

Approval for the Conduct of Research Studies in DSWD Offices, Centers, and Institutions

Approval is issued to external requesting parties who intend to conduct research studies related to or involving the Department. The processing of requests to conduct research studies in DSWD Offices, Centers, and Institutions particularly applies to requesting parties who wish to acquire primary data through first-hand investigation, e.g., face-to-face interviews, survey questionnaires, focus group discussions, and case studies, among others, with the DSWD, including its clients/beneficiaries and on-going programs, projects, and services, wherein their main subject of research study involves the DSWD as an organization. Requests to conduct such activities need to undergo research protocol. Research in which target respondents **involve more than one (1) region** shall seek the approval of the Director of the Policy Development and Planning Bureau (PDPB). Research requests must be submitted to the PDPB Director at least one (1) month before the projected start of data gathering. Research whose target respondents **covering one (1) region** shall seek the approval of the Regional Director. Research requests must be submitted to the Regional Director at least twelve (12) working days before the projected start of data gathering activity.

On the other hand, research requests for the following need not go through the protocol and may be approved and provided by submitting a letter of request addressed to the head of the concerned office, bureau, service or unit:

- Observations and/or photo/video/audio shoots at DSWD premises, except those involving DSWD's clients or beneficiaries. If a photo, audio or video of a client or beneficiary is essential for the study, the requesting party shall secure the consent of the Center Head/Client/Beneficiary.
- Briefing/interview/orientation sessions with key focal persons in the Central Office on general information about DSWD programs, policies and projects. The DSWD, however, discourages requests for "practice interviews" of DSWD personnel for the sole purpose of student's acquisition of interview skills, in consideration of the valuable time taken away from the personnel when accommodating student requesting parties.
- Conduct surveys with DSWD employees about subject matters that do not directly concern the Department or not related to the DSWD's program operations.

Studies conducted by consultants/ requesting parties under the Technical Assistance Facility (TAF) grant portfolio. The requesting party, however, shall adhere to the policies on undertaking research and evaluation studies as stipulated in the Guidelines for the Conduct of Research and Evaluation in the DSWD.

Office or Division:	Policy and Plans Division (PPD) - Policy Development and Planning Section (PDPS)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government
Who may avail:	External requesting parties (e.g., students, academe, other government agencies including members of other branches of government, local and international organizations or research institutions, and other independent requesting parties, including

	DSWD personnel researching to pursue higher academic education) who intend to conduct research studies related to or involving the DSWD.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
If request shall not undergo Research Protocol: <ol style="list-style-type: none"> Request letter (1 original copy) 		Provided by the requesting party		
If the request shall undergo Research Protocol: <ol style="list-style-type: none"> Request letter (1 original copy) Research Request Form (1 copy) Research Brief (1 copy) Research Instruments (1 copy) 		<ol style="list-style-type: none"> Provided by the requesting party Policy and Plans Division – Policy Development and Planning Section (PPD-PDPS) Requesting Party 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter and/or the research request documents	1.1 Receive the request letter addressed to the Regional Director and/ or the research request documents and encode the details in the office's document tracking/ monitoring system <i>Note: The received documents are stamped with an official receiving stamped, which contains important information such as the date and time of receipt and the name of the receiving office. For requests received through email, a copy of the email along with the attachments will be printed and recorded.</i>	None	4 hours	Ms. Lily C. Demabildo Planning Officer III – Policy Development and Planning Section

