



# MABALACAT CITY COLLEGE

## CENTER FOR RESEARCH AND DEVELOPMENT OFFICE

### PROCESS FLOW CHART

| PF STAGE 1 - APPROVAL OF RESEARCH PROPOSAL   |  |   |
|--|--|---|
| Request for Title Defense  |  |   |
| Flowchart  | Person-Incharge  | Procedure   |
| <pre> graph TD     A[Request for Title Defense] --&gt; B[Submission of Concept Paper]     B --&gt; C[Title Defense]     C --&gt; D{Approved?}     D --&gt; E[Acceptance of Research Title]     D --&gt; C     E --&gt; F[Stage 2]           </pre> | <p>CRD<br/>Researcher</p> <p>CRD,<br/>CRC</p> <p>CRD<br/>CRC</p> <p>CRD, CRC<br/>IHRC</p> <p>Researcher<br/>Research<br/>Coordinator</p> | <ol style="list-style-type: none"> <li>1. Fill in the Request Form for Title Defense Schedule and the Researcher's Information Sheet</li> <li>2. The College Research Council will convene and evaluate the submitted concept paper for title defense</li> <li>3. Once the concept paper meet the criteria, the secretariat will inform the CRDO on schedule for title defense</li> <li>4. Upon approval of the title, the researcher can start writing his/her research paper</li> <li>5. Acceptance of the Research Title. Start writing the research paper from Chapter 1-3</li> </ol> |





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## PF STAGE 2- APPROVAL OF RESEARCH PROPOSAL

### Request for Proposal Defense

| Flowchart  | Person-Incharge   | Procedure   |
|--|---|---|
| <pre> graph TD     A[Request for Proposal Defense] --&gt; B[Submission of Capsule Proposal]     B --&gt; C[Review and Evaluation of Capsule Proposal]     C --&gt; D[Proposal Defense Schedule]     D --&gt; E{Approved?}     E -- No --&gt; D     E -- Yes --&gt; F[Evaluation of Revised Proposal]     F --&gt; G{Approved?}     G -- No --&gt; F     G -- Yes --&gt; H[Acceptance and Approval]     H --&gt; I[Signing of MOU]     I --&gt; J[Stage 3]           </pre> | <p>Researcher<br/>CRD</p> <p>CRD, CRC<br/>IHRC</p> <p>CRD, IHRC</p> <p>CRDO, IHRC<br/>Researcher</p> <p>CRDO, CRC<br/>IHRC</p> <p>IHRC</p> <p>CRDO, CRC<br/>Researcher</p> <p>CRDO, IHRC</p> <p>CRDO, CRC</p> | <ol style="list-style-type: none"> <li>1. Fill in the Request Form for Proposal Defense Schedule</li> <li>2. The researcher submits capsule proposal to the College Research Council Chair and endorsed to In-House Review Committee</li> <li>3. The In-House Review Committee will convene and evaluate the submitted capsule proposal</li> <li>4. Once the capsule proposal meets the criteria, the secretariat will inform the CRD on schedule of proposal defense</li> <li>5. Results of the evaluation are given to the researchers in written form stating if the paper is:             <ol style="list-style-type: none"> <li>a. Approved</li> <li>b. Approved subject to modification</li> <li>c. Disapproved</li> </ol> <ul style="list-style-type: none"> <li>• If the paper is subject for modification, it will be returned to the researcher(s) together with the comments for revision. The research proposal will be returned back to the CRDO upon revision</li> </ul> </li> <li>6. The In-House Review Committee will evaluate the revised proposal as to the technical aspect of the paper</li> <li>7. Upon approval of the paper, the researcher(s) are asked to enter into memorandum of undertaking.</li> <li>8. Acceptance of the paper and proceed to data gathering</li> <li>9. Signing of memorandum of undertaking</li> </ol> |





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## PF STAGE 3 -APPROVAL OF RESEARCH PROPOSAL

### Request for Final/Oral Defense

| Flowchart   | Person-Incharge  | Procedure  |
|---|--|--|
| <pre> graph TD     A[Request for Final/Oral Defense] --&gt; B[Submission of Full Proposal]     B --&gt; C[Preparation for Annual In-House Review]     C --&gt; D[Annual In-House Review]     D --&gt; E{Approved?}     E -- No --&gt; D     E -- Yes --&gt; F[Evaluation of Revised Proposal]     F --&gt; G{Approved?}     G -- No --&gt; F     G -- Yes --&gt; H[Acceptance and Approval]     H --&gt; I[Final Approval]     I --&gt; J[Consolidation]           </pre> | <p>CRD<br/>Researcher</p> <p>CRD, CRC<br/>Researcher</p> <p>CRD, CRC<br/>RTRC</p> <p>CRD, CRC</p> <p>CRD, CRC<br/>RTRC, Researcher</p> <p>CRD, CRC, RTRC</p> <p>RTRC, CRC<br/>CRD</p> <p>CRD, CRC</p> <p>CRDO, College<br/>President</p> <p>CDRO</p> | <ol style="list-style-type: none"> <li>Fill in the Request Form for Final/Oral Defense Schedule</li> <li>The researcher(s) submits the full proposal to the College Research Council</li> <li>The College Research Council will convene regarding the schedule of colloquium</li> <li>The CRD will invite external evaluators for the presentation of completed researches</li> <li>Results of the evaluation are given to the researchers in written form stating if the paper is:               <ol style="list-style-type: none"> <li>Approved</li> <li>Approved subject to modification</li> <li>Disapproved</li> </ol> <ul style="list-style-type: none"> <li>If the paper is subject for modification, it will be returned to the researcher(s) together with the comments for revision. The full research proposal will be returned back to the CRD upon revision</li> </ul> </li> <li>The Research Technical Review Committee will evaluate the revised proposal as to the technical aspect of the paper</li> <li>The results of the evaluation will be given to the College Research Council and the proponents in written form together with the comments of the Technical Review Committee stating if the proposal is approved subject for modification or disapproved.</li> <li>Issuance of acceptance and approval certificate</li> <li>All accepted research proposal will be submitted to College President for final approval</li> <li>All approved researches will be consolidated by the CRD for proper fund consideration and programming plan</li> </ol> |





Republic of the Philippines  
Province of Pampanga  
Mabalacat City

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## Acronyms

**CRC** - College Research Council

**RC** – Research Coordinator

**IHRC** – In-House Review Committee

**RTRC** – Research Technical Review Committee

**CRDO** – Center for Research and Development Office

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