



National Institutes of Health  
University of the Philippines Manila

*Revision of the  
Implementing Guidelines for  
Appointment and Tenure  
of a Research Faculty  
and Reclassification to a  
Research Faculty Position  
at the  
National Institutes of Health*

A Proposal



**A PROPOSAL FOR THE REVISION OF THE IMPLEMENTING GUIDELINES  
FOR APPOINTMENT AND TENURE OF A RESEARCH FACULTY AND  
RECLASSIFICATION TO A RESEARCH FACULTY POSITION AT THE  
NATIONAL INSTITUTES OF HEALTH  
UNIVERSITY OF THE PHILIPPINES MANILA**

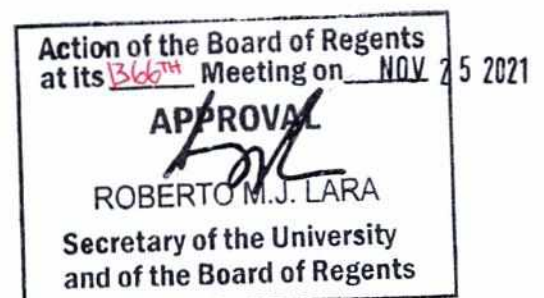
We propose for revisions in the implementing guidelines for the appointment, tenure of a research faculty and reclassification to a research faculty position at the National Institutes of Health UP Manila to facilitate the growth of the research faculty base in UP Manila, to provide a healthy balance between their research work and teaching responsibilities and to promote growth in their career as researchers in the University. The proposed revisions to the implementing guidelines include mainly (1) minimum qualifications for acceptance of a Research Faculty; (2) minimum requirements for tenure/permanent position; (3) promotion; (4) teaching load; and (5) minimum number of total publications for appointment of a Research Faculty and reclassification to a Research Faculty position.

**Executive Summary**

The National Institutes of Health (NIH) was established in the University of the Philippines Manila (UPM) through the Republic Act 8503 also known as the Health Research and Development Act of 1998 (Appendix 1 RA 8503 and Appendix 2 UPM Organizational Chart). The Research Faculty are the main workforce of the Institutes and Centers of the NIH for research-related activities and services as well as research capacity building initiatives. (Appendix 3 NIH UPM Organizational Chart).

On the 1165th Meeting of the Board of Regents, the implementing guidelines for research faculty for the National Institutes of Health, UP Manila was approved October 31, 2002. (Appendix 4 BOR 1165<sup>th</sup> Meeting p.1). In Section B Guidelines on the appointment as Research Faculty (Appendix 1 page 6-7) are the following items: (1) Qualification; (2) Initial Appointment; (3) Minimum Requirement for Permanent Appointment; (4) Salary/Ranking; (5) Privileges; (6) Responsibilities; (7) Promotion; (8) Teaching Load; and the matrix on Minimum Requirements for Appointment and Promotion to Research Faculty. This is the main document that is used as a reference for this proposal.

Since the implementation of these guidelines, the faculty base has grown, albeit not to the same degree as its institutes and centers. Root cause analysis has shown that one of the main issues is the restrictive rules in the appointment and tenure to allow the take in of promising researchers from different disciplines and physician-scientists.



The proposed revisions to the implementing guidelines include mainly (1) changes in the initial requirements for appointment that allow acceptance of a researcher with a potential and an inclination towards continued research productivity. (2) a longer time for the maximum duration of temporary appointment prior to tenure is proposed for Research Assistant Professor and Research Associate Professor ranks; (3) adjustment in the teaching load to a lower minimum per academic year to accommodate instances when teaching opportunities are limited, particularly for faculty members who are in highly specialized fields; (4) proposed revisions in the minimum number of total publications for appointment of a Research Faculty and reclassification to a Research Faculty.

### **Proposed Changes in the Minimum Qualification and Conditions for the Initial Appointment**

We propose changes in the initial requirements for appointment which allow the acceptance of a researcher who has experience, not necessarily seasoned, but with a potential and an inclination towards continued research productivity.

#### **1. Qualification**

##### **CURRENT:**

- 1.1 Masters or PhD degree holder, and/or MD/DDM with residency/fellowship training
- 1.2 Publication – Applicants will have to comply with the table on minimum requirements (Appendix 5)
  - 1.2.1 Initially, research assistant professors must have one (1) published paper in ISI-indexed journals, and four (4) published papers in local peer-reviewed journals within the 3 years prior to appointment

##### **PROPOSED:**

- 1.1. The position/rank to be given to the successful applicant will depend on his/her educational attainment AND his/her research accomplishments at the time of the application, based on the proposed matrix on publication requirements according to faculty rank (Proposed Revised Minimum Requirements for Appointment of a Research Faculty and Reclassification to a Research Faculty Position below).

##### **1.1.1. Research Assistant Professor**

- A Doctor of a health professional degree such as, but not limited to, Doctor of Medicine (MD), Doctor of Dental Medicine (DDM) and Doctor of Veterinary Medicine (DVM) OR a Master's degree holder





1.1.2. Research Associate Professor

- A PhD holder or its equivalent (for non-MDs) OR a Doctor of a health professional degree such as, but not limited to, Doctor of Medicine (MD), Doctor of Dental Medicine (DDM) and Doctor of Veterinary Medicine (DVM) with a Master's degree OR residency or fellowship

1.1.3. Research Professor

- A PhD holder or its equivalent OR a Doctor of a health professional degree such as, but not limited to, Doctor of Medicine (MD), Doctor of Dental Medicine (DDM) and Doctor of Veterinary Medicine (DVM) with PhD

- 1.2. Publication – Applicants will have to comply with the table on minimum requirements (Proposed Revised Minimum Requirements for Appointment and Tenure of a Research Faculty and Reclassification to a Research Faculty Position below).
- 1.3. Proof of involvement in research projects within the recent past 5 years (with certification from the project leader indicating the applicant's degree of involvement)
- 1.4. Statement of one's research agenda and plans in the next 3 years.

2. Initial Appointment

CURRENT:

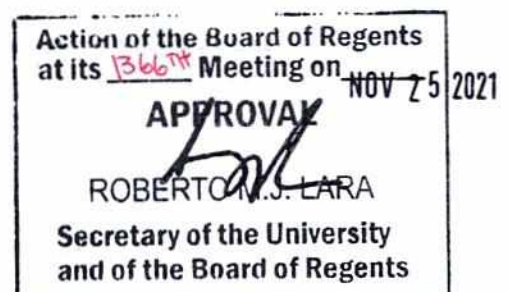
2. NIH faculty shall initially have temporary appointment and follow the same faculty procedure for having tenure.

