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 266TH MEETING OF THE BOARD OF REGENTS HELD ON APRIL 23, 2024 AT CHED EXECUTIVE LOUNGE, HEDC BUILDING, C.P. GARCIA AVENUE, DILIMAN, QUEZON CITY

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"RESOLUTION NO. 41, S. 2024

RESOLVED, that upon the recommendation of the President of the University and the Finance Committee of the Board of Regents, the Research and Extension Load Equivalence (RELE) Scheme for faculty researchers and extensionists in the MSU-Main Campus, hereto appended and marked as Annex "W", 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
02 May 2024
(Not valid without seal)

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Proposed Research and Extension Load Equivalence (RELE) Scheme for Faculty Researchers and Extensionists in the MSU Main Campus

Rationale

Cognizant of the current administration's priority on strengthening R&D productivity to surpass the performance targets set for OVCRED while also striving for global recognition, all faculty researchers and extensionists on the main campus with approved research or extension programs/projects are authorized to carry a Research and Extension Load Equivalence (RELE) per approved project during the implementation period where one (1) RELE unit is equivalent to 1 unit teaching load per semester. These proposed provisions aim to provide faculty researchers and extensionists with a reasonable workload and timeframe to successfully implement approved projects/programs, viz:

1. The involvement of each faculty (designation) in the research or extension project/program has a specific RELE per semester (Table 1) amending BOR # 281, s. 2002 [Mindanao State University (MSU) System Manual on Research and Extension Policies and Administration], and partly adopting MSU IIT Res. no. 295, S. 2019 for the definition of terms, load distribution, and member designation.
2. The maximum RELE per project is prorated to the approved funding per project per year (Table 2).
3. RELE will only be granted to research and extension projects that have a minimum implementation period of 6 months.
4. The RELE applies to internally and externally funded projects/programs.
5. The RELE is project-based (i.e. applicable to each component project in a program), and each project may be given a maximum RELE of 18 units and 15 units per semester, distributed among members depending on their designation or involvement in the project. Sample RELE distribution for a project is shown in Table 3.
6. For externally funded projects/programs that offer honoraria to members, any resulting faculty overload (more than 18 units) due to RELE cannot be converted into monetary overload. However, the concerned researchers/extensionists may decline overload, as long as they meet their minimum teaching load requirement (i.e. 9 units for regular faculty members without administrative designations), except in cases where exigency of service is required.
7. For internally funded projects where team members do not receive honoraria, the excess faculty load due to RELE can become monetized overload, however, such faculty may refuse overload, as long as they meet their minimum teaching load requirement (i.e. 9 units for regular faculty members without administrative designations), except in cases where exigency of service is required.
8. For externally funded programs/projects, the funding institutions such as DOST may grant a total of 12-month implementation extension (2 semesters), thus the

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implementing institution will follow the extension duration allowed by the funding institution and so its applicable RELE.

9. In the case of internally funded projects, a maximum extension of 6 months can be given without RELE, but the unexpended balance of the project can still be utilized.

Table 1. Matrix for RELE specific to designation (involvement) of each faculty in an approved research/extension program/project.

Designation	RELE (Units)	Remarks
Program Leader	9	A Program Leader may handle a maximum of two* funded research/extension programs at the same time.
Project Leader	Max of 6	A Project Leader may handle a maximum of two* or 4** funded research/extension projects at the same time.
Research / Extension Team Member (RTM/ETM) / Project Staff***	Max of 3	A Research Team Member may be involved in a maximum of three* funded projects at the same time.
Research Collaborator	Max of 3	A Research Collaborator may be involved in a maximum of three* funded projects at the same time.

*Except in meritorious cases, as evidenced by his/her track record (timeliness in completing research and extension projects, presentations, and publications, among others).

**For externally funded projects a maximum of 4 projects may be allowed following the DOST guidelines MC no. 001 S. 2009-DOST-GIA-Honorarium-Rates as shown in Excerpt 1.

*** For honorarium purposes. Source: MC no. 001 S. 2009-DOST-GIA-Honorarium-Rates as shown in Excerpt 2.

Excerpt 1

5.8 The number of programs to be handled by a program leader shall not exceed two (2) programs at a time.

5.9 The number of projects to be handled by a project leader shall not exceed two (2) projects at a time. However, in case of researches or undertakings with limited number of experts, the project leader may be allowed to handle a maximum of four (4) projects at a time provided that his/her track record shall be evaluated by the Agency Head and Monitoring Council/Agency concerned. After evaluation has been undertaken and it is found that the project leader may efficiently handle 4 projects at a time, the Agency Head and Monitoring Council/Agency concerned shall endorse the same in writing to the DOST-GIA EXECOM or Funding Agency as the case may be, for approval.

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Exerpt 2

Program Leader			
(at least)	1 – 2 projects	PhP	10,200/mo.
	3 – 4 projects		11,600/mo.
	5 or more		14,600/mo.
Project leader		PhP	8,800/mo./project
Project Staff			
Level 3		PhP	7,500/mo. /project (SG 24. S8)
Level 2		PhP	6,000/mo./project (SG 18, S8)
Level 1		PhP	4,800/mo./project (SG 15, S8)

Table 2. Maximum allowable RELE per project per semester prorated according to approved funding per year

Approved funding per year (PhP)	Maximum RELE per semester of implementation
0*	0
1 to 100,000**	6
100,001 to 500,000	9
500,001 to 1,000,000	12
1,000,001 to 3,000,000	15
More than 3,000,000	18***

*For patriotic research or extension work, a self-funded project where the researcher or extensionist does not seek any financial support or RELE.

**For approved research or extension project that specifically requests for RELE only also falls under this category.

***If the project is led by the program leader in an approved program.

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Table 3. Sample RELE distribution matrix for a project with approved funding greater than P3,000,000 in a year.

Project	Program Leader	Project Leader	RELE Units		Total RELE per Project
			Numbers of Members	Number of units/members	
Led by the Program Leader	9 Units		1	3 units	12
			2	3 units	15
			3	3 units	18
			4	9/4 units	18
			n	9/n units	18
Led by the Project Leader		6 Units	1	3 units	9
			2	3 units	12
			3	3 units	15
			4	9/4 units	15
			n	9/n units	15

Effectivity

Upon approval by the BOR, this proposal shall be implemented in the first semester of AY 2024-2025 first school year

Proponent: **OVCRED, MSU-Main Campus**

Endorsed by:

Fema M. Abamo, PhD
Chair, MSU Main RAEC

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