

MABALACAT CITY COLLEGE

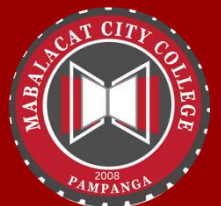
MANUAL

OF

OPERATIONS

FOR

RESEARCH



MABALACAT CITY COLLEGE

**MANUAL
OF
OPERATIONS
FOR
RESEARCH**

2021 Edition

CENTER FOR RESEARCH AND DEVELOPMENT

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PREFACE

The Mabalacat City College (MCC) Research Manual contains policies for the college research operations which includes its governance, management, research conduct, dissemination, and utilization of research outputs. This covers MCC's research priority agenda, organizational goal and objectives, research and development organizational structure, process flow, and rewards and incentives to faculty/staff researchers.

As a higher education institution, MCC anchors its task as a provider of knowledge through research and teaching. Hence, in seeking, generating, and disseminating knowledge, the Center for Research and Development (CRD) and the Office of the Vice President for Research and Extension Services (OVPRES) of MCC initiated the creation of the College Research Manual to serve as its operating guide for the systematic management, evaluation, and monitoring of its research and development programs, projects and activities.

TABLE OF CONTENTS

INTRODUCTION.....	1
VISION.....	1
MISSION.....	1
RESEARCH ORGANIZATION GOALS AND OBJECTIVES.....	2
Goals.....	2
Objectives.....	2
STRATEGIC RESEARCH DIRECTIONS OF THE COLLEGE.....	3
RESEARCH AGENDA A.Y. 2021-2023.....	3
INSTITUTIONAL PRIORITY THEMES.....	4
MCC Priority.....	4
NHERA 2.....	4
ALCU Research Priority Themes.....	5
Harmonized National R & D Agenda 2017-2022.....	5
COMMUNITY.....	6
PRIORITY THEMES.....	6
Philippine Development Plan 2017-2022.....	6
Harmonized National R & D Agenda 2017-2022.....	6
NHERA 2.....	7
INDUSTRY.....	7
PRIORITY THEMES.....	7
NHERA 2 - Multidisciplinary/ Multisectoral Research.....	7
Harmonized National R & D Agenda 2017-2022.....	7
CHAPTER I	8
ORGANIZATION AND COMMITTEES.....	8
Organizational Structure	8
Research and Development Council and Committees.....	8
The College Research Council (CRC).....	8

Functions of College Research Council.....	9
Composition of Research Council.....	9
Research Committee.....	10
Research Technical Review Committee (RTRC).....	10
Composition of Research Technical Review Committee (RTRC).....	10
Ethics Review Committee (ERC).....	10
Composition of Ethics Review Committee (ERC).....	10
Editorial and Publication Committee (EPC).....	11
Composition of Editorial and Publication Committee (EPC).....	11
 CHAPTER II	12
FUNCTION OF OFFICES, OFFICERS AND STAFF.....	12
Functions of Office of the Vice President for Research and Extension Services.....	12
Specific Functions of Office of the Vice President for Research and Extension Services.....	12
The function of Director for Research.....	13
Research Associate.....	14
Research and Publication.....	14
The function of College Research Council.....	14
Research Coordinators.....	14
Research and Development Office.....	15
Educational Development Officer.....	15
Statistical Data Processing.....	15
Statistician.....	15
Records Management.....	16
Research Assistant.....	16
 CHAPTER III	17
RESEARCH POLICIES, PROCEDURES, AND GUIDELINES.....	17
General Policies.....	17
Faculty Research Outputs.....	17
Personally initiated Research Projects/Papers.....	17
Research Project/Paper Limitation.....	17
Research Publication.....	18
Research Projects/Output Authorship Limitation.....	18
Research Projects/Output Equivalent Points.....	18

Equivalent Points of the Research	
Output/Project.....	18
Credits for NBC 461 Faculty Promotion and	
Performance Evaluation	18
Co-Authorship.....	18
Research Paper Presentation.....	19
Request for Research Duration Extension.....	19
Request for Paper Evaluation.....	19
Research Incentives.....	19
Research Incentives Mechanism.....	20
Lector Magnificus.....	20
MCC Research Communicator Impact Award.....	20
Financial/Budgetary Assistance.....	21
Research Presentation Assistance.....	21
Research Publication Incentives.....	21
Faculty with Administrative	
Designation in Research.....	22
Ownership of Patent and/Copyright.....	22
Guidelines and Procedures.....	22
Specific Guidelines in Research Paper Presentation.....	22
Guidelines in Requesting for	
Recommendation and Approval of	
Funding Assistance and/or Approval of Official Time.....	22
Guidelines and Procedures for the Conduct of Research Studies.....	23
Guidelines on Incentives for Publication.....	24
Submission of Final Research Outputs.....	24
Office Standard Operational Procedure and Guidelines.....	25
Utilization of Promotional Materials.....	25
Social Media Portal Online Presence.....	25
Events and Program Setting Presentation.....	26
Use of Institutional Email Address.....	27
Remote Working Set-up.....	28
Office Clearance.....	28
CHAPTER IV	30
PROGRAMS AND SERVICES.....	30
Research Capability Strengthening Program.....	30
Objectives.....	30
Research Services.....	30
Research Consultation.....	30
Statistical Data Analysis and Certification.....	31

CHAPTER V	32
CLASSIFICATION AND RESEARCH FORMATS.....	32
Classification of Research.....	32
By purpose.....	32
Basic Research.....	32
Applied Research.....	32
By Method.....	33
Historical Research.....	33
Descriptive Research	33
Experimental Research	33
Research Format.....	33
Research Paper Content.....	33
Table of Contents Format.....	34
APPENDICES	35
PROCESS FLOW CHARTS.....	35
FORMS.....	46
Personal Information Sheet.....	46
Title Defense Schedule Request Form.....	48
Title Defense Comment Sheet.....	49
Summary of Title Defense Comments Sheet.....	52
Title Acceptance and Approval Form.....	54
Proposal Defense Schedule Request Form.....	56
Proposal Defense Comment Sheet.....	57
Summary of Proposal Defense Comments Sheet.....	60
Final Defense Schedule Request Form.....	64
Final Defense Comments Sheet.....	65
Statistical Assistance Request Form.....	72
Request for Spell and Grammar Check Form.....	74
Request for Funding of Paper Presentation.....	75
Request for Funding of Paper Publication.....	77
Request for Plagiarism Check Report.....	79
Request for Questionnaire Validation Form.....	80
TEMPLATES.....	83
REFERENCES	100

INTRODUCTION

Research is given primary focus in all programs in the college. The importance and justification for the conduct of research rest on the fact that research generally precedes development. At MCC, the pursuit of excellence is our way of life, and this is manifested through quality research outputs that expand the horizons for academic and industrial components; while promoting research diversity towards community integration.

As an academic institution, research is one of the major sources of knowledge and innovation. As such, MCC, through its Center for Research and Development (CRD), shall generally support and enhance both instruction and extension services of the institution to meet the needs of the community.

The vision and mission of the MCC-CRD are anchored on the vision and mission of the college:

VISION

To be internationally competitive in terms of research and development by embodying a culture of excellence capable of dissemination and utilization of the produced quality researches for community integration.

MISSION

To build a culture of research that places great value on conducting and communicating scholarly-based research that meets the needs of the College and the community.

Research Organizational Goals and Objectives

Goals

- ♦ Sustain a relevant and responsive research culture that is geared towards a continuing quest for knowledge
- ♦ Establish strong research culture and creative works that promote academic advancement and sustainable development
- ♦ Develop and implement a functional research program that is relevant to the program thrusts of the College and the community
- ♦ Provide faculty and students with assistance and support in creating an environment that is conducive for innovation, which will eventually create avenues for technology transfer and commercialization of their research

Objectives

- ♦ Enhance the college capacity to generate new R&D information and technological innovations
- ♦ Increase the number of faculty members engaged in research and extension, and strengthen their R&D capabilities
- ♦ Strengthen R&D linkages with cooperating /collaborating agencies, local government units, NGO's and private industrial sectors
- ♦ Build a culture of excellence in research in collaboration with institutions and organizations
- ♦ Intensify the research capability of the College through human and physical resources development

STRATEGIC RESEARCH DIRECTIONS OF THE COLLEGE

The researches of the College are built on the principles of knowledge generation, sharing and utilization towards sustainable development and responding to the internationalization and globalization challenges as befits an institution of higher learning. Policies emanating from these directions should focus on striving towards excellence in research, while encouraging interdisciplinary and collaborative orientation.

RESEARCH AGENDA A.Y. 2021-2023

This research agenda intends to nurture the research culture among the members of the college. Based on the National Higher Education Research Agenda 2 (2009-2018), research has a major function in higher education as it sets these institutions apart from basic education. This research agenda aims to do the following (as taken from the NHERA-2 and ALCUCOA Research Agenda):

- 1 Improve research capability of Higher Education Institutions (HEIs), particularly the Philippine universities whose main business is to generate knowledge towards international competitiveness
- 2 Enhance research productivity of HEIs in distinctive areas of competence.
- 3 Generate knowledge/technologies needed for:
 - a. International, national, and regional higher education development
 - b. Policy/Plan formulation, particularly for higher education
 - c. Developing innovative programs in cutting edge higher education fields (e.g., nanotechnology, biotechnology, information, and communications technology, and materials science)
 - d. Advancing frontiers of knowledge in the disciplines
- 4 Promote and facilitate dissemination and utilization of research outputs.

The guiding principles of NHERA in research prioritization are the following:

- 1 Research that is multidisciplinary is preferred over those involving a single discipline.
- 2 Policy-oriented research is preferred over those with little or no policy implications.
- 3 A research should involve the participation of as many stakeholders, preferably a network rather than standing-alone.
- 4 Basic and applied research shall be given importance.
- 5 Research shall dovetail and complement other R and D initiatives with other agencies.

The research agenda of the College is geared towards providing empirical bases on the following areas:

- I . INSTITUTIONAL - Policy and curriculum development, planning, human resource development, and on improvement of other internal programs of the College

PRIORITY THEMES

- A. MCC Priority
 - Research Policies and Guidelines on the Implementation of Flexible Learning and on addressing challenges of the college during the COVID-19 Pandemic;
 - Multidisciplinary Researches that could meet the needs of the Mabalacat community; and
 - Innovative research that is internationally competitive from the following programs: Teaching Education, Arts and Sciences, Computing Studies, Hospitality Management, and Business Education.
- B. NHERA 2
 - Program/Curricular studies on higher education
 - ♦ Assessment of present programs/curricula
 - ♦ Practices towards the development of new programs/curricula in leading edge disciplines
 - ♦ Policies oriented studies
 - Governance and management of higher education
 - Internationalization of higher education Accreditation and other quality assurance mechanisms

- ♦ Research on quality and standards in the context of:
 - International ranking and global benchmarking
 - Quality assurance systems
 - Redefining classification of HEI
- ♦ Technology and Education Institutional development studies
- ♦ Graduate tracer studies
 - Tracer Studies and Employment Outcomes of Graduates
- ♦ Other research topics considered by the Commission in response to emerging needs of the country

C. ALCU Research Priority Themes

- Teaching-learning Environment
 - ♦ Sustainability-driven approaches and emerging models in teaching and learning
- Governance and Administration
 - ♦ Sustainability goals, instructional development and validation
 - ♦ Impact analysis and implementation of development projects
 - ♦ Organizational, social and political culture
 - ♦ Fiscal management and autonomy
 - ♦ Measuring performance and reporting sustainability
 - ♦ Capacity building in theory and practice
 - ♦ Managing “human resources”
 - ♦ Public service management
 - ♦ Sustainable development and community relation

D. HARMONIZED NATIONAL R & D AGENDA 2017-2022

- Arts, History and Culture
- Extant cultural heritage of ethnolinguistic groups
 - ♦ Filippinnovation in music, theatre, dance, literature, performing arts
 - ♦ Codification of endangered Philippine languages
- Natural Resources and Environment
 - ♦ Sustainable utilization, conservation and management of biodiversity in terrestrial, forestry and marine ecosystems
 - ♦ Sustainable watershed management and utilization
 - ♦ Management and rehabilitation of problem, degraded and polluted agricultural soils through remediation
 - ♦ Development of high value products from agricultural and forest wastes

- ♦ Strategies/decision management tools for climate change resilient environment

II. COMMUNITY - Community needs assessment, programs and project development and evaluation, interventions, outreach assessment; and gender-related projects.

