



Republic of the Philippines
Department of Social Welfare and Development

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DEPT. OF SOCIAL WELFARE & DEVT
IBP ROAD, CONSTITUTION HILLS, Q.C.

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Administrative Order No. 19
Series of 2011

LEGAL SERVICE

RECEIVED BY: _____

**Subject: Policy Guidelines on the Conduct of Research Studies in
DSWD Offices, Centers and Institutions Amending,
Administrative Order No. 10, Series of 2006 and Administrative
Order No. 4, Series of 2007**

1. Rationale

The Department of Social Welfare and Development (DSWD), including the Central Office, Field Offices and its Centers and Institutions, is a rich source of information and a good facility to learn about various social protection efforts and approaches in the Philippines. Given the Department's thrust to provide leadership in this field and its mandate to assist local government units, non-government organizations, other national government agencies and civil society groups, it becomes our responsibility to share experiences and expertise to those who are interested to conduct research studies and gain better understanding of issues and concerns and best practices along social protection.

Strengthening the Department's research functions and utilization of completed research studies conducted by and within the Department is an essential component of pushing the DSWD Reform Agenda forward. It was identified as one of the approaches to engage and lead the sector in establishing strategic and results-oriented policies as stipulated under Reform Area 1 (MC No. 5, Series of 2010). This was also based on an internal assessment that revealed an outdated and unreliable database, lack of a well-defined monitoring and evaluation system, and gaps in the implementation of social welfare and development (SWD) programs, among others. With the crafting of Memorandum Circular No. 11, Series of 2009, also known as the DSWD 5-Year Research Agenda, the Department strives for more formidable efforts and initiatives along research that shall also encompass the need to provide faster and better social protection programs, the need to introduce financial reforms and the need to improve delivery systems and capacities within the Department.

All these developments, therefore, necessitate an enhanced and improved Policy Guidelines on the Conduct of Research Studies in the Department that will not only address current issues and gaps on *scope, procedures and blacklisting policies*, but will also ensure that completed research studies are of high quality and can be translated to evidence-based policies and programs. Further, the approving authority on the conduct of research study is dependent on the subject and scope of the research studies. This emanates from the reason that DSWD Field Offices are more accessible to the needs of researchers and given that they have the overseeing function over DSWD facilities within the region, respectively. Clearly, maximum opportunity of learning is the atmosphere that this policy invokes.

2. Legal Bases

These guidelines are hereby promulgated based on the following legal mandates:

- 2.1 Executive Order 221 Series of 2003, which amended EO 15, s. 1998 that mandates the Department to provide assistance to LGUs, NGOs, other NGAs, POs and other members of civil society in implementing social welfare and development programs through technical assistance and monitoring of quality assurance measures/standards in the management of social welfare and development programs, offices and facilities.
- 2.2 Executive Order 15 series of 1998 entitled “Redirecting the Functions and Operations of the Department of Social Welfare and Development” that 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.
- 2.3 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.
- 2.4 Memorandum Circular No. 11, series of 2009 also known as the “Department of Social Welfare and Department Five-Year Research Agenda” serves as the Department’s guide in its research efforts and initiatives. This was crafted to ensure that studies are addressing current and emerging needs and concerns of the vulnerable and disadvantaged sectors of our society.

3. Coverage and Applicability

These guidelines cover and apply only to the following:

- 3.1 Both external researchers and those employed by the Department taking up Undergraduate and Post-Graduate studies, where external researchers include students who are conducting studies for academic purposes, other government agencies, local and international organizations or research institutions, and other independent researchers.
- 3.2 Above-mentioned researchers seeking to acquire primary data from DSWD staff at the Central and Field Office, DSWD clients currently at its Centers/Institutions, and beneficiaries of past and on-going DSWD programs, projects and services, wherein their main subject of research study involves DSWD as an organization.