	<p>1.1.1 Furnish the requesting party with a receiving copy of the request letter, along with printed or digital leaflets information, education, and communication (IEC) materials detailing the process flow and requirements.</p> <p>If request is received through email, reply and acknowledge receipt with attached digital leaflets/IEC materials showing the process flow and requirements</p>			
	<p>1.1.2 Endorse request letter to the Division Chief (PPD) or the Section Head (PDPS) for assignment and further instructions (if any) to the concerned technical staff</p>			
	<p>1.2 Review the request and assign to available technical staff</p>	None	2 hours	<p><i>Ms. Roselle M. Rentoza – OIC-Chief, PPD</i></p> <p><i>Ms. Lily C. Demabildo Planning Officer III – Policy Development and Planning Section</i></p>
	<p>1.3 Review the requests as to the following:</p> <p>1.3.1 Area/region of coverage (<i>refer to Memorandum Circular No. 10, s. 2019 Section</i></p>	None	2 hours	<p><i>Ms. Lily C. Demabildo Planning Officer III – Policy Development and Planning Section</i></p>

	<p>VII. <i>Item 4</i>) to ensure that it is sent to the correct office. Otherwise, endorse to the correct office.</p>			
	<p>1.3.2 Review the completeness of the submitted requirements. If incomplete, assist the requesting party in completing documentary requirements and provide orientation on the research protocol. Then go back to Step 1.1 and restart the count of working hours/ days</p>			
	<p>1.4 If the request falls within the scope of the office, assess if it shall undergo research protocol (i.e., approval of the Regional Director) using the <i>Checklist for Reviewing Research and Social Welfare and Development (SWD) Data Requests</i></p>	<p>None</p>		<p><i>Ms. Lily C. Demabildo Planning Officer III – Policy Development and Planning Section</i></p>
	<p>1.4.1 For non-protocol requests, endorse the researcher to the concerned DSWD Divisions/ Units/ Sections/ Centers/ Residential Care Facilities (D/U/S/C/RCFs)</p>	<p>None</p>	<p>4 days (For request that don't need to go through protocol)</p>	<p><i>Ms. Lily C. Demabildo Planning Officer III – Policy Development and Planning Section</i></p>

	using the Endorsement of Research and SWD Data Request Form			
	1.4.2 For requests with complete documentary requirements that need to go through the protocol proceed to the review of the research request in consultation with concerned DSWD Divisions/ Units/ Sections/ Centers/ Residential Care Facilities (D/U/S/C/RCFs)	None	7 days (For request that need to go through protocol)	<i>Ms. Lily C. Demabildo Planning Officer III – Policy Development and Planning Section</i>
	1.5 Receive the comments/inputs and recommendations from other offices. These shall be the basis for the decision to approve/ disapprove the request	None	1 day	<i>Ms. Lily C. Demabildo Planning Officer III – Policy Development and Planning Section</i>
	1.6 To recommend Approval? Yes - Prepare a recommendation for approval using the <i>Outline Memorandum of Recommendation on the Research Request</i> for review and initials of the Division Chief/Section Head. This shall include the consolidated recommendation	None	1 day	<i>Ms. Lily C. Demabildo Planning Officer III – Policy Development and Planning Section</i>

	s from the concerned (D/U/S/C/RCFs)			
	<p>No - Communicate decision to the requesting party and inform them of relevant revisions that are needed to be made. Two (2) days will be given to the requesting party to officially respond, through a letter, if they will continue or terminate their request. If pursuing request, ask the requesting party to re-submit the revised request based on DSWD's comments, then go back to step 1.4.2 and restart count of working hours/days.</p>			
	1.7. Approve/disapprove request based on recommendations	None	2 days	<i>Atty. Michael Joseph J. Lorico Regional Director DSWD – NCR</i>
	<p>If the recommendations are approved: Inform requesting party and endorse to the concerned (D/U/S/C/RCFs) Coordinate with the concerned office where the research request was endorsed and assist the requesting party in matters related</p>			

	<p>to conduct of data-gathering activities.</p> <p>If the recommendations are disapproved:</p> <p>Go back to step 1.4.2</p>			
2. Fill-out the Client Satisfaction Measurement Form (CSMF)	2.1 Administer Client Satisfaction Measurement Form (either online or paper-based)	None	1 minute	<i>Ms. Lily C. Demabildo Planning Officer III – Policy Development and Planning Section</i>
	TOTAL	NONE	5 working days (non-protocol) 12 working days (protocol)	