



# **THE MD-PhD PROGRAM HANDBOOK**

**Policies and Guidelines  
for the MD-PhD Student**

**MD-PhD (Molecular Medicine) Program  
College of Medicine  
University of the Philippines Manila**

**2021**

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**MD-PhD (Molecular Medicine) Program**

**College of Medicine**

**University of the Philippines Manila**




## MD-PhD (Molecular Medicine) Program



### *Message of the College of Medicine Dean*

To be a part of the UP College of Medicine MD-PhD program is indeed a rare and distinguished privilege. Conceived and approved twenty years ago but implemented in 2010 upon the provision of scholarship grants by the Department of Science and Technology – Philippine Council for Health Research and Development and with the able leadership of Dr. Nina Gloriani as the coordinator, the first crop of graduates came forth in 2018 as I was then a newly minted dean. I remember having great hopes for the MD-PhD graduates and was keen on knowing their future plans after graduation during the exit interview that was undertaken. Our aspirations for this programme to grow and lead to the rich spectrum of physician scientists who will combine the compassionate care of physicians and the rigorous scientific expertise in basic and translational breakthrough research were astounding. This handbook will be a useful guide for this journey of our MD-PhD students. We need for them not only to thrive but grow as a caring and innovative community of students who will be future leaders in the biomedical sciences. We are determined to have our MD-PhD students finish their program and build careers that will have the greatest impact to Philippine society while tackling the most challenging questions on human disease conditions that afflict the Filipino people. It has been often mentioned that this is the most expensive scholarship program given by our government. The college is committed to ensure that our MD-PhD program yields invaluable return of investment with scientific discoveries of significant impact at all levels from basic to applied sciences. To the current MD-PhD committee headed by Dr. Leslie Dalmacio and the faculty, the students in the MD-PhD programme especially those who helped in the preparation of this handbook - my profound gratitude on behalf of the UPCM community of scholars - Iskolar ng Bayan Para sa Bayan!

  
**CHARLOTTE M. CHIONG, MD, PhD**  
Professor and Dean



### *Message of the Program Coordinator*

The MD-PhD (Molecular Medicine) Program aims to develop medical doctors with a strong background in basic and/or clinical research as part of their biomedical career. After a decade, the program has produced physician-scientists who have engaged in teaching at UP Manila, pursued Clinical Residency, or a researcher position in health, academic and government institutions in the country. The MD-PhD students and graduates now have more than a hundred publications from their research course outputs or dissertations. Student research papers have also been presented in various local and international scientific forums for dissemination and vetting.

The MD-PhD journey is daunting, long and arduous. The UPCM, the MD-PhD Program Committee and the DOST-PCHRD work together to support the students as they are honed to be the next generation of physician-scientists. This student manual is a guide to the journey - from admission to graduation and the career path, as well. Even with the manual, the students are still encouraged to communicate and consult with the program committee and staff, especially for unique academic or research cases. We hope that through a concerted effort, the UPCM will be able to provide the country more physician-scientists and health research leaders.

  
**LESLIE MICHELLE M. DALMACIO, PhD**  
Coordinator  
MD-PhD (Molecular Medicine) Program



### ***Message of the PCHRD Executive Director***

Scholarship in the field of health research has come into sharp focus in the past year. As we globally face the challenges of emerging diseases and pandemics, we are driven to accelerate our efforts to strengthen our nation's capacity in building our health system's resilience with science, among our arsenal.

The MD-PhD Program has come at a time where we already see our scholars grow into successful physician-scientists capable of carrying our research projects that will help us solve our country's most pressing health needs. Since the graduation of our first set of scholars in 2018, I am proud to see the growing number of MD-PhD holders in the field of Molecular Medicine every year. Before reaching this progress, planting the seeds for our goal is a necessary step in every effort to build our country's health research capacity. Behind every investment we put in scholarship programs is a trust given to every scholar granted by this privilege and responsibility.

The Department of Science and Technology -Philippine Council for Health Research and Development acknowledges the commitment and hard work of our MD-PhD Program coordinators and partners in the UP College of Medicine. To the readers, we hope to help you find the right paths to fully understanding the MD-PhD Program. The strength and future of our healthcare is heavily dependent on the capacity of our healthcare professionals in delivering quality health services to the Filipino people. Being among the country's scholars, let this fuel you in your journey of developing your individual potential as future health professionals in the service of the Filipino people.

**Padayon, Iskolar ng Bayan!**

  
**Jaime C. Montoya, MD, MSc, PhD, CESO III**  
Executive Director III, PCHRD

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## CHAPTER ONE

# BACKGROUND OF THE PROGRAM

### A. HISTORY

In April 1999, the University of the Philippines Board of Regents approved the commencement of a new eight-year program in the University of the Philippines Manila College of Medicine (UPCM) with the thrust of improving the Philippine health care standard and health education through research by aiming to produce a hybrid class of doctors, the physician-scientists. The Philippines' pioneering and sole MD-PhD in Molecular Medicine program was established. However, there were no applicants for the program only until the year 2010 when the Philippine Council for Health Research and Development (PCHRD) of the Department of Science and Technology (DOST) partnered with the institution to provide a full scholarship to those who will enter the program. It was then that the first batch of future physician-scientists composed of ten exceptional students from the University of the Philippines was welcomed.

### B. RATIONALE

The medical scientific community has, over the years, developed and expanded to include not only patient management/clinical care but also the continuing quest for new knowledge through various clinical research. In the Western world, such medical research also included basic science research that delved further into pathogenic mechanisms, the development of newer, safer, and more effective interventions including drugs, diagnostics, vaccines, and other preventive modalities. All these evolved from a direct understanding of the patient's illness, how his body naturally reacts/ responds to invading pathogens, for instance, or how intervention measures work towards his recovery. It is in this context that a medical doctor with a strong background in basic and clinical research is envisioned to be a more effective professional, pursuing a scientific career as a medical doctor/ molecular biologist/ biotechnologist. Furthermore, it has become a global trend to train medical doctor-scientists with a strong background in medical research applications.

## CHAPTER ONE

### C. MISSION-VISION

As part of its mission/objectives for human resource development, the U.P. Manila College of Medicine aims to offer a postgraduate degree/training course that will produce basic scientists, trainers/ educators, and practitioners in molecular medicine. Graduates of the course will have the necessary expertise in conducting biomedical research envisioned to upgrade the delivery of health services in the Philippines.

The program also aims to develop medical doctors with a strong background in basic and/or clinical research as part of their biomedical career.

The PhD aspect of the combined program aims to provide students with an advanced graduate education while completing a medical degree.

### C. PROGRAM OUTCOMES

The program outcomes include the eleven expected learning outcomes for the five-star physician of the UPCM, with emphasis that research is ingrained within the outcomes. At the end of the MD-PhD program, the graduate is expected to:

1. Generate new and advanced knowledge in molecular medicine for the advancement of clinical practice;
2. Engage in highly-advanced translational research in molecular biology and/or multi-disciplinary fields for the advancement of medicine;
3. Exhibit professional leadership for medical innovation and research;
4. Manage highly specialized and/or multi-disciplinary fields of medicine,
5. Demonstrate expertise-based autonomy and accountability in teaching, research and practice.

## CHAPTER TWO

### ADMISSION POLICY

#### A. ADMISSION PROCESS

Applicants initially apply for admission into the MD Program, with the option of explicitly indicating on their application forms their intent to apply for admission into the MD-PhD Program. From among the MD-PhD Program applicants who successfully qualify for admission into the MD Program, the MD-PhD Program committee selects prospective candidates for admission to be interviewed for further screening on the basis of their submitted application documents. After which the final list of accepted MD-PhD Program applicants is determined in view of their aptitude and motivation for advanced study in molecular medicine and related areas in the health sciences.

Prospective applicants are encouraged to explore the possibility of admission into the MD-PhD Program as early as their interest warrants, even prior to filing an application for the MD Program, by contacting the faculty coordinator of the MD-PhD Program Committee through the office of the UPCM ADAD. However, such preliminary communication should be understood as serving the purpose of clarification for the applicants rather than providing any guarantee of admission into the program.

#### B. ADMISSION REQUIREMENTS

The main requirements to be admitted into the MD-PhD program are admission to the UP College of Medicine - Doctor of Medicine (MD) program and an outstanding scholastic record with a baccalaureate or higher (e.g., master's, doctoral or other graduate) degree in a field relevant to health and biomedicine, preferably molecular biology and biotechnology or biochemistry.