PRIORITY THEMES

A Philippine Development Plan 2017 - 2022

- Delivery of Social Services
 - ♦ Environment and Pollution Control
 - ♦ Wastewater Management
 - ♦ Cleaner and safer technologies for application to industrial wastewater, waste management, safe and potable drinking water, and other pressing environmental problems
 - ♦ Materials that detoxify harmful substances in water Removal and decomposition of spill contaminants and heavy metals
 - ♦ Materials and processes for desalination
 - ♦ Alternative materials and processes that will reduce or eliminate hazardous substances in the environment and manufacturing sites

B. Harmonized National R & D Agenda 2017 - 2022 Solid

- Waste and Waste Water Management
 - ♦ Impact on emission of pollution from solid waste
 - ♦ New product development from solid waste Solid waste minimization
- Air Pollution Control and Management
 - ♦ Alternative anti-pollutant agents
- Ecotourism and Tourism Industry
 - ♦ Community-based ecotourism projects

C. NHERA 2

- Disaster risk management
- Peace process and conflict resolution
- Climate Change
- Small and Medium Enterprise Development

III. INDUSTRY- Income- generating, marketing, projects, partnerships and linkages.

PRIORITY THEMES

A. NHERA 2 – Multidisciplinary/ Multi-sectoral research

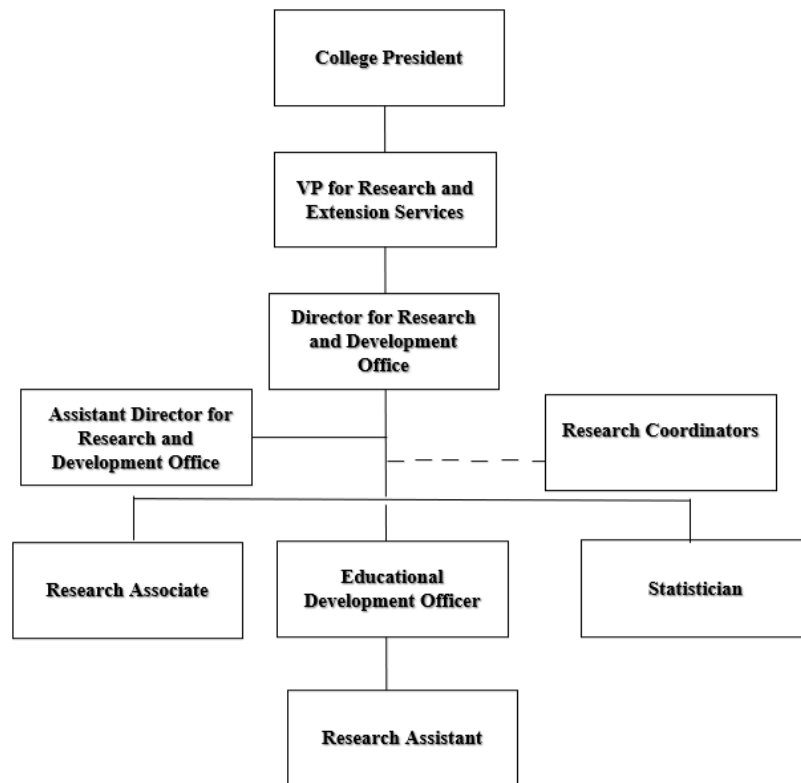
- Food and Nutrition Security
 - ♦ Food Safety and Quality
 - ♦ Improvement of Food Shelf- life
 - ♦ Innovative Food Products
 - ♦ Alternative Food Preservation
 - ♦ Filipino and other local cuisine
 - ♦ Information and Communication TechnologyBig
 - ♦ Data Analytics

B. Harmonized National R & D Agenda 2017-2022

- Cooperative and Lending
- Industry-academe collaboration
- Sustainability and stakeholders' satisfaction
- Sustainable aid and aid for sustainability
- Field- testing/ application of cleaner technologies for the benefit of the industry, domestic households and generalpublic

**CHAPTER I
ORGANIZATION AND COMMITTEES**

A. Organizational Structure



B. Research and Development Council and Committees

C. B.1 The College Research Council (CRC)

The Council is a college-wide body tasked to formulate and review policies, rules and regulations necessary for the operation and improvement of the research system in the College through the approval of the Board of Trustees.

Functions of College Research Council

- Reviews existing policies, rules and regulations pertaining to research in the College
- Formulates and recommends to the College President new policies, rules and regulations necessary for the operation and improvement of the research system. Policies, rules and regulations can emanate from the Vice President for Research and Extension, college deans or from individual researchers, submitted to the Research Council for consideration and presented to the Board of Trustees for final approval, through the College President
- Ensures the alignment of research strategies to the priority thrust of the College, LGU, NHERA, DOST, PDP (AmBisyon 2040), ALCU R3 and ALCU National
- Reviews outcomes of research funding schemes and performance-based allocations to other researches consequently to provide recommendations to the College Councils (ExeCom, ManCom, Academic) when a need for substantial changes in policy or procedures is indicated
- Monitors compliance with the Higher Education Framework
- Sets targets and mechanism to encourage research among the MCC community especially the faculty members

Composition of Research Council

- Chair - Vice President for Research and Extension Services
- Vice Chair - Director for Research and Development
- Secretariat - Research Staff
- Members - Institute Research Coordinators
Non-Academic Research Coordinators

B.2 Research Committees

B.2.1 Research Technical Review Committee (RTRC)

The Research Technical Committee (RTRC) is composed of internal consultants whose expertise is deemed necessary in policy execution for research. The main task of the Committee is to evaluate the eligibility of the proponent under the different schemes of support defined by policy. The Research Committee shall also review the policies and programs of the Research and Development Office and recommend amendments to the institutional research agenda and propose other policy options to sustain the momentum of research production in the institution.

Composition of Research Technical Review Committee (RTRC)

- Chairperson
- Members (at least one representative per Institute and/or Unit)

B.2.2 Ethics Review Committee (ERC)

The Ethics Review Committee is a group of people appointed to review research proposals to assess formally if the proposed research procedure conform to the recognized ethical standards, respecting the dignity, rights, safety and well-being of the research respondents or participants.

Composition of Ethics Review Committee (ERC)

- Chairperson
- Members(at least one representative per Institute and/or Unit)

B.2.3 Editorial and Publication Committee (EPC)

Editorial and Publication Committee (EPC) members are expected to work with the Editor and to advise them on topics that should be addressed by the journal as well as the overall scope and focus of the journal. EPC members are also encouraged to make the most of their academic/industry contacts in the journal's subject area, with the aim of promoting the journal, sourcing new submissions and readers.

Composition of Editorial and Publication Committee

- Chairperson
- Members (at least one representative per Institute and/or Unit)

Chapter II

FUNCTION OF OFFICES, OFFICERS AND STAFF

A. Functions of the Office of the Vice President for Research and Extension Services (OVPRES)

The Office of the Vice President for Research and Extension Services (OVPRES) recommends to the College President the policies, strategies, guidelines and budgetary allocations pertaining to research programs and development; directs the planning implementation and monitoring of the research projects; and collaborates with institutional linkages for research and development.

A1 Functions of the Vice President for Research and Extension Services (VPRES)

The VPRES operates the entire research and extension services system of the College. He/she is responsible for planning, integrating, directing, coordinating and supervising the research programs/activities of the various units of the College, anchored to the plan of activities and the goals as well as the priority agenda of the College subject to the rules, policies and guidelines approved by the Board of Trustees (BOT).

A2 Specific functions of Vice President for Research and Extension Services

- Implements approved plans on research, extension and development in coordination with the other offices and units of the College
- Implements College policies, thrusts, programs and activities on research and development, extension, and production
- Prepares and submits annual budgetary requirements and annual procurement plan of the division
- Exercises management and supervision functions over personnel in the division and promotes their welfare and development
- Taps resources for the promotion of research, development, extension and production
- Supervises and coordinate the preparation of the research journal, newsletter and other required reports
- Initiates/ establishes linkages with government and non-government agencies on research and extension projects and programs; and
- Reviews and recommends for consideration research projects which may be funded from the research fund of the College

A3 Functions of the Director for Research

- Formulates, recommends policies and procedures covering research works, programs and projects to the VPRES
- Prepares and submits annual budgetary requirements and annual procurement plan of the unit
- Takes leadership role in terms of providing research training to potential researchers in the development of their research capabilities
- Coordinates with the different institutes/offices in the preparation of research proposals
- Provides assistance in the conduct of the researches
- Recommends to the VPRES the evaluated project proposals of the faculty from the different institutes/offices
- Establishes linkages with both local and national levels to ensure quality and responsiveness of the researches to current and emerging demands of society

A4 Functions of the Assistant Director for Research

- Create detailed strategies for efficient and effective execution of projects
- Supervises tasks assigned to project workers and collaborators and ensure that they stick to project specification and guidelines
- Drafts project proposal materials and present them to the research director with grounded on evidence-based methodology and conduction for approval
- Frequent checking and gathering of appropriate data of actual projects
- Plans, organizes, and conducts collaborative and interdisciplinary researches, in areas related to the goals of the college or the sponsoring institution
- Develops guidelines for project proposals and methodological instruments and reports to the principal investigator relative to feasibility, quality, and benefits of such new developments
- Conducts research, utilizing institutional facilities and comprising materials like: library, archives, collections, and other sources of information, and to collect, analyze, and evaluate statistical facts
- Builds and provides sufficient support for, a community of innovative researchers to enhance research capacity of the college and to increase internal and external research opportunities of faculty and students
- Assists on leading strategic planning for the research and development office to ensure that the office's objectives are aligned with the college's strategic plan and objectives
- Encourages and supports the raising of funds for research conducted by the research and development office, capital and operating funds, including cooperation with the College's fundraising initiatives

A5 Functions Research Associate

- Interprets research specifications and develops a work plan that satisfies requirements
- Conducts research and gather data using books, journal articles, newspaper sources, questionnaires, surveys, polls, and interviews
- Analyzes and interprets patterns and trends of relevant research interests
- Records findings by taking written notes and using appropriate software
- Maintains and protects electronic databases
- Assists management with budget and time schedules
- Anticipates research issues and promptly resolving them
- Follows a strict code of ethics and protecting any confidential information at all times
- Writes proposals and delivering presentations when required
- Spearheads the dissemination of research findings
- Assists faculty, non-teaching staff and students in the development and conduct of any form of developmental research and additional assistance for completed researches

B. Research and Publication

The Research and Publication ensures successful implementation, delivery and management of print and electronic journals, books and other products. It coordinates communication between offices and external peer review to ensure a smooth process of journals.