4. Objectives

These guidelines intend to:

- 4.1 Provide maximum opportunities for learning without compromising any of the Department's staff, clients and beneficiaries.
- 4.2 Guide researchers in undertaking research study concerned with the Department, and serve as guide for the Department's personnel in accommodating researchers
- 4.3 Define the role of the Central Office and Field Offices in processing research proposals/request

5. General Policies

To ensure the effective implementation of this guideline, the following policies shall be observed to govern all requests to conduct research studies within DSWD:

- 5.1 Researchers and other persons or groups desiring to obtain primary data from DSWD staff at the Central and/or Field Office, clients at its Centers/Institutions, and beneficiaries of past and on-going DSWD programs, projects and services, shall submit a written request and a detailed research proposal addressed to the following:
 - 5.1.1 Regional Directors for Thesis and Research Studies in the Undergraduate and Graduate Level, in accordance with the researcher's target center/institution, project beneficiary/beneficiaries or employee/s at least two (2) weeks before the projected start of the data gathering activity;
 - 5.1.2 DSWD Secretary for research studies proposed by: a) student researchers conducting Doctoral Dissertations and whose target respondents involve more than one region, b) other Government Agencies, and c) Local and International Organizations or Research Institutions, at least one (1) month before the projected start of data gathering activity.
- 5.2 The Department reserves the right to disapprove research proposals by any proponent. However, the latter may seek advice from the Policy Development and Planning Bureau (PDPB) at the Central Office or from the Planning Unit at the Field Office, whichever is applicable, so that salient areas can be redesigned or revised as appropriate when requests are not recommended for approval. Accordingly, the researchers can be provided with the opportunity to resubmit research activity proposals for further consideration.
- 5.3 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. A Research Report (printed and electronic copy) on the research study conducted must be submitted to the DSWD within one month after the conclusion of the research study.

- 5.4 The right to privacy of all persons involved is to be respected. Informed consent (oral, written and witnessed) must be obtained as appropriate. The researchers must observe proper decorum and comply with office policies in the conduct of their activities.
- 5.5 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 refute the unfavorable observation.
- 5.6 No documents or other materials of DSWD and its clients, currently in its centers and institution, may be brought out of the DSWD premises without prior approval from the Director/Head of Office/ respondents.
- 5.7 The DSWD and its personnel shall not be liable for any personal or material harm that may result from the conduct of the research study or its output.
- 5.8 The official who approved the research request (as stipulated in Item No. 5.1 above) reserves the right to revoke permission to conduct the research activity at any time and to waive any and all the provisions contained in the guidelines when the best interest of the respondents were compromised and in circumstances where DSWD policies have been violated.
- 5.9 Non-compliance with any of the agreements/commitments within these guidelines would result in the blacklisting of the researcher and the Department of the College/University/Organization where the researcher is enrolled or working.
- 5.10 Completed research studies may be published in the Department's SWD journal and disseminated through DSWD-initiated SWD fora with consent from the concerned author/s.
- 5.11 Requests for the following need not go through the protocol and may be approved and provided by submitting a letter of request addressed to the head of the concerned office, bureau, service or unit:
 - 5.11.1 Secondary data (statistics, reference materials, etc.) from any of the offices, bureaus, services and units within the Department except for case files of clients in centers and institution for confidential reasons.
 - 5.11.2 Observations and/or photo/video shoots at DSWD premises.
 - 5.11.3 Conduct of surveys/interviews with DSWD employees about themes that do not concern the Department or not related to the Department's operations.
 - 5.11.4 Briefing/orientation sessions by key focal persons in the Central Office or Field Office.

6. Definition of Terms

- 6.1 **Research study** - any original and systematic investigation undertaken in order to increase knowledge and understanding and establish facts and principles. It usually consists of information acquired from primary research backed up by related literature. Recommendations are crafted from a thorough analysis of the obtained data.
- 6.2 **Primary data** - "original data" that did not exist before. These are collected through the conduct of field work usually in the form of face-to-face interviews, survey questionnaires and focused group discussions.
- 6.3 **Secondary data** – data that has already been collected by and readily available from other sources.
- 6.4 **Research Report** – an account or description, in the form of a written document or an audio-visual presentation, of the research study's findings based on the conduct of data-gathering activities and recommendations based on these. It shall also include relevant information congruent to the research proposal such as the study's objectives, scope/delimitation, rationale and related literature.
- 6.5 **Briefing / Orientation Sessions** – meetings conducted by staff to researchers interested to know about the Department or its specific policies, programs, projects and services.
- 6.6 **Exit Conference** – meetings conducted by DSWD to discuss initial findings of the researcher and clarify any issue or misunderstanding related to the conduct of data-gathering activities.
- 6.7 **Data-Gathering** – involves a process of preparing and collecting data in the pursuit of obtaining information regarding a specific topic; methodologies for data-gathering include the conduct of interviews, surveys, observation, focus group discussions and records review