The following are the specific requirements for admission in to the program:

1. Outstanding scholastic record (GWA of 1.75 or higher), graduating as a Latin awardee from many recognized institution of higher learning
  - a. Should have taken a bachelor's or master's degree in the biomedical field, preferably in Biochemistry, Molecular Biology or Biotechnology
2. A high aptitude for advanced study and research potential in molecular biology and biotechnology and their applications in medicine
3. Passed the UP College of Medicine MD program admission
4. Passed the MD-PhD admission interview
5. Duly accomplished Application Form together with the following documents:
  - a. Two recommendations from former professors, supervisors or employers (forms included in the application packet)
  - b. Essay regarding student's personal information

## CHAPTER THREE

### REGISTRATION OF COURSES

#### A. REGISTRATION PROCEDURE AS A MEDICAL STUDENT

1. Inform the office of Postgraduate Institute of Medicine (PGIM) of subjects to be enrolled.
2. PGIM will automatically process a letter of request and authority to enroll for the students.
3. While the letter of request and authority to enroll is in the process, student can enlist, through the Student Academic Information System (SAIS), the subjects they will enroll.
4. When the letter of request and authority to enroll is ready, the student can submit their requirements to PGIM.
5. Student's Records Office will issue copy of the student's form 5 upon the request of PGIM.
6. Form 5 will be scanned by the student and sent to PCHRD.

#### B. REGISTRATION PROCEDURE AS A DOCTORAL STUDENT

1. Inform PGIM of subjects to be enrolled.
2. PGIM will automatically process a letter of request and authority to enroll for the students.
3. While the letter of request and authority to enroll is in the process, students can enlist, through e-sais, the subjects they will enroll.
4. When the letter of request and authority to enroll is ready, the students can submit their requirements to PGIM.
5. Students records office will issue a copy of the students form 5 upon the request of PGIM.
6. Form 5 will be scanned by the student and sent to PCHRD.

#### C. INTERNATIONAL PROGRAM FOR STUDENTS

##### University without existing MOU with UP Manila

1. The student must coordinate with the CM Office of International Linkages (OIL) and give details about the University s/he will enroll in.
2. UPM OIL will communicate to the said University and draft an MOU thru UPM OIL and Legal Office.
3. Once approved, the student can now process the requirements given by DOST and UP College of Medicine.

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### University with existing MOU with UP Manila

1. The student must have to coordinate with the CM Office of International Linkages (OIL) and give details about the University s/he will enroll in.
2. UPM OIL will communicate to the said University.
3. Once accepted, the UPM OIL will inform the student.

### D. CONTACT INFORMATION OF THE OFFICE OF THE UNIVERSITY REGISTRAR

Email: [upm-our@up.edu.ph](mailto:upm-our@up.edu.ph)

Hotline numbers: 8524-05-34, 8523-96-08, 8141244, 8141245 or 8141243

Mobile numbers: 0995-9153914 (GLOBE) and 0929-3031640 (SMART)

## CHAPTER FOUR

### MD-PHD PROGRAM COMMITTEE

#### A. PROGRAM OVERSIGHT AND SUPERVISION

The MD-PhD program is overseen by a committee composed of core faculty who are doctoral degree holders with background in biochemistry, molecular biology, genetics, microbiology, parasitology and other biomedical fields related to molecular medicine. The initial core faculty were drawn from active UPCM faculty with MD-PhD or PhDs from the basic science departments of the UPCM, CPH, and research faculty from the UP Manila National Institutes of Health. The core faculty is expanded to include other faculty with MD-PhD/PhD/other doctoral degrees in molecular medicine and related fields with proven track record in biomedical researches, an existing research laboratory, and experience in mentoring graduate students at the masters and doctoral levels.

The terms of reference (TOR) for membership in the MD-PhD program committee were collectively agreed upon by the functioning core faculty in 2015 to be as follows:

#### B. MD-PhD COMMITTEE MEMBERSHIP AND RESPONSIBILITIES

##### Appointment of Members

1. The UPCM Dean, through the Associate Dean for Academic Affairs, shall appoint members of the MD-PhD Committee from full time UP Manila faculty with an advanced degree (PhD or equivalent doctoral degree) that is related to molecular medicine.
2. The appointment of Committee Chair and Members shall be in writing, providing the terms of reference for these appointments in accordance to university policies, guidelines and regulations.
3. The appointment shall require a conforme from the nominated members.
4. The appointment shall be for 3 years, renewable thereafter at the discretion of the UPCM Dean.
5. The appointment shall terminate upon resignation or termination of employment in UP Manila and /or inability of the member to comply with Committee functions.

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### Criteria for Core Faculty Membership

ALL of the criteria below must be satisfied:

1. UP Manila Faculty
2. Full time regular or research faculty who holds a Doctor of Philosophy (PhD or DPhil) or equivalent doctoral degree (i.e., Doctor of Science [DSc or ScD] or Doctor rerum naturalium [Dr. rer. Nat.]); OR Clinical faculty who are University Scientists with research related to molecular medicine
3. With a doctoral degree acquired mainly via prospectively conducted research in a field related to molecular medicine
4. Actively involved in research and with corresponding publications within the scope of molecular medicine within the last five years
5. Experience in research mentoring
6. Integrity and ethical practice in research
7. Recommendation of existing core committee members

### Composition of the Committee

1. There will be a Core Group, comprising of 10-12 members, whose function is in the program's implementation.
2. Other members of the Committee shall be qualified UPM faculty who satisfy the criteria for membership and may serve as dissertation panel members and research mentors.

### Responsibilities of the Core group Members

1. Facilitate admission and monitoring of students;
2. Serve as program adviser for a particular batch of students;
3. Serve as research mentors in courses and in the dissertation of the students;
4. Propose guidelines / policies related to the implementation of the program;
5. Periodically review the MD-PhD curriculum;
6. Attend committee meetings and other activities related to the implementation of the program.

### Batch Adviser Roles/ Responsibilities

1. Monitor the academic status of the batch under his/her supervision;
2. Periodically allot time for student consultation and mentoring.



## CHAPTER FOUR

### C. STUDENT WELFARE SUBCOMMITTEE

The committee is a sub-committee of the MD-PhD Program. It has been created to handle academic-related and non-academic issues besetting MD-PhD students.

Academic concerns of students will be dealt by the batch adviser. The batch adviser may also attend to non-academic concerns as requested by the student/s under him/her. Likewise, other members of MD-PhD Program Committee may do the same. Other concerns that cannot be handled by the batch adviser or MD-PhD faculty will be referred to the Student Welfare Committee (SWC). The SWC will only act on issues referred by the batch adviser, or MD-PhD faculty, or the student batch, or individual students, or college officials.

Student issues that are not referred to the SWC should be communicated to the MD-PhD Program Committee through the Program Coordinator.

Any matter handled by the SWC shall be treated with utmost confidentiality.

#### Membership

Two to three (2-3) members of the MD-PhD Program Committee will comprise the SWC. A Psychiatrist from the College of Medicine will also be invited to be part of the SWC.

If the Program Coordinator is not a member of the SWC, the committee should duly inform the former of issue/s at hand.

#### Functions of the SWC

1. Meet at least four times a year;
2. Convene the committee to discuss the issue at hand;
3. Set a meeting with the concerned individual/s;
4. Discuss the issue with the concerned individual/s;
5. Recommend appropriate intervention to the concerned individual/s;
6. Inform the MD-PhD Committee, with utmost confidentiality, of the issue;
7. Inform the college if professional help is needed;
8. Follow-up the concerned individual until the issue is fully resolved.

## CHAPTER FIVE

### CURRICULUM

#### A. OVERVIEW

The initial combined MD-PhD program includes the following areas of interest/concentration/program tracks:

1. Biochemistry and Molecular Biology
2. Physiology
3. Pharmacology
4. Medical Microbiology
5. Medical Parasitology

After completing the program, the graduate should be able to:

1. Conduct independent basic science and biomedical research which will generate new knowledge in a particular specialty or discipline; and
2. Contribute to scientific research with impact on national development

The prescribed period of study is eight (8) years, inclusive of five (5) years medicine proper. In addition to the course requirements of the UPCM Organ System Integration (OSI) curriculum, an MD-PhD student is expected to earn at least 44 credit units of graduate courses, including 16 credit units of core courses, 12 units of major courses, 4 units of cognates/electives and 12 credit units towards the PhD dissertation.

