CENTER FOR RESEARCH AND DEVELOPMENT OFFICE

PROCESS FLOW CHART

Request for Funding of Research Paper Publication		
Flowchart	**Person-Incharge**	**Procedure**
Complete Request Form	CRDO	1. The Researcher accomplishes the Request for Funding of Research Paper Publication Form and attached the following requirements: a. Copy of full paper b. Acceptance letter from publishing journal c. Evaluation from In-House Review Committee
Receives and Check the completeness of the request form and satisfy requirements neede	CRDO	2. The CRD staff receives the request form and check the completeness if the research output meets the requirements as per guidelines.
Check budget	CRDO	4. Check availabilty of budget
Approved?	Finance/Budget	5. The Research Director approved the request and recommend for funding based on rewards and incentive scheme and availability of funds
Endorsement for funding	Finance/Budget	4. The CRD staff forward the endorsement letter to Finance Office for funding
Preparation of Cash Incentive	Finance/Budget	5. The Finance Office prepares the voucher with attached request form and supporting documents
Request Funding from the City Budget Officer	City Budget City Accounting City Treasurer	6. The Finance Office of the college request the funding from the City Budget Officer
Release of Incentive		7. The City Hall will inform the college on the release of incentive
End		