



Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
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GaBAI sa Pag-unlad ng Paghahayupan

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MEMORANDUM ORDER

NO. 09

Series of 2022

SUBJECT : GUIDELINES FOR THE CONDUCT OF THE 2022 BAI IN-HOUSE RESEARCH AND DEVELOPMENT (R&D) REVIEW

The BAI R&D In-House Review is conducted annually in partnership with research institutions. The activity is conducted to evaluate all R&D activities such as technology generation (TG), technology adoption (TA), technology verification (TV), action and development, applied communication, and other projects related to policy development and promotion by the agency. The agency's completed and ongoing R&D projects implemented during the particular year are evaluated.

During the review, BAI researchers of various fields of specializations present highlights of the accomplishments of their projects. Experts/scientists from other R&D institutions like STAARRDEC, PCAARRD, BAR, and UPLB, among others representing various disciplines serve as external evaluators and give constructive criticism for further improvement of the implementation.

Research proposals are likewise reviewed. Those that are acceptable are recommended for internal funding and/or submission for external funding.

Winners for the best Research and Development completed and ongoing paper categories are awarded cash prizes and given certificates of recognition.

2022 BAI IN-HOUSE R&D REVIEW GUIDELINES AND MECHANICS

A. SUBMISSION OF ENTRY PAPERS

- 1) Submission of entry papers for BAI In-House R&D Review is open to all interested researchers and/or employees (i.e. permanent and non-permanent) of the BAI only.
- 2) R&D paper must be the researcher's own work and not be published yet in any scientific journal. Only those papers completed for the last two (2) years are qualified for the competition.



3) Paper must be written in English and must comply with the following prescribed format of the Livestock Research and Development Division (LRDD).

- R&D paper must be in Microsoft Word 1997-2003 or newer version. It must be written on A4 (8.27" x 11.69") size bond paper using Cambria with 12-point font size; double-spaced and with page margins of 1" on all sides (top, bottom, left, right). The following filenames must be used in the electronic submission of paper entries: Initials of the Category_Last Name of the Presenter_First Five Words of the Title of R&D Paper (e.g. RCom_Abanto_Evaluation of Body Scores and). The following initials must be used: RCom- Completed Research Category; DCom-Completed Development Category; Ron- On-Going Research Category, and; DOn-On-Going Development Category

Attached are the formats for completed and ongoing projects and project proposal.

4) All competing papers (i.e. for both completed and ongoing R&D papers) must be submitted to BAI-LRDD through e-mail: bai.inhousereview2022@gmail.com cc: lrdd@bai.gov.ph on or before **July 6, 2022 (Wednesday)**.

B. PRESENTATION OF R&D PAPERS

1) Each presentation shall be in Microsoft PowerPoint format and loaded onto a USB or written onto a CD/DVD. The electronic copy of the oral presentation must be submitted to the aforementioned e-mail addresses on or before **July 8, 2022 (Friday)**.

2) The research paper shall be presented by one of the authors. He/she must be present at the scheduled date and time of presentation.

3) A panel of judges will be formed with at least three (3) members with different fields of specialization/expertise representing each invited R&D institution.

4) Below is the maximum time allotment for the presentation and the question and answer portion.

R&D PAPER	ORAL PRESENTATION TIME (MINUTES)	QUESTION AND ANSWER (MINUTES)
Completed	20	10
On-going	20	10
Proposal	15	15



The panel of judges shall be given priority to ask questions. If time permits, questions from the audience may also be entertained. Time allotment during presentation shall be strictly enforced therefore, presentations should be limited to the main point of the paper.

4) Flash cards or buzzer will be used to inform the presenters of the remaining time (5 minutes and 2 minutes) before he/she has to end the presentation.

5) Papers will be evaluated and rated by a panel of judges.

6) The criteria in judging the competing papers under Research and Development Categories are the following:

A. COMPLETED PROJECTS

A.1. Research Category

CRITERIA	MAXIMUM POINTS (%)
1. Creativity, originality, and quality of work	15
2. Significance of findings <ul style="list-style-type: none"> ○ Contribution to knowledge/S&T advancement ○ Relevance to national/regional development 	40
3. Manuscript/write-up	30
4. Presentation	15
Total	100

A.2. Development Category- includes projects or work outputs emanating from a systematic application or adoption of knowledge, technologies, or innovations directed towards the production of useful products, and materials. Equipment, devices, systems and processes.

