

Guidelines on Regen Lab Staff Evaluation

All Regen Lab Staff must accomplish the evaluation form (PES) and specific tasks each semester (Jan - Jun / Jul - Dec) following the timeline indicated below.

I. General Timeline for Regen Lab Staff Evaluation

1st Week of Jan <i>(One on one meeting)</i>	Present and upload the following to the Regen lab google folder: <ul style="list-style-type: none"> • A filled out UP evaluation form¹ with tasks based on job contract and project(s) assigned for Jan 1 to Jun 30 • Specific tasks in excel file [<i>All deliverables must be tangible with supporting documents uploaded in corresponding Google Drive folder² and must be accomplished by the week of May 31, so that the month of Jun may be dedicated to presentations, intervening tasks, and planning</i>]
Jan-Jun	<ul style="list-style-type: none"> • Present a technical report in ppt during lab meeting and upload a copy in Regen lab google folder • Present weekly and mid-sem updates during one on one meetings
Last week of Mar <i>(One on one meeting)</i>	<ul style="list-style-type: none"> • Present mid-sem evaluation updates
1st Week of Jun <i>(One on one meeting)</i>	Present and upload the following to the Regen lab google folder: <ul style="list-style-type: none"> • A summary of accomplished specific tasks in excel file with dates of completion AND links to supporting documents • Soft copies of supporting documents related to each specific task
2nd Week of Jun <i>(One on one meeting)</i>	Present and upload the following to the Regen lab google folder: <ul style="list-style-type: none"> • A filled out UP evaluation form¹ for Jan 1 to Jun 30 with rating based on the accomplished specific tasks AND self-assessment of critical factors • Proposed intervening tasks (if necessary)
3rd Mon of Jun	<ul style="list-style-type: none"> • Awarding of bonus³ based on evaluation during Midyear Assembly
1st Week of Jul <i>(One on one meeting)</i>	Present and upload the following to the Regen lab google folder: <ul style="list-style-type: none"> • A filled out UP evaluation form¹ with tasks based on job contract and project(s) assigned for Jul 1 to Dec 31 • Specific tasks in excel file [<i>All deliverables must be tangible with supporting documents uploaded in corresponding Google Drive folder² and must be accomplished by the week of Nov 30, so that the month of Jun may be dedicated to presentations, intervening tasks, and planning</i>]
Jul-Dec	<ul style="list-style-type: none"> • Present a technical report in ppt during lab meeting and upload a copy in Regen lab google folder • Present weekly and mid-sem updates during one on one meetings
Last week of Sep <i>(One on one meeting)</i>	<ul style="list-style-type: none"> • Present mid-sem evaluation updates
1st Week of Dec <i>(One on one meeting)</i>	Present and upload the following to the Regen lab google folder: <ul style="list-style-type: none"> • A summary of accomplished specific tasks in excel file with dates of completion AND links to supporting documents • Soft copies of supporting documents related to each specific task
2nd Week of Dec <i>(One on one meeting)</i>	Present and upload the following to the Regen lab google folder: <ul style="list-style-type: none"> • A filled out UP evaluation form¹ for Jul 1 to Dec 31 with rating based on the accomplished specific tasks AND self-assessment of critical factors • Proposed intervening tasks (if necessary)
3rd Mon of Dec	<ul style="list-style-type: none"> • Awarding of bonus³ based on evaluation during Year-end Assembly

¹ CIP interns and other interns may follow the evaluation form set by the funding agency.

² See sample deliverables below. CIP and other interns must also follow the deliverables indicated below.

³ Accomplishments must be above and beyond the target setting

II. Sample Deliverables based on job description – prioritize outputs related to projects assigned.

1. Lead Research Associate (RA) (CIP / SRS II) - takes care of collating all progress report documents for assigned project(s).