7. Implementing Procedures

- 7.1 Researchers and other persons or groups desiring to conduct research studies within the Department must submit the following:
 - 7.1.1 A written letter of request, noted by their adviser/professor/supervisor, with the proponent's name, profession (whether student or employed), school or organization he/she is representing and the research study's objectives. Students should include their course, year level and subject requiring the research study in the written letter of request.
 - 7.1.2 A detailed research proposal containing the background of the research study, general and/or specific objectives, review of related literature, methodology and research instruments;

- 7.1.3 A research request form that contains the personal data of all proponents involved including their contact numbers, school or organization that the proponent is representing, brief background of the research study, places to be visited, target respondents and tentative dates of visit, and, if applicable, student's year level, course, and subject requiring the research study (**See Annex A-1**). It also includes a *Terms and Conditions* (**See Annex A-2**) to be signed by the proponent/s, his/her research adviser (professor or direct supervisor) and the Chairperson of the Department requiring the conduct of the research study or the Head of the organization that the proponent is representing.
- 7.2 For research requests addressed to the DSWD Secretary, the PDPB shall review and assess the relevance of the research study to the Department's mandate, the feasibility of its proposed research design and appropriateness of its research instruments, utilizing the requirements submitted by the researcher. Research requests addressed to the Regional Directors, on the other hand, shall be reviewed and assessed by the Field Office-Planning Unit.
- 7.3 If revisions should be made, appropriate offices (as stipulated in Item No. 7.2 above) shall coordinate directly with the researcher. Otherwise, recommendations may be prepared for endorsement to the Secretary or Regional Director, whichever is applicable. (**See Annex B**)
- 7.4 Research requests, with complete and final requirements, must be submitted to the DSWD Secretary within five (5) working days upon receipt of the request by PDPB unless further revisions need to be made by the proponent. For the Field Office - Planning Unit, requests must be endorsed to the Regional Director within five (5) working days.
- 7.5 Once research requests have been approved, appropriate offices (as stipulated in Item No. 7.2 above) shall inform the researcher and shall arrange for the conduct of data-gathering activities.
- 7.6 The PDPB shall endorse the approved requests to the concerned Regional Directors through the Field Office - Planning Unit where identified respondents are Field Office staff, clients from centers/institutions or communities benefiting from DSWD's projects, programs and services. The Field Office- Planning Unit shall, in turn, coordinate with the appropriate Centers/Institutions or Units within the Field Office;
- 7.7 One week after the completion of data-gathering activities, an exit conference shall be conducted at the approving office (as stipulated in Item No. 7.1 above) or the Field Office where the research request was endorsed to, to be participated in by the researcher/s and other DSWD staff involved in the conduct of data-gathering activities.
- 7.8 The completed research studies are used by the DSWD staff/employees, students, proponents and other concerned individual for the following purposes:

- 7.8.1 References for further research study, policy development and program development.
 - 7.8.2 Basis for recommendations that require immediate action.
 - 7.8.3 Basis for advocacy on the mandate of the Department
- 7.9 Blacklisted researchers and College Departments/Organizations shall be sent letters of communication to inform them of such action and reasons for doing so. This shall be sent by the approving office to the Department of the College/University/Organization where the researcher is enrolled or working within five (5) working days after the expected timeline of submission to DSWD of the completed research report (within one month after conclusion of the research study);
- 7.10 If the blacklisting ensued because of the researcher's failure to submit a research report, subsequent submission of the said research report can revoke said blacklisting of researcher and the Department of the College/University/Organization where the researcher is enrolled or working.

8. Institutional Arrangement

8.1 Central Office

8.1.1 Policy Development and Planning Bureau (PDPB)

- 8.1.1.1 Review and assess the research request, in consultation with the concerned field offices, before preparing the recommendation for the DSWD Secretary's approval within five (5) working days upon receipt;
- 8.1.1.2 Coordinate with the researcher in cases where relevant revisions need to be made and/or when the research request has been approved within five (5) working days upon receipt;
- 8.1.1.3 Prepare endorsements on approved research activities to the appropriate Field Office or Office/Bureau/Service/Unit within the Central Office and coordinate closely with them for updates or feedbacks.
- 8.1.1.4 Coordinate with the researcher to inform him/her of the approval or disapproval of his/her research study within three days upon receipt of Secretary's decision;
- 8.1.1.5 Arrange for an exit conference with the researcher and other involved DSWD staff after the data gathering have been conducted;
- 8.1.1.6 Coordinate with the researcher for the submission of research reports for review of the concerned DSWD authorities/ research staff;
- 8.1.1.7 Forward all printed copies of completed research reports to the DSWD Library in the Central Office and send electronic copies to the Social Welfare and Institutional Development Bureau for their reference;

