculty members by mentoring them throughout the research and writing process, helping to develop their skills and knowledge in publishing. Collaborate closely with them to co-author a scholarly article or paper, ensuring that they gain valuable experience in the publication process and successfully contribute to the publication.

4.7. Research Grant Mentorship. Provide comprehensive guidance and support to a minimum of 1-2 faculty members by mentoring them throughout the development of research project proposals. This mentorship will focus on enhancing their skills and knowledge in proposal writing, with the goal of positioning them as co-investigators in externally funded research projects.

D. PERFORMANCE EVALUATION

1. All faculty members engaged in this research loading scheme will undergo a thorough evaluation based on their research outputs.

2. Faculty members who fail to produce any deliverable research output within a two-year timeframe may be subject to non-renewal of their appointment. Nonetheless, each case will be reviewed individually, allowing for potential extensions or special considerations based on specific circumstances or challenges faced during the evaluation period. This approach aims to ensure accountability while also recognizing the diverse situations that faculty members may encounter in their research endeavors.

CHAPTER X
Research Services

PROCESS FOR APPROVING RESEARCH ETHICAL CLEARANCE

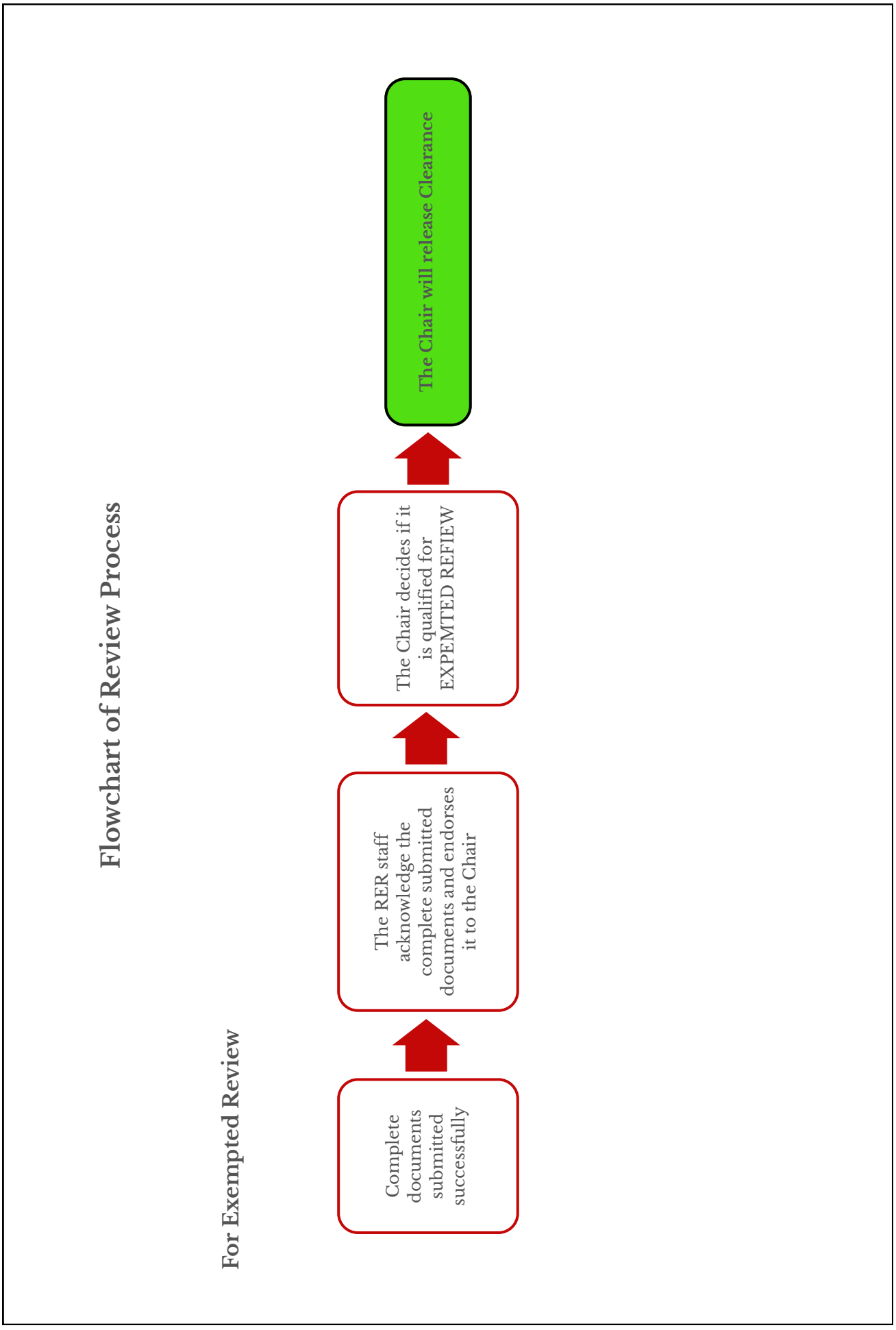
OUTLINE FOR GENERAL SCREENING PROCESS

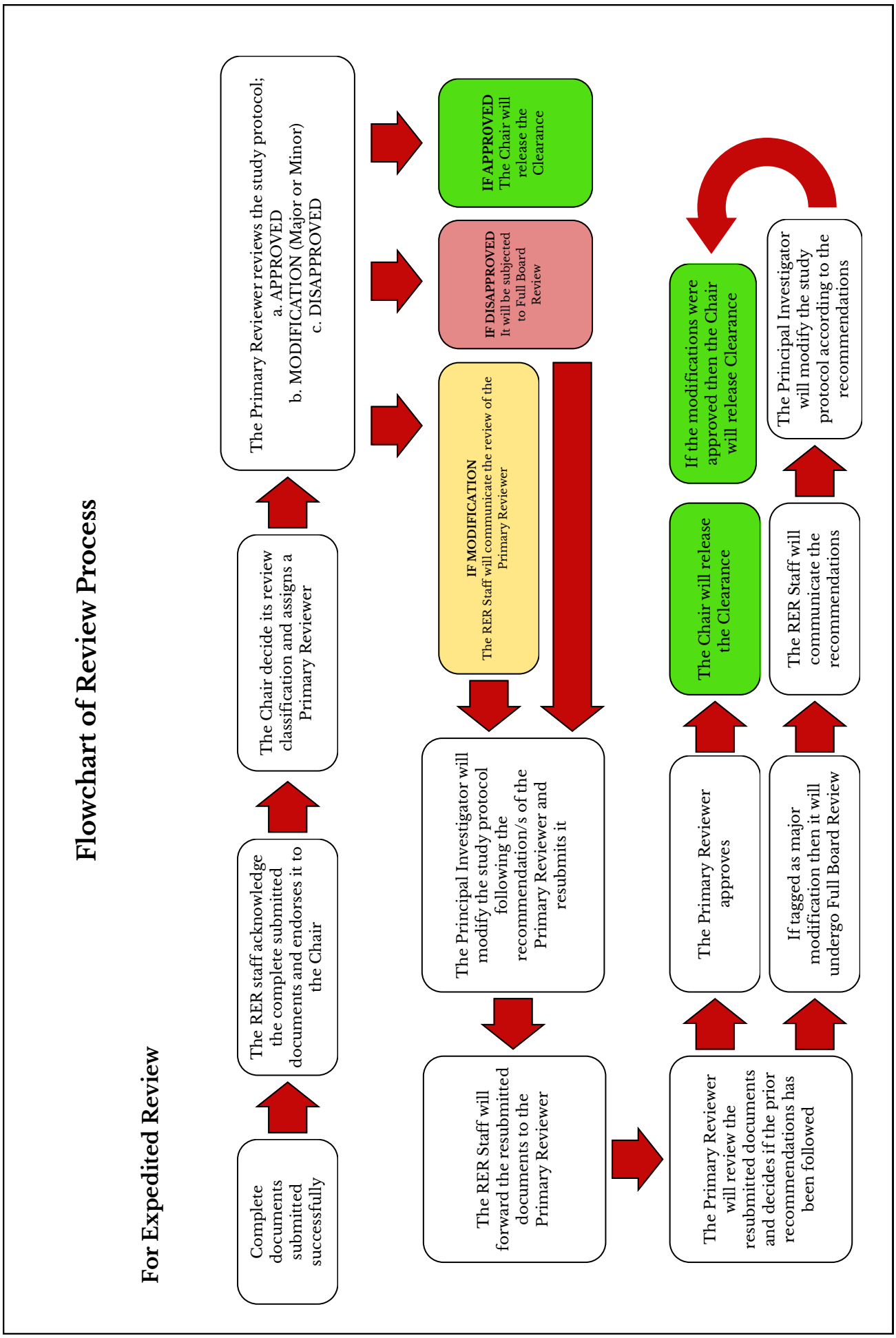
STEPS	PROCESS	RESPONSIBILITY	TIMELINE
1	Screen the general document requirements submitted by the PI	CRP Staff	1-2 working days
2	Notify PI for screening issues or acknowledgement of submission.	CRP Staff	1-2 working days
3	Forward the completed general application document to the RER staff	CRP Staff	1-2 working days

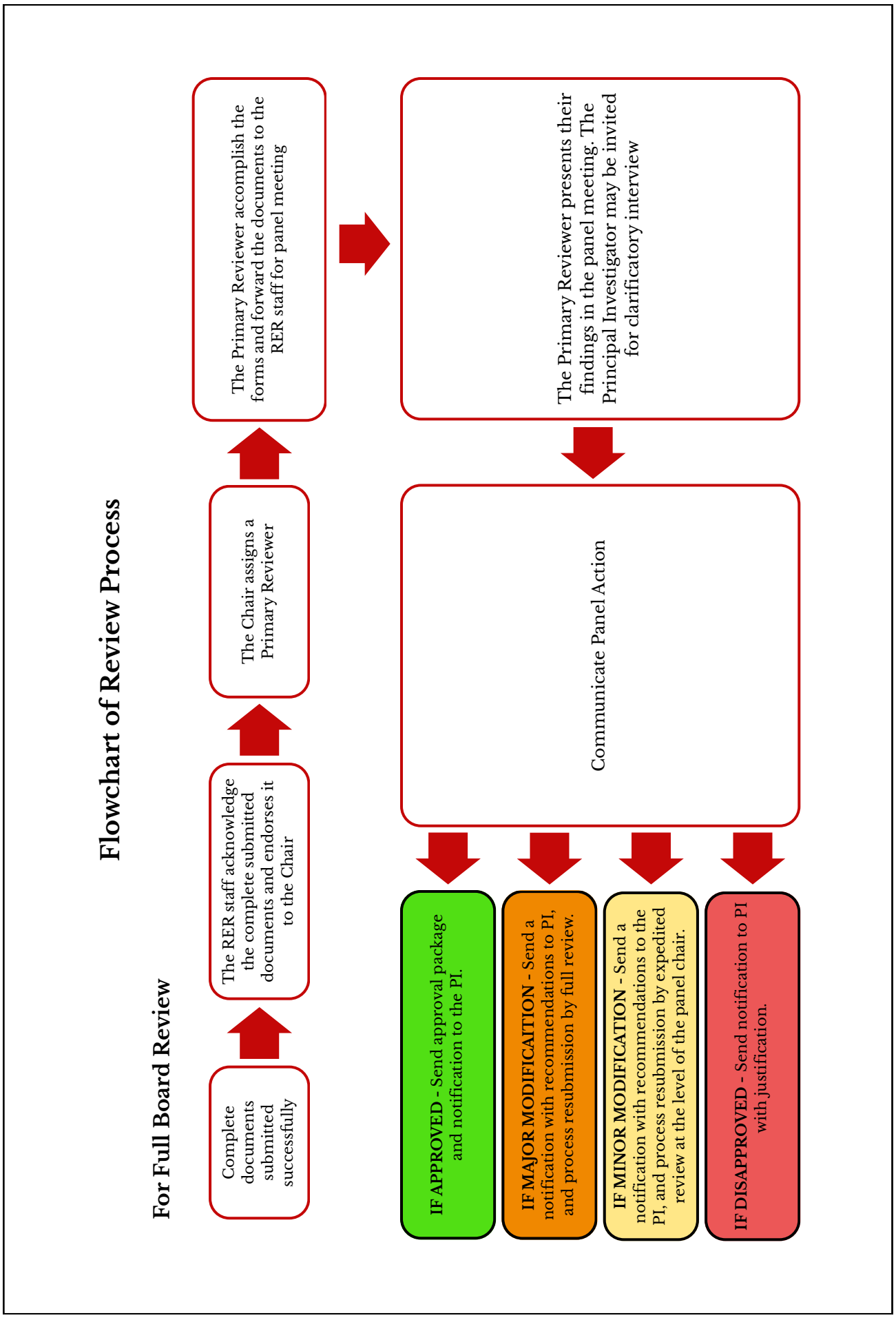
OUTLINE FOR STUDY PROTOCOL REVIEW PROCESS