B.1 Research Coordinators

- Review and evaluate the proposals within their respective institutes/offices
- Evaluate and monitor researches conducted within the area of concern and submit progress reports
- Coordinate with other groups or units in the college in the conduct of research projects
- Supervise researchers within their respective institutes/offices
- Complement with other units of the College to bring about efficient utilization of available resources and cause continuous enrichment of project activities related to conceptualization of research priorities
- Coordinate programming, planning, implementation and evaluation of research programs / projects in their respective academic department
- Conduct research, subject to the same benefits and responsibilities as the other researchers

C. Research Projects Development

The Research Projects Development is responsible for the project development, application, contracting period of the grant projects and academic support processes of non-teaching and researchers.

C.1 Educational Development Officer

- Formulates concept papers based on researched or studies
- Develops program design, monitoring and evaluation tool, logical framework, and guidelines on the pilot implementation
- Participates in development of plans, programs and researches with the different institute and offices of the college
- Develops measures and strategies for the implementation of conducted researches for the benefit of the college and the student as well
- Monitors the implementation of project and programs under the research unit
- Identifies and tracks relevant project program compliance requirements and opportunities for the innovation and program expansion within the compliance parameter
- Prepares and submits report of progress of the program implementation
- Maintains quality results by using existing templates or developing new formats as appropriate for program proposal; performs other duties that may be assigned

D. Statistical Data Processing

An office within the organization responsible for the operation of statistical data processing applications

D.1 1 Statistician

- Undertakes review of all statistical procedures indicated in the research proposal of the faculty members/non-teaching personnel and students
- Safeguards the accuracy and integrity of the results of data analysis of research
- Coordinates with the Research Office on the processing/ analysis of data of students and employees in academic research
- Takes leadership role in providing statistical training (regional/ local) to local government units, non-government organizations, academic institutions and others
- Collects, organizes and analyzes data needed by the College
- Establishes a web-based data bank of useful information for research and for the college

E. Records Management

Records Management pertains to the management of the records and information produced by the Research and Development Office as it carries out its business. The RMO provides advice, guidance and training for all RDO staff and ensures that policies, procedures and best practice guidelines are readily available for appropriate use.

E1 1 Research Assistant

- Encodes reports, correspondences, messages and memoranda
- Receives and records official documents and check completeness of attachments and enclosures
- Prepares administrative reports and submits routine correspondences and documents to respective offices
- Maintains office files and records
- Facilitates request for reproduction of copies of correspondences, reports and other documents, and certify the same upon request
- Assists in the preparation of multimedia presentations during meetings and conferences
- Performs data integrity checks and follow up with any discrepancies as appropriate
- Maintains organization and tracking of all information and data
- Coordinates with team members as relevant for all data acquisition, processing, storage, extraction, and reporting tasks
- Updates electronically, the information services of the research office
- Performs additional administrative duties for the department as needed such as: preparing/updating forms and materials for data collection, conducting article/literature pulls, reference and formatting

Chapter III

RESEARCH POLICIES, PROCEDURES AND GUIDELINES

A. General Policies

A1 Faculty Research Outputs

All permanent faculty members should conduct at least one research study per academic year. In addition, they shall submit research outputs at the start of every semester. As such, their research outputs shall form part of their faculty performance evaluation every semester to be evaluated by the Technical Review Committee using approved evaluation instruments. Faculty members without research outputs shall be given the lowest rating on research performance. Research outputs include research proposals, research papers, progress reports, concept papers, and other relevant research papers.

A2 Personally-initiated research projects/papers

For personally-initiated research projects which do not require funding assistance from the college, researcher/proponent/s is/are requested to inform the CRD through a written notice of the planned study prior to its implementation, or at least submit a copy of the publishable paper to the CRD after the conduct of the study for it to be credited as an output but there will be no funding support involve.

A3 Research Project/Paper Limitations

Each faculty member shall be entitled to only one (1) research paper funding per year. However, group researchers shall be entitled to two (2) research funding per year.

A4 Research Publication

The College shall promote faculty research outputs to local, national, and international level and shall provide equal opportunity for potential and capable researchers to any form of capability building and exposure.

A5 Research Projects/Output Authorship Limitation

Research output/project can either be of single authorship or co-authorship. In a research output/project with more than one author, a maximum of three (3) authors is allowed for multifaceted type of research output/project. For institutional research output, a maximum of five (5) authors,

A6 Research Projects/Output Equivalent Points

A.6.1 The equivalent points of the research output/project will be divided among the researchers following the IRR on Credits for NBC 461 Faculty Promotion and Performance Evaluation as follows:

- For maximum of three (3) researchers

Author	40%
Co-author 1	30%
Co-author 2	30%

- For maximum of two (2) researchers

Author	60%
Co-author	40%

Or will follow the IRR on Credits for NBC 461 Faculty Promotion and Performance Evaluation

A7 Co-Authorship

Co-authorship agreement between and among the authors must be submitted along with the basic documentary requirements. It must stipulate the name of the applicant who shall receive the publication and/or citation incentive. It must also include the division of incentives among the authors. It must be duly acknowledged, subscribed and sworn to in the presence of a notary public.



A8 Research Paper Presentation

The College shall provide financial support to technical presentations of outputs in scientific meetings/fora/ conferences/congress, locally and internationally, provided the paper has been reviewed and recommended by the CRD and approved by the OVPRES.

A9 Request for Research Duration Extension

Failure to complete the research on the due date may require a researcher(s) to extend the research duration. In cases where there are such requests, the request will be deliberated on by the CRC and an approval from the OVPRES.

A10 Research Paper Evaluation

- ♦ Soft copy of the completed research outputs shall be sent to CRD following the prescribed format as part of MCC Advocacy on sustainable development goals of the college. Researcher/s is/are also required to submit a publishable paper in IMRaD - Introduction, Method, Results and Discussion/IMFaD- Introduction, Method, Findings and Discussion formats for evaluation.
- ♦ Completed research papers are reviewed by internal and external reviewers. Completed studies are to be presented during In-House Reviews and chosen papers shall be included in the Annual Search for Lector Magnificus.

A11 1 Research Incentives

Research has been recognized as an important drive towards academic development. In the conduct of research, only few faculty members and staff members venture into this field due to its demanding nature. The recognition of the efforts of our researchers has been given less attention; hence, to improve research productivity and development, incentives are provided for the researchers.

A111 Research Incentives Mechanism

- The college shall provide awards and incentives (cash and non-cash) to faculty members and staff who have always strived for excellence in research. The College shall implement an incentive mechanism to promote awareness and encouragement among faculty members to conduct research and productivity, acknowledgement of extraordinary performance and efficient delivery of outputs/services.
- Research output must be used as policy formulation/ implementation, system application and community-based project. Awards and incentives are also applicable to non-academic personnel.

A. Lector Magnificus Award

Lector Magnificus Award is given to deserving and excellent researcher(s) awarded during the college In-house review and colloquium.

The award of Lector Magnificus for deserving and excellent research work is as follows:

AWARDS	CASH INCENTIVES
1 ST Place/ Lector Magnificus	15,000.00
2 nd Place	8, 000.00
3 rd Place	5, 000.00
Finalists (4 th to 10 th Place)	1, 500.00
Best Presenter	3, 000.00

B. MCC Research Communicator Impact Award

The Impact Award is given to researchers who have achieved significant and sustained national and/or international recognition for their work and whose research has influenced the profession and the community it serves.

The researcher must have displayed a proactive approach in disseminating scholarly findings or opinions on research issues and policies; has shown impact and visibility and manifested prominence through citations/readership or massive information dissemination and/or became influential in changing a policy or made a great impact on the community by serving as a source of information or reference of actions towards societal change or community development.

Monetary Award: P20,000.00

A12 Financial/Budgetary Assistance

A121 Research Presentation Assistance

The College shall provide assistance for research presentation of faculty researchers and personnel over and above the monetary award. The assistance is inclusive of registration, and travel allowance and/or other incidental expenses necessary for the research presentation, subject to the usual accounting and auditing procedures (COA/DBM Circulars) of the College.

The College shall also provide the following incentives:

Level	Registration Fee Support and Travel Allowance	Best Paper	Best Presenter
Local/National	Registration fee set by hosting agency and travel allowance based on COA/DBM Circulars	3,000	1,000
International within the Philippines		5,000	2,000
International outside the Philippines		7,000	3,000

A122 Research Publication Incentives

The College shall provide assistance for publication of faculty researches and personnel over and above the monetary award based on the paper’s publication journal indexes.

LEVEL	PUBLICATION INDEX	INCENTIVE
INSTITUTIONAL	MCC JOURNALS	2,500.00
NATIONAL	National Journal Publication (NRCP, DOST)	5,000.00
	CHED Accredited Journal Publication	10,000.00
INTERNATIONAL	Scopus/ISI/Clarivate/WOS indexed publication	20,000.00
	International Journal Publication (Reputable Journal) with Impact Factor	10,000.00



A123 Faculty with administrative designation in Research

Faculty members performing the following functions in research shall be credited the following:

Position/Designation	Reduced Teaching Load
Vice President	24 units
Director	21 units
Assistant Director	21 units
Research Associate	18 units
Research Coordinator	3 units

A13 Ownership of Patent and/or Copyright

The College owns the research output but the Research and Development grantee reserves the right to authorship. Ownership of the patent and/or copyright shall be in accordance with the existing Intellectual Property Rights (IPR) Policy of the College, Implementing Guidelines for Technology Transfer, Utilization and Commercialization, and Intellectual Property Rights Law of the Philippines.

B. Guidelines and Procedures

B1 1 Specific Guidelines in Research Paper Presentation

- a. Only research papers duly recognized by the college shall be allowed to be presented to the local, national and international research platform.
- b. For group research, all authors may be allowed to attend the conference or forum if budgets warrants or if they want to shoulder the expenses to be incurred.
- c. Research papers presented by the researcher (even at the personal expense) in the regional, national and international congress and conferences without the endorsement of the VPRES and approval of the President, shall not earn any credit for the proponent.
- d. The researcher(s) shall submit to the President through the VPRES a comprehensive report relative to the result of their participation in oral/ poster presentation. The travel report should be prepared with pictures (soft and hard copies).

B2 Guidelines in Requesting for Recommendation and Approval of Funding Assistance and /or Approval of Official Time

- a. The faculty members requesting for endorsement of their research paper for oral/poster presentation(s) shall undergo internal review by the College Technical Review Committee upon completion and/or submission of the request form from the CRD.

b. The Dean and or Head of Office will signify that the faculty member has been allowed and or endorsed to make special arrangements regarding instruction and is being recommended to attend the conference; while the Director for CRD will signify that the full paper to be presented (either oral or poster) has been reviewed.

c. The requesting faculty member or employee has to attach the following documents:

c.1 Acceptance Notice from the Conference Organizers where the research paper/s will be presented (oral or poster);

c.2 For oral presentation, a copy of the full paper in standard publishable format; for poster presentation, layout of the textual content to reflected in the poster; and

c.3 Printed conference brochure, including URL address

d. Incomplete applications will not be processed by the CRD.

B3 Guidelines and Procedures for the Conduct of Research Studies

a. All research proposals, whether funded or not, should be registered at the CRD.

b. All researches shall undergo Proposal Defense and Final Defense which shall be scheduled by the CRD. (see Process Flow Chart in the Appendix)

c. The Researchers with approved proposals shall sign a contract of undertaking that they will finish the research in a specific time allotted for their research work, that is, one (1) academic year. In the event that the researchers may need additional time to finish their researches, they must immediately inform the CRD and request for extension in formal writing. A maximum of one (1) semester extension is allowed per research paper.

d. As a final requirement, researchers shall submit to the CRD three (3) copies of their revised and signed research manuscript and a digital copy e- mailed to the official CRD mailbox.

e. In the event that the research will require the Researchersto do data gathering off campus during office hours, a travel order must be secured from the Human Resources Management Office.

h. The researchers may use the facilities, equipment and documents of the College for the development of their study

i. Corresponding points shall be given to the Researchers for promotion based on the Personnel Selection and Promotion Policy of the College.

j. A panel of evaluators will be invited to critique the output of the research teams which they will present and defend in a public

forum in the college.