PROPOSED:

2. The NIH faculty shall initially have temporary appointment and follow the procedure of having tenure as detailed in item B.3 below.

**Proposed Changes in the Minimum Requirements for Permanent Appointment/Tenure**

We propose more robust requirements for tenure/permanent appointment that reflects the faculty's track record and potential for continued research productivity and his/her commitment towards contributing to the growth and development of the Institute and the University. Flexibility in the forms of acceptable research output recognizes that substantial effort and research expertise are essential to produce these types of works and are acknowledged formats of knowledge generation.



A longer time for the maximum duration of temporary appointment is proposed for the Assistant Professor and Associate Professor ranks to reflect and provide for the longer timeframe it takes for the younger faculty, specially those who often take on the supporting / co-investigator roles to secure a primary authorship from the research projects.

**CURRENT:**

- 3.1 Two (2) publications in peer reviewed journals indexed in ISI in three years
- 3.2 Very satisfactory teaching performance from academic unit, based on evaluation scheme (based on 2 of at least 3 semesters)

**PROPOSED:**

- 3.1. Complied with the research requirement of the temporary appointment (Proposed Changes in Research Requirement for Renewal of Appointment in Number 6 below)
- 3.2. Research output in the duration of the temporary appointment\* in addition to those in item 3.1, in the form of:
  - 3.2.1. Principal authorship of one publication in a peer-reviewed , Scopus-indexed or WoS-indexed journal; OR
  - 3.2.2. Principal authorship of one patent or utility model approval or application; OR
  - 3.2.3. Principal authorship of one unpublished but peer-reviewed research paper that will be used for a patent/utility model application  
(Principal author = first author)
- 3.3. The maximum duration of temporary appointment will be based on the faculty's rank :
  - 3.3.1. Research Assistant Professor – 5 years
  - 3.3.2. Research Associate Professor – 3 years
  - 3.3.3. Research Professor – 1 year
- 3.4. Involvement in an ongoing research project of the Institute to which the faculty belongs to
- 3.5. Very satisfactory teaching performance from academic unit, based on evaluation scheme (based on 2 of at least 3 semesters)
- 3.6. Involvement in the extension services of the Institute
- 3.7. Statement of one's research agenda and plans for the next 5 years
- 3.8. Endorsement of the Institute Director

**Proposed Changes in the Salary/Ranking**

**CURRENT:**

- 4. Salary/Ranking will follow BOR rules and guidelines





PROPOSED:

4. Salary/Ranking will follow BOR rules and guidelines, using the Proposed Revised Minimum Requirements for Appointment of a Research Faculty and Reclassification to a Research Faculty Position (Please see below).

**Proposed Changes in Research Requirement for Renewal of Appointment**

We propose for the change as regards the completion of one research per year as principal investigator because this may not always be feasible or realistic, even for highly productive researchers. Participation in a completed research even as a co-investigator should be accepted as it also reflects substantial work. This change also recognizes the importance of collaborative research across organizations and countries where the faculty is not necessarily the principal investigator.

CURRENT:

6. Research Faculty shall:

- 6.1 Complete one substantial research project as primary investigator per year
- 6.2 Comply with the teaching obligation
- 6.3 Perform other obligations of regular faculty members such as extension and service

PROPOSED:

6. A Research Faculty shall:

- 6.1. Complete one substantial research work per year
- 6.2. Comply with the teaching obligation
- 6.3. Perform other obligations of regular faculty members such as extension and service

**Proposed Changes in Promotion**

CURRENT:

7. Promotion will be based on research output and the academic activities at the affiliate academic unit, with minimum outputs defined in Appendix 1.

PROPOSED:

7. Promotion will be based on research output and the academic activities at the affiliate academic unit following policies, rules and guidelines released by the UP System.



## **Proposed Changes in the Teaching Load Requirement**

We propose adjustments in the teaching load per academic year to reflect the teaching assignments of the research faculty, particularly in the College of Medicine, where the teaching load is often credited at the end of the academic year instead of per semester, as teaching opportunities may occur more frequently in one semester (usually during the second semester). A lower minimum is proposed to accommodate instances where teaching opportunities are limited, particularly for faculty members who are highly specialized. A maximum teaching load is emphasized to ensure that the faculty has ample time to devote to his/her research work. Mentoring activities which align with the current value given to this aspect of being a UP Faculty are also included.

### **CURRENT:**

- 8. Minimum of 3 units per semester depending on the exigency of the Service; if more than 3, no overload honorarium

### **PROPOSED:**

- 8. Minimum of 4 units per academic year and maximum of 6 units per academic year; without overload honorarium:
  - 8.1. Teaching credit may extend to teaching performed at other units in the University outside that of the affiliate academic unit of the faculty, with the approval of the Institute Director
  - 8.2 Teaching credit may be given to various forms of teaching and advising
  - 8.3 Teaching of more than 6 units per academic year shall have no overload honorarium
  - 8.4 Mentoring activities will be expected and will be part of the considerations for renewal, tenure and promotion. These will include mentoring of undergraduates, graduate students, resident trainees, fellows and fellow faculty members. Crediting will follow the Faculty Merit Promotion scheme of the University.

## **Proposed Revised Minimum Publication Requirements by Rank**

We propose adjustments in the minimum publication requirements by rank for appointment of a Research Faculty and reclassification to a Research Faculty position indicating the minimum number of total publications that provides a more realistic research productivity target, which promotes progression in one's career path as a researcher in the University. The change in the title of the table more accurately reflects the activities which will use this as a reference. The addition of the qualification of which can be considered as publication and the definition of the "lead author" provide clarity.





