

5/6/04 11:41 AM

Chapter 12

DATA ELEMENTS ON A PS ITEM

FOR PUBLIC INSTITUTIONS ONLY

BASIC DATA REFERENCE POINT: The data elements in this chapter describe a **specific Personal Services Item or plantilla position**, not a person.

The entity to be described is the **PSI item or plantilla position**, or just **item** for short. Every year the Department of Budget and Management publishes a document called PERSONAL SERVICES ITEMS (or PSI for short). This document lists all the PSI items for all government agencies.

A PS item is very precious to a government agency such as an SUC because it indicates how many employees the agency can hire on a permanent basis. A PS item or plantilla position is necessary (though not sufficient) for permanency or tenure in a public institution. In an SUC, the number of permanent employees cannot exceed the number of items. There are employees without their own PS items: their salaries are paid from lump sum appropriations, PS savings, or from the income of the SUC. Until they get their own PS items, such employees are not in line for permanency.

One way to visualize an item is to imagine it as a piece of furniture, say a chair. In contrast, the employee is the person sitting on the chair. Some data elements (such as those in DATA ELEMENTS ON A FACULTY MEMBER) refer to the person sitting on the chair: employee name, gender, birthday, etc.

One of the most important elements which refers to an item is whether the item is vacant or filled. (Please see the element ITEMOCU). If the item is "filled" (which means there is a designated "owner" of the item or "regular incumbent" in the item), we want to know further, as of a specified date, who is drawing pay from the item. According to DBM rules, at any specific date, there should be at most one person drawing pay from an item. For instance, it is not allowed to have 2 instructors simultaneously drawing pay from a professor item. It is a different matter if one instructor uses the item in the first semester only and then another instructor uses the item in second semester only.

If an item is filled, there are 3 cases. Case 1: the incumbent himself is the one drawing pay from item. Case 2: the incumbent is not drawing pay but there is a substitute drawing pay from the item. Case 3: the incumbent is not drawing pay and there is no substitute. All this information is important for SUC administrators because it indicates how a precious resource such as an item is being used (or is not being used). This information is very crucial whenever SUC has to compute "general PS savings".

The number of items in the SUC is more or less fixed at the start of each calendar year. In rare cases, there may be mid-year changes. If there are new items, these are usually released by DBM in the middle of the year. In the SUC, it will be assumed the data elements about PLANTILLA items will be decided on a particular cutoff date, e.g. July 1 of a particular year.

DATA ELEMENTS ON A PS ITEM OR PLANTILLA POSITION

NOTE: Each data element below refers to the specific PS item, not the person sitting in it.

ELEMENT NUMBER NAME OF ELEMENT NICKNAME PURPOSE	K001 Authorized Position Title for the Item ITEMTITL To indicate the authorized position title associated to the item as listed in the PSI.										
DESCRIPTION	This element is the authorized position title for the item, as spelled out in the current year PSI. The list of authorized position titles in the government is in a DBM publication titled INDEX OF OCCUPATIONAL SERVICES, POSITION TITLES AND SALARY GRADES. This index is amenable to additional titles but these must be approved or accepted by the DBM. Example: "Supervising Scholarship Affairs Officer II".										
CODING	Text information with field length of 50 characters. For computerization, coding is desirable but as yet there is none. There are less than 3,000 authorized titles and a 4-digit code will suffice for 10,000 titles. The coding should be a collaborative effort of SUC, CHED and DBM.										
ELEMENT NUMBER NAME OF ELEMENT NICKNAME PURPOSE	K002 Item PSI reference number. ITEMNUM To record the item identifier or reference number as assigned by the DBM and printed in the current year's PSI.										
DESCRIPTION	This element is an item identifier, a numeric code assigned by the DBM and printed in the PSI.										
CODING	Text information with field length of 6. The numbers are usually integers such as "236" but sometimes, DBM uses codes of the type "145-3" -- meaning to say there are 3 identical items of the same type.										
ELEMENT NUMBER NAME OF ELEMENT	K003 Item type as classified by DBM (Key, Faculty, Technical or Administrative) DBMTYPE										
SHORT NAME PURPOSE	To indicate how DBM classifies the item into one (and only one) of four types: KEY, FACULTY, TECHNICAL, or ADMINISTRATIVE										
DESCRIPTION	The item type, as classified by DBM. This refers to the item itself, not to the person occupying the item. Compare with the element SUCTYPE which indicates how SUC classifies the same item.										
CODING	<table border="0"> <tbody> <tr><td style="padding-right: 20px;">1</td><td>Key item or position</td></tr> <tr><td>2</td><td>Faculty item</td></tr> <tr><td>3</td><td>Technical item</td></tr> <tr><td>4</td><td>Administrative item</td></tr> <tr><td>9</td><td>Not known or not indicated.</td></tr> </tbody> </table>	1	Key item or position	2	Faculty item	3	Technical item	4	Administrative item	9	Not known or not indicated.
1	Key item or position										
2	Faculty item										
3	Technical item										
4	Administrative item										
9	Not known or not indicated.										
ELEMENT NUMBER NAME OF ELEMENT SHORT NAME PURPOSE	K004 Item type as classified by SUC (Faculty, REPS or Administrative) SUCTYPE To indicate how SUC classifies the item into one (and only one) of 3 types: FACULTY, REPS (Research Extension and Professional Staff) or ADMINISTRATIVE.										
DESCRIPTION	The classification of the item according to SUC categories: Faculty, REPS or Administrative.										

CODING

- 1 FACULTY item
- 2 REPS item
- 3 Administrative item
- 9 Not known or not indicated.

ELEMENT NUMBER
NAME OF ELEMENT
SHORT NAME
PURPOSE

K005**Full-time or Half-time****FULLHALF**

To indicate if a faculty item is full-time or half-time. Half-time means ½ of the usual salary only. This refers to the item itself, not the person assigned to it.

DESCRIPTION

A flag to indicate if a faculty item is for full-time or half-time. The full-time items correspond to full salaries for the appropriate salary grades. On the other hand, the so-called “part-time faculty items” (e.g. U.P. College of Medicine) correspond to half-salaries for the same salary grade. Thus, the “part-time” items are more accurately referred to as **half-time** items. This is the terminology recommended here.

CODING

- 1 Full-time faculty item
- 2 Half-time faculty item
- 3 Not applicable (i.e. item is a non-faculty item).
- 9 Not known.

ELEMENT NUMBER
NAME OF ELEMENT
SHORT NAME
PURPOSE

K006**Item SSL Salary Grade****ITEMSSLG**

All PS items in the government are classified into SSL salary grade levels from 1 to 35. This gives an indication of the authorized salary and some sort of “protocol rank” of the item within the government bureaucracy. SSL is the Salary Standardization Law.

DESCRIPTION

The SSL salary grade of the item as shown in the current year PSI. Not to be confused with the actual salary grade and step of the person occupying the item. No need to specify the step within the salary grade because all PS items are set at Step 1, the so-called “hiring step”.

CODING

Two-digit numeric code: 01, 02,32,35.

ELEMENT NUMBER
NAME OF ELEMENT
NICKNAME
PURPOSE

K007**Authorized annual basic salary (as of count date)****AUTHSALA**

To indicate the annual basic salary authorized for the item as of count date..

