



**ViCARP and AFRREDN  
ANNUAL RDE REVIEW GUIDELINES**  
(Revised 2024)



*(Agriculture, Aquatic, Environment and Natural Resources)*

**GENERAL GUIDELINES:**

1. All member-agencies of ViCARP and AFRREDN which are engaged in the conduct of RDE projects/studies shall conduct/participate in these annual RDE reviews.
2. At the start of each year, all member-agencies should submit to ViCARP and/or AFRRENN Secretariat the list of all ongoing and completed RDE projects/studies using a prescribed format (Form A).
3. There shall be 3 levels of reviews: Level 1 - Agency In-House RDE Review, Level 2 - Inter-Agency RDE Review /Cluster Review, Level 3 - Regional RDE Symposium.
4. Level 1 review will be at the agency level where all research, development and extension projects/studies/services conducted by the agency/institution in the previous year will be reviewed. A total of 27 agencies will be conducting the Level 1 review.
5. Level 2 will be the inter-agency review which will be conducted in 3 clusters, namely;  
Cluster 1 - DA, BFAR, ATI, PhilFIDA, PCA, DENR, DAR, DOST (8 agencies)  
- SUCs and PLGUs of Leyte, So. Leyte and Biliran (10 agencies)  
(EVSU, SLSU, BiPSU, PIT, UPV-Tacloban, LNU; PLGU Leyte, PLGU So. Leyte, PLGU Biliran and CLGU Ormoc)  
Cluster 2 - SUCs and PLGUs of Samar provinces (7 agencies)  
(SSU, NWSSU, ESSU, UEP; PLGU Samar, PLGU E. Samar, PLGU No. Samar)  
Cluster 3 – VSU and PCC (2 agencies)
6. All projects/studies that fall under the commodity on Agriculture, Aquatic, Environment and Natural Resources (AANR) which are recommended for presentation in the respective agency in-house RDE reviews shall be included in the Level 2 cluster reviews.
7. Project/study leaders or those who are directly involved in the project should be the one to present their respective RDE projects/studies using the prescribed format
8. RDE papers of students including thesis or dissertations are not qualified for Level 2 and Level 3 reviews.
8. Only recommended AANR-related RDE projects/studies/services from the agency in-house reviews (Level 1) shall be presented in the inter-agency reviews (Level 2) and shall be endorsed by the Vice Pres/Director/Coordinator for RDE of the concerned agency (Form B).
9. Projects/studies/services that have won awards in previous competitions nationally or internationally or have been published in national or international journal are not qualified. These papers can still be presented for information only during the Symposium.
10. Only recommended AANR-related RDE projects/studies/services from the inter-agency reviews (Level 2) shall qualify for presentation in the regional-level review (Level 3).

## SPECIFIC GUIDELINES

### Level 3: Regional RDE Symposium

1. Regional symposium is also a joint activity of ViCARP and AFFREDN and shall be conducted within the **third or fourth quarter** of the year.
2. There shall also be three (3) categories namely **Research** (Basic, Socio-Econ and Applied), **Development** and **Extension** (Project and Services).
3. The winning completed RDE projects from the three clusters in the Level 2 are qualified for paper presentation during the Level 3 Review/RDE Symposium.
4. The paper finalists will be automatically declared Best Paper winners during the Regional RDE Symposium and each will receive a P2,000 cash and a Certificate of Recognition if the researcher presents his/her paper during the symposium.
5. All paper presenters during the regional symposium are required to prepare a poster, but not to be included in the Scientific Poster Competition.
6. Outstanding Paper shall be selected from each of the 3 categories (Research, Development, and Extension) with a rating of at least 90%. The presenter/researcher of the adjudged Outstanding Papers in each category will receive additional cash award of P20,000 and a Plaque of Recognition. Cash award for Outstanding Extension Project and Extension Service shall be sponsored by ATI-8.
7. The Panel of Evaluators will recommend the Outstanding Papers as entries for the PCAARRD and DA-BAR National Symposium. For the Development and Extension Outstanding Papers, whichever has the highest score will be recommended for the PCAARRD National Symposium under Development Category.
8. There will be a separate panel of evaluators for the Search for Outstanding Paper and the Scientific Poster Competition. The Panel of Evaluators shall be composed of at most five (5) members who are experts on the papers and posters to be presented.
9. The decision of the Evaluators/Board of Judges is final.
10. Mechanics of the Search for Outstanding Papers:
  - a) Project/study leaders or those who are directly involved with the project should be the one to present their respective RDE projects/studies.
  - a) All papers/entries should be prepared following the prescribed format (**Form 3**) with a maximum of 25 pages for Research and 35 pages for Development and Extension projects/services (including attachments), typed in double-space, Arial Font Size #11, using A4 size paper.
  - b) Researchers are required to submit **electronic copy** thru e-mail at **vicarp\_isu@yahoo.com** and **six (6) hard copies** of papers either to the VICARP or AFFREDN Secretariat **at least one week before** the actual date of the symposium. **Late submission of papers will be a ground for disqualification.**
  - b) All presentations (in powerpoint) for the Outstanding Paper shall be submitted to the Secretariat/Search committee upon registration.
  - c) Each researcher-presenter is given 15 minutes for the presentation and 10 minutes for the open forum.
  - d) The evaluation committee will use the VICARP-AFFREDN RDE Symposium Evaluation Form (Form 9) considering the following criteria:

