



UNIVERSITY OF THE PHILIPPINES  
Quezon City


OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAEP 16-67

DATE : 20 December 2016

FOR : Full-time Faculty Members of UP

cc : Chancellors

FROM : Alfredo E. Pascual  
President 

SUBJECT : **Invitation to become Research & Extension Fellows  
of the new UP Resilience Institute**

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I. **Background/Purpose**

The Board of Regents at its 1319<sup>th</sup> Meeting on 28 July 2016 approved the establishment of the new **UP Resilience Institute (RI)** or *Resilience Institute at the University of the Philippines for Disaster Risk Reduction and Management*, which shall have the following functions and programs concerning multi-hazard, multi-disciplinary, multi-sectoral, comprehensive DRRM.

- 1) Research and Creative Work: undertake policy research, action research, and interdisciplinary or transdisciplinary research or creative work;
- 2) Knowledge Sharing: disseminate research findings, creative works and innovations;
- 3) Education: establish non-degree educational programs and support degree programs within the UP System;
- 4) Institution Building: improve the capability of the UP System as an agent of change [for...] disaster resilience in the Philippines and the Pacific Rim region.

Two detailed documents about the founding of the RI are posted on the UP System website ([www.up.edu.ph](http://www.up.edu.ph))

II. **Fellows and Junior Fellows**

Potentially from all the regular academic units of UP, it shall be targeted to have approximately 20% of the System-wide total number of regular full-time academic staff to have additional appointments at the Resilience Institute as **Research and Extension Fellow** or **Research and Extension Junior Fellow** without additional compensation. Within this human resource pool, every

semester each fellow or junior fellow, with commensurate involvement in the activities of the Resilience Institute, shall be devoting on average approximately 25% of his/her regular academic load. Hence UP shall be devoting about 5% of its combined regular full-time human resource as a constant active pool of scholars for the programs and services of the Resilience Institute.

A Fellow or Junior Fellow shall receive funding and logistical support according to the budget of the Institute program or project where s/he is engaged (e.g., honoraria, professional fees, and other compensation commensurate and applicable to the involvement of the Fellow or Junior Fellow); Research Load Credit may also be applicable.

The **Attachment** contains the Guidelines for Fellows and Junior Fellows.

### **III. Expression of Interest**

The Board of Regents has appointed Professor Benito M. Pacheco as the first Executive Director. Subsequently we shall search for CU Coordinators, Theme Coordinators, Financial Coordinator, Program Managers, Project Managers, and Project Leaders.

At this stage we are building the human resource base of Research and Extension Fellows. The first batch shall be given the additional appointment for the 2<sup>nd</sup> Semester and Midyear of 2016-2017, i.e. January-July 2017, subject to renewal in the following academic year.

Every full-time regular faculty member of UP who is eligible and available to affiliate with the Resilience Institute as Fellow or Junior Fellow is encouraged to communicate his/her Expression of Interest by emailing directly to:

[resilience.institute@up.edu.ph](mailto:resilience.institute@up.edu.ph)

to the attention of Professor Pacheco, on or before 17 January 2017.

Following the Guidelines in the **Attachment**, the first batch of Fellows and Junior Fellows of the Resilience Institute at UP for DRRM shall be appointed by the Office of the President. A launching event and workshop of the RI affiliates shall be held in January or February 2017.

**The Chancellors, Deans, Directors and Chairs shall give this Memorandum Order the widest dissemination among full-time regular faculty members.**

*Enclosed: As stated*

# Guidelines for Research & Extension Fellows and Junior Fellows<sup>1</sup>

## A. Basic criteria for prospective Fellow:

1. Must be a full-time faculty member of U.P. with the rank of Professor or Associate Professor;
2. Must be fulfilling all his/her duties and obligations to his/her Home Unit;
3. Must be pursuing, conducting or engaging in research and development activities that are clearly within the research agenda of the [Center or Institute];
4. Must be qualified to take an active part in the extension<sup>2</sup> programs and projects of the [Center or Institute];

*Qualifications will be evaluated and determined by the [Executive] Director of the [Center or Institute].*

*Invitations will be initiated by the [Executive] Director based on criteria that include:*

- *Previous engagement(s) with the [Center or Institute], and/or*
- *Established body of work in research and extension by the prospective Fellow.*