STEPS	PROCESS	RESPONSIBILITY	TIMELINE
1	Receive general documents submitted by the CRP Staff	RER Staff	1-2 working days
2	Forward all related study protocol review application forms to the PI	RER Staff	1-2 working days
3	Screen all the completed study protocol review forms submitted by the PI	RER Chair/Officers	1-2 working days
4	Classify the study protocol submission	RER Chair/Officers	1-2 working days
5	Designate or assign ethics reviewers	RER Chair/Officers	1-2 working days
6	Review all completed protocol review forms	Primary Reviewers	1-2 working days
7	Accomplish Study Protocol Assessment Form & Informed Consent Assessment Form	Primary Reviewers	1-2 working days
8	**IF EXEMPTED** - Assess the completeness, accuracy, and adequacy of review forms.	RER Chair	1-2 working days
	IF EXPEDITED - Assess the completeness, accuracy of review forms	Primary Reviewers	
	IF FULL BOARD Review - Assess the completeness, accuracy, and adequacy of review documents and finalize agenda	Protocol Review Management	

9	**IF EXEMPTED** - Send research ethical clearance to PI and copy to the CRP. However, if the study protocol is **reclassified**, it will be processed according to the new review classification. **IF EXPEDITED** - Send research ethical clearance to PI and copy to the CRP. However, if **major modification**, send a notification with recommendations to the PI then process resubmission by expedited review, and if **minor modification**, send a notification with recommendations to PI, and process resubmission at the level of the RER Chair. Moreover, if the expedited review is **disapproved**, send it to full board review and process accordingly. **IF FULL BOARD REVIEW** - Assess the completeness, accuracy, and adequacy of review documents and finalize agenda.	RER Staff	1 working day
10	**FOR FULL BOARD REVIEW ONLY** Include the protocol in the agenda of the next full board meeting	RER Staff	2 working days
10.1	Present review findings during full board review	Primary Reviewers	1 working day
10.2	Deliberate full board action on the protocol	Panel Members	1 working day
10.3	Communicate Panel Action **IF APPROVED** - Send approval package and notification of decision to PI. **If major modification** - Send a notification with recommendations to PI, and process resubmission by full board review. **If minor modification** - Send a notification with recommendations to the PI, and process resubmission by expedited review at the level of the panel chair. **If disapproved** - Send notification of decision to PI with justification.	RER Staff	2 working days


Flowchart of Review Process
For Exempted Review
Complete documents submitted successfully
The RER staff acknowledge the complete submitted documents and endorses it to the Chair
The Chair decides if it is qualified for EXPEMTED REFIEW
The Chair will release Clearance


Flowchart of Review Process
For Expedited Review
Complete documents submitted successfully
The RER staff acknowledge the complete submitted documents and endorses it to the Chair
The Chair decide its review classification and assigns a Primary Reviewer
The Primary Reviewer reviews the study protocol;
a. APPROVED
b. MODIFICATION (Major or Minor)
c. DISAPPROVED
IF APPROVED
The Chair will release the Clearance
IF DISAPPROVED
It will be subjected to Full Board Review
IF MODIFICATION
The RER Staff will communicate the review of the Primary Reviewer
The Principal Investigator will modify the study protocol following the recommendation/s of the Primary Reviewer and resubmits it
The RER Staff will forward the resubmitted documents to the Primary Reviewer
The Primary Reviewer will review the resubmitted documents and decides if the prior recommendations has been followed
The Primary Reviewer approves
If tagged as major modification then it will undergo Full Board Review
The Chair will release the Clearance
The RER Staff will communicate the recommendations
If the modifications were approved then the Chair will release Clearance
The Principal Investigator will modify the study protocol according to the recommendations


Flowchart of Review Process
For Full Board Review
Complete documents submitted successfully
The RER staff acknowledge the complete submitted documents and endorses it to the Chair
The Chair assigns a Primary Reviewer
The Primary Reviewer accomplish the forms and forward the documents to the RER staff for panel meeting
The Primary Reviewer presents their findings in the panel meeting. The Principal Investigator may be invited for clarificatory interview
Communicate Panel Action
IF APPROVED - Send approval package and notification to the PI.
IF MAJOR MODIFICAITION - Send a notification with recommendations to PI, and process resubmission by full review.
IF MINOR MODIFICATION - Send a notification with recommendations to the PI, and process resubmission by expedited review at the level of the panel chair.
IF DISAPPROVED - Send notification to PI with justification.

GUIDELINES FOR ACCESSING PLAGIARISM DETECTION SOFTWARE

In order to maintain academic integrity, faculty members—particularly those responsible for overseeing research subjects are granted access to the EAC-licensed Turnitin Software. This access is contingent upon strict adherence to the established rules of the Center for Research and Publication (CRP). Faculty members should be aware that failure to comply with these guidelines may lead to the revocation of their access privileges.

CONDITIONS FOR USE:

1. Faculty members must be either regular or probationary employees of EAC to be eligible for access to Turnitin.

2. Access is specifically available to faculty members who are directly involved in teaching research subjects or who have been assigned the role of research advisor for their learners.

3. Faculty members must possess a fundamental understanding of how to effectively navigate and utilize the Turnitin software. For those who may not be familiar, EAC offers a crash course in the form of hands-on training sessions through the CRP, ensuring that all users are adequately equipped to use the software effectively.

GENERAL POLICY:

1. Faculty must manually enroll their learners in the Turnitin Instructors' portal. This process requires that faculty do not distribute the enrollment key to the entire class to safeguard the integrity of the academic submissions.

2. Only learners with EAC email addresses (those bearing the official EAC domain) are permitted to be added into the system. Any submissions or enrollments made using email addresses from external domains will be promptly removed by the system administrator to uphold institutional security.

3. Faculty are authorized to process only class-related assignments and outputs submitted by EAC learners for similarity checks. This ensures that all documents analyzed are relevant to the institution and its academic programs.

4. Under no circumstances should faculty members or employees use the Turnitin software for research or projects unrelated to EAC or for personal academic pursuits without prior approval from the institution.

5. Any faculty member or employee found in violation of the above policies and guidelines will face appropriate disciplinary actions. This may include but is not limited to, warnings, suspension of access to Turnitin, or other measures deemed necessary by institutional authorities.

6. By adhering to these guidelines, faculty members contribute to the safeguarding of academic standards and the integrity of the educational environment at EAC.

STATISTICAL CONSULTATION PROCESS AND GUIDELINES

OVERVIEW

This document outlines the formal process and guidelines for statistical consultation services to learners, faculty and researchers. The statistical consultation will include guidance in data analysis, statistical methodology, and the preparation of statistical outputs for academic, research, and institutional projects. The process ensures clarity, efficiency, and accountability at each phase of engagement.

It is encouraged for all to read the guidelines in full before the initial consultation to help facilitate a productive and timely collaboration.

STEP 1: SUBMISSION OF REQUEST FORM

Client completes and submits the Statistical Consultation Request Form with the following items be completed correctly:

- Contact Information
- Research Information
  - Study title
  - Type of study
  - Research objectives
- Consultation Needs
  - Type of statistical support needed

STEP 2: INITIAL CONSULTATION

Meetings for initial consultation are arranged via appointment scheduling, preferably 2-3 days in advance to allow adequate preparation on both sides. The client will be notified via email of the scheduled consultation appointment.

An initial meeting will be scheduled to discuss the following:

- Clarification of the study's objectives, research questions, hypotheses, and statistical requirements
- Identification of variables, study design, and target outcomes
- Determination of expected outputs (e.g. analysis only, analysis with brief interpretation)

Timelines will be discussed and agreed upon.

- The standard processing time is 7-15 days, depending on workload and study complexity.
- Timely submission of complete and correctly formatted requirements is essential to meet the target timeline.
- Late or incomplete submission may delay report delivery. If the client fails to respond or revise data within five (5) working days of feedback, the agreed deadline will be adjusted accordingly.
- All are encouraged to make their request and submit the required materials well ahead of institutional or publication deadlines.

STEP 3: SUBMISSION OF DATA

A clean data set in Excel (.xlsx) / CSV (.csv) / or online Excel sheet must be submitted to determine the correct statistical approach and ensure the dataset is suitable for analysis
If a statistical method has already been predetermined, it will be reviewed for suitability
If the statistical method is not yet determined, appropriate methods and guidance on the statistical treatment will be provided based on the research framework.
Important: The dataset must be encoded and organized. Datasets that are unstructured (e.g. merged cells, unclear codes, missing labels) will be returned for revision.

STEP 4: DATA PROCESSING AND ANALYSIS

Upon acceptance of the dataset, statistical analysis will be conducted based on the agreed scope. This may include descriptive statistics, and inferential tests.

- Clients may be asked to clarify data-related issues if needed.

