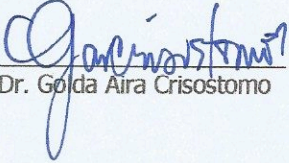


Policy No:	ADM-POL-LRC-0007														
Policy Title:	Articles Publication Incentives Policy														
Implementation Procedure:	ADM-PROC-LRC-0007 Processing of Publication Incentives														
Date of Issuance:	S.Y. 2009 - 2010														
Effectivity:	S.Y. 2009 to present														
Page Number:	One (1)														
Office of Origin: (Policy Expert)	Letran Research Center Director of the Research Center														
"Supersedes" Notification:															
Purpose of Policy:	This policy aims to provide a concrete reward system for employees who are able to make their articles published in scholarly journals.														
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>Qualified articles are limited on essays and book reviews published in scholarly journals.</li> <li>The incentive is limited to articles that were published in behalf of the Colegio as the affiliating organization of the author.</li> <li>Only full time employees are qualified to avail of the incentive. The Non-Teaching employee should be permanent to qualify for the incentive. The Faculty Member should have already served the Colegio for a year in order to qualify.</li> <li>The amount of incentive that will be given to the employee will be based on the locale and type of journal submitted.</li> </ul> <table border="1" data-bbox="597 842 1482 1056"> <thead> <tr> <th rowspan="2">Locale of the Journal</th> <th colspan="2">Type of Journal</th> </tr> <tr> <th>Institute of Scientific Information (ISI) Classified Journals</th> <th>Institute of Scientific Information (ISI) Classified Journals</th> </tr> </thead> <tbody> <tr> <td>Letran owned Journal</td> <td colspan="2">Php 3,000</td> </tr> <tr> <td>National Journal</td> <td>Php 5,000</td> <td>Php 10,000</td> </tr> <tr> <td>International Journal</td> <td>Php 10,000</td> <td>Php 20,000</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>The employee has to inform the Director of the Research Center in case his article becomes published in a scholarly journal.</li> <li>The employee should also submit a copy of the scholarly journal to the Research Center.</li> <li>The Research Center, in coordination with the Financial Affairs Division, shall have the authority in determining the payment system for the incentive.</li> </ul>	Locale of the Journal	Type of Journal		Institute of Scientific Information (ISI) Classified Journals	Institute of Scientific Information (ISI) Classified Journals	Letran owned Journal	Php 3,000		National Journal	Php 5,000	Php 10,000	International Journal	Php 10,000	Php 20,000
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Applicability:	All employees														
Policy Approval Authority:	Director of the Letran Research Center														
Related Policies or References															
Definition:															
Prepared by:	Planning, Funding and Development Office														
Approved by:	 Dr. Golda Aira Crisostomo														
Date of Approval:															

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