DESCRIPTION

The annual basic salary authorized for the item. Do not include: RATA (even if entitled), 13th month bonus or other non-salary benefits. Not to be confused with the actual salary of the person occupying the item.

CODING

Numeric with field length of 6. This is a numerical value rounded to the nearest peso. No commas. No peso sign. No centavos.

ELEMENT NUMBER
NAME OF ELEMENT
SHORT NAME
PURPOSE

K008**IF THE ITEM IS OCCUPIED OR VACANT****OCCUPIED**

To answer: is the item occupied or vacant? If it is vacant, the item could be offered to a person or it could be transferred from one office to another or it could be converted into another item.

DEFINITION		If the item is occupied or vacant. Classification based on the categories listed below.
CODING		1-digit code.
	1	The item is OCCUPIED and the owner of the item has a current appointment, is in active service, and not on official leave. The owner (whether temporary or permanent) is drawing salary against the item.
	2	The item belongs to a tenured or permanent employee but the employee is on official leave or secondment. In the meantime there IS a substitute, the salary of whom is charged against the item. The tenured employee is not drawing salary from the item but a substitute is. The item is NOT considered "vacant".
	3	The item belongs to a tenured or permanent employee but the employee is on official leave or secondment. In the meantime there is NO substitute using the item. The tenured employee is not drawing salary from the item and no substitute is drawing against it either. The item is NOT considered "vacant".
	4	The item is VACANT. The item does not belong to a permanent employee and there is no occupant.
	9	Not known or not indicated.
ELEMENT NUMBER		K009
NAME OF ELEMENT		Organizational unit in SUC where DBM lists the item.
NICKNAME		DBMUNIT
PURPOSE		To indicate the SUC organizational unit (e.g. department, college, center, office, etc.) where DBM lists the item in its version of the PSI.
DESCRIPTION		The unit code (not the name) of the SUC college, institute, or organizational where DBM lists the item. For instance, if DBM lists the item under College of Agriculture, then DBMUNIT = XXXX or whatever is the unit code assigned to the College of Agriculture.
CODING		Same as UNITCODE.
ELEMENT NUMBER		K010
NAME OF ELEMENT		IF THE ITEM IS ASSIGNED TO A SPECIFIC OFFICE, COLLEGE OR DEPARTMENT OF THE SUC
SHORT NAME		DBM_UNIT
PURPOSE		To answer: in the official DBM plantilla for the SUC, is the item assigned to a specific sub-unit of the SUC?
DEFINITION		<u>If the official DBM plantilla</u> shows the item as being assigned to a specific office or college in the SUC. Classification into the categories listed below. The important thing is how the DBM plantilla reflects the item. This is not necessarily how the SUC assigns the item.
		The final arbiter of where the DBM reflects the plantilla item is the DBM itself, not the SUC.
CODING		1-digit code.
	1	In the DBM official plantilla, the item is NOT assigned to any specific college or office of the SUC. The item is included into just one big SUC pool of items.
	2	In the DBM official plantilla, the item is ASSIGNED TO A SPECIFIC COLLEGE OR OFFICE. For instance, the DBM clearly identifies the item as belonging to the College of Agriculture of CLSU. The college is identified.
	9	No information on the matter.
ELEMENT NUMBER		K011
NAME OF ELEMENT		IN THE INTERNAL SUC PLANTILLA, THE SPECIFIC OFFICE OR COLLEGE WHERE ITEM IS ASSIGNED.
SHORT NAME		SUC_UNIT

PURPOSE		To answer: in the internal SUC plantilla, is the item assigned to a specific college or office. If the item is clearly identified as belonging to a college, then that college can depend on its use. If not belonging to a college, the item could be moved around: a lot of administrative flexibility but no assurance to a college for its manpower planning.
DEFINITION		If the internal SUC plantilla assigns the item to a specific college/office or if the item is reflected as only being part of one big pool of items. Classification into one of the categories below. Within the SUC, the final authority on where the item is officially assigned is the Budget Office.
CODING		1-digit code.
	1	In the internal SUC plantilla, the item is NOT assigned to any specific college or office. The item is included into one big SUC pool of items.
	2	In the internal SUC plantilla, the item is ASSIGNED TO A SPECIFIC COLLEGE OR OFFICE. For instance, the item is reflected as an item in the College of Agriculture of CLSU. This means that Agriculture can make plans with the assurance that the item belongs to the college.
	9	No information on the matter.
ELEMENT NUMBER		K012
NAME OF ELEMENT		Organizational unit in SUC where SUC assigned the item.
NICKNAME		SUCUNIT
PURPOSE		To indicate the SUC organizational unit (e.g. department, college, center, office, etc.) where the University itself has assigned the item.
DESCRIPTION		The unit code (not the name) of the college, center, or SUC organizational where the DBM version of the PSI has assigned the item. For instance, the DBM may list the item as being under the "College of Agriculture" but SUC itself lists the item under "Institute of Computer Science (ICS)." That is, the item is listed under the ICS plantilla. In this case, DBMUNIT = XXXXX or whatever is the unit code assigned to the College of Agriculture but UPSUNIT = YYYYY or whatever is the unit code assigned to the ICS. If the item is not assigned to a specific office or college, UNITCODE=POOL. This identifies the item as belonging to the pool of items in the SUC.
CODING		Same as UNITCODE.
ELEMENT NUMBER		K013
NAME OF ELEMENT		Civil Service Qualification Required to Occupy Item
NICKNAME		ITEMQUAL
PURPOSE		To indicate what CSC qualification is required for a person to be qualified for the item.
DESCRIPTION		The Civil Service qualification required for an employee to be eligible to hold the item. Under Civil Service rules, some items require some qualifications before a person be considered "qualified for the item".
CODING		Same coding as CSCQUAL. Numeric: 2 digits
	1	Testimonial
	2	Presidential Decree No. 907
	3	Career Sub-professional
	4	Career Professional
	5	Professional Licensure
	6	Career Executive Service Officer
	7	No Civil Service Qualification Required (e.g. faculty)
	99	Not known

5/6/04 11:43 AM

CHAPTER 13

DATA ELEMENTS ON A LIBRARY

DATA ENTITY TO BE DESCRIBED: The entity to be described in a library in an HEI.