STEP 5: FINAL CONSULTATION

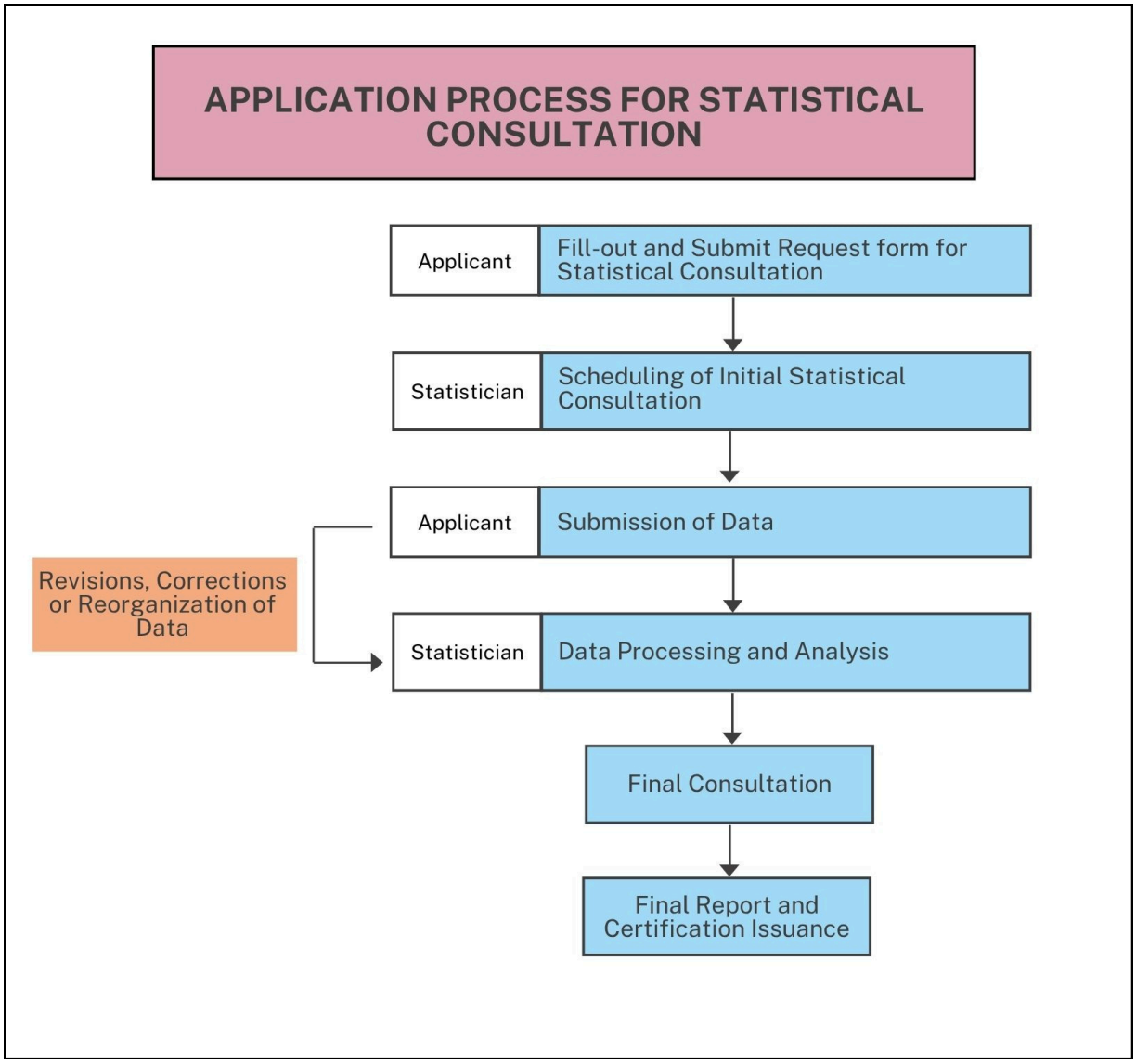
Once analysis is complete, a meeting will be held to discuss and explain the results. During this discussion:

- Findings will be explained in detail using tables, graphs and a brief interpretation of the results
- Any questions or clarifications will be addressed

STEP 6: FINAL REPORT AND CERTIFICATION ISSUANCE

After the final consultation session, the following will be formally provided:

- Statistical report, including:
  - Summary of the methods used
  - Final results and visualizations
  - Brief Interpretation of findings
- Certificate of Statistical Analysis, that confirms that the statistical treatment was conducted properly.



GUIDELINES FOR AVAILING PATENT REGISTRATION TO THE INTELLECTUAL PROPERTY OFFICE OF THE PHILIPPINES (IPOPHIL)

OVERVIEW

This document outlines the guidelines to help an applicant register his or her intellectual property with the Intellectual Property Office of the Philippines (IPOPhil) through the help of Center for Research and Publication (CRP). The applicant will be guided through the entire process until the successful registration of their intellectual property. This includes the preparation of requirements, formal application submission, monitoring the status of the application, and responding to office actions. To support this process, the CRP Office will be granted access to relevant information about the intellectual property to better assist the applicant during the application process.

STEP-BY-STEP PROCESS FOR APPLICATION

PHASE I: SCREENING

1. The applicant must email the CRP Office at research.center@eac.edu.ph with the subject line: IP Application. A brief description of the intellectual property (IP) to be registered must be included in the email.
2. The CRP staff will acknowledge receipt of the application and conduct a preliminary examination to determine the type of intellectual property.
3. Once the IP type has been identified, the CRP staff will send the Intellectual Property Disclosure Form for the applicant to complete.

PHASE II: VALIDATION OF CLAIM

4. The applicant will submit the completed Intellectual Property Disclosure Form, both in soft copy and printed copy, along with supporting documents such as charts, graphs, presentations, manuscripts, source code, or any other materials relevant to the IP claim.
5. The CRP staff will conduct an interview to verify the novelty of the applicant's IP. The staff may request meetings with the applicant to further discuss the IP.
6. After validation, the CRP staff will determine whether the applicant's IP claim is legitimate. If validated, the applicant will be endorsed for formal application to the Intellectual Property Office of the Philippines (IPOPHL).
7. The applicant may submit a letter requesting financial assistance for the application fee to be financed by the CRP or by the concerned school or department.

PHASE III: FORMAL APPLICATION TO IPOPHL

8. The applicant will be responsible for filing the IP application, with guidance from the CRP Office.
9. The applicant may choose to file the application either online or in person.
10. All documentary requirements must be completed by the applicant with assistance from the CRP staff. Therefore, face-to-face consultation is required to ensure accurate completion of the necessary forms.
11. Once all documentary requirements are completed, the applicant may submit the official application to IPOPHL, provided that a CRP staff member is present or has been informed of the submission.

PHASE IV: INITIAL IPO DECISION

12. IPOPHL will evaluate the applicant's submission and decide whether to approve the application, request additional documents or information, or reject the application.

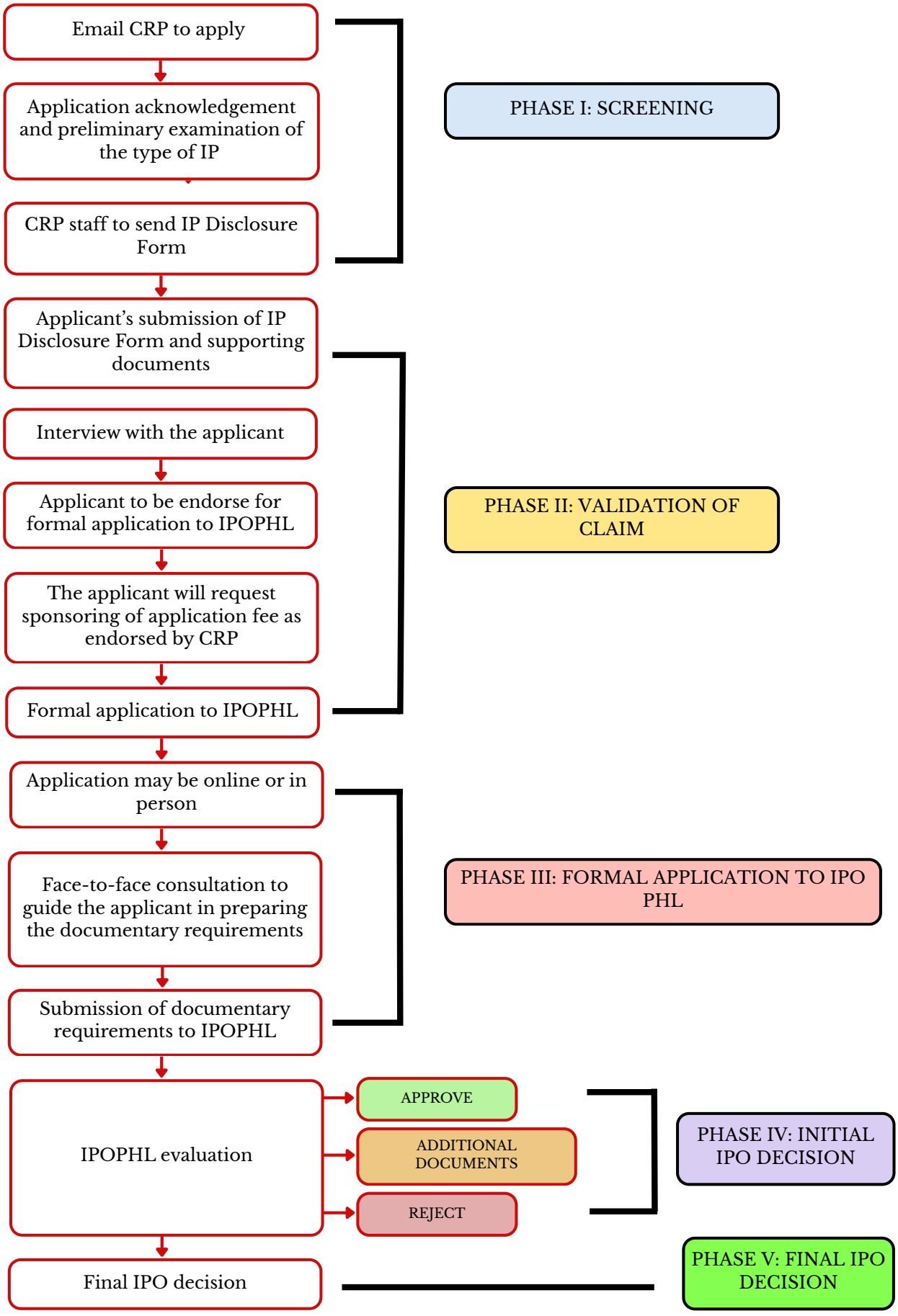
    12.1. If approved, the IP will be officially registered.

    12.2. If additional documents or information are requested, the applicant must provide the necessary materials with guidance from the CRP staff.

PHASE V: FINAL IPO DECISION

13. Wait for the final decision of IPO regarding the IPO application of the applicant.

WORK FLOW FOR IPOPHIL APPLICATION



AUTHOR GUIDELINES FOR MANUSCRIPT SUBMISSION TO THE EAC RESEARCH BULLETIN

The EAC Research Bulletin is a reputable peer-reviewed research journal published by Emilio Aguinaldo College, bearing the ISSN 0119-1438. This journal is dedicated to disseminating original, full-length research articles. The EAC Research Bulletin publishes papers in the fields of medicine, allied health, natural sciences, business and economics, education and social sciences, mathematics, as well as information science and engineering. The journal is published annually by the Yaman Lahi Foundation, Inc., in collaboration with the EAC - Center for Research and Publication.

BENEFITS FOR EAC AUTHORS

1. Authors affiliated with Emilio Aguinaldo College whose manuscripts are accepted for publication in the EAC Research Bulletin are exempt from publication charges.
2. EAC faculty authors who are recognized for the notable publication award (please refer to EAC publication award criteria) will receive financial incentives and will also have their publication charges waived. However, authors not affiliated with Emilio Aguinaldo College are welcome to submit original research articles, subject to applicable publication fees.

1. GENERAL MANUSCRIPT FORMAT PREPARATION

1.1. Manuscripts must not exceed 5000 words or 10 pages in length.
1.2. Maximum of five (5) tables.
1.3. Maximum of five (5) figures.
1.4. The total number of references, including those cited in tables and figures, must not exceed 50.
1.5. The title should be limited to 120 characters or fewer.
1.6. An abstract of no more than 300 words is required.
1.7. Times New Roman font.
1.8. The body text must be formatted in size 10 font.
1.9. Line spacing should be set at 1.5.
1.10. All references must adhere to APA citation style.

2. AUTHORSHIP

All authors are expected to have made substantial contributions to one or more of the following aspects of the manuscript:

2.1. Development and design of the study.
2.2. Acquisition, analysis, and interpretation of data.
2.3. Drafting and revising the intellectual content of the manuscript.
2.4. Final approval of the complete manuscript.

3. ETHICS IN PUBLISHING

3.1. Research involving human participants must include the protocol code for research ethics clearance approval.
3.2. A maximum plagiarism score of 20% is permitted for publication in the EAC Research Bulletin.
3.3. Any potential conflicts of interest must be disclosed within the manuscript.

4. FUNDING SOURCES

Authors are required to disclose any funding sources that provided financial support for the research or for the preparation of the article.

