



Office of the Chancellor

24 May 2024

MEMORANDUM NO. 087

Series of 2024

TO : All Vice Chancellors, Deans, Directors, Department Chairs,
and Unit Heads

SUBJECT : UPLB Guidelines for Certification of Eligibility of Non-DOST
S&T Personnel under RA 8439 per DOST Administrative
Order 009, Series of 2020

To facilitate the certification process of eligible UPLB employees as non-DOST S&T personnel, these guidelines are hereby issued. The guidelines include the eligibility criteria and protocols of the University for the certification process. The protocols have been simplified and streamlined to better serve our constituents. The certification process is based on the *DOST Administrative Order 009, Series of 2020*.

The certification was initiated to exempt S&T personnel to the limit on the honoraria granted from externally funded grants, under the provisions of **RA 11312**.

An Agency Screening Committee (ASC) was established to screen, review, and evaluate eligible employees for certification.

For inquiries or clarifications, please contact **Mr. John Paulo S. Quitoriano** (Secretary, ASC) of OVCRE at jsquitoriano@up.edu.ph or at ovcre.uplb@up.edu.ph.

For your information and guidance.


ROSSANA MARIE CAMONGO

Vice Chancellor for Planning and Development
and Officer-in-Charge 

Attachment: a/s

cc: OVCRE



(+63) 49 536 2567 | (+63) 49 536 2894



0968 898 8258



oc.uplb@up.edu.ph



www.uplb.edu.ph

**UPLB Guidelines for Certification of Eligibility of Non-DOST S&T
Personnel under Republic Act No. 8439 as per Department of Science
and Technology (DOST) Administrative Order 009 series of 2020 (DOST
AO 009 s. 2020)**

I. COVERAGE

These guidelines shall cover all full-time faculty members, REPS, and administrative staff with permanent, temporary, casual, contractual¹, substitute, and coterminous status **with employee-employer relations with the University.**

Not covered by these guidelines are those hired with **no employee-employer relations and funded from non-personnel services appropriations and budgets**, such as those, but not limited to, covered by *contract-of-service and job order; consultants; lecturers; adjunct and visiting faculty members; professor emeritus; teaching assistants, teaching fellows, student and graduate assistants; laborers under project contracts; among others.*

II. POLICY

This certification process is based on DOST AO No. 009, s. 2020 which details how non-DOST government agencies can initiate, process, and evaluate applications for certification of their scientific and technological (S&T) personnel eligible to avail of the benefits provided under RA No. 8439 as amended by RA No 11312².

Section XIV.2 of the AO states that each agency may develop its guidelines for the certification process³.

III. OBJECTIVES

These guidelines shall provide the qualifications and procedure in certifying non-DOST S&T personnel involved in science & technology activities (STA) for them to avail of the benefits provided under RA. No. 8439, as amended.



¹ This includes non-tenure track faculty members.

² **RA No. 11312, Section 2:**

"SEC. 8. Non-DOST S & T Personnel. - S & T personnel not employed by the Department, who are involved in STA may avail of the benefits under this Act upon certification of the Head of their agency that they are involved in research and development or other scientific and technological activities: Provided, That the Heads of agencies shall abide by the guidelines promulgated by DOST for the certification of non-DOST personnel involved with research and development or scientific and technological activities and their entitlement to benefits provided in this Act."

³ **DOST AO No. 009, s. 2020, Section XIV.2:**

"In line with this, the Agency or SUC may promulgate their respective internal guidelines providing specific criteria and administrative procedures in certifying personnel as supplemental to this Order."



Due to a lack of available funds⁴, **this certification shall only be used for the exemption to the honoraria limit for externally funded grants.**

IV. AUTHORITY TO CERTIFY

Under Section 2 of R.A. No. 11312, the *Head of Agency* shall have the authority to certify based on the guidelines stated in DOST AO No. 009, s. 2020. For these guidelines, the *Head of Agency* is the **Chancellor**. The Chancellor shall be assisted by the Agency Screening Committee (ASC) to be headed by the Vice Chancellor for Research and Extension.