NO.	ELEMENT SHORT NAME	ELEMENT FULL NAME	DATA TYPE
L001	LIBNAME	Library Name	TEXT
L002	LIBADDR	Library Address	TEXT
L003	LIBZIP	Library Zip Code	TEXT
L004	LIBNET	Library Internet Address	TEXT
L005	LIBHEAD	Name of Library Head	TEXT
L006	LIBPHONE	Library Telephone number	TEXT
L007	LIBFAX	Library Fax Number	TEXT
L008	COLLEGE	College attached to	TEXT
L009	AREA	Floor area (for users) in sq m	NUMERIC
L010	SEATCAP1	Total POTENTIAL Seating Capacity of the Library	NUMERIC
L011	SEATCAP2	Total ACTUAL seating capacity of the library	NUMERIC
L012	SEATCAP3	Actual Seating capacity in air-conditioned reading rooms	NUMERIC
L013	HOURS1	No. of hours open (per day) during weekdays	NUMERIC
L014	DAYS1	No. of days open during a school week	NUMERIC
L015	HOURS2	No. of hours open (per day) during exam week	NUMERIC
L016	SHELVES	Total Shelving Capacity (books)	NUMERIC
L017	BOOKS1	No. of books published after 2000-	NUMERIC
L018	BOOKS2	No. of books published 1990-1999	NUMERIC
L019	BOOKS3	No. of books published 1980-1989	NUMERIC
L020	BOOKS4	No. of books published 1970-79	NUMERIC
L021	BOOKS5	No. of books published before 1970	NUMERIC
L022	BOOKS	Grand total no. of books	NUMERIC
L023	JOURNALS1	No. of journals with complete issues	NUMERIC
L024	JOURNALS2	No. of journals with discontinued subscriptions	NUMERIC
L025	USERS	No. of users per day	NUMERIC
L026	CHECKOUT1	No. of books checked out per day	NUMERIC
L027	CHECKOUT2	No. of journals read each day	NUMERIC
L028	LOSTBOOKS	No. of books lost (per year)	NUMERIC
L029	COMPUTERS1	No. of Computer terminals with Internet connection available to users	NUMERIC
L030	COMPUTERS2	No. of computer terminals with internet connection available to library staff	NUMERIC

L031	MICROFILM1	No. of Microfilm Readers available to users	NUMERIC
L032	PHOTOCOP	No. of photocopiers available to users	NUMERIC
L033	FULLTIME	No. of full-time personnel with own items	NUMERIC
L034	PROFLIB	No. of professional librarians	NUMERIC
L035	NOITEMS	No. of FULLTIME personnel without own items	NUMERIC
L036	ASSISTANTS	No. of student assistants (as of specific date)	NUMERIC
L037	EXPEND1	Library expenditures for book acquisitions (1 year)	NUMERIC
L038	EXPEND2	Library expenditures for journals (1 year)	NUMERIC
L039	DONATIONS	Total value of donations received (1 year)	NUMERIC
L040	LIBFEES	Income from library fees (1 year)	NUMERIC
L041	INCOME	Other library income: fines, services, etc.	NUMERIC
L042	ELECBILL	Electricity expenditures (1 year)	NUMERIC
L043	PSEXPEND	Total PS expenditures (1 year)	NUMERIC
L044	MOOEEXP	Total MOOE expenditures (1 year)	NUMERIC

5/6/04 11:44 AM

Chapter 14**DATA ELEMENTS ON A BUILDING**

BASIC REFERENCE POINT: The entity to be described is a building in an HEI campus.

The following data elements refer to a specific building in the campus. The data elements on a building are of primary interest to the HEI itself.

If a building has distinct annexes, the main building and the annexes will be counted separately. That is, a building with 2 annexes will be treated as if it were 3 separate buildings. What are the pieces of data which an HEI need to record about each of its buildings?

DATA ELEMENTS ON A BUILDING

NO.	ELEMENT SHORT NAME	ELEMENT FULL NAME	DATA TYPE
M001	COLLEGE	College/Office Which Owns/Administers The Building	TEXT
M002	ILAN	Number Of Organizational Units Sharing The Building: How many colleges or offices are located inside the building?	NUMERIC
M003	CAMPUS	Geographic Campus Where Building Is Located	CODED
M004	YEAR	Year In Which Building Was Built	NUMERIC
M005	NAME1	Official Name Of The Building (E.G. Melchor Hall)	TEXT
M006	NAME2	Other Name Of The Building (E.G. Engineering Building)	TEXT
M007	BLDGCODE	Building ID Number as assigned by the HEI (For Computer Use Only)	TEXT
M008	OWNED	If the building is owned by the HEI or if it is merely renting it from another organization. (Coding: 1= Building is owned by the HEI, 2 = Bldg is not owned by the HEI, 9 = Not known or not indicated).	CODED
M009	ARCHITECT	Architect Who Designed The Building	TEXT
M010	CONTRACTOR	Name Of Contractor Who Built The Building	TEXT
M011	HAZARD	If building is a special fire hazard, e.g. chemistry lab. (1 = Not a special Hazard, 2= Special Fire Hazard, 9 = Not known.)	CODED
M012	EXTINGUISH	No. of functioning fire extinguishers	NUMERIC
M013	ADDRESS	Street Address Of Building	TEXT
M014	BLDGTYPE	Building Primary Type: academic, office building, library, hospital, theater. dorm, etc	CODED
M015	FLOORS	Number Of Floors Or Storeys (E.G. 3-Storey Building)	NUMERIC
M016	ROOMS1	Number Of Generic Lecture Classrooms: How many generic classrooms are in the building?	NUMERIC

M017	SCILABS	Number Of Science Labs	NUMERIC
M018	COMPLABS	Number Of Computer Labs	NUMERIC
M019	AVROOMS	Number Of Audio-Visual Rooms	NUMERIC
M020	CONFROOMS	Number Of Conference Rooms	NUMERIC
M021	AUDITORIA	Number Of Auditoria	NUMERIC
M022	OFFICES	Number Of Administrative Offices	NUMERIC
M023	AREA	Total Floor Area (sq m)	NUMERIC
M024	INCHARGE	Building Administrator (i.e. the employee who really knows where the switchboxes are, the person who holds the keys, the person who talks to the maintenance men, etc.)	TEXT
M025	AUTHORITY	The Person in Authority who approves use of the building (e.g. College Dean or Institute Director or Director of Physical Plant)	TEXT
M026	CUSTODIAN	Name Of Official In Charge Of Building (E.G. Dean Or Director)	TEXT
M027	EMERGENCY	Telephone Number To Call In An Emergency (E.G. Fire, Rumble, Etc.)	TEXT
M028	GUARDS1	Number Of Blue Guards In Day-Time (I.E. 7am To 7pm)	NUMERIC
M029	GUARDS2	Number Of Blue Guards At Night (I.E. 7pm To 7am)	NUMERIC
M030	GUARDPAYOR	Organizational Unit in charge of the Security Services Bill. That is, against the budget of which college or office does the HEI charge the security services?	TEXT
M031	ELECPAYOR	Organizational Unit (College or Office) In Charge Of Electric Bills	TEXT
M032	WATERPAYOR	Organization Unit (College or Office) In Charge Of Water Bills	TEXT
M033	PHONPAYOR	Organizational Unit In Charge Of Telephone Bills	TEXT
M034	CLEANPAYOR	Organizational Unit in Charge of Bills for Private Janitorial Services.	TEXT
M035	GUARDBILL	The average cost of maintaining security guards for the building, per month.	NUMERIC
M036	RENTBILL	The cost to the HEI of renting the building (if the building is not owned by the HEI), per month.	NUMERIC
M037	RENTINCOME	The rental income earned by the HEI (if the HEI is renting out part of the building to outsiders)	NUMERIC
M038	ELECBILL	The average cost of the electric bill, per month.	NUMERIC
M039	WATERBILL	The average cost of the water bill, per month.	NUMERIC
M040	KILOWATTS	The average electric consumption in kilowatts, per month.	NUMERIC
M041	CUBICMS	The average water consumption in cubic meters, per month.	NUMERIC
M042	CLEANBILL	The average cost of private janitorial services, per month.	NUMERIC
M043	PHONBILL	The average cost of the phone bill, per month.	NUMERIC
M044	LANDLINES	Potential Number Of Telephone Lines	NUMERIC
M045	NETWORK	If Building Is Connected To Campus Computer Network	CODED
M046	LAN	If Building Is Wired Internally For A Building Local Area Network	CODED

DATA ELEMENTS ON A PIECE OF LAND/REAL ESTATE.