- k. The top three (3) researches, as chosen by the Research Review Committee, shall be considered Finalists in the search for Lector Magnificus. Consequently, the Lector Magnificus, Rank 2, Rank3 and Finalists (4th to 10th) shall receive monetary incentives based on the rewards and incentives program.
- l. All research outputs shall become intellectual properties of MCC and shall be published in the Research Journal of the College and to local, national and international publication upon the approval of the CRD .
- m. The College President shall approve the implementation of all research proposals endorsed by the OVPRES through the issuance of an Office Order. A Memorandum of Undertaking (MOU) shall be signed between the research proponent(s) and the College President, on behalf of MCC, stipulating therein the duties and responsibilities of both parties.

B4 Guidelines on Incentives for Publication

Any of the following persons may apply for publication incentives:

- Regular faculty member with a permanent or temporary status of the college regardless of rank;
- Permanent administrative employee of the college;
- Faculty member with a permanent, temporary and casual status/permanent administrative employee of the college in collaboration with a researcher from other universities/ colleges and/ or external agencies; and
- Faculty member with permanent, temporary and casual status/permanent administrative employee of the college in collaboration with student researchers from the college.

B5 Submission of Final Research Outputs

Researcher/s must submit the following:

- Two (2) printed and hard-bound copies of the final research paper for the institute/office and CRD;
- Three (3) soft copies in PDF format of the final research paper [one (1) copy for the CRD and another one (1) for the Library and one (1) copy for the company or community- based research to the company or community concerned;
- Approval sheet signed by the Chair of the Review

Committee, CRD Director and VPRES;

- Accomplished acknowledgment receipt form (for company- and community- based researches);
- Turnitin and Grammarly Test Results with passing grades/Certification from a Grammarian;
- Waiver of Confidentiality or Nondisclosure; and
- Research Transmittal form.

C. Office Standard Operational Procedures and Guidelines

C.1 Utilization of Promotional materials

Personnel Responsible: Research Assistant and Research Staff/ Clerk.
The office will use promotional materials to promote the services and to help enhance the research culture within the college.

Office Name

- ♦ To be addressed as the Center for Research and Development
- ♦ It must be included in all office related documents
- ♦ Staff must use the office name appropriately.

Office Logo

- ♦ It must be included in all office related documents
- ♦ Staff must use the office logo appropriately

Research Brochure

- ♦ Will contain abstracts of researches
- ♦ Hard copy available (to be displayed in the office)
- ♦ Soft copy (to be made available online)

Office Pamphlet

- ♦ Will contain the list of services that the office can offer
- ♦ Hard copy available (to be displayed in the office)
- ♦ Soft copy (to be made available online)

Q Social media portal and online presence

Personnel associated/responsible: Research Staff/Clerk

The office will have its own Facebook page that will be used for online engagements and communications. It targets to reach and encourage the personnel as well as the students of the college to

immerse themselves more into research. This will be in-line with the mission of the CRD to build a culture of research within the college.

Facebook Page Posting

- ♦ Accuracy must be observed in posting information or research related news. Any information must first be reviewed and proofread by the Research Director prior to the posting and sharing of the information

Hashtags

- ♦ To be placed at the bottom part of the post's caption.
- ♦ The hashtag #CenterforResearchandDevelopment will be used.

Graphics

- ♦ Create engaging graphics related to research
- ♦ Use the office color palette (Gray and CrimsonRed) in crafting social media graphics

Response to messages or inquiries to page

- ♦ An auto-response message shall serve as an initial reply to inquiries
- ♦ Response must be prompt for the specific questions/ inquiries; hence, constant checking is needed

C3 Events and program setting presentation

Personnel Responsible: Research Assistant and Research Staff/Clerk

The office shall accomplish the form from Communication Events Office and initiate a collaborative meeting with the said unit.

Proper forms

- ♦ Crafting of a letter of request/ intent to be submitted to the office where the event is to be held

Representation and media presentation

- ♦ Coordination with the Communication and Events office to publicize the events/programs of CRD

C4 Use of Institutional Email Address

Personnel responsible: Research Associate, Research Assistant, Statistician, Academic Development Officer and Research Director

Institutional Email Account

- ♦ The use of institutional email address of personnel in all forms of transactions involving the office is

mandatory. This covers circumstances whenever personnel operates a device capable of internet connection and electronic mail transmission and reception within the premises of the office of CRD. Upon official declaration of employment by the Human Resource Office and designated to the office, the personnel is given an institutional email account bearing the labelling configuration of firstname.lastname@mcc.edu.ph by the Management Information Services Office. From the day the personnel starts officially reporting continuing to the last day of his/ her employment, he must transact with individuals, entities, agencies and departments within and outside the institution using the given email address. Thus, any email sent with the institutional email address is considered as an official email issued by the office, and is being subjected to stipulations and clauses of the Data Privacy Act and the office disclaimer and confidentiality statement.

- ♦ Upon the approval for resignation, retirement, or discharge, the personnel must cease to use the institutional email address in any form of transactions, personal and official matters involving the name of the office of CRD. Access password for the email address must also be surrendered to an assigned personnel from the MIS. Any information contained within the email address' messages, attachment files, images, sound recordings and other forms of digital media in the Inbox, Outbox, Sent items and Spam folders will be contained in a private protected system with utmost security and must not be accessed until an important circumstance(s) is/ are justified and authorized by the office of the President of College, and must be done with supervision, by a personnel from the MIS.

Office email address

- ♦ The office will also be given an official email address, crd@mcc.edu.ph to be used for official transactions by personnel to other government agencies, public and private entities, offices or agencies. For any

transactions conducted to external offices by the personnel with his/ her respective institutional account, he/ she must send a carbon copy (cc) of it to the office email account for documentation and storage/ retrieval purposes.

5 Remote Working Setup

Circumstances arise when a personnel is mandated to work remotely from the office in order to physically distance the personnel from other office personnel and himself/ herself from potential exposure to harmful pathogens. The following are valid instances on which a personnel can be subjected to a remote work setup: (1) Presence of comorbidities that can exacerbate susceptibility and progression of a disease; (2) Old age that renders the individual to have lower-tolerance immunity; (3) Mandated by the local or the national government; and (4) Sudden surge of cases within the local area where the personnel resides.

Under this setup, the personnel must be available for contact within his/ her designated office hours. He/ She must be open for contact through call and text message on mobile phone, institutional and personal email accounts, Microsoft teams, Facebook Messenger service and other messaging application the individual uses. Failure or refusal to respond to calls, messages or inquiry on these services without proper explanation from the personnel shall be reprimanded accordingly based on existing policies of the College..

6 Office Clearance

Personnel responsible: Research staff/ clerk, Research Associate, Research Assistant, Statistician, Project Development Officer, Research Director

Office clearance is a necessary documentation statement an office personnel must accomplish that must be approved by the highest appointed official of the office as to have not any withstanding liability or responsibility to the office as within his/ her stay period. Fulfillment of this shall lead to the awarding of complete clearance for resignation, retirement, or discharge. Unable to complete this shall lead to withholding of clearance from the office; thus, rendering unable to settle document release clearance from Human Resource Office.

Equipment/Material turnover Clearance Form

The employee must be able to accomplish a form that lists the equipment as well as office supplies and materials designated to be used by him/her are properly turned over and surrendered to the office upon filing of resignation, retirement or issuance of discharge.

CHAPTER IV

PROGRAMS AND SERVICES

A. Research Capability Strengthening Program

A.1 Objectives

- 1 . To provide opportunities for continuing professional enhancement in terms of research and research-related needs
- 2 . To answer the call of CHED and other government agencies for a renewed thrust on sharing of technical expertise and the provision of support to other HEIs to ensure global competitiveness of majority of the HEIs
- 3 . To initiate a series of programs designed to upgrade the level of competency of the College towards a higher level of quality service to its community

B. Research Services

B1 Research Consultation

Provision of needed guidance and instruction in the discovery and use of high- quality research resources. These services are designed to assist researchers in a variety of scenarios, whether brief, extended, or multiple consultations; face to face; virtually; on Zoom or through email. Service options include:

- Series of Consultations
- Extensive Support

B2 Statistical Data Analysis and Certification

This support undertakes review of all statistical procedures indicated in the research proposal of the faculty members/ non- teaching personnel and students. Issuance of certification upon undergoing required tests on data collected in the conduct of research.

B3 Research Questionnaire Validation

Review the questionnaire of the researcher(s) to determine whether the questionnaire measures what it was designed to measure. If a questionnaire's validation succeeds, the creators label the questionnaire as a valid questionnaire. This validity comes in different forms, all relying on the method used for the validation procedure. Depending on the specific situation for the questionnaire, the creators may choose to use one or many of the various validation methods.

B4 Scholarly Language Critiquing

This service refers to the conduct of a systematic analysis of a scholarly article or book and then writing a fair and reasonable description of its strengths and weaknesses.

B5 Plagiarism Check

Checking of any unauthorized use of parts or the whole of any article without giving proper credit to the original writer. Any unethical copying of any writing is basically considered theft, and therefore it takes away the originality and trustworthiness of the content.

B6 Research Paneling/Critiquing

Consultation on analysing and evaluating the development of research paper.

B7 7 Research Information Services

Contains information on research projects, grants, publication opportunities and any other research related updates.

CHAPTER V
CLASSIFICATION AND RESEARCH FORMATS

The research undertakings of MCC is classified as follows:

A1 **By Purpose**

A11 **Basic Research**

It refers to any orderly and ingenious endeavor done chiefly for the acquisition of new knowledge about specific and observable facts or phenomena without any particular use or explicit application.

A12 **Applied Research**

It is a novel analysis done to acquire new knowledge that is specifically directed towards a particular use.

A12a **Evaluation research.** This is a type of applied research that analyzes existing information about a research subject to arrive at objective research outcomes or reach informed decisions. This type of applied research is mostly applied in business contexts, for example, an organization may adopt evaluation research to determine how to cut down overhead costs.

A12b **Research and development** is a type of applied research that is focused on developing new products and services based on the needs of target markets. It focuses on gathering information about marketing needs and finding ways to improve on an existing product or create new products that satisfy the identified needs.

A12c **Action research** is a type of applied research that is set on providing practical solutions to specific business problems by pointing the business in the right directions. Typically, action research is a process of reflective inquiry that is limited to specific contexts and situational in nature.

A2 By Method

A21 .1 Historical research generates descriptions, and sometimes attempted explanations, of conditions, situations and events that have occurred in the past.

A22 Descriptive research provides information about conditions, situations, and event that occur in the present. It is called statistical research. The main goal of this type of research is to describe the data and characteristics about what is being studied. The idea behind this type of research is to study frequencies, averages and other statistical calculations. Although this research is highly accurate, it does not gather the causes behind a situation.

A23 Experimental research. This is used in setting where variables defining one or more causes can be manipulated in a systematic fashion in order to discern effects on other variables.

B. Research Format

- ♦ Paper should be on 8 ½ x 11 - inch white paper, with 1 - inch margins on the top, bottom, and sides.
- ♦ Font: Acceptable choices include sans serif fonts (such as 11 - point Calibri and 11 - point Arial) and serif fonts (such as 12-point Times New Roman)
- ♦ Lines are double- spaced. No extra space before or after paragraphs.
- ♦ Cover pages are required in APA 7th edition papers and are center-aligned.
- ♦ Each page needs a left- aligned running header with the title of your study.
- ♦ Right- align page numbers at the top of each page, including the cover page.
- ♦ Indent the first word in each paragraph, except in the abstract.
- ♦ The title itself is not bolded, but individual section headings (e.g. Background, Methodology) are.

