OFFICE OF THE EXECUTIVE DIRECTOR

March 3, 2025

Administrative Order No. 087
Series of 2025

TO: **PCAARRD Directorate and Staff**

FROM: **REYNALDO V. EBORA**
Executive Director

SUBJECT: **Revised Guidelines for the Pantas and Tanglaw Awards**

The Call for Nominations for the biennial Pantas and Tanglaw Awards—the highest distinction bestowed by DOST-PCAARRD upon the most outstanding individuals and research institution in the AANR—is now open. The Awards recognize outstanding contributions and innovations in activities related to the Agriculture, Aquatic and Natural Resources (AANR) sector.

Attached are the revised guidelines for dissemination to our partners and stakeholders. The deadline for submission of nominations is on **April 17, 2025**.

For more details, kindly visit the PCAARRD website through https://www.pcaarrd.dost.gov.ph/index.php/awards. For any inquiries, you may contact the Awards Secretariat at PantasAndTanglawAwards@pcaarrd.dost.gov.ph.

Thank you.

Enc: Revised Guidelines for the Pantas and Tanglaw Awards

PCAARRD's C.Y. 2025 Pantas and Tanglaw Awards Guidelines

I. PURPOSE

The **Pantas and Tanglaw Awards** aim to recognize outstanding and exemplary performance of researchers, research administrators, and research institutions by whose creativity, innovative ideas, discoveries, and inventions have increased productivity, profitability, and sustainability; continuously provided inspiration, motivation, and guidance to young researchers and other institutions; and significantly provided better services and delivered highly rewarding results to the AANR sector. The following are the award categories:

- The **Pantas Award for Most Outstanding Researcher/Scientist** is conferred to individuals with outstanding performance in their respective field, and whose creativity, discoveries, and innovative ideas have advanced technologies, knowledge, and information that contribute to productivity, efficiency, profitability, and sustainability.
- The **Pantas Award for Most Outstanding Research Administrator** is conferred to research administrators whose active and persistent leadership in research administration has resulted in increased scholarly outputs, technologies, information, and innovation along the stated mission of the institution, improved teamwork among the staff, and generated more resources.
- The **Tanglaw Award for Most Outstanding Research Institution is conferred to local agencies or institutions with outstanding an**d exemplary performance and whose effort and initiatives have resulted in increased productivity, efficiency, profitability, cooperation, collaboration, and resource sharing in the AANR sector. These local agencies or institutions, by their brilliant accomplishments, have continuously provided inspiration to other similar institutions.

II. QUALIFICATION/ELIGIBILITY

- The nominee(s) may come from government and private agencies, RDIs, and HEIs involved in activities related to AANR.
- He/She must be connected (employed) during the period of evaluation with the National Agriculture, Aquatic and Natural Resources Research and Development Network (NAARRDN), except for the officials of PCAARRD and other agencies in the AANR sector who are no longer in service for reason of retirement from the position. During the duration period of evaluation, the related functions in PCAARRD should not be considered if transferred to another agency.

The specific qualifications per category are as follows:

1. The *Pantas* Award for Most Outstanding Researcher/Scientist
    a. Nominees must be a Filipino citizen.
    b. Must be actively engaged in R&D in the AANR sector for at least five years.
    c. Nominees have no pending criminal and administrative cases and have not been convicted by existing administrative bodies and court of law.
    d. Nominees must have been cleared of their obligations for administrative and reportorial requirements (e.g., audited financial, terminal reports) after having engaged in DOST-PCAARRD projects. This has to be certified by the agency head (attach a duly accomplished DOST Form 17).
    e. Regular PCAARRD officials or staff, members of the Governing Council (GC), and/or members of the EEC are not qualified for the *Pantas* Award except in cases such as (a) staff/officials have been separated either by retirement or resignation from PCAARRD for at least two years, (b) former GC officials whose membership to GC has already expired, and (c) members of the EEC who have given up their membership.
    f. *Pantas* is considered the highest award for outstanding researchers/scientists in the AANR sector. Thus, previous winners or recipients of the award can no longer be nominated.