Tasks/Expectation/Output	Sample Specific Tasks/Deliverables
Leads and oversees the development and execution of laboratory activities;	<ul style="list-style-type: none"> • Train staff and students on experiments and assay by applying a syllabus / checklist approach • Prepare an (updated) annual Gantt chart / DOST Form 5 Workplan for RAs (project-related) and students (thesis/dissertation-related) • Summarize / collate data of junior RAs (project-related) • Edit and comment on students' thesis or dissertation
Prepares at least one (1) manuscript for publication;	<ul style="list-style-type: none"> • Must include at least 1 of the following based on the timeline for Submission of Manuscript (see below)[‡]: <ul style="list-style-type: none"> • Research or review articles (co-author or author) • Book / book chapters • Lab manual
Disseminates research findings to the public and/or scientific community;	<ul style="list-style-type: none"> • Present research findings to at least one (1) local and/or international meeting; • Create a poster related to research findings; • Create infographics related to the project for public awareness; • Conduct or organize seminars or workshops related to research findings
Prepares electronic copies of progress reports, annual reports, terminal reports, and other documents needed by the funding agency;*	<ul style="list-style-type: none"> • Submit progress, annual, and terminal technical reports per project one month prior to the deadline (separate per quarter and per project)
Helps accomplish the 6Ps and 2Is described in the assigned project(s);*	<ul style="list-style-type: none"> • Any of the 6Ps and Social and Economic Impact, but must not include deliverables already mentioned in the other tasks
Provides a list of supplies, reagents, and equipment needed for the assigned project based on an approved line-item budget;	<ul style="list-style-type: none"> • Submit a list of materials needed for next semester's experiments (indicate what the experiments are for) • Submit quotations of all materials needed for next semester's experiments • Submit tech specs of equipment to procurement officer • Submit quotations of all materials they are in charge of (e.g. primers, plates)
Provides electronic copies of summarized experimental results;	<ul style="list-style-type: none"> • Present optimized experiments / certificate of training (for 1st sem only) • Submit figures of experiments in ppt (about 4 key figures per sem – not applicable for 1st sem of new RAs) – need to be specific.
Provides electronic copies of detailed protocols;	<ul style="list-style-type: none"> • Submit and/or update detailed protocols of experiments (indicate the specific experiment) with proper waste disposal workflow. Use the Regen Lab format and upload in Google drive.
Submits powerpoint slides of summarized experimental results to be presented semi-annually at a lab meeting and/or project meetings;	<ul style="list-style-type: none"> • Submit lab meeting presentation (including collaborative meetings) in ppt with the following information: <ul style="list-style-type: none"> • Proposed title of the manuscript (hypothesis) • Short rational (1-2 slides only) • Figures and tables of the manuscript (main focus) – all pictures must be in high resolution, at least 600 dpi • Working model (if applicable) • Alternative: review of related literature as prelude to writing a review paper (upon consultation with project leader)
Performs other duties as assigned	<ul style="list-style-type: none"> • Any three (3) tasks not mentioned in other tasks. These tasks may change throughout the semester. Each task must be equivalent to about 3 full days' worth of work (24h of work). • One of the tasks must involve personal career development or training related to the job

* May be replaced with special appointments listed below

‡ All research staff (URA and above) must include at least one manuscript (co-author or author) as one of the deliverables (see timeline below)

2. Support RA (SRS I / URA I / URAII) – supports the lead RAs but must also carry out his/her own independent mini-project.