**CURRENT:** Please see Appendix 5 Minimum Requirements for Appointment and Promotion to Research Faculty

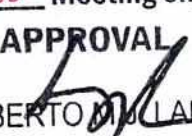
**PROPOSED:** Proposed Revised Minimum Requirements for Appointment of a Research Faculty and Reclassification to a Research Faculty Position

**Proposed Revised Minimum Requirements for Appointment of a Research Faculty and Reclassification to a Research Faculty Position at the National Institutes of Health, UP Manila**

Salary Grade	Step	Academic Position	Current		Proposed	
			No. of Publications	Sole/ Lead author	No. of Publications*	Lead author**
18	1	Res Assist Prof 1	4	1	2	1
19	1	Res Assist Prof 2	6	1	3	1
	3	Res Assist Prof 3	7	1	5	1
20	1	Res Assist Prof 4	8	1	6	1
21	1	Res Assist Prof 5	10	2	7	2
	3	Res Assist Prof 6	12	2	9	2
	5	Res Assist Prof 7	13	2	11	2
22	1	Res Assoc Prof 1	15	3	13	3
	3	Res Assoc Prof 2	16	3	14	3
23	1	Res Assoc Prof 3	18	3	15	3
24	1	Res Assoc Prof 4	20	4	17	4
25	1	Res Assoc Prof 5	25	4	18	4
	3	Res Assoc Prof 6	27	4	20	4
	5	Res Assoc Prof 7	28	4	21	4
26	1	Res Prof 1	30	6	23	6
	3	Res Prof 2	32	6	24	6
	5	Res Prof 3	33	6	25	6
27	1	Res Prof 4	35	7	27	7
	3	Res Prof 5	37	7	28	7
	5	Res Prof 6	38	7	29	7
28	1	Res Prof 7	40	8	31	8
	3	Res Prof 8	42	8	32	8
	5	Res Prof 9	43	8	33	8
29	1	Res Prof 10	45	8	35	8
	3	Res Prof 11	47	8	36	8
	5	Res Prof 12	49	8	37	8
	6	Res Prof 12	50	8	38	8

\* These numbers include from the 5 years prior to appointment; case reports and editorials are not considered

\*\* Lead author = first author or corresponding author or author with the greatest contribution to the work, as declared in the publication.

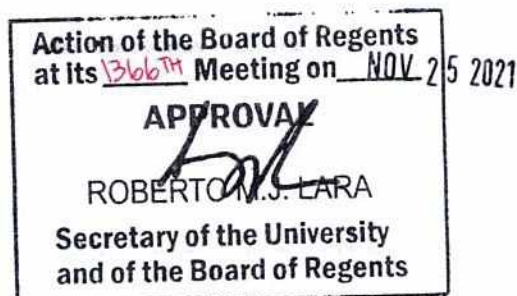
**Action of the Board of Regents**  
 at its 1366<sup>th</sup> Meeting on NOV 25 2021  
**APPROVAL**  
  
**ROBERTO M. LARA**  
 Secretary of the University  
 and of the Board of Regents



We propose for revisions in the implementing guidelines for the appointment, tenure and reclassification of research faculty at the National Institutes of Health UP Manila to facilitate the growth of the research faculty base in UP Manila, to provide a healthy balance between their research work and teaching responsibilities and to promote growth in their career as researchers in the University. The proposed revisions to the implementing guidelines include mainly (1) minimum qualifications for acceptance of a Research Faculty; (2) minimum requirements for tenure/permanent position; (3) teaching load; and (4) minimum number of total publications for appointment of a Research Faculty and reclassification to a Research Faculty position.

**Appendices:**

- Appendix 1: Republic Act 8503 Health Research and Development Act of 1998
- Appendix 2: UP Manila Organizational Chart (approved by BOR March 25, 2021)
- Appendix 3: National Institutes of Health Organizational Chart (approved by BOR June 2, 2021)
- Appendix 4: 1165th Meeting of the Board of Regents Implementing Guidelines for Research Faculty
- Appendix 5: Minimum Requirements for Appointment and Promotion to Research Faculty

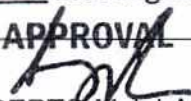


**Proposed Revisions of the Implementing Guidelines for Appointment, Tenure  
of a Research Faculty and Reclassification to a Research Faculty Position at  
the National Institutes of Health, UP Manila**

FROM	TO
<p>1. Qualification</p> <p>1.1 Masters or PhD degree holder, and/or MD/DDM with residency/fellowship training</p> <p>1.2 Publication – Applicants will have to comply with the table on minimum requirements (See Appendix)</p> <p>1.2.1 Initially, research assistant professors must have one (1) published paper in ISI-indexed journals, and four (4) published papers in local peer-reviewed journals within the 3 years prior to appointment</p>	<p>1. Qualification</p> <p>1.1 The position/rank to be given to the successful applicant will depend on his/her educational attainment AND his/her research accomplishments at the time of the application, based on the Proposed Revised Minimum Requirements for Appointment of a Research Faculty and Reclassification to a Research Faculty (See below)</p> <p>1.1.1. Research Assistant Professor – A Doctor of a health professional degree such as, but not limited to, Doctor of Medicine (MD), Doctor of Dental Medicine (DDM) and Doctor of Veterinary Medicine (DVM) OR a Master's degree holder</p> <p>1.1.2. Research Associate Professor - A PhD holder or its equivalent (for non-MDs) OR a Doctor of a health professional degree such as, but not limited to, Doctor of Medicine (MD), Doctor of Dental Medicine (DDM) and Doctor of Veterinary Medicine (DVM) with a Master's degree OR residency or fellowship</p> <p>1.1.3. Research Professor - A PhD holder or its equivalent OR a Doctor of a health professional degree such as, but not limited to, Doctor of Medicine (MD), Doctor of Dental Medicine (DDM) and Doctor of Veterinary Medicine (DVM) with PhD</p> <p>1.2. Publication – Applicants will have to comply with the table on minimum requirements (Proposed Revised Minimum Requirements for Appointment and Tenure of a Research Faculty and Reclassification to a Research Faculty (See below)</p> <p>1.3. Proof of involvement in research projects within the recent past 5 years (with certification from the project leader indicating the applicant's degree of involvement)</p> <p>1.4. Statement of one's research agenda and plans in the next 3 years.</p>

Action of the Board of Regents  
at its 1366<sup>TH</sup> Meeting on NOV 25 2021

**APPROVAL**

  
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Secretary of the University  
and of the Board of Regents



