



PHILIPPINE COUNCIL FOR HEALTH
RESEARCH AND DEVELOPMENT

CITIZEN'S CHARTER
(2020 1st Edition)



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I. Mandate

- Formulate policies, plans, programs, projects, and strategies for health S&T development
- Program and allocate government and external funds for R&D
- Monitor R&D projects
- Generate external funds

II. Vision

The Philippine Council for Health Research and Development (PCHR) as the recognized lead provider of research-based solutions and innovations to address health system needs by 2028.

III. Mission

As the national coordinating body for health research, we provide central direction, leadership and coordination of health research. To achieve this, we are committed to do the following:

1. Formulate agenda, plans, policies, and strategies for health research
2. Mobilize resources to support health research
3. Develop and strengthen capacity for health research
4. Support the development of affordable, accessible, and quality S&T-based solutions and innovations
5. Ensure the dissemination and utilization of health research outputs
6. Monitor and evaluate health research activities
7. Establish linkages and partnerships with local and international organizations
8. Promote good governance among health research organizations through efficient, effective, transparent, and ethical health research management system.

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Philippine Council for Health Research and Development

External Services

1. Research and Development Grants

PCHR funds research proposals that are aligned with the health S&T research priorities in the Harmonized National Research and Development Agenda (HNRDA) 2017-2022 of the Department of Science and Technology (DOST). The HNRDA articulates the national science and technology priorities and serves as a guide for public investment in R&D geared towards socio economic growth and benefit for the Filipinos.

The PCHR research priorities in the HNRDA are integrated in the National Unified Health Research Agenda (NUHRA) 2017-2022. The NUHRA is a major document of the Philippine National Health Research System that provides focus and direction on health research and development efforts that will address the country's health sector concerns.

Both documents specify the areas and topics for health research that need to be addressed in the six-year period.

The PCHR research priority areas are the following:

- A. Diagnostics
- B. Tuklas Lunas (Drug discovery and development)
- C. Functional foods
- D. Mental health
- E. Biomedical Engineering and Health Technologies
- F. Information and communication technology for health
- G. Dengue and other arboviruses
- H. Disaster risk reduction
- I. Climate Change Adaptation
- J. Omic technologies for health

Office or Division:	Research and Development Management Division
Classification:	Highly Technical
Type of Transaction:	Government to Business (Private Research Institutions, Higher Education Institutions, hospitals) Government to Government (State Universities and Colleges, research agencies and hospitals)
Who may avail:	Filipinos with at least a Master's Degree in a relevant field, have proven research competence / track record, and employed in universities / colleges, research agencies/institutes, hospitals, and other health related agencies are eligible to apply for the research grant.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>The proponent should submit <u>electronic copy</u> of the following requirements online through the PCHRD Project Management System (projects.pchrd.dost.gov.ph) or the DOST Project Management Information System (dpmis.dost.gov.ph)</p> <ol style="list-style-type: none"> 1. Research proposal following the PCHRD Detailed Proposal Form for special call for proposals or online encoding of research proposal in the DOST Project Management Information System (DPMIS) for regular call for proposals 2. Appropriate clearance needed (Ethics clearance; Animal research permit; Biosafety clearance) 3. Informed Consent Form (for studies involving human subjects) 4. Case Report Form, if applicable 5. Endorsement of Agency Head 6. Duties and Responsibilities of each Project Personnel 7. Curriculum Vitae of Proponent(s) 8. Letter of request addressed to: The Executive Director Philippine Council for Health Research and Development Department of Science and Technology Saliksik Bldg., Kasarinlan St. DOST Compound, Bicutan, Taguig City 	<p>The research proposal form can be downloaded from the PCHRD website (www.pchrd.dost.gov.ph).</p> <p>Ethics clearance – from accredited Research Ethics Committees</p> <p>Animal research permit - Bureau of Animal Industry</p> <p>Biosafety clearance (for research proposals involving use of GMOs) - DOST Biosafety Committee</p> <p>To be produced and provided by the client and as approved by the Research Ethics Committee.</p> <p>Requirements 4-8 will be produced and provided by the client.</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME <small>Note: Starts upon the receipt of complete requirements</small>	PERSON RESPONSIBLE
<p>1. Submit proposal and other document requirements online through DPMIS for regular call for proposals or PCHR Project Management System for special call for proposals</p> <p><i>Note: Requirements can be submitted remotely using a computer with Internet access at home or anywhere at client's convenience.</i></p>	<p>1.1. Receive documents and endorse proposal to Chief of Technical Division through Records Section</p>	<p>None</p>	<p>1 working day</p>	<p>Office of the Executive Director; Finance and Administrative Division – Records Section</p>
<p>None</p>	<p>1.2. Chief of Technical Division will endorse to Senior SRS who will then assign the Project Manager to handle the proposal</p>	<p>None</p>	<p>1 working day</p>	<p>Chief, Senior SRS, Research Development and Management Division</p>
<p>None</p>	<p>1.3. In-house review</p>	<p>None</p>	<p>2 working days</p>	<p>Project Manager, Program Manager, Senior SRS, Research Development and Management Division</p>
<p>2. If evaluation is through en banc meeting, attend said meeting</p>	<p>2. Technical Review (for proposals that passed in-house review)</p>	<p>None</p>	<p>17 working days (includes 5 days for proposal revision/ submission of response/ revised</p>	<p>Project Manager, Program Manager, Senior SRS, Research</p>

