



## PHILIPPINE ASSOCIATION OF RESEARCH MANAGERS, INC.

c/o Philippine Council for Agriculture, Aquatic & Natural Resources,  
Research & Development (PCAARRD) Headquarters  
Los Baños, 4030 Laguna, Philippines  
Email: philarmsecretariat@gmail.com  
URL: <http://www.philarm.webs.com>, [www.philarm.org](http://www.philarm.org)

JUN 28 2018

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*Senior Advisor & Founder*

Mr. Gilbert B. Caracuel  
*Executive Assistant*

04 June 2018

**Secretary FORTUNATO T. DELA PEÑA**

Secretary  
Department of Science and Technology (DOST)  
2nd Floor, DOST Main Building, DOST Complex  
General Santos Avenue, Bicutan, Taguig City

Dear **Secretary Dela Peña**:

Greetings from PHILARM!

The **Philippine Association of Research Managers, Inc. (PHILARM)** will hold its **3<sup>rd</sup> International Research, Development and Extension (RDE) Management Congress and 28<sup>th</sup> National PHILARM Convention** on 31 July to 03 August 2018 at Crown Regency Residences Cebu, Cebu City, Philippines with the theme **"ASEAN Integration: A New Horizon for Research, Development and Extension Management."**

The PHILARM is a private, non-stock, non-profit professional organization in the Philippines engaged in the development, promotion and enhancement of the role of research managers in improving and sustaining productivity in research. To date, the Association is composed of no less than 2,000 members from DA, DOST, DENR, DOH, SUCs, other government agencies, Local Government Units, private agencies, non-government organizations and international institutions from neighboring ASEAN countries engaged in RDE.

The international congress aims to further enhance RDE managers to establish international collaboration in the field of management in the ASEAN Countries, for the researchers and research and extension managers to promote and share their lessons and best practices in managing RDE programs and research institutions.

In this regard, PHILARM would like to request an endorsement from your office to encourage PHILARM members and other interested researchers, development and extension managers in the DOST, Attached Agencies, R&D Institutes, S&T Services Institutes and its Regional Offices to attend on official time with a registration fee of **Seven Thousand (Php7,000.00) pesos** chargeable against their respective agencies/institution subject to the availability of funds and usual government accounting and auditing rules and regulations.

For further details, your office may contact our National Secretariat through Mr. Gilbert B. Caracuel, (Executive Assistant) through mobile numbers: (0927) 371-0077 / (0908) 247-9906 or email: [philarmsecretariat@gmail.com](mailto:philarmsecretariat@gmail.com).

Thank you very much and we look forward to your most valuable support to the PHILARM event.

Very truly yours,

  
**RICARTE V. CASTRO**  
President

Encls.: Congress Advisory  
Confirmation Slip Form

Department of Science and Technology  
Office of the Secretary (DOST-SEC)



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## **PHILIPPINE ASSOCIATION OF RESEARCH MANAGERS, INC.**

Philippine Council for Agriculture, Aquatic & Natural Resources

Research & Development (PCAARRD) Headquarters

Los Baños, 4030 Laguna, Philippines

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### **3<sup>rd</sup> International Research, Development and Extension (RDE) Management Congress and 28<sup>th</sup> National PHILARM Convention**

*Theme: "ASEAN Integration: A New Horizon for Research, Development, and Extension Management"*

Crown Regency Residences Cebu, Cebu City, Philippines • July 31 to August 3, 2018

#### **ADVISORY**

The Philippine Association of Research Managers, Inc. (PHILARM) founded in 09 September 1989 is a private, non-stock, non-profit organization dedicated to the promotion and enhancement of the role of research managers in improving and sustaining productivity in research.

Vision: PHILARM as a leading professional organization of research in the Asia Pacific Region

Mission: PHILARM advances and advocates professionalization of Research Management as a career and a mechanism for scientific and technological innovation, productivity and sustainable development.

#### **ABOUT THE CONGRESS**

Annually, PHILARM organizes a convention to encourage its members and other interested research, development, and extension managers to present research, development, and extension (RDE) management papers to promote and share their best practices in managing RDE programs/projects. The international congress aims to further encourage RDE Managers and able them to enhance international collaboration in the field of RDE management with the ASEAN Countries. The activity also aims to strengthen RDE management capability of PHILARM members and research organizations in the Asia Pacific Region.