CRITERIA	MAXIMUM POINTS (%)
1. Creativity, originality, and quality of work	15
2. Significance of findings <ul style="list-style-type: none"> ○ Social acceptability ○ Technical feasibility ○ Financial/economic viability ○ Environmental soundness ○ Political acceptability 	40
3. Manuscript/write-up	30
4. Presentation	15
TOTAL	100



B. ON-GOING PROJECTS

On-going R&D project can be presented annually while it is not completed yet, for monitoring purposes. **However, it can be used as an entry for competition only once.**

Research and the Development Categories

CRITERIA	MAXIMUM POINTS (%)
1. Statement and identification of research problem	10
2. Scientific thought, creativity, originality, impact and viability	15
3. Research design, procedures, materials, methods, initial results	25
4. On time completion of research activities	10
5. Manuscript/write-up	25
6. Presentation	15
TOTAL	100

- 7) Scores given by the judges will be tabulated to obtain the average scores.
- 8) **Only those whose average scores reached 80% can qualify as winners for both completed and ongoing researches.**
- 9) The decision of the selected panel of judges is final.

C. AWARDING OF WINNERS

To accentuate the importance of research and development works of the Bureau of Animal Industry (BAI), an incentive to researchers/authors in the form of cash prizes will be awarded to the winners of the 2022 BAI In-House R&D Review, following the guidelines and mechanics below.

- 1) Top 3 entry papers per category (i.e. research and development categories) will be selected as winners. Winners will receive certificates of recognition and the following cash prizes.

A. For completed R&D project,

RANKING	Amount (in PhP)
1 st	15,000.00
2 nd	10,000.00
3 rd	7,000.00

Aside from the three (3) winners mentioned above, entry papers that reached the average score of 80% will receive PhP2, 000.00.

B. For on-going R&D project,

RANKING	Amount (in PhP)
1 st	5,000.00
2 nd	3,000.00
3 rd	1,500.00

2) The Technology Packaging and Transfer Section (TPTS) of the BAI-LRDD will automatically endorse the winning completed papers for presentation in scientific fora, and conventions, among others, and/or for publication in refereed journals.

3) The winners will be announced and their certificates will be awarded during the Awarding Ceremony.

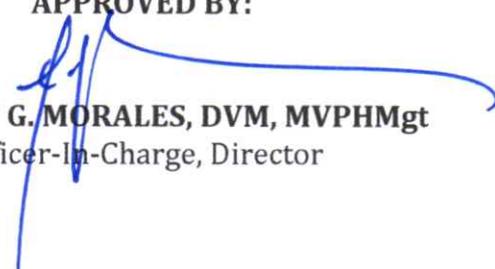
NOTED BY:


MARIVIC M. DE VERA, DVM, PhD
Chief, Livestock Research and Development Division

RECOMMENDING APPROVAL BY:


JONATHAN V. SABINIANO, DVM, MSc
Officer-In-Charge, Assistant Director for Production and Research

APPROVED BY:


REILDRIN G. MORALES, DVM, MVPHMgt
Officer-In-Charge, Director

**GUIDELINES FOR PROPOSAL, ON-GOING AND COMPLETED PAPER TO BE
PRESENTED IN BAI IN-HOUSE REVIEW 2022**

FORMAT FOR WRITTEN REPORTS

1. For Research Proposal

Use GF BAI 145 – Detailed Proposal Format

**please completely fill the details on the A. BASIC INFORMATION*

2. For On-Going Research

Use GF BAI 151 (Terminal Report) initially then change, add or remove other info based on the format below

A. BASIC INFORMATION

1. Project Title
2. Proponent (s)
3. Implementing Agency
 - 3.1. Lead Agency
 - 3.2. Collaborating Agency
4. Project Duration
5. Project Location
6. Project Funding
 - 6.1. Total Approved Budget
 - 6.2. Total Amount Released
 - 6.3. Actual Expenses

B. TECHNICAL DESCRIPTION

1. Introduction
2. Objectives
3. Review of Literature
4. Methodology

5. Initial/Ongoing Results and Discussion
6. Remaining Activities and target date of completion
7. Problems encountered and actions taken

3. For Completed Research

Preparing your Full Paper (Applicable for all categories e.g., Proposal, On-Going, and Completed)

1. Manuscript should be in English, typewritten double-spaced on one side of A4 size (8.27" x 11.69") bond paper, using 12 – point Cambria font and a margin of 1.5 inches on left-handed and 1 inch on top, bottom, and right sides of bond paper. The paper should not exceed 15 pages for proposal, and 20 pages for ongoing and completed, including Figures and Tables. Line numbers are present on each page.

Use the following filename format for submission (Word and PowerPoint 2003 or newer version): Initials of the Category_Affiliation_Name of First Author_Article Title (First 5 words). Example "*C_LRDD_KP Quintos Agronomic performance of Indigofera zollingeriana.doc/ppt*" Use these initials for the category: P – Proposal; OG – Ongoing; C – Completed; Affiliation – your BAI Division. **Note: use only your initials for your first name and type the complete surname.** Please submit it via email at bai.inhousereview2022@gmail.com.