*[Executive] Director may inquire with Home Unit head or individual faculty regarding prospective Fellows or Junior Fellows provided that the formal invitations will be coursed through official channels. The [Executive] Director may be assisted in the prequalification process by the [Center's or Institute's] Personnel Committee or Management Committee, if applicable.*

5. Must not be involved or engaged in activities conflicting with the interest of the [Center or Institute] as defined by the latter's mandate and commitments;

*Questions regarding conflicts of interest may be addressed by reference to the Mission and Vision of the [Center or Institute]. This is also addressed in C.2.*

and

6. Must be available for appointment [in additional assignment without compensation] for at least one semester, subject to renewal.

## B. Basic criteria for prospective Junior<sup>3</sup> Fellow:

1. Must be a full-time faculty member of U.P. with the rank of Assistant Professor or Instructor;
2. Must be fulfilling all his/her duties and obligations to his/her Home Unit;
3. Must present evidence of promise or demonstrate evidence of capacity to engage in research or creative work at least as member of a research or creative project team;
4. Must be qualified to take a part in the extension programs and projects of the [Center or Institute];

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<sup>1</sup> At the 1255<sup>th</sup> Meeting of the BOR on 27 May 2010, the "Proposed Guidelines for Research and Extension Fellows and Junior Fellows at the Centers" were approved, to be made applicable system-wide to formalize the active participation of full-time faculty members in the research and extension centers [or institutes] of the University. Initially the "Centers" pertained to the Building Research Service (BRS), the National Center for Transportation Studies (NCTS), the National Hydraulic Research Center (NHRC) and other centers with the National Engineering Center (NEC) in UP Diliman. The main text (Version 03/20/2009) was developed jointly by the Directors of the Institute of Civil Engineering, BRS, NCTS and NHRC. The Executive Board of the College of Engineering adopted the guidelines in March 2009; these were subsequently endorsed by the School of Urban and Regional Planning and the College of Architecture. For UP System-wide application, the guidelines may be implemented by the [Executive] Director of a [Center or Institute].

*Supplemental text (in italics) was developed soon after, jointly by the Directors of ICE, BRS, NCTS and NHRC.*

<sup>2</sup> Extension includes provision of technical assistance without compensation, consultancy, and training among other activities as described in the Faculty Manual.

<sup>3</sup> **Junior Fellow is the preferred designation, instead of Associate Fellow, for an assistant professor or instructor so as not to be confused with associate professor.**

*Qualifications will be evaluated and determined by the [Executive] Director of the [Center or Institute]. Invitation will be initiated by the [Executive] Director based on criteria that include:*

- *Previous engagement(s) with the [Center or Institute], and/ or*
- *Established body of work in research and/ or extension by the prospective Junior Fellow.*

*[Executive] Director may inquire with Home Unit head or individual faculty regarding prospective Fellows or Junior Fellows provided that the formal invitations will be coursed through official channels. The [Executive] Director may be assisted in the prequalification process by the [Center's or Institute's] Personnel Committee or Management Committee, if applicable.*

5. Must not be involved or engaged in activities conflicting with the interest of the [Center or Institute] as defined by the latter's mandate and commitments;

*Questions regarding conflicts of interest may be addressed by reference to the Mission and Vision of the [Center or Institute]. This is also addressed in C.2.*

and

6. Must be available for appointment [in additional assignment without compensation] for at least one semester, subject to renewal.

### **C. Duties and obligations of Fellows and Junior Fellows:**

1. Research & Extension Fellows and Junior Fellows shall first and foremost fulfill their duties and obligations to their respective Home Units;

2. Research & Extension Fellows and Junior Fellows shall contribute to the promotion and realization of the [Center's or Institute's] mandate and advocacies;

*Fellows and Junior Fellows may be involved in research and/ or extension programs and projects depending on the needs of the [Center or Institute]. It is expected that the Fellows and Junior Fellows will take an active part in meetings, forums, seminars, workshops and other activities of the [Center or Institute]. Specific duties and obligations shall be spelled out upon assignment to specific programs and projects of the [Center or Institute].*

3. Research & Extension Fellows and Junior Fellows shall recognize the authority and supervisory capacity of the [Center or Institute] [Executive] Director on matters pertaining to the [Center or Institute];

4. Research & Extension Fellows and Junior Fellows shall observe proper representation of the [Center or Institute], noting that only the [Center or Institute] [Executive] Director may have the official capacity to represent the [Center or Institute] in dealings with agencies, institutions or other entities outside the University, and that the [Chancellor or President] of U.P. is the only authorized signatory in cases where the [Center or Institute] is going to be involved (e.g., MOU's, MOA's, and the like); and

5. Research & Extension Fellows and Junior Fellows shall identify themselves as affiliates of the [Center or Institute].

Example: Andres C. Bonifacio, Ph.D., En.P.