The highlights of the event are as follows:

- RDE Management paper presentations
- Best WC Medrano RDE Management paper selection
- Best TM Aganon RDE Management poster selection
- Presentation of the WD Dar Research Leadership Award
- Presentation of the Outstanding Research Manager Award
- Presentation of the Social Responsibility Award
- Annual General Membership Meeting
- Election of BOD for 2018-2020

## **P**ARTICIPANTS

Around 200 to 250 participants composed of researchers, research managers, executives, administrators, faculty members and enthusiasts from different government and private institutions in the Philippines and from neighboring countries are expected to participate.

## **T**ENTATIVE PROGRAM OF ACTIVITIES

The duration of the Congress is three (3) days and it excludes the travel time to and from Cebu City. Below is the tentative schedule of activities:

- **Day 0 (July 31)** – PHILARM BOD Meeting with the Local Organizers (2:00 pm), Registration (4:00 pm)
- **Day 1 (August 1)** – Registration, Opening Program, Plenary Paper Presentations and Competing RDE Management Paper Presentations, Judging of Competing RDE Management Posters, Welcome Dinner, Induction of New Members
- **Day 2 (August 2)** – Non-Competing RDE Management Paper Presentations, Election, General Assembly Meeting, Awarding and Closing Program
- **Day 3 (August 3)** – Science and Cultural Tour

## **C**ALL FOR RDE MANAGEMENT PAPERS AND POSTERS

### **REMINDERS:**

**RDE Management Paper** – Only **full-length paper** submitted will be initially screened for possible presentation during the Congress. Abstracts will not be entertained.

**RDE Management Poster** – Interested participants may submit **abstract of their poster** for initial screening.

Participants **cannot submit one entry (paper) for both categories.**

Abstracts received by the Secretariat will be automatically screened for RDE Management Poster category and full-length papers received will be forwarded to the evaluation committee for screening and for possible presentation during the Congress. Strictly follow the prescribed formats/guidelines.

PHILARM members and other RDE managers are invited to submit papers or posters on their RDE management research/experiences, and are encouraged to compete for the **WC Medrano BEST RDE MANAGEMENT PAPER** and **TM Aganon BEST RDE MANAGEMENT POSTER** awards during the 3<sup>rd</sup> International RDE Management Congress and 28<sup>th</sup> National PHILARM Convention.

The paper/poster should be an **original and unpublished research results or documentation of RDE management experiences that lead to improved management systems** of RDE programs/projects of the agency, unit or organization. Contents should focus on the theme of the convention "**ASEAN Integration: A New Horizon for Research, Development, and Extension Management**" and highlight one or more of the

following: (1) Management and Control System; (2) External Linkages and Networking; and (3) Organizational Management and Support Services.

**The entries are not limited to agriculture, aquatic, environment, and natural resources. Researchers from other fields of specialization such as health, education, criminal justice, engineering, etc. are very much welcome to participate.**

**RDE Management Paper** should include an abstract, rationale, objectives, methodology (*the specific management approaches, strategies, and/or innovations applied or experienced*), discussion/interpretation, conclusions, policy implications, and recommendations; and should adhere to the following format/guidelines:

- Paper should have a Title Page (Title, Author/s and their Designation and Agency, Address, Contact Numbers and Email address)
- Title should all be in capital letters. In case the title exceeds one (1) line, it should be in an inverted pyramid form.
- The underlined full name (s) of the author (s) starting from the first/given name
- An asterisk must be placed after the name of the author who will present the paper.
- In cases where the paper has many authors coming from one or different institutions, superscript numbers should be used to indicate the author's corresponding position, institution if applicable, and address.
- The use of abbreviation is not accepted. Acronyms should be spelled out the first time they are used. If several acronyms are used, they could be listed with their meanings at the end of the abstract.
- The abstract should not exceed one and one-half pages.
- Several keywords should be provided at the end of the abstract.
- Copy of the **full-length paper** (*double-spaced with a font of 12 in Times New Roman in an 8 ½" X 11" paper*) should be submitted to the PHILARM Secretariat on or before **June 30, 2018** for screening and approval. Please send copy of the full paper through email: [philarmsecretariat@gmail.com](mailto:philarmsecretariat@gmail.com).
- Official communication will be sent to author(s) of the papers which have been approved for presentation and competition.

