



PHILIPPINES 2000



Administrative Order No. 10
Series of 2006

**Subject : Policy Guidelines for Conduct of Studies/
Research in DSWD Offices, Centers & Institutions**

I. Rationale

The DSWD, including its Centers and Institutions is a rich but virtually untapped source of information and learning about social care, social protection and social development in the Philippines. Given that and the mandate of the DSWD to provide leadership in social welfare and development which rightly includes cooperating and sharing our knowledge and experience in these fields with others who are interested, and in order to facilitate and systematize the implementation of activities related to these, the following guidelines are hereby issued for the use of all concerned.

II. Legal Basis

Executive Order 221 series of 2003 which amended EO 15 s. 1998 mandated the Department to provide assistance to LGUs, NGOs, other NGAs, POs and members of civil society in effectively implementing programs, projects and services through consultative services and development of programs and quality assurance measures.

Executive Order 15 series of 1998 also known as the "Redirecting the Functions and Operations of the Department of Social Welfare and Development" mandates the Department to undertake researches and studies and adopt policies to ensure the effective implementation of public and private social welfare and development programs.

Department Order 20 series of 1998 also known as the "Guidelines in the Implementation of the Student Training Program" mandates DSWD to provide undergraduate and graduate students with learning opportunities through field study or research to improve the agency's policies and programs.

III. Objectives

1. To provide students and researchers opportunities to learn more about the DSWD and its operations and access to its data and facilities for purposes of research and education.
2. To provide the DSWD with opportunities to share its data and facilities for purposes of research and education and to provide the DSWD with opportunities to learn more about itself for purposes of improving its delivery of services.

IV. Operational Guidelines

1. Students and researchers and other persons or groups desiring to obtain data and/or observe at the DSWD including its Central Office, Regional Offices, Centers and Institutions and all other facilities owned and operated by the Department shall submit a written request and a research protocol as appropriate, to the DSWD Secretary for the specific activity that is to be undertaken. The request must be submitted at least 1 month before the projected start of the activity. Requests for student researches must be accompanied by an endorsement from the research adviser or any other appropriate official of the school/agency where the student/researcher is enrolled/working.
2. The request and/or the research protocol must contain the following information:
 - 2.1 Personal Data of the Principal Investigator as well as other investigators, including their contact numbers (address of residence; office address; home and office phone numbers, mobile phone numbers)
 - 2.2 Purpose of the Study
 - 2.3 Data to be obtained, places to be visited, time to be spent in the places to be visited, methods to be used in obtaining the data. Copies of all study forms or questionnaires to be used must also be submitted.
 - 2.4 Plan of analysis and utilization of the data
 - 2.5 Projected output of the activity (e.g., research paper) and estimated time during which the output is expected.

3. If written documents, audio-visual presentations or oral presentations are produced out of the activity, the author must give attribution and appropriate credit to the DSWD as the source of the data.
4. A Terminal Report on the study/research conducted must be submitted to the DSWD (Office of the Secretary) within one month after the conclusion of the study. Said report must include the data generated, analysis of the data and recommendations.

A copy of any and all of the outputs of the study must be submitted to the DSWD (Office of the Secretary) within one month after accomplishment of the particular written documents, audio-visual presentations, etc.

5. The right to privacy of all persons involved is to be respected and informed consent (oral or written and witnessed) must be obtained as appropriate and the researchers and study personnel must observe proper decorum and comply with office policies in the conduct of their activities.
6. In no instance must the Department or any of its personnel be put in a derogatory situation without giving the Department or its personnel a chance to rebut the unfavorable observation.
7. No documents or other materials of DSWD and its clients may be brought out of the DSWD premises without the express written permission of the Head of the office or center concerned. A record must be made of such and a time to return the document or material must be indicated.
8. The DSWD and its personnel shall not be liable for any personal or material harm that may result from the conduct of the study or its output.
9. Non-compliance with any of the above-mentioned agreements/commitments would result in the blacklisting of students/researchers. A report indicating said blacklisting and the reason for such will be forwarded to the Head of the School/Office, and the research adviser or the researcher's supervisor and head of agency where the student is enrolled or working.
10. The DSWD Secretary reserves the right to revoke permission to conduct the research activity at any time and to waive any and all the provisions contain in the guidelines when the need arises.

V. Effectivity

This Order takes effect immediately and revokes all previous orders contrary hereto.

Issued in Quezon City, this 17th day of November 2006.


ESPERANZA I. CABRAL
Secretary





DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Batasan Pampansa Complex, Constitution Hills, Quezon City
Research Request Form

Family Name	Given Name	Middle Name	School/Company
Home Address		Telephone	Fax
		E-mail	
Office/School Address	Telephone	Fax	

PROPOSED RESEARCH PROJECT

Title of Research Project

Outline of Research Project

Places to be Visited

Date and Time of Visit

I have read the DSWD guidelines and I hereby agree to the terms of research indicated thereat.

Printed Name and Signature
Researcher

Printed Name and Signature
Researcher's Adviser/Supervisor

Approved

Disapproved

ESPERANZA I. CABRAL
Secretary