

Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY



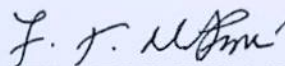
OCT 16 2020

DOST Special Order No. 0415  
Series of 2020

**Subject: Supplemental Guideline and Risk Management Plan  
of the Balik Scientist Program**

The Balik Scientist Program continues to foster exchange of ideas and sharing of knowledge to further create opportunities and build stronger scientific communities without comprising the health and safety of our Balik Scientists and the respondent institutions in the country. To ensure and spare the Balik Scientists' from acquiring COVID-19, the supplemental guideline and risk management plan have been developed to indicate the alternative modes of engagement and provide appropriate incentives to the Balik Scientists under Short-term and Medium-term engagements.

The supplemental guidelines shall be effective upon the date of its approval until such time that travel restrictions and implementation of 14-day quarantine are lifted. The risk management plan is to be implemented as necessary.

  
**FORTUNATO T. DE LA PEÑA**  
Secretary

Philippine Council for Industry, Energy and Emerging  
Technology Research and Development



I-20-1019-07

Released on: 10.20.20/2:10:59 PM

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## The Balik Scientist Program (BSP) Supplemental Guideline under Philippine Quarantine

### I. Definition of Terms

1. State of Public Health Emergency – a declaration in the event of an epidemic of national and/or international concern which threatens national security in order to mobilize governmental and non-governmental agencies to respond to threat
2. Remote engagement – engagement done in the country of origin
3. On-site engagement – engagement done in the Philippines
4. Travel Restriction – rule that provides a limiting condition for someone travelling to and from the Philippines following the declaration of a state of public health emergency
5. Quarantine – 14-day isolation upon arrival to the Philippines as required by the Philippine government

### II. Introduction

The Balik Scientist Program (BSP) continues to uphold its goal to strengthen the scientific and technological human resources of the academe, public and private institutions including locally registered enterprises in order to promote knowledge sharing and accelerate the flow of new technologies. The basis of implementation of the Balik Scientist Program is the Memorandum Circular (MC) 006 Series of 2018 or the Rules and Regulations on the Grant of Benefits, Incentives and Privileges to Balik Scientists.

This set of guidelines is hereby issued to supplement the existing MC 006 amidst the pressing conditions brought by the COVID-19 pandemic and upon declaration of the country under State of Public Health Emergency through adoption of alternative mode of engagement in compliance with the Inter-Agency Task Force on Emerging Infectious Diseases (AITF-EID) to ensure the safety and wellness of Balik Scientists, personnel from the host institutions and DOST, and other stakeholders.

### III. Scope/ Coverage

The guidelines shall cover short and medium-term engagements affected by the COVID-19 pandemic.

### IV. Alternative Work Arrangement

Balik Scientists may adopt the following arrangements to accomplish the approved Terms of Reference (TOR) in the Philippines:

Category	Engagement	Remote	Onsite	Remarks
Short-term engagements	15 days to <2 month	100%	Not applicable	Applicable only for COVID-related engagements
	2 months to 6 months	35%	65%	Engagement should be completed within a period of one year and six (6) months from the date of approval, with flexible schedule
Medium-term engagement	> 6 months to 1 year	20%	80%	Engagement should be completed within a period of two (2) years from date of approval, with flexible schedule.

*Note:*

- Balik Scientists who are already in the country prior to the date of approval shall be considered an onsite engagement.
- For those on-going engagements, contracts may be revised subject for recommendation from each council
- 14-day quarantine to be considered and included as an onsite engagement.
- Will only be in effect for as long travel restrictions are in effect and 14-day quarantine is required.

## V. Work Activities

No.	Task	Onsite	Remote
	<b>Actively participate in:</b>		
1	- drafting or revising course syllabus/curriculum		/
2	- putting up experimental set-up/design		/
3	- developing of prototypes		/
4	- data analyses, interpretation, and validation		/
5	- developing research proposals		/
6	- developing or improving protocols for laboratory procedures		/
7	- implementing R&D projects		/
8	- drafting research agenda		/
9	- developing product		/
10	- conducting laboratory tests/experiments		/
11	- formulating research road maps/agenda for specific research priorities		/
12	- acquiring necessary equipment		/
13	- establishing research centers, laboratory, or facility ( <b>required onsite</b> )	/	
	<b>Conduct of:</b>		
14	- seminar/lecture/forum		/
15	- short studies ( <b>required onsite</b> )	/	
16	- training/workshop/demonstration		/
17	- fieldwork/lab experiments and data collection ( <b>required onsite</b> )	/	
18	- science outreach activity ( <b>required onsite</b> )	/	
19	- R&D planning/activities with host institution		/
	<b>Develop:</b>		
20	- course syllabus as acceptable to the host institution		/
21	- course curriculum as acceptable to the host institution		/
22	- theoretical frameworks/manuals/guidebooks/management systems as acceptable to the host institution		/
	<b>Draft:</b>		
23	- manuscript/paper (publishable) for submission to international journal, book chapters, book, and instructional materials		/
24	- new policy recommendations and review existing policy		/
	<b>Establish:</b>		
25	- collaborations/linkages with foreign institution/s		/
26	- collaborations/linkages with local institution/s		/
	<b>Handle:</b>		
27	- graduate/undergraduate courses/subject		/
	<b>Identify:</b>		
28	- technologies/good management practices suitable or applicable in the Philippines ( <b>required onsite</b> )	/	
29	- new species and collect, preserve, catalog species ( <b>required onsite</b> )	/	
	<b>Mentor:</b>		
30	- undergraduate/graduate students		/
	<b>Publish:</b>		
31	- scientific paper in international journal		/
32	<b>Others:</b> _____		

\*Monthly progress report endorsed by the Host Institution shall be submitted to the concerned Council for proper monitoring and evaluation.

