



Republic of the Philippines
Department of Science and Technology
**PHILIPPINE COUNCIL FOR INDUSTRY, ENERGY AND EMERGING
TECHNOLOGY RESEARCH AND DEVELOPMENT (PCIEERD)**

15 July 2021

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Subject: Guidelines for the Implementation of the **“Researchers on Industry, Energy Emerging Technologies - Opening Opportunities for Learning (RIEETOOL)”**

In the interest of fully complementing the human resource needs and requirements of the industry, energy, and emerging technology research and development sectors, PCIEERD shall implement the ““Researchers on Industry, Energy Emerging Technologies - Opening Opportunities for Learning (RIEETOOL)”” as a component of its Capability Development Program.

1. Description

The RIEETOOL shall cover support to researchers, scientists, engineers, faculty, students and personnel of academic and research institutions, as well as government and private institutions, for development of skills and knowledge aligned with the PCIEERD sectoral priority areas, DOST Harmonized National R&D Agenda – Industry, Energy and Emerging Technology (HNRDA-IEET) and other government/national priority roadmaps, such as the Department of Trade and Industry’s industry roadmap/framework. The training should have a minimum duration of one (1) week to maximum of one (1) month.

This shall also cover support for trainings identified by PCIEERD as a priority and emerging field and to be conducted by academic institutions or other possible providers of trainings which may be identified by PCIEERD. The training should have a minimum duration of one (1) week to maximum of one (1) year.

2. Definition of Terms

- a. Implementing Agency – refers to the primary organization involved in the execution of a program/project which can be a public or private entity
- b. Project – refers to the basic unit in the investigation of specific S&T problem/s with pre-determined objective(s) to be accomplished within a specific timeframe
- c. Project Duration – refers to the grant period or timeframe that covers the approved start and completion dates of the project
- d. Project Leader – refers to the project’s principal/implementer
- e. HNRDA – refers to the Harmonized National Research and Development Agenda
- f. 6Ps – refers to tangible and measurable outputs of the research activity specified as follows:
 - Publications (published articles in recognized scientific journals including monographs, manuals, etc.)
 - Patents (tangible measure of innovation to include utility model (UM). Industrial design (ID), trademarks, and copyrights)
 - Products (commercial value of outputs)
 - People Services (increase in the scientific workforce)
 - Places (facilities that enable increased 6Ps output)
 - Policies (adopted science-based guidelines)

- g. OMS – refers to the Output Monitoring Sheet to be submitted by the grantee every six (6) months for two (2) years after end of the project to monitor progress/update on the realization of 6Ps action plan

3. Objectives

This component aims to develop capabilities of Filipino researchers, scientists, and engineers (RSEs) to complement the human resources and skills requirements of the industry, energy and emerging technology (IEET) sectors, specifically to provide support to: (1) attendance to highly specialized trainings; and (2) conduct of group trainings to acquire specialized skills and new knowledge in the IEET sectors.

4. Coverage

4.1. Attendance to Trainings

This covers support to individuals or group of individuals, who wish to attend highly specialized trainings, which is within the PCIEERD sectoral priority areas, HNRDA or as identified under government/national priority roadmaps, such as the DTI's HR industry roadmap/framework.

4.2. Conduct of Group Trainings

This covers support to academic institutions, scientific organizations, who wish to organize, and/or conduct highly specialized trainings for retooling and upgrading of scientific/industry workforce in the priority industries to bridge the gap between available competencies and research/industry demand. The training/s should be within the PCIEERD sectoral priority areas, HNRDA or as identified under government/national priority roadmaps, such as the DTI's HR industry roadmap/framework.

5. Qualification Requirements

5.1. Attendance to Trainings

The applicant must:

- Be a BS, MS or PhD student or degree holder in any science or engineering course or existing project staff or researcher of an on-going PCIEERD- or DOST-funded project
- Have no pending obligations to PCIEERD relative to the HRDP grant
- Be a Filipino citizen
- Be endorsed by the sending institution (at least the Dean or equivalent) or the Project Leader of an on-going PCIEERD- or DOST-funded project
- Have a minimum research/laboratory/industry experience of at least one (1) year
- If employed, must have at least two (2) years employment with the Sending Institution
- In case the applicant has no sending institution or student, must have at least two (2) years research/laboratory experience in the university enrolled in
- Be of good health and fit to undergo the training, as certified by a licensed physician

5.2. Conduct of Group Trainings

- The requesting institution must be an organized and SEC-recognized entity, which maybe an academic or research institution, professional organization; for non-academic private institution, seek partnership with academic institutions.
- The requesting institution must have been cleared of all obligations from previous PCIEERD grant/s
- The topics to be covered are within the PCIEERD's R&D priority areas of concern.
- The proposed activity involves dissemination of knowledge and/or technical skills upgrading.
- The requested budget conforms to allowable expense items.