The following data elements refer to a specific piece of land owned or administered by the HEI. These data elements are of primary interest to the HEI itself.

NO.	ELEMENT SHORT NAME	ELEMENT FULL NAME	DATA TYPE
M047	PROVINCE	Province Or City Where Land Is Located	TEXT
M048	HECTARES	Approximate Area In Hectares	NUMERIC
M049	CAMPUS	Autonomous University In Charge Of The Land	CODED
M050	TITLED	If Land Is Already Titled To HEI	CODED
M051	TYPE	Type Of Land: Academic Campus, Commercial Area, Undeveloped Forest, Etc.	CODED
M052	LEASED	If land is leased to a non-HEI unit	CODED
M053	INCHARGE1	Name Of HEI Official In Charge (e.g. Chancellor)	TEXT
M054	POSNTITLE	Official Title Of Person In Charge Of Land	TEXT
M055	KAILANPA	Land Has Been Titled To HEI Since What Year	TEXT

5/6/04 11:47 AM

Chapter 15**DATA ON A CLASSROOM**

BASIC REFERENCE POINT: The entity to be described is a room in a building in the HEI. The focus is on a specific classroom or laboratory, not the building itself.

An HEI might own 6 buildings and each building might hold 20 rooms – in which case there will be a total of 120 rooms. What are the pieces of data which an HEI will need to record about each of these rooms? A database on classrooms is crucial for the scheduling of classes, the scheduling of maintenance and repairs.

NO.	ELEMENT SHORT NAME	ELEMENT FULL NAME	DATA TYPE
N001	ROOMCODE	Room Code Number (For computer use, a unique number assigned to each room)	TEXT
N002	ROOMNUM	Room Number In The Building (e.g. Room 203)	TEXT
N003	POPULAR	Popular Name Of Room (e.g. Carlos P. Romulo Room)	TEXT
N004	BUILDING	Name Of Building Where Room Is Located (e.g. Palma Hall)	TEXT
N005	BLDGCODE	ID Number of Building were room is located (for computer use)	TEXT
N006	CAMPUS	Campus where the building is located.	TEXT
N007	COLLEGE	College Which Administers The Building (e.g. College of Engineering)	TEXT

ELEMENT NUMBER
NAME OF ELEMENT
SHORT NAME
PURPOSE
DEFINITION
CODING

N008
ROOM TYPE
ROOMTYPE

To classify the room into categories meaningful to the HEI.
The type of room based on actual utilization.

01	Generic lecture classroom.
02	Computer lab.
03	Lab for physical sciences (e.g. Physics, Chemistry, Geology, etc.)
04	Lab for biological sciences.
05	Audio-visual room
06	Workshop (e.g. carpentry, automotive, etc.)
07	Library
08	Sports use.
20	Administrative office
30	Utility room.
99	Not known or not indicated.

N009	WIDTH	Room Width (in meters)	NUMERIC
N010	LENGTH	Room Length (in meters)	NUMERIC
N011	HEIGHT	Room Height (in meters)	NUMERIC

N012	CAPACITY1	Room Potential Seating Capacity (No. Of Seats The Room Could Hold Comfortably)	NUMERIC
N013	CAPACITY2	Room <i>Actual</i> Seating Capacity (No. Of Seats Actually In The Room)	NUMERIC
N014	PINTUAN	No. of doors.	NUMERIC
N015	HAZARD	If the room is a special hazard (CODING: 1= No special hazard, 2= Fire Hazard, 3 = Biological Hazard, 4 = Radioactivity Hazard, 9 = Not known or not indicated).	
N016	AIRCON	If Room Is Air-Conditioned, has Electric Fans or none. (CODING: 1= Airconditioned, 2= Electric fans, 3= No aircon and no fans, 9 = Not known or Not indicated)	CODED
N017	STOREY	Floor or Storey Where Room Is Located (Basement, 1st Floor, 2nd Floor, Etc.)	NUMERIC
N018	CONDITION	General condition of the room. The state of repair or disrepair (CODING: 1= In good condition, 2= Usable but not in tiptop condition, 3= Unusable but can still be repaired, 4= Fit to be condemned, 9 = Not Known or Not Indicated.)	CODED
N019	PINTURA	The date when room was last painted.	NUMERIC
N020	EXTINGUISH	If there is a working fire extinguisher in the room.	CODED
N021	CUSTODIAN	Building Administrator (i.e. the Administrative Personnel who actually knows where the switches are or the person who holds the keys to the room).	TEXT
N022	DONOR	If there is a special donor endowing the room	CODED
N023	PHONENUM	Contact Phone Number (i.e. the nearest phone, if somebody needs to know if the room is in current use	TEXT
N024	BOARDS	Number Of Blackboards in the room (where 1 blackboard is 4 ftx8 ft)	NUMERIC
N025	COMPUTER	The no. of computers in the room.	NUMERIC
N026	PCWIRED	If Room Is Wired For Stand-Alone Personal Computers (i.e. there is wiring for computers but the computers are not networked to each other).	CODED
N027	NETWORK	The no. of computers in the room which are connected together in a local area network.	NUMERIC
N028	INTERNET	The no. of computers in the room which have a connection to the Internet.	NUMERIC
N029	NITECLASS	If Room Can Be Used For Evening Classes (i.e. is well-lighted at night)	CODED
N030	GENERATOR	If Room Is Wired To A Generator so that it could be used even in a brownout.	CODED
N031	VOLTAGE	Voltage: 220v Only Or 110v/220v, Etc.	CODED

5/6/04 11:46 AM

Chapter 16**DATA ELEMENTS ON A HIGH SCHOOL**

BASIC POINT OF REFERENCE: The focus is on a specific high school or secondary school from which an HEI student graduated.

This chapter is interesting only if the HEI wants to relate a student's academic performance at the tertiary level with the student's performance at the secondary level. If such a relationship could be predicted, it would assist the HEI in choosing its freshmen from among the applicants. In this series of elements, the basic point of reference is a high school.

NOTE: Each data element below refers to a specific high school.

ELEMENT NUMBER	P001
NAME OF ELEMENT	Official Name of the High School
NICKNAME	HSNAME
PURPOSE	To capture the full official name of the high school.
DESCRIPTION	The full official name such as "Ramon Magsaysay Memorial High School". No abbreviations
CODING	No coding. This information will be stored in text format Field length 60. Alphanumeric.