**RDE Management Poster** should clearly depict rationale/significance, objectives, methodology (*the specific management approaches, strategies, and/or innovations applied or experienced*), discussion/interpretation, conclusions, policy implications, and recommendations; and should adhere to the following format/guidelines:

1. An abstract of the poster should be submitted to the PHILARM Secretariat for screening and approval. ***Poster will no longer be presented during the Congress.***
  - Abstract for a poster should be 250-300 words, double-spaced with a font of 12 in Times New Roman, and computer-printed in an 8 ½" X 11" bond paper
  - Title should all be in capital letters. In case the title exceeds one (1) line, it should be in an inverted pyramid form.
  - The underlined full name (s) of the author (s) starting from the first/given name
  - An asterisk must be placed after the name of the author who will present the paper.

- In cases where the paper has many authors coming from one or different institutions, superscript numbers should be used to indicate the author's corresponding position, institution if applicable, and address.
  - The use of abbreviation is not accepted. Acronyms should be spelled out the first time they are used. If several acronyms are used, they could be listed with their meanings at the end of the abstract.
  - Several keywords should be provided at the end of the abstract.
  - The abstract of the poster should be submitted to the PHILARM Secretariat on or before **June 30, 2018** for screening and approval.
  - Please send copy of the abstract through email: [philarmsecretariat@gmail.com](mailto:philarmsecretariat@gmail.com).
  - Official communication will be sent to author(s) of the posters which have been approved for presentation and competition.
2. The poster should both be attractive and self-explanatory - presenting organized and concise key ideas, conclusions and recommendations.
  3. Poster should be 40" x 30" (in portrait format) with labels not exceeding 600 words.
  4. The design should flow sequentially from one part to the next (left to right or top to bottom). Number or arrows may be used to help the eye move from item to item in the correct order. Avoid cluttering with text or artwork.
  5. Poster text should be presented in no more than three colors. Dark typed on light background is easiest to read.
  6. Photographs/illustrations should be 5" X 7". Captions and labels should be readable from two meters away and not cluttered with unnecessary details. Graphs are preferable to tables. Use only one vertical scale per graph.
  7. The poster must be set-up/displayed in the designated area a day before the Convention proper and must remain on display until the Awarding Ceremonies.

### **Major Criteria for Evaluation**

1. Relevance/significance
  - Implications/relevance to RDE management (planning, implementation, evaluation)
  - Potential contribution to RDE and S&T (e.g. social, economic, ecological)
2. Organization (content)
  - Comprehensiveness
  - Overall quality (validity/ reliability and dependability of results/content)

### **SEARCH FOR THE WD DAR RESEARCH LEADERSHIP AWARDEE (WDDRLA)**

The WD Dar Research Leadership Award aims to appreciate and recognize the vital contributions of research leaders in developing an R & D Institution, formulating workable policy on research and development, the implementation of which substantially contributed to the enhancement of R&D.

- The Nominee may or may not be a PHILARM member, of good moral character
- A recognized leader in R&D
- Must have left or impressed a 'tangible monument' as a research leader
- Must be nominated by at least 10 PHILARM members

- The letter of nomination and pertinent supporting documents should be submitted on or before **June 30, 2018**.

### **SEARCH FOR THE OUTSTANDING RESEARCH MANAGER AWARDEE (ORMA)**

It is imperative and proper to acknowledge people for their significant achievements. For this reason, the PHILARM provides an avenue to recognize pioneering efforts of men and women in enhancing the role of research management in the country today. It is PHILARM's utmost concern to acknowledge research managers for their unselfish dedication, and uplift their roles in research and development in their respective fields of endeavor. Nominations for the Outstanding Research Manager Award are now being accepted.

- The nominee should be a PHILARM member (but not a current member of the PHILARM Board) of good moral character, has attended at least one of the last two national conventions, has no back dues or a life member, and who had recruited members or sourced out funds for the Association.
- He/she should be an active middle-level R&D Manager/Supervisor.
- The candidate should be officially nominated by a PHILARM member.
- The letter of nomination, completed nomination form and the pertinent supporting documents should be submitted to the PHILARM Secretariat on or before **June 30, 2018**.

### **SEARCH FOR THE SOCIAL RESPONSIBILITY AWARDEE (SRA)**

This Social Responsibility Award is given to a research manager who can adequately demonstrate through his/her efforts by directly conducting or managing research with his/her colleagues, either at his/her institution, or in collaboration with other NGOs, NGAs and the like. He/she is concerned in pursuing researches that provide socio-economic benefits to the marginalized group vis a vis protecting and preserving the environment.