V. ELIGIBILITY FOR CERTIFICATION

Based on DOST AO No. 009, s. 2020, only those employees who have met the following criteria shall be certified:

1. The employee should be spending at least fifty percent (50%) of their official time in any of the three (3) STA categories stated in Republic Act No. 8439⁵;
2. The employee must be actively doing any or all of the S&T activities as defined by Item V of DOST AO 9, s. of 2020; *and*
3. The employee must hold a STEM degree or courses listed under Annex 1 of EO No. 901, s. of 1983; and under the Selected Fields of Social Sciences per SCC Res. No. 12, s. of 1998. *Please see the attached annexes.*

Members of the Scientific Career System are automatically certified as S&T workers.

VI. CERTIFICATION PROCESS

1. The ASC shall request from HRDO a list of employees and their updated position description form (PDF).

⁴ DBM-DOST Joint Circular No. 1, s. 2013, Section 15.1:

The grant of compensation-related Magna Carta benefits to S & T Personnel shall be subject to availability of funds. In case of insufficiency or lack of funds, the benefits may be granted at lower rates which shall be applied uniformly or proportionately to all S & T Personnel concerned in an agency.

⁵ Pursuant to **Sec. 3 (b) of RA No. 8439**, STA may be classified into three broad groups, namely:

1. **Research and Development (R&D)** is any systematic and creative work undertaken in the physical, natural, mathematical, and applied sciences to increase the stock of knowledge, and the use of this knowledge to devise new applications;
2. **Scientific and Technological Services (STS)** refers to all systematic activities in support of scientific research and development, which are closely concerned with generation, advancement, dissemination and applications of scientific and technical knowledge in all fields of natural science and technology (i.e., library, information and museum services; geological and hydrological surveys; information and communications technology services; meteorological and seismological observations; the compilation of routine statistics; testing, precision measurements, calibration, standardization and quality control; counseling of clients; patenting and licensing; engineering and technical services; and other analogous systematic activities under the foregoing); and
3. **Scientific and Technical Education and Training (STET)** refers to all activities comprising higher education and training leading to a university degree, graduate, postgraduate and further training, organized lifelong training for scientists and engineers, and specialized non-university higher education.



2. The ASC shall evaluate and screen the list and PDF provided by HRDO. A list of eligible employees shall be created based on the eligibility criteria set in Section V of these guidelines.
3. Once validated, the list of eligible employees shall be disseminated by ASC to the different units in case of appeal. Similarly, for those not included in the list, it shall be disseminated to their respective units.
4. Employees will be given five (5) working days from the dissemination of the list to appeal for reconsideration.
5. After five (5) working days, the ASC shall reexamine the employee's qualifications. The ASC shall then decide if the said employee will be added to the list of eligible employees or not.
6. Once finalized, the list of eligible employees will be submitted to the Chancellor for the approval of certification. Instead of individual certification, a blanket certification will be issued.
7. For new employees, the ASC support staff from HRDO shall provide the needed information and PDF to the committee. The same process as indicated in Steps 3-6 will be followed.

VII. EFFECTIVITY OF CERTIFICATION

Except for this year (2024), the certificate shall be valid for one (1) year only and renewable every year thereafter subject to the ASC evaluation. The certification period is from January to December of each year. For this year, the certification to be issued shall only be until December 2024.

For the renewal, the ASC shall resubmit the updated list of eligible employees to the Chancellor for approval of certification.

VIII. TERMINATION OF ENTITLEMENT

The certification shall be terminated if the employee ceases to perform any STA as indicated in Section V.1 of these guidelines due to several reasons based on Section XII⁶ of DOST AO No. 009, s. 2020. In such cases, a notice of termination shall be issued by ASC.

The ASC's support staff from OVCAA, OVCRE, and HRDO shall assist in the monitoring of these cases for faculty members, REPS, and administrative staff, respectively.

⁶ DOST AO No. 009, s. 2020, Section XII:

Entitlement to the Magna Carta Benefits under R.A. No. 8439 shall be terminated when the grantee ceases to perform as S&T personnel by reason of retirement, death, resignation, transfer, dismissal, reorganization, phase out activity, promotion to a non-STA position, change of position description, or such other analogous causes.