ELEMENT NUMBER	P002
NAME OF ELEMENT	High School Unit Identifier or Code
NICKNAME	HSCODE
PURPOSE	To make it more convenient for a computer environment.
DESCRIPTION	This is a 6-digit numeric code attached to each secondary school. Numeric, with field length 6. The 6 digits are enough to code 1,000,000 high schools. As of 1997-98, there were about 7,500 high schools in the country. If DECS already has a national coding of RP high schools, then it will be adopted.
CODING	

ELEMENT NUMBER	P003
NAME OF ELEMENT	Type of High School
NICKNAME	HSTYPE
PURPOSE	To record the type of high school, for research. For correlating performance in college with performance in HS.
DESCRIPTION	High school type.
CODING	1-digit code.
	1 Public General High School
	2 Public Vocational/ Trade HS
	3 Public Special (e.g. Philippine Science High School, Manila Science High School, Philippine High School for the Arts, etc.)
	4 SUC-administered HS or administered by an LGU-funded HEI such as Pamantasan ng Lungsod ng Makati
	5 Private non-sectarian HS
	6 Private Sectarian
	7 Foreign HS (i.e. HS located in a foreign country or foreign-funded high school in the Philippines such as the International School.)
	8 No high school, i.e. equivalency certification only. Thus, "PEPT" may be considered as one virtual high school.
	9 Not known.

ELEMENT NUMBER	P004
NAME OF ELEMENT	Name of the High School Principal
NICKNAME	HSHEAD
PURPOSE	To capture the full name of the HS principal, important for verification or authentication of high school records
DEFINITION	
CODING	Text data. Standard coding procedure for names and thus may be split into 3 parts.
ELEMENT NUMBER	P005
NAME OF ELEMENT	Street Address of the High School
NICKNAME	HSADDR
PURPOSE	To indicate the street and building address of the high school, not a PO box.
DESCRIPTION	Street and building address.
CODING	Text information. Field length: 50 characters. Use abbreviations whenever possible.
ELEMENT NUMBER	P006
FULL NAME	E-mail Address of the High School
NICKNAME	HSEMAIL
PURPOSE	To indicate the E-mail address of the HS.
DEFINITION	
CODING	Text information. Field length: 20 characters.
ELEMENT NUMBER	P007
NAME OF ELEMENT	TELEPHONE NUMBER OF PRINCIPAL
SHORT NAME	PHONE
PURPOSE	To record the telephone number of the principal, important for verifying or authenticating data about the high school or the student in the high school.
DEFINITION	Telephone number, including area code and extension number. May be a mobile phone.
CODING	Text data: 30 characters. Format: (054) 890-1234 or (0917) 789-6543
ELEMENT NUMBER	P008
NAME OF ELEMENT	Region Location of the High School
NICKNAME	HSREGION
PURPOSE	To specify the region where high school is located.
DESCRIPTION	The national code for the region using Arabic, not Roman numerals.
CODING	2-digit code.
ELEMENT NUMBER	P009
NAME OF ELEMENT	School Division where High School is Located
NICKNAME	HSDIVISION
PURPOSE	To specify the DECS school division where high school is located.
DESCRIPTION	The national coding for the school divisions as used by DECS using Arabic, not Roman numerals.
CODING	3-digit code. (In 2000, there were about 144 school divisions in the country).
ELEMENT NUMBER	P010
NAME OF ELEMENT	Provincial or City Location of the High School
NICKNAME	HSPROVIN
PURPOSE	To specify the province or city location of the high school.
DESCRIPTION	The national code used for postal sorting.
CODING	4-digit Philippine zip code will be used.

ELEMENT NUMBER	P011
NAME OF ELEMENT	Official Telephone of the High School
NICKNAME	HSPHONE
PURPOSE	To enable telephone access to the high school. Important for the Office of Admissions and other units dealing with applicants and freshmen.
DEFINITION	
CODING	This is an 11 character field showing in the following sequence, area code and telephone number.
ELEMENT NUMBER	P012
NAME OF ELEMENT	Average size of graduating class the past 3 years.
NICKNAME	HSSIZE1
PURPOSE	To classify high schools according to the average size of the graduating class the past 3 years
DESCRIPTION	The no. of students who graduated from the HS, averaged over 3 consecutive years. Do not confuse with no. of 4 th year high school students.
CODING	Numeric: 4 digits, no decimal point.
ELEMENT NUMBER	P013
NAME OF ELEMENT	HS Classification acc to size of graduating class.
NICKNAME	HSSIZE2
PURPOSE	To classify high schools according to the average size of the graduating class the past 3 years
DESCRIPTION	Classification based on HSSIZE1. The cut-off limits are integral multiples of 40, on the assumption that average class size is 40. Thus, a school with less than 40 graduates is assumed to have only one 4 th year section.
CODING	1-digit code.
	1 Less than 40 in HS graduating class
	2 41 to 120
	3 121 to 240
	4 241 to 360
	5 361 to 480
	6 481 to 600
	7 601 to 720
	8 721 or larger
	9 Not known or not indicated.
ELEMENT NUMBER	P014
ELEMENT NAME	If the HS is very selective with its admissions
NICKNAME	SELECTIVE
PURPOSE	Based on how competitive the entrance exam is, to indicate how "selective" the HS is with its admissions.
DESCRIPTION	
CODING	1 Very Competitive examination (i.e. less than 25% of the examinees are admitted into the HS).
	2 Competitive entrance exam (i.e. more than 25% but less than 50% of examinees are admitted into the HS).
	3 Admission is by entrance examination but more than 50% of examinees are admitted.
	4 No entrance exam
	9 Not known.
ELEMENT NUMBER	P015
ELEMENT NAME	The average NEAT score of the HS freshmen.
NICKNAME	NEATSCORE1
PURPOSE	Based on mean NEAT scores, to indicate how "selective" the HS is with its admissions.

DEFINITION Average or Mean NEAT score of HS freshmen. Ideally, data should be averaged over 3 consecutive years. This data element can be computed only if the HS keeps a record of the NEAT scores of all its freshmen.

CODING Numeric: 4 digits as in xxx.x with one decimal place.

ELEMENT NUMBER **P016**
 ELEMENT NAME **Classification of the HS based on the he average NEAT score of its freshmen.**

NICKNAME **NEATSCORE2**

PURPOSE To classify the high school based on NEATSCORE1.

DEFINITION Based on NEATSCORE1, the classification of the HS.

CODING

- 1 Average NEAT score above 90th percentile.
- 2 Average NEAT score between 75.0 and 89.9
- 3 Average NEAT score between 50.0 and 74.9
- 4 Average NEAT score between 25.0 to 49.9
- 5 Average NEAT score less than 25.0
- 9 Not known.

ELEMENT NUMBER **P017**
 ELEMENT NAME **The average NSAT score of the HS SENIORS.**

NICKNAME **NSATMEAN1**

PURPOSE To capture the average or Mean NSAT score of HS seniors.

DEFINITION Average or Mean NSAT score of HS seniors. Ideally, data should be averaged over 3 consecutive years. This data element can be computed only if the HS keeps a record of the NSAT scores of all its seniors.

CODING

Numeric: 4 digits as in xxx.x with one decimal place.

ELEMENT NUMBER **P018**
 ELEMENT NAME **The average NSAT score of the HS SENIORS.**

NICKNAME **NSATSMEAN2**

PURPOSE To classify the HS based on the NSAT mean scores of its seniors.