#### B. GRANT YEAR 1

The PhD courses shall be completed during the first year (GY1) of enrollment in the program. Said courses and course work plan are as follows:

##### **Core courses**

Biostatistics 201 (Fundamentals of Biostatistics)  
 Epidemiology 201 (Principles of Epidemiology)  
 Biochemistry 205 (Special Laboratory Techniques)  
 Biochemistry 221 (Nucleotides and Nucleic Acids)  
 Biochemistry 222 (Proteins and Lipids)  
 Biochemistry 297 (Seminar in Biochemistry)

##### **Major, elective and cognate courses**

Biochemistry 224, 240, 310, 315, 320, 325, 330, 350  
 Medical Microbiology 310, 311, 312, 313, 314, 315, 316, 399, 397.1, 397.2  
 Medical Parasitology 301, 302, 303, 305, 306, 307, 309, 399  
 Physiology 206, 297, 299, 301, 302, 303, 304, 305, 306  
 Pharmacology 210, 220, 234

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Table 1. Grant Year 1 Course Work Plan

1st Semester	
COURSE CODE	UNITS
Biostat 201	3
Epidem 201	3
Biochem 222	3
Biochem 205	1
Biochem 224	3
Biochem 221	3
Biochem 240	1 or 2
IDC 211 *	3
Microbio 397.1	1
<b>TOTAL</b>	<b>21</b>
2nd Semester	
COURSE CODE	UNITS
Biochem 205	2
Biochem 297	1
Biochem 310	3
Biochem 240	2
Microbio 310	3
Microbio 311	3
Para 307	3
Para 397.1	1
<b>TOTAL</b>	<b>18</b>

The \*IDC 211 project is an individual project that should be completed within one (1) year. In case of project duration extension, it is required that it be completed before LU 6 (Clerkship).

### C. MEDICINE COURSES AND ELECTIVES

Students shall take the prescribed courses in the MD curriculum of the college. It is recommended that students take up research electives during their training in medicine.

### D. INTERNSHIP

MD-PhD students are eligible to take the Internship Track D, wherein aside from rotating in Internal Medicine, Pediatrics, Surgery, Obstetrics and Gynecology and Family and Community Medicine, they will have the opportunity to enroll in three electives with one-month duration each. Therefore, students are encouraged to take research electives during this time.

## CHAPTER FIVE

### E. COMPREHENSIVE EXAMINATION

#### 1. Requirements

Examinees must have a GWA of 1.75 or better in ALL PhD Courses.

#### 2. Information

There are three exams covering the following topics: Biochemistry (Proteins, Carbohydrates, Lipids), Molecular Biology and Public Health. An MD-PhD student must have taken his/her comprehensive exam not later than LU V. The exam is given twice a year (January and July) upon application of the student/s to the MD-PhD comprehensive exam coordinator. Failure of a student to pass the comprehensive exam twice will incur him/her to take additional graduate courses.

### F. DISSERTATION

Proposal writing may immediately start after passing the comprehensive exam. The adviser should be a member of the MD-PhD committee. At least three members of the panel, including the adviser, should be members of the MD-PhD committee. A maximum of two external panel members (i.e. not from the University of the Philippines College of Medicine) may be invited.

Sandwich programs (Research Enrichment Program in Item V.E) are allowed with institutions that have MOUs with UP Manila or UP system. In case there is no existing MOU, a new MOU maybe institutionalized through the Office of International Linkages (OIL). For these situations, the dissertation should still be conceptualized by the student and the local adviser with the host professor maybe designated as a co-adviser. Sandwich programs may be conducted for a maximum of two years.

*Note, however, that DOST only funds a one-year engagement.*

#### Choice of Dissertation/Research Advisers/Panel Members

1. Choice of dissertation topic is based on the decision and interest of the student.
2. Choice of research adviser depends on their expertise and the nature of the chosen dissertation.
3. Panel members are chosen based on their expertise and research experiences, mutually agreed upon by the research adviser and the student.
4. In case of conflicts, the MD-PhD core faculty could be consulted for appropriate inputs and decision.

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### Dissertation Guidelines

#### Dissertation Topic

The study topic should be discussed and finalized with the chosen Adviser. The Adviser should be consulted on the members of the dissertation panel and where the dissertation will be conducted.

#### Dissertation Panel Composition

1. The composition and qualifications of the panel shall comply with the University of the Philippines Manila National Graduate Office for the Health Sciences (NGOHS) Graduate Code (2016). [<https://ngohs.upm.edu.ph/download>]
2. The panel shall have 5 to 7 members consisting of the following:
  - a. An Adviser, who is a member of the Core MD-PhD Committee and with expertise related to the topic of the dissertation
  - b. A Critic/Reader, who is preferably a member of the Core MD-PhD committee and with expertise relevant to the dissertation
  - c. Other panel members that satisfy the expertise needed for the dissertation, including a Co-Adviser and Biostatistician (if applicable)

Note:

- i. Majority of the panel members, including the Adviser, should come from the MD-PhD Program Committee
- ii. Maximum of 2 external members (not from UP Manila) with expertise relevant to the dissertation
- iii. Members of the panel should be invited by the student in writing.

#### Application for Proposal Presentation

1. The dissertation proposal presentation should be scheduled at least one (1) month after submission of the application with complete requirements to the NGOHS.
2. Procedure for application:

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The NGOHS procedure shall be followed, facilitated by the Postgraduate Institute of Medicine (PGIM) of the College of Medicine, UPM.

- a. The student shall inform the panel member of the proposed schedule\* and the Adviser will communicate with the prospective panel members for confirmation.
  - ♦ *The dissertation proposal presentation date is a schedule agreed upon by the adviser and the rest of the panel members.*
- b. The students shall prepare UPM-NGS-WI-04F1 that can be downloaded from the NGOHS website. The TCG or SAIS grade copy (to prove GWA = 1.75 for all PhD Courses) is required to be attached in this form.
- c. The Adviser shall prepare a letter to NGOHS through Channels (Dept and Office of the College Secretary) informing of the panel composition. This letter is submitted along with the proposal application form.
- d. The student in coordination with the Adviser and PGIM, shall facilitate submission of the proposal presentation requirements and application form to the NGOHS. The proposal application form should be accomplished and submitted to the NGOHS at least one (1) month before the proposal presentation date.
- e. Upon approval of the application by the NGOHS, the PGIM shall distribute the appointments from NGOHS to the panel members.

### Dissertation Proposal Approval Process

1. The proposal shall be written following the UPM format and style [<https://ngohs.upm.edu.ph/download/page/5>].
2. The Adviser (and Co-Adviser, if applicable) shall be the first one(s) to approve the proposal.
3. The Adviser-approved proposal should be submitted to the Critic/Reader. The Critic shall be given two (2) weeks to review the proposal and give feedback. After one (1) week from receipt of the proposal, the Critic should give initial feedback if the scope and goals of the study are suitable for a PhD. If so, a date can already be set with the panel for the proposal defense.
4. The proposal should be revised based on the Critic's comments and suggestions.
5. After revision, the proposal shall be returned to the Critic for approval.
6. The Critic-approved proposal should be given to the rest of the panel members not later than one (1) week before the date of the defense.

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7. The rest of the panel members shall provide comments and suggestions during the defense.
8. After the proposal defense, the students shall be given two (2) weeks to revise the proposal.
9. The panel-signed result of the defense shall be sent to NGOHS by PGIM not later than one (1) week after the activity.
10. The panel shall be given one (1) week to review the revised proposal and give an approval.
11. The panel-approved version of the proposal shall be registered with RGAO and submitted to the appropriate institutional review committee (REB/IACUC/IBBC). Applicable institutional committee approvals are required for processing of the DOST/PCHRD dissertation grant or the Research Enhancement Program grant (for sandwich program)

*Note: Dissertation -related requests to DOST/PCHRD shall be endorsed/noted by the MD-PhD Program Coordinator.*

### Final Dissertation Defense

1. The same application for defense and approval procedures as for the dissertation proposal shall be followed.
2. The UPM-NGS-WI-04F2 shall be used for application for final defense.
3. The Critic shall be given four (4) weeks to review the final manuscript and give feedback. After two (2) weeks, the Critic should give initial feedback if the scope and output of the study are suitable for a PhD. If so, a date can already be set with the panel for the final defense.
4. The Critic-approved proposal shall be given to the rest of the panel members not later than two (2) weeks before the date of the final defense.
5. After the final defense, the student shall be given two (2) weeks to re-vise the manuscript.
6. The panel shall be given one (1) week to review the revised proposal and give an approval.
7. Six (6) copies of signed hardbound dissertation manuscripts shall be submitted to the College not later than a day before the College Council meeting for the semester the student will be graduating in.

