



## MEMORANDUM

**TO : HIGHER EDUCATION UNIT**  
**RE : RESEARCH COMMITTEE**

Upon the recommendation of the Higher Education Council and approval of the University President, I am pleased to inform you that we are now establishing for the first time the **Higher Education Research Committee**. The Higher Education Research Committee is one of the HE Standing Committees and thus reports to the Higher Education Council, but the committee operates very closely with University Research Office. The HE Research Committee is tasked to develop and nurture the culture of research and publications among the faculty, students, and staff in the Higher Education Unit. It shall implement activities related to the promotion of research and publications towards contributing significantly to the pursuit of excellence in education through the expansion of new knowledge in various disciplines. Below is the membership Composition.

NAME	UNIT	TERM
MA. CHRISTINA CELDRAN	College of Nursing	August 1, 2023–May 31, 2024
MARY JOANNE C. ANIÑON	College of Science, Information Technology and Engineering	August 1, 2023 – May 31, 2024
ARACELI D. BERNARDO	School of Liberal Arts	August 1, 2023 – May 31, 2024
RALPH JORLENE M. CHUA	School of Management & Accountancy	August 1, 2023 – May 31, 2024
PERLA S. LEDESMA	School of Education	August 1, 2023 – May 31, 2024
CINDY ANN J. QUAILE	Director, University Research Office	Ex Officio

In its first year of operation, the terms of the committee members shall be initially set for one year but renewable for another two years to complete a single term of 3 years. They will also be provided with a service load of 3 units, subject to changes in the future.

The responsibilities of the HE Research Committee include the following:

1. Review and recommend revisions to university policies and procedures for accessing research and publication resources. Identify practices and procedures likely to enhance access of the faculty, students, and staff to these resources.
2. Formulate policies, develop guidelines, and implement strategies in relation to research funding, grant programs, and incentives for consideration by the University Research and Publication Council.

3. Monitor the relevance and efficacy of established research and publication policies, addressing shortcomings and concerns so as to facilitate high-quality research activities within the Higher Education Unit.
4. Advise the Director of University Research Office on matters related to supporting research and publication activities so as to encourage, promote, and advocate quality research in the Higher Education Unit.
5. Establish appropriate linkages and meaningful networks with research institutions, both government and private, and esteemed publication houses to strengthen, promote, and support research.
6. Conduct faculty development activities to enhance research and scholarly productivity in the Higher Education Unit.
7. Organize and facilitate on a regular basis capacity-building workshops/seminars, focusing on research methodology and efforts towards publication for faculty members.
8. Encourage faculty members to apply for research funding and publication opportunities.
9. Promote collaborative research among faculty members within the university or with other researchers outside of the university.
10. Plan and coordinate activities for exchange and dissemination of research, e.g., research summits, paper presentations, etc.
11. Review, rank, and submit recommendations for research proposals to be awarded and funded under ADZU research chair program.
12. Review, rank, and submit recommendations to URPC for the granting of incentives to materials published by the faculty, students, and staff.
13. Submit an annual performance report to the Higher Education Council.

I sincerely thank the members of the Research Committee for accepting this responsibility of assisting in building up a culture of research and publication in the university.

We assure you of our prayers and wish for your continued good health for the mission...*Pro Deo et Patria*.

Thank you very much for your usual cooperation.

(sgd) **FR. RENE C. TACASTACAS, SJ**  
Vice President for Higher Education