DEFINITION Average or Mean NSAT score of HS seniors. Data should be averaged over 2 consecutive years.

CODING

- 1 Average NSAT score above 90th percentile.
- 2 Average NSAT score between 75.0 and 89.9
- 3 Average NSAT score between 50.0 and 74.9
- 4 Average NSAT score between 25.0 and 49.9
- 5 Average NSAT score below 25.0
- 9 Not known.

ELEMENT NUMBER **P019**
 ELEMENT NAME **The MEDIAN NSAT score of the HS SENIORS.**

NICKNAME **NSATMED1**

PURPOSE To capture the MEDIAN NSAT score of HS seniors.

DEFINITION The MEDIAN NSAT score of HS seniors. Ideally, data should be averaged over 3 consecutive years. This data element can be computed only if the HS keeps a record of the NSAT scores of all its seniors.

CODING

Numeric: 4 digits as in xxx.x with one decimal place.

ELEMENT NUMBER **P020**
 ELEMENT NAME **The classification of the HS based on MEDIAN NSAT score of the HS SENIORS.**

NICKNAME **NSATSMED2**

PURPOSE Based on median NSAT scores, to indicate the quality of the HS.

DEFINITION Classification based on NSATMED1.

CODING

- 1 MEDIAN NSAT score above 90th percentile.
- 2 MEDIAN NSAT score between 75.0 and 89.9
- 3 MEDIAN NSAT score between 50.0 and 74.9
- 4 MEDIAN NSAT score between 25.0 and 49.9
- 5 MEDIAN NSAT score below 25.0
- 9 Not known.

ELEMENT NUMBER
ELEMENT NAME
NICKNAME
PURPOSE

P021**The STANDARD DEVIATION OF NSAT scores of the HS SENIORS.
NSATSTDDEV**

To capture the STANDARD DEVIATION of the NSAT scores of HS seniors. To gauge the range of scores of the seniors. To indicate how homogenous or heterogeneous the NSAT scores are. In the extreme case where NSATSTDDEV=0, it means the seniors all scored identically or "some testing conditions have been compromised".

DEFINITION

The standard deviation of the NSAT scores of the HS seniors.

CODING

Numeric: 4 digits as in xxx.x with one decimal place.

ELEMENT NUMBER
ELEMENT NAME

P022**Percentage of HS graduating class who score in top QUARTILE of NSAT.**

NICKNAME
PURPOSE

TOPNSAT%

Based on NSAT scores of its top achievers, to indicate the quality of the HS.

DEFINITION

The percentage of the HS graduating class who scored 75.0 or higher in the NSAT. If the HS has 200 graduating students and if 30 of them scored 75.0 or better in NSAT, then TOPNSAT% = 15% (= 30/200). Data should be averaged over 2 consecutive years.

CODING

Numeric with format XX.X (one decimal point only).

ELEMENT NUMBER
ELEMENT NAME
NICKNAME
PURPOSE

P023**Tuition charged by HS in 4th year high school
HSTUIT**

To indicate cost of being enrolled in the HS. Important for scholarship programs targeted for the poor.

DEFINITION

For a specific school year: The total tuition which the HS charges per student in 4th year high school (first semester.). Tuition only: exclude miscellaneous fees.

CODING

Numeric: 6 digits.

ELEMENT NUMBER
ELEMENT NAME
NICKNAME
PURPOSE

P024**Miscellaneous Fees charged by HS in 4th year high school
HSFEES**

To indicate cost of being enrolled in the HS. Important for scholarship programs targeted for the poor.

DEFINITION

For a specific school year: The total miscellaneous fees which the HS charges per student in 4th year high school (first semester). Exclude: tuition, school bus, or board/lodging.

CODING

Numeric: 6 digits.

ELEMENT NUMBER	P025
ELEMENT NAME	Tuition and miscellaneous Fees charged by HS in 4th year.
NICKNAME	HSTUITFEES
PURPOSE	To indicate cost of being enrolled in the HS. Important for scholarship programs targeted for the poor. For instance, if HSTUITFEES > P 40,000 per year, it gives the HEI an indication that the students of the high school (unless they are on scholarships) do not come from poor families.
DEFINITION	For a specific school year: HSTUITFEES = HSTUIT + HSFEES.
CODING	Numeric: 6 digits.

5/6/04 11:48 AM

CHAPTER 17

DATA ON A TRAINING PROGRAM

BASIC POINT OF REFERENCE: The entity to be described is a training program in the HEI.

A **training program** is a short-term program lasting less than one semester (i.e. spanning less than 4 months from start date to ending date), for which no numerical grades are issued, no formal evaluation such as an examination (whether written or oral) is conducted, and which does not lead to any academic credential such as a diploma or degree, except perhaps a Certificate of Attendance, Certificate of Participation, or Certificate of Proficiency. This is in contrast to an academic program or degree program as defined in the previous chapter.

Training programs are part of the HEI's "extension function" --- in contrast to what is known as the "teaching function" or "instruction function". Many training programs are conducted by REPS but many faculty also participate in training programs. When faculty members lecture in training programs, it usually does not count toward the faculty's teaching load -- another signal that it is a training program as opposed to an academic program.

For most colleges and departments, training programs are a minor part of their activities. However, some HEIs have research/extension centers and institutes where training is a major activity. Sometimes these centers are under or attached to colleges but a few of them are stand-alone units. Some training programs are offered on a regular basis, e.g. annually, but many follow an ad hoc schedule.

Training programs may also come in the form of workshops such as the "Summer Teacher Workshop". Or they might be offered under the aegis of Postgraduate Education in Medicine, as in "Grand Symposium on Psychiatry and Behavioral Medicine". Training programs may be referred to as "in-service training" programs.

Any training program in which the University contributes faculty or staff time during office hours, free use of HEI equipment, vehicles, facilities or buildings -- or even just its official sponsorship or use of the name of the HEI -- should be considered a training program of HEI. A training program held outside a HEI campus (e.g. in a hotel) will still be considered a training program of HEI if it is handled by a HEI unit. On the other hand, if the HEI is used merely as a venue and if another organization, say DECS, CHED, an NGO or some private foundation or organization, was the actual administrator of the training program, and HEI was not even an official sponsor, then the program should not be counted here.

The data elements in this series refer to a specific training program. Each training program has a name, e.g. "Introduction to the Internet", "Basic Management Principles for Cooperatives", " Natural Pesticides", "Post-operative Management of Kidney Transplants", "Computer-aided Design in Architecture", "Recent Advances in Sports Medicine", etc. Each training program is offered by a HEI Unit, has a start date and an ending date, has a number of trainees, may or may not charge a training fee, etc.

TRAINING PROGRAMS

NOTE: Each data element below refers to a specific training program, e.g. "Post-operative Management of Kidney Transplants".