2. The *Pantas* Award for Most Outstanding Research Administrator
    a. Nominees must be a Filipino citizen.
    b. Nominees must be connected with/employed by local agencies/institutions
    c. Nominees must have been concurrently holding the position for the last five years or had been in the position at least five years immediately before the nominations.
    d. Nominees have no pending criminal and administrative cases and have not been convicted by existing administrative bodies and court of law.
    e. Nominees must have been cleared of their obligations for administrative and reportorial requirements (e.g., audited financial, terminal reports) after having engaged in DOST-PCAARRD projects. This has to be certified by the agency head (attach a duly accomplished DOST Form 17).
    f. Regular PCAARRD officials or staff, members of the GC, and members of the EEC are not qualified for the Pantas Award except in cases such as (a) staff/officials have been separated either by retirement or resignation from PCAARRD for at least two years, (b) former GC officials whose membership to GC has already expired, and (c) members of the EEC who have given up their membership.
    g. Nominees must supervise the research of more than three laboratories or colleges in their agency.
    h. Pantas is considered the highest award for outstanding research administrators in the AANR sector. Thus, previous winners or recipients of the award can no longer be nominated.

3. The *Tanglaw* Award for Most Outstanding Research Institution
    a. Nominee(s) must be Philippine agencies.
    b. Agencies with multi RDIs or units performing R&D related to AANR are qualified for more than one nominee provided that the head of agency is willing to endorse.
    c. The Hall of Fame for Tanglaw Award will be accorded to agencies or institutions that have consistently shown outstanding performance in research management, which resulted in increased productivity, efficiency, profitability, cooperation, collaboration, and resource sharing in the AANR.
    d. Agencies conferred with the award five times, though not necessarily consecutively, are considered as **Hall of Famers** and are no longer eligible for future nominations. The grant can be used for capacity building, including the development of human resources and the enhancement of facilities, to improve research capability, generate resources, and generate new information and technologies. As a *Tanglaw* **Hall of Famer**, an additional grant will be awarded on the fifth year of winning, also intended for capacity building of human resources and facilities.

III. SUBMISSION OF ENTRIES

Nominations/entries should be submitted to the PCAARRD Executive Director on or before the deadline (**April 17, 2025**). Each nomination/entry shall be accompanied by the following nomination requirements:

- Duly accomplished nomination forms (https://tinyurl.com/PantasTanglawAwardsForms) signed by the nominee and the agency head.
- Letter of support or endorsement letter from the Chair of Regional Research and Development Coordinating Council (RRDCC). If the nominee is also the Chair of RRDCC, the letter may be signed by the Vice Chair of RRDCC. For institutions that are not members of any consortium, an endorsement from the head of the agency is required. No self-nomination will be accepted.
- Complete biodata of the nominee with attachments such as photographs of all pertinent accomplishments.
- Justification letter in not more than 500 words highlighting the nominee's accomplishments.
- A checklist of the qualifications of the nominee, certified by the head of the agency (https://tinyurl.com/CertofQualifications).

All documents should be prepared in A4 paper coupon bonds and typewritten; font is Arial, size 12 points, with 1.5 spacing. The margins should be set to 1 inch

margin at the top, and bottom, and right sides, and 1.5 inches margin on the left side.

All documents must be submitted in five (5) certified original copies, either dry sealed or notarized, through registered mail, or through a courier, or personally if permissible. Aside from submission of a hard copy of nomination documents, the nominee must fill out an online google form:

- *Pantas* Award for Most Outstanding Researcher/Scientist: https://tinyurl.com/PantasRSOnlineNomination
- *Pantas* Award for Most Outstanding Research Administrator: https://tinyurl.com/PantasRAOnlineNomination
- *Tanglaw* Award for Most Outstanding Research Institution: https://tinyurl.com/TanglawOnlineNomination

Nominations should be received by PCAARRD not later than the prescribed deadline. Only complete nomination documents will be processed. The screening for the completeness of the submission will be done by the OED through the Award Secretariat.

