DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
National Capital Region

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. 002 Series of 2019: Guideline in Utilization of Research Findings and Recommendations Conducted in the Field Office of NCR**

DATE : March 29, 2019

This is to share with you the copy of the Regional Memorandum Order No. 002 series of 2019 known as Guideline in Utilization of Research Findings and Recommendations Conducted in the Field Office of NCR approved and issued dated March 28, 2019.

For PDPS, ensure to share the said RMO to all FO-NCR staff and ensure implementation of this policy guideline. Likewise, install monitoring mechanism to evaluate its effectiveness and include in the report on the monitoring of compliance to DSWD policies/issuances every end of each semester.

For your information, ready reference and guidance.

VICENTE GREGORIO B. TOMAS

MML/MMG/rsga

Knowledge Products[3]- are documents and publication derived from expertise, research, and lessons learned that respond to the different demands of users and may cover a wide range of purpose.

Research Study- Refers to any original and systematic investigation undertake in order to increase knowledge and understanding and establish facts and principles. It usually consists of information acquired from primary research backed up by related literature. Recommendations are crafted from thorough analysis of the obtained data.

Primary Data – Refers to "Original Data" that did not exist before. These are collected through the conduct of field work usually in the form of face- to- face interviews, survey questionnaires and focused group discussions.

Research and Development- Technical Working Group- Refers to the technical working group responsible in overseeing and providing advisory role to all priority research activities of the region.

Research Findings and Recommendations- Refers to significant conclusion and suggestions which can use as basis to improve existing policies, programs and services.

Research Focal Person- Refers to designated technical staff responsible to oversee and monitor all research concerns and activities in their respective D/C/RCF/S/Us endorsed by the Policy Development and Planning Section.

Research Report- Refers to an account or description in the form of written document or an audio- visual presentation, of the research study's findings based on the conduct of data gathering activities and recommendations based on these. It shall also include relevant information congruent to the research proposal such as the study's objectives, scope/ delimitation, rationale and related literature.

Secondary Data – Refers to data that has already been collected by and readily available from other sources.

IV. OBJECTIVES:

General Objectives:

To utilize the research findings and recommendations conducted in FO- NCR.

Specific Objectives:

This guideline specifically aims to:

1. To provide guidelines on how the D/C/RCF/S/Us of FO- NCR will utilize the research findings and recommendations of conducted researches within the Region.

2. To guide the FO- NCR in monitoring the utilization and application of research findings and recommendations of researches conducted within the Region.

3. Establish a monitoring system that will document the utilization of research findings and recommendations of FO- NCR when it comes to the following but

not limited to; knowledge management, policy making, basis for planning, process /program review, improvement of existing facilities and advocacy materials.

V. SCOPE AND COVERAGE:

This guideline shall cover and apply to all findings and recommendations of researches conducted and completed in the FO- NCR circulated /shared to all concerned D/C/RCF/S/Us.

VI. GENERAL POLICIES / IMPLEMENTING PROCEDURE:

Utilization

To utilize research findings and recommendations conducted in the Field Office- NCR all staff of D/C/RCF/U/Ss shall adhere to the following:

1. All Submitted manuscripts from the completed researches conducted in the FO- NCR shall be reviewed and consolidated by the Policy Development and Planning Section. Consolidated report will be circulated to the concerned D/C/RCF/S/Us for their reference and compliance.(Semestral)

2. Research findings/ recommendations shall be categorized into three 1) Policy Level 2) Program Level and 3) Administration/ Support to Operation Level.

    2.1 Policy Level findings and recommendations shall be used but not limited to crafting enhance result- based policy making, basis for review of existing regional policy/ guidelines and reference to support to priority SWAD Bills.

    2.2 Program Level findings and recommendations shall be used but not limited to basis for program review and evaluations, scientific and evidence- based interventions/ programs and services, materials/references for advocacy campaigns.

    2.3 Administration/ Support to Operation Level recommendations shall be used but not limited to process / system improvement and development, Improvement of organizational capacities, replication of good practices which result better service delivery.

3. D/C/RCF/S/Us shall review all the findings and recommendations concerning their respective offices if the same are valid and applicable. D/C/RCF/S/Us may recommend not to utilize the said findings and recommendations but shall provide feedback report stating the reasons / justifications. Reports shall be addressed to the Regional Director thru Policy Development and Planning Section.

4. D/C/RCF/S/Us shall monitor the status of compliance to the findings and recommendations and shall conduct review (Semestral) of those findings and

recommendations to evaluate if such are effective and helpful to the concerned D/C/RCF/S/Us.