5. DECLARATION CONCERNING GENERATIVE AI IN SCIENTIFIC WRITING

5.1. Generative AI and AI-assisted technologies are to be utilized solely for improving the readability and language of the manuscript; they should not be employed for data analysis or insights derivation.
5.2. Authors must declare any use of generative AI in scientific writing upon submission of the manuscript.
5.3. AI and other AI-assisted technologies must not be listed or credited as authors or co-authors of the manuscript.

6. Submission Declaration

6.1. All manuscripts submitted to the EAC Research Bulletin must not have been previously published in any other journal.
6.2. The manuscript must not be under consideration for publication elsewhere.

7. WRITING AND FORMATTING REQUIREMENTS

All authors MUST use the EAC Research Bulletin Template (refer to Chapter XII for the necessary research-related forms)
Manuscripts should include the following key components:
7.1. Article title
7.2. Author's name

7.3. AFFILIATIONS

7.4. Corresponding author (if applicable)

7.5. Abstract

7.6. Keywords

7.7. Introduction

7.8. Methods

7.9. Results

7.10. Discussion

7.11. Conclusion

7.12. Ethics Approval Protocol Code/Number

7.13. Funding

7.14. Declaration Regarding Generative AI in Scientific Writing

7.15. Conflict of Interest

7.16. Acknowledgment

7.17. Appendices

7.18. References

8. ONLINE SUBMISSION

8.1. Manuscripts should be submitted in editable formats (e.g., Word) for typesetting in final publication.

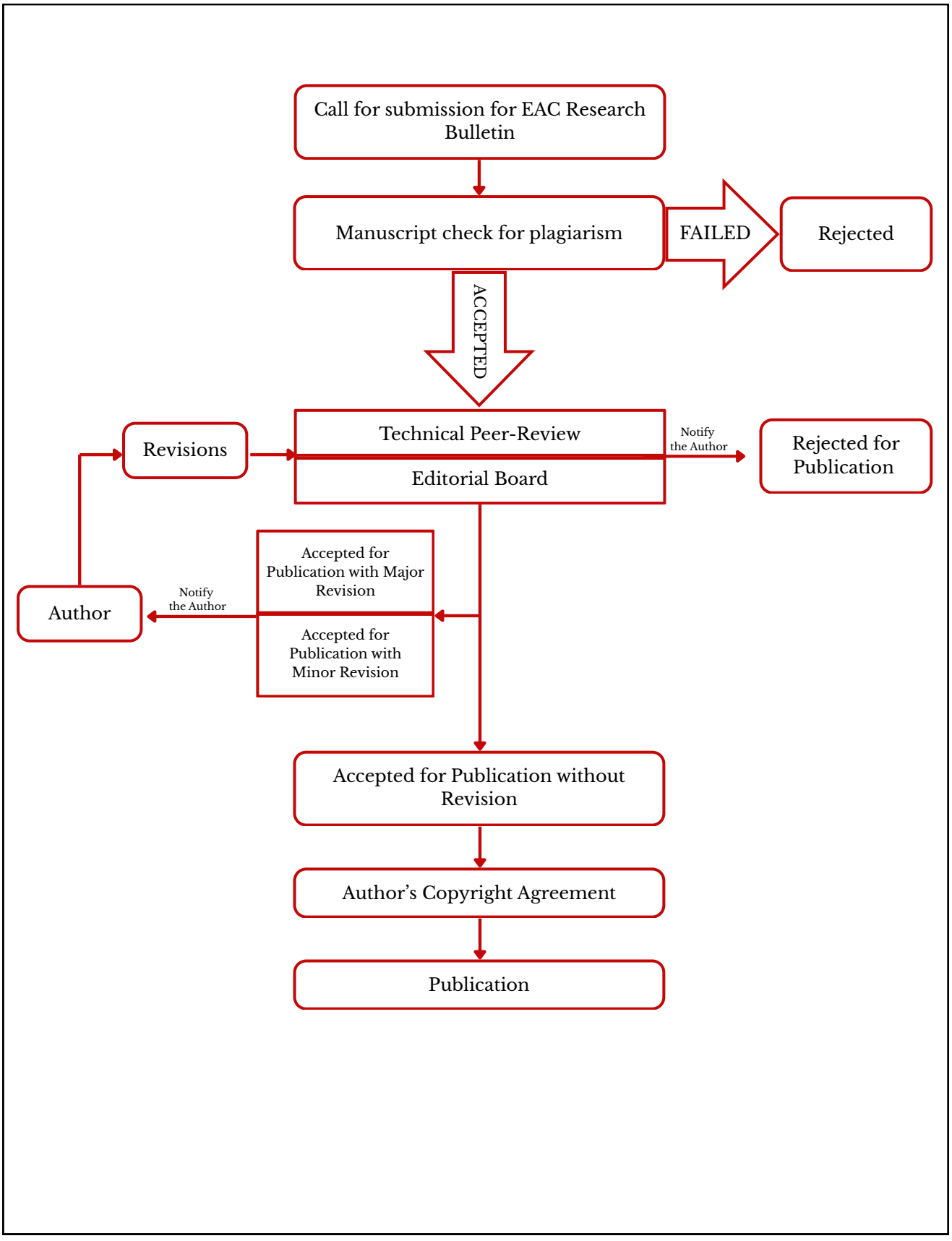
8.2. All submissions must be sent via email.

8.3. Manuscripts should be emailed to **research.center@eac.edu.ph**, or **yamanlahifoundation@eac.edu.ph** using the subject format (e.g., Name_Surname/Journal Manuscript Submission).

8.4. To request the manuscript template and additional inquiries, please email us at research.center@eac.edu.ph or call us at 02 8521 2710, local 5388.

8.5. Download the manuscript template by visiting the EAC official website.

PROCESS FLOW FOR MANUSCRIPT SUBMISSION TO THE EAC RESEARCH BULLETIN



CHAPTER XI

General Guidelines, Style & Format for Thesis and Dissertations

Each academic department or school holds the responsibility of defining a specific set of guidelines regarding the acceptable style for theses and dissertations completed within their programs. These guidelines are typically expected to align with the conventions established by relevant professional or scientific journals or follow established manuscript formats recognized within the discipline.

In instances where a conventional thesis format or style manual does not exist that adequately meets the educational objectives of a particular course program, the respective school or department has the authority to devise its own style. This customized style must adhere to scientifically accepted standards and receive formal approval from the thesis or dissertation committee within that department or school.

Moreover, each department or school has the option to adopt and modify the thesis style and format provided by the Center for Research and Publication, ensuring that their standards maintain a level of rigor that is consistent with academic and professional expectations. This flexibility enables departments to tailor their approach to the specific needs of their disciplines, while fostering a scholarly environment that promotes research and innovative writing.

A. TEXT FORMAT

1. **Margin**

- Standardized margins are required on every page to ensure that no part of the thesis or dissertation is cut off when it is bound and trimmed. Set the margin at these measurements:
- Left margin: 1.5 inches - to allow for binding
- Right margin: 1 inch
- Top margin: 1.38 - to allow for page numbering
- Bottom margin: 1 inch
- Use only white paper, 8.27 x 11.69 inches or A4 size bond paper.

2. Line spacing

- Double spacing is required except where style calls for single spacing (e.g. footnotes, indented quotations, tables).
- Begin each chapter on a new page.
- Do not leave a heading "floating" at the bottom of a page without accompanying text. Sections should follow one another immediately to avoid large blank spaces.
- Widows (e.g., the last line of a paragraph as the first line of a page) and orphans (e.g., a heading or first line of a paragraph as the last line on a page) are not acceptable.

3. Pagination

- A page number must appear on every page except the title and cover pages.
- Page numbers should appear either in the top right corner (one inch from the right edge of the paper and one inch from the top) or centered one inch from the bottom of the page.
- Preliminary pages are numbered in lowercase Roman numerals (ii, iii, iv, etc), beginning with the signature page, which should be numbered "ii", and so on, but the title page counts as page "i" should not be placed on the page.
- The body of the thesis/dissertation should be numbered in Arabic numerals (1, 2, 3, etc.), beginning with the first page of Chapter 1 and continuing consecutively to the last page of the bibliography.
- Each chapter must begin on a new page.

4. Punctuation

- Quotation marks, commas, and periods are placed within the quotation marks while colons and semicolons are placed outside of the quotation marks. Remember to use commas after the terms "e.g." and "i.e."

5. Hyphenation

- No more than three hyphens at the end of a line per page is acceptable. Be sure to check a dictionary for correct hyphenation.

6. Use of language other than English

- A quotation entirely in a foreign language should only be enclosed in quotation marks, not italicized or underlined. Isolated words or phrases in a foreign language should be set in italics, but underlining can also be used.

7. Font

- Arial font style may be used.
- The title should be set in upper case, bold, 13 or 14 font size.
- The main body of the thesis/dissertation should be set in a 12-point size.
- Main and sub-headings should be bold, capitalized each word and in 12-point size.

8. Headings in the text

- Major headings include acknowledgements, abstract, table of contents, lists of tables, figures and graphs, chapter headings, appendices, and bibliography.
- The chapter heading appears only on the first page of the chapter.
- The first sub-level heading may be underlined, and the second sub-level heading may be flush left with no underline. Be sure that each different level must be distinguished by a different style.
- Do not use a running header.

9. Use of shading and corrections

- Shading is not allowed over any type of text if it reduces readability. However, shading may be used as a key to identifying areas of figures.
- Correction fluid and correction tape should not be used to cover up errors.
- Strikeovers, interlinear insertions, and handwritten corrections are not acceptable.

10. Style

Aside from the guidelines outlined in this institutional research manual, all aspects of style, usage, and format are left to the discretion of the respective department or school, as well as the thesis or dissertation committee. Learners and research advisors are encouraged to consult one of the leading style guides listed below.

- American Psychological Association. Publication Manual of the American Psychological Association.
- Council of Biology Editors. *CBE Style Manual.*
- Modern Language Association. MLA Handbook for Writers of Research Papers, Theses, and Dissertations.
- Miller, J. and Taylor, B. The Thesis Writer's Handbook.
- Turabian, Kate L. Manual for the Writers of Term Papers, Theses and Dissertations.
- University of Chicago Press. *A Manual of Style.*

B. ILLUSTRATIONS

1. Format of tables

- Type the table number and caption above or below the data.
- The title, table number, and caption may be written in all uppercase, and the placement must be consistent throughout the thesis.

2. Placement

- Tables over half a page in length should be placed on a separate page.
- Tables too wide to be accommodated on one page may be typed on two or more pages, pasted together, and either folded or reduced to page size by a suitable photographic process.
- Include tables in an appendix if the thesis contains many tables.
- Footnotes for tables are to be indicated by standard symbols (-, *, etc.) or lowercase letters (a, b, etc.).
- Do not use numbers for footnotes to tables.
- Footnotes are placed at the bottom of the table.
- If it is necessary to turn an illustration or table sideways on the page, the top of the illustration or figure must be on the left (binding) edge of the paper.
- Long tables may be continued from page to page, in which case the table number and caption on succeeding pages should appear as follows:

  Table 3. (Continued) Diameter of zone of hydrolysis from NA media

3. Figures

- Figure captions should be placed at the bottom of the figure.
- Number figures consequently in Arabic numerals throughout the thesis/dissertation.
- Each map should have an accurate bar-type scale.
- To ensure the presentation of high-quality digital photographs, a resolution of 300 dpi is strongly recommended.
- For oversized materials, ensure the edge that is folded over does not touch the 1 ½-inch left margin, as the edge may become caught in the binding. The entire page should be 8 inches in width rather than 8 ½ inches to prevent the fold from being cut when the thesis/dissertation is trimmed.
- Oversized materials (e.g., maps) may be placed in a “pocket” at the back of the thesis paper.

4. Mounting

- When mounting, use dry mount tissue or double-sided contact paper and do not use an adhesive with an aqueous solvent, such as white glue, to prevent wrinkles in the paper.