- 8.1.1.8 Prepare an Inventory of Research Proposals Approved and Undertaken (See Annex C-1), an Inventory of Completed Researches (See Annex C-2) and a List of Blacklisted Researchers/Institutions (See Annex B-3) consolidating reports from the Field Offices and its own inventories semi-annually;
- 8.1.1.9 Prepare letters of communication to blacklisted researchers and Departments of the College/University requiring the conduct of the research study or to organizations where the researcher is enrolled or working (See Annexes D-1 and D-2);
- 8.1.1.10 Identify completed research studies that may be published in the Department's Social Welfare and Development Journal and may be disseminated through a Social Welfare and Development Forum.

8.1.2 Other Offices/Bureaus/Services/Units Pertinent to the Research

- 8.1.2.1 Forward all research requests received by their office covered by these guidelines to the PDPB;
- 8.1.2.2 Assist the researcher in matters related to the conduct of data-gathering activities with their staff;
- 8.1.2.3 Submit feedback reports to the PDPB after the conduct of data-gathering activities in their office for the latter's proper monitoring in cases where research requests were approved by the DSWD Secretary;
- 8.1.2.4 Participate in exit conferences where their office was involved in the conduct of data-gathering activities.

8.2 Field Office

8.2.1 Planning Unit

- 8.2.1.1 Review and assess the research request before preparing the recommendation for the Regional Director's approval within five (5) working days upon receipt, in consultation with the concerned Centers/Institutions or units within the Field Office;
- 8.2.1.2 Coordinate with the researcher in cases where relevant revisions need to be made and/or when the research request has been approved within five (5) working days upon receipt;
- 8.2.1.3 Prepare endorsements on approved research activities to the appropriate Centers/Institutions or units within the Field Office and coordinate closely with them for updates and feedbacks;

- 8.2.1.4 Coordinate with the researcher to inform him/her of the approval or disapproval of his/her research study within three days upon receipt of Secretary's decision;
- 8.2.1.5 Submit feedback reports to the PDPB for the latter's proper monitoring in cases where research requests were approved by the DSWD Secretary;
- 8.2.1.6 Arrange for an exit conference with the researcher and other involved DSWD staff after the data-gathering have been conducted;
- 8.2.1.7 Coordinate with the researcher for the submission of Research Reports for their review;
- 8.2.1.8 Forward a copy of completed research reports to concerned Centers/Institutions for their reference and electronic copies to the Policy Development and Planning Bureau at the Central Office;
- 8.2.1.9 Regularly update the Inventory of Research Proposals Approved and Undertaken (See Annex C-1), the Inventory of Completed Researches (See Annex C-2) as reviewed by the Planning Unit and the List of Blacklisted Researchers/Institutions (See Annex C-3) for submission to the PDPB five (5) working days after each semester;
- 8.2.1.10 Prepare letters of communication to blacklisted researchers and Departments of the College/University/Organization where the researcher is enrolled or working (See Annexes D-1 and D-2).
- 8.2.1.11 Identify completed research studies that may be published in the Department's Social Welfare and Development Journal and may be disseminated through a Social Welfare and Development Forum

8.2.2 Other Units within the Field Office Pertinent to the Research

- 8.2.2.1 Forward all research requests received by their office covered by these guidelines to the Planning Unit;
- 8.2.2.2 Assist the researcher in matters related to the conduct of data-gathering activities with their staff;
- 8.2.2.3 Submit feedback reports to the Field Office - Planning Unit after the conduct of data-gathering activities in their office or with their project beneficiaries for the latter's proper monitoring;
- 8.2.2.4 Participate in exit conferences where their office was involved in the conduct of data-gathering activities.