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### Proposal Presentation/Dissertation Defense

1. UPM Graduate Code Guidelines shall apply to the proposal presentation/dissertation defense.
2. The oral presentation should be strictly in English.
3. The presentation should not exceed thirty (30) minutes for a proposal and forty-five (45) minutes for the final defense.
4. Other faculty members, graduate students and the general public shall be invited to the proposal presentation.
5. If needed or as deemed by the Adviser, a confidentiality agreement/non-disclosure agreement shall be signed by attendees to protect intellectual property.
6. The dissertation Critic/Reader shall be the Moderator of the defense.
7. There will be a separate Q&A session for the public and the panel. Thirty (30) minutes shall be allotted for the public Open Forum. The panel members may ask general questions if time will permit.
8. The one-hour closed door defense/discussion with the panel shall follow the public presentation. In this session, the focus is on the manuscript and the research design.

### Summary of the Timeline for Dissertation Presentation

Table 2. Summary Timeline for Dissertation Presentation

Weeks* before Defense		Activity
Proposal	Final	
6	9	Submit proposal/manuscript to dissertation Critic for review.
5	7	Get initial feedback from Critic if the proposal/manuscript is suitable for presentation/defense  Set the defense date with your dissertation panel if there is no major issue from the Critic. Process the dissertation proposal/final defense application form with supporting documents.



## CHAPTER FIVE

Weeks* before Defense		Activity
Proposal	Final	
4	5	Get full feedback from Critic and revise proposal/manuscript based on Critic's comments and suggestions.
3	4	Return the revised proposal to the Critic for re-evaluation.
2	3	Get final feedback/approval from Critic
1	2	Deadline for giving hard/electronic copy of your proposal/manuscript to your panel members.  Give printed/electronic copy of the announcement of your proposal/final presentation and dissertation abstract to PGIM for public announcement.

*\* Ideal. If you can do the above procedure as early as possible or earlier than the above timeline it would be better.*

### SPECIAL TRAINING COURSES

1. Laboratory Safety training
2. IACUC Animal Handling
3. Biosafety Training
4. Research Ethics

These are required for all students prior to engaging in any biomedical research.

## CHAPTER SIX

### SCHOLARSHIP

#### A. GENERAL PROVISIONS

##### 1. Documentary Requirements

The DOST-PCHRD scholar must submit the following documentary requirements to DOST-PCHRD upon admission to UPCM:

- a. Accomplished application form with ID picture (original copy)
- b. Admission to graduate studies/graduate school (photocopy)
- c. Transcript of records (certified true copy)
- d. PSA birth certificate (original copy)
- e. Valid NBI clearance (original copy)
- f. Medical certificate as to health status from a licensed physician with his/her PRC license number indicated (original copy)
- g. Endorsement letter from two (2) former professors (original copy/advance copy sent through email)

##### 2. Scholarship Privileges

As a DOST-PCHRD scholar, an MD-PhD student is entitled to actual tuition & other school fees for eight years, monthly stipend during enrolled period, book allowance, transportation allowance (reimbursement of one actual round trip economy basic fare and travel tax per academic year; *given only to those who will study outside their home province*), insurance coverage (accident), (outright) thesis/dissertation grant as prescribed in the scholarship agreement.

#### Student Research Support Fund

A Student Research Support Fund (SRSF) shall be provided to assist the scholars in the conduct of their dissertation research, dissemination of research outputs, and payment for the adviser's/ mentor's fee to ensure timely completion of their degrees.

#### Components

##### a. Research Grant

An additional funding support that may be given to a scholar whose budget requirement to complete his/her thesis/dissertation research exceeds the thesis/dissertation allowance.

## CHAPTER SIX

### b. Dissemination Grant

Scholars may avail travel grants if their thesis/dissertation has been accepted for oral/poster presentation in a local or international conference. The research to be presented should be related to the research done during the time that the scholar is enrolled in the program.

### c. Publication of Research

A scholar may avail of this financial assistance within one year after graduation to cover payment of publication fee of his/her research out-put in a peer-reviewed technical journal provided that the publication is related to the dissertation.

### d. Mentor's Fee

A grant will be given to the faculty adviser who extended sufficient time for advising and enabled the scholar to complete his/her thesis/dissertation research within the prescribed period of scholarship.

Below are the maximum rates a scholar may avail under the SRSF.

Table 3. Rates for Student Research Support Fund

Component	Amount ( PhP)	
	Years 1-6	Years 7-8
Research Grant	-	253,000.00
Dissemination Grant	75,000	150,000.00
Mentor's Fee	-	72,000.00

### Requirements (Research Grant)

- Letter of request addressed to the PCHRD Executive Director (Dr. Jaime C. Montoya) endorsed by the MD-PhD Program Coordinator
- Copy of comprehensive exam result
- Copy of latest registration form
- Approval sheet/certification of defense panel
- Copy of approved research proposal
- Time table/time frame for the research activities (Gantt Chart)
- Line-item budget (LIB)
- Ethical clearance (required if with human subjects)
- Bureau of Animal Industry (BAI) clearance (required if with animal subjects)

## CHAPTER SIX

### Requirements (Dissemination Grant)

- a. Letter of request addressed to the PCHRD Executive Director (Dr. Jaime C. Montoya) endorsed by the MD-PhD Program Coordinator
- b. Letter of acceptance for oral and poster presentation (from the conference organizer)
- c. Abstract of the approved research for oral and poster presentation
- d. Line-item budget (list of expenses for the travel)
- e. Application form
- f. At least 3 airfare canvasses from different airline companies
- g. Proof of registration
- h. Certification by the MD-PhD Program Coordinator that the conference/ convention is non-predatory.

### Requirements (Publication of Research)

- a. Accomplished application form
- b. Acceptance letter
- c. Abstract of research
- d. Proof of publication fee; and
- e. Certificate of legitimate and non-predatory journal/publisher from the graduate school

### Submission of Travel Report and Liquidation

- a. Travel report and liquidation should be submitted to DOST-PCHRD a week after the conference. Failure to do so will affect the scholar's future request for financial assistance other than the regular scholarship benefits.
- b. Requirements:
  - i. Travel report (see attached form)
  - ii. Liquidation report with supporting documents i.e. official receipts, tickets, boarding passes, etc. (see attached form)
  - iii. Copy of the certificate of attendance
  - iv. Soft copy of conference pictures for possible inclusion in ASTHRDP report

## CHAPTER SIX

### B. CONFERENCE AND SANDWICH PROGRAM

Per year, there may be up to 10 students who may avail of the research dissemination grant (local and international) and up to 5 students may be supported for a sandwich program.

To avail of the above grants, a request should be made to the PCHRD Executive Director. The application for these grants should be endorsed by the MD-PhD Program Coordinator.

### C. RESEARCH ENRICHMENT PROGRAM

1. An MD-PhD scholar with an approved dissertation proposal, who has completed the required academic courses, and who intends to conduct his/her research work in a foreign university or institution may apply for a grant under the Research Enrichment Program (REP).
2. The research work must be in any of the DOST priority areas of study.
3. REP must be conducted at the selected university or institution for a maximum duration of one year.
4. The financial assistance shall be for a maximum of one million five hundred thousand pesos (PhP1,500,000.00) depending on the place and duration of study.