- ♦ For in- text citations of other studies, reports, and articles include the author’ s or organization’ s name, as well as the year of publication.

C. Research Paper Content

Using a standard APA format, table of contents should include the following Sections:

- ♦ Introduction
- ♦ Method
- ♦ Results/Findngs
- ♦ Discussion
- ♦ References

The exact order of the research paper depends largely on the type of paper that a researcher is writing. In general, the paper should be presented in the following order:

- ♦ Title Page
- ♦ Table of Contents
- ♦ Abstract
- ♦ Main Body of Paper
- ♦ References
- ♦ Appendix

D. Table of Contents Format

- Title the page “ Table of Contents” and center the title at the top of the page.
- Use an outline format for the different sections of your paper. For the main headings, use Roman numerals. Follow by using Arabic numerals to list any sub- level headings. If you have lower-level headings, list them using lower-case letters.
- All main headings should be flush-left.
- Sub- headings should be indented five spaces.
- All entries should use title case
- Identify the page number where each heading and sub-heading begin flush- right. Include dot leaders between the headings and the page number to improve readability.

APPENDICES
PROCESS FLOW CHART

CENTER FOR RESEARCH AND DEVELOPMENT

1. Conduct of Research Project

Conducting research is an inquiry-based process that involves identifying a question, gathering information, analyzing and evaluating evidence, drawing conclusions, and sharing the knowledge gained.

Office/Division	Center for Research and Development			
Classification	Technical			
Type of Transaction	Government to Client			
Who may avail	Researchers (Teaching and Non Teaching)			
Checklist of Requirements			Where to Secure	
▪ Copy of Proposal			Researcher	
Client's Step	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Choose Research Title within the area of your interest	N/A	N/A	N/A	Research
2. Crafting of concept paper stating objectives and overview of the research topic	N/A	N/A	1 week	Research
3. Review of concept paper by the Research coordinator to be endorsed to the Institute Dean and/ or Head of Office, if approved, title defense schedule to be requested to the CRD	N/A	N/A	1 week	Researcher
4. Once approved by the review committee, the researcher start writing the proposal	N/A	N/A	3-5 months	Researcher
5. Upon approval from the panel of evaluators during the proposal defense, the researcher will be signing the memorandum of undertaking	N/A	N/A	3 – 5 days	Researcher, Panel of Evaluators
6. Signing of MOU with the CRD and CRC	N/A	N/A	10 – 20 mins	CRD, CRC, Researcher
7. The researcher continue writing the full paper	N/A	N/A	4-6 months	Researcher
8. Approval of the full proposal by the review committee through colloquium and or during the annual search for lector magnificus	Organized colloquium	N/A	3-5 days	Research, Technical Review Committee, CRC, CRD
9. Writing of the revised and or modified proposal for final review from the CRD and CRC	N/A	N/A	1-2 weeks	Researcher, CRC, CRD
10. Acceptance of the revised manuscript	N/A	N/A	3-5 days	Research, CRD, CRD

2. Conduct of Activity

Organizing and Facilitating of Activity for Center for Research and Development



Office/Division	Center for Research and Development			
Classification	Technical			
Type of Transaction	Government to Client			
Who may avail	Researchers (Teaching and Non Teaching)			
Checklist of Requirements			Where to Secure	
▪ Approved Activity			CRD	
▪ Invitations			CRD	
▪ Resource Speaker(s)			CRD	
Client's Step	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. The Project Development Officer prepare the project and or program proposal and reviewed by the Research Director	1.1 Prepared program, project, activities proposal	N/A	3-5 days	Project Development Officer, CRD
2. The College President decides on the approval of the request	2.1 Approved the requested PPAs	N/A	1-2 days	OP, CRD
3. Once the request on conduct of activity is approved, prepare the necessary documents and/or attachment for budget allocation	3.1 Prepared the necessary documents for the conduct of activity	N/A	1-3 weeks	CRC, CRD
4. The VPA and/or the Budget Officer check the availability of funds/budget	4.1 Checked availability of funds/budget	N/A	1 day	CRD, Finance/Budget
5. The VPA and or the Budget Officer will decides on the approval of the request	5.1 Approved budget requested	N/A	1 day	CRD, Finance/budget
6. The CRD will send invitation to the participants, guest/ and or trainors	6.1 Sending of invitation to participants and resource speaker(s)	N/A	1 week	CRD, CRC
7. The CRD conducts the activity together with the invited guest/speaker and or the trainors	7.1 Facilitated the activity	N/A	1 day	CRC, CRD
8. After the activity, the CRD process the evaluation results and prepare report	8.1 Processed evaluation result and prepared report	N/A	2-3 days	CRD

3. Approval of the Research Proposal

Approval of the Research Proposal undergo 3 Stage Process

Stage 1 – Title Defense

Office/Division	Center for Research and Development			
Classification	Technical			
Type of Transaction	Government to Client			
Who may avail	Researchers (Teaching and Non Teaching)			
Checklist of Requirements		Where to Secure		
▪ Title Defense Request Form		CRD		
▪ Concept Paper		Researcher		
Client’s Step	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Fill in the Request Form for Title Defense Schedule and the Researcher’s Information Sheet	1.1 Provided request form	N/A	1 min	Research Assistant
2. The College Research Council will convene and evaluate the submitted concept paper for title defense	2.1 Evaluated the submitted concept paper	N/A	1 week	CRC, CRD
3. Once the concept paper meet the criteria, the secretariat will inform the CRD on schedule for title defense	3.1 Provided title defense schedule	N/A	1 day	CRC, CRD
4. Upon approval of the title, the researcher can start writing his/her research paper	4.1 Approved the Research Project Title	N/A	1 week	CRC, CRD
5. Acceptance of the Research Title. Start writing the research paper from Chapter 1-3	5.1 Provided certificate of Acceptance of research project title	N/A	1 day	CRC, CRD

Stage 2 – Proposal Defense

Office/Division	Center for Research and Development			
Classification	Technical			
Type of Transaction	Government to Client			
Who may avail	Researchers (Teaching and Non Teaching)			
Checklist of Requirements		Where to Secure		
▪ Proposal Defense Request Form		CRD		
▪ Capsulized copy of the proposal		Researcher		
▪ Copy of Project Title Acceptance Certificate		Research		
Client’s Step	Agency Action	Fees to be Paid	Processing Time	Person Responsible

1. Fill in the Request Form for Proposal Defense Schedule and the Researcher's Information Sheet	1.1 Provided request form	N/A	1 min	Research Assistant
2. The researcher submits capsule proposal to the College Research Council Chair and endorsed to In-House Review Committee	2.1 Acceptance of the capsulized proposal	N/A	1 min	CRD, Researcher
3. The In-House Review Committee will convene and evaluate the submitted capsule proposal	3.1 Evaluated the submitted capsulized proposal	N/A	1-2 weeks	CRC, CRD, Researcher
4. Once the capsule proposal meets the criteria, the secretariat will inform the CRD on schedule of proposal defense	4.1 Provided schedule of Proposal Defense	N/A	1 week	CRC, CRD
5. Results of the evaluation are given to the researchers in written form stating if the paper is:	5.1 Provided copy of the evaluation results	N/A	2 mins	CRC, CRD
a. Approved				
b. Approved subject to modification				
c. Disapproved				
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 CRD upon revision				
6. The In-House Review Committee will evaluate the revised proposal as to the technical aspect of the paper	6.1 Evaluated the revised proposal	N/A	1-2 weeks	CRD, CRC
7. Upon approval of the paper, the researcher(s) are asked to enter into memorandum of undertaking.	7.1 Provided MOU/MOA	N/A	5 mins	CRD, CRC, Researcher
8. Acceptance of the paper and proceed to data gathering	8.1 Provided copy of proposal acceptance certificate	N/A	1-3 mins	CRD, CRC
9. Signing of memorandum of undertaking	9.1 Signed MOU/MOA	N/A	10-20 mins	CRD, CRC, Researcher

Stage 3- Final/Oral Defense

Office/Division	Center for Research and Development			
Classification	Technical			
Type of Transaction	Government to Client			
Who may avail	Researchers (Teaching and Non Teaching)			
Checklist of Requirements		Where to Secure		
▪ Final Defense Request Form		CRD		
▪ Copy of the Research Project		Researcher		
▪ Copy of Project Proposal Acceptance Certificate		Researcher		
Client's Step	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Fill in the Request Form for Final/Oral Defense Schedule	1.1 Provided Request Form	N/A	1 min	Research Assistant
2. The researcher(s) submits the full proposal to the College Research Council	2.1 Acceptance of the Research Proposal	N/A	1 min	CRC, CRD
3. The College Research Council will convene regarding the schedule of colloquium	3.1 Convened for colloquium schedule	N/A	1 hr	CRC, CRD
4. The CRD will invite external evaluators for the presentation of completed researches	4.1 Invited external evaluators	N/A	3-5 days	CRD, CRC
5. Results of the evaluation are given to the researchers in written form stating if the paper is:	5.1 Provided copy of the evaluation results	N/A	3 mins	CRD, Research Assistant
a. Approved				
b. Approved subject to modification				
c. Disapproved				
5. 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				
6. The Research Technical Review Committee will evaluate the revised proposal as to the technical aspect of the paper	6.1 Evaluated the revised proposal	N/A	1 week	CRC, CRD, RTRC
7. The results of the evaluation will be given to the College Research Council and the proponents in written form together with the comments	7.1 Provided copy of approved or disapproved proposal	N/A	3 mins	CRD, RTRC

of the Technical Review Committee stating if the proposal is approved subject for modification or disapproved.				
8. Issuance of acceptance and approval certificate	8.1 Issued acceptance and approval certificate	N/A	1-2 days	CRD, OP
9. All accepted research proposal will be submitted to College President for final approval	9.1 Submitted for approval to the College President			CRD, OP
10. All approved researches will be consolidated by the CRD for proper fund consideration and programming plan	10.1 Consolidated approved researches	N/A	1-2 hours	CRD, Research Assistant

4. Request for Funding for Paper/Poster Presentation

Funding support to researcher(s) in the local, national and international presentation

Office/Division	Center for Research and Development			
Classification	Simple			
Type of Transaction	Government to Client			
Who may avail	Researchers (Teaching and Non Teaching)			
Checklist of Requirements			Where to Secure	
▪ Copy of full paper			Researcher	
▪ Invitation to the Presentation or Acceptance letter			Researcher	
▪ Approval Sheet of the completed research			Researcher	
Client's Step	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. The Researcher accomplishes the Request for Funding of Research Paper Presentation Form	1.1 Provided Request for Funding of Research Paper Presentation Form	N/A	1 min	Research Assistant
2. The CRDO staff receives the request form and check the completeness if the research output meets the requirements as per guidelines.	2.1 Received and checked the completeness of requirements	N/A	2 min	Research Assistant
3. Check availability of budget for research and development	3.1 Counter check availability of funds	N/A	2 min	Research Assisant, CRD Director
4. The Research Director approved the request and recommend for funding based on rewards and incentive scheme	4.1 Approved and recommend for funding	N/A	2 min	CRD Director

5. The CRD staff forward the endorsement letter to Finance Office for funding	5.1 Endorsed the request to the Finance Office for funding and payment	N/A	2 min	CRD, Research Assistant
6. The Finance Office prepares the voucher with attached request form and supporting documents	6.1 Prepared voucher for payment	N/A	10 mins	Finance/Budget
7. The Finance Office of the college request the funding from the City Budget Officer	7.1 Request funding from the City Budget Officer	N/A	1 day	City Budget Office
8. The City Hall will inform the college on the released of incentive	8.1 Informed schedule released of budget	N/A	1 min	MCC Finance