IV. SCREENING AND EVALUATION COMMITTEE & AWARD SECRETARIAT

Evaluation will be conducted in two levels by the a) Internal Screening Committee (ISC) and b) External Evaluation Committee (EEC), which will be created by the ED:

A. ISC

Composition:

Chair: PCAARRD Deputy Executive Director for R&D
Members: Selected PCAARRD Directors

The functions of the committee are as follows:

1. receive the complete documents from OED after the latter has made preliminary screening of submissions. The ISC will make a thorough screening of submitted documents in terms of its completeness;
2. conduct levelling off the evaluation process and scoring based on the criteria;
3. evaluate the accomplishments of the nominees based on the criteria;
4. record all relevant observations to improve the evaluation and selection process including the criteria indicated in the scoresheet;
5. recommend names of possible EEC members;
6. provide the EEC with its evaluation report; and
7. endorse to the EEC for further evaluation the shortlisted candidates with scores of 85% and above.

B. EEC

Composition:

Chair: PCAARRD Executive Director
Co-Chair: PCAARRD Deputy Executive Director for R&D
Members: One representative each from the following: Private Sector; Government; Academe; and Philippine Association of Research Managers (PhilARM)

The functions of the committee are as follows:

1. Conduct field validation of shortlisted candidates preferably onsite;
2. Conduct face-to-face or virtual interviews with the shortlisted candidates;
3. Verify the information submitted by the shortlisted candidates;
4. Recommend the winner based on their final evaluation and combined scores of the ISC and EEC.

C. Award Secretariat

The OED shall serve as the Secretariat for both the ISC and EEC and shall be in charge of the administration, monitoring, and implementation. They shall also conduct the preliminary screening of nominations and ensure the completeness of the requirements. Only entries with complete requirements shall be subjected to internal and external evaluation.

V. DETERMINATION OF WINNERS

The final rating of shortlisted nominees will be computed based on the following: 50% from the ISC and 50% from the EEC. The nominee with the highest rating based on the combined evaluation of ISC and EEC shall be presented to the DC and Governing Council (GC) for their approval/concurrence. Only one awardee for each category will be selected.

The EEC will finally endorse the winner. The nominee with the highest rating will be endorsed to the Governing Council (GC) for their approval/concurrence. The decision of the GC is final.

VI. CRITERIA FOR EVALUATION

Outputs and accomplishments must be relevant to the AANR sector and achieved within the last five years. **For the 2025 awards cycle, the evaluation period covers 2020 to 2024**. The following criteria will be used for the evaluation of each category:

The *Pantas* Award for Most Outstanding Researcher/Scientist

Criteria
1. R&D findings generated with regional/national impact (45%) R&D findings must: 1.1. align to Harmonized National Research and Development Agenda (HNRDA) for AANR (5%) 1.2. contribute to science, technology, and innovation (STI) advancement (uniqueness, originality, relevance of R&D) (15%) 1.3. develop technology/product*/policy recommendation (10%) 1.4. have technology/product*/policy utilized/adopted/commercialized (15%) **includes scientific findings/information/knowledge products*
2. Published work (30%) 2.1. Scientific papers 2.1.1. published in indexed (Web of Science) journal 2.1.2. published in non-indexed journal 2.2. Editorship (at least 1 book/monograph/proceedings) 2.3. Books, monographs, and proceedings
3. Intellectual Property Rights which includes patents, copyrights, trademarks, etc. (10%) 3.1. Patent/PVP 3.1.1. Granted 3.1.2. Filed 3.2. Others (UM, copyright, industrial design, NSIC, new species, etc.) 3.2.1. Granted 3.2.2. Filed
4. Awards (excluding research grants and fellowships) (7%) 4.1. International 4.2. National 4.3. Institutional
5. Resource speaker in symposia/conferences (5%) 5.1. Plenary speaker 5.2. Session speaker 5.3. Trainer
6. Membership in S&T organizations (3%)

Pantas Award for Most Outstanding Research Administrator

Criteria
1. Agency output generated (Contribution to S&T, agricultural modernization, and natural resource management) (55%) 1.1. Technology developed (10%) 1.2. Technology adopted/utilized/commercialized (10%) 1.3. Intellectual Property Rights (IPR) generated (10%) 1.3.1. Patent/PVP ● Granted ● Filed 1.3.2. Others (UM, copyright, trademark, industrial design, NSIC, new species, etc.) ● Granted ● Filed 1.4. Policies adopted (institution level and/or beyond institution level) based on the recommendations from completed/ongoing projects (10%) 1.5. International/Local publications (institution-wide) (5%) 1.6. People services (Training/workshops conducted/organized benefitting other institutions) (5%) 1.7. Partnerships (Linkages forged/initiated that led to signing of Memorandum of Agreements (MOAs) and MOUs related to the AANR R&D sector including multi-implementers) (5%) 1.7.1. International 1.7.2. National
2. Resources generated and mobilized for R&D (15%) 2.1. Financial resources for R&D activities (% budget generated on top of baseline) 2.2. Infrastructure development
3. Human resource development and management (staff development) (15%) 3.1. Degree training program completed for plantilla 3.2. Non-degree training program for plantilla
4. Innovations in management and governance and new systems/initiatives introduced, which enhanced the effectiveness of the agency (10%)
5. Awards received as administrator (5%) 5.1. International 5.2. National 5.3. Institutional/Agency level