- The nominee should be a PHILARM member (but not a current member of the PHILARM Board) of good moral character, has attended at least one of the two national conventions, and has no back dues or a life member.
- The candidate should be officially nominated by a PHILARM member.
- The letter of nomination and pertinent supporting documents should be submitted on or before **June 30, 2018**.

All nominations should be sent to:

**Chairman, Awards and Recognition Committee**

Philippine Association of Research Managers, Inc. (PHILARM)

PCAARRD Headquarters

Paseo De Valmayor, Los Baños, Laguna

For nomination forms/more details, you may refer to the PHILARM website: **<http://philarm.webs.com>** or the previous convention souvenir programs, or contact the PHILARM Secretariat.

## REGISTRATION FEE

- Live-in Rate (only) : Php 7,000 per pax (Local participant)  
US\$ 150 per pax (International participant)
  - ✓ 3 night-accommodation, quadruple sharing only
  - ✓ Check-in: July 31 (2pm), Check-out: August 3 (12nn)
  - ✓ Meals and snacks: Starting August 1 breakfast until August 3 breakfast
  - ✓ Participant must deposit at least 50% of the registration fee to confirm slot, first pay first serve basis)
  - ✓ Participants are encouraged to confirm on or before **16 July 2018** by sending the confirmation slip and bank transaction details.

- Payments can be deposited or through bank transfer

Account Name: Philippine Association of Research Managers, Inc. (PHILARM)  
Bank: Landbank of the Philippines – Los Baños Branch  
Type of Account: Current Account  
Account Number: 1892-1041-03  
Swift Code: TLBPPHMMXXX

Once payment is made, please send copy of the **DEPOSIT SLIP/BANK TRANSACTION DETAILS/PROOF OF PAYMENT** together with your accomplished **CONFIRMATION SLIP** through email: [philarmsecretariat@gmail.com](mailto:philarmsecretariat@gmail.com).

### Cancellation Policy:

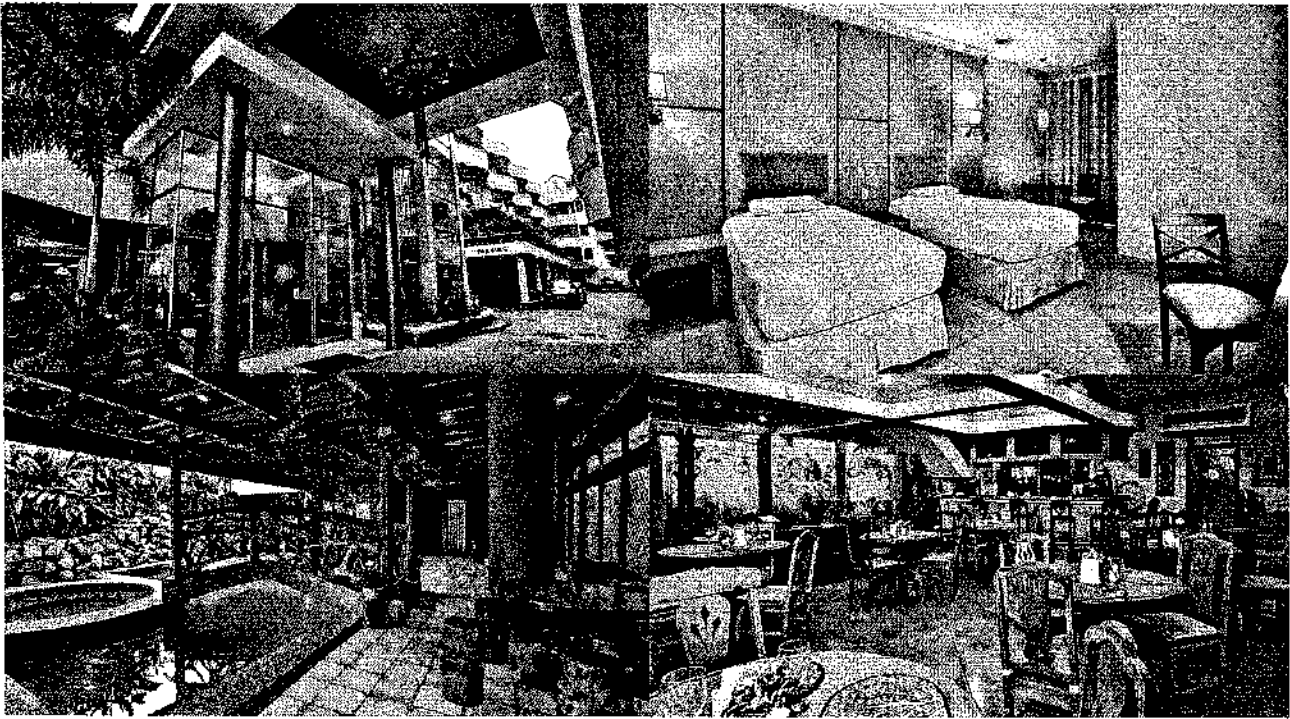
1. Registrations cancelled more than one month before the event will be refunded 50% of the payment made.
2. Registrations cancelled less than one month before the event will not be eligible for refund.