6. Documentary Requirements

6.1. Attendance to Trainings

- Application form
- Proposed line-item-budget (LIB)
- Endorsement from sending institution or the Project Leader guaranteeing the return of the grantee and to employ the grantee upon return from the training to serve the required service obligation.
- If no sending institution, an endorsement from the university enrolled in, justifying the importance of his/her participation in the training for the completion of his/her degree
- Certification signed by the Project Leader stating that the training expenses related to the application is not included in the approved project cost.
- Formal acceptance and/or invitation from the host institution/training institution (at least Department Chair) or the organizer as the case may be
- Copy of training programme
- Curriculum Vitae (CV)
- Medical certificate from a licensed physician stating that the applicant is of good health condition and fit to undergo training

6.2. Conduct of Trainings

- Application form
- Proposed Line-Item-Budget (LIB)
- Tentative Programs of Activities
- Letter of endorsement from the Head of the organization/institution
- Terms of Reference (TOR) for speakers, support staff, and organizing committee (for payment of honoraria)
- SEC-registration (for Scientific/Professional organizations), for first timers

7. Entitlements

7.1. Attendance to Trainings

	Foreign	Local
Training fee	/	/
Actual travel expense for the most direct and economical route, inclusive of in-land	/	/

transport to and from airport and travel insurance		
Daily subsistence allowance	/ Based on the prevailing UNDP rate for less than 15 days; otherwise, Numbeo rates should apply	/ Local per diem rates apply
Incidental expenses based on actual amount but not to exceed PhP10,000 (Passport application fees not included)	/	

7.2. Conduct of Trainings

- Honoraria of speakers based on DOST Guidelines (TOR required)
 - Professional services for Consultancy Services
 - Transportation of local participants (not to exceed PhP10,000/person)
Note: international airfare not covered
 - Accommodation of local participants (not to exceed PhP5,000/night)
 - Supplies and materials for the preparation of training materials
 - Printing of proceedings or training materials
 - Printing of promotional and informational materials
 - Communication expenses
 - Subscription expenses for online platform, such as zoom, etc.
 - Representation expenses (maximum 500/person)
- a. Counterpart funding is required and may include, but not limited to, expenses incurred during the preparatory phase.
 - b. Quotation for the Consultancy services should be submitted.
 - c. The grant shall be for a maximum of PhP500,000.

8. Release of Entitlements

- 8.1. Once approved, the grantee shall be required to report to PCIEERD for orientation prior to release of the grant. A waiver maybe signed on justifiable or meritorious cases.
- 8.2. For Attendance to Training, the grant shall be released to the grantee while for the Conduct of Group Trainings, the grant shall be released to the requesting institution.
- 8.3 The grant shall be released directly to the bank account of the grantee or requesting institution, as the case maybe. For processing of the release, the following information shall be submitted to PCIEERD: bank account name, bank account number, bank name, branch (preferably Land Bank of the Philippines (LBP)).
- 8.4 For LBP account holders, the actual crediting of the grant is 24 to 48 hours while for other banks, it will depend on the bank's processing time.
- 8.5 For accounts with other banks, corresponding bank charges/fees, will be charged directly to the grantees account. PCIEERD will not shoulder any bank charges.

9. Responsibilities

9.1. Attendance to Training

- 9.1.1. The grantee shall complete and devote the full amount of time based on the plan of activities and/or the approved duration of the grant.
- 9.1.2. For foreign, the grantee shall conduct himself/herself in a manner that will not bring disgrace or dishonor to the country.
- 9.1.2. The grantee shall report to PCIEERD for debriefing and oral presentation after completion of the training.
- 9.1.3. The grantee shall submit the following within thirty (30) days upon arrival and/or completion of the training:
- Terminal accomplishment report with soft copy of photos
 - Proof of completion/certificate of attendance
 - Liquidation report (Original copies of official receipts shall also be submitted.)
 - Action plan (6Ps), using attached OMS form
- 9.1.4. Upon completion of the training, the grantee shall render the following service obligation within the Philippines, preferably in the sending institution:

Duration of activity attended	Foreign	Local
6 months and more	2 years for every year or a fraction thereof of 6 months and more	1 year
2 months and more but less than 6 months	1 year	6 months
Less than 2 months	6 months	

