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: Letran Research Center  
(Policy Expert) 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:

- Qualified articles are limited on essays and book reviews published in scholarly journals.
- The incentive is limited to articles that were published in behalf of the Colegio as the affiliating organization of the author.
- 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.
- The amount of incentive that will be given to the employee will be based on the locale and type of journal submitted.

| Type of Journal | Institute of Scientific  
| Classified Journals | Institute of Scientific  
| Classified Journals |
|-------------------|---------------------|
| Letran owned Journal | Php 3,000 |
| National Journal | Php 5,000 | Php 10,000 |
| International Journal | Php 10,000 | Php 20,000 |

- The employee has to inform the Director of the Research Center in case his article becomes published in a scholarly journal.
- The employee should also submit a copy of the scholarly journal to the Research Center.
- The Research Center, in coordination with the Financial Affairs Division, shall have the authority in determining the payment system for the incentive.

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. Gilda Aira Crisostomo  
Date of Approval: 