

Republic of the Philippines Province of Pampanga Mabalacat City



MABALACAT CITY COLLEGE

CENTER FOR RESEARCH AND DEVELOPMENT

PROCESS FLOW CHART

In-House Review of Completed Research		
Flowchart	Person- Incharge	Procedure
Submission of the Completed Research	CRD Researcher	The Researcher submits the completed research output and fill in the required form for In-House Review of Completed Research
Receives and file the entry	CRD, CRC	2. The CRD receives the completed research and file the entry
Approved?	CRD, CRC RTRC	3. All entries are assessed by the Director for Research, if the research output is qualified for presentation and approved as entry, CRD staff will confirm the acceptance of the research output through written notice by email. Disapproved research will be returned to researcher
Preparation of documents	CRD	4. All accepted completed researches are compiled and categorized accordingly. Information dissemination on: a) schedule of
Conduct of Activity (In-House Review)	CRD, CRC RTRC	presentation, b) Programs
		5. Conduct of In-House Review of completed researches, a) PPT presentation, b) evaluation of entries
Evaluation	CRD, RTRC	Chanes
Summary of Scores and	RTRC	6. External Panel of Judges, evaluates and reviews each entries. They can also give recommendations and inputs for then improvement of research output
Announcement of Winners	, , , , ,	7. Scores of the external panel of
Release of Certificates	CRD, CRC	judges and a representative from the CRD summarizes the scores. Entries are rank and the three(3) highest rank will be announced as winners and will received certificates and cash prize
End		8. All participants are given certificate of participation







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