## CONGRESS VENUE

**Crown Regency Residences Cebu** is a place not only for business but also for recreation or short vacation. It has 178 rooms and suites with 24-hour room service and features function halls, a grand ballroom, and the Courtyard suitable for any event.

**Address:** V. Rama Avenue, Guadalupe Cebu City Cebu  
**Phone:** (032) 255 7541

Source: <https://www.crownregency.com/content/hotel/crown-regency-residences-cebu>



Source: <https://www.crownregency.com/content/hotel/crown-regency-residences-cebu>

## SCIENCE AND CULTURAL TOUR

### Cebu City Tour

- Magellan's Cross
- Basilica Minore del Santo Niño
- Fort San Pedro
- Casa Gorordo
- Yap-San Diego Ancestral House
- Museo Sugbo

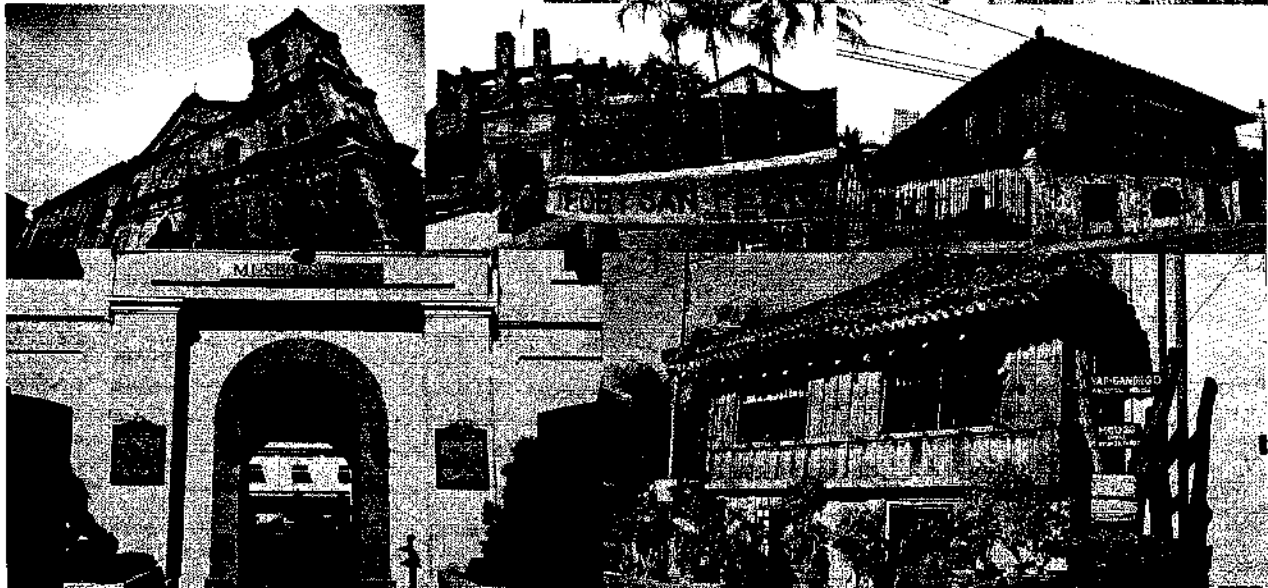
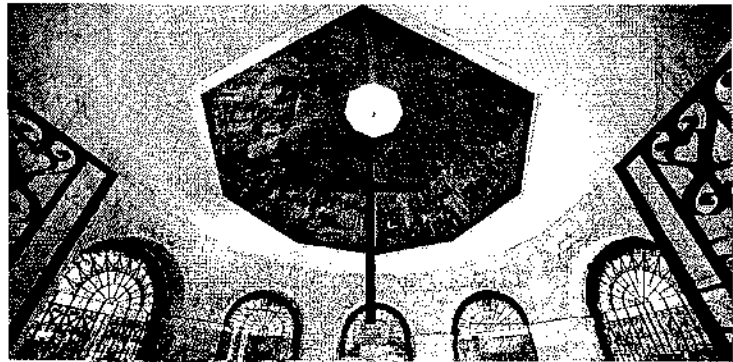