5. All submitted final manuscripts of completed researches conducted in the Region will be endorsed to Regional Learning Resource Center (RLRC) which shall be available to use as reference materials for all interested individuals regardless if they are internal or outsider. These manuscripts shall also be part of the knowledge products of the Region.

6. Consolidated report / documentation of the utilization of research findings and recommendations shall be shared to the Capability Building Section which they can use as knowledge product of the Region.

Monitoring

To monitor compliance of all FO- NCR, D/C/RCF/U/Ss shall adhere to the following:

1. All D/C/RCF/S/Us shall identify technical staff preferably the Monitoring and Evaluation focal as Research Focal Person to oversee / monitor the compliance/ utilization of the D/C/RCF/U/Ss of all the research findings and recommendations forwarded to their respective offices.

2. The Research Focal shall be the responsible person who will prepare the report on their compliance/ utilization to the findings and recommendations using the prescribed template (Research Compliance Monitoring Matrix).

3. Submission of the reports shall be 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.

VII. INSTITUTIONAL ARRANGEMENT:

A. ALL DIVISION/ CENTERS/RESIDENTIAL CARE FACILITIES/ UNITS/ SECTIONS:

1. Utilize research findings and recommendations for their D/C/RCF/U/Ss,

2. Submit report on monitoring of their compliance to the research findings and recommendations and submit report to Policy Development and Planning Section for consolidation and over all monitoring.

B. POLICY DEVELOPMENT AND PLANNING SECTION

1. Shall take the lead role in the implementation of this guideline at the Field Office.

2. Review and consolidate all the submitted report of the D/R/C/RCF/U/Ss regarding their compliance to research findings and recommendations.

3. Shall provide technical assistance / guidance to D/C/RCF/S/Us along proper utilization of researches in their respective offices.

4. Documents good practices of FO- NCR as to how the utilization of the said findings / recommendations contributed to the improvement of the delivery of programs and services of the Region.

C. CAPACITY BUILDING SECTION

1. Shall manage the utilization and monitoring of final manuscripts of completed research conducted in the Region thru the Regional Learning and Resource Center. CBS shall be responsible for sharing updated inventory of Manuscripts available at RLRC to all D/C/RCF/S/Us which they can use as reference.(Semestral)

2. Shall also utilize the applicable research findings/ recommendations as knowledge product which can contribute to the Knowledge Management System of the Region

VIII. 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 28th March of 2019.

VICENTE GREGORIO B. TOMAS
Regional Director

Annexes.

Annex A : RESEARCH RECOMMENDATION COMPLIANCE MONITORING MATRIX
Annex B : UTILIZATION OF RESEARCH FINDINGS AND RECOMMENDATIONS
FRAMEWORK AND PROCESS FLOW

Utilization of Research Findings and Recommendations Framework

OO 1 – Well- being of poor families improved

OO2- Rights of the poor and vulnerable sectors promoted and protected

OO3-Immediate relief and early recovery of disaster victims/ survivors ensured

OO4-Continuing compliance of social welfare and development (SWD) agencies to standards in the

OO5-Delivery of Social Welfare and Development programs by local government units (LGUs), through local social welfare and development offices.

Identification of New Research Studies / Development of Regional Research Agenda

Policy Level

1. Enhance Result- Based Policy Making.
2. Basis for review of existing Policy/ Guidelines.
3. Support to Priority SWAD Bills

1. Basis for planning, review and innovations of existing strategies
2. Replication of good practices which result to better service delivery
3. Scientific and evidence – based interventions/programs and service

Program Level

1. Process /System Improvement.
2. Results use as materials / reference for advocacy.
3. Improvement of Organizational Capacities.
4. Contributory to Knowledge Management System

Administration/ Support to Operation Level

Research Findings and Recommendations

Department of Social Welfare and Development
National Capital Region

(Name of C/I/D/U/S)

RESEARCH FINDINGS AND RECOMMENDATION COMPLIANCE MONITORING MATRIX

_____Semester, CY: _____

Research Topic/Year Conducted	Areas of Recommendations		Status of Compliance C/RCF/D/U/Ss (*On-Going/Completed)	Result of Compliance/ Remarks
	Policy Level			
	Administration			
	Program Implementation			

Remarks: *On- Going — Research recommendations are still in the process of implementation
Completed- Research recommendations complied

Prepared by: _____

Approved by: _____