#### Requirements

1. Request letter addressed to DOST-PCHRD Executive Director and endorsed by MD-PhD Program Coordinator and College Dean
2. Notice of acceptance from the host institution/scientist/university
3. Endorsement from the research adviser from the host institution
4. Justification on the expertise of the university/host institution on the research procedures to be done
5. Certificate of non-availability of local facilities/resources/experts in the Philippines
6. At least 3 airfare canvasses from different airline companies
7. True copy of grades
8. Copy of comprehensive exam result
9. Copy of latest registration form
10. Copy of the approved research proposal
11. Approval sheet/certification of defense panel

## CHAPTER SIX

12. Timetable/ time frame for the research activities (please indicate month and year)
13. Budgetary requirements (breakdown, not exceeding 1.5M)
14. Ethical clearance (required for studies with human subjects)
15. BAI clearance (required for studies with animal subjects)
16. Biosafety clearance

### D. TERMINATION OF SCHOLARSHIP

Termination of the scholarship grant is based on any of the following causes:

1. Willful abandonment of the scholarship
2. Gross misconduct
3. Non-completion of degree within the specified duration of scholarship
4. Shifting to another course and/or transfer to another university without prior approval from DOST-PCHRD

*Note: Termination shall entail refund of the total financial assistance received plus 12% interest to DOST-PCHRD demandable in full.*

## CHAPTER SEVEN

# DUTIES AND RESPONSIBILITIES OF THE SCHOLAR

### A. GRADE REQUIREMENTS

1. A grade of 1.75 or better for the graduate (PhD) tranche of courses, and a minimum passing grade (3.00) in the MD program
2. A student is allowed to fail a course and, for valid reasons, may apply for a leave of absence (LOA) provided that the grade requirement is attained and an official excuse letter, duly signed by the MD-PhD Coordinator, be submitted to PCHRD, respectively. In the event that a LOA is granted, a student may not be eligible to receive stipends for the time that he/she is on leave. A maximum of one-year LOA is allowed.
3. In the event that a student fails to obtain the grade requirement of the MD-PhD in Molecular Medicine Program, he/she will be required to take courses to meet the minimum grade requirement within one year. During this time, all expenses, tuition, and miscellaneous fees are to be shouldered by the scholar.
4. In the event that the maximum allowable time for make-up (1 year) has lapsed, the scholar is terminated from the program with all its sanctions and penalties applied.

### B. RESEARCH REQUIREMENTS

1. All research courses taken by the student, with the exception of dissertation, must be finished within three (3) years from the start of class. Failure to comply will automatically be given a grade of incomplete (INC). In the event that the scholar fails to finish the course one (1) year after a grade of INC, a grade of 4.00 or 5.00 is given by the adviser under his/her own discretion.
2. IDC 211 and IDC 211.1 courses must be taken and finished before the end of LU5. Failure to comply disallows the scholar to take research and clinical electives abroad and is given a grade of incomplete (INC), following guideline B(i).
3. Prior to graduation, an MD-PhD scholar must have a minimum of one (1) accepted full-length article, research or review, as first author.

### C. POLICY ON LENGTH OF TIME TO COMPLETE THE DUAL DEGREE PROGRAM / COMPLETION OF ACADEMIC REQUIREMENTS ON TIME

1. The dual degree program is expected to be completed in eight (8) years, during which the student is a full-time scholar of the PCHRD.
2. Within the eight-year period, two (2) years are allotted for the dissertation.

## CHAPTER SEVEN

3. Should the student not finish within eight years, residency is enrolled every semester until the dissertation is defended.
4. University rules on maximum residency applies to the MD-PhD students.

### D. DOST IMMERSION

A scholar must attend and finish the DOST immersion program held at the end of Grant Year 1 (GY1) and is allowed to attend subsequent immersions in the event that he/she is not able to do so, provided that an excuse letter is given to PCHRD, duly signed by the MD-PhD coordinator.

### E. LIQUIDATION OF FUNDS

Beginning with MD-PhD Batch 11, all research funds shall be liquidated one year after finishing a research course (IDC 211.1 or Biochemistry 400.3).

### F. FORMS OF RETURN SERVICE

1. An MD-PhD graduate is required to fulfill a return service obligation of one (1) year per year of scholarship, for a total of eight (8) years or lower if the scholar finishes within seven (7) years or below, to be fulfilled within 10 years from graduation.
2. The return service must be within an academic or research institution, and must be related to healthcare or molecular medicine.
3. Post-doc programs abroad are **ALLOWED** for a maximum of two (2) years, provided that the post-doc program is recognized and affirmed by the MD-PhD Coordinator and PCHRD. The number of post-doc years abroad will **NOT** be counted as part of the return service obligation.
4. Clinical residency in the Philippines is allowed, preferably at the Philippine General Hospital. Research in residency is expected of the MD-PhD graduate.
5. Return service shall immediately commence after graduation. The MD-PhD committee reserves the right to approve post-doc programs abroad that will be done immediately after graduation.



## CHAPTER EIGHT

# GRADUATION, AWARDS, HONORS AND RECOGNITION

### A. GRADUATION REQUIREMENTS

An MD-PhD student is eligible to graduate when the following criteria is fulfilled:

1. Garnered a GWA of at least 1.75 in ALL PhD courses (at least 44 units)
2. Has successfully defended his/her dissertation
3. Accepted manuscript for publication, which was derived from the dissertation, for publication
4. Passed all requirements for the Clinical Medicine component of the program

### B. ATTENDANCE IN COMMENCEMENT RITES

MD-PhD graduates shall attend the University Commencements Rights and the College Recognition Day for the ceremonial hooding. The attire shall follow the approved academic gown for the MD-PhD Graduate.



Toga Cap



Toga (front)



Toga with Hood (back view)

Figure 1. MD-PhD Graduation Toga. A. Toga Cap. B. Toga (front). C. Toga with Hood (back view)

### C. ACADEMIC DISTINCTION IN MEDICINE

An MD-PhD student who has garnered a GWA for clinical medicine courses of at least 1.75 is awarded with an Academic Distinction in Medicine. It is equivalent to a Latin honor award of the regular medicine curriculum.

## CHAPTER EIGHT

### **D. DR. BELLOSILLO ACADEMIC EXCELLENCE AWARD FOR THE MOST OUTSTANDING MD-PHD GRADUATE**

Each graduating batch will have a student recognized as the most outstanding graduate. The following criteria are considered in the selection:

1. Passing the comprehensive exam on first take
2. Graduating within the prescribed years of the program
3. Achieving outstanding/good standing in PhD and clinical medicine courses
4. Publishing in scientific journals
5. Receiving research or academic awards during the MD-PhD training

### **E. DOST-PCHRD MOST OUTSTANDING DISSERTATION AWARD**

Each graduating batch will have a dissertation recognized as the most outstanding dissertation. The awardee will be decided by a panel of three (3) MD-PhD committee members. Panelists are external or not part of the dissertation panel of the students in the graduating batch.

The following criteria are considered in the selection based on the student's dissertation manuscript:

1. Impact of the dissertation topic
2. Overall quality of written documents/manuscript
3. Quality of dissertation methodology
4. Quality of dissertation analysis
5. Presentation of the results of the study
6. Novelty of the dissertation

## CHAPTER NINE

### STUDENT SUPPORT / SOCIAL AND PROFESSIONAL ACTIVITIES

#### A. PHYSICIAN-SCIENTIST ASSOCIATION (PSA)

This student organization was established by MD-PhD students to promote research in the health sciences. Initially only opened to MD-PhD students, members of the organization now includes other medical students and organizes free lectures, workshops and seminars related to conducting basic science research, analyzing and critiquing biomedical journals and increasing awareness of current trends in medicine among others.



Figure 2. PSA Culmination night



Figure 3. PSA Summer Party

#### B. RETROSPECTION / RETREAT

This annual non-academic MD-PhD event sponsored by DOST-PCHRD aims to build personal connection among students and mentors supported by PCHRD.



Figure 4. Retreat 2019

## CHAPTER NINE

### C. BUDDY LINE

The buddy system has long been implemented in the UP College of Medicine to aid students adjust to life in medical school with the help of members from the upper batches. Each MD-PhD student will also belong to an MD- PhD buddy line, with representative members of each batch, to encourage constant communication and mentoring among MD-PhD students and graduates. The aim of the buddy line is to provide support not only in academics but also in moral and psychosocial aspects of being an MD-PhD Student.

### D. MD-PhD ANNUAL SUMMIT

The MD-PhD Annual Summit sponsored by DOST-PCHRD showcases the achievements of MD-PhD students in academics and in research. This also serves as an avenue to welcome and introduce the new batch of accepted MD-PhD scholars.