Image Sources: <https://www.lakadpilipinas.com/2013/01/sto-nino-church-cebu-basilica.html>;  
<http://tagalog.philippinestravelsite.com/sampung-mga-bagay-na-pwedeng-gawin-sa-cebu-philippines/>;  
<http://www.everythingcebu.com/attractions/historical-sites/fort-san-pedro/>; <https://www.vigattintourism.com/tourism/articles/Yap-San-Diego-Ancestral-House-The-Oldest-House-in-Cebu-City>; [https://upload.wikimedia.org/wikipedia/commons/c/c8/Museo\\_Sugbo.jpg](https://upload.wikimedia.org/wikipedia/commons/c/c8/Museo_Sugbo.jpg)

## GOING TO THE VENUE

Crown Regency Residences Cebu is about 15 km away from Mactan Cebu International Airport. Complimentary transportation services will be available to fetch/ferry the participants from the airport to the Hotel on **July 31, between 3:00 to 4:30 pm only**. Hence, participants are encouraged to book any of the two flights from Manila to Cebu:

- Cebu Pacific – 5J 581, ETD: 1:30 pm and ETA: 3:10 pm
- Air Asia – Z2 775, ETD: 2:10 pm and ETA: 3:30 pm

In case the participant intend to travel earlier or later than the above-mentioned schedule, he/she may take a taxi from the airport to the hotel. Estimated taxi fare ranges from PhP 120 to PhP 200.

## ABOUT CEBU CITY

### CEBU CITY: The most livable city for all

#### ABOUT CEBU PROVINCE

Cebu is one of the most developed provinces in the Philippines, with Cebu City as the main center of commerce, trade, education and industry in the Visayas. In a decade it has transformed into a global hub for shipping, furniture-making, tourism, business processing services, and heavy industry.

#### LANGUAGES

Cebuano is the native tongue. While Filipino is commonly understood and spoken, the English language and Tagalog are widely used in business transactions and education.

#### TRADITIONS AND BELIEFS

Cebu is a kaleidoscope of varying cultures and lifestyles, a meeting of east and west, a fusion of things traditional and modern. This is influenced by the various phases of Cebu: being the spot where Philippine history began, becoming the cradle of Christianity, experiencing American and Japanese occupation, and later on transforming itself into a regional hub of everything — from arts and craftsmanship, to business and information technology. All these, plus the convergence of personalities and groups from varying backgrounds give the island a culture and lifestyle that is uniquely Cebu. Traditions remain unchanged over the years, while every taste of things that are modern is embraced.

#### RELIGION

The most celebrated patron saint in Cebu is the Señor Sto Niño de Cebu, the Holy Child Jesus. The original statue is housed in the Basilica Minore del Sto Niño, near the famous cross erected by the Spaniards. Historical accounts say the image was given by the Portuguese Captain Ferdinand Magellan to the wife of

Cebu Chieftain Raja Humabon for their pledge of allegiance to the King of Spain. This event is depicted in the Sinulog Festival. Majority of the population in Cebu are Roman Catholics. Spanish-era churches are dotting the coasts of Cebu province. One of the oldest churches in Central Visayas is the one in Boljoon, Cebu, which is more than 400 years old and is currently undergoing renovation.

#### FESTIVALS

Famous among a myriad of festivities in the province are the Siloy Festival of Alcoy, Mantawi Festival of Mandaue City, Kadaugan sa Mactan of Mactan Island, Palawod Festival of Bantayan Island, Haladaya Festival of Daanbantayan.

A must see also is the Sinulog Festival in honor of Señor Sto Niño de Cebu, which is celebrated every third Sunday of January.

Siloy Festival, celebrated every last Saturday of August, pays tribute to Patron Saint Rose of Lima. It promotes the Mag-abo Forest that shelters the renowned but endangered black shama (siloy).

Mantawi of Mandaue City illustrates the city's heritage and identity as industrial center through floats, food festival, and trade fairs. The Kadaugan sa Mactan, meanwhile, commemorates the historic battle between the Spanish leader Ferdinand Magellan and Mactan Chieftain Lapu-lapu.