Tasks/Expectation/Output	Sample Specific Tasks/Deliverables
Assists in preparing at least one (1) manuscript for publication or research dissemination;	<ul style="list-style-type: none"> Assist the lead RA to accomplish at least 1 of the following based on his timeline for Submission of Manuscript (see below): <ul style="list-style-type: none"> Research or review articles (co-author or author) Book / book chapters Lab manual Assist lead RA to present research findings to at least one (1) local and/or international meeting; Assist lead RA to create infographics related to the project for public awareness; Assist lead RA to conduct seminars related to research findings or extension activities
Assists in preparing electronic copies of progress reports, annual reports, terminal reports, and other documents needed by the funding agency;*	<ul style="list-style-type: none"> Edit and proofread progress, annual, and terminal technical reports per project one month prior to the deadline (separate per quarter and per project)
Maintains equipment and monitors proper use of equipment in the laboratory and report any malfunction detected;*	<ul style="list-style-type: none"> Compile a record of service reports done on the assigned equipment (itemize) Report on the status and log of activities of the assigned equipment (itemize)
Maintains laboratory cleanliness and order;*	<ul style="list-style-type: none"> Monitor use and stocks of reagents through Quartzly
Helps accomplish the 6Ps and 2Is described in the assigned project(s);*	<ul style="list-style-type: none"> Any of the 6Ps and Social and Economic Impact, but must not include deliverables already mentioned in the other tasks
Provides a list of supplies, reagents, and equipment needed for the assigned project based on an approved line-item budget;	<ul style="list-style-type: none"> Submit a list of materials needed for next semester's experiments (indicate what the experiments are for) Submit quotations of all materials needed for next semester's experiments Submit specs of equipment to procurement officer Submit quotations of all materials they are in charge of (e.g. primers, plates)
Provides electronic copies of summarized experimental results;	<ul style="list-style-type: none"> Present optimized experiments / certificate of training (for 1st sem only) Submit figures of experiments in ppt (about 4 key figures per sem – not applicable for 1st sem of new RAs)
Provides electronic copies of detailed protocols;	<ul style="list-style-type: none"> Submit and/or update detailed protocols of experiments (indicate the specific experiment) with proper waste disposal workflow. Use the Regen Lab format and upload in Google drive.
Submits powerpoint slides of summarized experimental results to be presented semi-annually at a lab meeting and/or project meetings;	<ul style="list-style-type: none"> Submit lab meeting presentation (including collaborative meetings) in ppt with the following information: <ul style="list-style-type: none"> Proposed title of the manuscript (hypothesis) Short rational (1-2 slides only) Figures and tables of the manuscript (main focus) – all pictures must be in high resolution, at least 600 dpi Working model (if applicable) Alternative: review of related literature as prelude to writing a review paper (upon consultation with project leader)
Performs other duties as assigned	<ul style="list-style-type: none"> Any three (3) tasks not mentioned in other tasks. These tasks may change throughout the semester. Each task must be equivalent to about 3 full days' worth of work (24h of work). One of the tasks must involve personal career development or training related to the job

* May be replaced with special appointments listed below

List of special appointments

A. Cell Repository Manager

Oversees the cell culture and cell repository activities in the laboratory;	<ul style="list-style-type: none"> • Ensure compliance of the lab to biosafety regulations in relation to cell culture activities (in charge of biosafety clearance for all projects); • Provide inventory of stored and retrieved cells • Maintain facility all equipment related to cell culture and cell storage and report any malfunctions detected; • Report the level of liquid nitrogen in the cell repository • Prevent and detect misidentification and cross-contamination of cell lines • Prepare billing notice of extension services related to cell repository (including liquid nitrogen) with attachment of the billing statement (obtained from the finance officer)
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B. Extension Service Manager

Facilitates extension services of the laboratory;	<ul style="list-style-type: none"> • Present the room usage and status of equipment in MCBAG core facilities and common areas; • Present the room usage and status of equipment used for collaborative projects; • Create infographics related to extension services; • Create citizen's charter and other documents related to public services • Conduct or organize seminars or workshops as part of extension services • Prepare billing notice of extension services related to other extension services of Regen Lab with attachment of the billing statement (obtained from the finance officer)
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C. Pollution Control Officer

Oversees the day to day operations of biosafety and waste disposal management in the laboratory	<ul style="list-style-type: none"> • Ensure compliance of the lab to biosafety regulations in relation to hazardous waste management; • Provide proper waste disposal guidelines of chemical wastes, animal carcasses, and other laboratory wastes and recyclables.
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D. Clinical Research Coordinator

Oversees the day to day operations of studies involving humans	<ul style="list-style-type: none"> • Provide proof of laboratory compliance with international and national guidelines on the use of human biological samples and data (including human ethics clearance for all projects) • Provide proof of staff training and their strict compliance with ethics-approved protocols; • Provide proof of coordination with collaborators regarding the transport, collection, and processing of biological samples from patients; • Provide training related to data privacy
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E. Training and Development Officer