5. Request for Funding for Paper Publication

Funding support to researcher(s) in the national and international index publication

Office/Division	Center for Research and Development			
Classification	Simple			
Type of Transaction	Government to Client			
Who may avail	Researchers (Teaching and Non Teaching)			
Checklist of Requirements		Where to Secure		
▪ Copy of Full Paper		Researcher		
▪ Acceptance letter from publishing journal		Researcher		
Client's Step	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. The Researcher accomplishes the Request for Funding of Research Paper Publication Form and attached requirements	1.1 Provided Request for Funding of Research Paper Publication Form	N/A	3 mins	Researcher, Research Assistant
2. The CRD staff receives the request form and check the completeness if the research output meets the requirements as per guidelines.	2.1 Checked the completeness of request based on requirements and guidelines	N/A	3 mins	Research Assistant
3. Check availability of budget	3.1 Checked available budget	N/A	3 mins	CRD
4. The Research Director approved the request and recommend for funding based on rewards and incentive scheme and availability of funds	4.1 Approved and recommended for funding and payment	N/A	5 mins	CRD Director, CRD
5. The CRD staff forward the endorsement letter to Finance Office for funding	5.1 Endorsed the requested budget to the Finance Office	N/A	3 mins	CRD, Research Assistant, Finance

6. Request for Payment of Completed Researches

Office/Division	Center for Research and Development			
Classification	Simple			
Type of Transaction	Government to Client			
Who may avail	Researchers (Teaching and Non Teaching)			
Checklist of Requirements			Where to Secure	
▪ Copy of Research Paper			Researcher	
▪ Endorsement Letter from CRD			Researcher	
Client's Step	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. The Research Director request for payment of completed research output of the researchers to the Finance/Budget with attached list of the researchers and endorsement letter	1.1 Forwarded the endorsement letter for payment of completed researches	N/A	1 day	Research Assistant, CRD Director
2. Coordinate the released of payment with the Finance Office	1.2 Coordinated the released of payment	N/A	2-3 wks	CRD, Finance

7. Request for Plagiarism Scan Report

Office/Division	Center for Research and Development			
Classification	Technical			
Type of Transaction	Government to Client			
Who may avail	Students, Faculty and Non-Academic Personnel			
Checklist of Requirements			Where to Secure	
▪ Copy of Manuscript			Researcher	
▪ Official Receipt			Cashier	
Client's Step	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1 Fill up request form	1.1 Provide Request Form	None	5 mins	Research Assistant
2 Present request form to CRD Staff and provide an electronic copy of your complete manuscript for minimal contribution assessment	2.1 Received and assessed the completeness of the requirements	None	5 mins	Research Assistant
3 Assessment of fees for payment	3.1 Assess plagiarism scan assistance/ services for payment	None	5 mins	Research Assistant
4 Present the assessed request form to the cashier's office and proceed with payment	4.1 Issuance of Official Receipt	Minimal/ TBA	5 mins	Cashier
5 Proceed to CRD and submit the accomplished request	5.1 Received the request form and	None	2mins	Research Assistant

form with an attached official receipt for approval	the official receipt 5.2 Schedule released of requested assistance 5.3 Issue claim stub			
6. Present the claim stub and secure the requested plagiarism scan report	6.1 Released the plagiarism scan report	N/A	1 min	Research Assistant

8. Request for Questionnaire Validation

Office/Division	Center for Research and Development			
Classification	Technical			
Type of Transaction	Government to Client			
Who may avail	Students, Faculty and Non-Academic Personnel			
Checklist of Requirements		Where to Secure		
▪ Copy of the questionnaire used in the study		Researcher		
▪ Copy of your research study's statement of the problem/ its objectives.		Researcher		
▪ Copy of your research study's method		Researcher		
▪ Copy of official receipt for your request/s		Researcher		
▪ (For quantitative validity and reliability analysis) A softcopy of the excel file containing your tabulated and encoded data adhering to the template given by the CRD		Researcher		
▪ Official Receipt		Cashier		
Client's Step	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Fill out this form and accomplish attachments indicated below	1.1 Provide Request Form	None	5 mins	Research Assistant
2. Select the procedure you want to request	2.1 Provide statistical assistance requested	None	5 mins	Research Assistant
3. Assessment of fees for services requested	3.1 Check and assessment of fees	TBA	5 mins	Statistician Psychometrician Guidance Counselor
4. Proceed to the cashier's office for payment	4.1 Issuance of Official Receipt	None	2 mins	Cashier
5. Submit a copy of this form with an attached official receipt from the cashier's office to the CRDO	5.1 Schedule the date of released (5 working days) 5.2 Issue claim stub	None	1 min	Research Assistant
6. Present claim stub and secure the requested validated questionnaire on date of released	6.1 Released the validated questionnaire	None	1 mins	Research Assistant

9. Request for Statistical Assistance

Office/Division	Center for Research and Development			
Classification	Technical			
Type of Transaction	Government to Client			
Who may avail	Students, Faculty and Non-Academic Personnel			
Checklist of Requirements		Where to Secure		
▪ Copy of the questionnaire used in the study.		Researcher		
▪ Copy of your research study's statement of the problem/ its objectives.		Researcher		
▪ Copy of your research study's method		Researcher		
▪ Softcopy of the excel file containing your tabulated and encoded data adhering to the template given by the CRDO		Researcher		
▪ Official Receipt		Cashier		
Client's Step	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Fill out this form and accomplish attachments indicated below	1.1 Provide Request Form	None	5 mins	Research Assistant
2. Assessment of statistical assistance/services needed	2.1 Assessed statistical assistance/services on: a. schedule of services b. need for assessment of fees	None	5 mins	Statistician
3. Proceed to the cashier's office for payment	3.1 Issuance of Official Receipt	None	2 mins	Cashier
4. Submit a copy of this form with an attached official receipt from the cashier's office to the CRDO	4.1 Received the request form and the official receipt 4.2 Schedule date of released (10 working days) 4.3 Issuance of claim stub	None	1 min	Research Assitant
5. Present claim stub and sedcure the requested statistical report	5.1 Released the statistical report requested	None	1 min	Research Assistant

10. Request for Spell & Grammar Check

Office/Division		Center for Research and Development		
Classification		Technical		
Type of Transaction		Government to Client		
Who may avail		Students, Faculty and Non-Academic Personnel		
Checklist of Requirements		Where to Secure		
<ul style="list-style-type: none"> Complete printed copy of manuscript that is formatted in the prescribed grammarian format 		Researcher		
<ul style="list-style-type: none"> Official Receipt 		Cashier		
Client's Step	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Fill out this form and accomplish attachments indicated below.	1.1 Provided Request Form	None	5 mins	Research Assistant
2. Check/contact available accredited English Critique from CRD	2.1 Provided list of accredited English Critique	None	5 mins	Research Assistant
3. Assessment of Spell & Grammar assistance/services needed	3.1 Received and assessment of fees	None	5 mins	English Critique
4. Proceed to the cashier's office for payment	4.1 Issuance of Official Receipt	Minimal/TBA	5 mins	Cashier
5. Submit a copy of this form with an attached official receipt from the cashier's office to the CRDO	5.1 Received the request form and the official receipt 5.2 Schedule date of released (5 working days) 5.3 Issuance of claim stub	None	2 mins	Research Assistant
6. Present the claim stub and secure of the grammar and check report	6.1 Released requested spell and grammar report	N/A	1 min	Research Assistant

FORMS



MABALACAT CITY COLLEGE
Rizal St., Dolores, Mabalacat City
Pampanga, Philippines

CRD Form No. 1
CN #: _____

PERSONAL INFORMATION					
			ORCID ID:		
Last Name	First Name	M.I.	Contact Number:		
Sex:	Age:	E-mail Address:			
EDUCATIONAL INFORMATION					
BACHELOR'S DEGREE	Degree				
	School Graduated				
	Year Graduated				
MASTER'S DEGREE	Degree				
	School Graduated				
	Year Graduated				
DOCTORAL DEGREE	Degree				
	School Graduated				
	Year Graduated				
Others	Degree/Applied Program				
	School Graduated				
	Year Graduated				
WORK INFORMATION					
Institute/Department	Job Status	Work Status			
<input type="radio"/> Arts and Sciences <input type="radio"/> Computing Studies <input type="radio"/> Business Education <input type="radio"/> Hospitality and Tourism Management <input type="radio"/> Teacher Education <input type="radio"/> Academic Support <input type="radio"/> Administrative Support <input type="radio"/> Research and Extension Services <input type="radio"/> External Affairs	<input type="radio"/> Permanent <input type="radio"/> Temporary Permanent <input type="radio"/> Casual <input type="radio"/> Contract of Service Job Order	Teaching	Non Teaching		
		<input type="radio"/> Teaching FullTime	<input type="radio"/> With Teaching Loads		
		<input type="radio"/> Teaching with Administrative Work	<input type="radio"/> Without Teaching Load		
		EMPLOYMENT HISTORY			
		Position	Designation	Inclusive Dates	
				From	To
LICENSURE/ELIGIBILITY					
Career Service/ RA 1080 (Board/ Bar) Under Special Laws/ CES/ CSEE / Others					
RESEARCH INFORMATION					
Preferred Approach/es to Research		Area/s of Specialization			
<input type="radio"/> Quantitative <input type="radio"/> Qualitative <input type="radio"/> Mixed Method <input type="radio"/> Action <input type="radio"/> Technology <input type="radio"/> Others: _____		<input type="radio"/> Social Sciences			
		<input type="radio"/> Natural Sciences			
		<input type="radio"/> Mathematics and Engineering			
		<input type="radio"/> Business			
		<input type="radio"/> Computer Technology			
		<input type="radio"/> Education			
		<input type="radio"/> Community			
		<input type="radio"/> Others: _____			



Title of Research Work	Authorship (Author/Co-Author)	Date Completed	Publishing Body (In-house, Regional, Unpublished, etc.)	Date Published	Presenting Body (In-house, Regional, National, etc.)	Date Presented
<i>(Add rows as needed)</i>						

RESEARCH SEMINARS AND TRAINING ATTENDED (THE PAST LAST 3 YEARS)

Title of Training/Seminar	Topic (Quantitative, Qualitative, etc.)	Venue (In-house, Regional, National, etc.)	Number of Hours	Date
<i>(Add rows as needed)</i>				

Grants / Awards / Distinction / Scholarships / Certification

Type of Grants / Awards / Distinction / Scholarship/ Certification	Granting Agency/Organization	Date Granted/Received

PRIVACY AND CONSENT STATEMENT

The information collected through this material will be stored on a secured digital portal and physical hardware accessed only by an authorized personnel. The information gathered on this material is necessary for research and will be utilized for policy reformation and implementation. By fulfilling the necessary responses on this material, you are giving consent to use the information herein for research purposes.

CONFIDENTIALITY STATEMENT

This material is only to be answered by the Research Coordinator and Researchers of Mabalacat City College. The information contained in this material is confidential and intended only for the person(s) or entity(ies) to which it is addressed. If you are not an intended recipient, you must not read, copy, distribute, disclose, reproduce, store in a retrieval system, act in reliance upon the information contained in it, or transmit, in any form or by any means, electronic, mechanical, photocopying, and/or otherwise, this material without prior explicit permission of Mabalacat City College.

I hereby certify that the above information are true and correct.