Of the many islets in Cebu, perhaps the most well-known is the Bantayan Island. During their Palawod Festival every last week of June, locals and guests alike participate in street dancing, which captures the traditional fishing, a livelihood inherent in the island.

The more than 40 festivals in Cebu province are highlighted in one grand event dubbed the Festival of Festivals, which is organized by the Cebu Provincial Government during its annual founding anniversary celebration every August.

#### ATTRACTIONS

As the first Spanish settlement in the Philippines, it has some of the country's most iconic heritage spots. As a major trading port and site for some of the nation's fastest-growing industries, it reinforces its multiculturalism with progression. This heady mix of urban vibes and casual provincial airs makes it a favorite destination of those seeking a showcase of the harmonious co-existence of history, culture and modernity.

Magellan's Cross commemorates the moment Portuguese explorer Ferdinand Magellan planted a wooden cross on Cebu's soil to mark converting its locals to Christianity. The Basilica del Santo Niño houses one of the country's oldest religious relics: a statue of the Child Jesus that dates back to 1521. Fort San Pedro is the smallest Spanish outpost in the Philippines, while the Casa Gorordo and Yap-San Diego Ancestral House give a glimpse into residential life in Cebu during the Spanish era.

The Museo Sugbo showcases the province's history. And if you can brave the cacophony, walk down Colon Street, the oldest street in the Philippines.

## POPULAR FOOD

Cebu is known for its lechon (roast pig), which popular American TV personality Anthony Bourdain called “the best pig ever” on an episode of his hit television show No Reservations. Other traditional and no less yummy Filipino dishes are best enjoyed at Café Laguna, the Golden Cowrie Native Restaurant and Abuhan.

## SEAPORTS AND AIRPORT

### AIRPORT

Cebu’s only airport is the Mactan Cebu International Airport (MCIA), located in Mactan Island, province of Cebu in Central Philippines and connected to Cebu City, the provincial capital 20 kilometers due southwest, through the Mactan-Mandaue bridge and Marcelo Fernan bridge.

### SEAPORTS

The Cebu Port System is composed of the Cebu Baseport and its subports which are strategically located in different points of Cebu. The Cebu Baseport is composed of the Cebu International Port and the Baseport - Domestic Zone. There are five subports within the jurisdiction of Cebu Port Authority, namely: Mandaue, Danao, Sta. Fe, Toledo and Argao. Each of the subports are smaller ports that are essential to flow of domestic inter-island commerce.

There is also a port at San Remigio’s Brgy. Hagnaya called Hagnaya Wharf for RORO vessels going to Bantayan Island.

Source: <http://pia.gov.ph/provinces/cebu>

## **O**ther Important Information

### Visa Information

(Source: [www.mfa.go.th](http://www.mfa.go.th))

#### WHAT IS A PHILIPPINE VISA?

A Philippine Visa is an endorsement made on a travel document by a consular officer at a Philippine Embassy or Consulate abroad denoting that the visa application has been properly examined and that the bearer is permitted to proceed to the Philippines and request permission from the Philippine Immigration authorities at the ports of entries to enter the country. The visa thus issued is not a guarantee that the holder will be automatically admitted into the country, because the admission of foreign nationals into the Philippines is a function of the immigration authorities at the port of entry.

#### DEFINITION OF A FOREIGN TOURIST (TEMPORARY VISITOR)

A “foreign tourist” is defined as a person without distinction as to race, gender, language or religion, who is proceeding to the Philippines for a legitimate, nonimmigrant purpose such as sightseeing, sports, health, family reasons, training or study (excluding enrollment in schools for the purpose of obtaining a title or degree), religious pilgrimage, business, cultural and scientific purposes.

## STANDARD PROCEDURE/MINIMUM REQUIREMENTS FOR APPLYING A TEMPORARY VISITOR'S VISA

Application for a temporary visitor's visa must be made in person. In the case of a minor under eighteen (18) years of age, the application may be made for him by a person who, in the opinion of the consular officer, is responsible for his/her welfare. The minor, not an infant in arms, shall be required to appear at the Consulate for interview, together with the person making the application for him/her.

Applicants for temporary visitor's visa should normally apply at the Philippine Embassy or Consulate that has jurisdiction over their place of residence. While some visa applicants may apply at any Philippine Embassy or Consulate abroad, others are only allowed to apply his/her visa at the Philippine Embassy or Consulate in his country of origin or legal residence.