Submit response to comments from technical review and revised proposal, if needed.			proposal by proponent)	Development and Management Division Technical Consultants (external)
3. Coordinate with assigned Project Manager for the preparation of documents for endorsement to approving bodyer	3. Prepare required documents for endorsement of proposal to approving body (for proposals that passed technical review)	None	2 working days	Project Manager with concurrence of Program Manager, Senior SRS and Chief SRS, RDMD
4. Attend Governing Council (GC) / DOST Executive Committee (ExeCom) meetings Submit response to comments from Governing Council and revised proposal, if needed.	4.1 Final Approval 4.1.1 If budget is less than PhP 5M – Submission of memorandum for approval of proposal to the PCHR Executive Director 4.1.2 If budget is PhP5M or more - Endorsement/Presentation of proposal to GC 4.1.3 If funding will come from DOST-GIA: Endorsement/Presentation of proposal to DOST Executive Committee	None	17 working days (includes 5 days for proposal revision/ submission of response/revised proposal by proponent)	Project Manager with concurrence of Program Manager Senior SRS ; and Chief SRS (RDMD) Approving bodies: PCHR Executive Director (if budget is below Php5M) PCHR Governing Council (if budget is Php5M and above) If funding will come from DOST-GIA, the

				approving body is the DOST Executive Committee (DOST Central Office).
TOTAL:		None	40 Working days	

2. Support to Research Dissemination

The Research Information, Communication, and Utilization Division of PCHR supports projects and activities on research dissemination, including, but not limited to support to publication, paper presentation, and events.

The program will provide financial assistance to all Filipino health researchers who intends to get their research results communicated to the public and target stakeholders. The topic should be aligned with the National Unified Health Research Agenda 2017-2022.

Office or Division:	Research Information, Communication, and Utilization Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen Government to Business (Private Research Institutions, Higher Education Institutions, hospitals) Government to Government (State Universities and Colleges (SUCs), research agencies and hospitals)
Who may avail:	Filipino health researchers who intends to get their results of research communicated to the public and target stakeholders
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Support to Publication</p> <p>Only research funded by the Council which are accepted for publication in local or international peer-reviewed journals can request for support.</p> <p>The proponent should submit <u>electronic copy</u> of the following requirements through the PCHR Project Management System (http://projects.pchrd.dost.gov.ph):</p> <ol style="list-style-type: none"> 1. Proof that the journal article is accepted for publication 2. Copy of the article accepted for publication 3. Proof (Document) that the journal is not a predatory journal 4. Line-Item Budget 5. Letter of request addressed to the PCHR Executive Director 	<p>The line-item budget template is downloadable at (http://www.pchrd.dost.gov.ph/index.php/downloads/category/212-research-and-development-grant?download=1543:line-item-budget-2020).</p> <p>Requirements 1-3 and 5 will be produced and provided by the client. Requirement 1 should be obtained by the client from the journal publisher.</p>

<p>Support to Paper Presentation</p> <p>Only research funded by the Council which are accepted for oral presentation in local or international conferences can request for travel support.</p> <p>The proponent should submit the following requirements online through the PCHRD Project Management System (http://projects.pchrd.dost.gov.ph):</p> <ol style="list-style-type: none">1. Letter from the organizing committee that the research is accepted for oral presentation2. Abstract of the study3. Line-Item Budget4. Letter of request addressed to the PCHRD Executive Director <p>Support to Research and Scientific Forum/Events</p> <p>Health Research Institutions (HEIs) and State Universities and Colleges (SUCs) which organize seminars, conferences, fora, and workshops on research dissemination aligned to the NUHRA 2017-2022 may seek financial support.</p> <p>The proponent should submit the following requirements online through the PCHRD Project Management System (http://projects.pchrd.dost.gov.ph):</p> <ol style="list-style-type: none">1. Program of Activities2. Line-Item Budget3. Letter of request addressed to the PCHRD Executive Director	<p>Requirements 1,2 and 4 will be produced and provided by the client. Requirement 1 should be obtained by the client from the organizing committee of the event.</p> <p>Requirements 1 and 3 will be produced and provided by the client.</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME <small>Note: Starts upon the receipt of complete requirements</small>	PERSON RESPONSIBLE
1. Submit proposal online through PCHR Project Management System http://projects.pchr.dost.gov.ph <i>Note: Requirements can be submitted remotely using a computer with Internet access at home or anywhere at client's convenience.</i>	1.1. Receive documents and endorse proposal to Chief of Technical Division	None	1 working day	Records Officer, Finance and Administrative Division
None	1.2. Chief of Technical Division assigns proposal to Project Officer	None		Chief, Research Information, Communication, and Utilization Division
None	1.3. Review and evaluate proposal	None	3 working days	Project Officer, Research Information, Communication, and Utilization Division
None	1.4. Final review of proposal and endorsement 1.5 Send letter of approval to client	None	3 working days	Chief, Research Information, Communication, and Utilization Division
2. Sign the Memorandum of Agreement (MOA)	2.1. Prepare and sign Memorandum of Agreement	None	5 working days	Project Officer, Research Information, Communication, and Utilization Division

None	2.2. Submit proposal, budget breakdown, and documentary evidence of project approval to FAD for budget processing 2.3. Process budget release following the National Government Accounting System (NGAS)	None	3 working days	Accountant, Finance and Administrative Division Chief, Finance and Administrative Division
TOTAL:		None	15 working days	

3. Balik Scientist Program

The Balik Scientist Program (BSP) encourages Filipino scientists, technologists, and experts to return to the country and share their expertise for the country's scientific, agro-industrial, and economic development, including the development of our human capital in science, technology and innovation.

The Philippine Council for Health Research and Development (PCHR) focuses on evaluating BSP Applicants for the health R&D sector.

