



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**

**CHED MEMORANDUM ORDER (CMO)**

No. 38  
series of 2008

**SUBJECT: REVISED GUIDELINES FOR THE OPERATION OF THE ZONAL RESEARCH CENTERS (ZRCs)**

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the Higher Education Act of 1994 and pursuant to Commission en banc (CEB) **Resolution No. 25-2008**, the **REVISED GUIDELINES FOR THE OPERATION OF THE ZONAL RESEARCH CENTERS** are hereby issued.

**Rationale and Objectives**

Under Section 8 of R.A. 7722, the Commission on Higher Education (CHED) is mandated to enhance the research functions of higher education institutions (HEIs) in the Philippines. Pursuant to this mandate, CHED recognizes the need to decentralize the promotion and management of research in order to broaden outreach and provide the research support needed by the HEIs more effectively, efficiently and equitably. The CHED Zonal Research Centers (ZRCs) have thus been created to assist the Commission in promoting higher education research in their respective zones.

The revised guidelines are aimed at ensuring efficient and effective operation of the ZRCs thereby maximizing their contribution towards improving the research capacity and productivity of HEIs.

**Section I – Definition of Zonal Research Center**

A Zonal Research Center (ZRC) is a unit hosted by a selected higher education institution and supported by CHED for the purpose of efficiently managing research capability building activities and enhancing research productivity of HEIs in its identified area(s) of jurisdiction. The designation of the ZRC host is based on the following criteria:

1. Institutional leadership within the zone;
2. strong research tradition and track record;
3. accredited graduate program;
4. Center of Excellence/Center of Development.

necessary under the conditions and shall make the necessary recommendations to the Commissioner in Charge for Research for approval.

**Section IV - Organizational Structure**

1. Each ZRC shall be headed by a ZRC Director who is either the Vice President or Vice-Chancellor for Research and Development or shall be placed under the direct authority of the Vice President/Vice-Chancellor for Research or Vice President / Vice-Chancellor for Academic Affairs (VPAA) of the host institution.
2. The ZRC Director must possess the following qualifications:
  - occupying permanent position in the host institution;
  - doctorate degree in a discipline relevant to the ZRP themes;
  - actively engaged in research as evidenced, for example, by refereed publications; and
  - experience in research management.
3. The ZRC Director shall be directly responsible for the over-all planning, supervision and operation of the center.
4. The ZRC Director shall be supported by qualified staff to be determined by the ZRC Director on the basis of the requirements of the approved ZRP.
5. The ZRC Program Cluster Implementer shall be headed by a Program Cluster Director , to be supported by a qualified staff.
6. The Program Cluster Director have the same qualifications as the ZRC Director.
7. The Program Cluster Director shall in coordinate with the ZRC Director, see to the implementation of the ZRP cluster components assigned to him.

**Section V - Salaries and Rates of Honoraria of Personnel**

1. The monthly honorarium of the ZRC Director shall be as follows:

Salary Grade (SG)	Equivalent Monthly Salary	Honorarium
Equal or Greater than SG 28, Step 8	P 32,000.00 Above	<b>P 8,000.00</b>
Less than SG 28, Step 8	Below P 32,000.00	Computation of honoraria shall be based on <b>Section 4.4</b> of the Budget Circular 2007-2, Oct 1, 2007 but not to exceed 25% of his/her basic monthly salary (see Annex C)

- 3.4. As deemed necessary the Commission may designate ZRC Program Cluster Implementers to work with selected ZRCs;
  - 3.5. Each network/program cluster implementer shall identify and develop the detailed program/project and study components and related capability building activities for the ZRP theme/program cluster in accordance with the CHED prescribed format (**Annex B**);
  - 3.6. The ZRC shall endorse to CHED-OPPRI the detailed project and study components per theme/program cluster for processing and budget release.
4. Monitor implementation of ZRP components;
- The ZRC shall monitor on going research and capability building activities under the ZRP in order to ensure that these are in accordance with the CHED project/study logframe and in compliance to government rules and procedures for resource utilization.
5. Evaluate, recommend/support research output dissemination activities relevant to the thrust of the zone;
  6. Submit to CHED the following:
    - 6.1. periodic assessment reports (start, mid and end term) on the research capacity and productivity of HEIs in the zone;
    - 6.2. mid and year-end ZRC reports including monitoring reports on the implementation of the ZRP components;
    - 6.3. detailed annual reports on the utilization of ZRC funds including audited financial and liquidation report in accordance with the approved WFP;
    - 6.4. other expected deliverables
  6. Return the unexpended balance of the ZRC fund to CHED or realign the same provided prior written approval is obtained from CHED-OPPRI; and
  7. Perform such other tasks as may be assigned.

### **Section III - Duration**

Each ZRC shall operate for three years, from date of execution of a Memorandum of Agreement (MOA) unless sooner terminated based on the stipulations stated therein. A ZRC may request an extension provided a written notice is submitted to CHED through the Director of Office of Policy, Planning, Research and Information (OPPRI) who shall determine whether an extension is

## Section II - Functions and Obligations of the ZRC

The functions and obligations of the ZRC are as follows:

1. Periodically assess research capacity and productivity of HEIs in the zone based on identified indicators (**Annex A**);
2. Formulate a Zonal Research Program (ZRP) that:
  - is reflective of and responsive to the development needs and objectives of the zone and to the medium-term development and plan for higher education for the next three years;
  - identifies specific research projects and activities based on CHED identified priorities and themes;
  - complements research initiatives of other donor agencies: Department of Science and Technology, Department of Agriculture-Bureau Agricultural Research, Department of Environment and Natural Resources, Philippine Institute of Development Studies, Philippine Statistics Association, etc;
  - 2.1. The ZRP must be accompanied by a program for enhancing R&D capability of the HEIs in the zone based on assessment of existing capabilities and needs;
  - 2.2. The ZRP must be formulated in consultation with regional development officials, research and development implementers and donors; and
  - 2.3. The ZRP must be approved by the Commissioner-in-Charge for research.
3. Implement the ZRP
  - 3.1. In order to attain a critical level of effect in a specific theme and to encourage participation of developing HEIs, the research efforts should be organized preferably as a network not as stand alone undertaking of an HEI or an individual scientist;
  - 3.2. The ZRC shall promote and facilitate networking/linkaging among HEIs for research purposes;
  - 3.3. The ZRC shall create a network with designated expert coordinator for each of the ZRP themes;

2. The Program Cluster Director shall receive a monthly honorarium of **Five Thousand Pesos (P5,000.00)**
3. The ZRC Director shall render at least twelve-hour work per week with a three-unit deloading on his/her teaching load.
4. The Program Cluster Director shall render at least 8 hours a week with three-unit deloading on his/her teaching load.
5. Full time contractual support/technical staff shall receive a monthly basic salary while those on part time or call basis shall receive monthly honorarium, based on pertinent DBM/CHED Guidelines (**Annex C**).

#### **Section VI - Facilities Requirements of a Zonal Research Center**

As **counterpart, the host institution** shall provide an adequate office space for the ZRC with furniture, equipment and access to conference room amenities.


#### **Section VII - Operating Expenses of ZRC**

1. Allocations shall be based on approved Work and Financial Plans (WFP) for the conduct of ZRC activities.
2. Fund releases shall be contingent upon the submission of the expected deliverables indicated in the approved WFP and other related reports required by CHED.

#### **Section VIII - Effectivity**

This CMO supersedes CEB Resolution 48-1999 and shall take effect on July 1, 2008 and remain in force unless otherwise revoked.

Pasig City, Philippines August 4, 2008

  
**ROMULO L. NERI**  
Chairman