FROM	TO
<p>2. Initial Appointment</p> <p>NIH faculty shall initially have temporary appointment and follow the same faculty procedure for having tenure.</p>	<p>2. Initial Appointment</p> <p>The NIH faculty shall initially have temporary appointment and follow the procedure of having tenure as detailed in the Proposed Revised Minimum Requirements for Appointment of a Research Faculty and Reclassification to a Research Faculty position ( Please see below).</p>
<p>3. Minimum Requirement for Permanent Appointment</p> <p>3.1 Two (2) publications in peer reviewed journals indexed in ISI in three years</p> <p>3.2 Very satisfactory teaching performance from academic unit, based on evaluation scheme (based on 2 of at least 3 semesters)</p>	<p>3. Minimum Requirement for Permanent Appointment/Tenure</p> <p>3.1. Complied with the research requirement of the temporary appointment in No. 6</p> <p>3.2. Research output in the duration of the temporary appointment in addition to those in item 3.1, in the form of:</p> <p>3.2.1. Principal authorship of one publication in a peer-reviewed , Scopus-indexed or WoS-indexed journal; OR</p> <p>3.2.2. Principal authorship of one patent or utility model approval or application; OR</p> <p>3.2.3. Principal authorship of one unpublished but peer-reviewed research paper that will be used for a patent/utility model application (Principal author = first author)</p> <p>3.3. The maximum duration of temporary appointment will be based on the faculty's rank :</p> <p>3.3.1. Research Assistant Professor - 5 years</p> <p>3.3.2. Research Associate Professor - 3 years</p> <p>3.3.3. Research Professor - 1 year</p> <p>3.4. Involvement in an ongoing research project of the Institute to which the faculty belongs to</p> <p>3.5. Very satisfactory teaching performance from academic unit, based on evaluation scheme (based on 2 of at least 3 semesters)</p> <p>3.6. Involvement in the extension services of the Institute</p> <p>3.7. Statement of one's research agenda and plans for the next 5 years</p> <p>3.8. Endorsement of the Institute Director</p>

Action of the Board of Regents  
at its 1366<sup>TH</sup> Meeting on NOV 25 2021

**APPROVAL**

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Secretary of the University  
and of the Board of Regents

FROM	TO
4. Salary/Ranking will follow BOR rules and guidelines	4. Salary/Ranking will follow BOR rules and guidelines, using the Proposed Revised Minimum Requirements for Appointment of a Research Faculty and Reclassification to a Research Faculty (See below)
5. Privileges – Research Faculty member are entitled to enjoy the same privileges for regular faculty member.	SAME
6. Responsibilities  Research Faculty shall: 6.1 Complete one substantial research project as primary investigator per year 6.2 Comply with the teaching obligation 6.3 Perform other obligations of regular faculty members such as extension and service	6. Research Requirement  A Research Faculty shall: 6.1. Complete one substantial research work per year 6.2. SAME 6.3. SAME
7. Promotion will be based on research output and the academic activities at the affiliate academic unit, with minimum outputs defined in Appendix 1.	7. Promotion will be based on research output and the academic activities at the affiliate academic unit following policies, rules and guidelines released by the UP System.
8. Teaching Load  Minimum of 3 units per semester depending on the exigency of the Service; if more than 3, no overload honorarium	8. Teaching Load  Minimum of 4 units per academic year and maximum of 6 units per academic year; without overload honorarium: 8.1. Teaching credit may extend to teaching performed at other units in the University outside that of the affiliate academic unit of the faculty, with the approval of the Institute Director 8.2 Teaching credit may be given to various forms of teaching and advising 8.3 Teaching of more than 6 units per academic year shall have no overload honorarium 8.4 Mentoring activities will be expected and will be part of the considerations for renewal, tenure and promotion. These will include mentoring of undergraduates, graduate students, resident trainees, fellows and fellow faculty members. Crediting will follow the Faculty Merit Promotion scheme of the University.

Action of the Board of Regents  
at its 1366<sup>TH</sup> Meeting on NOV 25 2021

**APPROVAL**

**ROBERTO M. LARA**

**Secretary of the University  
and of the Board of Regents**



FROM	TO
Appendix:  Minimum Requirements for Appointment and Promotion to Research Faculty	Appendix:  Proposed Revised Minimum Requirements for Appointment of a Research Faculty and Reclassification to a Research Faculty Position at the National Institutes of Health, UP Manila  Please see Table below.

Action of the Board of Regents  
at its 136<sup>th</sup> Meeting on NOV 25 2021  
**APPROVAL**  
  
ROBERTO M.J. LARA  
Secretary of the University  
and of the Board of Regents

**Revised Minimum Requirements for Appointment of a Research Faculty and  
Reclassification to a Research Faculty Position at the NIH, UP Manila**

Salary Grade	Step	Academic Position	Current		Proposed	
			No. of Publications	Sole/lead author	No. of Publications*	Lead author**
18	1	Res Assist Prof 1	4	1	2	1
19	1	Res Assist Prof 2	6	1	3	1
	3	Res Assist Prof 3	7	1	5	1
20	1	Res Assist Prof 4	8	1	6	1
21	1	Res Assist Prof 5	10	2	7	2
	3	Res Assist Prof 6	12	2	9	2
	5	Res Assist Prof 7	13	2	11	2
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25	1	Res Assoc Prof 5	25	4	18	4
	3	Res Assoc Prof 6	27	4	20	4
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	5	Res Prof 3	33	6	25	6
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	3	Res Prof 11	47	8	36	8
	5	Res Prof 12	49	8	37	8
	6	Res Prof 12	50	8	38	8

\* These numbers include from the 5 years prior to appointment; case reports and editorials are not considered

\*\* Lead author = first author or corresponding author or author with the greatest contribution to the work, as declared in the publication.

Action of the Board of Regents  
at Its 1366<sup>TH</sup> Meeting on NOV 25 2021

**APPROVAL**  
  
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Secretary of the University  
and of the Board of Regents



# Appendices for Proposal

# Appendix 1: RA 8503 Health Research and Development Act of 1998

REPUBLIC OF THE PHILIPPINES  
CONGRESS OF THE PHILIPPINES }  
*Third Regular Session*

H. No. 10497  
S. No. 2373

## REPUBLIC ACT NO. 8503

AN ACT PROVIDING FOR THE PROMOTION OF HEALTH RESEARCH AND DEVELOPMENT, ESTABLISHING FOR THE PURPOSE THE NATIONAL INSTITUTES OF HEALTH (NIH), DEFINING ITS OBJECTIVES, POWERS AND FUNCTIONS, AND FOR OTHER PURPOSES

*Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:*

SECTION 1. *Title.* – This Act shall be known as the "Health Research and Development Act of 1998."