Implements the learning and professional development of research personnel	<ul style="list-style-type: none"> • Organize mid-year and year-end assemblies (featuring Regen lab alumni) • Create training and development programs based on the needs of the laboratory and the individual • Develop effective induction programs for new staff, apprentices and graduate trainees • Implement a semi-annual employee career development activity
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F. Finance Officer / Technical working group member

Oversees the financial transactions and budget preparations of projects in the laboratory	<ul style="list-style-type: none"> • Facilitate accounting of projects and trust accounts • Approve and audit financial reports (FR) of projects and Fund Utilization Report (FUR) for specific projects • Approve and audit line-item budget and any realignments for current and future activities (itemize) • Release billing statements of extension services • Audit tech specs and bidding forms
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Timeline for Submission of Manuscript for Research Staff

Year 1, Q1	<ul style="list-style-type: none"> • Submit and/or update detailed protocols of proposed experiments following the Regen Lab format • Submit a review of related literature for proposal
Year 1, Q2	<ul style="list-style-type: none"> • Submit one-page proposal (see guidelines below) • Submit preliminary data (at least 1 key figure with figure legends)
Year 1, Q3	<ul style="list-style-type: none"> • Submit basic proposal (Introduction, Materials & Methods, and References) designed for a full manuscript (with at least 6 key experiments)
Year 1, Q4	<ul style="list-style-type: none"> • Submit Results Section with Figures/Tables of Manuscript (with at least 6 key figures and figure legends in ppt) • Submit 1st draft of manuscript without the discussion section: Introduction, Materials & Methods, Results Section, References, and Tables, Figures, and Figure Legends
Year 2, Q1	<ul style="list-style-type: none"> • Submit FULL manuscript to project leader following format of a target journal (Results separate from Discussion section)
Year 2, Q2	<ul style="list-style-type: none"> • Submit FULL Manuscript to co-authors for review • Submit FULL manuscript to a journal (Introduction, Materials & Methods, Results, Discussion, and References, Figures, and figure legends)
Year 2, Q3	<ul style="list-style-type: none"> • Address reviewers' concerns (e.g. additional experiments) • Submit Revised manuscript with point by point response to project leader and co-authors for review
Year 2, Q4	<ul style="list-style-type: none"> • Re-submit revised manuscript to the journal

GUIDELINES:

1. **One-page proposal** should include: (1) Title (Hypothesis), (2) Rationale (Background, Significance, Problem, and Hypothesis) and (3) Study Objective [Specific Objectives (for 6 key figures) and Summarized Experimental Design].
2. **Preliminary data** must be at least 1 key figure with figure legends in ppt - A4 portrait format
3. **Basic proposal** must include (1) Introduction [containing contents of one-page proposal], (2) Materials & Methods, and (3) Reference sections.

GUIDELINES FOR PREPARING MANUSCRIPT:

1. Check guidelines in Regen Lab Website: <https://regenlab.weebly.com/resources.html>
2. **Use oxford commas** (serial comma or series comma) - a comma placed immediately before the coordinating conjunction in a series of three or more terms. *For example, a list of proteins should be punctuated as "TP53, CDKN1A, and CDKN2A".*
3. **Verb tenses should be consistent** per section. Use future tense for Materials and Methods and last section of the Introduction.
4. **Title should be the hypothesis** of the paper
5. **Please follow the journal style for the references (use Mendeley or other reference manager).**
6. **Cite original research articles** as much as possible NOT reviews or books.
7. **Indicate the final concentration of the reagents** to be used per solution in the Materials & Methods Section
8. **Materials and Methods should be in the style of a Research Article**
9. **Titles of subtopics in Results section should be the take home message of the section.** There should be no subtopics in the Discussion section.
10. **All Figures should have a figure legend with the corresponding content:**
 - a. **Title** - describes the take home message of the Figure. The title should be bolded.
 - b. **Description** – should have a brief summary of the experiment. [The reader should be able to interpret the data without reading the materials and methods.]
 - c. Figures should be in **powerpoint in portrait view (8 x 11.5)**. One (1) figure per slide. All Figures should be high resolution (put original file size – at least 600 dpi)
11. **Acknowledgment section should include funding agency with project code**

DURING THE REVISION (DRAFT) PHASE: Submit the proposal in Word File - Remove all track changes and comments after addressing them.