Office or Division:	Institution Development Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen Government to Business (Host Institution; Public or Private) Government to Government (Host Institution)
Who may avail:	1. Foreign-based Filipinos or foreigners of Filipino descent, with graduate/advanced degrees and internationally-recognized experts in the priority sectors of DOST, who are willing to come back and serve either on a short or long term basis; 2. Public and private institutions which need the expertise of a Balik Scientist and are willing to serve as Host Institutions.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>A. New Applications</p> <p>Submit electronic copy of the following requirements:</p> <ol style="list-style-type: none"> 1. BSP Form 001 - Balik Scientist Program Application 2. BSP Form 002 - Terms of Reference 3. BSP Form 3 - R&D Program/Project Involvement 4. Detailed Work plan and Gantt chart 5. Endorsement Letter from Host Institution addressed to PCHR Executive Director, Dr. Jaime C. Montoya 6. Updated Curriculum Vitae of BSP 	<p>Requirements 1-4 can be accessed by emailing PCHR BSP Secretariat at pchrd.bspsecretariat@gmail.com.</p> <p>Requirement 5 will come from the Host Institution of Balik Scientist applicant.</p>

<p>Applicant</p> <ol style="list-style-type: none"> 7. Copy of Certificate of employment (most recent, if applicable) 8. Copy of credentials/certificates of achievement/Diplomas/Transcript of Records 9. Scanned copy of passport 10. Medical Certificate 	<p>Requirements 6-10 will be produced and provided by the client.</p>
<p>B. Subsequent Applications</p> <p><i>Please provide one (1) digital/scanned copy of each requirement</i></p> <p><i>Submit requirements similar for New Applications (A. Items 1-10).</i></p> <ol style="list-style-type: none"> 1. Terminal Report 2. BSP Feedback Form for Balik Scientist 3. BSP Feedback Form for Hosts 4. Host Evaluation Report 5. Impact Assessment Questionnaire 6. PCHR Feedback Form 7. Justification by the host institution for the subsequent engagement 	<p>Requirements 1 to 6 are documents that are already with the applicants from their previous engagement. This should be resubmitted along with the other requirements.</p> <p>Requirement 7 will come from Host Institution of Balik Scientist applicants.</p>



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME <small>Note: Starts upon the receipt of complete requirements</small>	PERSON RESPONSIBLE
<p>1. Submit the application and documentary requirements to pchrd.bspsecretariat@gmail.com</p> <p><i>Note: Requirements can be submitted remotely using a computer with Internet access at home or anywhere at client's convenience.</i></p>	<p>1.1. Receive, acknowledge submitted application, reviews completeness of documents relative to the application and qualification of the potential Balik Scientist/ host institution</p>	<p>None</p>	<p>1 working day</p>	<p>BSP Program Coordinator and Secretariat, Institution Development Division</p>
<p>None</p>	<p>1.2 <i>For applications with complete documents:</i> Forward application to the technical evaluators of the Council</p> <p>1.2.1 <i>For applications with incomplete documents:</i> Advise potential host institution/ Balik Scientist to submit the lacking requirement(s)</p>	<p>None</p>	<p>1 working day</p>	<p>BSP Program Coordinator and Secretariat, Institution Development Division</p>
<p>None</p>	<p>1.3. Evaluate the application based on the documents provided including the accomplishments, outputs from previous engagement (if applicable), and the merit of the Balik Scientist's visit if aligned with the</p>	<p>None</p>	<p>5 working days</p>	<p>BSP Program Coordinator and Secretariat, Institution Development Division</p> <p>Chief, Supervising SRS,</p>

	<p>DOST's S&T priority areas</p> <p>1.3.1. Recommend revisions in the terms of reference (TOR) as necessary</p> <p>1.3.2. Solicit comments/ views from other concerned Council/s, if applicable</p>			<p>Institution Development Division</p> <p>Chief, Research Information, Communication, and Utilization Division</p> <p>Chief, Research Development and Management Division</p>
None	<p>1.4. For qualified applicants, submit recommendations to the Office of the Undersecretary for Research and Development (OUSECRD); For applicants not qualified, notify the Scientist/Host of the disapproval of the application</p>	None	1 working day	BSP Program Coordinator and Secretariat, Institution Development Division
None	<p>1.5. Check result of evaluation</p> <p>1.5.1. If the OUSECRD agrees with the Council's recommendation, endorse the application to OSEC for final approval</p> <p>1.5.2. If the Undersecretary for Research and Development</p>	None	2 working days	Undersecretary, Department of Science and Technology – Research and Development

	disagrees with the recommendation of the Council, refer back the documents to the Council for re-evaluation			
None	1.6. Re-evaluate the application and submit recommendations to OUSECRD	None	3 working days	BSP Program Coordinator and Secretariat, Institution Development Division
None	1.7. Check result of re-evaluation 1.7.1. If the Undersecretary for Research and Development agrees with the Council's recommendation, endorse the application to the Office of the Secretary (OSEC) for final approval 1.7.2. If the Undersecretary for Research and Development disagrees with the recommendation of the Council, refer back the documents to the Council for disapproval	None	2 working days	Undersecretary, Department of Science and Technology – Research and Development
None	1.8. Approve/ Disapprove application based on endorsement of the OUSECRD and the concerned Council/s	None	3 working days	Secretary, Department of Science and Technology



DOST-PCHR

<p>2. Receive notification on the result of the evaluation of application</p>	<p>2.1. If the Secretary disapproves the application, the Council informs the host institution/ scientist of the decision 2.1.1. If the Secretary approves the application, the Council advises the BSP Awardee to make the necessary arrangements to return to the Philippines and informs the Awardee and host institution of the Secretary's decision</p>	<p>None</p>	<p>2 working days</p>	<p>BSP Program Coordinator and Secretariat, Institution Development Division</p>
<p>TOTAL:</p>		<p>None</p>	<p>20 working days</p>	

4. Scholarship Grants

PCHR supports scholarship programs for MD-PhD in Molecular Medicine and MS in Molecular Medicine to sustain much needed health research human resource.

