**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

**FIELD OFFICE I**

Quezon Ave. City of San Fernando, La Union

**Research Request Form**

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| --- | --- | --- | --- |
| Family Name | Given Name | Middle Name | School/Company |
| Home Address | Telephone | Fax |
| E-mail Address |
| PROPOSED RESEARCH PROJECT |
| Title of Research Project |
| Outline of Research Project  |
| Places to be Visited | Date and Time of Visit |
| We have read the TERMS AND CONDITIONS printed at the back of this Form as set in Administrative Order No. 10 Series of 2006, and hereby agree on the guarantee compliance thereof.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Researcher Research Adviser  |
|  \_\_\_\_ Approved **MARCELO NICOMEDES J. CASTILLO** \_\_\_\_ Disapproved Regional Director |

ADMINISTRATIVE ORDER (AO) NO. 10, SERIES OF 2006

Policy Guidelines for the Conduct of Studies/Researchers in DSWD Officer, Centers and Institutions

**TERMS AND CONDITIONS**

Hereunder are the terms and conditions to be agreed on 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**

1. To submit a formal request to the Office of the Secretary at the DSWD Central Office to the Regional Director at the DSWD Field Office ;
2. To submit an endorsement from the research adviser, supporting the same request;
3. To fill out the Research Request Form;
4. To submit initial chapters of the manuscript of the study, detailing its background, statement of the problem and objectives, review of related literature and methodology; and
5. To submit copies of the research instruments i.e. survey or interview questionnaires, observation or test guides, etc.

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

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

1. To respect the right to privacy of all persons involved (i.e. respondents or samples of the study) and obtain informed consent 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 of any personal or material harm or loss resulting from the conduct of the study.

The DSWD Secretary reserves the right to revoke permission to conduct the study at any time and to waive any of all the provisions set in AO No. 10, when need arises.

**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 submit a terminal report consisting of information on the data generated data analysis, findings or conclusion and recommendations or to submit a copy of the thesis manuscript, ready for publication.

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 or organization, where I am currently or had been enrolled at or 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, if or when tender.

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Printed Name and Signature of Researcher