## A. RESEARCH AND DEVELOPMENT

CRITERIA/CATEGORY	RESEARCH (%)			DEV'T (%)
	BASIC	SOCIO-ECON	APPLIED	
Originality of the research	25			
Relevance of the research/project		20	20	20
Significance of the findings/new knowledge	20			
Generation of new technology/information		20	10	
Methodology (adequacy and appropriateness)	30	20	20	25
Potential impacts (socio-economic, environmental)		15	25	30
Written Presentation	10	10	10	10
Oral Presentation	10	10	10	10
Poster presentation	5	5	5	5
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

## B. EXTENSION

PROGRAM/PROJECT	%	SERVICE	%
1. Relevance	<b>20</b>	1. Relevance	<b>20</b>
2. Operational Outcome	<b>45</b>	2. Organizational Dynamics	<b>30</b>
2.1 Effectiveness <b>(35%)</b>		2.1 Planning & Implementation Process <b>(5%)</b>	
a. Social - (10%)		2.2 Support Generated - (5%)	
b. Economic – (10%)		2.3 Personnel Competence (5%)	
c. Environmental Effects – (5%)		2.4 Facilities & Resources – (5%)	
d. Quality of Interagency Collaboration – (10%)		2.5 Linkages – (5%)	
2.2 Efficiency <b>(10%)</b>		2.6 Awards & Recognition - <b>(5%)</b>	
3. Internal Outcomes	<b>10</b>	3. Outcome/Impact of Services to the clients/community	<b>25</b>
4. Written report	<b>10</b>	3.1 Social – (10%)	
5. Oral presentation	<b>10</b>	3.2 Economic – (10%)	
6. Poster presentation	<b>5</b>	3.3 Environmental – (5%)	
<b>TOTAL</b>	<b>100</b>	4. Written Report	<b>10</b>
		5. Oral Presentation	<b>10</b>
		6. Poster presentation	<b>5</b>
		<b>TOTAL</b>	<b>100</b>

## Scientific Poster Competition

1. All non-winning RDE papers (completed and ongoing) with an average rating of at least 85% in the Level 2 Review are qualified to participate in the Scientific Poster Competition during the Symposium.
2. Five (5) Best Posters (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> prizes) will be chosen across categories (RDE).
3. As technical poster, entries should be prepared following the prescribed format:

Completed	On-going
Title and Author(s)	Title and Author(s)
Abstract	Executive Summary
Introduction	Introduction
Objectives	Objectives
Methodology	Methodology
Findings	Findings
Conclusion/Implication	
Recommendation (optional)	

*Poster size: 30 inches (W) x 40 inches (L), (portrait, illustration board size)  
 Font size: 72 for title, 46 succeeding heading, 20 as minimum size for the text  
 No artistic fringes/borders, drawings and the like  
 Actual specimens/products maybe presented but not attached to the poster*

*Posters that do not comply with the prescribed poster size will be automatically disqualified and not to be displayed.*

4. A **hard copy** and an **electronic copy** of the **one-page abstract**, Arial Font Size #11 of not more than 300 words should be submitted to either VICARP/AFFREDN Secretariat thru email at **vicarp\_lsu@yahoo.com** at **least one week before** the actual date of symposium to be included in the Book of Abstracts. Late submission of poster abstract will be a ground for disqualification.
5. The researcher(s) shall be present during the poster session to answer clarifications and questions of the evaluators.
6. The posters should be mounted in the designated area at least **an hour** before the scheduled opening program, **otherwise it shall be disqualified from the contest**. Regardless of category (RDE), there shall be Five (5) Best Poster winners (first, second, third, fourth and fifth prizes). Each will receive cash of P7,000, P6,000, P5000, P4,000 and P3,000, respectively and a Certificate of Recognition. All other entries shall receive a certificate of Appreciation and consolation prize of P1,000.00 each (subject to availability of funds).
7. The identified Board of Judges shall evaluate all entries using the RDE Evaluation Form 10 with the prescribed criteria:

Criteria		%
<b>1. Clarity of Message</b>		<b>40</b>
a. Simplicity of language used (technical terms translated into or accompanied with common terms, words or names)	10%	
b. Understandability of message	30%	
<b>1. Results of project/service</b>		<b>30</b>
<b>2. Visual Impact</b>		<b>30</b>
a. Color harmony	5%	
b. Readability of prints	5%	
c. Lay-out	10%	
d. Overall visual appeal	10%	
<b>Total</b>		<b>100</b>

8. The decision of the Evaluators/Board of Judges is final.