_____ Date:

Signature over Printed Name



MABALACAT CITY COLLEGE
Rizal St., Dolores, Mabalacat City
Pampanga, Philippines

CRD Form No. 2
CN #: _____

TITLE DEFENSE SCHEDULE REQUEST FORM			
<p><i>Note:</i> Please provide all requested information and obtain the appropriate endorsement. This form must be fully completed and endorsed prior to proposal submission</p>			
<p>Procedure:</p> <ol style="list-style-type: none"> 1. Fill up this form 2. Have it signed by the Institute Dean or Head of Office 3. Forward this form to Center for Research and Development for approval 			
APPLICATION INFORMATION			
Author (s)	Institute/Office	Contact Number	Email Address
Project Title: _____			
Application Type			Project Location
<input type="radio"/> New <input type="radio"/> Continuation to _____ <input type="radio"/> Renewal to _____			<input type="radio"/> On Campus <input type="radio"/> Off Campus
ENDORSED BY:			
Institute Dean/Office Head _____ Signature over printed name Date: _____		Research Coordinator _____ Signature over printed name Date: _____	
PROPOSAL DEFENSE SCHEDULE			
Date: _____ Time: _____ Venue: _____			
<p>Note:</p> <ol style="list-style-type: none"> 1. Prepare Power Point Presentation 2. Submit four (4) hard copies of the proposal three (3) days before the defense 3. Come of scheduled time 			
APPROVAL			
_____ Signature over Printed Name		_____ Position/Designation	_____ Date
Revised: 2021 mbg			



MABALACAT CITY COLLEGE
 Rizal St., Dolores, Mabalacat City
 Pampanga, Philippines

CRD Form No. 2D
 CN #: _____

SUMMARY OF TITLE DEFENSE COMMENTS SHEET	
AUTHOR'S INFORMATION	
Name	Institute/Office
Lead Author	
Co-Author	
Project Title:	
SYMMARY OF COMMENTS/SUGGESTIONS GIVEN	
Panel 1:	
Introduction Section	
Methods Section	
Panel 2:	
Introduction Section	
Methods Section	
IN-HOUSE CRITIC	

Introduction Section
Methods Section
PANEL CHAIR
Introduction Section
Methods Section
AUTHOR/S' AGREEMENT
<i>The undersigned concurs with the comments and suggestions stated above and will revise the study to suit these changes as suggested.</i>
----- Signature over Printed Name Lead Author Date:
----- Signature over Printed Name Co-Author Date:
----- Signature over Printed Name Co-Author Date:
<i>(Add or remove sections as needed)</i>
<i>Revised mbg 9091</i>





MABALACAT CITY COLLEGE
Rizal St., Dolores, Mabalacat City
Pampanga, Philippines

CRD Form No. 3E
CN #: _____

TITLE ACCEPTANCE AND APPROVAL			
AUTHOR(S) INFORMATION			
Name			Institute/Office
Lead Author			
Co-Author(s)			
Project Title:			
Proposal Defense Schedule:	Date:	Time:	Venue:
REVIEW AND ACCEPTANCE			
<p>Upon review of the Research Coordinator and the Dean of Institute/Head of Office and recommendations made by the Research Technical Review Committee during the TITLE DEFENSE were incorporated in the manuscript. Thus, the Committee has APPROVED and start writing your manuscript.</p>			
REVIEWED AND ENDORSED BY:			
<p>-----</p> <p style="display: flex; justify-content: space-between;"> Signature over printed name Position/Designation Date </p> <p>-----</p> <p style="display: flex; justify-content: space-between;"> Signature over printed name Position/Designation Date </p> <p>-----</p>			
RESEARCH TECHNICAL REVIEW COMMITTEE			
<p>APPROVED BY:</p> <p style="display: flex; justify-content: space-between;"> <p>-----</p> <p>Signature over printed name</p> <p>-----</p> <p>Signature over printed name</p> </p>			
<p style="display: flex; justify-content: space-between;"> <p>-----</p> <p>Signature over printed name</p> <p>-----</p> <p>Signature over printed name</p> </p>			
<p style="display: flex; justify-content: space-between;"> <p>-----</p> <p>Signature over printed name</p> <p>-----</p> <p>Signature over printed name</p> </p>			
WORK AND FINANCIAL PLAN			
Project Activities	Timeline	Cost/Fund	Sources of Funds

ATTACHMENT CHECKLIST		
<ul style="list-style-type: none"> ○ Minutes of the Title Defense ○ Summary of Comments during the Title Defense 		
PROCEDURE		
<ol style="list-style-type: none"> 1. Fill in the form 2. Attached required documents 3. Have it signed by the endorser (Institute Dean, Head of Office, Research Coordinator) 4. Approval from the RTRC 		
<p><i>This portion is for the Research and Development</i></p> <p>Remarks:</p> <hr style="border: 0.5px solid black;"/>		
<p>-----</p> <p>Signature over Printed Name</p>	<p>-----</p> <p>Position/Designation</p>	<p>-----</p> <p>Date</p>
<p>Conforme:</p> <p><i>Lead Author:</i> _____ <i>Date</i> _____</p> <p style="margin-left: 100px;"><i>Signature over printed name</i></p> <p><i>Co-Author(s)</i> _____ <i>Date</i> _____</p> <p style="margin-left: 100px;"><i>Signature over printed name</i></p> <p style="margin-left: 100px;">_____ <i>Date</i> _____</p> <p style="margin-left: 100px;"><i>Signature over printed name</i></p> <p style="margin-left: 100px;">_____ <i>Date</i> _____</p> <p style="margin-left: 100px;"><i>Signature over printed name</i></p>		
<p><small>Revised: 2021 mbg</small></p>		



MABALACAT CITY COLLEGE
Rizal St., Dolores, Mabalacat City
Pampanga, Philippines

CRD Form No. 3
CN#: _____

PROPOSAL DEFENSE SCHEDULE REQUEST FORM			
<p><i>Note:</i> Please provide all requested information and obtain the appropriate endorsement. This form must be fully completed and endorsed prior to proposal submission</p>			
<p>Procedure:</p> <ol style="list-style-type: none"> 1. Fill up this form 2. Have it signed by the Institute Dean or Head of Office 3. Forward this form to Center for Research and Development for approval 			
APPLICATION INFORMATION			
Author (s)	Institute/Office	Contact Number	E-mail Address
Project Title: _____			
Application Type			Project Location
<input type="radio"/> New <input type="radio"/> Continuation to _____ <input type="radio"/> Renewal to _____			<input type="radio"/> On Campus <input type="radio"/> Off Campus
ENDORSED BY:			
Institute Dean/Office Head		Research Coordinator	
----- Signature over printed name		----- Signature over printed name	
Date: _____		Date: _____	
PROPOSAL DEFENSE SCHEDULE			
<p>Date: _____ Time: _____ Venue: _____</p>			
<p>Note:</p> <ol style="list-style-type: none"> 1. Prepare Power Point Presentation 2. Submit four (4) hard copies of the proposal three (3) days before the defense 3. Come of scheduled time 			
APPROVAL			
<p>-----</p>			
Signature over Printed Name		Position/Designation	Date

Revised: 2021 mbg





MABALACAT CITY COLLEGE
 Rizal St., Dolores, Mabalacat City
 Pampanga, Philippines

CRD Form No. 3D
 CN #: _____

SUMMARY OF PROPOSAL DEFENSE COMMENTS SHEET	
AUTHOR'S INFORMATION	
	Name
Institute/Office	
Lead Author	
Co-Author	
Project Title:	
SYMMARY OF COMMENTS/SUGGESTIONS GIVEN	
Panel 1:	
Introduction Section	
Methods Section	
Panel 2:	
Introduction Section	
Methods Section	

IN-HOUSE CRITIC
Introduction Section
Methods Section
PANEL CHAIR
Introduction Section
Methods Section
AUTHOR/S' AGREEMENT
<i>The undersigned concurs with the comments and suggestions stated above and will revise the study to suit these changes as suggested.</i>
----- Signature over Printed Name Lead Author Date:
----- Signature over Printed Name Co-Author Date:
----- Signature over Printed Name Co-Author Date:
(Add or remove sections as needed)
Revised mbg 2021





MABALACAT CITY COLLEGE
Rizal St., Dolores, Mabalacat City
Pampanga, Philippines

CRD Form No. 3E
CN #: _____

PROPOSAL ACCEPTANCE AND APPROVAL									
AUTHOR(S) INFORMATION									
Name		Institute/Office							
Lead Author									
Co-Author(s)									
Project Title:									
Proposal Defense Schedule:	Date:	Time:	Venue:						
REVIEW AND ACCEPTANCE									
Upon review of the Research Coordinator and the Dean of Institute/Head of Office and recommendations made by the Research Technical Review Committee during the PROPOSAL DEFENSE were incorporated in the manuscript. Thus, the Committee has APPROVED the conduct of gathering data within the prescribed period.									
REVIEWED AND ENDORSED BY:									
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%; text-align: center; border-bottom: 1px dashed black;">Signature over printed name</td> <td style="width: 30%; text-align: center; border-bottom: 1px dashed black;">Position/Designation</td> <td style="width: 30%; text-align: center; border-bottom: 1px dashed black;">Date</td> </tr> <tr> <td style="width: 40%; text-align: center; border-bottom: 1px dashed black;">Signature over printed name</td> <td style="width: 30%; text-align: center; border-bottom: 1px dashed black;">Position/Designation</td> <td style="width: 30%; text-align: center; border-bottom: 1px dashed black;">Date</td> </tr> </table>				Signature over printed name	Position/Designation	Date	Signature over printed name	Position/Designation	Date
Signature over printed name	Position/Designation	Date							
Signature over printed name	Position/Designation	Date							
RESEARCH TECHNICAL REVIEW COMMITTEE									
APPROVED BY:									
_____ Signature over printed name		_____ Signature over printed name							
_____ Signature over printed name		_____ Signature over printed name							
_____ Signature over printed name		_____ Signature over printed name							
WORK AND FINANCIAL PLAN									
Project Activities	Timeline	Cost/Fund	Sources of Funds						

ATTACHMENT CHECKLIST		
<ul style="list-style-type: none"> ○ Minutes of the Defense ○ Revised Paper ○ Instrument 		
<p>Procedure:</p> <ol style="list-style-type: none"> 1. Fill in the form 2. Attached required documents 3. Have it signed by the endorser (Institute Dean, Head of Office, Research Coordinator) 4. Approval from the RTRC 5. MOA signing 		
<p><i>This portion is for the Research and Development</i></p> <p>Remarks:</p> <hr style="border: 1px solid black;"/>		
<p>-----</p> <p>Signature over Printed Name</p>	<p>-----</p> <p>Position/Designation</p>	<p>-----</p> <p>Date</p>
<p>Conforme:</p> <p><i>Lead Author:</i> _____ _____</p> <p style="padding-left: 100px;"><i>Signature over printed name</i> <i>Date</i></p> <p><i>Co-Author(s)</i> _____ _____</p> <p style="padding-left: 100px;"><i>Signature over printed name</i> <i>Date</i></p> <p style="padding-left: 100px;">_____ _____</p> <p style="padding-left: 100px;"><i>Signature over printed name</i> <i>Date</i></p> <p style="padding-left: 100px;">_____ _____</p> <p style="padding-left: 100px;"><i>Signature over printed name</i> <i>Date</i></p>		
<p><i>Revised: 2021 mbg</i></p>		



MABALACAT CITY COLLEGE
 Rizal St., Dolores, Mabalacat City
 Pampanga, Philippines