2. **Sequence of the contents of the manuscript** – use the *GF BAI 151: Terminal Report* (If possible please fill up letter C. Project Management)

ABSTRACT Typed as a single paragraph, the ABSTRACT follows the title page. The abstract must represent the content of all main sections of the paper. This section should briefly but clearly state the main objectives and scope of research work, describe the principal methodology, and summarize the main findings and their significance. It should not exceed 200 words and should not contain figures, tables, and references to the literature. The title of the paper should appear above the ABSTRACT.

Key Words Written below the ABSTRACT are a maximum of five (5) keywords or short phrases that can be used for indexing your paper. Arrange these in alphabetical order.

INTRODUCTION This section introduces the paper, hence should include: (1) a background that describes the nature and scope of the research problem investigated (how and where the research problem arose) and how important the problem is; (2) a statement on how the present study contributed to the solution of the research problem; (3) broad information that defines the nature and extent of the present work; (4) significance of the study; and (5) study objectives.

REVIEW OF LITERATURE This section sites the knowledge and facts established on a topic and their strength and weakness. It allows the reader to be updated with the state of research in a field and any contradictions that may exist with the challenging findings of other research studies. It helps to develop research investigative tools and to improve research methodologies. **Note: if possible provide journal studies within 10 years only.**

METHODOLOGY The materials and procedures used should be adequate and concisely described in sufficient detail so that other competent researchers can reproduce the study. This section identifies the type of study used (e.g. survey, case-control, case series, cohort study, experiment); sources and materials employed and important characteristics, sampling procedure, data collection techniques/tools (e.g., records, review, interview/checklist, interview guide), time periods, study setting, as well as procedures for assessment of data. Statistical tests used must be cited and should specify the data analyzed. For experiments, the experimental design, interventions used, and the number of replicates should also be mentioned. The use of generic or chemical names is preferred over trade names. However, if there are known critical differences among proprietary products, the trade name plus the name of the manufacturer and address can be used.

RESULTS AND DISCUSSION The results comprise the answers to the research question posed in the INTRODUCTION. The data must be presented clearly, concisely, and logically. In discussing the findings, do not repeat but only interpret the study results and observations; show how the results and interpretations agree or contrast with previously published works. If necessary, inconsistency between the present work and that of the others must be explained. The shortcomings of the methods used and the implications of the findings should be discussed. This section may be divided into subheadings in the order of the citation in the MATERIALS AND METHODS section, for easier reading or to avoid confusion. This section can also be divided into the RESULTS section and DISCUSSION section.

CONCLUSION Conclusions must be based solely on the study results. Before concluding, the authors may indicate any principal limitations of the study, any restrictions in generalizations of the findings to the population, the accuracy, and precision of analytical methods, and the effect of uncontrolled variables. This section may include recommendations arising from the results of the study.

BIBLIOGRAPHY References should be confined to papers with direct bearing on the author's research work but should exclude mimeographed references, terminal reports, and annual reports. References cited in the text of the paper should be written by the last name of the first author or authors (for 1 or 2 authors) followed by the year. If there are three or more authors, then the last name of the first author should be cited, followed by *et al.* and year: e.g., Castillo (1986); Mateo and Billena (2000); Lambio *et al.* (2004) or Lambio *et al.*, 2000. The entries should be listed in alphabetical order. Each reference should contain the last name followed by the initials (without comma) of the first name

and middle initial (without a period) of the author/s, year, title of article/ chapter, name of journal/ book/ thesis/ dissertation/ proceedings in italics and abbreviated, volume, number (where applicable) and inclusive pages preceded by a colon, or place of publication and publisher (for books).

a. Journal

Baguio SS and Capitan SS. 2008. Motility, livability, and fertility of cock spermatozoa as influenced by day of collection, dilution, and cryopreservation. *Philipp J Vet AnimSci*21 (1): 29-38.

b. Edited Proceedings

Iannuzzi L. 2004. Developments on gene mapping and its potential impact on genetic improvement in water buffaloes. *Proceedings of the Seventh World Buffalo Congress*, Makati, Philippines, pp. 181-184. 11

c. Book

Fauber TL. 2009. *Radiographic Imaging and Exposure*. 3rd ed. Missouri: Mosby Elsevier.

d. Article in a book or similar publication

Holz P. 2006. Renal Anatomy and Physiology. In: Mader DR, ed. (2nd ed). *Reptile Medicine and Surgery*, Missouri: Saunders Elsevier, pp. 135-144.

e. Electronic reference

Stedman NL, Brown TP, Brooks RL and Bounous DI. 2001. *Heterophil function and resistance to Staphylococcal challenge in broiler chickens naturally infected with avian leucosis virus subgroup*. Retrieved on 15 March 2007 from <http://www.vetpathology.org/cgi/content/abstract/38/5/519>.

f. Undergraduate thesis

Xenoulis PG. 2008. Investigations into idiopathic hypertriglyceridemia in the Miniature Schnauzer in North America. *Undergraduate Thesis*. Veterinary Medicine and Biomedical Science, Texas A&M University.

g. Conference proceedings (Unpublished paper or speech)

Smith S. 2009. *Putting the grrrr! Back in progressive*. Paper presented at the meeting of the Progressive Librarian Guild, Detroit, MI.

