

Republic of the Philippines
MINDANAO STATE UNIVERSITY
Marawi City

OFFICE OF THE SECRETARY OF THE UNIVERSITY
AND OF THE BOARD OF REGENTS

EXCERPTS FROM THE MINUTES OF THE 267TH MEETING OF THE BOARD OF REGENTS
HELD ON JULY 24, 2024 AT CONFERENCE ROOM, MSU-GENERAL SANTOS CITY

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“RESOLUTION NO. 229, S. 2024

RESOLVED, that upon the recommendation of the President of the University and the Executive Committee of the Board of Regents, the Harmonized Flow of Research-Related Communications of faculty members and students in MSU-Main campus, hereto appended and marked as Annex “Q”, is hereby APPROVED.


APPROVED”

X-X-X

X-X-X

X-X-X

CERTIFIED TRUE AND CORRECT:


ATTY. SHIDIK T. ABANTAS, MDM
*Secretary of the University
and of the Board of Regents*

STA:rlf
06 August 2024
(Not valid without seal)



MAMITUA SABER RESEARCH CENTER
Office of the Director of Research

**Harmonized Flow of Research-Related Communications of Faculty
Members and Students in MSU – Main Campus**

Objective

In line with our commitment to strengthening the research capabilities of the University, this proposal aims to establish a harmonized flow of communications within university offices, with a particular focus on handling research-related requests from faculty members and students. By implementing a structured communication flow, the proposal seeks to streamline processes, minimize delays, and ensure that research-related requests are thoroughly reviewed without detracting from other academic responsibilities, notably classes. Ultimately, the goal is to facilitate efficient handling of research-related requests before forwarding them to the Office of the President for final approval.

Scope

This proposal encompasses the establishment of a harmonized flow of communications within the university offices, with a focus on facilitating research-related requests from faculty members and students. The scope of this communication flow involves the following constituents and offices:

1. Constituents
 - i. Faculty members
 - ii. Students
2. Offices Involved
 - i. Department where the faculty member teaches and where the student is enrolled.
 - ii. College to which the Department belongs.
 - iii. Mamitua Saber Research Center (MSRC)
 - iv. Office of the Vice Chancellor for Research, Extension and Development (OVCRED)
 - v. Office of the Vice Chancellor for Academic Affairs (OVCAA)
 - vi. Office of the President
3. Types of Communications Covered
 - i. Request for grant of authority to travel and attend conferences as a participant (non-paper presenter).
 - ii. Request for grant of authority to travel and attend conferences as a paper presenter (oral and poster).
 - iii. Request for grant of authority to conduct and implement approved internally funded research projects.



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- iv. Request for grant of authority to conduct and implement approved externally funded research projects.
- v. Request for designation of College Research Coordinators.
- vi. Other requests deemed related by the Office of the Director of Research, Mamitua Saber Research Center.

Observed Problems in Current Communication Flow

Upon careful examination of the current communication flow within the university, several issues have been identified:

1. Flow of Conference Attendance Requests for Faculty Members:

Issue 1: Faculty members attending conferences as paper presenters (oral and poster) pass through the Mamitua Saber Research Center (MSRC) and the Office of the Vice Chancellor for Research, Extension and Development (OVCRED) without involving the Office of the Vice Chancellor for Academic Affairs (OVCAA). This may lead to unattended classes during the semester.

Issue 2: Faculty members attending conferences as participants only are forwarded to the OVCAA without involving the OVCRED and the MSRC. This impedes the latter offices' mandate of ensuring the legitimacy of the conferences to be attended by our faculty members.

2. Flow of Conference Attendance Requests for Students:

Issue 3: Students wishing to travel as paper presenters or participants of conferences only pass through the OVCAA, neglecting the involvement of the MSRC and the OVCRED in assessing the quality of their papers and the legitimacy of the conferences.

3. Grant Requests for Research Projects:

Issue 4: Requests for grant of authority to conduct and implement approved internally and externally funded research projects only pass through the MSRC and OVCRED. This excludes the OVCAA from the process, despite the potential impact on the teaching load of the faculty members because of the research load.

4. Designation of Research Coordinators:

Issue 5: Per BOR Resolution No. 354, s. 2023, the designation of Research Coordinators must be evaluated jointly by the OVCAA and the OVCRED.



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5. Bypassing of Intermediate Offices by Some Faculty Members and Students:

Issue 6: Some faculty members and students bypass the designated communication flow outlined by the university, going directly to the Office of the President for their travel requests. This circumvents the involvement of intermediate offices such as the MSRC, the OVCRED and the OVCAA. By bypassing these offices, there is a lack of scrutiny and oversight on the quality of papers presented, the legitimacy of conferences attended, and the potential impact on academic responsibilities such as unattended classes.

Proposed Communication Flow

The proposed communication flow for handling research-related requests is as follows:

1. Endorsement by the Department Chairperson.

Faculty members must first be endorsed by the Chairperson of the Department where they are appointed to teach. Similarly, students must obtain endorsement from the Department where they are currently enrolled. This endorsement ensures that the department is aware of the request and can provide necessary support.

2. Evaluation and Endorsement by the Dean's Office.

The endorsed communication is forwarded to the Dean's Office for evaluation by the Research Coordinator and endorsement by the Dean of the College/Unit. This step ensures oversight and approval at the college level.

3. Evaluation and Checking by the MSRC.

The endorsed communication is then forwarded to the MSRC for evaluation and checking of pertinent attachments. The MSRC ensures compliance with approved university research standards and guidelines.

4. Checking Alignment with University Research Objectives and Policies by the OVCRED.

Upon evaluation by the MSRC, the request is endorsed by the Director of Research to the OVCRED. The OVCRED then ensures the alignment of the request with the university's research objectives and policies.

5. Checking of Academic Considerations by the OVCAA.

The communication is further reviewed by the OVCAA before it is forwarded to the Office of the President. This ensures that all academic considerations are addressed before final approval.



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6. Final Approval by Office of the President.

The communication, after thorough evaluation and endorsement at each stage, is forwarded to the Office of the President for final approval and issuance of a Special Order.

Effectivity

This proposed harmonized flow of communications shall be implemented upon approval by the MSU Board of Regents.

Prepared and submitted by:


MAHID M. MANGONTARUM, Ed.D.
Director of Research

Dates of Approval:

Research and Extension Committee, MSU-Main Campus: **April 2, 2024**

MSU System Executive Committee (EXECOM): **June 22, 2024**

MSU Board of Regents (BOR): **July 24, 2024**