SEC. 2. *Declaration of Policy.* – It is hereby declared the policy of the State to improve the quality of life for every Filipino. For this purpose, the State shall establish a center for excellence for health research and development.

SEC. 3. *Creation of the National Institutes of Health (NIH).* – To carry out the above policy, the National Institutes of Health, hereinafter referred to as the NIH, is hereby created and established at the University of the Philippines (UP) Manila. The NIH shall serve as the coordinating and integrating body of the existing research institutes in UP Manila, namely, the Institute of Ophthalmology, the Institute of Socio-Biomedical Research, the Institute of Biotechnology and Molecular Biology for Health, the Institute of Clinical Epidemiology and such other institutes and health research programs which may be subsequently created in UP Manila after the effectivity of this Act.

SEC. 4. *Objectives of the Institutes.* – The objectives of the NIH are:

(a) To promote science and technology research and development in the field of health;



(b) To promote the development of study groups and research programs;

(c) To establish mechanisms for the dissemination and utilization of research outputs;

(d) To complement graduate programs and faculty research human resource training in UP Manila; and

(e) To ensure that the results of health research and development activities are utilized to improve the health of the people.

SEC. 5. *Functions of the Institutes.* – The Institutes shall have the following powers and functions:

(a) To integrate and coordinate the development and scope of operation of each institute, research programs and component units;

(b) To organize teams and establish programs that will provide research and development innovations for the improvement of existing technologies, medicines, vaccines and other health products and instruments;

(c) To establish research programs on health promotion, disease prevention and control;

(d) To formulate and conduct research on problems associated with aging, degenerative processes, metabolic studies, prevention and rehabilitation of disabilities, wellness, health communications, health and social science, management of health systems, traditional and complementary medicine, and health policies;

(e) To enhance the masters and doctoral pool of researchers and faculty to complement the research and post graduate program of UP Manila;

(f) To provide common research support facilities for its component units;

- (g) To maximize the utilization of expert support staff;
- (h) To optimize resource generation and utilization;
- (i) To establish local and foreign linkages;
- (j) To receive and manage grants, aid, donations or any kind of assistance for achieving its objectives, in accordance with the rules and regulations of the University of the Philippines (UP); and
- (k) To propose and allocate the annual budgetary resources for each component unit.

SEC. 6. *Component Programs of the NIH.* – In addition to the existing component units mentioned in Section 3 of this Act, the NIH shall establish the following component programs:

- (a) Health Product Cluster which shall undertake scientific and technological efforts to attain self-sufficiency and global competitiveness in the manufacture of health products and devices;
- (b) Health Promotion, Disease Prevention and Control Cluster which shall undertake studies on health promotion, epidemiology and disease patterns, and emerging health problems;
- (c) Gerontology and Disabilities Cluster which shall conduct studies on problems associated with aging, degenerative processes, metabolic diseases and prevention and rehabilitation of disabilities;
- (d) Social and Humanistic Studies which shall promote interdisciplinary approach to health research; and
- (e) Health care system studies which shall explore alternatives to western medicine, formulate health policies, undertake researches on health care components and promote regional and international linkages for health human resource development.



SEC. 7. *Network of Health Research Institutions.* – The NIH shall serve as the nucleus of a network of health research institutions. Towards this end, the NIH may undertake research studies in partnership with other health research institutions outside of UP. The partner agencies shall maintain their identity, objectives, programs, assets, facilities and equipment under their respective administrative control. As partner agencies, health research institutions shall have access to NIH facilities and support services.

SEC. 8. *Organizational Structure.* – The NIH shall be headed by an Executive Director who shall report directly to the Chancellor of UP Manila. It shall have a Board of Advisers which shall recommend policy directions for the NIH.

SEC. 9. *Qualifications of the Executive Director.* – The Executive Director shall be a recognized scholar in health research and development. He shall be appointed and shall serve in accordance with the existing rules and regulations of UP.

SEC. 10. *Composition and Tenure of the Board of Advisers.* – The Board of Advisers shall be composed of (1) the Secretary of Health as chairman; (2) the Chancellor of UP Manila as vice chairman; (3) the Executive Director of the Philippine Council for Health Research and Development (PCHRD) of the Department of Science and Technology (DOST); and (4) two other members who are recognized scholars in health research and development to be appointed by the Board of Regents upon recommendation of the President of UP. The Executive Director shall concurrently serve as Member-Secretary of the Board. The Secretary of Health, the Chancellor of UP Manila and the Executive Director of PCHRD shall serve in an *ex officio* capacity. The two other members shall serve for a term of two (2) years.

SEC. 11. *Functions of the Board of Advisers.* – The Board of Advisers shall have the following powers and functions:

(a) To recommend the general directions and determine the priorities and thrusts of the Institutes;

(b) To recommend research areas for study and investigation by the Institutes or any of its component units, based on its scanning and interpretation of the demands of health care environment and the needs of the Filipino people;

(c) To recommend to the Board of Regents the establishment of component units of the Institutes;

(d) To generate resources and obtain logistical and financial support for the programs and component units of the Institutes; and

(e) To provide advice to the Institutes on any matter relating to the development of a research area and the administration of their research programs.

SEC. 12. *Appointment of Faculty and Staff.* – The human resource complement of the NIH shall be organized and set-up by the Executive Director in accordance with the existing rules and regulations of UP and upon the approval by the Board of Regents.

SEC. 13. *Public Access.* – The public and other health institutions shall have access to the research findings, facilities and other resources of the Institutes, as provided in the implementing rules and regulations of this Act.

SEC. 14. *Appropriations.* – The amount necessary to carry out the initial implementation of this Act shall be charged against the current year's appropriations of the respective component units of the NIH. Thereafter, such sums as may be needed for the continued operation of the NIH shall be included in the annual General Appropriations Act.

SEC. 15. *Implementing Rules and Regulations.* – Within ninety (90) days from the effectivity of this Act, the Board of Regents of UP, in coordination with the DOH, the DOST, private and nongovernment organizations involved in health research and development, shall formulate the rules and regulations necessary for the implementation of this Act.



