# RRDEN and VICARP

# ANNUAL RDE REVIEW GUIDELINES

(Revised 2022)

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

GENERAL GUIDELINES:

1. All member-agencies of RRDEN and ViCARP 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 RRDEN 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 25 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 (9 agencies)

(EVSU, SLSU, BiPSU, PIT, UPV-Tacloban; 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 (only VSU considering its number of RDE projects/studies)

1. All projects/studies that fall under the commodity on Agriculture, Fisheries, Environment and Natural Resources (AFNR) which are recommended for presentation in the respective agency in-house RDE reviews shall be included in the Level 2 cluster reviews.
2. RDE papers of students including thesis or dissertations are not qualified for Level 2 and Level 3 reviews.
3. Only recommended AFNR-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).
4. Projects/studies/services that have been presented or 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.
5. Only recommended AFNR-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 1: Agency In-House RDE Review (AIHRDER)**

1. The AIHRDER shall be conducted within the **first quarter** of the year. Each member agency will provide ViCARP and/or RRDEN the date and venue of such review.
2. Each member agency is given the prerogative to strategize the review, i.e. by category (Research, Development and Extension), by commodity, by project, or by department/college as in the case of SUCs.
3. The manner of evaluation will be more of mentoring and giving of technical guidance to improve the project implementation, as such, each presentation may be given more time for more thorough discussion and assessment.
4. Project/study leaders should be the one to present their respective RDE projects/studies using the Annual Report Format (Form 1).
5. Panel of Evaluators shall be headed by the Vice-President or Directors for SUCs; Provincial/City RDE Coordinator for P/CLGUs, Research/Extension/Program Directors/Coordinators for Government Agencies and selected technical experts who may have the expertise/capability regarding the project/study. If necessary, other experts such as statisticians, representatives from the management and administrative and finance services, may be invited.
6. All completed and ongoing RDE projects/studies/services must be presented during the Level 1, however, only those with substantial significant findings/results will be recommended for presentation to the Inter-Agency RDE Review (Level 2).
7. Extension Service/Project shall be categorized into: continuing extension service and completed or ongoing extension project.
8. For the R&D projects/studies, panelists shall use the VICARP-RRDEN RDE Evaluation Form (Form 4A) for their comments and suggestions. Only those that obtained an overall rating of at least 85% can move to the Level 2 review (Inter-Agency/Cluster RDE Review).
9. For the Extension programs/projects and services, panelists shall use the VICARP-RRDEN RDE Evaluation Form 4B and Form 4C for the extension program/project and services, respectively. Only those that obtained an overall rating of at least 85% can move to the Inter-Agency/Cluster RDE Review (Level 2)
10. Each member agency shall have its own secretariat to take charge of the review proper and facilitate the submission of the proceedings including list of RDE projects/studies/activities implemented by each member agency; list of RDE projects/studies/activities presented including its recommendation (for continuation, completion, suspension/termination and for presentation in the inter-agency review); and complete copies of the results (ratings, comments, and recommendations in hard and e-copies) properly endorsed by the head of agency to the VICARP-RRDEN secretariat two weeks after the conduct of the review.
11. Each member agency may have the option to give certificates of appreciation/recognition or prizes to deserving researcher-presenters.
12. Funding for Level 1 Review shall be borne by the respective agencies.

**Level 2: Inter-Agency RDE Reviews (IARDER)/Cluster Reviews**

1. IARDER is a joint activity of ViCARP and RRDEN and shall be conducted within the **second quarter** of the year.
2. There will be three (3) inter-agency RDE cluster reviews. In coordination with ViCARP and RRDEN, each cluster has to designate a lead/host agency to coordinate in the overall planning and conduct of such review.
3. Funding for each cluster review shall be borne and agreed upon by the participating agencies.
4. All AFNR-related RDE projects/studies/services recommended for presentation from the respective Agency In-house RDE Reviews (Level 1) shall be included in this review.
5. There shall be three (3) categories namely **Research** (Basic, Socio-Econ and Applied), **Development** and **Extension** (Project and Services).

1. A Panel of Evaluators shall be composed of five (5) members:

The VICARP R&D Coordinator and/or RRDEN-TWG Chairman

At least three (3) members who are experts of the commodities/disciplines under review

Representative from either PCAARRD or BAR (optional)

Additional reviewers such as statistician, economist as well as other technical experts, may be invited.

1. All researcher-presenters shall prepare and submit at least 5 copies of their research paper following the prescribed format (Form 2A) for completed and/on-going R&D papers (Form 2B) for completed and/on-going Extension Project/Service.

