



## **I. BACKGROUND**

The UP Charter of 2008 (RA 9500) mandates the University of the Philippines to “lead as a public service university”, providing various programs and initiatives to aid the government, the private sector, and civil society, and leading the sharing and dissemination of research that document the University’s best practices and models of engagements to other higher education institutions and stakeholders. The UP Padayon Public Service Office is tasked with enabling a support system that encourages and incentivizes the scholarship of public service, including the documentation and evaluation of public service programs and initiatives. With the Public Service Writing Fellowship, this endeavor is further driven by the goal of publishing public service research in peer-reviewed journals.

The Public Service Writing Fellowship aims to promote public service as a scholarly and interdisciplinary endeavor. University faculty and staff, as Fellows, shall write literature-grounded evaluation and documentation of the public service initiatives that they have developed and undertaken, and develop these into journal articles ready for publication. The Fellowship is also a response to the need to have a strong and healthy public service and extension research culture in the academe, as this will make the University’s initiatives sustainable for the beneficiaries, institutional partners, and other stakeholders.

The Fellowship is open to all UP faculty and REPS (research, extension, and professional staff) who wish to write and publish their experiences and the results of the public service initiatives that they have designed and implemented in a scholarly publication. One (1) Fellow will be selected from each of the eight Constituent Universities (CUs) through a rigorous application process. For CUs without qualified applicants, the slots will be automatically reallocated to other qualified Fellows from the other CUs. Applicants must submit an outline that includes the important details of their public service initiatives and programs. Once selected, the Fellows will undergo a Writeshop in order to further develop their output. The Writeshop also serves as a venue for the Fellows to discuss their research with their peers and the facilitators, especially the conceptualization, methodology, results, and conclusion, during the small group discussions. The Fellows are encouraged to improve their papers after the Writeshop, in accordance with the criteria set by the journal of their interest, and proceed with the submission of the articles for review and publication.



In light of the ongoing COVID-19 pandemic, the Writeshop will be held virtually through the University's online conference platforms.

## **II. OBJECTIVES**

1. Provide an opportunity for public service practitioners to write about the various public service projects and initiatives that they have undertaken in the past and are continuously implementing
2. Develop research from public service/extension projects
3. Contribute to the pool of literature on public service in higher education

## **III. THEMES CONSIDERED FOR THE PUBLIC SERVICE WRITING FELLOWSHIP**

The topics of research proposals to be submitted may fall under the following themes:

1. Community engagement and public service
2. Service-learning and volunteer programs
3. University-industry (private sector) linkages and engagements
4. University-government linkages; and,
5. Partnerships between university and civil society groups
6. Partnerships with international organizations and groups

## **IV. ELIGIBILITY**

Fellowship applicants shall be either a regular Faculty Member or Research, Extension, and Professional Staff (REPS) in active service in the University of the Philippines System regardless of the status of employment, whether permanent or temporary, but excluding Lecturer and Professor Emeritus.

## **V. DURATION**

The duration of the fellowship grant shall be for Twelve (12) months.

## **VI. CONTRACT RATE**

The writing fellowship grant amounts to PhP 30,000.00. In no case shall additional funding be granted to the same grantee for the same project nor shall this rate be increased without the approval of the UP Board of Regents



## **VII. RELEASE OF FUNDS**

The approved writing fellowship grant shall be released upon the submission of the final output described in Section IX of this guidelines (Obligations of the Public Service Fellow), provided that all the obligations are complied with not later than two (2) months after the duration of the fellowship. Otherwise, the final release is forfeited. The following schedule of release of the grant shall apply:

- 25% Upon signing of the Memorandum of Agreement
- 25% Mid-Progress Report
- 50% Balance upon submission of the final output described in Section VIII

## **VIII. EXPECTED OUTPUT**

The Fellow shall submit to the UP Padayon Public Service Office a copy of the scholarly paper/manuscript with a minimum count of Seven Thousand (7,000) Words that was submitted to a peer-reviewed journal. The Fellow must secure an acknowledgement from the journal that the manuscript has been submitted and submit the same to the UP Padayon Public Service Office.

## **IX. OBLIGATIONS OF THE PUBLIC SERVICE FELLOW**

1. The Public Service Fellow shall attend the virtual Public Service Writeshop scheduled on July 22-23, 2021.
2. The Public Service Fellow must submit the expected outputs as specified under Section VIII of this guidelines.
3. The Public Service Fellow must submit the journal's acknowledgement receipt with the submitted manuscript to the UP Padayon Public Service Office within the time prescribed in Section V and VII.
4. The Public Service Fellow shall remain a Faculty Member or REPS in active service in the University of the Philippines.

## **X. INTELLECTUAL PROPERTY OWNERSHIP**

Should the result of the project be published or publicly presented or exhibited, the Office of the Vice President for Public Affairs-Padayon Public Service Office shall be acknowledged as the source of the Fellowship. The Public Service Fellow shall provide



a copy of any publications or program of exhibitions to the Padayon Public Service Office.

Should the Padayon Public Service Office produce an anthology of the submitted final outputs, the permission of the author shall be solicited without prejudice to him/her retaining the credit and benefit to any recognition that the anthology may garner in the future.

## **XI. SANCTIONS FOR FAILURE TO FULFILL OBLIGATIONS OF THE FELLOW**

1. For failure to fulfill all obligations of the Fellowship, the Public Service Fellow shall be required to return all the released funds. Removal from employment with the University or resignation from the University shall be considered failure to fulfill all obligations of the Fellowship.
2. University clearance of the fellow who fails to fulfill his/her obligations shall be withheld, should s/he apply for leave, resign, or retire from UP, until all fellowship obligations are fulfilled.

## **XII. APPLICATION REQUIREMENTS**

Interested applicants must accomplish the Application Form for the Public Service Writing Fellowship Grant, which contains the following:

- a. Information about the Proponent
- b. Information about the Public Service Project
- c. Research Writing Proposal
- d. Certification
- e. Endorsements

Accomplished applications packets must be submitted via email to [padayon@up.edu.ph](mailto:padayon@up.edu.ph) with the subject **PSWF3-Submission\_CU\_Surname** on or before **May 31, 2021**. The application form may be accessed via <http://bit.ly/3rdPSWF-App>.