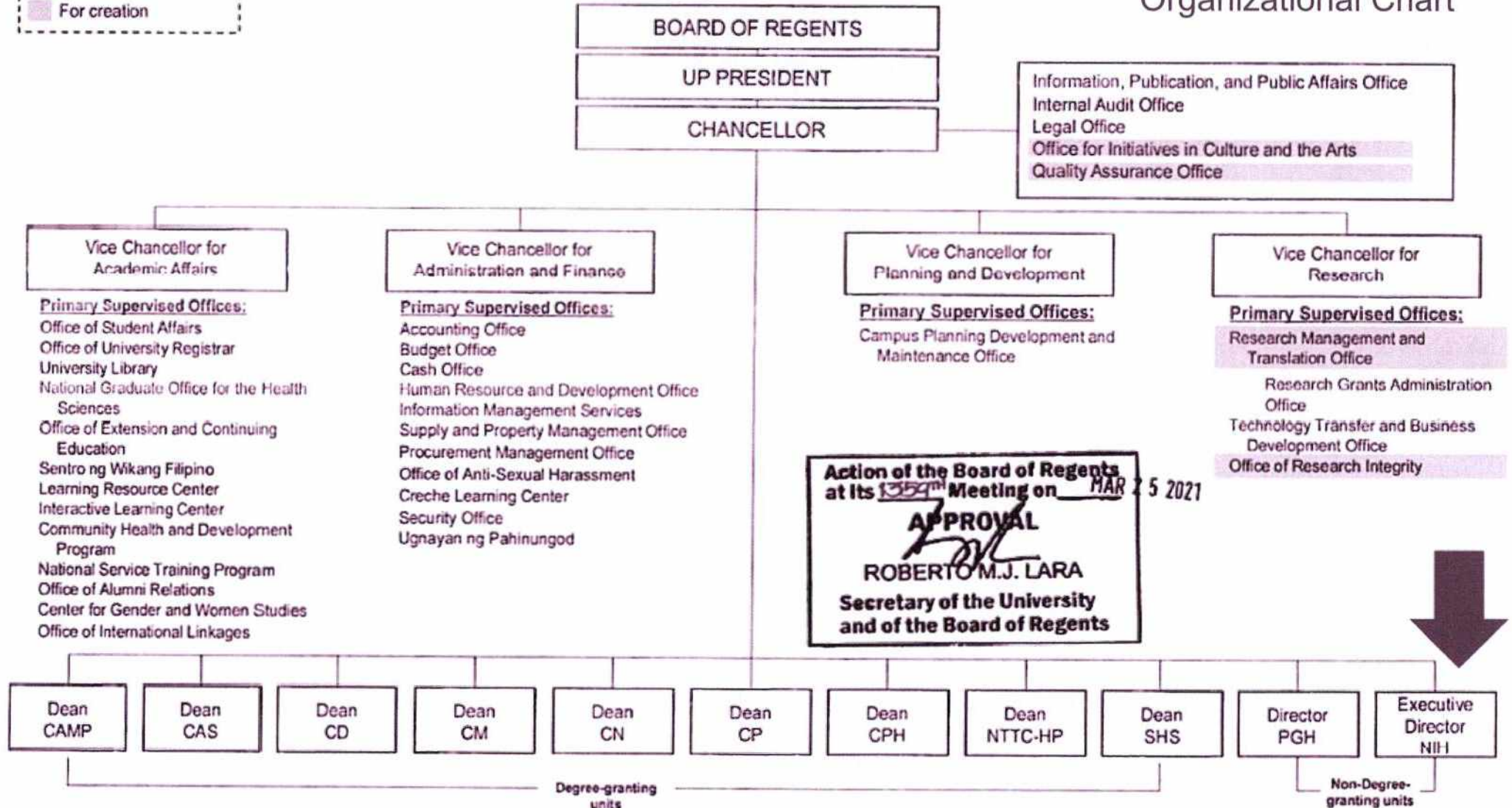
SEC. 16. *Repealing Clause.* – All laws, presidential decrees, executive orders, rules and regulations, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SEC. 17. *Effectivity.* – This Act shall take effect fifteen (15) days following the completion of its publication in at least two (2) newspapers of general circulation.

Approved, February 13, 1998.

**LEGEND:**

For creation

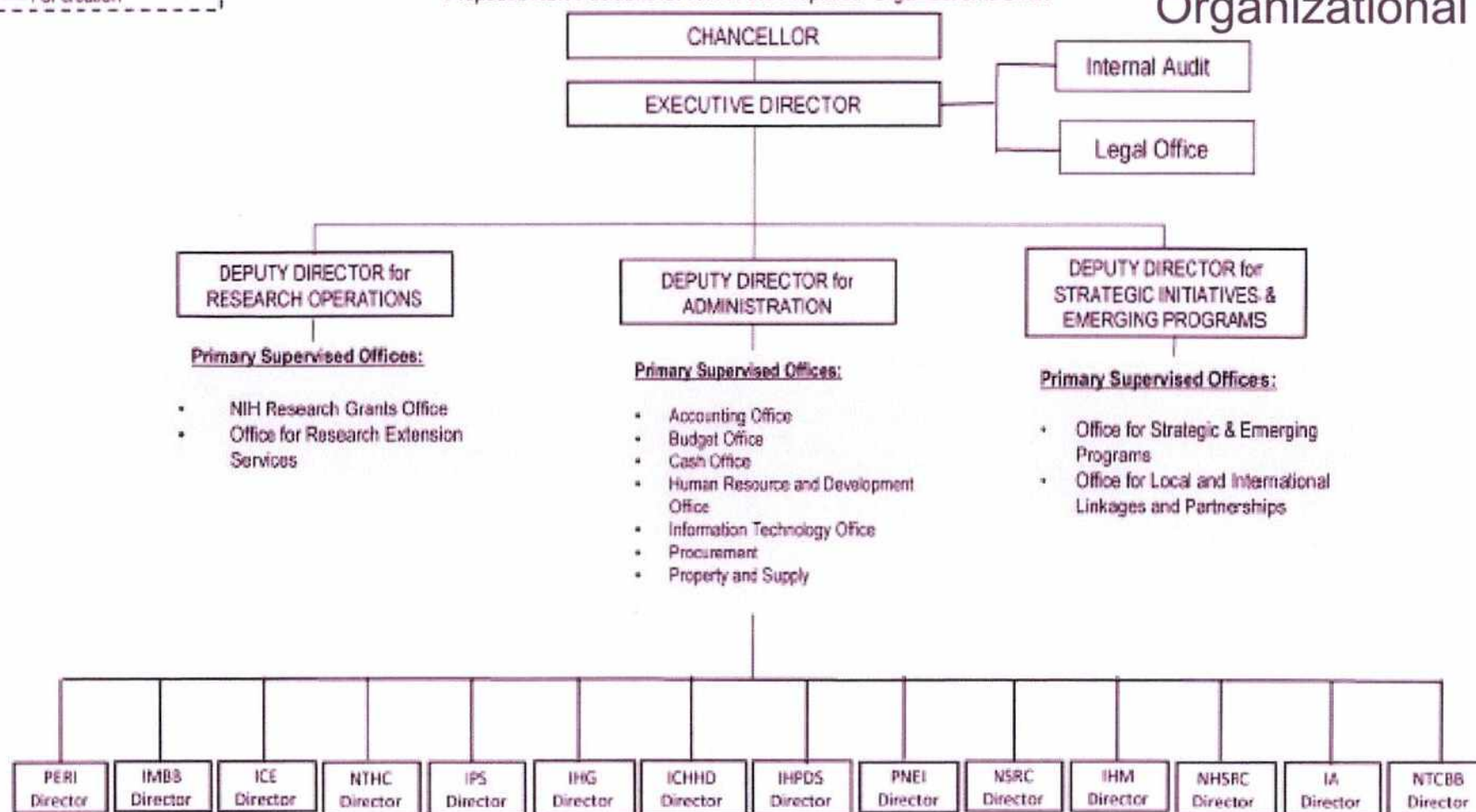
**UNIVERSITY OF THE PHILIPPINES MANILA**  
Proposed Organizational Chart 2021Appendix 2: UP Manila  
Organizational Chart