Figure 5. 1st Summit



Figure 6. 2nd Summit

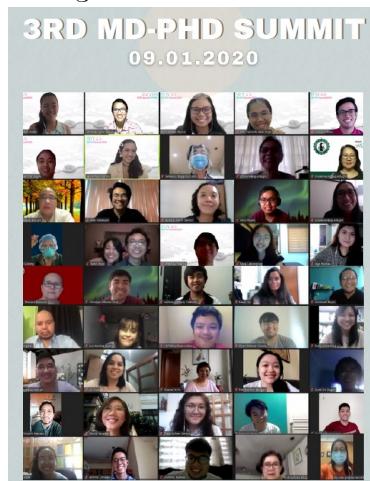


Figure 7. 3rd Summit

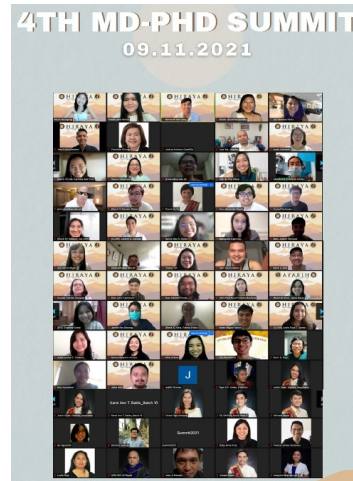


Figure 8. 4th Summit

## CHAPTER TEN

### CAREER OPPORTUNITIES

#### A. ACADEME / RESEARCH FACULTY

MD-PhD graduates are highly encouraged to enter the academe where they will have opportunities to teach, do research and provide public service in their field of expertise.

#### B. CLINICAL RESEARCH RESIDENCY

Graduates of the program may opt to enter his/her residency training with the expectation of conducting relevant health research in the chosen field.

#### C. DOST–SEI CAREER INCENTIVE PROGRAM

The Career Incentive Program (CIP) of the DOST aims to enhance S&T programs in the Philippines by utilizing the training of its scholar-graduates. DOST scholar-graduates from MS and PhD courses, including the MD-PhD program, are provided with an avenue for additional research training, exposure and networking through involvement in research activities within an institution and participation in trainings, conferences and workshops. CIP is considered as return of service.

MD-PhD graduates who apply to the program may be matched to a research institution according to their profile, interest, skills and expertise based on submitted documents. Alternatively, MD-PhD graduates may already partner with a research institution with the need for their skills and expertise. The head of the partner institution will then submit the necessary requirements to request for the scholar-graduate to work in that institution under the CIP.

Accepted applicants will sign a contract of service which is renewable every six (6) months for up to two (2) years depending on the availability of funds and institutional need. A competitive monthly salary will be provided by DOST, and incentives may be given by the host institution subject to availability of funds.

## CHAPTER TEN

### D. POST-DOCTORAL FELLOWSHIP

MD-PhD graduates may pursue post-doctoral training in a reputable local or foreign institution. For post-doctoral fellowship, the graduate is required to:

1. Be accepted in the host institution;
2. Conduct research aligned with the Philippines' National Unified Health Research Agenda (NUHRA) and Harmonized National Research and Development Agenda (HNRDA) and that is pre-approved by DOST-PCHRD and the host institution;
3. Produce at least one (1) publication derived from the fellowship training;
4. Be part of DOST's pool of technical review experts upon completion of the post-doctoral fellowship.

#### For post-doctoral fellowship in a local institution

1. The post-doctoral fellowship may be considered as part of the scholar's return of service.
2. The fellowship does not have a maximum number of years to be completed.
3. The Career Incentive Program (CIP) can be considered a post-doctoral fellowship and the stipend will be the prevailing rate of the program.

#### For post-doctoral fellowship in a foreign institution

1. The post-doctoral training must be completed within two (2) years.
2. The fellowship must be governed by a Memorandum of Agreement (MOA) between the graduate and the host institution.
3. DOST may provide financial support of PhP 1.5 million maximum annually to the graduate.
4. Upon completion, the re-entry plan of the graduate should include:
  - a. intention to be employed in the academe or research institution in the country;
  - b. intention to submit a research proposal for funding by DOST as principal investigator.



## FREQUENTLY ASKED QUESTIONS

### A. PROCEDURE FOR FILING LEAVE OF ABSENCE

- a. Get the Leave of Absence (LOA) form from the UPCM College Secretary's office,
- b. Fill out the form completely. If you are not currently enrolled, write NOT ENROLLED in the space provided for the subjects enrolled,
- c. If you are enrolled, indicate all your subjects, signed by your respective instructors with the class standing indicated,
- d. Be sure that the form has been signed by the College Secretary or by the Dean and have your parents/guardian signed at the space provided for their consent
- e. Pay the fee of P150.00 at the UP-Manila Cashier's office
- f. Submit the accomplished form together with your official receipt on or before the deadline stated in the Academic Calendar
- g. Process college clearance

*Note: LOA may be filed for a maximum of one (1) year only.*

### B. POLICY ON STUDENT IMAGES

- a. **Identification**  
Official logo of the activity/program should be indicated in the image/video for proper citing.
- b. **Labeling**  
In using the photos/video, always indicate the title, creator and source of each image/video. Cite the image using a citation style appropriate for your work.
- c. **Use**  
Educators, researchers and students must provide attribution to the author, creator or producer of each digital image/video used for fair use purposes or for any other purpose.
- d. **Application or Authorization**  
Always obtain permission from the author/creator of the image.

*Note: Refer to films, photos, videos, or any records of programs or activities wherein they participate to assist teaching, research, public service, and information activities.*

## **CHAPTER ELEVEN**

### **C. EMPLOYMENT / RESEARCH ACTIVITIES**

An MD-PhD scholar is expected to be a full-time student until his/her graduation. As such, employment (part-time or full-time) during his/her scholarship is prohibited.

### **D. STIPEND SUSPENSIONS**

An MD-PhD student who fails to submit his/her semestral report (e.g., grades and other academic requirements) shall have their monthly stipend for the following semester temporarily suspended. It will be released once again after s/he submitted the required report/s.

### **E. RE-ENROLMENT IN COURSES NOT COMPLETED WITHIN PRESCRIBED TIME PERIOD**

An MD-PhD student will have one (1) academic year to complete the subject s/he has been incomplete. If the student failed to comply, s/he needs to re-enroll the subject at their own expense.

### **F. PHYSICIAN LICENSURE EXAMINATION**

UP Manila allows MD-PhD students to take the Physician Licensure Examination (PLE) upon completion of the MD courses. The College of Medicine Council has approved the certification of a degree equivalent to MD upon completion of internship/LU 7. The certification that will be issued by UP Manila may be used for the application to the PLE. Approval to take the PLE, however, is still at the discretion of the Board of Medicine of the Professional Regulation Commission.



## APPENDICES/FORMS/LINKS

## UPCM RIDO REGISTRATION FORM PAGE 1



UNIVERSITY OF THE PHILIPPINES MANILA  
COLLEGE OF MEDICINE  
RESEARCH IMPLEMENTATION AND DEVELOPMENT OFFICE  
2nd Floor Paz Mendoza Building, Pedro Gil Street Ermita, Manila  
upm-rido@up.edu.ph / +63 929 752 5048



## UPCM RIDO RESEARCH REGISTRATION FORM

Instructions for registration - please attach the following:

- (1) approved Technical Review Form (and Principal Investigator's Response to Technical Review, if applicable),
- (2) copy of the approved protocol,

<b>Date of Registration</b>		<b>RIDO Study Code</b>	To be filled out by RIDO
<b>Study Title</b>			
<b>Principal Investigator</b>	Name	Contact No.	Email address:
<b>Category of Principal Investigator</b>	<input type="checkbox"/> Faculty <input type="checkbox"/> Medical Student <input type="checkbox"/> MD PhD <input type="checkbox"/> MS Student <input type="checkbox"/> PhD Student <input type="checkbox"/> Others _____		
<b>Department/Affiliation</b>		Contact No.	
<b>Co-Investigator</b>	Name	Affiliation	
<b>Co-Investigator</b>	Name	Affiliation	
<b>Co-Investigator</b>	Name	Affiliation	
<b>Co-Investigator</b>	Name	Affiliation	
<b>Co-Investigator</b>	Name	Affiliation	
<b>Co-Investigator</b>	Name	Affiliation	
<b>Adviser (if applicable)</b>	Name	Affiliation	
<b>Type of Study</b>	<input type="checkbox"/> Research involving human participants <input type="checkbox"/> Research involving non-human living vertebrates <input type="checkbox"/> Review of medical records <input type="checkbox"/> Others (specify): _____		
<b>Category of Study</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> In-vitro study  <input type="checkbox"/> Diagnostics  <input type="checkbox"/> Genetic or genomic research, metabolomics, transcriptomics  <input type="checkbox"/> Stem Cell Research  <input type="checkbox"/> Herbal Medicine Research  <input type="checkbox"/> Complementary and Alternative Medicine  <input type="checkbox"/> Research on Assisted Reproductive Technology  <input type="checkbox"/> Research on Indigenous Materials  <input type="checkbox"/> Epidemiological study  <input type="checkbox"/> Socio-behavioral Research  <input type="checkbox"/> Operations/health systems research  <input type="checkbox"/> Quality improvement study  <input type="checkbox"/> Economic evaluation  <input type="checkbox"/> Health policy           </div> <div style="width: 35%;"> <input type="checkbox"/> <b>Clinical Trial Type 1</b> (drug or vaccine trials, diagnostic trials, trials on devices, and other therapy trials) intended for marketing registration  <input type="checkbox"/> <b>Clinical Trial Type 2</b> (drug or vaccine trials, diagnostic trials, trials on devices, and other therapy trials) NOT intended for marketing registration  <input type="checkbox"/> <b>Post Marketing Surveillance</b>  <input type="checkbox"/> Medical Education  <input type="checkbox"/> Health informatics  <input type="checkbox"/> Others (specify) _____           </div> </div>		