The following are the minimum requirements for applying a temporary visitor's visa:

Passport/Travel Document Valid for at least six (6) months beyond the intended period of stay in the Philippines;  
Duly Accomplished Visa application forms;  
Passport Photos (2 pieces);  
Proof of bona fide status as tourist or businessman;  
Confirmed tickets for return or onward journey to the next port of destination; and  
Payment of Visa Fees

Nationals from countries listed below who are traveling to the Philippines for business and tourism purposes are allowed to enter the Philippines without visas for a stay not exceeding thirty (30) days, provided they hold valid tickets for their return journey to port of origin or next port of destination and their passports valid for a period of at least six (6) months beyond the contemplated period of stay.

For a complete list, please see <http://www.dfa.gov.ph/list-of-countries-for-21-day-visa>.

The following are allowed to enter the Philippines without a visa for a stay not exceeding fourteen (14) days:

1. Holders of Hong Kong Special Administrative (SAR) passports.
2. Holders of Macau Special Administrative Region (SAR) passports.

The following are allowed to enter the Philippines without a visa for a stay not exceeding seven (7) days:

1. Holders of Macau-Portuguese passports
2. Holders of Hong Kong British passports.

### Important Note:

Nationals who are subjects of deportation/blacklist orders of the Department and the Bureau of Immigration shall not be admitted to the Philippines. Further inquiries may be addressed to the Visa Division (Telephone numbers:556-0000 and ask the operator to connect you to Visa Division), Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City or to any Philippine Embassy or Consulate abroad.

(Source: <http://www.dfa.gov.ph/>)

**Weather**

(Source: [www.worldtravelguide.net](http://www.worldtravelguide.net))

The weather in the Philippines is generally very hot, particularly between March and May.

**Currency Information**

Currency: Philippine Peso (PHP; symbol ₱)

Notes are in denominations of ₱ 1,000, 500, 200, 100, 50 and 20.

Coins are in denominations of ₱ 10, 5, and 1, and 25, 10, 5 cents (sentimos).

Credit cards: American Express, MasterCard and Visa are widely accepted.

ATMs are found in all major cities, municipalities and almost all provincial banks.

Exchange rate as of June 5, 2018: US\$1 = ₱52.52.

**FOR MORE INFORMATION, PLEASE CONTACT:**

Mr. Gilbert B. Caracuel (Executive Assistant)

Mobile numbers: +63 927 371 0077 / +63 908 247 9906

Email: [philarmsecretariat@gmail.com](mailto:philarmsecretariat@gmail.com)

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## PHILIPPINE ASSOCIATION OF RESEARCH MANAGERS, INC.

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CS No.: 2018 - \_\_\_\_\_  
*(to be filled-up by the Secretariat)*

### **3<sup>rd</sup> International Research, Development and Extension (RDE) Management Congress and 28<sup>th</sup> National PHILARM Convention**

*Theme: "ASEAN Integration: A New Horizon for Research, Development, and Extension Management"*  
Crown Regency Residences Cebu, Cebu City, Philippines • July 31 to August 3, 2018

#### CONFIRMATION SLIP

Please complete all needed information below:

Complete Name: \_\_\_\_\_ Nickname: \_\_\_\_\_  
Position/Designation: \_\_\_\_\_  
Agency/Institution: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Region: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Mobile No.: \_\_\_\_\_  
Food Restrictions: \_\_\_\_\_

**Will you avail of the complimentary airport transfer on July 31?**

(Estimated time of arrival: Between 3:00 to 4:30 pm only)

Yes \_\_\_\_\_ No \_\_\_\_\_

(Please refer to the advisory for more details)

#### REGISTRATION FEE:

PhP 7,000 – local participant

US\$ 150 – international participant

Indicate the following bank transaction details:

Date deposited: \_\_\_\_\_ Bank transfer/ADA No. \_\_\_\_\_

*Please attach deposit slip or any supporting document indicating bank transaction)*

*(Note: Quadruple sharing only)*

Participant must **deposit at least 50% of the registration fee to confirm** (FIRST PAY FIRST SERVE BASIS).

**Only confirmation slip with attached deposit slip/bank transaction details will be accepted.** Participants are encouraged to confirm on or before **16 July 2018**.

\_\_\_\_\_  
*Signature Over Printed Name of Participant/Attendee*

Kindly accomplish the Confirmation Slip and submit it to us through email: [philarmsecretariat@gmail.com](mailto:philarmsecretariat@gmail.com) preferably before **16 July 2018**. Thank you very much.