ELEMENT NUMBER	R001
ELEMENT NAME	Training Program name or title.
NICKNAME	TPTITLE
PURPOSE	The name or title of the Training Program, as in "Introduction to the Internet".
DESCRIPTION	
CODING	This is a straight text element, all uppercase. There is no coding. Field length: 40. No abbreviations.
ELEMENT NUMBER	R002
ELEMENT NAME	Unique Training Program Identifier or Code.
NICKNAME	TPCODE
PURPOSE	In a computer environment, U.P. will use this to serve as a unique identifier for its Training Programs.
DESCRIPTION	A code or identification number which will be assigned by U.P. for its own use.
CODING	Numeric code. Field length: 4
ELEMENT NUMBER	R003
ELEMENT NAME	U.P. Unit offering or running the Training Program
NICKNAME	TPUNIT
PURPOSE	To indicate the U.P. unit running the training program.
DESCRIPTION	The code number, not the name, of the unit running the training program.
CODING	Same as UNITCODE.
ELEMENT NUMBER	R004
ELEMENT NAME	Training Program Beginning Date
NICKNAME	TPSTART
PURPOSE	To indicate the beginning date.
DESCRIPTION	
CODING	MMDDYYYY. Use a leading zero for the first 9 months of the year and a leading zero for the first 9 days of the month. Thus, February 4, 1998 is "02041998".
ELEMENT NUMBER	R005
ELEMENT NAME	Training Program Ending Date
NICKNAME	TPLASDAY
PURPOSE	To indicate the ending date.
DESCRIPTION	
CODING	MMDDYYYY.

ELEMENT NUMBER
ELEMENT NAME
NICKNAME
PURPOSE

R006
If Training Program is a Periodic Offering
PERIODIC

To indicate if the training program is a periodic offering, i.e. biennial, annual, semestral, quarterly, etc. For instance, the U.P. Summer Writers Workshop is an annual offering.

DESCRIPTION
CODING

- | | |
|---|------------------------------------|
| 1 | Annual offering |
| 2 | Semi-annual or twice a year |
| 3 | 3 times a year |
| 4 | 4 times a year |
| 8 | Not a regular or periodic offering |
| 9 | Not known or not indicated. |

ELEMENT NUMBER
ELEMENT NAME
NICKNAME
PURPOSE

R007
Total Training Hours
TOTHOOURS

To indicate the total number of training hours from the beginning date to the ending date. This is a better measure of the length of the program instead of counting days or weeks. Two 5-day programs may actually involve different number of hours. One training program might be meeting only 3 hours per day while the other meets 8 hours per day. On the other hand, if we use weeks, a training program that meets only MWF might be considered a whole week while some training programs actually meet 6 days in a week.

DESCRIPTION
CODING

Hours, not days, not weeks.
Numeric value, rounded off to nearest hour. Field length: 4

ELEMENT NUMBER
ELEMENT NAME
NICKNAME
PURPOSE

R008
Headcount of Trainees
TRAINEES

To indicate the total headcount of trainees, i.e. officially-registered participants as opposed to mere guests or auditors. This element, along with TOTHOOURS, will be used to compute MANHOOURS.

DESCRIPTION
CODING

Headcount.
Numeric value. Field length: 4

ELEMENT NUMBER
ELEMENT NAME
NICKNAME
PURPOSE

R009
Total man-hours or person-hours
MANHOOURS

To indicate the total number of man-hours, i.e. the product of TOTHOOURS and TRAINEES.

DESCRIPTION

Man-hours, not headcount. For example, if 50 trainees are in a 100-hour training program, MANHOOURS = 5,000. This is a more refined measure of comparing training output instead of just headcounts or hours. Without this element, headcounts can be misleading. For instance, two training programs with 50 trainees each may have entailed much different amounts of work and expense. If one program involved only 3 hours while the other involved 100 hours, the work involved are very different indeed. The data element TOTHOOURS has the same purpose as the element UNITSCU or student credit units taught by a unit.

CODING		Numeric value. Field length: 4
ELEMENT NUMBER		R010
ELEMENT NAME		If participants have to pay a fee.
NICKNAME		MAYBAYAD
PURPOSE		To indicate if participants in the training program are charged a fee or if participation is free.
DESCRIPTION		Yes (participants have to pay something) or No (it's free).
CODING	1	Yes, participants have to pay something to join the program.
	2	No, participation is free.
	9	Not known or not indicated.

5/6/04 11:40 AM

Chapter 18**DATA ON A RESEARCH PROJECT**

BASIC POINT OF REFERENCE: The entity being described is a completed research project in the HEI. Thus, projects which are still in the proposal stage or still ongoing shall not be included here.

For a project to be included in the database, the principal researcher must be a HEI employee, at least at the time the research project was started. The project could have been "internally funded" by some HEI unit or "externally funded", i.e. at least some funds for the project are from outside HEI. Strictly speaking, any HEI research projects involve HEI funds, if not in cash then in kind. If the research is done "on official time", or it part of it was conducted in a HEI facility, e.g. a HEI lab, library – or the HEI office of a HEI employee --- then HEI resources have already been used. This why the University charges "administrative overhead" costs on externally-funded projects. Inevitably, any research project imposes something on HEI resources.

What constitutes a "research project"? When is a research project deemed completed? It is hoped that these questions be answered by some academic body in the University. It is not within the scope of this Data Element Manual to answer these questions with precision. At least for this first draft of the Manual, the following guidelines are to be used: theses or dissertation completed by HEI personnel in connection with their graduate studies (whether in HEI or elsewhere) shall be counted as completed research projects. If they were accepted as part of the fulfilment of the requirements of a graduate degree, then they shall be deemed "completed" (regardless of whether they have been published or not). The element THESIS will be used to indicate if the completed research project was a thesis or dissertation. If a completed project or part of the output from the completed project is used by a faculty member to comply with the requirements of a professorial chair, it shall be indicated by the element FORCHAIR defined below.

The final objective is to build HEI/ CHED a database of all completed HEI research projects --- from 1908 until the present time. At the moment the biggest PC-based database on HEI research projects is at RESDIC (Research and Extension Services Documentation and Information Center), a unit under the OVPAA but based at the College of Science Library.

RESEARCH PROJECT DATA ELEMENTS

NOTE: Each data element below refers to a completed HEI research project.

ELEMENT NUMBER	S001
ELEMENT NAME	Title of Completed Research Project.
NICKNAME	RESTITL
PURPOSE	To record the full title of the research project.
DEFINITION	In text form, the title of the research project. Example: "The Determinants of Success in the Export Industry: the 1960-1990 Experience".
CODING	Text data, HEI/ CHED to 100 characters.
ELEMENT NUMBER	S002
ELEMENT NAME	Unique ID number assigned to the Completed Project.
NICKNAME	RESNUM
PURPOSE	In a computer environment, to facilitate unique identification of projects.
DEFINITION	A unique ID number to be assigned by HEI