5. Computer program listing

- To include a computer program listing or other computer output in the appendices, a reduced photocopy of this material is permissible provided that the required margins are met on photocopies and use of acid-free archival bond paper is used.

C. ORGANIZATION OF CONTENTS

1. PRELIMINARY PAGES

The following preliminary pages precede the body of the thesis/dissertation and may appear in this order.

- **Title page** (Mandatory). Please refer to Chapter XII for the sample format and illustration.

- **Certificate of Originality/Honor Code page/Plagiarism Confirmation Certificate** (Mandatory)

The learner needs to sign a declaration that the research was conducted according to established scientific practices and standards of academic integrity of the institution. The learner can use a template recommended by the department/school, or opt for the **Plagiarism Confirmation Certificate** as an alternative to the Certificate of Originality (please refer to Chapter XII for the required research-related forms). In instances of unavoidable plagiarism, such as the repeated use of names of individuals, government agencies, or organizations, it is advisable to utilize the **Plagiarism Statement of Declaration form**. This practice is particularly important when these references occur frequently within a paper, as it may result in a plagiarism score of 30%. For additional guidance and necessary research-related forms, please refer to Chapter XII.

- **Signature page or Approval sheet** (Mandatory)

The signature page or approval sheet is a formal document that verifies the approval of the thesis or dissertation by all research committee members, the department head, and the dean. It also serves as evidence that the learner has fulfilled the requirements for their thesis or dissertation, as indicated by the signatures of the panel members, thesis advisor, program head, and dean. The learner can use a template recommended by the department/school or opt for the approval sheet template recommended by the CRP as an alternative. Please refer to Chapter XII.

- **Copyright page** (Optional)

A statement of copyright ownership is optional for a thesis because, by federal law, a copyright exists once a work is "fixed in a tangible form of expression."

- **Dedication page and Acknowledgements** (Optional)

It is customary to acknowledge special assistance from extramural agencies; however, there is no obligation that assistance received from members of the thesis/dissertation committee be acknowledged.

- **Abstract** (Mandatory)

The ABSTRACT is a succinct account of the thesis containing a statement of the problem, procedures or methods used, results, and conclusion. Begin with the aim of the study, statement of the problem, a main objective, or detailing specific objectives, and a brief description of the methods. The method should cover the type of research design, study population, measurement tools, instruments or equipment, and statistical analysis. Include at least two sentences for results and a conclusion. The ABSTRACT must be no more than 300 words, composed as a single paragraph without indentation. Avoid using undefined acronyms or abbreviations.

- **Table of Contents** (Mandatory)

The title of the chapters, headings, and subheadings must be listed in the table of contents and be worded exactly as they appear in the body of the thesis/dissertation. The title page, signature or approval sheet, dedication and/or acknowledgements, and table of contents are not listed in the table of contents. The table of contents may include the following:

- Abstract
- List of tables
- List of figures
- List of abbreviations, nomenclature or symbols
- Main parts of the thesis
- Appendices
- References

- **List of tables** (if applicable)

If there are tables in your text or appendix, a list of tables must be included. The list of tables is on a page by itself and arranged in the same general format as the table of contents. Titles may be shorter than they appear in the text as long as they are not misleading.

- **List of figures** (if applicable)

The term figure includes graphs, maps, photographs, and all other types of illustrations. This list is also placed on a page by itself and arranged in the same general format as the list of tables. However, in taxonomic papers in Biology, Pharmacology, or Microbiology, a separate List of Plates is usually required.

- **List of abbreviations, nomenclature or symbols** (if applicable)

If abbreviations and/or symbols are needed in the text, a list should be provided to explain their definitions or meanings.

2. MAIN PARTS OF THE THESIS/DISSERTATION

CHAPTER 1: INTRODUCTION

- **Background of the Study.**

This section covers the background and rationale for the study, including its specific objectives. It addresses what is known, what is still unknown, and the key information that requires further investigation. The focus of this section is on defining the specific problem the research aims to solve and highlighting the novelty of the work.

Moreover, the school or department may decide to incorporate the **Review of Literature** directly into Chapter 1 of the thesis. This approach to manuscript structure can be particularly beneficial for those schools or programs that prioritize the possibility of having their theses published in academic journals, as it facilitates a more streamlined and efficient process for meeting publication standards.

- **Definition of terms**

The definition of terms provides a common understanding of the technical terms and terminology used within the scope of the study.

- **Limitations of the study**

Many researchers avoid discussing their study's limitations, fearing it might diminish their work's value. However, addressing these weaknesses can enhance a study. Acknowledging limitations demonstrates a strong understanding of the topic and allows researchers to proactively deal with potential criticisms. Since all studies have limitations, being transparent about them can impress readers and reviewers more than ignoring them.

- **Significance of the study**

This section describes how this study advances knowledge, enhances practical applications, and influences policy, laying the groundwork for future developments in the field.

CHAPTER 2: REVIEW OF RELATED LITERATURE

For schools/programs that desire to provide a comprehensive and thorough examination of existing studies, theories, and concepts relevant to their research topic, it is crucial to separate the Review of Literature into its own distinct Chapter 2. This separation is not merely a matter of preference; it serves significant academic purposes. By dedicating a full chapter to the literature review, the researcher establishes a solid foundation of baseline knowledge, which underpins the original contributions of their thesis. In conducting a literature review, researchers can employ several distinct approaches, each serving a unique purpose in organizing and analyzing existing research.

These approaches include:

1. Chronological. This approach organizes the literature based on the timeline of research developments. It traces the evolution of ideas and findings over time, allowing the researcher to highlight how theories, methodologies, and understanding of a topic have changed and advanced. This method is particularly useful for historical analyses or demonstrating trends in research over different periods.
2. Thematic. The thematic approach categorizes literature based on specific themes or topics within the research area. It enables the researcher to group studies that share a common focus or argument, facilitating a deeper understanding of key issues, patterns, and gaps in the literature. This method is valuable for synthesizing findings across diverse studies and identifying major themes.
3. Methodological. This approach emphasizes the research methods used in the studies being reviewed, assesses the robustness of findings, and identifies methodological trends. This method aids in comprehending how various methodologies influence results and conclusions within the field.
4. Theoretical. Literature is organized around specific theories or conceptual frameworks. This method allows for an exploration of how different theories have been applied, challenged, or expanded upon in existing research. It helps in situating new studies within the broader theoretical landscape and in identifying theoretical gaps that future research could address.

5. Synthesis. The synthesis approach integrates findings from multiple studies to form a cohesive understanding of a topic. This involves critically analyzing and summarizing key insights, drawing connections between various contributions, and identifying consensus or disagreement among researchers. The synthesis approach moves beyond merely summarizing existing literature to provide an evaluative overview that informs future research directions.

CHAPTER 3: METHODS

- **Research Design**

The study design should be described as follows: an observational study or descriptive study, pure experimental, correlational, quasi-experimental, historical, case study, ethnography, phenomenology, content analysis, exploratory, etc.

- **Sampling Technique**

Describe the procedure for selecting participants, animal subjects, or other specimens.

- **Materials, Equipment, or Instrument**

Describe the type of data collected, the instrument used in collecting the data, materials or equipment used in the experiment.

- **Data Gathering Procedures**

This section describes the step-by-step procedures used to carry out data collection.

- **Data Processing and Analysis**

The statistical methods should be described in sufficient detail. Provide statistical results that reflect P-value.

- **Ethical Consideration**

In the study that involves human subjects, Research Ethics Clearance Approval must be obtained. If Research Ethics Clearance is waived, provide any supporting documents.

CHAPTER 4: RESULTS AND DISCUSSION

The purpose of this section is to interpret and describe the significance of your findings about the research problem being investigated and to explain any new understanding that emerged from the results of the study.

CHAPTER 5: CONCLUSION

This section provides a comprehensive overview of the generalizations drawn from the study, along with detailed answers to the research problems identified in Chapter 1. It specifically describes the conclusions reached through thorough data analysis and highlights the key findings of the research. This section encapsulates the implications of the findings, offering insights that contribute to the existing body of knowledge on the subject..

APPENDICES (if any)

An appendix may contain figures, tables, raw data, supplementary data, and other additional information that support the arguments of your thesis/dissertation.

REFERENCES

Cites works that specifically support the thesis. All references may follow the APA citation style or the citation format agreed upon by the respective school research committee.

D. READINESS FOR JOURNAL PUBLICATION

Stand-alone chapters represent complete and independent manuscripts that are fully prepared for submission to a scientific journal. Schools or departments may choose to include the specific manuscript publication format on the last page of a thesis or dissertation.

This practice serves to explicitly indicate that the learner has not only completed their thesis but is also ready to submit their manuscript to their chosen journal. This inclusion highlights the institution's commitment to fostering research practices that align with professional standards in the academic community. By doing so, it reinforces the expectation that learners engage actively in the process of disseminating their findings through appropriate scholarly channels.

E. ROLES AND RESPONSIBILITIES

1. The learner holds full responsibility for the preparation of their thesis or dissertation, ensuring alignment with the format, style, and guidelines established by the thesis panel committee or as agreed upon by the program research committee of the school.

2. The thesis panel committee bears the responsibility of assessing the acceptability of the thesis or dissertation across various criteria, including but not limited to:

2.1. Quality of writing
2.2. Neatness
2.3. Technical aspects
2.4. Professional competency
2.5. Adherence to ethical standards
2.6. Integrity of data
2.7. Transparency in data reporting
2.8. Relevance of the study
2.9. Novelty of the study, among others.

3. The acceptance of the thesis or dissertation is formally attested by the thesis panel committee through their signature on the approval sheet.

4. Each academic program or school is tasked with defining an appropriate style, format, and evaluation criteria for the theses and dissertations produced by learners.

5. The thesis panel committee is responsible for ensuring that the thesis format, style, and evaluation criteria adhere to established academic standards.

6. In the absence of a suitable style manual specific to the program, the school or thesis panel committee may create its own style manual or adopt the format, style, and guidelines developed by the Center for Research and Publication as outlined in this institutional research manual.

7. The thesis panel committee holds the essential responsibility of guiding and overseeing the application of artificial intelligence in both scientific writing and the gathering of sources utilized by learners in the development of their thesis or dissertation.

The following are the CRP guidelines and policies for the use of AI in this context.

7.1. Generative AI and AI-assisted technologies are to be employed exclusively for the enhancement of manuscript readability and language quality. These tools must not be used for data analysis or the derivation of insights.

7.2. Learners are required to disclose any utilization of generative AI in their scientific writing at the time of manuscript submission.

7.3. AI and other AI-assisted technologies are not to be acknowledged or credited as authors or co-authors of the manuscript.

8. To uphold and promote scientific integrity within EAC, it is essential for each school or thesis panel committee to effectively implement and advocate the institutional policy on plagiarism. This commitment is vital to safeguard our learners from potential academic disputes and plagiarism-related issues. Accordingly, we have established the following acceptable plagiarism thresholds: a maximum score of 20% for undergraduate thesis, 15% for master's thesis, and 10% for dissertations.
Contact the CRP office for assistance in accessing the plagiarism software services.

9. When dissertations are produced under the terms of an institutional scholarship contract, it is anticipated that the granting institution will require the doctoral learner to publish their dissertation in a reputable scientific journal.

10. Once all corrections have been endorsed by the examiners and an approval letter for binding is issued, four (4) hardbound copies of the thesis/dissertation together with four (4) soft copies in CDs/DVDs (non-rewritable) in pdf and word file format must be submitted. A thesis/dissertation should be hardbound in red color. The final cover of the submitted copies must be lettered in gold. Arial typeface should be used.