1. The paper shall include results framework and project performance monitoring framework.
2. Researchers/presenters are required to identify or list the technology(ies) and or significant information generated from his/her particular RDE project/service.
3. **Certificates of Appreciation** will be given to all paper presenters while **Certificates of Participation** will be given to official participants. The Panel of Evaluators shall also be given **Certificates of Appreciation**. The certificates shall be signed by the head of the host agency and/or VICARP Director/RRDEN-RAC Chairperson.
4. In each cluster review, there will be selection of Best Papers following the pre-determined criteria. These papers should have at least 85% both in completed and on-going papers. From both completed and on-going, three (3) Best Paper winners from each category (R, D & E) will be adjudged as first, second and third prize winners, respectively. Top three (3) completed and on-going RDE papers shall have earned the following average rates:

a. 1st prize winner (90% and above)

b. 2nd prize winner (88 - 89%)

c. 3rd prize winner (86 – 87%)

1. The 1st, 2nd and 3rd Prize Best Paper Winners (completed research) shall receive P8,000.00, P6,000.00 and 4,000.00 cash award, respectively and a **Certificate of Recognition**. While the Best On-going Paper winners for each category shall receive a **Certificate of Recognition** and cash award of P3,000, P2000, P1000 for the 1st, 2nd and 3rd prize, respectively. However, a certain project in its whole duration can only receive once, as Best On-going. RRDEN shall provide funds for the prizes for Cluster 1 while VICARP shall provide funds for Cluster 2 and 3.

### Mechanics of the Inter-Agency RDE Review (Level 2)

1. Five copies of the paper shall be with the secretariat at least one week before the review proper.
2. Presentation of papers will be by category (Research, Development and Extension) both for completed and on-going studies.
3. Each presentation for on-going study is allotted 15 minutes (10 minutes for the presentation and 5 minutes for open forum), while 20 minutes for the completed studies (15 minutes presentation and 5 minutes open forum).
4. Each member of the Panel of Evaluators shall use VICARP-RRDEN RDE Evaluation Form 5.
5. All RDE papers presented in the Level 2 will start with a score of 0, meaning they will be subjected to the uniform standards of Level 2 evaluators.
6. The Panel of Evaluators shall select/identify research papers which can be recommended for presentation (either as paper or poster) during the Regional RDE Symposium, considering the following criteria:
   * + - 1. **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 Report | 15 | 15 | 15 | 15 |
| Oral Presentation | 10 | 10 | 10 | 10 |
| **TOTAL** | **100** | **100** | **100** | **100** |

* + - * 1. **EXTENSION**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROGRAM/PROJECT** | **%** | **SERVICE** | **%** |
| * + - 1. Relevance | **20** | * + - 1. Relevance | **20** |
| 2. Operational Outcome | **45** | 2. Organizational Dynamics | **30** |
| 2.1 Effectiveness ***(35%)*** |  | 2.1 Planning & Implementation Process***(5%)*** |  |
| 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 ***(10%)*** |  | 2.6 Awards & Recognition -***(5%)*** |  |
| 3. Internal Outcomes | **10** | 3. Outcome/Impact of Services to the clients/community | **25** |
| 4. Written Report | **15** | 3.1 Social – (10%) |  |
| 5. Oral Presentation | **10** | 3.2 Economic – (10%) |  |
| **TOTAL** | **100** | 3.3 Environmental – (5%) |  |
|  |  | 4. Written Report | **15** |
|  |  | 5. Oral Presentation | **10** |
|  |  | **TOTAL** | **100** |

1. The Chair of the Review/Evaluation Panel shall present the synthesis of the review including the evaluator’s comments and recommendation as to the following:
   1. RDE projects/studies recommended for continuation
   2. RDE projects/studies for suspension, termination, completion
   3. RDE projects/studies for presentation as “paper or poster” during the Regional RDE Symposium.
   4. List of technologies and/or information for publication, protection or for information for dissemination
2. All completed RDE papers that have earned at least 85% are qualified for presentation in the Regional RDE Symposium.
3. For Extension project/services, the top five papers across clusters that earned at least 85% during Level 2 Review will be field validated. No extension project/service shall qualify for Level 3 Review without field validation. The field validation shall be spearheaded and funded by ATI-8.
4. For the field validated paper to move to Level 3 Review it must get a rating of at least 85%. Field validation will constitute 50% of the paper’s rating/score, while the paper presentation rating will constitute another 50%. To compute the paper’s score after field validation, the paper’s presentation rating will be multiplied by .50, the product of which will be added to the field validation score the highest of which will be 50. For example, a paper got a Level 2 presentation score of 87, 87 will be multiplied by .50 resulting to 43.50. Add 43.50 to the field validation score, say 42, giving the paper a total of 85.50, which qualifies it for Level 3 Review.
5. Evaluators during the field validation shall use RDE Evaluation Form 6A and Form 6B for the extension program/project and extension services, respectively. Form 7A and Form 7B shall be use to show the overall rating of the paper and field validation for the extension program/project and services, respectively.
6. A summary of the evaluation using Form 8 shall be accomplished and signed by all members of the panel of reviewers.