8.2.3 Centers/Institutions Pertinent to the Research

- 8.2.3.1 Assist the researcher in matters related to the research study including, but are not limited to, coordinating with the researcher for the schedule of data-gathering activities in their Center/Institution, conducting an orientation with the researcher regarding the Rules and Regulations within their Center/Institution, and supervising the researcher/s during the actual conduct of data-gathering.
- 8.2.3.2 Submit feedback reports to their respective Field Offices regarding the conduct of data-gathering activities in their Centers/Institutions;
- 8.2.3.3 Participate in exit conferences where their facility was involved in the conduct of data-gathering activities.

9. Effectivity

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

Issued in Quezon City, this 14th day of September 2011.


CORAZON JULIANO SOLIMAN
Secretary

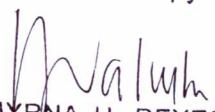
Annex A-1 Research Request Form
Annex A-2 Terms and Conditions

Annex B Sample Recommendation Form

Annex C-1 Inventory of Research Proposals Approved/Undertaken
Annex C-2 Inventory of Completed Research Studies
Annex C-3 List of Blacklisted Researchers/Institutions

Annex D-1 Pro-Forma Letter for Follow-up of Research Reports
Annex D-2 Pro-Forma Letter for Blacklisted Researchers/Institutions

Annex E Workflow Chart for Research Requests Received by DSWD

Certified Copy:

MYRNA H. REYES
Officer In-Charge
Records Unit

ANNEX A-1



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
Course and Year Level		Course/Subject and College/Department Requiring the Conduct of Study	
PROPOSED RESEARCH PROJECT			
Title of Research Project			
Target Repondents			
Background of the Research Project			
Places to be Visited		Date and Time of Visit	
<p>We have read the TERMS AND CONDITIONS printed at the back of this Form as set in Administrative Order No. ____, Series of 2011, and hereby agree on and guarantee compliance thereof.</p>			
_____ Printed Name and Signature Researcher		_____ Printed Name and Signature Researcher's Adviser/Supervisor	
_____ Printed Name and Signature Department Chairperson / Head of Organization			
<input type="checkbox"/> Approved			
<input type="checkbox"/> Disapproved			
_____ Regional Director / Undersecretary for PPG / Department Secretary			

ANNEX A-2
ADMINISTRATIVE ORDER (AO) No. _____, SERIES OF 2011
Revised Policy Guidelines for the Conduct of Research Studies
in DSWD Offices, Centers and Institutions

TERMS AND CONDITIONS

Hereunder are the terms and conditions to be agreed upon and complied with by students' and' other researchers who intend to conduct studies/researches in the DSWD offices, centers and institutions:

Prior to the Conduct of the Study

- I. To submit a formal request to the Office of the Secretary or the Undersecretary for Policy and Programs at the DSWD Central Office or to the Regional Director at the DSWD Field Office with an endorsement from the research adviser, supporting the same request;
- II. To fill out the Research Request Form (with these terms and conditions printed at the backside);
- III. To submit initial chapters of the manuscript of the study detailing its background, statement of the problem, objectives and significance of the study, theoretical and/or conceptual frameworks (if any), review of related literature (foreign and/or local) and research methodology or design (sampling technique, procedures, samples, size and site); and
- IV. To submit copies of the research instruments *e.g.* survey or interview questionnaires, observation or test guides, *etc.*

The documents indicated above will be used in the review/assessment of the research study and its significance, before it can be recommended for approval by the DSWD Secretary/Undersecretary for Policy and Programs/Regional Director using the criteria set.

During the Conduct of the Study using Relevant Data-Gathering Methods/Procedures

- I. To respect the right to privacy of all persons involved (*i.e.* respondents or samples of the research study) and obtain informed consent as appropriate;
- II. To observe proper decorum and comply with the policies of the office, center or institution where the study is being conducted;
- III. To ask permission from the head of office, center or institution before reading-through, borrowing or bringing out documents or other materials; and
- IV. To take full responsibility for any personal or material harm or loss resulting from the conduct of the study while within DSWD premises.

The DSWD Secretary/Undersecretary for Policy and Programs/Regional Director reserves the right to revoke permission to conduct the research study at any time and to waive any or all the provisions set in AO. No. _____, when need arises.

After the Conduct of the Study and Upon Completion of its Manuscript

- I. To avert from putting the Department or its personnel in any derogatory situation without affording the chance to refute any unfavorable observation;
- II. To give attribution or appropriate credit to the DSWD as the source of the data if written documents, audio visual or oral presentations are produced;
- III. To participate in an exit conference arranged by DSWD to discuss initial findings from the conduct of data-gathering activities;
- IV. To submit the research report (printed and electronic copy) consisting of information on the data generated, data analysis, findings or conclusion and recommendations within one month after the conclusion of the study.