11. The responsibility for selecting and ensuring the quality of the research panel committee for learners' thesis defenses lies with the academic institution, specifically the dean or program head. Each school/department may establish its own guidelines for the selection of appropriate members for the research panel committee. In the absence of established guidelines, schools or departments may adopt the CRP guidelines to determine the composition of the thesis panel committee and implement additional procedures to ensure a seamless process in conducting thesis defense sessions that adhere to ethical standards. The following guidelines are suggested:
11.1. The thesis panel should consist of three to five members.

11.2. All thesis panel members must hold at least a master's degree, except in exceptional or highly meritorious cases as approved by the Dean.

11.3. The role of a panel member during the thesis defense is to evaluate the thesis or dissertation manuscript and submit to the panel chair a written evaluation.

11.4. Learners are highly encouraged to submit the final draft of their manuscript a minimum of one month before the scheduled date of their thesis defense. This timeline is essential as it ensures that the panel members have an adequate opportunity to meticulously review the manuscript.

By submitting ahead of time, panel members can have ample opportunity to read through the content, assess its quality, and provide constructive feedback. In addition, this preparation period enables panel members to formulate insightful questions and topics for discussion, fostering a more enriching and engaging experience for both the learners and the evaluator. Submitting the manuscript early not only demonstrates a commitment to the academic process but also enhances the likelihood of a successful defense. The thorough evaluation and preparation facilitated by this timeline ultimately contribute to a more comprehensive understanding of the learner's research and findings, promoting a robust academic dialogue on the day of the defense.

11.5. The thesis panel may include the thesis advisor, a reader or critic, a statistician or data analyst (if necessary), and one to three other members whose degrees or areas of expertise align with the learner's research topic.

11.6. It is strongly recommended that an external panel member be included as part of the thesis panel to enhance objectivity and ensure an unbiased assessment process. This inclusion helps to minimize potential conflicts of interest that may arise from internal evaluations. An external panel member can be a faculty member from a different institution, bringing a fresh perspective and expertise that broadens the evaluation criteria. Alternatively, the external member may also be a faculty or researcher within EAC from another school or department. This approach not only fosters integrity in the review process but also enhances the overall quality of the evaluation by integrating various viewpoints.

11.7. During the proposal defense, minor issues such as typographical and grammatical errors should not be discussed in the meeting but should be noted using track changes to allow for a focus on more substantial issues.

11.8. During the final defense, panel members are expected to arrive prepared with questions, suggestions, and feedback.

11.9. Minor changes during the final defense should not be addressed in the meeting; these can be communicated to the learners and the chair through track changes.

11.10. The panel chair may conduct a preliminary meeting with the panel members to discuss the defense's structure. This approach can help prevent unnecessary conflicts among panel members and promote a well-organized and professional thesis panel session.

CHAPTER XII

Research Related Forms

PUBLICATION AWARD APPLICATION FORM

QF-CRP-040 Rev.01

EMILIO AGUINALDO COLLEGE

1113-1117 San Marcelino St., Paco, Manila 1007, Philippines www.eac.edu.ph (02) 8521-2710

VIRTUE ♦ EXCELLENCE ♦ SERVICE

ISO 9001:2015 ISO 21001:2018 INTEGRATED MANAGEMENT SYSTEM CERTIFIED

PUBLICATION AWARD APPLICATION FORM

This Publication Award is an incentive given to a faculty member who was able to publish an original research article or full-length scholarly book in a reputable publication and whose publications meet the standards and criteria set by Emilio Aguinaldo College- Manila. Only regular or full-time probationary faculty members, deans, and department heads are qualified to apply for this incentive.

NAME OF APPLICANT:

SCHOOL/DEPARTMENT:

POSITION and RANK:

AREA OF SPECIALIZATION:

RESEARCH or BOOK TITLE:

JOURNAL or BOOK PUBLISHER'S NAME:

ISSN or ISBN:

PUBLISHER'S NAME & CONTACT INFORMATION:

JOURNAL or BOOK URL link (if applicable)

EAC RESEARCH AGENDA PRIORITY AREAS:

RESEARCH PUBLICATION AWARD CATEGORIES

Put a check in the box to indicate which category you are applying for a grant and attach all the appropriate supporting documents.

- **[] Category 1: INTEGRITY PUBLICATION AWARD**
  [] Full-length copy of the original research article, ISSN, or URL link of the publication
  [] Completed RPA- CRP- 0424 form
  [] Declaration of Responsible Co-authorship (if applicable)

- **[] Category 2: SCHOLASTIC PUBLICATION AWARD**
  [] Full-length copy of the original book publication, ISBN or URL link of the publication
  [] Book publisher's website, license publishing office, publisher's contact information
  [] Copy of detailed peer-review evaluation and revisions made during publications.
  [] Completed RPA- CRP- 0424 form

- **[] Category 3: EXCELLENT PUBLICATION AWARD**
  [] 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 RPA- CRP- 0424 form
  [] Declaration of Responsible Co-authorship (if applicable)

- **[] Category 4: NOTABLE PUBLICATION AWARD**
  [] Full-length copy of the original research article in an IMRAD format.
  [] Copy of Turnitin Similarity Score of the paper.
  [] Completed RPA- CRP- 0424 form.
  [] Declaration of Responsible Co-authorship (if applicable)

Signature of Applicant over Printed Name Date:

Rev.06-04032025

DETAILED RESEARCH PROJECT PROPOSAL TEMPLATE

QF-CRP-046 Rev.02

EMILIO AGUINALDO COLLEGE
Center for Research and Publication

DETAILED RESEARCH PROJECT PROPOSAL TEMPLATE

A. BASIC INFORMATION

[Standard Format: Font style is Arial size 11 for the content of both text and form and Arial size 14 for the title of both document and form. But in some cases, the font style and size may differ depending on specific discipline. Letter-sized paper, single line spacing, and 1 inch x 1 inch margin in MS Word format.]

1. Project Title (This is the distinctive name given to the research proposal that describes the scope of work in specific, clear, and concise terms.)
2. Proponent/s:

Project Leader: (This refers to the head of the project, who manages the activities of the research team)

Co- Researchers/Collaborators: (This refers to the co-author of the research work)

Agency/Department/Address/Mobile/Email

3. Project Duration: (month/year)
4. Research Priority Area/s Addressed: (please refer to the 2024-2028 EAC Research Agenda)
5. Expected Knowledge or Technology to be Generated (Check the appropriate box below)

5.1. Publication	[] - publish the research in a scientific journal for peer review
5.2. Patents	[] - invention or scientific process for potential future profit.
5.3. Policy	[] – the result of the study can be adopted by the government or academe
5.4. Services	[] – the output of the study can be used to deliver services that will benefit the community or stakeholders.
5.5. Product	[] - invention with a potential for commercialization
5.6. Partnership	[] - linkage forged because of the study

6. Potential Impact:
7. Target Beneficiaries or Users:
8. Turnitin Originality Report/ Similarity Index (%):

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Tel. No. (632) 521-2710 local 5388
eacm.research@eac.edu.ph

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B. TECHNICAL DESCRIPTION

1. Background/Rationale: (This refers to the overview of the project discussing the factors that led to the conceptualization of the problem; Research Question and Significance of the Study)
2. Objectives: (General Objective and 2 or 3 Specific Objectives)
3. Expected Outputs: (This refers to the products of the investigation which would contribute to and Increase the stock of knowledge/technology)
4. Review of Literature: (This refers to the body of literature related to the study being proposed and a discussion of the knowledge gaps that the proposed research will address; review of local and international studies preferably published from 2010 to present.)
5. Methodology: (This refers to the detailed technical/scientific activities which include the research design, sampling plan, instrumentation, statistical tools, and treatment of data).
    - 5.1. Sampling Design
    - 5.2. Sampling Size
    - 5.3. Data Processing and Analysis
6. References: (This refers to the list of sources reviewed and cited in the proposal.)

C. SPECIFIC WORKPLAN SCHEDULE: (This includes a brief description in chronological order of each activity. The starting date and completion date are indicated in month/year presented in a Gantt chart.)

OBJECTIVES	TARGET ACTIVITIES	TARGET ACCOMPLISHMENTS (quantify, if possible)	Y1					Y2					Y3				
			Q 1	Q 2	Q 3	Q 4	Total	Q 1	Q 2	Q 3	Q 4	Total	Q 1	Q 2	Q 3	Q 4	Total

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eacm.research@eac.edu.ph

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D. BUDGET SUMMARY: (This includes a detailed / itemized breakdown of the total project cost and the source/s of funds.)

Item(s) Description	Quantity	Amount
l. Personnel Services (PS)		
Honorarium (research load incentive for faculty researchers)		
ll. Maintenance and Other Operating Expenses (MOOE)		
A. Transportation (from EAC to field site/community)		
B. Communication/Internet/Mailing Expenses		
C. Supplies and Materials (list of office and lab materials and supplies)		
D. Professional Services (Consultants if applicable)		
E. Labor/Wages (learner assistants/laborers if applicable)		
F. Others (equipment rentals, repairs and maintenance, etc.)		
lll. Equipment (List of equipment available in EAC and those that will be rented outside)		
(Name of equipment, instrument, software or facility needed)		
IV. Contingency (must NOT exceed 10% of the total budget expenses)		
(Describe the item for the contingency)		
TOTAL		

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E. CURRICULUM VITAE: (This should establish credibility and expertise of project staff involved in the study.)

Submitted by:

_____
(Printed Name and Signature of Proponent/s)

Date:

Endorsed by:

_____
Dean/Head of School of _____
Date:

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REQUEST FOR PERMISSION TO INVOLVE NON-TEACHING STAFF IN RESEARCH

QF-CRP-041 Rev.01

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CENTER FOR RESEARCH AND PUBLICATION (CRP)

REQUEST FOR PERMISSION TO INVOLVE NON-TEACHING STAFF IN RESEARCH

This form is intended for project leaders, deans, and department heads who would like to seek approval to involve non-teaching staff in conducting research.

NAME OF PROJECT LEADER School/Department

NAME OF NON-TEACHING STAFF School/Department

TITLE OF RESEARCH PROJECT:

BRIEFLY DESCRIBE THE SPECIFIC ROLE OF NON-TEACHING STAFF IN THE RESEARCH PROJECT:

INDICATE THE NUMBER OF HOURS TO BE SPENT BY THE NON-TEACHING STAFF CONDUCTING THE RESEARCH:

INDICATE THE HIGHEST EDUCATIONAL ATTAINMENT OF THE NON-TEACHING STAFF:

INDICATE THE TITLE OF RESEARCH TRAINING/SEMINARS ATTENDED BY THE NON-TEACHING STAFF (IF APPLICABLE)

MINIMUM REQUIREMENTS
Put a check in the box to indicate the requirements complied by the non-teaching staff.
[] Regular staff of EAC
[] His/her job position is matched with the research topic being conducted.
[] He/she has at least contributed to the idea of developing the research.
[] He/she has basic training/skills/knowledge before the conduct of research.

General Guidelines

- Non-teaching staff working under academic departments/schools are allowed to be involved in the conduct of research.
- Non-teaching staff under the office of the Vice President for Administration or Vice President for Finance may also be permitted if he/she has a significant contribution to the research project's intellectual content.
- Non-teaching staff who are permitted to conduct research shall be compensated according to the hours of research work he/she rendered.

Rev.06-04032025

QF-CRP-041 Rev.01

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- Compensation shall be based on his/her basic salary hourly rate. However, a token of appreciation in kind or goods may be given instead of monetary compensation equivalent to the number of hours he/she rendered in research.

Specific Guidelines

A non-teaching staff may be permitted to participate in any scholarly or scientific research works provided that he/she satisfies the minimum requirements indicated below.

