



MABALACAT CITY COLLEGE

CENTER FOR RESEARCH AND DEVELOPMENT OFFICE

PROCESS FLOW CHART

CONDUCT OF RESEARCH PROGRAMS AND ACTIVITIES		
Flowchart	Person-Incharge	Procedure
<pre> graph TD A([Project Proposal]) --> B{Approved?} B -- No --> A B -- Yes --> C[Research Activity Implementation] C --> D[Request for Budget Allocation] D --> E{Approved?} E -- No --> D E -- Yes --> F[Invitation of Participants] F --> G[Conduct of Activity] G --> H[Processing of participants evaluation and prepare report] H --> I([END]) </pre>	<p>Research Director PDO, CRC</p> <p>College President</p> <p>CRD, Research Coordinators</p> <p>VPA, Budget</p> <p>CRD, Research Coordinators</p> <p>CRD, Research Coordinators</p> <p>CRD CRC</p> <p>CRD</p>	<ol style="list-style-type: none"> 1. The Project Development Officer prepare the project and or program proposal and reviewed by the Research Director 2. The College President decides on the approval of the request 3. Once the request on conduct of activity is approved, prepare the necessary documents and/or attachment for budget allocation 4. The VPA and/or the Budget Officer check the availability of funds/budget 5. The VPA and or the Budget Officer will decides on the approval of the request 6. The CRD will send invitation to the participants, guest/ and or trainers 7. The CRD conducts the activity together with the invited guest/speaker and or the trainers 8. After the activity, the CRD process the evaluation results and prepare report

