

**CENTER FOR INTEGRATIVE AND
DEVELOPMENT STUDIES
EXTERNAL SERVICES**



1. REQUEST FOR MANUSCRIPT PUBLICATION AS PEER-REVIEWED JOURNAL ARTICLE FOR THE UPCIDS PHILIPPINE JOURNAL OF PUBLIC POLICY

The process of approval of submitted manuscripts as peer-reviewed journal articles for the UP CIDS' in-house journal, the Philippine Journal of Public Policy (PJPP).

Office or Division	UP Center for Integrative and Development Studies
Classification	Highly Technical
Type of Transaction	G2C - Government to Citizen
Who may Avail	Scholars, Faculty Researchers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Manuscript according to PJPP Guidelines (1 Electronic Copy)	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit manuscript via email at pjppcids@up.edu.ph .	1.1 Receive and acknowledge submission.	None	20 Minutes	<i>University Research Associate I</i> UP CIDS
	1.2 Conduct technical check.	None	1 Day	<i>University Researcher IV</i> UP CIDS
	1.3 Send back edits to the author.	None	1 Day	<i>University Researcher IV</i> UP CIDS
2. Receive technical edits and submit revised manuscript.	2.1 Receive and conduct substantive preliminary editorial review	None	5 Days	<i>Executive Director</i> UP CIDS
	2.2 Send back preliminary editorial comments to the author.	None	1 Day	<i>University Researcher IV</i> UP CIDS
3. Revised edits and submit revised manuscript.	3.1 Evaluate approval or disapproval of edited manuscript.	None	1 Day	<i>Executive Director</i> UP CIDS
4. Receive notification.	4. Inform author of acceptance or rejection.	None	15 Minutes	<i>University Researcher IV</i> UP CIDS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL	None	9 Days, 35 Minutes	



2. REQUEST FOR USE OF BOOKS AND RESOURCES IN UP CIDS

This refers to the use and access of all resources and facilities available in the library.

Office or Division	UP Center for Integrative and Development Studies
Classification	Simple
Type of Transaction	G2C - Government to Citizen
Who may Avail	Students, Scholars, Faculty Researchers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Identification Card (1 Original, Physical copy)	Requesting Party as issued by authorized Government Agency
2. Letter of Endorsement, if available (1 Original Copy)	Requesting Party as issued by endorsing unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present ID or endorsement letter at the Reception Area of UP CIDS Library and Resources at the Lower Ground Floor, Ang Bahay ng Alumni, Magsaysay Ave. UP Diliman, Quezon City.	1.1 Check requirements and allow access to the reading area.	None	7 Minutes	<i>Scientific Documentation Officer II</i> UP CIDS
2. Request material.	2.1 Check database for availability of requested material.	None	15 Minutes	<i>Scientific Documentation Officer II</i> UP CIDS
	2.2 Retrieve the book/research material then give it to the client for room use.	None	15 Minutes	<i>Scientific Documentation Officer II</i> UP CIDS
3. Use or read material and return after use.	3.1 Check borrowed material and return to the shelf.	None.	5 Minutes	<i>Scientific Documentation Officer II</i> UP CIDS
TOTAL		None	42 Minutes	



**CENTER FOR INTEGRATIVE AND
DEVELOPMENT STUDIES
INTERNAL SERVICES**



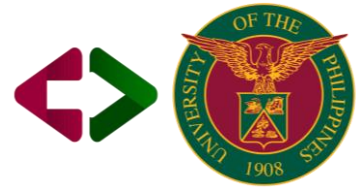
1. REQUEST FOR MANUSCRIPT PUBLICATION IN THE UPCIDS SERIAL PUBLICATION

The process of approval of submitted manuscript for publication in UPCIDS serial publications (e.g., policy briefs, discussion papers, monographs, proceedings). This publication is for in-house programs/projects output of the Center.

Office or Division	UP Center for Integrative and Development Studies
Classification	Highly Technical
Type of Transaction	G2C - Government to Citizen
Who may Avail	UP CIDS Research Programs and Projects

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Manuscript according to publication rubrics (1 Electronic Copy)	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit manuscript via email at cidspublications@up.edu.ph .	1.1 Receive and acknowledge submission.	None	20 Minutes	<i>University Research Associate I</i> UP CIDS
	1.2 Conduct technical guideline compliance review on manuscript.	None	1 Day	<i>University Researcher IV</i> UP CIDS
	1.3 Send back edits to the author.	None	1 Day	<i>University Researcher IV</i> UP CIDS
2. Receive technical edits and submit revised manuscript.	2.1 Receive and conduct final technical review	None	5 Days	<i>University Researcher IV</i> UP CIDS
	2.2 Send back final technical comments to the author.	None	1 Day	<i>University Researcher IV</i> UP CIDS
3. Revised edits and submit revised manuscript.	3.1 Evaluate approval or disapproval of edited manuscript.	None	1 Day	<i>Executive Director</i> UP CIDS
4. Receive notification.	4. Inform author of acceptance or rejection.	None	15 Minutes	<i>University Researcher IV</i> UP CIDS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL	None	9 Days, 35 Minutes	



1. REQUEST FOR USE OF BOOKS AND RESOURCES IN UP CIDS

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Office or Division	UP Center for Integrative and Development Studies
Classification	Simple
Type of Transaction	G2C - Government to Citizen
Who may Avail	UP Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Identification Card (1 Original, Physical copy)	Requesting Party as issued by authorized Government Agency
2. Letter of Endorsement, if available (1 Original Copy)	Requesting Party as issued by endorsing unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present ID or endorsement letter at the Reception Area of UP CIDS Library and Resources at the Lower Ground Floor, Ang Bahay ng Alumni, Magsaysay Ave. UP Diliman, Quezon City.	1.1 Check requirements and allow access to the reading area.	None	7 Minutes	<i>Scientific Documentation Officer II</i> UP CIDS
2. Request material.	2.1 Check database for availability of requested material.	None	15 Minutes	<i>Scientific Documentation Officer II</i> UP CIDS
	2.2 Retrieve the book/research material then give it to the client for room use.	None	15 Minutes	<i>Scientific Documentation Officer II</i> UP CIDS
3. Use or read material and return after use.	3.1 Check borrowed material and return to the shelf.	None.	5 Minutes	<i>Scientific Documentation Officer II</i> UP CIDS
TOTAL		None	42 Minutes	