Tanglaw Award for Most Outstanding Research Institution

Criteria
1. Agency output generated (Contribution to S&T, agricultural modernization, and natural resource management) (55%) 1.1. Technology developed (10%) 1.2. Technology adopted/utilized/commercialized (10%) 1.3. *Intellectual Property Rights (IPR) generated (10%)* 1.3.1. Patent*/PVP* ● Granted ● Filed 1.3.2. Others (UM, copyright, trademark, industrial design, NSIC, new species, etc.) ● Granted ● Filed 1.4. Policies adopted based on the recommendations from completed projects (10%) 1.5. International/local Publications (institution-wide) (5%) 1.6. People services (Training/workshops conducted/organized benefitting other institutions) (5%) 1.7. Partnerships (Linkages forged/initiated that led to signing of Memorandum of Agreements (MOAs) and MOUs related to the AANR R&D sector including multi-implementers) (5%) 1.7.1. International 1.7.2. National
2. Resources generated and mobilized for R&D (15%) 2.1. Financial resources for R&D activities (% budget generated on top of baseline) 2.2. Infrastructure development
3. Human resource development and management (staff development) (15%) 3.1. Degree training program completed for plantilla 3.2. Non-degree training program for plantilla
4. Awards received by the institution and members of the institution (10%) 4.1. International 4.2. National 4.3. Institutional/Agency
5. New R&D projects implemented per year (5%) 5.1. Externally-funded 5.2. Internally-funded

VII. PRIZES

AWARD CATEGORY	PRIZE	PROPOSAL-BASED GRANT
***Pantas* Award for Most Outstanding Researcher/Scientist**	● Trophy ● ₱300,000 cash prize ● Professional growth opportunities such as support for attendance to international conferences or participation in global technology information search or information., subject to submission of a proposal for DC approval.	Research grant of ₱3M (with Proposal)
***Pantas* Award for Most Outstanding Research Administrator**		N/A
***Tanglaw* Award for Most Outstanding Research Institution**	Trophy	₱5M grant for station development, capability building, and upgrading of facilities. For a Tanglaw Hall of Fame awardee, a grant of ₱20M for the same nature of expenses.

VIII. CONFERMENT

1. Congratulatory notice of award shall be sent to the awardee immediately after confirmation by the GC. The date of the awarding ceremony is included in the letter.
2. The awardees shall send a confirmation of receipt of notice.
3. The attire for the awarding ceremony is formal.
4. The awardees may bring a member of his/her family and colleagues from the HEIs or RDIs. The number of reserved guests per awardee will be indicated in an invitation letter.
5. The Awards shall be conferred during the PCAARRD Anniversary Celebration, the date of which is specified in the timeline of activities.

IX. TIMELINE OF ACTIVITIES

ACTIVITIES	DATE/PERIOD
Call for nominations	2 months
Deadline for the submission of entries	April 17, 2025
Internal screening	1 month
External evaluation	3 months
DC approval	September
GC approval	October
Conferment of awards	November (PCAARRD Anniversary)

X. OTHER PROVISION

All pertinent forms stated herein are hereby attached and made part of this Administrative Order.

XI. EFFECTIVITY

This Order shall take effect on the date of signing of this Administrative Order by the PCAARRD Executive Director.

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Nomination Form
Pantas Award for Most Outstanding Researcher/Scientist

I. Name of Nominee _____
Position/Designation _____

II. Name of Nominator _____
Signature _____
Position _____
Agency/Organization _____
Address _____
E-mail Address _____
Telephone No. _____

III. Summary of Accomplishments/Justification
(not more than 500 words highlighting the nominee's accomplishments)

Note: Form to be submitted in five (5) copies together with the nominee's curriculum vitae and Letter of support or endorsement letter from the Chair of Regional Research and Development Coordinating Council (RRDCC). For institutions that are not members of any consortium, an endorsement from the head of the agency is required.

