

## WHAT ARE THE PROCEDURES IN APPLYING FOR THE PROGRAM?

### If you are a Filipino Citizen:

1. Get Forms 1, 2 & 3 from the OU Registrar.
2. Fill up the forms correctly and submit the same to the OU Registrar
3. Wait for the action on your application. You will be notified by the OU Director of the status of your application.

### You may also apply on-line:

1. If you have all the requirements, then log-on to <http://www.openuni-clsu.edu.ph/registration.php>. Fill up the required filed including the optional information.
2. You will be notified through e-mail of the status of your application.

### Online Payment

1. Go to the nearest Land Bank of the Philippines branch.
2. Get a deposit slip and fill it up.  
Account Name: CLSU Open University  
Account Number: 002962-1006-89  
LandBank Branch: Muñoz, Nueva Ecija
3. Pay the assessed school fees due as stated in Statement of Account, which the Open University will e-mail to you.
4. After paying the assessed fees, fax the receipt to this number: 044-456-5242.
5. Wait for the confirmation of receipt of payment through text or e-mail.

## OTHER CERTIFICATE PROGRAMS

- Basic Environmental Impact Assessment
- Basic Local Government Management
- Project Feasibility Preparation and Management
- Training Management
- Local Development Planning
- Entrepreneurship
- Teaching

## OU GRADUATE PROGRAMS

- Ph. D. in Development Education
- MS/MPS in Education
- MS/MPS in Rural Development
- Master in Agribusiness

## CONTACT DETAILS

### THE DIRECTOR

Open University  
Central Luzon State University  
3120 Science City of Muñoz  
Nueva Ecija

Telefax: (044) 456-5242

E-mail: [clsuou@openuni-clsu.edu.ph](mailto:clsuou@openuni-clsu.edu.ph)  
[famonta@openuni-clsu.edu.ph](mailto:famonta@openuni-clsu.edu.ph)

# OPEN UNIVERSITY

Central Luzon State University  
Science City of Muñoz,  
3120 Nueva Ecija

## Certificate in Agricultural Research Management



This is for anyone who aspires to become an agricultural research manager and who needs to be updated and upgraded with the new trends, practices and experiences

in research management and further enhance his / her knowledge, skills & managerial leadership.



## WHAT IS THE MODE OF INSTRUCTION?

Basically the Certificate in Agricultural Research Management (CARM) program employs online and modular education. Using interactive and self-paced modules, the students are tasked to log-in on the website of the Open University. With this mode, the program promotes personalized, flexible, and convenient self-regulated learning. Tutorial lessons will be conducted monthly for about three hours per session. However, this may be disregarded if students are situated far from CLSU.

## WHAT ARE THE ADMISSION REQUIREMENTS?

Prospective enrollees should be college degree holders and computer literate. They must submit the following requirements to the Open University:

1. Fully accomplished application forms;
2. Original Transcript of Records;
3. Two identical 2"x2" colored pictures; and
4. Two letters of recommendation from current supervisors or former professors.

## WHAT ARE THE COURSE REQUIREMENTS?

The student has to satisfactorily complete the ten modules of the program, submit an agricultural research and development proposal and present a case analysis of an agricultural research agency in a plenary session or seminar.

The student should be able to finish the CARM within the 10-month period, and or complete the program within but not exceeding two (2) years.

## WHAT ARE THE LESSONS BEING OFFERED UNDER THE PROGRAM?

The lessons being offered for the CARM Program are:

- Lesson 1. Introduction to Agricultural Research Management
- Lesson 2. The Research Organization, Its Characteristics, Functions and Relations
- Lesson 3. The Research Support System: Its Components and Functions
- Lesson 4. Parameters and Indicators of Agricultural Research Organizations' Performance
- Lesson 5. Introduction to Research Project Plan Preparation
- Lesson 6. Preparing the Research Project Plan
- Lesson 7. Implementing the Research Project Plan
- Lesson 8. Technology Promotion and Commercialization
- Lesson 9. Presenting Technical Report
- Lesson 10. Case Analysis of an Agricultural Research Agency

Website: <http://www.openuni-clsu.edu.ph>

## SCHOOL FEES

Entrance Fee	P 200.00
Tuition Fee (P250/unit x 3 units)	750.00
Miscellaneous Fees	800.00
Registration	100
Library	250
Audio-Visual (150/hr x 2 hrs)	300
Charity	50
Insurance	100
Tutoring Fee	750.00
Development Fee	500.00
E-learning/Internet Fee	1,304.50
Instructional Material	385.00
Application Fee	50.00
ID Card	65.00
Administrative Cost (10% of all school fees)	

## WHO ARE THE PROFESSIONAL STAFF?

**FLOR AMOR B. MONTA, Ph. D.**  
Director, Open University

## YOUR COURSE TUTORS

**TEOTIMO M. AGANON**  
Ph.D. in Entomology  
University of the Philippines – Los Baños

**FE L. PORCIUNCULA**  
Ph.D. in Development Communications  
University of the Philippines – Los Baños

**GENARO M. TOLENTINO**  
MS in Crop Process Engineering, CLSU  
Diploma in R & D Management, UPOU