# Appendix 3: National Institutes of Health Organizational Chart

**LEGEND:**  
For creation

## UNIVERSITY OF THE PHILIPPINES MANILA NATIONAL INSTITUTES OF HEALTH Proposed New Positions for NIH in the Proposed Organizational Chart



JUN 02 2021

*[Signature]*

Excerpt from the Minutes of the 1165<sup>th</sup> Meeting of the Board of Regents held on 31 October 2002

## Appendix 4: 1165th Meeting of the Board of Regents Implementing Guidelines for Research Faculty

### V POLICY MATTERS FOR APPROVAL OF THE BOARD

- F. Proposed implementing guidelines for the research faculty for the National Institutes of Health, U.P. Manila

#### Justification

1. The National Institutes of Health was established in the University of the Philippines Manila through the Health Research and Development Act of 1998 (RA 8503)

The objectives of the NIH as listed in Section 4 are:

- a. to promote science and technology research and development in health;
- b. to promote the development of study groups and research programs;
- c. to establish mechanisms for the dissemination and utilization of research outputs.
- d. to complement graduate programs and faculty research human resource training in the university; and
- e. to ensure that the results of health research and development activities are utilized to improve the health of the people.

Among the functions of the NIH stated in Section 3 is to enhance the masters and doctoral pool of researchers and faculty to complement the research and post-graduate programs of U.P. Manila.

Section 12 of RA 8503 states that the "human resource complement of the NIH shall be organized and set-up by the Executive Director in accordance with existing rules and regulations of U.P. and upon approval by the Board of Regents."



UNIVERSITY OF THE PHILIPPINES  
Quezon City

Excerpt from the Minutes of the 1165<sup>th</sup> Meeting of the Board of Regents held  
on 31 October 2002

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- 2 -

There are presently eight institutes under the National Institutes of Health that have been approved by the Board of Regents. There are also study groups on specific areas of concern, under the supervision of the NIH Executive Director, which also perform research projects.

The National Institutes of Health, through these institutes and study groups shall foster the research culture in U.P. Manila in health related fields, through highly trained and qualified individuals whose main function is to conduct research. These individuals may be allowed to conduct these research projects in the university at the NIH through research positions.

2. The minimum qualifications for acceptance as Research faculty are listed in the Implementing Guidelines for Research Faculty as approved by the Board of Regents
  - a. In addition to the minimum qualifications, candidates should be prioritized according to the completion of other graduate degrees and publications.
  - b. The proposed criteria for U.P. Manila faculty who wish to apply for the Research Faculty track are objective and quite stringent, relying principally on output in publications indexed by the Institute for Scientific Information (ISI) or in Medline, the more familiar journal index in the health professions. Research Faculty members are expected to publish more than the teaching faculty, with the prospects for promotion of Research Faculty members dependent on their ISI/Medline publications.
3. The NIH and its component institutes are non-teaching units. The research faculty of the NIH shall have additional appointments with the other colleges and units of U.P. Manila, where they may perform their teaching and other academic activities.



- more -

UNIVERSITY OF THE PHILIPPIN.  
Quezon City

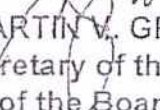
Excerpt from the Minutes of the 1165<sup>th</sup> Meeting of the Board of Regents held  
on 31 October 2002

- 3 -

The maximum teaching load is 3 units per semester for the Research Faculty. In exceptionally-meritorious cases, faculty members may be allowed to teach more than 3 units per semester, after securing permission from the NIH and the affiliate college or unit.

Board action: Approval

CERTIFIED CORRECT:

  
MARTIN V. GREGORIO  
Secretary of the University *DMR*  
and of the Board of Regents

31 October 2002

cc: The Vice President for Academic Affairs  
The Vice President for Planning and Finance  
The Vice President for Development  
The Vice President for Administration  
The Vice President for Public Affairs  
The Chancellor, U.P. Manila\*  
The Auditor

<i>nc</i>	<i>11/5</i>
<i>7/24</i>	<i>11/5</i>
<i>Tully</i>	<i>11/5</i>
<i>Law</i>	<i>11/5</i>
<i>1/10</i>	<i>11-5</i>
<i>manila</i>	<i>11/5</i>

\*The Chancellor will please see to it that copies of this excerpt are furnished to all units concerned.





UNIVERSITY OF THE PHILIPPINES MANILA  
S/F Central Block, Philippine General Hospital  
Taft Avenue, Manila

OFFICE OF THE CHANCELLOR

RECEIVED

3696

11 September 2002

Office of the President  
University of the Philippines  
Date: SEP 13 2002  
By: [Signature]

PROF. MARTIN V. GREGORIO  
Secretary of the University  
University of the Philippines System  
Diliman, Quezon City

VP Manis -  
clearance ps.  
9.13

Dear Secretary Gregorio:

We would like to request that the Proposed Guidelines for UP Manila Research Faculty Appointments be included in the agenda of the President's Advisory Council on 18 September 2002.