MD-PhD in Molecular Medicine (University of the Philippines)

The MD-PhD (Molecular Medicine) Program aims to train aspiring physician-scientists for careers dedicated to the advancement of health through biomedical research. The prescribed period of study is eight years, during which the MD-PhD student is expected to satisfy all the course requirements of the UPCM Organ System Integration (OSI) curriculum (i.e., the MD component of the Program) and also earn at least 44 credit units of graduate courses, including 16 credit units of core courses, 12 units of major courses, 4 units of cognates/electives and 12 credit units towards the PhD dissertation.

MS in Molecular Medicine (St. Luke's College of Medicine)

Molecular Medicine stems from knowledge gained from basic science and applied biomedical research. The curriculum includes latest biotechnologies, such as cell-based therapies, gene therapies, targeted therapies, biomarker technology, molecular diagnostics, pharmacogenomics, and personalized medicine, which is supplemented by background courses on the fundamental sciences behind it.

The program aims to upgrade skills for the application of molecular medicine in the clinical setting, through a unique opportunity for training in the fully-equipped research laboratories of the St. Luke's Research and Biotechnology Division. It will also strengthen the capabilities of the current crop of medical practitioners and allied health professionals towards a new way of doing medicine.

Office or Division:	Institution Development Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen
Who may avail:	<p>MD-PhD in Molecular Medicine (University of the Philippines)</p> <p>Filipino citizen; not more than 45 years old at the time of application; in good health; with outstanding scholastic record (GWA 1.75 or higher) from any recognized institution or higher learning; a bachelor's or master's degree in the biomedical field, preferably in biochemistry, molecular biology or biotechnology; have a high aptitude for advanced study and research potential in molecular biology and biotechnology and their applications in medicine; have passed the admission requirements for the graduate study; and have passed the interview and other screening procedures.</p>

	<p>(Applicants should initially apply for admission into the Doctor of Medicine (MD) Program of the University of the Philippines College of Medicine, with the option of explicitly indicating on their application forms their intent to apply for admission into the MD-PhD Program.)</p> <p>MS in Molecular Medicine (St. Luke’s College of Medicine)</p> <p>Filipino citizen; not more than 45 years old at the time of application; in good health condition; have passed the admission requirements for the graduate study; and have passed the interview and other screening procedures and graduate of any of the following courses may apply</p> <p>Doctor of Medicine, Doctor of Veterinary Medicine, Doctor of Dentistry, BS Degree with at least of the following: 25 units Life Sciences, 8 units Mathematics, 5 units Physics</p>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Please provide one (1) copy of each requirement:</p> <ol style="list-style-type: none"> 1. Original copy of accomplished application form with ID picture 2. Photocopy of admission to Graduate Studies/Graduate School 3. Photocopy of University Evaluation Sheet (if any) 4. Certified true copy of Transcript of Records 5. Original copy of PSA Birth Certificate 6. Original copy of valid NBI Clearance 7. Original copy of Medical Certificate as to health status from a licensed physician with his/her PRC license number indicated 8. Original copy of Endorsement Letter from 2 former professors <i>(we accept advance copy through email)</i> 9. Original copy of Certificate of Employment (if employed, recommendation and permission to take a leave of 	<p>Clients are encouraged to access the application form at the PCHR office website. (http://pchr.dost.gov.ph).</p> <p>Note: Forms can also be secured at DOST-PCHR office</p> <p>Requirements 2-10 will be produced and provided by the client.</p>

<p>absence from employer or head of agency while on scholarship)</p> <p>10. Photocopy of Program of Study/Course Curriculum (if available or to follow)</p> <p>Note: Applicants must pass the graduate admission requirements first before applying for a PCHR Scholarship grant.</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME <small>Note: Starts upon the receipt of complete requirements</small>	PERSON RESPONSIBLE
<p>1. Submit hard copy of nomination/ application and other documentary requirements for MD-PhD or MS Molecular Medicine to the PCHR office</p> <p>Address: Philippine Council for Health Research and Development Department of Science and Technology Executive Lounge, DOST Compound, Bicutan, Taguig City</p> <p><i>Note: Requirements submitted through courier will also accepted.</i></p>	<p>1.1. Accept and acknowledge submission of hard copy of nomination/ application and other documentary requirements thru courier or hand carry for MD-PhD or MS Molecular Medicine</p>	None	1 working day	Senior Science Research Specialist, Institution Development Division
None	1.2. Review and evaluate nomination/ application	None	2 working days	Senior Science Research Specialist, Institution Development Division

None	1.3. Inform qualified applicants and facilitate recommendation for approval through preparation of Memorandum to the Executive Director	None	5 working days	Senior Science Research Specialist, Institution Development Division
2. Scholar will sign the MOA together with their parents	2. Facilitate the Memorandum of Agreement signing event	None	16 working days	Senior Science Research Specialist, Institution Development Division
TOTAL:		None	24 working days	

5. Online Document Delivery Request

HERDIN Plus is an online portal that provides free access to full text research of published local health journals through the Online Document Delivery Service. Research articles may include links to full-text content from publisher websites or downloadable at the HERDIN Plus website.