## CHAPTER TWELVE

### UPCM RIDO REGISTRATION FORM PAGE 2



UNIVERSITY OF THE PHILIPPINES MANILA  
COLLEGE OF MEDICINE  
RESEARCH IMPLEMENTATION AND DEVELOPMENT OFFICE  
2nd Floor Paz Mendoza Building, Pedro Gil Street Ermita, Manila  
upm-rido@up.edu.ph / +63 929 752 5048



<b>Purpose of study</b>	<input type="checkbox"/> Academic requirement (Thesis, Dissertation, Training Requirement)		
	<input type="checkbox"/> Independent research work		
	<input type="checkbox"/> Multi-institutional or multi-country collaboration		
	<input type="checkbox"/> Others (specify): _____		
<b>Source of funding</b>			<b>Amount of funding:</b>
<b>Duration of the study (date to date)</b>			
<b>Target Start Date</b>			
<b>Actual Start Date</b>			
<b>Target End Date</b>			
<b>Actual End Date</b>			
<b>RGAO Code</b>			

<b>Submitted by</b>	<b>Name</b>		<b>Designation</b>	
	<b>Signature</b>		<b>Contact No.</b>	

# CHAPTER TWELVE

## DISSERTATION PROPOSAL FORM



### UNIVERSITY OF THE PHILIPPINES MANILA

National Graduate Office for the Health Sciences

3/F Joaquin Gonzales Building, Padre Faura cor. Maria Orosa St., Ermita, Manila 1000 Philippines  
Tel: (632) 88141248 • Email: upm-ngohs@up.edu.ph • Website: ngohs.upm.edu.ph



Name \_\_\_\_\_  
Student Number \_\_\_\_\_  
College \_\_\_\_\_  
GWA \_\_\_\_\_

Date of application for Compre \_\_\_\_\_  
Year admitted to the program \_\_\_\_\_  
Degree \_\_\_\_\_  
Field of Specialization \_\_\_\_\_

#### NOTICE OF MASTER'S THESIS/ DISSERTATION PROPOSAL

After having satisfactorily completed all the requirements for the prescribed academic courses in the curriculum, the above graduate student is serving notice of the proposal of the thesis/dissertation entitled \_\_\_\_\_

which will be held on \_\_\_\_\_ at \_\_\_\_\_  
(date and time) (venue)

Attached are the True Copy of Grades duly signed, list of panel members and a photocopy of the Form 5 showing enrollment in the 300 or 400 series.

Recommended by:

Endorsed by:

\_\_\_\_\_  
Thesis/Dissertation Adviser

\_\_\_\_\_  
Dept. Chair/Program Committee Coordinator

\_\_\_\_\_  
College Secretary

Approved by:

**Leslie Michelle M. Dalmacio, PhD**

Director, NGOHS

NGOHS COPY

To be submitted at least one-month prior to the date of proposal

UPM-NGS-WI-04F1

Revision: 0

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### UNIVERSITY OF THE PHILIPPINES MANILA

National Graduate Office for the Health Sciences

3/F Joaquin Gonzales Building, Padre Faura cor. Maria Orosa St., Ermita, Manila 1000 Philippines  
Tel: (632) 88141248 • Email: upm-ngohs@up.edu.ph • Website: ngohs.upm.edu.ph



Name \_\_\_\_\_  
Student Number \_\_\_\_\_  
College \_\_\_\_\_  
GWA \_\_\_\_\_

Date of application for Compre \_\_\_\_\_  
Year admitted to the program \_\_\_\_\_  
Degree \_\_\_\_\_  
Field of Specialization \_\_\_\_\_

#### NOTICE OF MASTER'S THESIS/ DISSERTATION PROPOSAL

After having satisfactorily completed all the requirements for the prescribed academic courses in the curriculum, the above graduate student is serving notice of the proposal of the thesis/dissertation entitled \_\_\_\_\_

which will be held on \_\_\_\_\_ at \_\_\_\_\_  
(date and time) (venue)

Attached are the True Copy of Grades duly signed, list of panel members and a photocopy of the Form 5 showing enrollment in the 300 or 400 series.

Recommended by:

Endorsed by:

\_\_\_\_\_  
Thesis/Dissertation Adviser

\_\_\_\_\_  
Dept. Chair/Program Committee Coordinator

\_\_\_\_\_  
College Secretary

Approved by:

**Leslie Michelle M. Dalmacio, PhD**

Director, NGOHS

COLLEGE COPY

To be submitted at least one-month prior to the date of proposal

UPM-NGS-WI-04F1

Revision: 0

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# CHAPTER TWELVE

## FINAL DISSERTATION / THESIS DEFENSE FORM



### UNIVERSITY OF THE PHILIPPINES MANILA

National Graduate Office for the Health Sciences

3/F Joaquin Gonzales Building, Padre Faura cor. Maria Orosa St., Ermita, Manila 1000 Philippines

Tel: (632) 88141248 • Email: upm-ngohs@up.edu.ph • Website: ngohs.upm.edu.ph



Name \_\_\_\_\_  
Student Number \_\_\_\_\_  
College \_\_\_\_\_  
GWA \_\_\_\_\_

Date of application for Compre \_\_\_\_\_  
Year admitted to the program \_\_\_\_\_  
Degree \_\_\_\_\_  
Field of Specialization \_\_\_\_\_

#### NOTICE OF MASTER'S THESIS/ DISSERTATION DEFENSE

After having satisfactorily completed all the requirements for the prescribed academic courses in the curriculum, the above graduate student is serving notice of the oral defense of the thesis/dissertation entitled \_\_\_\_\_ which will be held on \_\_\_\_\_ at \_\_\_\_\_  
(date and time) (venue)

Attached are the True Copy of Grades duly signed, list of panel members and a photocopy of the Form 5 showing enrollment in the 300 or 400 series.

Recommended by:

Endorsed by:

\_\_\_\_\_  
Thesis/Dissertation Adviser

\_\_\_\_\_  
Dept. Chair/Program Committee Coordinator

\_\_\_\_\_  
College Secretary

Approved by:

**Leslie Michelle M. Dalmacio, PhD**

Director, NGOHS

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*To be submitted at least one-month prior to the date of examination*

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### UNIVERSITY OF THE PHILIPPINES MANILA

National Graduate Office for the Health Sciences

3/F Joaquin Gonzales Building, Padre Faura cor. Maria Orosa St., Ermita, Manila 1000 Philippines

Tel: (632) 88141248 • Email: upm-ngohs@up.edu.ph • Website: ngohs.upm.edu.ph



Name \_\_\_\_\_  
Student Number \_\_\_\_\_  
College \_\_\_\_\_  
GWA \_\_\_\_\_

Date of application for Compre \_\_\_\_\_  
Year admitted to the program \_\_\_\_\_  
Degree \_\_\_\_\_  
Field of Specialization \_\_\_\_\_

#### NOTICE OF MASTER'S THESIS/ DISSERTATION DEFENSE

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\_\_\_\_\_  
College Secretary

Approved by:

**Leslie Michelle M. Dalmacio, PhD**

Director, NGOHS

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# CHAPTER TWELVE

## NGOHS DISSERTATION PROPOSAL RESULT FORM



UNIVERSITY OF THE PHILIPPINES MANILA  
National Graduate Office for the Health Sciences  
3/F Joaquin Gonzales Building, Padre Faura cor. Maria Orosa St.,  
Ermita, Manila 1000 Philippines  
Tel: (632) 88141248 • Email: upm-ngohs@up.edu.ph • Website: ngohs.upm.edu.ph