All documents should be prepared in A4 coupon bonds and typewritten; font is Arial, 12 points, with 1.0 spacing, 1 inch margin at the top and bottom and right sides, and 1.5 inches margin on the left side.

(format to be strictly followed, use additional sheets if necessary)

Researcher/Scientist Category
Nominee Information

1. Name _____
   First *Middle* *Family*

2. Date of Birth _____ Place of Birth _____

3. Age _____ Marital Status _____ Sex _____

4. Home Address _____
   E-mail Address _____
   Mobile No. _____

5. Present Position/Designation: _____
   Date of Appointment: _____
   Length of service (years) in current position: _____
   Name of Agency: _____
   Address: _____
   E-mail Address: _____
   Telephone No.: _____

6. Brief Description of your work

   _____
   _____
   _____
   _____
   _____
   _____

7. Fields of Specialization

   _____
   _____
   _____

8. Past positions (in chronological order starting with most recent)

Position	***Agency***	***Address***	***Inclusive Dates of Service***

ACCOMPLISHMENTS

1. R&D findings generated with regional/national impact

R&D FINDINGS	Category of HNRDA for AANR*	Brief description of its applicability to specific HNRDA for AANR	Brief Description of Its Contribution to Science, Technology, and Innovation (STI) Advancement (Identify Uniqueness, Originality, Relevance of R&D)	Technology /Product*/ Policy Recommendation Developed	Status of Technology/ Product*/ Policy (If Adopted/ Commercialized)
1.					
2.					
Note: HNRDA for AANR Categories include Crops; Livestock; Aquatic; Forestry; Natural Resources and Environment Climate Change Adaptation and Mitigation, and Disaster Risk Reduction; Technology Transfer; Socio-Economics, Policy Research, and Governance; Human Capital Systems					

2. Published work

Provide list (complete bibliographic citation) of (a) scientific papers, (b) editorship (at least 1 book/monograph/proceedings), and (c) Books, monographs, and proceedings. Include DOI.

Publication	Citation	Indicate if senior/sole author or co-author (for 2.1 and 2.3), lead editor or co-editor (for 2.2)
2.1. Scientific Paper		
Scientific Papers published in indexed (Web of Science) journal	1. 2.	
Scientific Papers published in non-indexed journal	1.	
2.2. Editorship	1.	
2.3. Books, monographs, and proceedings	1.	

3. Intellectual Property Rights which includes patents, copyrights, trademarks, UM, industrial design, NSIC, etc.

Year	Type of Intellectual Property Rights (IPR) generated	Title of IP	Status (Filed or granted)	Date filed/ granted

4. Awards (excluding research grants and fellowships)

	Title	Year Awarded	Sponsor
a. International			
b. National			
c. Institutional			

5. Resource speaker in symposia/conferences

	Name of Event/Date	Paper/Topic Presented
a. Plenary speaker		
b. Session speaker		
c. Trainer		

6. Membership in S&T organizations

S&T Organization	Position (if any)
1.	
2.	

7. Researches

a. Completed Researches

Title	Position/s held	Co-researchers	Research sites	Source of fund	Date of implementation

b. Ongoing Researches

Title	Position/s held	Co-researchers	Research sites	Source of fund	Date of implementation

Nomination Form
Pantas Award for Most Outstanding Research Administrator

I. Name of Nominee _____
Position/Designation _____

II. Name of Nominator _____
Signature _____
Position _____
Agency/Organization _____
Address _____
E-mail Address _____
Telephone No. _____

III. Summary of Accomplishments/Justification
(not more than 500 words highlighting the nominee's accomplishments)

Note: Form to be submitted in five (5) copies together with the nominee's curriculum vitae and Letter of support or endorsement letter from the Chair of Regional Research and Development Coordinating Council (RRDCC). For institutions that are not members of any consortium, an endorsement from the head of the agency is required.

All documents should be prepared in A4 coupon bonds and typewritten; font is Arial, 12 points, with 1.0 spacing, 1 inch margin at the top and bottom and right sides, and 1.5 inches margin on the left side.