Office or Division:	Research Information, Communication, and Utilization Division	
Classification:	Simple	
Type of Transaction:	Government to Citizen	
Who may avail:	Citizens in need of health research information	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. At least one (1) valid email address (institutional or personal account)	Client may use existing email address or create an email address from any email account provider (e.g. Google, Yahoo, Hotmail etc.) if he/she does not have an existing email address.	
2. At least one (1) active account at herdin.ph	Client needs to create an account at http://www.herdin.ph/index.php/login .	
3. At least one (1) computer/mobile gadget	Client needs a gadget (smartphone, tablet, desktop, or laptop) and an internet connection to avail of this service. To access HERDIN Plus, the client may: <ul style="list-style-type: none"> • Rent computer/laptop at any computer shop 	
4. At least 3 Mbps Internet access	<ul style="list-style-type: none"> • Subscribe to internet service provider (e.g. PLDT, Globe, etc.) or use mobile data to access the internet 	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME <small>Note: Starts upon the receipt of complete requirements</small>	PERSON RESPONSIBLE
<p>1. Log in at http://www.herdin.ph/index.php/login to request full-text article</p> <p><small>Note: This service can be accessed remotely using computer/ mobile gadget with internet access at home or anywhere at client's convenience.</small></p>	<p>1.None (Ensure that System is online and functioning)</p>	None	0 working day	Information Officer and ICT staff, Research Information, Communication, and Utilization Division
<p>2. Search at http://www.herdin.ph/index.php</p>	<p>2.1. None (Ensure that System is online and functioning)</p>	None	0 working day	Information Officer and ICT staff, Research Information, Communication, and Utilization Division
<p>3. Select research title for full-text request http://www.herdin.ph/index.php</p>	<p>3.1. None (Ensure that System is online and functioning)</p>	None	0 working day	Information Officer and ICT staff, Research Information, Communication, and Utilization Division
<p>4. Request full-text article http://www.herdin.ph/index.php</p>	<p>4.1.Acknowledge the full-text article request via client's email</p> <p>4.2. Send the full-text article requested to client's email</p> <p>4.3. Send customer</p>	None	3 working days	Information Officer, Research Information, Communication, and Utilization Division

	feedback after the service provided			
TOTAL:		None	3 working days	

6. HERDIN Plus Online Searching

HERDIN Plus is an online portal developed and managed by DOST-PCHR that provides free and easy access to health and health related research information. Clients may search for topics for free even without an account. It is accessible at <http://herdin.ph>.

Office or Division:	Research Information, Communication, and Utilization Division			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Citizens in need of health research information			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) Computer/Mobile Phone/Tablet		Client needs a gadget (smartphone, tablet, desktop, or laptop) and an internet connection to avail of this service. To access HERDIN Plus, the client may: <ul style="list-style-type: none"> • Use his/her own device • Rent computer/laptop at any computer shop • Subscribe to internet service provider (e.g. PLDT, Globe, etc.) or use mobile data to access the internet 		
2. At least 3 Mbps Internet access				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME <small>Note: Starts upon the receipt of complete requirements</small>	PERSON RESPONSIBLE
1. Type http://www.herdin.ph at URL/web address bar in any web browser (e.g. Chrome, Firefox, explorer etc.) <small>Note: This service can be accessed remotely using computer/ mobile gadget with internet access at home or anywhere at client's convenience.</small>	1. None (Ensure that System is online and functioning)	None	0 working day	Information Officer and ICT staff, Research Information, Communication, and Utilization Division
2. Type a word or phrase into the query box	2. None (Ensure that	None	0 working day	Information Officer and ICT staff, Research Information,

	System is online and functioning)			Communication, and Utilization Division
3. Click on the search button or press the “enter” key	3. None (Ensure that System is online and functioning)	None	10 seconds per keyword search	Information Officer and ICT staff, Research Information, Communication, and Utilization Division
4. Select and print/save articles from search results	4. None (Ensure that System is online and functioning)	None	0 working day	Information Officer and ICT staff, Research Information, Communication, and Utilization Division
5. Email info@pchr.dost.gov.ph if you need assistance	5. Respond to client queries	None	1 working day	Information Officer, Research Information, Communication, and Utilization Division
TOTAL:		None	1 working day	

Philippine Council for Health Research and Development

Internal Service

1. Disbursement Process

This process aims to ensure that all eligible PCHR payees are paid upon receipt of required requirements. This procedure includes payments made including but not limited to new and ongoing R&D projects and programs, transportation, representation, delivery, and honoraria expenses. This covers activities from the preparation of Obligation Request, Disbursement Voucher (DV), receipt of approved DV, processing of payments via online or check, issuance of payments. The Finance and Administrative Division ensures that actual utilization/disbursements and out of cash allocation are in accordance with the existing budgeting, accounting and auditing rules and regulations.

Office or Division:	Finance and Administrative Division	
Classification:	Simple	
Type of Transaction:	Government to Government	
Who may avail:	PCHR project officers and employees	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<p>1. Payments for R/D and S/T Projects</p> <p>NEW PROJECTS</p> <ol style="list-style-type: none"> 1. Photocopy of duly approved and notarized Memorandum of Agreement (MOA) 2. Photocopy of approved Line Item Budget (LIB) 3. Photocopy of Proof of Bank Account Information (<u>applicable to New Institutions/Agencies</u>) 4. Originally signed request of release of Mobilization Fund duly signed by the Project Officer and approved by the Division Chief <p>ON-GOING & MULTI-YEAR PROJECTS</p> <ol style="list-style-type: none"> 1. Photocopy of duly approved and notarized Memorandum of Agreement (on-going) 	<p>Requirements 1-4 will be produced and provided by the client.</p> <p>Requirements 1-5 will be produced and provided by the client.</p>	