I hereby agree to all the aforesaid terms and conditions and guarantee compliance thereof, otherwise, I shall be blacklisted including the college or department of the university/school requiring the research project or the agency/organization/institution I am connected with. Moreover, I hereby authorize the DSWD to publish the results of my study in its official journal - the Social Welfare and Development Journal and its possible dissemination through DSWD SWD fora, with my advise.

Printed Name and Signature of Researcher

Printed Name and Signature of Research Adviser

Printed Name and Signature of Department Chairperson

SAMPLE RECOMMENDATION FORM AND CONTENT

MEMORANDUM FOR THE SECRETARY

FROM : **The Undersecretary/the Regional Director**
And **Head**, Policy and Programs Group/DSWD Field Office

SUBJECT : **Recommendation Re Study Entitled Philippine Development Issues and Their Implications to the Enhancement of the UPLB B.S. Development Communication Curriculum**

DATE : _____

We are in receipt of a letter from Hanzel Gapayao (enclosed herewith), requesting permission to conduct an interview on development issues/concerns for the completion of his undergraduate thesis in B.S. Development Communication.

Upon review of the students' initial thesis manuscript chapters (submitted along with other required documents), may we share some relevant information and our recommendation corresponding to the said request:

Proponent	Hanzel Gapayao
School	University of the Philippines-Los Baños (UPLB)
Title of the Study	Philippine Development Issues and Their Implications to the Enhancement of the UPLB B.S. Development Communication Curriculum
Relevant Information on the Study	
Objectives	<p>The study seeks to find out the contemporary development problems and issues of the country including current development concerns of the different sectors of society, which may yield vital basis for the following pertinent objectives:</p> <ul style="list-style-type: none"> • Identification of new issues and concerns that should be addressed by the UPLB B.S. Development Communication Curriculum; • Description of the current curriculum's nature in terms of scope, sequence, continuity, articulation and balance; and • Proposition for enhancements to the curriculum in terms of structure, coverage and depth.
Research Design	The study will employ a research design that is part qualitative and part quantitative. The qualitative data will be utilized to contextualize the environment of the curriculum while quantitative data will serve as categories or criteria to examine the same.
Sampling Technique, Sample, Size and Site	<ul style="list-style-type: none"> • The researcher will be using a purposive sampling technique and five (5) development agencies/organizations have been identified as first set of samples and sites <i>i.e.</i> World Vision Development Foundation, Inc., Food and Agricultural Organization, Department of Social Welfare and Development, National Economic and Development Authority and the United Nations Development Programme. Designated representatives of the said agencies/organizations will be the key informants of the study. • The second set of samples will involve instructors at the UPLB (as among the sites) regarding the B.S. Development Communication courses.

SAMPLE RECOMMENDATION FORM AND CONTENT

Relevant Information on the Study	
Instrument	The researcher has structured interview guides to collect the needed information/data. Particularly, the instrument for development agencies incorporates inquiries on issues addressed, sectors targeted, emerging issues, needs and problems of sectors being served and communication skills. As to the instrument for instructors at the UPLB, queries are on the subject of key development issues tackled in the development communication curriculum, skills which are taught via the course and other relevant academic concerns.
Procedures	<ul style="list-style-type: none"> • On the methodology of the study, there will be two phases for data collection. The 1st phase will involve development agencies/ organizations where key informant interviews, gathering of relevant data/studies and literature review will be undertaken. • The 2nd phase of the study will take on textual analysis. There will be a review on the current curriculum, curriculum reports and minutes of meetings of the curriculum committee. In addition to that, instructors at and members of the curriculum committee of the UPLB will be interviewed.
Data Analysis	<ul style="list-style-type: none"> • During the 1st phase of the study, insights and data collected by the researcher on the current development issues/concerns of the country will be recorded and categorized according to respective fields (agriculture, health, etc.). Key issues will be identified by means of screening for common/related issues submitted by the selected development agencies/organizations. By consolidating information from key informants from the said agencies/organizations, the development situation of the country can be drawn. Then, results will be analyzed descriptively and treated statistically through frequency counts and percentages. • In the 2nd phase of the study, the key issues gathered will be used as categories/criteria to crosscheck the coverage of the curriculum, more specifically in the courses included. Courses syllabi will be analyzed to determine if key issues from development agencies/organizations are covered or included. Finally, results will serve as basis for proposing enhancements to the B.S. Development Communication Curriculum of the UPLB.