### RESULT PROPOSAL

Date \_\_\_\_\_

**Leslie Michelle M. Dalmacio, PhD**

Director, NGOHS

University of the Philippines Manila

Through PROPER CHANNELS

Dear \_\_\_\_\_

We have the honor to inform you that the undersigned served in the oral examination of

\_\_\_\_\_, a \_\_\_\_\_  
*name of student* *program degree/track/major*

candidate who presented his/her dissertation/thesis proposal entitled \_\_\_\_\_

on \_\_\_\_\_ at \_\_\_\_\_ College of \_\_\_\_\_  
*date and time* *venue* *degree-granting unit*

University of the Philippines Manila, and voted as follows:

PANEL MEMBERS	FOR APPROVAL	FOR DISAPPROVAL
_____ <i>Chair/Adviser</i>	_____	_____
_____ <i>Reader/Critic</i>	_____	_____
_____ <i>Member</i>	_____	_____
_____ <i>Member</i>	_____	_____
_____ <i>Member</i>	_____	_____

**Committee's Decision:**

**( ) PASSED**

**( ) FAILED**

**Additional Remark's:** \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
*Panel Chairman/Adviser*

**Endorsed:**

\_\_\_\_\_  
*Dept. Chair/ Chair Graduate Program Committee*

Date \_\_\_\_\_

\_\_\_\_\_  
*Dean*

College of \_\_\_\_\_

Date \_\_\_\_\_

Please fill up in triplicate.

# CHAPTER TWELVE

## NGOHS DISSERTATION DEFENSE RESULT FORM



UNIVERSITY OF THE PHILIPPINES MANILA  
National Graduate Office for the Health Sciences  
3/F Joaquin Gonzales Building, Padre Faura cor. Maria Orosa St.,  
Ermita, Manila 1000 Philippines  
Tel: (632) 88141248 • Email: upm-ngohs@up.edu.ph • Website: ngohs.upm.edu.ph



### RESULT DEFENSE

Date \_\_\_\_\_

**Leslie Michelle M. Dalmacio, PhD**

Director, NGOHS

University of the Philippines Manila

Through PROPER CHANNELS

Dear \_\_\_\_\_

We have the honor to inform you that the undersigned served in the oral examination of

\_\_\_\_\_, a \_\_\_\_\_  
*name of student* *program degree/track/major*

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University of the Philippines Manila, and voted as follows:

PANEL MEMBERS	FOR APPROVAL	FOR DISAPPROVAL
_____ <i>Chair/Adviser</i>	_____	_____
_____ <i>Reader/Critic</i>	_____	_____
_____ <i>Member</i>	_____	_____
_____ <i>Member</i>	_____	_____
_____ <i>Member</i>	_____	_____

**Committee's Decision:**

**( ) PASSED**

**( ) FAILED**

**Additional Remark's:** \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
*Panel Chairman/Adviser*

**Endorsed:**

\_\_\_\_\_  
*Dept. Chair/ Chair Graduate Program Committee*  
Date \_\_\_\_\_

\_\_\_\_\_  
*Dean*  
College of \_\_\_\_\_  
Date \_\_\_\_\_

**Please fill up in triplicate.**

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## CHAPTER TWELVE

### OTHER FORMS

- a. RGAO Registration Form, visit <http://rgao.upm.edu.ph/registration/>
- b. REB Application Form, visit <http://reb.upm.edu.ph/>
- c. IACUC Application Form, visit [https://tncpi.upm.edu.my/research\\_research\\_ethics\\_evaluation/iacuc\\_institutional\\_animal\\_care\\_and\\_use\\_committee-39933](https://tncpi.upm.edu.my/research_research_ethics_evaluation/iacuc_institutional_animal_care_and_use_committee-39933)
- d. Biosafety Clearance Form, visit <http://rgao.upm.edu.ph/award-set-up-2/sample-page/submission-to-ibbc/>

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Associate Dean for Faculty & Students

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**TERESA LUISA G. CRUZ, MD, MHPEd**  
Director, Postgraduate Institute of Medicine

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Assistant to the Dean for External &  
International Linkages

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Assistant to the Dean for Alumni Affairs

**RODY G. SY, MD**  
Resource Generation Office

**MA. ANTONIA E. HABANA, MD, MSc**  
Special Assistant to the Dean

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Assistant Associate Dean for Academic  
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**BENJAMIN P. SABLAN, JR., MD, MDM**  
Assistant Associate Dean for Faculty &  
Students

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**ANA MELISSA F. HILVANO-CABUNGCAL, MD**  
Assistant Associate Dean for Planning &  
Development

**LESLIE MICHELLE M. DALMACIO, PhD**  
Assistant Associate Dean for Research

**KAREN JUNE P. Dumlao, MD**  
Assistant Director, Postgraduate Institute of  
Medicine

**ANTHONY GERONIMO H. CORDERO, MD**  
Chair, Return Service Obligation Program

**ABDELJEFFRI A. ABDULLA, MD**  
Chair, Regionalization Program

**LUCIA L. JUGUAN**  
Supervising Administrative Officer



---

## **MD-PhD PROGRAM COMMITTEE**

### **Department of Biochemistry and Molecular Biology, College of Medicine**

Salvador Eugenio C. Caoili, MD, PhD

Leslie Michelle M. Dalmacio, PhD

Francisco M. Heralde, III, PhD

Paul Mark B. Medina, PhD

Gracia Fe B. Yu, PhD

### **College of Public Health**

Jose Maria M. Angeles, RMT, PhD

Fresthel Monica M. Climacosa, MD, PhD

Sheriah Laine M. De Paz-Silava, MD, PhD

Pilarita T. Rivera, MD, PhD

Sharon Yvette Angelina M. Villanueva, PhD

### **National Institutes of Health**

Jose B. Nevado, Jr., MD, PhD

Catherine Lynn T. Silao, MD, PhD

### **UP-PGH Department of Pediatrics**

Germana Emerita V. Gregorio, MD, PhD

---

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## **ACKNOWLEDGMENT**

### **MD-PhD Manual Committee**

#### **UP Manila**

Nina G. Gloriani, MD, PhD  
Leslie Michelle M. Dalmacio, PhD  
Fresthel Monica M. Climacosa, MD, PhD  
Sheriah Laine M. De Paz-Silava, MD, PhD  
Jose Maria M. Angeles, RMT, PhD  
Maria Llaine J. Callanta, MD, PhD, MPM

#### **DOST-PCHRD**

Jaime C. Montoya, MD, PhD  
Ms. Lucila E. Roja  
Ms. Carina Rebulanan  
Ms. Sydney Taculog  
Ms. Judith Picones

#### **MD-PhD Program Staff**

Ms. Rucel Kristine E. Bautista  
Ms. Ma. Clarice C. Salazar

---

---

---

## **MD-PhD PROGRAM OFFICE INFORMATION**

### **Program Coordinator:**

Leslie Michelle Dalmacio, PhD  
Professor of Biochemistry and Molecular Biology  
Email: [imdalmacio@up.edu.ph](mailto:imdalmacio@up.edu.ph)

### **Operations Staff/ Secretariat Support Staff:**

Cyrille-Anne S. Panaglima  
Email: [pgim-cm@post.upm.edu.ph](mailto:pgim-cm@post.upm.edu.ph)

### **Project Assistant III:**

Rucel Kristine E. Bautista  
Ma. Clarice C. Salazar  
Email: [mdphd.upm@up.edu.ph](mailto:mdphd.upm@up.edu.ph)

### **Mailing Address:**

The MD-PhD (Molecular Medicine) Program  
College of Medicine University of the Philippines Manila  
Post Graduate Institute of Medicine  
Calderon Building Pedro Gil Street,  
Ermita, Manila 1000 Philippines

**Telefax No:** (632) 8536-1319

**Web:** <https://www.facebook.com/upcm.mdphd>  
**Email:** [mdphd.upm@up.edu.ph](mailto:mdphd.upm@up.edu.ph)

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UNIVERSITY OF THE PHILIPPINES MANILA  
COLLEGE OF MEDICINE  
THE MD-PhD (MOLECULAR MEDICINE) PROGRAM

Post Graduate Institute of Medicine, Calderon Building  
Pedro Gil Street, Ermita, Manila, 1000

 (632) 8536-1319

 [mdphd.upm@up.edu.ph](mailto:mdphd.upm@up.edu.ph)