## VI. Provisions and Incentives

### For on-site engagement:

1. Provision of one (1) roundtrip airfare originating from a foreign country to the Philippines.
2. Exemption from payment of Philippine travel tax for the Balik Scientists.
3. Reimbursement of expenses for excess baggage.
4. Tax Exempt Daily Subsistence Allowance (DSA) of USD 200 or based on the prevailing UNDP rate, whichever is higher.
5. Accident/travel and health/medical (including dental, **COVID-19 and other emerging infections**) insurance in the Philippines.
6. Provided that COVID-19 testing is not included in the health/medical insurances, the program shall cover the cost of testing as necessary.

### For remote/distance engagement:

A monthly incentive equivalent to at least SG 27, **Step 8 (P138,701.00)**, using the formula below:

$$= \frac{\text{SG 27}}{\text{x month}} \times \frac{\text{1-month}}{\text{30 days}} \times \text{\# of days for offsite work}$$

*\*For financial claims, require Balik Scientists to have local bank accounts or international banks accounts with SWIFT/BAN number (ready for wire transfer transactions). Make sure to remind Balik Scientist that they will shoulder bank charges for wire transfer.*

## VII. Effectivity

This supplemental guideline shall take effect upon approval by the DOST Secretary and shall remain in force as long as there are travel restrictions and implementation of 14 days quarantine in the Philippines, and shall become ineffective upon written order by the DOST Secretary.

*J.T. Alonzo*

**BALIK SCIENTIST PROGRAM (BSP)**

**RISK MANAGEMENT PLAN**

RISK ITEM NO.	RISK DESCRIPTION	INHERENT RISK ANALYSIS		RISK RESPONSE STRATEGY	RESPONSE STRATEGY / ACTION PLAN	OWNER
		PROBABILITY / LIKELIHOOD OF THE RISK OCCURRING	IMPACT IF THE RISK OCCURS			
1	The Balik Scientist acquires infectious disease or is hospitalized during his arrival / quarantine / engagement	High	High	Adaptation	1. BSP and HI to take responsibility of the Balik Scientist 2. Create guidelines and contingency plan in case of hospitalization	Council / Host Institution
2	The Balik Scientist dies due to infectious disease or becomes disabled during his arrival / quarantine / engagement	Medium	High	Adaptation	1. BSP and HI to take responsibility of the Balik Scientist 2. Create guidelines and contingency plan in case of death or disability	Council / Host Institution
3	Incurred delays due to health issues or acquires infectious disease	Medium	High	Mitigation/ Prevention	1. BSP to issue a memo or guidelines that Balik Scientists will only be allowed to travel to the Philippines travel restrictions and 14 day quarantine have been lifted. 2. Until such restrictions are lifted, advise the Balik Scientist to initially deliver activities that can be accomplish on a remote basis. 3. Ensure that a quarantine facility is provided by the Host Institution.	Host Institution
4	Not delivering the outputs due to absence or lack of resources from the Host Institution or in the current location of the Balik Scientist	Low	Medium	Prevention	1. Include in the initial evaluation of application if the Host Institution and/or the Balik Scientists have sufficient resources. 2. Provide copy of DOH/omnibus guidelines to Balik Scientist prior to their engagement	Host Institution

5	Delay in the conduct of activities requiring physical presence in the Host Institution or in the country (i.e., field visits, laboratory experiments, conduct of workshops, etc.) due to unforeseeable travel restrictions or quarantine	Medium	Medium	Prevention	<ol style="list-style-type: none"> <li>1. Agree on an alternative work arrangement between the HI and Balik Scientist as indicated in the guideline to be developed by the program</li> <li>2. Assign personnel dedicated for BSP to conduct some of the experiments, if ever the Balik Scientist will not be able to be physically present in the Host Institution or in the country.</li> <li>3. Provide travel/special pass to Balik Scientists to allow them to conduct field visits, if possible.</li> <li>4. Allow conduct of some experiments at home, if feasible.</li> <li>5. Postpone the activity until the travel restriction or quarantine is lifted.</li> <li>6. Provide copy of DOH/omnibus guidelines to Balik Scientist prior to their engagement</li> </ol>	Council / Host Institution
6	Misdemeanor portrayed by the Balik Scientist	Medium	Medium	Prevention	<ol style="list-style-type: none"> <li>1. Inform embassy, appropriate authorities, and immediate family</li> <li>2. Take appropriate immediate actions if necessary</li> </ol>	Council / Host Institution
7	Balik Scientist as victim of a crime	Low	High	Prevention	<ol style="list-style-type: none"> <li>1. Ensure and secure safe working environment of the Balik Scientist prior and during the engagement</li> <li>2. Inform embassy, appropriate authorities, and immediate family as necessary</li> <li>3. Accident insurance already included</li> </ol>	Host Institution
8	Balik Scientist experiences calamities	Medium	Medium/High	Mitigation/Prevention	<ol style="list-style-type: none"> <li>1. Ensure and secure safe working environment of the Balik Scientist</li> <li>2. Include calamity insurance</li> </ol>	Council / Host Institution

*F.S. Alfonso*