(format to be strictly followed, use additional sheets if necessary)

Research Administrator Category
Nominee Information

1. Name _____
   First *Middle* *Family*

2. Date of Birth _____ Place of Birth _____

3. Age _____ Marital Status _____ Sex _____

4. Home Address _____
   E-mail Address _____
   Mobile No. _____

5. Present Position/Designation: _____
   Date of Appointment: _____
   Length of service (years) in current position: _____
   Name of Agency: _____
   Address: _____
   E-mail Address: _____
   Telephone/Mobile No.: _____

6. Brief Description of your work

   _____
   _____
   _____
   _____
   _____
   _____

7. Fields of Specialization

   _____
   _____
   _____

8. Past positions (in chronological order starting with most recent)

Position	Agency	Address	Inclusive Dates of Service

ACCOMPLISHMENTS

1. **Agency output generated (Contribution to S&T, agricultural modernization, and natural resource management)**

1.1-1.2. Technology developed adopted/utilized/commercialized

Technology	Status (developed/ adopted/utilized/ commercialized)	Number of adopters (if applicable)	Number of licensee (if applicable)

1.3. Intellectual Property Rights (IPR) generated (patent/PVP, utility model, copyright, industrial design, NSIC, etc.) filed, pending, and/or granted (Additional sheets may be used if necessary)

Year	Type of Intellectual Property Rights (IPR) generated	Title of IP	Status (Granted or filed)	Date filed/ granted

1.4. Policies adopted (institution level and/or beyond institution level) based on the recommendations from completed/ongoing projects

Policy Adopted	Brief Description	Level of implementation (institution or beyond institution)	Implementing agency/unit	Date of policy adoption	Title of project from which the recommendation emanated

1.5. International/Local publications (institution-wide)

Provide list (complete bibliographic citation) of (a) scientific papers, and (b) books, monographs, and proceedings. Include DOI.

Publication	Citation
1.5.1. Scientific Paper ● published in indexed (Web of Science) journal	1. 2.
● published in non-indexed journal	1.

1.5.2. Books, monographs, and proceedings	1.

1.6. People services (Training/workshops conducted/organized benefitting other institutions)

Activity	Participants		Venue/Date
	Agency	No.	
a. Training			
1.			
b. Workshop/ seminar			
1.			

1.7. Partnerships (Linkages forged/initiated that led to signing of Memorandum of Agreements (MOAs) and MOUs related to the AANR R&D sector including multi- implementers)

1.7.1. International Linkages

Year	International Agency	Nature of Linkage	Nominee's Contribution in the Forging of Linkage	Ongoing/Completed Projects/Activities

1.7.2. National Linkages

Year	National Agency	Nature of Linkage	Nominee's Contribution in the Forging of Linkage	Ongoing/Completed Projects/Activities

2. Resources generated and mobilized for R&D

2.1. Financial resources for R&D activities (% budget generated on top of baseline)

Year	Regular Appropriations (baseline amount)	Foreign Sources		Local Sources	
		Source	Amount	Source	Amount

2.2. Infrastructure development

Year	Infrastructure / Equipment	Regular Appropriations (baseline amount)	Foreign Sources		Local Sources	
			Source	Amount	Source	Amount

3. Human resource development and management (staff development)

Total number of personnel supervised

	Plantilla		COS	
	Technical	Administrative	Technical	Administrative
2024				
2023				
2022				
2021				
2020				

3.1. Degree training program completed for plantilla

Name of staff	Degree	Field of Specialization	University	Year

3.2. Non-degree training program completed for plantilla

Name of staff	Title of training course	Date/Venue	Source of Fund

4. Innovations in management and governance and new systems/initiatives introduced, which enhanced the effectiveness of the agency

Innovation	Impact/Effect of Innovation to Agency's Effectiveness	Role of nominee in the innovation (please describe)

5. Awards received as administrator

Title	Year Awarded	Sponsor
International		
1.		
National		
1.		
Institutional/Agency level		
1.		