1.Regular staff of EAC.
2.His/her job position is matched with the research topic being conducted.
3.He/she has at least contributed to the idea of developing the research.
4.He/she has basic training, skills, or knowledge before the conduct of research.

Below are the minimum criteria for non-teaching staff who do not qualify as co-researchers and co-authors in the conduct of research.

- Typing assistance, proofreading, and retrieving data from designated files without any understanding of the content of the research being conducted.
- Running errands and delivering messages in and out of the office as usual clerical duties.

All non-teaching staff interested in conducting or participating in any scholarly or scientific research must fill out the Request Form for Permission to Involve Non-Teaching Staff in Research.

Signature of Project Leader over Printed Name Date:

Endorsed by

School/ Department Head of the Non-Teaching Staff

Recommending Approval

Research Director

Approved by

Vice President for Academic Affairs HR Director

cc: Dean or Department Head
Accounting Department
President

Rev.06-04032025

DECLARATION OF RESPONSIBLE CO-AUTHORSHIP

QF-CRP-054

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DECLARATION OF RESPONSIBLE CO-AUTHORSHIP

Fill out this form if the published research article is a faculty-learner joint authorship.

This declaration describes the research contributions of the primary author and co-authors in the research works conducted or articles published. All the authors must fill out this declaration as a basis for responsible co-authorship.

Four (4) criteria for legitimate co-authorship:

1) The primary author must have made a significant contribution to the idea and formulation or data acquisition or analysis and interpretation of data.

2) The secondary author must have contributed to the preparation of the manuscript or critical revision of the publication's intellectual content.

3) Other co-authors must have approved the final version for publication, and

4) Other co-authors must be able to vouch for and be held accountable for the work in its entirety.

This declaration concerns the paper titled "

_____

Primary Author's name: _____

Second Author's name: _____

Other Co-authors name: _____

I hereby declare that I fulfill the requirements of authorship according to the above-specified criteria of the EAC declaration of responsible co-authorship.

_____	_____
Name and Signature of **Primary Author**	Name and Signature of **Secondary Author**
_____	_____
Name and Signature of other **Co-Authors:**	
_____	_____
_____	_____

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CHECKLIST FOR RESEARCH ETHICS CLEARANCE APPLICATION

EMILIO AGUINALDO COLLEGE
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EAC RESEARCH ETHICS REVIEW (RER)COMMITTEE
EMAIL: research.ethics@eac.edu.ph, research.center@eac.edu.ph

CHECKLIST FOR RESEARCH ETHICS CLEARANCE APPLICATION

1. TECHNICAL DOCUMENTS

[] EACCRP Form 1 (A) 2025 Letter of Intent
[] EACCRP Form 1 (B) 2025 Technical Evaluation of Thesis/Dissertation Proposal (required for undergraduate and graduate learners)
[] EACCRP Form 1 (C) 2025 Technical Evaluation of Research Project Proposal for Grant/Funding (if applicable)
[] EACCRP Form 1 (D) 2025 Curriculum Vitae (CV) of the Principal Investigator Template

2. PROTOCOL REVIEW DOCUMENTS

[] EACRER Form 2 (A) 2025 Application for Research Ethics Clearance for EXPEDITED or FULL REVIEW
[] EACRER Form 2 (B) 2025 Application for Validation of EXEMPTION from ethics review (if applicable)
[] EACRER Form 2 (C) 2025 Informed Consent Form in English
[] EACRER Form 2 (D) 2025 Informed Consent Form in Local Language (if applicable)
[] EACRER Form 2 (E) 2025 Assent Form for Children for studies involving minors and relevant populations deemed incompetent to sign an informed consent form)
[] EACRER Form 2 (F) 2025 Informed Consent Assessment Form
[] EACRER Form 2 (G) 2025 Protocol Template
[] EACRER Form 2 (H) 2025 Protocol Assessment Form
[] EACRER Form 2 (I) 2025 Protocol Application Checklist Acknowledgement
[] EACRER Form 2 (J) 2025 Review of Resubmitted Protocol Form

3. EXTENSIONS & AMENDMENTS DOCUMENTS

[] EACRER Form 3 (A) 2025 Protocol Amendment Application
[] EACRER Form 3 (B) 2025 Continuing Review Application

4. REPORTING DOCUMENTS

[] EACRER Form 4 (A) 2025 Unanticipated Adverse Event Report Form
[] EACRER Form 4 (B) 2025 Progress Report Form
[] EACRER Form 4 (C) 2025 Final Report Form

5. ESSENTIAL DOCUMENTS (For RER Committee & Primary Reviewers use only)

These documents are to be completed and released by the RER office following the successful protocol review process and completion of the study.

[] EACRER Form 5 (A) 2025 Certification of Exemption from Ethical Review
[] EACRER Form 5 (B) 2025 Research Ethics Clearance

TURNITIN ACCOUNT (SIMILARITY REPORT) REQUEST FORM

QF-CRP-018 Rev.05

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CENTER FOR RESEARCH AND PUBLICATION

Turnitin Account (Similarity Report) Request Form

Note that a faculty member/employee assigned and authorized to access the EAC-licensed Turnitin software shall comply with the rules of CRP and that failure to comply may result in the withdrawal of access permit.

Name: _____ **Date Filed:** _____
School: _____ **Position/Status:** _____
School Year: _____ **Semester:** _____

COURSE/S	CODE	NUMBER OF LEARNERS TO BE ENROLLED

Conditions for Use:
1. Faculty members must be either regular or probationary employees of EAC to be eligible for access to Turnitin.
2. Access is specifically available to faculty members who are directly involved in teaching research subjects or who have been assigned the role of research advisor for their learners.
3. Faculty members must possess a fundamental understanding of how to effectively navigate and utilize the Turnitin software. For those who may not be familiar, EAC offers a crash course in the form of hands-on training sessions through the CRP, ensuring that all users are adequately equipped to use the software effectively.

General Policy:
1. Faculty must manually enroll their learners in the Turnitin Instructors' portal. This process requires that faculty do not distribute the enrollment key to the entire class to safeguard the integrity of the academic submissions.
2. Only learners with EAC email addresses (those bearing the official EAC domain) are permitted to be added into the system. Any submissions or enrollments made using email addresses from external domains will be promptly removed by the system administrator to uphold institutional security.
3. Faculty are authorized to process only class-related assignments and outputs submitted by EAC learners for similarity checks. This ensures that all documents analyzed are relevant to the institution and its academic programs.
4. Under no circumstances should faculty members or employees use the Turnitin software for research or projects unrelated to EAC or for personal academic pursuits without prior approval from the institution.
5. Any faculty member or employee found in violation of the above policies and guidelines will face appropriate disciplinary actions. This may include but is not limited to warnings, suspension of access to Turnitin, or other measures deemed necessary by institutional authorities.
6. By adhering to these guidelines, faculty members contribute to the safeguarding of academic standards and the integrity of the educational environment at EAC.

I HEREBY ATTEST THAT I HAVE READ AND AGREED TO THE ABOVE-MENTIONED POLICIES & GUIDELINES

Conforme: **Endorsed by:** **Approved by:**

_____ _____ _____
Name Of Faculty & Signature **Dean** **Research Director**

Rev.06-04032025

QF-CRP-056

Statistical Consultation Request Form

Please provide accurate and complete information to ensure effective statistical assistance. Note that the turnaround time for completion of analysis is approximately 7-15 working days, depending on the complexity of the project and completeness of the submitted data.

Contact Information		
Full Name:		
School/Department:		
Email Address:		Learners ID No./ Faculty Employee No:
Research Information		
Title of Study:		
Type of Study:	• Experimental • Survey-based • Descriptive • Correlational • Case Study • Mixed method • Other: _____	
Research Objectives:	Main Objective: Specific Objectives:	
Consultation Needs		
Type of Support Needed:	• Identification of appropriate statistical method(s) • Verification of statistical method • Conduct of statistical analysis • Brief interpretation of results • Other: _____	
Notes • Please ensure all data is encoded and properly organized. • A consultation schedule will be provided after submission.		
_____ Client Signature over Printed Name		_____ Date
Do not fill-out this section. For CRP use only. Reference Code:		

INTELLECTUAL PROPERTY DISCLOSURE FORM

EMILIO AGUINALDO COLLEGE
Center for Research and Publication
10th Floor, Bldg. 7, 1113-1117 San Marcelino Street, Paco, Manila
Email: research.center@eac.edu.ph
Tel. No.: (02) 8521 2710 local 5388

APPLICATION NO.:

DATE RECEIVED:

INTELLECTUAL PROPERTY DISCLOSURE FORM

1. APPLICANT DETAILS

Kindly provide the details of the applicant.

Name	
Degree or Institutional Designation	
Affiliated Institution	
Email Address	
Contact Number/s	

2. TYPE OF INTELLECTUAL PROPERTY

☐	**Copyright** This includes: novels, poems, plays, reference works, newspapers, advertisements, computer programs, databases, films, musical compositions, choreography, paintings, drawings, photographs, sculpture, architecture, maps and technical drawings
☐	**Patent** A product or process that provides any technical solution to a problem in any field of human activity which is new, inventive, and industrially applicable.
☐	**Utility Model** Any technical solution to a problem in any field of human activity which is new and industrially applicable. It may or may not have an inventive step.
☐	**Industrial Design** An industrial design is the ornamental or aesthetic aspect of an article. Design, in this sense, may be three-dimensional features (shape or surface of an article), or the two-dimensional features (patterns or lines of color). Handicrafts, jewelry, vehicles, appliances - the subject of industrial designs range from fashion to industrial goods.
☐	**Trademark** A trademark is a word, a group of words, sign, symbol, logo or a combination thereof that identifies and differentiates the source of the goods or services of one entity from those of others.

ATTENDANCE TO TRAINING/WORKSHOP/SEMINARS
RESEARCH POST-ACTIVITY LEARNING REPORT

QF-CRP-055

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ATTENDANCE TO TRAINING/WORKSHOP/SEMINARS
RESEARCH POST-ACTIVITY LEARNING REPORT

TITLE OF THE TRAINING ACTIVITY	
DATE	
VENUE:	
MODE OF PARTICIPATION: (e.g. face-to-face or onsite)	

GENERAL OBJECTIVE OF THE ACTIVITY

LEARNING HIGHLIGHTS OF THE TRAINING/WORKSHOP

COMMITMENT AND TANGIBLE ACTION TO TRANSFER or APPLY THE LEARNINGS IN EAC

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MANUSCRIPT TEMPLATE FOR EAC RESEARCH BULLETIN

EAC Research Bulletin ISSN 0119-1438

Original Research

Write the title in lowercase characters except for the first word's first character and any proper nouns, which should be capitalized.

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Abstract

Begin with the aim of the study, including a one-sentence statement of the problem, a one-sentence objective, at least two additional sentences detailing objectives, and a brief description of the methods. The method should cover the type of research design, study population, measurement tools, instruments or equipment, and statistical analysis. Include at least two sentences for results and a conclusion. The abstract must be no more than 300 words, composed as a single paragraph without indentation. Avoid using undefined acronyms or abbreviations.

Article Info

Article history:
Received: Day Month Year
Revised: Day Month Year
Accepted: Day Month Year

Keywords:
3 to 6 keywords only
Must be written alphabetically

Introduction

The introduction must clearly explain the novelty of your research work. Limit your introduction to a maximum of three paragraphs. It should cover the scientific background and rationale for the investigation, including what is known, what is unknown, and important to know, the specific topic addressed in the manuscript, and why it is significant to address that particular topic.

Specific objectives should be described in one paragraph.

The manuscript font style is Times New Roman, and the body text must be formatted in 10-point size. Line spacing should be set to 1.5.