APPENDICES Having more than one appendix is allowed, each appendix should deal with a separate topic and must have a title. Example of appendices (e.g., ANOVA tables, and figures).

TABLES These must be typed on separate sheets of paper. Each table should carry a table number and a brief descriptive title that is no longer than 15 words, placed on the

top (hanging indentation by 0.5", justified on both sides). Tables should be numbered in the order of their citation (appearance) in the text and must replace lengthy explanations in the text that may not suffice without a table. Tables must be strictly limited in numbers and should contain only the essential data. Acronyms and unusual abbreviations included in the tables must be properly identified using table footnotes. A table should stand alone, *i.e.*, it can be fully understood even without referring to the text. To indicate significant differences among means within a row or column, superscript lowercase letters should be used. Use double solid lines on the top and bottom parts of the tables. The use of lines inside the table must be minimized except for vertical lines to separate the headings. Tables should have no side boxes. The size of the Table must not exceed 7 in (18 cm) long and 5 in (12.5 cm) wide with a font size not smaller than 11-point Arial.

FIGURES These illustrations, diagrams, photographs, and plates should be few, camera-ready (NO photocopies allowed), and placed on separate sheets of paper. These should be numbered in the order in which they appear in the body of the paper and provided with concise titles placed at the bottom, including a brief description of the figures. Figures should be prepared at final size for reproduction with a minimum type size of 9 points, Arial. Illustrations, photographs, or plates should be prepared in such a way that they can be fully understood even without referring to the body of the manuscript. All figures should be cited in the text. Illustrations should be attached to or drawn on separate sheets with legends. Where necessary, magnification should be shown by a scale marker drawn on the photograph. The figures must be submitted in separate .jpeg files. The original source must be acknowledged if any illustrations, photographs, graphs, etc. used in the manuscript have been published.

FORMAT FOR ORAL presentation

GENERAL GUIDELINES:

1. Must be in PowerPoint presentation 2003 or newer version
2. Please limit to seven (7) words per line and seven (7) lines per slide only
3. Use white or light-colored background if possible
4. Lessen the use of animations
5. Use 25 – 30 slides only if possible (the lesser the better)
6. Only put the important details and findings of the study (avoid anecdotes)
7. Brief and concise!

COMPLETED R&D

PROJECT ORAL PRESENTATION FORMAT

A. BASIC INFORMATION

1. Project Title
2. Proponent (s)
3. Implementing Agency
 - 3.1. Lead Agency
 - 3.2. Collaborating Agency
4. Project Duration
5. Project Location
6. Project Funding
 - 6.1. Total Approved Budget
 - 6.2. Total Amount Released
 - 6.3. Actual Expenses
7. Target Beneficiaries
 8. Project Output (e.g. manual, online database, feed formulation, among others)

B. TECHNICAL DESCRIPTION

1. Introduction
2. Objectives
3. Methodology
4. Results and Discussion (i.e. with Figures and Tables)
5. Summary and Conclusions
6. Recommendations

ON-GOING R&D

PROJECTS ORAL PRESENTATION FORMAT

A. BASIC INFORMATION

1. Project Title
2. Proponent (s)
3. Implementing Agency
 - 3.1. Lead Agency
 - 3.2. Collaborating Agency
4. Project Duration
5. Project Location
6. Project Funding
 - 6.1. Total Approved Budget
 - 6.2. Total Amount Released
 - 6.3. Actual Expenses
7. Target Beneficiaries
8. Project Output (e.g. manual, online database, feed formulation, among others)

B. TECHNICAL DESCRIPTION

1. Introduction
2. Objectives
3. Methodology
4. Initial Results and Discussion (i.e. with Figures and Tables)
5. Remaining Activities and Target Date of Completion
6. Problems Encountered and Actions Taken

PROJECT PROPOSAL ORAL PRESENTATION FORMAT

A. BASIC INFORMATION

1. Project Title
2. Proponent (s)
3. Implementing Agency
 - 3.1. Lead Agency
 - 3.2. Collaborating Agency
4. Project Duration
5. Project Location
6. Project Funding (i.e. Total Propose Budget only, details should be discussed in the last part of the presentation)
7. R&D Agenda Addressed
8. Target Beneficiaries
9. Project Output (e.g. manual, online database, feed formulation, among others)

B. TECHNICAL DESCRIPTION

1. Introduction
2. Objectives
3. RD Agenda Addressed (brief explanation)
4. Methodology
5. Schedule of Activities
6. Budgetary Requirement (detailed budget)