



Administrative Order No. 04
Series of 2007

**Subject : Amendment to Administrative Order No. 10,
Series of 2006, Re Policy Guidelines for the
Conduct of Studies/Researches in DSWD
Offices, Centers and Institutions**

With the intention to sustain the effort of the Department in setting up and strengthening policy guidelines germane to the conduct of studies/researches at DSWD Offices, Centers and Institutions, as well as in facilitating appropriate actions, the following provisions are hereby instituted as addendum to, thereby, amending Administrative Order No. 10, series of 2006.

IV. Operational Guidelines

- 2.6 A detailed research protocol (containing the general and/or specific objectives, statement of the problem, background/significance of the study, scope and de/limitation and methodology), must be submitted with the prescribed research request form

V. Institutional Arrangement

1. All research proposals of students/researchers should be submitted directly to the Policy Development and Planning Bureau (PDPB). In this connection, the PDPB shall be responsible in carrying out the following actions, prior to the approval of the Secretary:
 - 1.1 Review and assessment, utilizing the required information to be supplied by students/researchers as explicitly indicated in Item No. 2 (and its sub-items) of the Operational Guidelines delineated in Administrative Order No. 10 and in this amendment
 - 1.2 Preparation of the recommendation for the Secretary's consideration/approval, using the checklist of requirements as guide

It is worthy to note that the recommendation should primarily be anchored on or relevant to the current efforts of the Department in formulating new and improving existing social welfare and development policies, programs and services.

Following the approval of the Secretary with regard to the proposed conduct of research activities, the PDPB shall furthermore carry out the following actions:

- 1.3 Preparation of endorsements on approved research activities to the Field Offices concerned
 - 1.4 Consolidation of reports from the Field Offices apropos the inventory of research activity proposals approved and undertaken, every semester of the year
2. In case research proposals have been submitted by students/researchers to the Field Offices (FOs), the Planning Unit consequently shall be responsible in carrying out the following actions:
- 2.1 Review and assessment, utilizing the required information to be supplied by students/researchers as explicitly indicated in Item No. 2 (and its sub-items) of the Operational Guidelines delineated in Administrative Order No. 10 and in this amendment
 - 2.2 Preparation of the recommendation using the checklist of requirements as guide, and corresponding endorsement of the research activity proposals to the Central Office for consideration/approval of the Secretary

Following the approval of the Secretary on the proposed conduct of research activities which will be transmitted to the Field Offices, the Planning Unit shall, furthermore, carry out the following actions:

- 2.3 Preparation of endorsement on approved research activities to and coordination with the appropriate centers and institutions or other facilities of the Department at the respective regions
- 2.4 Endorsement of Terminal Reports submitted by students and other researchers to the Office of the Secretary at the Central Office
- 2.5 Preparation of the inventory of research activity proposals approved and undertaken, every semester of the year

3. The PDPB at the CO and the Planning Unit at the FOs, shall also be responsible in monitoring compliance of researchers/students to the Operational Guidelines, ensuring among others, the submission of a terminal report following the completion of the research/study and the fulfillment of research instruments and methods.
4. In case certain requests to undertake researches/studies are not recommended for approval, researchers/students may seek advice from the PDPB at the CO or from the Planning Unit at the FOs so that research instruments, methods and/or other salient areas can be redesigned/revised as appropriate, in order to comply with *de rigueur* conditions set by the Department.

Accordingly, the students/researchers can be provided with the opportunity to resubmit research activity proposals for further consideration.

5. The FOs shall submit reports to the PDPB every semester of each year regarding the inventory of researches/studies conducted, whose reporting form shall comprise the following information: titles of researches, proponents, methods employed and instruments used (i.e. interview, survey or other forms of tests undertaken with respondents or samples of the study using questionnaires), date of completion and remarks (to indicate compliance to the provisions of AO No. 10, specifically indicating the status on the submission of the terminal report).

VI. Effectivity

This Order takes effect immediately and supplements/amends the previous Order pertinent hereto.

Issued in Quezon City, this 27th day of February 2007.


DR. ESPERANZA I. CABRAL
Secretary

Annex: Checklist of Requirements

**CHECKLIST OF REQUIREMENTS
RE: REVIEW/ASSESSMENT OF PROPOSED RESEARCH ACTIVITIES**

REQUIREMENTS	ADEQUATE INFORMATION	INADEQUATE INFORMATION	REMARKS
Research Request Form			
1. Personal Data			
2. Outline of the Research			
2.1 Purpose of the study			
2.2 Data to be obtained			
2.3 Methods/instruments to be used in obtaining the data			
2.4 Plan of analysis			
2.5 Utilization of the study			
2.6 Projected output			
2.7 Estimated time on the completion of the output			
3. Other Information Needed			
3.1 Places to be visited			
3.2 Time to be spent in the places to be visited			
3.3 Rate of visit			
Other Documents			
1. Written request			
2. Endorsement from the research adviser or any other appropriate official of the school/agency			
3. Interview and/or survey questionnaires			

Recommendation:
