

Department of Social Welfare and Development
National Capital Region
389 San Rafael corner Legarda Street, Sampaloc, Manila

MEMORANDUM

File/ Ref. No.

Date:

October 18, 2019

TO

ALL RMANCOM MEMBERS
ALL CENTER/RESIDENTIAL CARE FACILITY HEADS
ALL SOCIAL WELFARE SPECIALISTS
ALL UNIT/SECTION HEADS
RPMOs

FROM

THE REGIONAL DIRECTOR
DSWD-NCR


SUBJECT

Sharing of RMO No. 006 Series of 2019: Addendum to Regional Memorandum Order No 002 Series of 2019 or the Guidelines in Utilization of Research findings and Recommendations Conducted in the Field Office of NCR.

This is to share with you the copy of the Regional Memorandum Order No. 006 series of 2019 known as Addendum to Regional Memorandum Order No 002 Series of 2019 or the Guidelines in Utilization of Research findings and Recommendations Conducted in the Field Office of NCR.

Ensure implementation of this policy guideline to monitor all the research activities in your respective D/U/S/C/RCFs.

For your information, ready reference and guidance.


VICENTE GREGORIO B. TOMAS


MM/MAR/sga

DSWD-NCR
HRMS MANAGEMENT SECTION
Received by: MM
Date/Time: 10/28
PU

Department of Social Welfare and Development
NATIONAL CAPITAL REGION

Regional Memorandum Order No. 006
Series of 2019

Subject : ADDENDUM TO REGIONAL MEMORANDUM ORDER NO. 002 SERIES OF 2019 OR THE GUIDELINE IN UTILIZATION OF RESEARCH FINDINGS AND RECOMMENDATIONS CONDUCTED IN THE FIELD OFFICE OF NCR.

I. Functions of Research Focal Person

A. During the conduct of Data Gathering Activities in their respective D/C/RCF/S/Us.

- 1. Shall monitor all the research activities in their respective D/C/RCF/S/Us in coordination with the concerned services. Likewise, ensure that students/ researchers are provided with necessary orientation on C/RCFs rules and regulations.
- 2. Shall ensure that the students/ researchers are provided with necessary orientation on C/RCFs rules and regulations most especially privacy policy of the respective C/RCFs in compliance to Data Privacy Act of 2012.
- 3. Submit feedback reports to PDPS regarding the conduct of data-gathering activities in their D/C/RCF/S/Us five days after the completion of the data-gathering.
- 4. Participate in exit conferences together with the staff involved during the conduct of data-gathering activities.
- 5. Shall ensure maintenance of files of research activities conducted in their respective D/C/RCF/U/Ss.

B. Utilization and Monitoring of Research Findings and Recommendations in their respective D/C/RCF/S/Us.

- 1. Oversee / monitor the compliance/ utilization of their D/C/RCF/U/Ss to all the research findings and recommendations forwarded to their respective offices.
- 2. Prepare the report on their compliance/ utilization to the findings and recommendations using the prescribed template (Research Compliance Monitoring Matrix).
- 3. Submit the reports at the end of each semester duly endorsed by the Head of their respective D/C/RCF/ S/Us to the Regional Director thru Policy Development and Planning Section.

C. Conduct of Region Initiated Researches

When deemed necessary Research Focal Person from D/C/RCF/S/Us may be directed to participate and assist in the data gathering activities for region initiated researches /study to be conducted.

II. Effectivity

This order shall take effect immediately. Let copies of this Regional Memorandum Order be given to all DSWD-NCR RCF/Division/Unit/Section.

Issued this 23rd day of September, 2019.



VINCENTE GREGORIO B. TOMAS
Regional Director