Approval for the Conduct of Research Study & Acquiring Primary Data from DSWD Officials/Personnel, Beneficiaries and Clients (FO)

Approval is issued to internal and external researchers who intend to conduct research studies related to or involving the Department. Primary data refers to data obtained through first hand investigation. These are collected through face-to-face interview, survey questionnaires, focused group discussion, case study among others. Request to conduct such activities need to undergo research protocol. Research whose target respondents covering one (1) region shall seek for the approval of the Regional Director. Research request must be submitted to Regional Director at least two (2) weeks before the projected start of data gathering activity

Office or Division:	Policy and Plans Division (PPD)/ Policy Development and Planning Section (PDPS)
Classification:	Highly Technical
Type of Transaction:	Government to Government Government to Citizen
Who may avail:	• External researchers such as students, academe, other government agencies including members of other branches of government, local and international organizations or research institutions and other independent researchers who intend to conduct research studies related to or involving the Department; and • DSWD personnel conducting researches in DSWD Offices, Centers and Institutions for the purpose of pursuing higher academic education.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of request to Regional Director	Provided by the requesting party
Research Request Form (Annex C)	PDPS
Research Brief (Annex D) and Research Instruments	PDPS Provided by the requesting party

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Admin Aide IV and fill in all the required fields in the researchers' logbook located in the receiving area	1. Give the logbook to researcher.	None	2 Minutes	*Admin Aide IV* PDPS
2. Submit the required documents	2.1 Receive the required documents 2.2 Forward the documents to	None	1 Minute 5 Minutes	*Admin Aide IV* PDPS *Admin Aide IV* PDPS

	Planning Officer IV for tasking to assigned Sector Focal/ Technical Staff.			
	2.3 Review and assess the research request if the request shall require secondary data or shall undergo the research protocol using the Checklist for Reviewing Research Request (Annex A)		15 Minutes	*Social Welfare Officer II/ Stat* I PDPS
	2.4. Assist the researcher in the completion of documentary requirements and provide orientation on the research protocol.		10 Minutes	*Social Welfare Officer II/ Stat* I PDPS
	2.5. Request the researcher to fill up the Researcher's Feedback Form (Annex J)		2 Minutes	*Social Welfare Officer II/ Stat* I PDPS
3. Fill out the Researcher's Feedback Form (Annex J).	3.1 Collect the accomplished form	None	1 Minute	*Social Welfare Officer II/ Stat* I PDPS
	3.2 Review and assess the research request in consultation with the concerned FO units, centers /institutions		5 Days	*Social Welfare Officer II/ Stat* I PDPS

	3.3 Coordinate with the researcher in cases where relevant revisions need to be made.		2 Days	*Social Welfare Officer II/ Stat* I PDPS
	3.4 Prepare recommendation to Regional Director using the required template (Annex E)		1 Day	*Social Welfare Officer II/ Stat* I PDPS
	3.5 Approval of research request		1 Day	*Regional Director* DSWD - NCR
	3.6 Approved requests shall be endorsed to the concerned FO units, centers/ institutions		4 Hours	*Social Welfare Officer II/ Stat* I PDPS
	3.5.2 Inform the researcher once research request is approved		5 Minutes	*Admin Aide IV* PDPS
4. Claimed approved permit and coordinate with the concerned office where the request was endorsed	4. Issued the approved permit to the researcher	None	15 Minutes 1 Day	*Concerned D/C/RCF/S/Us /Technical Staff* DSWD - NCR
Total		**None**	**10 Days , 4 Hours and 56 Minutes**	