CODING		Numeric, 5 digits. This is enough to identify 100,000 different research projects. If some digit/s is/are used to encapsulize information such as the autonomous university or the year of completion, the distinguishing power of the code will be reduced.
ELEMENT NUMBER	S003	
ELEMENT NAME	RESEARCH PROJECT PRIMARY DISCIPLINE CODE	
NICKNAME	RESDISC	
PURPOSE		To record the "major discipline" of the research. For instance, the example mentioned above may be classified under the main discipline of Business or Economics. The primary discipline may be as indicated in the research proposal itself or as classified by a research evaluation committee.
DEFINITION		In code form, the primary discipline of the research topic.
CODING		Same coding as MAJORDIS in the Programs chapter. See Appendix __ DISCIPLINE CODES.
ELEMENT NUMBER	S004	
ELEMENT NAME	THESIS/DISSERTATION	
NICKNAME	THESIS	
PURPOSE		To indicate if the research project was actually a completed thesis or dissertation submitted by a HEI employee in connection with the employee's enrolment and graduation from a graduate program. It is assumed that when the thesis or dissertation was submitted, the employee had a valid HEI appointment.
DEFINITION		In code form, an indicator if the project was actually a thesis or dissertation required for a graduate degree. The thesis or dissertation is credited to the student, not the faculty adviser or critic.
CODING		
	1	Project was a masters thesis.
	2	Project was a doctoral dissertation.
	3	Project was not in connection with a degree.
	9	Not known or not indicated.
ELEMENT NUMBER	S005	
ELEMENT NAME	NAME OF PRINCIPAL RESEARCHER	
NICKNAME	RESNAME	
PURPOSE		To record the name of principal researcher of the research project.
DEFINITION		In text form, the name of the principal investigator as indicated in the proposal itself. At the time the project was started, the principal researcher must have been a HEI employee.
CODING		Text data, HEI/ CHED to 50 characters. Same format as STUDNAME, EMPLNAME.
ELEMENT NUMBER	S006	
ELEMENT NAME	"HOME UNIT" OF PRINCIPAL RESEARCHER	
NICKNAME	HOMEBASE	
PURPOSE		To indicate the "home unit" of the principal researcher. Not necessarily the unit which funded the project. Not necessarily where the research was conducted.
DEFINITION		The UNITCODE of the HEI unit where the principal researcher has his basic appointment.
CODING		Same as UNITCODE.

ELEMENT NUMBER ELEMENT NAME NICKNAME PURPOSE	<p>S007 The HEI UNIT WHICH WILL GET “THE CREDIT” FOR THE COMPLETED RESEARCH PROJECT. RESUNIT</p> <p>To indicate the HEI unit where the research (or most of the research) was conducted. Or the unit which provided the most funds for the research project. Or the unit which will get “the credit” for the completion of the project.</p>
DEFINITION	<p>This is the HEI unit under whose name the completed research project will be listed. In most cases, it is not difficult to pinpoint which unit will get “the credit” for the completed project.</p> <p>It gets complicated when we have something akin to the following: A faculty member from the HEI/ CHEDLB Institute of Biology completes a research project at the Institute of Plant Breeding, using funds which came from the Department of Agriculture. In this case, the IPB provided the venue, facilities and possibly some staff sHEI/ CHEDport as well. On the other hand, the Institute of Biology provided “official time”, deloading credits and some office space which enabled the faculty member to do the research.</p> <p>This definition needs more “tightening” or some provision must be made to accommodate “joint credit”. Same as UNITCODE.</p>
CODING	
ELEMENT NUMBER ELEMENT NAME NICKNAME PURPOSE	<p>S008 IF RESEARCH IS A JOINT ACHIEVEMENT JOINTCRE</p> <p>To indicate if the research project is the joint effort of at least 2 HEI personnel or at least 2 HEI organizational units.</p>
DEFINITION	<p>Code to indicate if the project was a “single achievement” or “joint achievement” of 2 or more HEI personnel or 2 or more HEI units. If the project is the joint effort of 2 or more HEI people, it could mean the same research project is listed twice, once under each name. Similarly, if the project is the joint effort of 2 or more units (whether departments, colleges or AU’s in the HEI System), it could mean that the research project is listed more than once in some lists or annual reports. These facts are important to know when collating statistics for the whole university. We want to avoid double counting the same project.</p>
CODING	<p>1 Single person, single unit. 2 Two or more persons, same college. 3 Two or more persons, same AU. 4 Two or more persons, two or more colleges in same AU. 5 Two or more persons, two or more AU’s 9 Not known or not indicated.</p>

ELEMENT NUMBER	S009
ELEMENT NAME	EMPLOYMENT STATUS OF PRINCIPAL RESEARCHER
NICKNAME	RESCLAS
PURPOSE	To indicate whether the principal researcher is a faculty member, REPS/ faculty or REPS.
DEFINITION	The classification of the principal researcher according to the element EMPLCLAS in the employees chapter.
CODING	Same coding as EMPLCLAS.
ELEMENT NUMBER	S0010
ELEMENT NAME	Major Level of Highest Degree earned by Researcher
NICKNAME	DEGLEVEL
PURPOSE	To record the "major level" of the highest earned degree of the principal researcher.
DEFINITION	The "major level" of highest earned degree of the principal researcher.
CODING	Same coding as the element DEGLEVEL defined in the employees chapter.
ELEMENT NUMBER	S0011
ELEMENT NAME	TOTAL COST OF THE COMPLETED RESEARCH PROJECT
NICKNAME	AMTSPENT
DEFINITION	Total amount spent in thousands of pesos.
ELEMENT NUMBER	S0012
ELEMENT NAME	START DATE OF PROJECT
NICKNAME	STARTED
PURPOSE	To indicate the date (MMDDYYYY) when the project was started.
ELEMENT NUMBER	S0013
ELEMENT NAME	COMPLETION DATE OF PROJECT
NICKNAME	FINISHED
PURPOSE	To indicate the date (MMDDYYYY) when the project was completed.
ELEMENT NUMBER	S0014
ELEMENT NAME	IF RESEARCH PROJECT WAS USED FOR A PROFESSORIAL CHAIR
NICKNAME	FORCHAIR
PURPOSE	To indicate if the project or part of the output from the project was used in complying with the requirements for a professorial chair.
DEFINITION	An indication if the project was used to comply with requirements of a professorial chair.
CODING	1 Yes, project was used in connection with a professorial chair. 2 No, project was not used for a professorial chair. 9 Not known or not indicated.

ELEMENT NUMBER
 ELEMENT NAME
 NICKNAME
 PURPOSE
 DEFINITION
 CODING

S0015
IF RESEARCH PROJECT WAS PUBLISHED
PUBLISHED

To indicate where the completed research was published
 An indication of where the project was published.

- 1 Yes, published as part of non-refereed Conference Proceedings.
- 2 Yes, published as part of refereed Conference Proceedings.
- 3 Yes, published in a non-refereed Philippine journal.
- 4 Yes, published in a refereed Philippine journal.
- 5 Yes, published in a non-refereed international journal.
- 6 Yes, published in a refereed international journal.
- 7 Yes, published as part of a book.
- 8 No, not yet published as of count date.
- 9 Not known or not indicated.

ELEMENT NUMBER
 ELEMENT NAME
 NICKNAME
 PURPOSE

S0016
IF PART OF THE RESEARCH WAS DONE ABROAD
ABROAD

To indicate if part of the research was done abroad.

ELEMENT NUMBER
 ELEMENT NAME
 NICKNAME
 PURPOSE

S0017
THE NUMBER OF TIMES THE RESEARCH HAS BEEN OFFICIALLY
CITED
CITATION

To indicate the number of time the research has been officially cited.

