

RESEARCH REQUEST FORM

Full Name (Last, Given, Middle)	Sex	Occupation	School/Organization
Home Address	Telephone/Mobile		Fax
	Email		
Office/School Address	Telephone		Fax
	If Student:		
	Course and Year Level		Subject and Department Requiring Conduct of Study
Title of Research			
Brief Description of the Study			
Target Respondents			
Methods and Instruments of the Research Study			
Place/s to be Visited	Date of Visit		Time of Visit
We have read the TERMS AND CONDITIONS printed at the back of this Form as set in Memorandum Circular No. 27, series of 2024, and hereby agree and guarantee compliance thereof.			
Printed Name and Signature Researcher		Printed Name and Signature Adviser/Supervisor of Researcher	
--To be accomplished by the Policy Development and Planning Bureau (Central Office) / Policy Development and Planning Section (Field Office) --			
☐ Approved ☐ Disapproved			
		GRACE Q. SUBONG Director IV / Regional Director / Concurrent Chief, Policy and Plans Division	

POLICY DEVELOPMENT AND PLANNING SECTION POLICY AND PLANS DIVISION

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 Policy and Plans Chief at the DSWD Field Office;
2. To fill out the **RESEARCH REQUEST FORM** with these terms and conditions printed at the backside;
3. To submit a **RESEARCH BRIEF** 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, with **INFORMED CONSENT FORMS**.
5. To accomplish the **DATA PRIVACY AND CONSENT FORM**.

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 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 human participants, obtaining informed consent/assent as appropriate, and ensuring data privacy;
2. To observe proper decorum and comply with the policies of the office, center or institution where the study is being conducted;
3. To adhere to all the policies/issuances cited in the MC No. 27, s. 2024
4. To ask permission from the head of office, center or institution before reading-through, borrowing or bringing out documents or other materials; and
5. To take full responsibility for any personal or material harm or loss resulting from the conduct of the study while within DSWD premises.

The Policy Development and Planning Bureau Director/Policy and Plans Chief 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. 27, S. 2024 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, or submit a **FEEDBACK REPORT**, whichever is applicable; and
4. To submit the research report (electronic copy) consisting of information on the data generated, data analysis, findings or conclusion and recommendations within two months 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 sanctioned (see MC. No. 27, S. 2024, Section VII).

Printed Name & Signature of
Researcher/s

Printed Name & Signature of
Researcher's Adviser/Supervisor