Nomination Form
Tanglaw Award for Most Outstanding Research Institution

I. Name of Institution/Agency _____
Name and designation of Agency head _____
Address _____

II. Name of Nominator _____
Signature _____
Position _____
Agency/Organization _____
Address _____
E-mail Address _____
Telephone No. _____

III. Accomplishments/Justification
(not more than 500 words highlighting the nominee's accomplishments)

Note: Form to be submitted in five (5) copies together with the nominee's curriculum vitae and Letter of support or endorsement letter from the Chair of Regional Research and Development Coordinating Council (RRDCC). For institutions that are not members of any consortium, an endorsement from the head of the agency is required.

All documents should be prepared in A4 coupon bonds and typewritten; font is Arial, 12 points, with 1.0 spacing, 1 inch margin at the top and bottom and right sides, and 1.5 inches margin on the left side.

(format to be strictly followed, use additional sheets if necessary)

Research Institution/Agency Profile

1. Name of Institution/Agency _____
2. Address _____
3. Telephone No. _____ Fax No. _____
4. Head of Institution: Name : _____
   Designation : _____
5. Mission/Objectives of the Agency

   _____
   _____

ACCOMPLISHMENTS

1. Agency output generated (Contribution to S&T, agricultural modernization, and natural resource management)

1.1-1.2. Technology developed adopted/utilized/commercialized

Technology	Status (developed/ adopted/utilized/ commercialized)	Number of adopters (if applicable)	Number of licensee (if applicable)

1.3. Intellectual Property Rights (IPR) generated (patent/PVP, utility model, copyright, industrial design, NSIC, etc.) filed, pending, and/or granted (Additional sheets may be used if necessary)

Year	Type of Intellectual Property Rights (IPR) generated	Title of IP	Status	Date filed/ granted

1.4. Policies adopted based on the recommendations from completed projects

Policy Adopted	Brief Description	Level of implementation (institution or beyond institution)	Implementing agency/unit	Date of policy adoption	Title of project from which the recommendation emanated

1.5. International/Local publications (institution-wide)

Provide list (complete bibliographic citation) of (a) scientific papers, and (b) books, monographs, and proceedings. Include DOI.

	Citation
1.5.1. Scientific Paper ● published in indexed (Web of Science) journal	1. 2.
● published in non-indexed journal	1.
1.5.2. Books, monographs, and proceedings	1.

1.6. People services (Training/workshops conducted/organized benefitting other institutions)

Activity	*Participants*		*Venue/Date*
	Agency	*No.*	
a. Training			
1.			
2.			
b. Workshop/ seminar			
1.			
2.			

1.7. Partnerships (Linkages forged/initiated that led to signing of Memorandum of Agreements (MOAs) and MOUs related to the AANR R&D sector including multi-implementers)

1.7.1. International Linkages

Year	International Agency	Nature of Linkage	Nominee's Contribution in the Forging of Linkage	Ongoing/Completed Projects/Activities

1.7.2. National Linkages

Year	National Agency	Nature of Linkage	Nominee's Contribution in the Forging of Linkage	Ongoing/Completed Projects/Activities

2. Resources generated and mobilized for R&D

2.1. Financial resources for R&D activities (% budget generated on top of baseline)

Year	*Regular Appropriations (baseline amount)*	*Foreign Sources*		*Local Sources*	
		Source	*Amount*	*Source*	*Amount*

2.2. Infrastructure development

Year	*Infrastructure / Equipment*	*Regular Appropriations (baseline amount)*	*Foreign Sources*		*Local Sources*	
			Source	*Amount*	*Source*	*Amount*

3. Human resource development and management (staff development)

Total number of personnel supervised

	Plantilla		*COS*	
	Technical	*Administrative*	*Technical*	*Administrative*
2024				
2023				
2022				
2021				
2020				

3.1. Degree training program completed for plantilla

Name of staff	*Degree*	*Field of Specialization*	*University*	*Year*

3.2. Non-degree training program completed for plantilla

Name of staff	*Title of training course*	*Date/Venue*	*Source of Fund*

4. Awards received by the institution and members of the institution

Title	*Year Awarded*	*Sponsor*
International		
1.		
National		
1.		

Institutional/Agency level		
1.		

5. New R&D projects implemented per year

5.1. Externally-funded

Title	Start/End Date	Other Agencies involved	Budget/Source of Fund

5.2. Internally-funded

Title	Start/End Date	Other Agencies involved	Budget/Source of Fund