<ol style="list-style-type: none"> 2. Photocopy of duly signed & approved Conforme (multi-year) 3. Originally signed Certification of Funding Release duly signed by the Project Officer and approved by the Division Chief 4. Photocopy of Latest Financial Report (FR) with complete signatures (<i>with stamped received of PCHR Records</i>) 5. Photocopy of Schedule of Accounts Payable, if applicable 	
<p>2. Payment and/ or Reimbursement of Transportation and other related Expenses</p> <p>Per Diem (Cash Advance) Local Travel</p> <ol style="list-style-type: none"> 1. Photocopy of signed Local Travel Order 2. Originally signed duly approved Itinerary of Travel (IOT) 3. Printed or photocopy of invitation, if applicable <p>Foreign Travel</p> <ol style="list-style-type: none"> 1. Originally signed duly approved Itinerary of travel (IOT) 2. Photocopy of signed Travel Order/Authority 3. Printed or photocopy of BSP Exchange Rate 4. Printed or photocopy of UNDP Rate 5. Printed or photocopy of Invitation 6. Photocopy of Memo to ED 7. Photocopy of LIB 8. Photocopy of Activity Proposal 	<p>Requirements 1-3 will be produced and provided by the client.</p> <p>Requirements 1-8 will be produced and provided by the client.</p>