**Level 3: Regional RDE Symposium**

1. Regional symposium is also a joint activity of ViCARP and RRDEN and shall be conducted within the **third 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. Only completed researches (with average rating of 85%) recommended for presentation as paper or poster during the respective Inter-Agency RDE Reviews (Level 2) are qualified.
4. All qualified papers shall be pre-screened to identify the top 5 Finalists from each category (Research, Development and Extension) from which an Outstanding Paper shall be selected during the RDE Symposium. However, when less than five finalists qualify from any of the categories, qualifiers from the other categories shall be considered to complete the 15 finalists. The ViCARP Director and RRDEN-RAC Chairperson with ViCARP and RRDEN secretariat will compose the Pre-Screening Committee.
5. The decision as to which category (Research, Development or Extension) the paper belongs rests with the Pre-Screening Committee in consultation with the concerned researcher. Their decision as to which category the paper belongs shall be considered final.
6. The 15 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.
7. All paper presenters during the regional symposium are required to prepare a poster, but not to be included in the Scientific Poster Competition.
8. Outstanding Paper shall be selected from each of the 5 categories (Basic/Socioecon Research, Applied Research, Development, Extension Project and Extension Service) with a rating of at least 96%. 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.
9. All other RDE papers that have earned at least 85% in the Level 2 review (including those papers that did not qualify during the pre-screening for the Outstanding RDE Paper) are qualified to participate in the Scientific Poster Competition.
10. There will be a separate panel of evaluators for the Search for Outstanding Paper and the Scientific Poster Competition. The same evaluators will recommend Outstanding Papers for the BAR and PCAARRD National Symposium. The composition of the evaluators will be determined by the Pre-Screening Committee depending on the papers qualified as Finalists.
11. The decision of the Evaluators/Board of Judges is final.
12. Mechanics of the Search for Outstanding Papers:
13. 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\_lsu@yahoo.com** and **six (6) hard copies** of papers either to the VICARP or RRDEN Secretariat **at least two weeks before** the actual date of the symposium**.** Late submission of papers will be a ground for disqualification.

1. All presentations (in powerpoint) for the Outstanding Paper shall be submitted to the Secretariat/Search committee upon registration.
2. Each researcher-presenter is given 15 minutes for the presentation and 10 minutes for the open forum.
3. The evaluation committee will use the VICARP-RRDEN 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 |
| **TOTAL** | **100** | **100** | **100** | **100** |

1. **EXTENSION**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROGRAM/PROJECT** | **%** | **SERVICE** | **%** |
| * + - 1. Relevance | **20** | * + - 1. Relevance | **20** |
| 2. Operational Outcome | **45** | 2. Organizational Dynamics | **30** |
| 2.1 Effectiveness ***(35%)*** |  | 2.1 Planning & Implementation Process***(5%)*** |  |
| 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 ***(10%)*** |  | 2.6 Awards & Recognition -***(5%)*** |  |
| 3. Internal Outcomes | **10** | 3. Outcome/Impact of Services to the clients/community | **25** |
| 4. Written report | **10** | 3.1 Social – (10%) |  |
| 5. Oral presentation | **10** | 3.2 Economic – (10%) |  |
| 6. Poster presentation | **5** | 3.3 Environmental – (5%) |  |
| **TOTAL** | **100** | 4. Written Report | **10** |
|  |  | 5. Oral Presentation | **10** |
|  |  | 6. Poster presentation | **5** |
|  |  | **TOTAL** | **100** |

##### Scientific Poster Competition

##### Five (5) Best Posters (1st, 2nd, 3rd, 4th, & 5th prizes) will be chosen across categories (RDE).

1. As technical poster, entries should be prepared following the prescribed format:

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

*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.*

1. 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/RRDEN Secretariat or 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.
2. The researcher(s) shall be present during the poster session to answer clarifications and questions of the evaluators.
3. 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).
4. The identified Board of Judges shall evaluate all entries using the RDE Evaluation Form 10 with the prescribed criteria:

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

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