



PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education
OFFICE OF THE UNIVERSITY PRESIDENT

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August 1, 2022

UNIVERSITY CIRCULAR

No. 06
Series of 2022



TO: The PNU Community

SUBJECT: Amendments on the Annual Outstanding Research Award

I. Purpose

Pursuant to PNU BOR Resolution No. U-3411, series of 2022 dated March 28, 2022, this Circular is issued to amend the current University policy on the Annual Outstanding Research Award previously approved through BOR Resolution No. U-2087, series of 2014.

II. Rationale and Objectives

The need to give due recognition and incentivize faculty and staff of the University who are able to conduct high quality research remains important.

This aims to continue the recognition provided to a researcher or research team of the University by amending the guidelines for clearer and more efficient implementation of the award.

III. Summary of Key Amendments

1. Provided minimum requirements for eligibility to serve as basis for preliminary screening of applications for the award.
2. Amended the provision that research should be completed within the last two (2) years to “three (3) years.”
3. Added the provision that the completed research should have been reported and/or approved by the University.
4. Removed dates to allow flexibility in the call for application/nomination and the ensuing procedures for the award.
5. Specific criteria and the percentage points per criterion were revised.



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IV. Scope

These amended guidelines for the Annual Outstanding Research Award are meant to give recognition to PNU researchers who are able to conduct and complete an innovative research with substantial contribution in the advancement of education and has visible potential application to educational policy and practice.

V. Minimum Requirements for Eligibility

1. The applicant (researcher or lead researcher of a research team) must be a full-time faculty member, administrative official, or administrative staff who has a permanent status.
2. The research was completed within the last three years prior to nomination/application and must have been borne out of a completed research reported and/or approved by the University through the Educational Policy Research and Development Center (EPRDC).
3. The research must have been presented in a regional, national, or international forum, symposium or conference.

VI. Application Procedure*

1. The applicant should write a letter of application addressed to the President through channels. The letter, the application/nomination form, the research report of the completed research in journal article format, and other requirements shall be submitted to EPRDC.
2. EPRDC is tasked to conduct preliminary screening and evaluation of the application using a tool developed for this purpose.
3. Applications who passed the preliminary screening and evaluation will be submitted for external evaluation with three external evaluators. The same tool used in the preliminary evaluation shall be used in the external evaluation.
4. All applications must meet the minimum requirements for eligibility before it is evaluated using the criteria for the award.
5. Using the evaluation tool developed by EPRDC for this award, the application/entry should garner a total of between 90 to 100 points in both the preliminary evaluation and external evaluation. Ranking will be done to determine the winner in case more than one application received points of at least 90.
6. The results of the external evaluation of the applications will be endorsed to the Vice President for Research Planning, and Quality Assurance (VPRPQA) to be deliberated by



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the University Committee on Research Awards (UCRA).

7. The University Committee on Research Awards shall have the following composition:

Chair: Vice President for Research Planning and Quality Assurance
Members: Vice President for Academics
Vice President for University Relations and Advancement
EPRDC Director
RCTQ Director
One Full Professor

**The complete procedure shall be articulated in the internal procedures of EPRDC as part of their Procedure Manual*

VII. Criteria (please see attached form)

1. Overall Quality (25%)
 - The problems are addressed appropriately;
 - The theoretical/conceptual framework/lens used is suitable to anchor the study;
 - The research design, data gathering tools, techniques and data analysis are appropriate for the given research problems; and
 - Conclusions and recommendations are aligned with the research problems.
2. Relevance (25%)
 - The findings of the research have visible potential usefulness and application to educational practice;
 - The findings have potential use for policy development; and
 - The research addresses current issues and concerns in teacher education or in education in general.
3. Organization and Coherence (25%)
 - The research exhibits the logical and systematic arrangement of information and ideas, choice of words, the use of correct grammar, good English or Filipino, and clarity of the presentation; and
 - Findings are credible as a result of rigors in research design, instrumentation, and analysis of data.
4. Originality (25%)
 - The research has a substantial contribution to the advancement of the body of knowledge in education specifically in teacher education; and
 - The research has a substantial degree of originality or uniqueness and innovativeness.



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VIII. Special Provisions

1. Only one research will be given the award per fiscal year.
2. The cash incentive for the award is subject to availability of funds and shall be sourced from the University funds for research and development.
3. Research conducted should be by individual or team. In the case of team research, the cash incentive for the award will be divided proportionately among the researchers. Whatever the case, only one entry is accepted from the applicants.
4. Faculty, administrative staff, and officials submitting entries will not be part of the internal reviewers. Members of the UCRA who wish to submit an entry will not be part of the UCRA for the final deliberation.
5. The awardee/s shall present the paper during a university research forum.

IX. Awards

A plaque of recognition and cash incentive of Php 50,000.00 will be conferred to the awardee/s during the Universityhood celebration.

X. Effectivity

This policy takes effect upon the approval of the PNU Board of Regents on March 28, 2022 and for implementation to the research awards to be given in CY 2023.

Widest dissemination of this information is requested.

Your usual cooperation and support are enjoined.


BERT JAZMIN TUGA, PhD
President



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