



DOST-PCAARRD

Department of Science and Technology

**PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES
RESEARCH AND DEVELOPMENT**



January 26, 2024

Dear **Researcher/Partner**:

To provide a harmonized approach in the identification of a *smallest unit*, the following supplemental guidelines were provided by PCAARRD in consideration of the ExeCom resolution – DOST Resolution No. 2018-1.

1. Definition of Smallest Unit

As defined in DOST AO no. 11 series of 2020, the Smallest Unit of an Agency “refers to a Section, Division, Department or College provided that the Project Leader directly reports to the Head of the said Section, Division, Department or College.”

2. Qualifications of a Smallest Unit

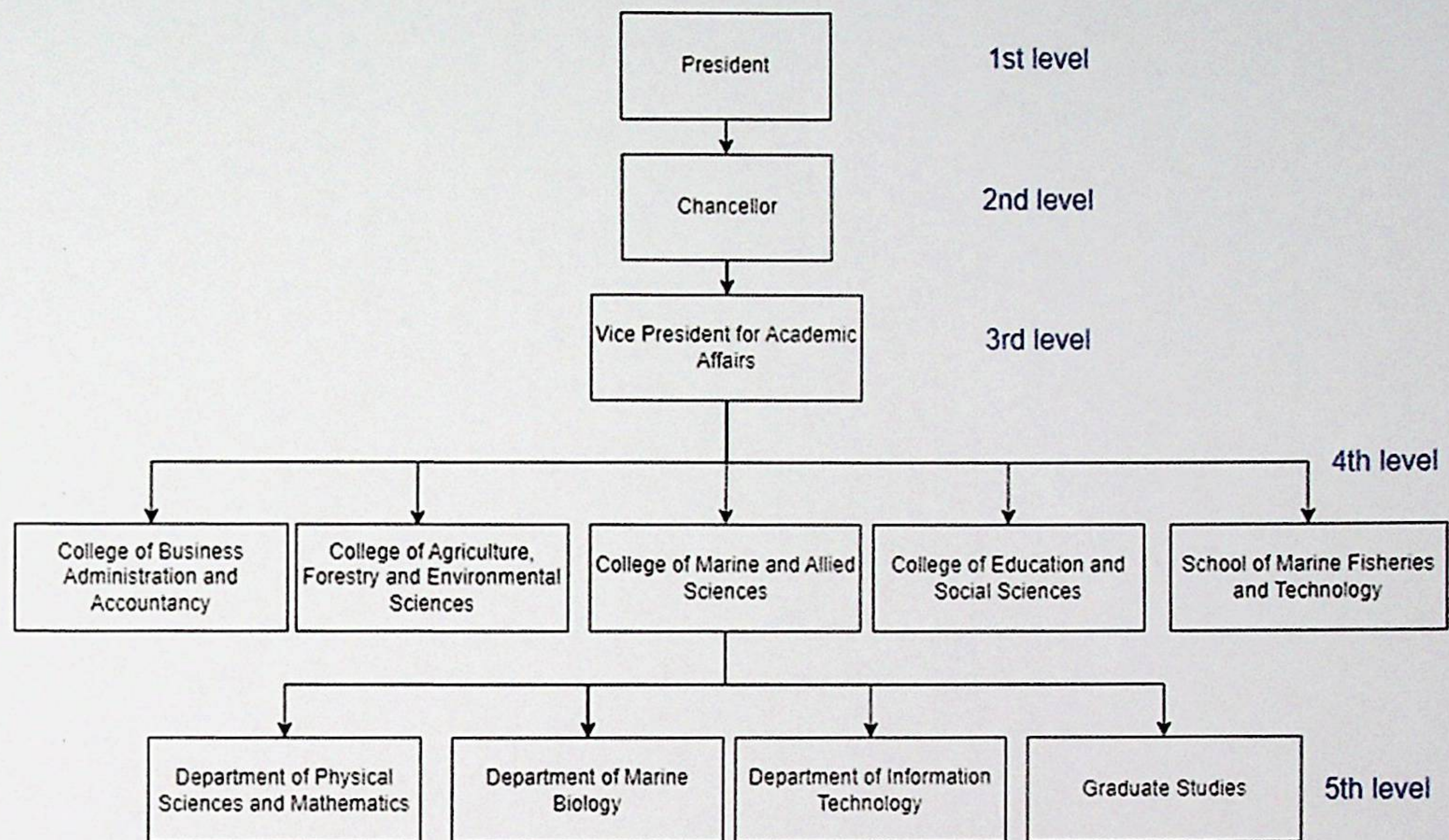
The following qualifications are provided for further guidance in identifying the Smallest Units:

- Smallest Units shall only be those offices down to the 5th level from the agency head as presented in the organizational structure of the agency (see illustration in page 2 and 3), endorsed by the head of agency/ authorized representative. Those units beyond the 5th level of the organization are no longer qualified as Smallest Unit.
- Smallest Units shall be organic to the agency. The Regional Consortium is not considered an organic unit of the agency; hence it is not qualified as Smallest Unit. For Consortium-led projects with the Consortium Director as Project Leader, the Smallest Unit shall be the Office of the President. If the Project Leader is the Cluster Coordinator, the Smallest Unit shall be the organic unit of the said Coordinator in the agency.
- Project Leaders shall be occupying plantilla/regular position in the identified Smallest Unit. This should be reflected/validated in the submitted curriculum vitae and further substantiated by the certification issued by the agency head or his authorized representative as part of the submission in the DPMIS.

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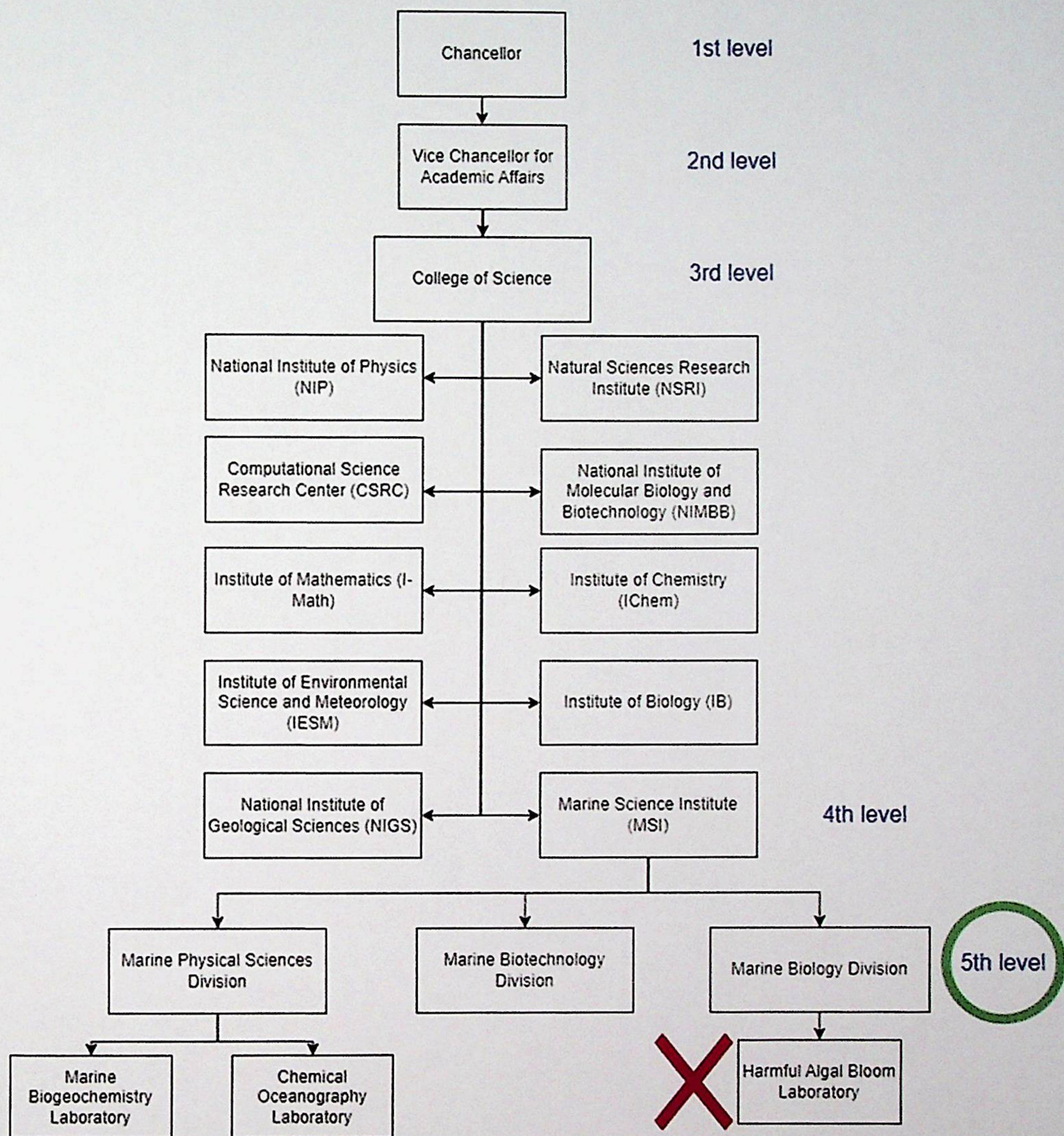