- 9.1.5. Any service rendered before the completion of the training or grant covered shall not be counted.
- 9.1.6. The following are considered part of the return service:
- 9.1.6.1. As return service, the grantee should be involved in at least one project to demonstrate applications of the skills gained from the training, preferably within one (1) year upon return.
- 9.1.6.2. The grantee shall render return service in a form of lecture outside of his/her institution to an appropriate audience to disseminate the knowledge gained from the training.
- 9.1.7. An Output Monitoring Sheet (OMS) shall be submitted by the grantee to PCIEERD every 6 months until the service obligation has been completed. For every item reflected in the OMS, pertinent documents must be attached.
- 9.1.8. The grantee shall provide an accomplished OMS (6Ps) with necessary supporting documents at the end of his/her service obligation for the surveillance of offshoots from the research work.

9.1.9. The grantee shall seek permission and/or clearance from PCIEERD for travel abroad before completion of required return service, provided the trip is approved/endorsed by the host institution/employer;

Duration of attachment	Allowable duration of travel
6 months and below	Maximum of two weeks
More than 6 months	1 month

9.1.10. The grantee shall submit the following documents to support the request for permission and/or clearance for travel abroad:

- Formal request indicating the purpose, place of travel, and actual dates of departure and arrival
- Endorsement from supervisor (where applicable)
- Invitation and acceptance to training/conference
- Abstract of paper, where applicable

9.1.11. For travels exceeding one (1) month, a deed of undertaking has to be accomplished.

9.1.12. The grantee shall acknowledge the support of PCIEERD in all reports, printed information materials and/or publications that may be released in connection with the PCIEERD grant, a copy of which should be provided to PCIEERD.

9.2. Conduct of Training

9.2.1. The grantee institution shall allocate two (2) free slots for PCIEERD personnel to attend and/or monitor the activity.

9.2.2. The grantee institution shall submit the following within 30 days after the completion of the activity:

- Two copies of the proceedings (soft and hard copy) and/or Copy of presentation/training materials
- Copy of program of activities, attendance sheets (soft copy)
- Terminal report, using the prescribed format with and pictures (soft copy)
- Financial report using prescribed format
- Feedback form using the prescribed format

9.2.3. The grantee institution shall acknowledge the support of PCIEERD in all reports, printed information materials and/or publications that may be released in connection with the PCIEERD grant, a copy of which should be provided to PCIEERD.

10. General Guidelines

10.1 Application with complete documentary requirements must be submitted not later than the specified deadline for the Call for Proposal, through the DPMIS at <http://dpmis.dost.gov.ph>, and copy to:

Human Resources and Institution Development Division (HRIDD)
Philippine Council for Industry, Energy and Emerging Technology Research
and Development – Department of Science and Technology (PCIEERD-DOST)

4th and 5th Floors, Science Heritage Building, Science Community Complex,
DOST Compound, General Santos Avenue, Bicutan, Taguig City, Metro Manila

- 10.2 Only applications with complete requirements will be processed. Applications with incomplete requirements will be not be processed and will be returned to the applicant.
- 10.3 Late applications will not be processed.
- 10.4 Applications will be screened and evaluated by the HRIDD.
- 10.5 Qualified applicants shall be endorsed for approval of the PCIEERD Executive Director.
- 10.6 Merit which are not within the guidelines shall be subject to the approval of the PCIEERD Management Team.
- 10.7 In case of non-compliance with the contract, the grantee shall be required to repay the PCIEERD financial assistance, prorated, with 12% interest. The repayment shall be made within one year from receipt of the grant. Otherwise, additional interest shall be imposed depending on the time involved.
- 10.8 In case of public health emergency, conduct of activities remotely maybe allowed as requested.
- 10.9 The decision of PCIEERD on any application for financial support under the HRD program is considered final and unappealable.
- 10.10 The grant shall be subject to availability of funds and the accounting and auditing rules and regulations.
- 10.11 Application forms and guidelines can be downloaded at the PCIEERD website at <http://www.pcieerd.dost.gov.ph>.
- 10.12 No new request shall be processed unless a previous grant has been fully liquidated/settled.
- 10.13 Prior approval shall be sought from PCIEERD for any changes to be made in the approved LIB, activities and other matters related to the grant. Requests for realignment shall be allowed only once and shall be made before the activity.

This Administrative Order supersedes existing related orders and shall take effect immediately and remain in force until sooner revoked. Done this 15th of July 2021.


DR. ENRICO C. PARINGIT
Executive Director