Methods

Study Design

If an observational or descriptive study was conducted, the study design should be described as follows: an observational study (including cross-sectional, cohort, and case-control studies); other types of observational study designs can be described. For an observational study, it should follow the STROBE (Strengthening the Reporting of Observational Studies in Epidemiology) reporting guidelines.

In the case of a non-randomized controlled study or a before-and-after study, it is important that the research clearly delineates the specific design employed. This may include options such as a non-equivalent control group pre-and post-test design, a non-equivalent control group pre-and post-test non-

synchronized design, a non-equivalent control group post-test only design, a single group pre-and post-test design, or a time-series design. Furthermore, the description of the study should align with the guidelines established by the Transparent Reporting of Evaluation with Nonrandomized Designs (TREND) statement.

If the study involves a randomized controlled study or trial, it should follow the CONSORT (Consolidated Standards of Reporting Trials) guidelines.

Ethics statement

If the study involves human subjects or human-originated materials, research ethics committee approval must be obtained, including the approval protocol number.

Setting

Describe the setting, location, relevant dates or periods, and data collection. Any educational interventions or curriculum development, or clinical interventions may be described in this section.

Participants/Specimens/Materials

Provide the eligibility criteria and the sources and methods of participant selection. The reason for the inclusion or selection of subjects should be explained.

For pure experimental studies, explain the procedures, materials, and equipment used. Provide enough details for replication.

Data Collection

Describe the techniques and procedures for gathering data or information for the study.

Data Processing and Analysis

Describe the quantitative and/or qualitative analysis used in the study. Clearly state the reason and importance of using such data analysis.

Statistical methods

The statistical methods should be described in sufficient detail to allow reviewers and readers to replicate the analysis. It is encouraged to provide statistical results that reflect the measurement error or uncertainty, such as confidence intervals, in addition to the P-value.

Results

The main result should be described logically according to the methods. The content of the tables should not be duplicated in the figures. Do not include raw data tables and figures. A maximum of 5 tables and figures is only allowed in the results section.

The table title should contain a precise description so that readers can understand the table content without reading the main text. For table footnotes, use alphabetical superscripts [a) b) c).]

The P-value should be written as a capital letter using a Roman character.

Discussion

Briefly summarize the main findings. Give an overall interpretation of results, considering the objectives and other relevant evidence. Do not present findings that were not described in the results section.

Discuss the limitations of the study. Discuss any potential bias.

Discuss the generalizability of the study results. Consider the extent to which the results can be beneficial to patients or health care providers.

Discuss areas for further study that could benefit from longitudinal approach to observe changes and trends overtime, enhancing the understanding of how variables interact in the long run.

Suggest why expanding the demographic scope of the study can provide a more comprehensive view of the findings.

Suggest why investigating the effectiveness of specific interventions based on the study's findings could help in practical applications and policymaking.

Suggest technological integration, such as exploring how advancements in technology can improve or alter the outcomes related to the study.

Discuss the implications of the study in policy development, educational practices, public awareness, and other future research directions.

Conclusion

Deduce the conclusions from the results presented. Do not include statements not found in the methods or results sections.

Research questions outlined or mentioned in the introduction are addressed or answered in the conclusion.

Author's contributions

Name of Author(s) – development and design of the study, acquisition, analysis, and interpretation of data. *Name of Author(s)* – drafting and revising the intellectual content of the manuscript, final approval of the complete manuscript.

Ethics approval protocol number

Please provide the full name of the research ethics committee along with the protocol number for the ethics clearance approval or the protocol number for the ethics clearance exemption.

Funding source(s)

This work was supported by the (indicate the complete name of the funding institution and the funding reference code/number).

If no funding was received, write None.

Conflict of interest

Any potential conflicts of interest must be disclosed in the manuscript. Otherwise, no potential conflict of interest relevant to this article was reported.

Declaration concerning generative AI

The authors did not employ artificial intelligence in the analysis of data or in deriving insights; rather, AI was utilized solely to enhance the clarity and language quality of the manuscript. AI and other AI-assisted technologies must not be listed or credited as authors of the manuscript.

Data availability and additional supporting documents

All raw and supplementary data associated with this study are available from the corresponding author upon request.

Acknowledgements

Mentioned in this section the complete name of the person, job title, affiliation and role in the study. Expressing appreciation or gratitude to group members is not allowed in this section.

References

All references must adhere to APA citation style.

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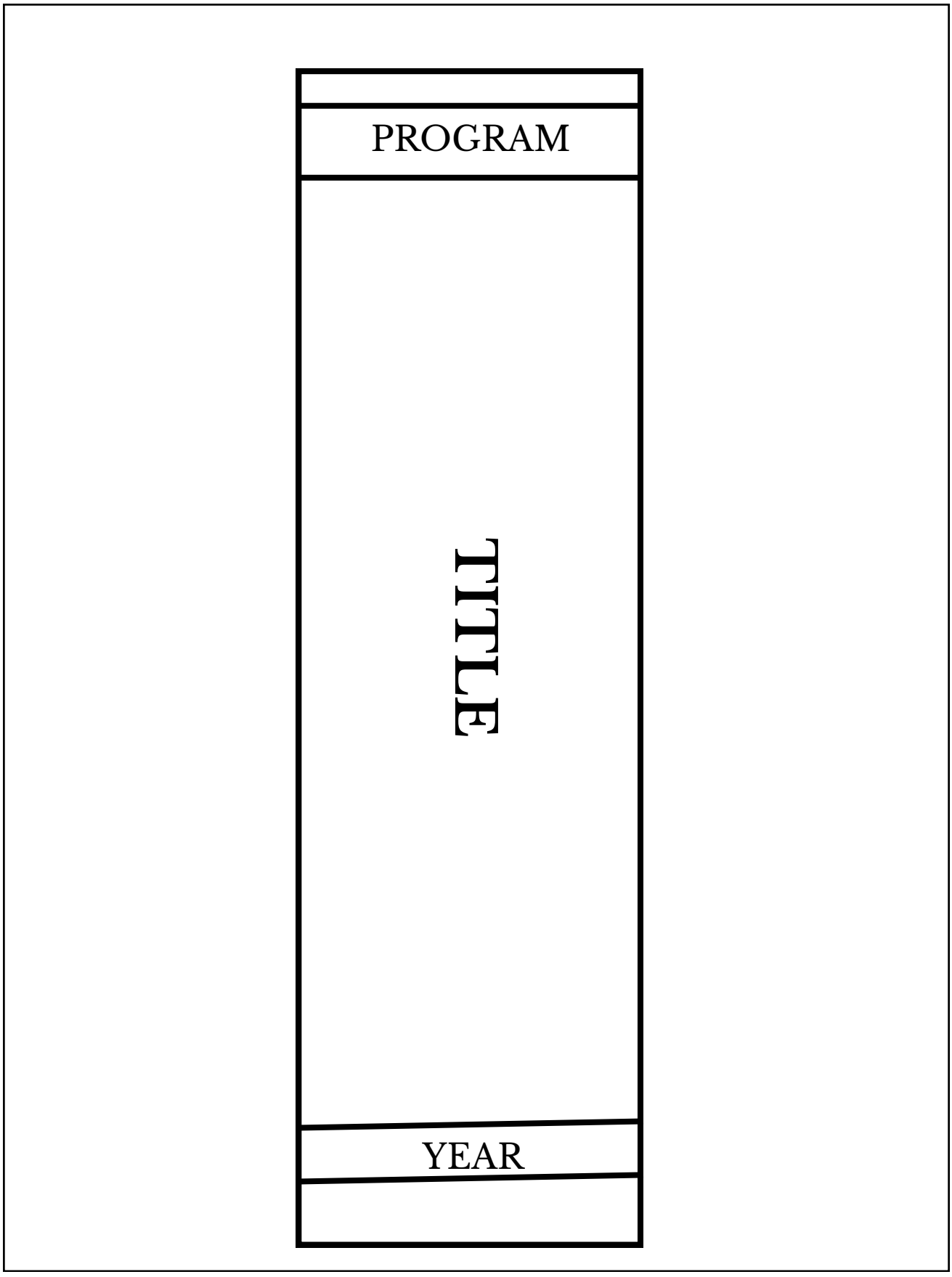

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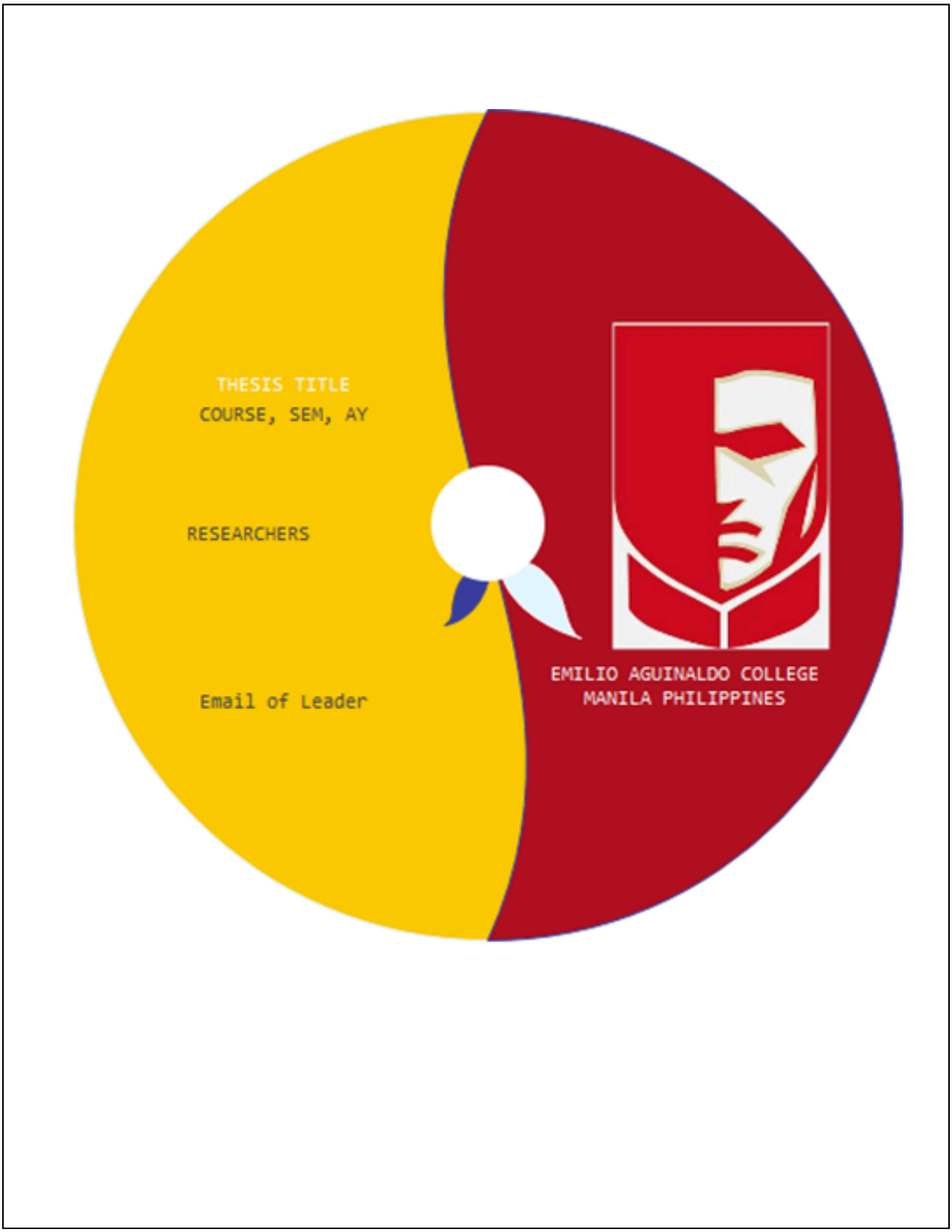

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