This **Commitment Form (the “Agreement”)** is made and effective on[DATE] at the Normal University, Taft Avenue Manila, Philippines.

 **BETWEEN:** **[Author(s) Name]** (the “Author(s)”), a person or group of research journal writers existing under the laws of the State, with its affiliation, **[SCHOOL/INSTITUTION]** located at:

 [COMPLETE ADDRESS]

**AND:** **Philippine Normal University – Publications Office** (the “Publisher”), a corporation organized and existing under the laws of the State, with its office located at:

 Room 302, Pedro T. Orata Hall

 Taft Avenue, Manila, 1000 Philippines

WHEREAS, the parties agree to certain terms on services to be performed by the Author for the Publisher;

THEREFORE, for and in consideration of the foregoing and the stipulations herein set forth, the parties hereby agree on the following:

**I. TERMS:**

The **Commitment Form** is to serve as Author’s written authorization to perform services for the Publisher for the article entitled, ***[article title]***. Author’s signature also indicates understanding of terms and liability to the Publisher for said services.

**II. DESCRIPTION OF SERVICES:**

1. The article writing and revision should be completed within the period allotted, unless otherwise an agreement between the Author(s) and the Publisher is made to consider an extension.
2. The **Author(s)** is/are accountable for the completion of the journal article within the approved period.
3. The **Author(s)** is/are expected to submit any of the following for research popularization (Please refer to PNU SINAG Guidelines) after their articles are published:
4. Three- to five-minute video presentation of the research or publication
5. Infographics
6. Short Facebook article on the publication with corresponding image
7. Social Media Graphics on the quotable quotes on a researc
8. At the end of the allotted time frame, a progress report should be submitted to the Director of the Publications Office (PNU-PO) in the prescribed format. The reports should include tracking forms for monitoring the progress of the journal writing.
9. In the event the **Author(s)** fail(s) to complete the writing process within the approved timeframe as a result of circumstances beyond his/her control, an extension is only allowed upon the approval of the Director.
10. If the **Author(s)** still fail(s) to complete the project after the extension period, or has not responded to the correspondence of the Publisher, he/she and the institution he/she is affiliated to will not be allowed to submit any of his/her manuscripts for consideration in the succeeding year. The affiliated school/institution for which the author belongs to will also be notified regarding the failure of completion.

**IN WITNESS WHEREOF**, the parties hereto have signed this Contract this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Year) in the City of Manila.

Author’s Name (Typed) Author’s Signature Contact Number Date

1.

2.

**Marie Paz E. Morales, PhD.**

Editor-in-Chief