

RESEARCH REQUEST FORM

Instructions: Please fill out this form completely and legibly. Leave nothing blank. If something is not applicable, write "N/A." Tick appropriate boxes (). Do not abbreviate.

I. PERSONAL INFORMATION OF THE RESEARCHER		
Full Name (Last, Given, Middle)	Occupation/Course	Office/School
Home Address	Telephone No.	Email Address
Office/School Address	If Student:	
	Subject and Department Requiring Conduct of Study	Telephone No.
II. BACKGROUND OF THE RESEARCH PROJECT		
Title of Research	Target Date of Completion	
Research Objectives/Questions		
Data Collection Methods and Instruments		
Type of Request:		
1. Primary Data	Number and Name of Participant/s	
<input type="checkbox"/> 1.1. Interview with 4Ps Official/s <input type="checkbox"/> 1.2. Survey with 4Ps Staff <input type="checkbox"/> 1.3. Interview with 4Ps Clients and Beneficiaries <input type="checkbox"/> 1.4. Photo/Video/Observation of 4Ps Offices <input type="checkbox"/> 1.5. Others: _____		
	Date and Time of Visit	
2. Secondary Data	Data/Document Requested	
<input type="checkbox"/> 2.1. Administrative Data <input type="checkbox"/> 2.2. 4Ps Guidelines and Policies <input type="checkbox"/> 2.3. Official Reports and Documents <input type="checkbox"/> 2.4. 4Ps-Related Research Reports <input type="checkbox"/> 2.5. Others: _____		
III. ATTACHMENTS		
<input type="checkbox"/> Research Brief/Preliminary Chapters of Research Report <input type="checkbox"/> Written Letter of Request <input type="checkbox"/> Electronic Communication <input type="checkbox"/> Others: _____		
We have read the TERMS AND CONDITIONS printed at the back of this Form as set in Memorandum Circular No. 10, series of 2019 and hereby agree and guarantee compliance thereof.		
_____ Signature over Printed Name of Researcher	_____ Date	

DO NOT WRITE BELOW THIS LINE – FOR 4Ps USE ONLY

IV. RECOMMENDATION	
<input type="checkbox"/> For endorsement to other Divisions <input type="checkbox"/> For endorsement to other Bureaus/Offices <input type="checkbox"/> For endorsement to Field Office <input type="checkbox"/> Others: _____	Division/Bureau/Office/Field Office of Endorsement
<div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <div style="border-top: 1px solid black; width: 60%;"></div> <div style="border-top: 1px solid black; width: 20%;"></div> </div> <p style="text-align: center; margin-top: 5px;">Signature over Printed Name of Receiving Officer Date</p>	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<div style="border-top: 1px solid black; margin-bottom: 5px;"></div> <p>GEMMA B. GABUYA National Program Manager Pantawid Pamilyang Pilipino Program</p>

TERMS AND CONDITIONS

Hereunder are the terms and conditions to be agreed upon and complied with by external researchers who intend to conduct studies/researches in the DSWD Offices, Centers and Institutions:

A. Prior to the Conduct of the Study

1. To submit a **formal request** to the Director of Policy Development and Planning Bureau 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;
2. To fill out the **Research Request Form (Annex C)** with these terms and conditions printed at the backside);
3. To submit a **Research Brief (See Annex D)** detailing the background of the study, general and specific objectives, methodology, project time table, expected outputs and budget (if applicable) and;
4. 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 Director of Policy Development and Planning Bureau using the criteria set.

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

1. To uphold ethical standards in research such as respecting the rights of all persons involved (i.e. respondents or samples of the research study), and obtaining informed consent/assent as appropriate;
2. To observe proper decorum and comply with the policies of the office, center or institution where the study is being conducted;
3. To ask permission from the head of office, center or institution before reading-through, borrowing or bringing out documents or other materials; and
4. To take full responsibility for any personal or material harm or loss resulting from the conduct of the study while within DSWD premises.

The Director of Policy Development and Planning Bureau/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 MC No. 10 when need arises.

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

1. To avert from putting the Department or its personnel in any derogatory situation without affording the chance to refute any unfavorable observation;
2. 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;
3. To participate in an exit conference arranged by DSWD to discuss initial findings from the conduct of data-gathering activities as required; and
4. 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/We hereby agree to all the aforesaid terms and conditions and guarantee compliance thereof, otherwise, the College/University/Agency/Organization requiring the research project wherein I am/we are connected shall be blacklisted. Moreover, with my/our approval, the DSWD shall publish the results of my study in its official journal - the Social Welfare and Development Journal and its possible dissemination through DSWD SWD fora.