Significantly, the study takes account of the social welfare and development (SWD) situation in the country. Any prospective/potential enhancement of the Development Communication Curriculum of the UPLB (in addition to the Social Work Curriculum) would be a fundamental input to the Department's effort of raising awareness on SWD issues/concerns via the academe.

Considering further that Mr. Gapayao complied with the research protocol requirements set by the Department, may we recommend approval of his request to conduct an interview with the designated official/staff of the Department.

For the Secretary's consideration.

(Undersecretary's Name/Regional Director' Name)

Enclosures

ANNEX C-1

INVENTORY OF RESEARCH PROPOSALS APPROVED AND UNDERTAKEN
 _____ Semester, CY _____

DSWD Field Office: _____

NO. (1)	TITLES OF RESEARCH STUDY/IES (2)	TYPE (3)	MAIN/SPECIFIC OBJECTIVES (4)	PROONENT/S (5)	SCHOOL/ ORGANIZATION (6)	SUBJECT & DEPARTMENT REQUIRING RESEARCH STUDY (7)	METHOD/S, INSTRUMENT/S AND SAMPLE/S OF THE RESEARCH STUDY (8)	PLACE OF RESEARCH STUDY (9)	DATE OF APPROVAL ON RESEARCH STUDY (10)	DATES OF DATA- GATHERING ACTIVITIES (11)	EXPECTED DATE OF COMPLETION (12)	REMARKS (13)
1												
2												
3												
4												

Prepared by:

Noted by:

Name and Signature of Focal Staff

Name and Signature of Regional Director/
Authorized Representative

Designation

Date

INVENTORY OF RESEARCH PROPOSALS APPROVED AND UNDERTAKEN

FILL UP INSTRUCTIONS

- Main Heading The title of the inventory.
- Sub-Heading 1 Indicate the period covered by the inventory e.g. 1st Semester, CY 2010.
- Sub-Heading 2 Indicate the DSWD Field Office that processed/facilitated request to conduct research-related activities e.g. FO X.
- Column 1 Numbering
- Column 2 Indicate the complete title of the research study.
- Column 3 Indicate the type of research study e.g. undergraduate thesis, graduate thesis or dissertation, or a corporate or independent study.
- Column 4 Indicate the main and/or specific objectives of the research study.
- Column 5 Indicate the names of all proponents or names of students or researchers.
- Column 6 Indicate the name of the school or organization e.g. University of the Philippines or International Labour Organization.
- Column 7 Indicate the subject requiring the conduct of research study and the school department attached to this e.g. Social Psychology, Dept. of Sociology
- Column 8 Indicate the method/s (e.g. focus group discussion, interview, survey, observation or test), instruments (e.g. survey or interview questionnaire or other existing tools) and sample of the study (e.g. female victims of intimate partner abuse).
- Column 9 Indicate the place/venue of the research/study e.g. Reception and Study Center for Children in Quezon City.
- Column 10 Indicate the date of the Secretary/Undersecretary/Regional Director's approval on the research study
- Column 11 Indicate the dates when the data-gathering activities started and ended
- Column 12 Indicate the date when research study is expected to be completed
- Column 13 Indicate any of the following: (a) if the study was not pursued; (b) if a research report was already submitted and when; and (c) if the study is still ongoing and its expected timeline of submission to DSWD of the completed research report.
- Portion for Signatories Indicate the name of the staff assigned to prepare the inventory and the Regional Director or the authorized representative, with signatures affixed.