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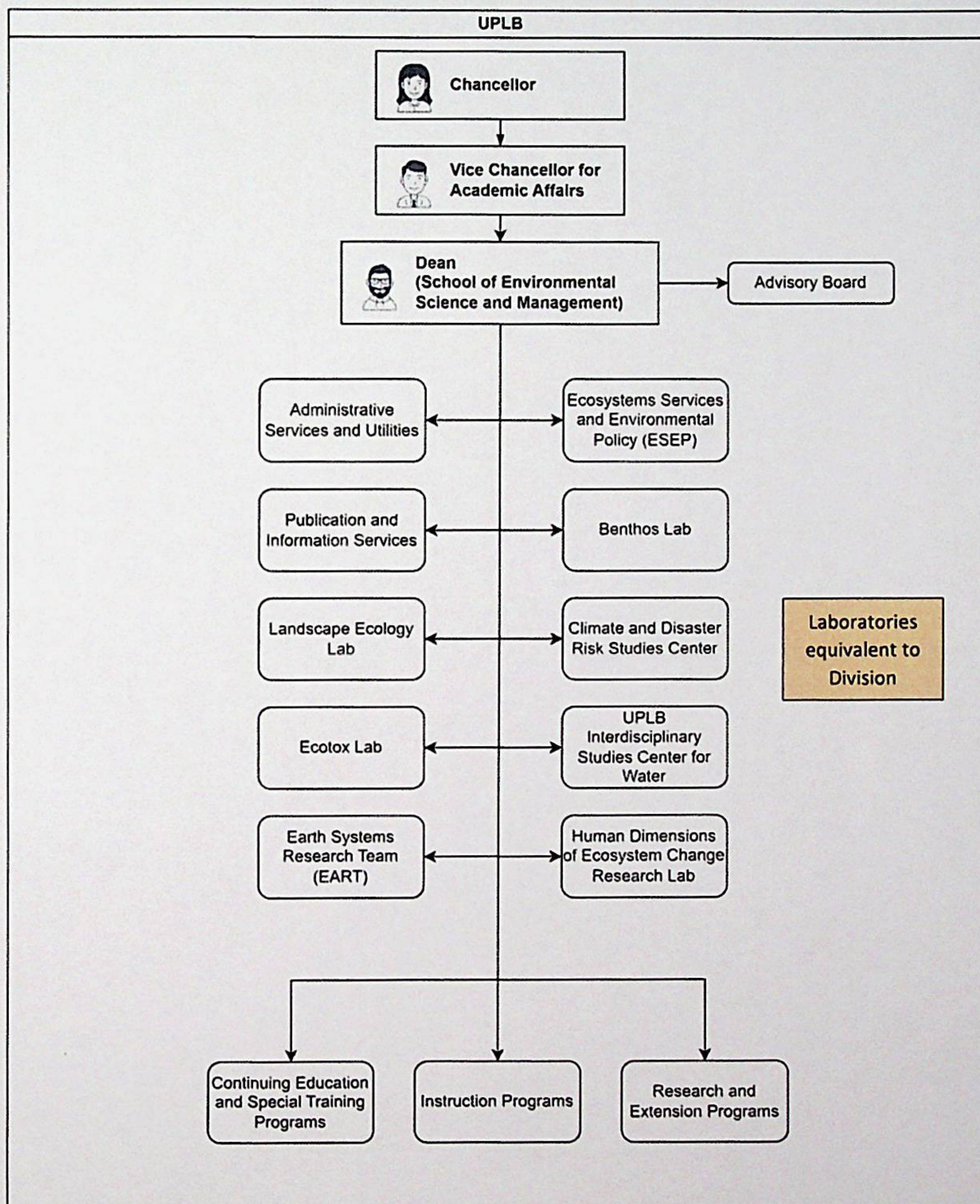
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- Laboratories, defined as the unit wherein scientific experiments, research or teaching activities are conducted, are not qualified as Smallest Unit except when these serve as the department or division in an institution (see illustration below).



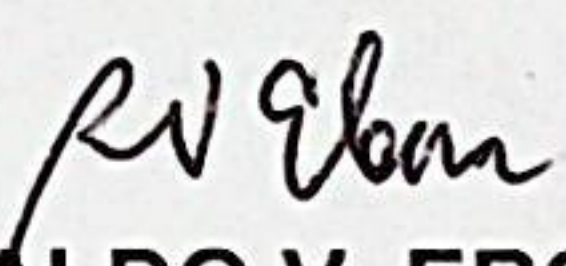
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PCAARRD, as the funding agency, has the authority to determine the acceptability of the identified Smallest Unit based on the provisions above. Further, the identified Smallest Unit may be prevented from receiving further grants from the DOST system for failure of the Project Leader to submit acceptable terminal technical and financial reports from previous GIA grant received.

Thank you.

Very truly yours,


REYNALDO V. EBORA, PhD

Executive Director