Associate Professor, School of Urban and Regional Planning  
Research & Extension Fellow, National Hydraulic Research Center

Example: Jose P. Rizal, Dr. Eng.

Assistant Professor, NCPAG  
Research & Extension Junior Fellow, National Center for Transportation Studies

Example: Gloria E. Aquino

Instructor, Department of Industrial Engineering and Operation Research  
Research & Extension Junior Fellow, Building Research Service

### **D. Benefits and privileges of Fellows and Junior Fellows:**

1. Workplace or work area allocated by the [Center or Institute] consistent with the need and subject to availability of space (e.g., desk and work space);

2. Access to facilities or physical resources of the [Center or Institute] consistent with the nature and scale of the Fellow's involvement and subject to existing rules and regulations (e.g., laboratories, equipment, computer, printer, libraries, databases);
3. Access to human resources of the [Center or Institute] consistent with the nature and scale of the Fellow's involvement in the [Center's or Institute's] activities;
4. Option to claim at most three (3) units of Research Load Credit [per semester], not in conflict with any funding or logistical support as applicable, and subject to the endorsement by the [Center or Institute] [Executive] Director and approval by his/her Home Unit Head; *Claims for Research Load Credit (RLC) shall be subject to university rules. Fellows and Junior Fellows involved in research that nears completion and with potential paper publication(s) may be favorably endorsed by the [Center or Institute] [Executive] Director for RLC for that specific semester. "Nears completion" is interpreted as research that is expected to be completed within the semester. The [Center or Institute] will be on the lookout for the endorsement of RLC claims and the deliverables (e.g., paper(s), report(s), etc.) that will justify RLC. Overloading will be the lookout of the respective Home Units.*
5. Funding and logistical support according to the budget of the [Center or Institute] program or project where the Fellow is engaged (e.g., honoraria, professional fees, and other compensation commensurate and applicable to the involvement of the Fellow); and
6. Use of the name of the [Center or Institute] in identification.  
 Example: Juan D. Cruz, Ph.D.  
 Professor, College of Architecture  
 Research & Extension Fellow, Building Research Service  
 Example: Maria S. Punongbayan, Ph.D.  
 Assistant Professor, Department of Geodetic Engineering  
 Research & Extension Junior Fellow, National Center for Transportation Studies

## E. Administrative arrangements:<sup>4</sup>

1. In the administrative document to formalize the appointment of the Research & Extension Fellow or Junior Fellow, it shall be stated that the [Center or Institute] [Executive] Director will have well-defined supervisory authority in his official capacity, consistent with University rules.
2. Institutes/Departments of the College of Engineering [for affiliation with Center at NEC] – An Office Order shall be issued by the COE Dean [and concurrent NEC Executive Director] with conforme of the home Institute/Department Head, the Center Director, and the Research & Extension Fellow or Junior Fellow.
3. Other Units of U.P. [Constituent University for affiliation with Center or Institute at the same Constituent University] – An Office Order shall be issued by the U.P. Chancellor with conforme of the home Unit Head, the home Institute/Department Head, the Center [or Institute] Director, and the Research & Extension Fellow or Junior Fellow.
4. **Constituent Universities of U.P. for affiliation with Center or Institute at U.P. System – An Order shall be issued by the U.P. President with conforme of the CU Chancellor, home Unit Head, the home Institute/Department Head, the Center or Institute [Executive] Director, and the Research and Extension Fellow or Junior Fellow.**<sup>5</sup>

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<sup>4</sup> These are expanded cases as made applicable UP System-wide.

<sup>5</sup> Such is the case, for example, of the Resilience Institute (or, Resilience Institute at the University of the Philippines for Disaster Risk Reduction and Management).