



**MEMORANDUM ORDER**  
**No. 031, Series of 2013**

**TO** : ALL CONCERNED

**SUBJECT: POLICY ON COPYRIGHT REGISTRATION OF UNDERGRADUATE  
AND GRADUATE ACADEMIC WORKS**

**DATE** : JULY 18, 2013

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As approved in the 141st Regular Meeting of the Board of Regents held last July 1, 2013, you are hereby informed about and directed to observe the guidelines on copyrighting all academic works (theses, dissertations, feasibility studies, design prototypes, computer programs and softwares, audiovisual and cinematographic works, literary and creative works, etc.) submitted in partial fulfillment of undergraduate and graduate courses in the University.

This new university policy is in compliance with the Inter-Agency Task Force (IATF) Memorandum Circular No. 2012-01 and the CHED Memorandum Order No. 35 Series of 2012 pertaining to the Supplemental Implementing Guidelines on Cascading Performance Targets of State Universities and Colleges in line with Executive Order No. 80 Series of 2012, which stipulate the quantity of patented and copyrighted research outputs as one of the SUCs performance indicators.

To be credited as part of PUP's performance, these works must be submitted to the National Library of the Philippines (NLP) or the Intellectual Property Office of the Philippines (IPOPHL) with the Polytechnic University of the Philippines as copyright co-owner. This policy shall also ensure that the intellectual property rights of the students, faculty and other members of the academic community are duly protected especially for works that have potential for patents and commercialization.

For monitoring and recording purposes, the Office of the Vice President for Research, Extension, Planning and Development (OVPREPD) shall facilitate the said application for copyright registration. Please coordinate with the following officials for the details of the application requirements and procedures:

1. Innovation and Technology Support Office (ITSO) Chief Ofelia Villamor, room S-423, for engineering, sciences, and information technology paper works;
2. Intellectual Property and Commercialization Office (IPCO) Chief Elmer G. De Jose, room S-424, for written works in the fields of business, education, arts, languages, humanities, social sciences, and others.

Attached is the Procedure for Copyright Application through ITSO and/or IPCO for your guidance.

For strict compliance.



**EMANUEL C. DE GUZMAN, PhD**  
*President*