3. Laboratory Technician**A. Animal Laboratory Technician**

Ensures proper housing condition of laboratory animals, including feeds, drinking water, beddings, room temperature, cages, and air supply;	<ul style="list-style-type: none"> Summarize the status of food, water, and beddings in the mouse facility within the period of Apr. - Sept. / Oct – Mar Summarize the CO₂ supply in the mouse facility within the period of Apr. - Sept. / Oct – Mar. Summarize the status of room temperature in the mouse facility within the period of Apr. - Sept. / Oct – Mar Summarize the number of deaths among adult and young mice within the period of May – Oct / Nov – April
Assists researchers in doing animal experiments;	<ul style="list-style-type: none"> Treat mice based on experimental design Collect mouse tissues based on experimental design
Ensures laboratory compliance;	<ul style="list-style-type: none"> Ensure compliance of the lab with IACUC protocols Maintain animal facility to comply with BAI requirements

B. Waste Management Assistant

Provides an accurate inventory list of glassware and other laboratory consumables semi-annually;	<ul style="list-style-type: none"> Summarize the total number of glassware owned by the lab according to the type and usage (e.g. cell culture, mol. bio or animal house) Update the location of boxes of consumables in Quartzzy Submit photos with sticker (with expiration) on sorted boxes of consumables after delivery Summarize the number of missing/broken glassware (based on the logbook) Purchase new glassware (if needed)
Washes and sterilizes glassware and other laboratory materials;	<ul style="list-style-type: none"> Summarize the number of cell culture glassware and tools autoclaved within the period of Jun – Nov / Dec - May Summarize the number of tips autoclaved within the period of Jun – Nov / Dec - May
Ensures proper waste disposal and biosafety compliance of the laboratory;	<ul style="list-style-type: none"> Identify designated areas in the lab for hazardous waste bottles and containers Summarize the type and quantity of hazardous liquid waste materials generated within the period of Jun – Nov / Dec - May Summarize the type and quantity of hazardous solid waste materials generated within the period of Jun – Nov / Dec - May Summarize the type and amount of non-hazardous Solid waste disposed within the period of Jun – Nov / Dec – May Provide a protocol for general cleaning of laboratory

** Plus some of the human resource administrator and admin support tasks (if there are no program/project assistant available)*

4. Program / Project Development Officer:

A. Finance Assistant

Assist in accounting and financial reports of projects	•
Prepares report of disbursement (ROD) and Report of Check Issued (RCI) to be audited by the Finance Officer	•
Prepares line-item budget and any realignments for current and future activities to be audited by the Finance Officer	•
Processes APP and PPMP	•

B. Procurement Officer

Facilitates quotations and purchases using an in-house inventory system	• Obtain quotations from suppliers and update Quartzzy for every two months
Processes and follows up requisition, purchase orders, and	• Requisition and purchase orders for every two months

other documents related to the purchase of equipment and other supplies and materials	
Coordinates the delivery of purchased items with the suppliers	<ul style="list-style-type: none"> • Invoice receipt, PAR, and Delivery

C. Grants manager

Facilitates the preparation and submission of reports and other documents needed by the funding agency	<ul style="list-style-type: none"> •
Coordinates with funding and monitoring agencies regarding their updated guidelines and requirements	<ul style="list-style-type: none"> •

D. Additional Tasks

Performs other duties as assigned	<ul style="list-style-type: none"> • Any three (3) tasks not mentioned in other tasks. These tasks may change throughout the semester. Each task must be equivalent to about 3 full days' worth of work (24h of work). • One of the tasks must involve personal career development or training related to the job
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5. Program / Project Assistant**A. Human resource administrator**