Attached herewith is the proposal.

Thank you very much.

Yours very respectfully,

[Signature]

ALFREDO T. RAMIREZ, MD  
The Chancellor

OK ml  
9.13.02

MARTIN V. GREGORIO  
Secretary of the University  
and of the Board of Trustees

PROPOSED IMPLEMENTING GUIDELINES FOR THE RESEARCH FACULTY FOR THE  
NATIONAL INSTITUTES OF HEALTH, UP MANILA

A. Justification

1. The National Institutes of Health was established in the University of the Philippines Manila through the Health Research and Development Act of 1998 (RA 8503).

The objectives of the NIH as listed in Section 4 are:

- a. to promote science and technology research and development in health,
- b. to promote the development of study groups and research programs,
- c. to establish mechanisms for the dissemination and utilization of research outputs,
- d. to complement graduate programs and faculty research human resource training in the university, and
- e. to ensure that the results of health research and development activities are utilized to improve the health of the people.

Among the functions of the NIH stated in Section 3 is to enhance the masters and doctoral pool of researchers and faculty to complement the research and post-graduate program of UP Manila.

Section 12 of RA 8503 states that the "human resource complement of the NIH shall be organized and set-up by the Executive Director in accordance with existing rules and regulations of UP and upon approval by the Board of Regents".


There are presently eight institutes under the National Institutes of Health that have been approved by the Board of Regents. There are also study groups on specific areas of concern, under the supervision of the NIH Executive Director, which also perform research projects.

The National Institutes of Health, through these institutes and study groups shall foster the research culture in UP Manila in health related fields, through highly trained and qualified individuals whose main function is to conduct research. These individuals may be allowed to conduct these research projects in the university at the NIH through research positions.

2. The minimum qualifications for acceptance as Research faculty are listed in the Implementing Guidelines for Research Faculty as approved by the Board of Regents (Ref No. 443208, October 23, 1996).
  - a. In addition to the minimum qualifications, candidates should be prioritized according to the completion of other graduate degrees and publications.
  - b. The proposed criteria for UP Manila faculty who wish to apply for the Research Faculty track are objective and quite stringent, relying principally on output in publications indexed by the Institute for Scientific Information (ISI) or in Medline, the more familiar journal index in the health professions. Research Faculty members are expected to publish more than the teaching faculty, with the prospects for promotion of Research Faculty members dependent on their ISI/ Medline publications.

Action of the Board of Regents  
at its 1164th Meeting on 10.24.02

APPROVAL

  
1 MARTIN V. GREGORIO  
Secretary of the University  
and of the Board of Regents



3. The NIH and its component institutes are non-teaching units. The research faculty of the NIH shall have additional appointments with the other colleges and units of UP Manila, where they may perform their teaching and other academic activities.

The maximum teaching load is 3 units per semester for the Research Faculty. In exceptionally meritorious cases, faculty members may be allowed to teach more than 3 units per semester, after securing permission from the NIH and the affiliate college or unit.

## B. Guidelines on the appointment as Research Faculty

### 1. Qualification

- 1.1. Masters or Ph.D. degree holder, and/or MD/DDM with residency/ fellowship training
- 1.2. Publication- Applicants will have to comply with the stable on minimum requirements (please refer to attachment)
  - 1.2.1 Initially, Research Assistant Professors must at least have one (1) published paper in ISI-indexed journals, and four (4) published papers in local peer-reviewed journals within the three years prior to appointment. (see appendix)

2. Initial Appointment- NIH faculty shall initially have temporary appointment and follow the same faculty procedure for having tenure.

### 3. Minimum Requirement for Permanent Appointment

- 3.1. Two (2) publications in peer reviewed journals indexed in ISI in three years.
- 3.2. Very satisfactory teaching performance from academic unit, based on evaluation scheme (based on 2 of last three semesters)

4. Salary/Ranking will follow BOR rules and guidelines.

5. Privileges- Research Faculty members are entitled to enjoy the same privileges for regular faculty member.

### 6. Responsibilities- Research Faculty shall

- 6.1. Complete one substantial research project as primary investigator per year
- 6.2. Comply with the teaching obligations
- 6.3. Perform other obligations of regular faculty members such as extension and service

7. Promotion will be based on the research output and the academic activities at the affiliate academic unit, with minimum outputs defined in Appendix 1.

8. Teaching load- Minimum of 3 units per semester depending on the exigency of the Service; if more than 3, no overload honorarium

Action of the Board of Regents  
at its 116th Meeting on 10-11-02  
APPROVAL

*Martin V. Gregorio*  
\*MARTIN V. GREGORIO  
Secretary of the University  
and of the Board of Regents

## Appendix 5: Minimum Requirements for Appointment and Promotion to Research Faculty

Minimum Requirements for Appointment and Promotion to Research Faculty

Salary Grade	Step	Academic Position	Number of Publications	Sole/lead author of primary publication
18	1	Research Assistant Professor 1	4	1
19	1	Research Assistant Professor 2	6	1
	3	Research Assistant Professor 3	7	1
20	1	Research Assistant Professor 4	8	1
21	1	Research Assistant Professor 5	10	2
	3	Research Assistant Professor 6	12	2
	5	Research Assistant Professor 7	13	2
22	1	Research Associate Professor 1	15	3
	3	Research Associate Professor 2	16	3
23	1	Research Associate Professor 3	18	3
24	1	Research Associate Professor 4	20	4
25	1	Research Associate Professor 5	25	4
	3	Research Associate Professor 6	27	4
	5	Research Associate Professor 7	28	4
26	1	Research Professor 1	30	6
	3	Research Professor 2	32	6
	5	Research Professor 3	33	6
27	1	Research Professor 4	35	7
	3	Research Professor 5	37	7
	5	Research Professor 6	38	7
28	1	Research Professor 7	40	8
	3	Research Professor 8	42	8
	5	Research Professor 9	43	8
29	1	Research Professor 10	45	8
	3	Research Professor 11	47	8
	5	Research Professor 12	49	8
	6	Research Professor 12	50	8

Action of the Board of Regents  
at its 11/15/02 Meeting on 10.21.02

APPROVAL

*Martin V. Gregorio*  
MARTIN V. GREGORIO  
Secretary of the University  
and of the Board of Regents