ANNEX C-2

INVENTORY OF COMPLETED RESEARCHES REVIEWED BY THE FIELD OFFICE
 _____ Semester, CY _____

DSWD Field Office: _____

NO. (1)	TITLES OF RESEARCH STUDY/IES (2)	TYPE (3)	MAIN/SPECIFIC OBJECTIVES (4)	PROONENT/S (5)	SCHOOL/ ORGANIZATION (6)	SUBJECT & DEPARTMENT REQUIRING RESEARCH STUDY (7)	SUMMARY OF SIGNIFICANT FINDINGS/RESULT (8)	RECOMMENDATIONS (9)	REMARKS (10)
1									
2									
3									
4									

Prepared by:

Noted by:

Name and Signature of Focal Staff

Name and Signature of Regional Director/Authorized Representative

Designation

Date

INVENTORY OF COMPLETED RESEARCHES REVIEWED BY THE FIELD OFFICE

FILL UP INSTRUCTIONS

- Main Heading** The title of the inventory.
- Sub-Heading 1** Indicate the period covered by the inventory e.g. 1st Semester, CY 2007.
- Sub-Heading 2** Indicate the DSWD Field Office that processed/facilitated request to conduct research-related activities e.g. FO X.
- Column 1** Numbering.
- Column 2** Indicate the complete title of the research study.
- Column 3** Indicate the type of research study e.g. undergraduate thesis, graduate thesis or dissertation.
- Column 4** Indicate the main and/or specific objectives of the research study.
- Column 5** Indicate the names of all proponents or names of students or researchers.
- Column 6** Indicate the name of the school or organization e.g. University of the Philippines or International Labour Organization.
- Column 7** Indicate the subject requiring the conduct of research study and the school department attached to this e.g. Social Psychology, Dept. of Sociology
- Column 8** Include a summary of significant findings/result of the research study.
- Column 9** Include the general and/or specific recommendations of the student/researcher.
- Column 10** include feedback or actions taken by the Field Office regarding the research study
- Portion for Signatories** Indicate the name of the staff assigned to prepare the inventory and the Regional Director or the authorized representative, with their signatures.

ANNEX D-1

DSWD FIELD OFFICE ____/ POLICY DEVELOPMENT AND PLANNING BUREAU

July 2010

Dear _____:

We are writing you once more to follow up on the result of the data-gathering activities which you/your group conducted at/with (_____), in connection with your research project entitled, ("title of research project").

As stated in DSWD's Administrative Order No._____, Series of 2010, students and other researchers who conducted studies in our offices, centers and institutions must submit a Terminal Report (or a copy of the thesis manuscript) within one (1) month after completion. Failure to comply with that requirement would cause the blacklisting of the researcher/s involved and College/Department of the School/University that required the research project or the organization that the researcher is representing.

In case you/your group opt for the submission of a Terminal Report (in lieu of a copy of your thesis manuscript), it must consist of the following information:

- Data generated;
- Analysis of the data;
- Findings; and
- Recommendations.

Please submit the Terminal Report or a copy of the thesis manuscript to the Regional Office /Central Office located at_____.
For queries, please call _____ immediately upon receiving this letter.

Your/your group's prompt action on the matter will be most appreciated.

Very truly yours,

Regional Director / PDPB Director

ANNEX D-2

PRO FORMA FOLLOW UP LETTER TO COLLEGE DEANS/DEPARTMENT HEADS/SUPERVISORS

Date

The College Dean/Department Head/Supervisor
(name of university/school/organization)

Dear **Sir or Madam:**

We are writing you in connection with the implementation of Administrative Order No. ___ (enclosed herewith) entitled, "Policy Guidelines for the Conduct of Studies/Researches in DSWD Offices, Centers and Institutions", which was issued by the Department in 2011.

As indicated in the Operational Guidelines, No.4, "A Terminal Report (printed and electronic copy) on the research conducted must be submitted to the DSWD within one month after the conclusion of the study" and non-compliance of this requirement constitutes to a "blacklisting of the researcher and the Department of the College/University requiring the conduct of the study or the organization that the researcher is representing" as stated in No. 10.

In the ___ Semester of _____, some students/researchers from the (supply the name of the university/school/organization concerned) were granted consent to conduct _____ studies at DSWD _____ (indicate _____ the Center/Institution/Office/Bureau/Service/Unit/Community) but have yet to submit the aforementioned output to this office. Enclosed is a record of their names and other details for your ready reference.

Hence, starting (insert date), we regret to inform you that your student/employee and Department/Organization has been blacklisted from conducting further studies within the Department. Unless said output is submitted five working days upon receipt of this letter, future researchers from your school/ organization will not be allowed to conduct similar business with us.

Accordingly, may we request your assistance to make contact with the students/researchers concerned to act on the matter, the soonest time possible.

Thank you.

Very truly yours,

Regional Director / PDPB Director

Enclosure

DSWD Research Protocol Flowchart