Processes documents related to staff employment and student internship*	<ul style="list-style-type: none"> • Processes job contracts, performance evaluation forms, salaries, resignation letters, etc • Uploads photo documentations of all relevant activities to their appropriate databases
Implements a work program to ensure compliance with labor law and employment standards	<ul style="list-style-type: none"> • Identify the process of how to change from contractual to REPS

B. Admin Support / Office Runner

Stores original and electronic copies of all project documents	<ul style="list-style-type: none"> • Stores original and electronic copies of all project documents related to COA audit documents in the appropriate filing cabinets and databases
Ensure ample stock of office supplies	<ul style="list-style-type: none"> • Identify the process of how to change from contractual to REPS
Updates the status of all equipment in the appropriate databases*	<ul style="list-style-type: none"> • Get a list of available equipment in IB for research from SPMO • Create ICS for the transfer of equipment • Complete serial number and model of equipment and update the database • Provided information needed by IB CIDFARM
Updates the laboratory webpage	<ul style="list-style-type: none"> •
Arranges local and international meetings	<ul style="list-style-type: none"> • Coordinates travels to local and international meetings • Arranges lab meetings and meetings with collaborators and stakeholders • Collects attendance of all meetings
Collects, sorts and scans all relevant documents	<ul style="list-style-type: none"> • Collects sorts and scans all incoming mails for upload to their appropriate database • Collects sorts and scans relevant documents for upload to their appropriate database
Carries and tracks messages and documents to and from various offices and departments*	<ul style="list-style-type: none"> • Provide a summary of timelines for releasing of documents for pick up from CS (from the time of submission to release of • Provide a summary of timelines for releasing of documents for pick up from procurement office (from the time of submission to release of document)

	<ul style="list-style-type: none"> • Provide a summary of timelines for releasing of documents for pick up from SPMO (from the time of submission to release of document) • Provide a summary of timelines for releasing of documents for pick up from accounting (from the time of submission to release of document)
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E. Additional Tasks

Performs other duties as assigned	<ul style="list-style-type: none"> • Any three (3) tasks not mentioned in other tasks. These tasks may change throughout the semester. Each task must be equivalent to about 3 full days' worth of work (24h of work). • One of the tasks must involve personal career development or training related to the job
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III. Other Deliverables

6Ps and Social and Economic Impact	
Publication	<ul style="list-style-type: none"> • Research or review articles (co-author or author) • Book / book chapters • Lab manual • Presentation at a scientific conference
Patent/Intellectual Property	<ul style="list-style-type: none"> • Patent Search • Market Research • Invention Disclosure • Patent application
Product	<ul style="list-style-type: none"> • Product development for commercialization
People Services	<ul style="list-style-type: none"> • Extension and Lab services • Workshop • Training of students and staff with proof (e.g. certification and photo documentation) • Comments on students' thesis and/or dissertation
Partnership	<ul style="list-style-type: none"> • Collaborative meetings • Memorandum of Understanding (MOU) / Memorandum of Agreement (MOA)
Policy	<ul style="list-style-type: none"> • Policy statement • Science-based policy adopted by the government or academe
Impact	<ul style="list-style-type: none"> • Measurement of the economic, social, and environmental impact of project outputs
Administrative	
Administrative Work	<ul style="list-style-type: none"> • Project documents uploaded unto Google Drive, Quartzly, and other Regen lab databases⁵ • Documents related to staff employment • Database content and management • Website content and management • Procurement and APP / PPMP documents • Progress and terminal reports (quarterly, semi-annual, and annual, extension request) • Financial reports and audits • Inventory of lab equipment, glassware, and other laboratory materials • Travel arrangements for local and international meetings • Lab protocols and/or procedures • Summary report of lab activities and incidents (e.g. equipment usage, cell culture room incidents, mouse room condition) • Documentation of waste disposal management and biosafety compliance

Other Lab Work	• New grant application
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