<p>Travel Reimbursement Local Travel</p> <ol style="list-style-type: none"> 1. Photocopy of Signed Local Travel Order 2. Original copy of Certificate of Travel Completed 3. Original copy of Liquidation Report 4. Original copy of Actual IOT 5. Original copy of Duly approved Pre-IOT 6. Photocopy of Boarding Passes 7. Original copy of Certification of Expenses not requiring receipts <i>(please refer to the attached COA Cir No. 2017-001)</i> 8. Photocopy of Certificate of Appearance 9. Printed or photocopy of Invitation, if applicable <p>Foreign Travel</p> <ol style="list-style-type: none"> 1. Photocopy of signed Travel Authority / Special Order 2. Original copy of Certificate of Travel Completed 3. Original copy of Liquidation Report 4. Original copy of Actual IOT 5. Original copy of Duly approved Pre-IOT 6. Photocopy of Boarding Passes 7. Original copy of Certification of Expenses not requiring receipts <i>(please refer to the attached COA Cir No. 2017-001)</i> 8. Photocopy of Certificate of Appearance 9. Printed or photocopy of BSP Exchange Rate 10. Printed or photocopy of UNDP Rate 11. Printed or photocopy of Copy of Invitation 12. Printed or photocopy of Travel Report re the 	<p>Requirements 1-9 will be produced and provided by the client.</p> <p>Requirements 1-12 will be produced and provided by the client.</p>
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<p>seminar/conferences attended</p> <p>Taxi/Grab/Uber</p> <ol style="list-style-type: none"> 1. Original copy of Request for Vehicle stamped with “No Available Vehicle” 2. Original copy of OR / Printed Electronic Receipt 3. Original copy of Justification <p>Note: Justification must be recommended for approval by the Division Chief and approved by Dr. Jaime C. Montoya (Reference: COA Cir No. 96-004-Pertinent amendments pursuant to EO 298 “#3 Only ordinary public conveyance or customary modes of transportation shall be used. Exceptions may be made in meritorious cases as justified by prevailing circumstances.</p> <p>Transportation reimbursement</p> <ol style="list-style-type: none"> 1. Original copy of Approved Pass slip(s) 2. Original copy of Ticket (ex: bus tickets, if applicable) 3. Original copy of Signed summary total of expenses 4. Original copy of Certification of Expenses not requiring receipts <i>(please refer to the attached COA Cir No. 2017-001)</i> <p>Toll fees/Parking Fees</p> <ol style="list-style-type: none"> 1. Photocopy of Trip Ticket(s) 2. Original copy of Official Receipt (OR) <p>3. Reimbursement of Communication Expenses and other related expenses</p> <p>Load Reimbursement</p> <ol style="list-style-type: none"> 1. Original copy of Official Receipt (OR) 2. Photocopy of Approved Special Order (SO) 	<p>Requirement 1 is available at FAD-Procurement office.</p> <p>Requirements 2-3 will be produced and provided by the client.</p> <p>Requirements 1-4 will be produced and provided by the client.</p> <p>Requirement 1 will be produced and provided by the client. Available at FAD-Procurement office.</p> <p>Requirements 1-3 will be produced and provided by the client.</p>
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<p>3. Original copy of Signed receiving report form</p> <p>Note: Dates on the Official Receipts must be covered by the months authorized in the Special Order (ex. SO authorizes reimbursement for August 2018 communication expenses-OR must also be dated as of August 2018)</p> <p>Postage and Deliveries</p> <ol style="list-style-type: none"> 1. Original copy of Official Receipts (OR) 2. Original copy of Justification when using special couriers (ex. Grab) <p>Note: Justification must be recommended for approval by the Division Chief and approved by Dr. Jaime C. Montoya</p> <p>4. Payment and/or Reimbursement of Representation expenses</p> <p>Meals other than those provided by the Hotels</p> <ol style="list-style-type: none"> 1. Original copy of Official Receipt/ Invoice/SOA 2. Original copy of Authority to Serve Meals 3. Original copy of Attendance Sheet (Certified True Copy if the Original was already attached to other transaction) 4. Original copy of Minutes of Meeting signed by the Project Officer/ any required output <p>Banquet Services of Hotels</p> <ol style="list-style-type: none"> 1. Original copy of Invoice/ Statement of Account (SOA) 2. Original copy Attendance Sheet 3. Photocopy of Activity proposal 4. Original copy of Contract 5. Original copy of Minutes of Meeting/ any required output 6. Original copy of Purchase Request (PR) 	<p>Requirements 1 and 2 will be produced and provided by the client.</p> <p>Requirements 1-4 will be produced and provided by the client.</p> <p>Requirements 1-6 will be produced and provided by the client.</p> <p>Requirement 7 is available at FAD-Procurement office.</p> <p>Requirement 8 is available at FAD-Accounting office.</p>
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<p>7. Original copy of BAC Abstract/ Resolution</p> <p>8. Original copy of CAF</p> <p>Function Rooms, Room Accommodations, Banquet Services & other Incidental charges</p> <p>(Activities, Events, Forums)</p> <ol style="list-style-type: none"> 1. Original copy of Invoice/ Statement of Account (SOA) 2. Original copy of Attendance Sheet 3. Original copy of Minutes of Meeting / any required output 4. Original copy of Purchase Request (PR) 5. Photocopy of Activity Proposal & LIB 6. Photocopy of Program 7. Original copy of Contract 8. Original copy of CAF 9. Original copy of BAC Abstract/ Resolution <p>5. Payments of Consultancy Services</p> <p>Honoraria-Technical Consultants, Speakers, Moderators, Evaluators, Facilitators (based on MC. 001)</p> <ol style="list-style-type: none"> 1. Original copy of Authority to Pay Honoraria with Bank Accounts and TIN) / Photocopy of Special Order (SO) 2. Original copy of Certification of Service(s) Rendered 3. Photocopy of any required output/Criteria for 4. Photocopy of Evaluation Form signed by the consultant (Separate computation indicating the rendered hours and time duration when using a per hour rate) 5. Photocopy of Attendance Sheet, if applicable 	<p>Requirements 1-7 will be produced and provided by the client.</p> <p>Requirement 8 is available at FAD-Accounting office.</p> <p>Requirement 9 is available at FAD-Procurement office.</p> <p>Requirements 1-6 will be produced and provided by the client.</p>
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<p>6. Photocopy of Program, if applicable</p> <p>Honoraria (Employees)</p> <p>Initial Payment (Per Project)</p> <ol style="list-style-type: none"> 1. Photocopy of Special Order (SO) based on a per hour rate 2. Original copy of Certification of Services Rendered signed by the Division Chief 3. Original copy of Outputs or deliverables per project 4. Original copy of Personnel assigned to project stating the duties and responsibilities 5. Original copy of Expected deliverables per assigned personnel 6. Original copy of Individual accomplishment report with supporting documents <p>Succeeding Payments (Per Project)</p> <ol style="list-style-type: none"> 1. Photocopy of Special Order (SO) based on a per hour rate 2. Original copy of Certification of Services Rendered signed by the Division Chief 3. Original copy of Individual accomplishment report with supporting documents <p>6. Payment for Other Professional Services under Contract of Service</p> <ol style="list-style-type: none"> 1. Original copy of BAC Resolution 2. Photocopy of duly approved and notarized contract 3. Original copy of Certification of service(s) rendered 4. Photocopy of required output/deliverables 	<p>Requirements 1-6 will be produced and provided by the client.</p> <p>Requirements 1-3 will be produced and provided by the client.</p> <p>Requirement 1 is available at FAD-Procurement Office.</p> <p>Requirements 2-4 will be produced and provided by the client.</p>
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<p>7. Payments and/ or Reimbursement of Registration Fees in Seminars, Conferences, Conventions and Trainings</p> <p>For Payment</p> <ol style="list-style-type: none"> 1. Original copy of Billing/ Invoice / SOA 2. Photocopy of invitation 3. Photocopy of Special Order (SO) <p>For reimbursement</p> <ol style="list-style-type: none"> 1. Photocopy of Certificate of Appearance or Participation 2. Photocopy of Special Order 3. Original Official Receipt <p>Note: For seminars, conferences and conventions held by Private Institutions, the allowable Registration fee is not to exceed P2,000.00 per head.</p> <p>8. Payment for the Awards and Prizes</p> <ol style="list-style-type: none"> 1. Original copy of Activity proposal and LIB 2. Photocopy of Special Order (SO) 3. Original copy of Certification of awardees duly signed by the Division Chief 4. Photocopy of Evaluation Ratings <p>Note: Awards and Prizes exceeding P10,000 is taxable at 20%.</p> <p>9. Equipment Reimbursement</p> <ol style="list-style-type: none"> 1. Original Official Receipt 2. Original copy of Purchase Request (PR) 3. Original copy of quotation from 3 suppliers 4. Original copy of Inventory Custodian Slip (ICS) — below 	<p>Requirements 1-3 will be produced and provided by the client.</p> <p>Requirements 1-3 will be produced and provided by the client.</p> <p>Requirements 1-4 will be produced and provided by the client.</p> <p>Requirements 1-3 will be produced and provided by the client.</p>
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<p>P15, 000.00 / Property Acknowledgement Receipt (PAR)- more than P15, 000.00</p> <p>5. Original copy of Inspection & Acceptance Report</p>	<p>Requirements 4 &5 are available at FAD-Procurement office.</p>
<p>Purchase thru Property Section & BAC</p> <ol style="list-style-type: none"> 1. Original copy of Sales Invoice 2. Original copy of Delivery receipt 3. Original copy of Purchase Request (PR) 4. Original copy of Purchase Order 5. Original copy of BAC Abstract/ Resolution 6. Original copy of Property Acknowledgement Receipt (PAR)-more than P15, 000.00 / Inventory Custodian Slip (ICS) — below P15,000.00 7. Original copy of Inspection and Acceptance Report (JAR) 	<p>Requirements 1-4 will be produced and provided by the client.</p> <p>Requirements 5-7 are available at FAD-Procurement office.</p>
<p>10. Payment of Repair and Maintenance</p> <ol style="list-style-type: none"> 1. Original copy of Official Receipt 2. Original copy of Purchase Request (PR) 3. Original copy of Pre-repair and post-repair inspection report 4. Original copy of BAC Abstract/Resolution, if applicable 	<p>Requirements 1-3 will be produced and provided by the client.</p> <p>Requirement 4 is available at FAD-Procurement office.</p>
<p>11. Payments and/ or Reimbursement of Supplies Expenses</p> <ol style="list-style-type: none"> 1. Original Invoice / Receipt 2. Original copy of Purchase Request (PR) 3. Original copy of canvass of at least 3 suppliers if the amount 	<p>Requirements 1-3 will be produced and provided by the client.</p>

<p>is P1,000.00 and <i>above per transaction of similar item</i></p> <ol style="list-style-type: none"> 4. Original copy of Inventory Custodian Slip, for item below P15, 000.00 with more than one (1) year useful life 5. Original copy of Inspection (<i>Name and signature of the authorized inspector with inspection date</i>) <p>12. Petty Cash Fund Replenishment</p> <ol style="list-style-type: none"> 1. Original copy of duly accomplished and approved Petty Cash Voucher (PCV) for every transaction 2. Documentary requirements as specified in the above transactions 3. Original copy of report on paid petty cash vouchers with period covered <p>Note: Payments out of PCF is allowed only for amounts not exceeding P15,000.00 for each transaction. The PCF shall be replenished as soon as disbursements reach at least 75%, or as need arises.</p> <p>References: COA Circular No. 2012-001 dated June 14, 2012 COA Circular No. 96-004 dated April 19, 1996 COA Circular No. 2017-001 dated June 19, 2017 PCHR S.O. No. 487: PCHR Guideline Rates for Venues, Meals and Room Accommodation</p>		<p>Requirements 4-5 are available at FAD-Procurement office.</p> <p>Requirements 1-3 will be produced and provided by the client.</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME <small>Note: Starts upon the receipt of complete requirements</small>	PERSON RESPONSIBLE
<p>1. Submit one (1) copy of each documentary requirements for payment transactions</p> <p><small>Note: Clients need to submit the hardcopy of the</small></p>	<p>1.1. Receive documents and check the completeness and accuracy of required documentary</p>	None	1 working day	Budget Officer, Finance and Administrative Division

requirements to the PCHR FAD office.	requirements depending on the transactions. If incomplete, papers will be returned to the end-user 1.2. Prepare and process Obligation Request and Status			
None	1.3. Process disbursement Voucher and record the transactions in e-NGAS Database	None	1 working day	Accountant, Finance and Administrative Division
None	1.4. Process LDDAP and prepare Checks and ADAs for issuance	None	1 working day	Cashier, Finance and Administrative Division
TOTAL:		None	3 working days	

VI. Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send feedback	<p>Pen and Paper Feedback forms are available at the PCHR office. Accomplished feedback forms can be dropped at the suggestion box available at the information desk.</p> <p>Online Clients may give their feedback at feedback.pchr.dost.gov.ph or send an email at feedback@pchr.dost.gov.ph.</p>
How feedback is processed	<p>All feedback received are validated through the feedback and complaints validation checklist. Feedback that is valid and needs action are forwarded to concerned division. The concerned division will act upon the feedback within 7 working days.</p> <p>Client Relations Committee will monitor effectiveness of action taken.</p>
How to file complaints	<p>Pen and Paper Feedback forms are available at the PCHR office. Accomplished feedback forms can be dropped at the suggestion box available at the information desk.</p> <p>Online Clients may give their feedback at feedback.pchr.dost.gov.ph or send an email at feedback@pchr.dost.gov.ph.</p> <p>Verbal The client may also give his/her feedback in the following PCHR hotlines from Mondays to Fridays, 8am to 5pm: (02) 88377534 88377535 88377537 88372931 88372924 88370031.</p>
How complaints are processed	<p>All valid complaints are forwarded to the concerned division and should be addressed within 15 working days upon receipt. PCHR will inform the client of the action taken regarding his/her complaint.</p> <p>If the client is not satisfied with the action taken, the client may file an appeal, 5 working days upon receipt of</p>

	<p>the complaint result. Appeal will be escalated to top management for action. If client is satisfied with the action taken, complaint is tagged as resolved.</p>
Contact information	<p>PCHR hotline: (02) 88377534 88377535 88377537 88372931 88372924 88370031</p> <p>Email: feedback@pchr.dost.gov.ph</p> <p>Website: feedback.pchr.dost.gov.ph</p> <p>Anti-Red Tape Authority (ARTA) hotline: (02) 8478-5091 8478-5092 Email: info@arta.gov.ph Website: arta.gov.ph</p> <p>Civil Service Commission (CSC) hotline: (02) 8931-8092 9831-7939 Email: email@contactcenterngbayan.gov.ph Website: csc.gov.ph</p> <p>Presidential Complaint Center (PCC) hotline: (02) 8736-8645 8736-8603 Email: pcc@malacanang.gov.ph</p>

VII. Office location

Office	Address	Contact Information
Philippine Council for Health Research and Development	Saliksik Bldg., Kasarinlan St., Department of Science and Technology (DOST) Compound, Gen. Santos Avenue, Bicutan, Taguig City	<p>(02) 8837 7534 (02) 8837 7535 (02) 8837 0031 (02) 8837 2931</p> <p>(02) 8837 2071 loc 2110 – 2118</p> <p>info@pchr.dost.gov.ph feedback@pchr.dost.gov.ph</p>