RDO Form No. 4
 CN #: _____

FINAL DEFENSE SCHEDULE REQUEST FORM			
<p><i>Note:</i> Please provide all requested information and obtain the appropriate endorsement. This form must be fully completed and endorsed prior to proposal submission</p>			
<p>Procedure:</p> <ol style="list-style-type: none"> 1. Fill up this form 2. Have it signed by the Institute Dean or Head of Office 3. Forward this form to Research and Development Office for approval 			
APPLICATION INFORMATION			
Author (s)	Institute/Office	Contact Number	E-mail Address
Project Title: _____			
ENDORSED BY:			
Institute Dean/Office Head _____ Signature over printed name		Research Coordinator _____ Signature over printed name	
FINAL DEFENSE SCHEDULE			
Date: _____ Time: _____ Venue: _____			
<p>Note:</p> <ol style="list-style-type: none"> 1. Prepare Power Point Presentation 2. Submit four (4) hard copies of the manuscript three (3) days before the oral defense 3. Come of scheduled time 			
APPROVAL			
_____ _____ _____			
_____ Signature over Printed Name	_____ Position/Designation	_____ Date	
<i>Revised: 2021 mbg</i>			



MABALACAT CITY COLLEGE
 Rizal St., Dolores, Mabalacat City
 Pampanga, Philippines

CRD Form No. 3D
 CN #: _____

SUMMARY OF FINAL DEFENSE COMMENTS SHEET		
AUTHOR'S INFORMATION		
	Name	Institute/Office
Lead Author		
Co-Author		
Project Title:		
SUMMARY OF COMMENTS/SUGGESTIONS GIVEN		
Panel 1:		
Introduction Section		
Methods Section		
Panel 2:		
Introduction Section		
Methods Section		

IN-HOUSE CRITIC
Introduction Section
Methods Section
PANEL CHAIR
Introduction Section
Methods Section
AUTHOR/S' AGREEMENT
<p><i>The undersigned concurs with the comments and suggestions stated above and will revise the study to suit these changes as suggested.</i></p> <div style="text-align: center; margin-top: 20px;"> <p>-----</p> <p>Signature over Printed Name Lead Author</p> <p>Date: _____</p> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p>-----</p> <p>Signature over Printed Name Co-Author</p> <p>Date: _____</p> </div> <div style="text-align: center;"> <p>-----</p> <p>Signature over Printed Name Co-Author</p> <p>Date: _____</p> </div> </div> <p style="text-align: center; margin-top: 10px;"><i>(Add or remove sections as needed)</i></p>
<i>Revised mbg 2021</i>



MABALACAT CITY COLLEGE
Rizal St., Dolores, Mabalacat City
Pampanga, Philippines

CRD Form No. 3E
CN #: _____

ACCEPTANCE AND APPROVAL									
AUTHOR(S) INFORMATION									
	Name	Institute/Office							
Lead Author									
Co-Author(s)									
Project Title:									
Proposal Defense Schedule:	Date:	Time:	Venue:						
REVIEW AND ACCEPTANCE									
Upon review of the Research Coordinator and the Dean of Institute/Head of Office and recommendations made by the Research Technical Review Committee during the ORAL/FINAL DEFENSE were incorporated in the manuscript. Thus, the Committee has APPROVED the conduct of gathering data within the prescribed period.									
REVIEWED AND ENDORSED BY:									
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%; border: none;">----- Signature over printed name</td> <td style="width: 30%; border: none;">----- Position/Designation</td> <td style="width: 30%; border: none;">----- Date</td> </tr> <tr> <td style="border: none;">----- Signature over printed name</td> <td style="border: none;">----- Position/Designation</td> <td style="border: none;">----- Date</td> </tr> </table>				----- Signature over printed name	----- Position/Designation	----- Date	----- Signature over printed name	----- Position/Designation	----- Date
----- Signature over printed name	----- Position/Designation	----- Date							
----- Signature over printed name	----- Position/Designation	----- Date							
RESEARCH TECHNICAL REVIEW COMMITTEE									
<p>APPROVED BY:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">----- Signature over printed name</td> <td style="width: 50%; border: none;">----- Signature over printed name</td> </tr> <tr> <td style="border: none;">----- Signature over printed name</td> <td style="border: none;">----- Signature over printed name</td> </tr> <tr> <td style="border: none;">----- Signature over printed name</td> <td style="border: none;">----- Signature over printed name</td> </tr> </table>				----- Signature over printed name	----- Signature over printed name	----- Signature over printed name	----- Signature over printed name	----- Signature over printed name	----- Signature over printed name
----- Signature over printed name	----- Signature over printed name								
----- Signature over printed name	----- Signature over printed name								
----- Signature over printed name	----- Signature over printed name								
WORK AND FINANCIAL PLAN									
Project Activities	Timeline	Cost/Fund	Sources of Funds						

ATTACHMENT CHECKLIST		
<ul style="list-style-type: none"> ○ Minutes of the Defense ○ Revised Paper ○ Statistician Certificate ○ Plagiarism Certificate ○ Grammarian Certificate ○ Instrument 		
<p>Procedure:</p> <ol style="list-style-type: none"> 1. Fill in the form 2. Attached required documents 3. Have it signed by the endorser (Institute Dean, Head of Office, Research Coordinator) 4. Approval from the RTRC 5. Submission of Research Output (Hard copies(4) and soft copy) 		
<p><i>This portion is for the Research and Development</i></p> <p>Remarks:</p> <hr style="border: 0.5px solid black; margin-top: 10px;"/>		
<p>-----</p> <p>Signature over Printed Name</p>	<p>-----</p> <p>Position/Designation</p>	<p>-----</p> <p>Date</p>
<p>Conforme:</p> <p>Lead Author: _____ _____</p> <p style="padding-left: 40px;"><i>Signature over printed name</i> <i>Date</i></p> <p>Co-Author(s) _____ _____</p> <p style="padding-left: 40px;"><i>Signature over printed name</i> <i>Date</i></p> <p> _____ _____</p> <p style="padding-left: 40px;"><i>Signature over printed name</i> <i>Date</i></p> <p> _____ _____</p> <p style="padding-left: 40px;"><i>Signature over printed name</i> <i>Date</i></p>		
<p><i>Revised: 2021 mbg</i></p>		



MABALACAT CITY COLLEGE
Rizal St., Dolores, Mabalacat City
Pampanga, Philippines

CRD Form No. 5
CN #: _____

STATISTICAL ASSISTANCE REQUEST FORM				
APPLICANT'S INFORMATION				
Full Name:	Filing Date:			
	Contact Number:			
Institute/Office	Email Address:			
	Date of Released:			
PROCEDURE				
1. Fill out this form and accomplish attachments indicated below. 2. Select the statistical assistance requested 3. Proceed to the cashier's office for payment 4. Submit a copy of this form with an attached official receipt from the cashier's office to the RDO 5. Return on scheduled release date.				
REQUIRED ATTACHMENTS				
1. A copy of the questionnaire used in the study. 2. A copy of your research study's statement of the problem/ its objectives. 3. A copy of your research study's method 4. A softcopy of the excel file containing your tabulated and encoded data adhering to the template given by the CRD. <i>(Note tabulation templates may be acquired at the CRD)</i>				
STATISTICAL PROCEDURE REQUESTED				
Descriptive Statistics		Inferential Statistics (Parametric)		
<input type="checkbox"/> Measures of central tendency <input type="checkbox"/> Measures of spread <input type="checkbox"/> Frequency distribution and percentage <input type="checkbox"/> Percentile ranking <input type="checkbox"/> Normality tests <input type="checkbox"/> Plots and Graphs <input type="checkbox"/> Others: _____		<input type="checkbox"/> Pearson R correlation <input type="checkbox"/> One-sample t-test <input type="checkbox"/> Dependent samples t-test <input type="checkbox"/> Independent samples t-test <input type="checkbox"/> Dependent samples ANOVA <input type="checkbox"/> Independent samples ANOVA <input type="checkbox"/> Regression <input type="checkbox"/> Factor Analysis <input type="checkbox"/> Others: _____		
Sample Size Estimation		Inferential Statistics (Non-Parametric)		
<input type="checkbox"/> G-Power Analysis for Pearson R correlation <input type="checkbox"/> G-Power Analysis for One-sample t-test <input type="checkbox"/> G-Power Analysis for Dependent samples t-test <input type="checkbox"/> G-Power Analysis for Independent samples t-test <input type="checkbox"/> G-Power Analysis for Dependent samples ANOVA <input type="checkbox"/> G-Power Analysis for Independent samples ANOVA <input type="checkbox"/> G-Power Analysis for Regression <input type="checkbox"/> Survey Sample Size Estimation <input type="checkbox"/> Others: _____		<input type="checkbox"/> Spearman's Rho Test <input type="checkbox"/> Mann-Whitney U Test <input type="checkbox"/> Wilcoxon Sign Test <input type="checkbox"/> Kruskal-Wallis H Test <input type="checkbox"/> Friedman's ANOVA <input type="checkbox"/> Chi-square Test of Independence <input type="checkbox"/> Others: _____		
CONTENT INFORMATION				
Manuscript Title:				
<i>(The following is to be filled in by the RDO)</i>				
Number of Procedures Requested	Peso per Procedure Rate	Amount to be Paid	REMARKS	
<i>(To be filled-up by the Cashier)</i>				
Name of Cashier	Amount Paid	OR Number	Date	Signature

APPROVAL

Received by:

Name/Signature: _____

Position: _____

Date and Time Received: _____

Revised: 2021 mbg





MABALACAT CITY COLLEGE
Rizal St., Dolores, Mabalacat City
Pampanga, Philippines

CRD Form No. 6
CN #: _____

REQUEST FOR SPELL & GRAMMAR CHECK				
APPLICATION INFORMATION				
Full Name:		Filing Date:		
		Contact Number:		
Institute/Office		Email Address:		
		Date of Released:		
PROCEDURE				
<ol style="list-style-type: none"> 1. Fill out this form and accomplish attachments indicated below. 2. Proceed to the cashier's office for payment 3. Submit a copy of this form with an attached official receipt from the cashier's office to the RDO 4. Return on scheduled release date. 				
REQUIRED ATTACHMENT				
<ol style="list-style-type: none"> 1. A complete printed copy of your manuscript formatted in the RDO prescribed grammarian format. 				
CONTENT INFORMATION				
Manuscript Title:				
ASSESSMENT				
<i>(The following is to be filled in by the RDO)</i>				
Number of Procedures Requested	Peso per Procedure Rate	Amount to be Paid	REMARKS	
<i>(To be filled-up by the Cashier)</i>				
Name of Cashier	Amount Paid	OR Number	Date	Signature
APPROVAL				
Received by:				
Name/Signature: _____				
Position: _____			Date and Time Received: _____	
<i>Revised: 2021 mbg</i>				



MABALACAT CITY COLLEGE
 Rizal St., Dolores, Mabalacat City
 Pampanga, Philippines

CRD Form No. 7
 CN #: _____

REQUEST FOR FUNDING OF PAPER PRESENTATION	
APPLICATION DETAILS	
Full Name	
Institute/Office	
Contact Number	
E-mail Address	
PRESENTATION DETAILS	
Title of Research Paper	
Title of Conference/ Colloquium	
Facilitating Institution	
Date of Presentation	
Place	
Field	<input type="radio"/> Social Sciences <input type="radio"/> Natural Sciences <input type="radio"/> Mathematics and Engineering <input type="radio"/> Business <input type="radio"/> Computer Technology <input type="radio"/> Education <input type="radio"/> Community <input type="radio"/> Multi-Disciplinary <input type="radio"/> Others: _____
Scope	<input type="radio"/> Local <input type="radio"/> Regional <input type="radio"/> National <input type="radio"/> International
PROCEDURE	
1. Acquire and Fill out this form. 2. Acquire endorsement from your designated research coordinator and institute dean/unit head. 3. Acquire recommending approval and fund availability from VP-RESO and VPA. 4. Await notice of approval/denial of request.	
REQUIRED ATTACHMENT	
1. (2) Copies of letter of endorsement from your institute dean/unit head and designated research coordinator 2. (2) Copies of the acceptance and/or invitation letter from the facilitating institution 3. (2) Copies of fee breakdowns for travel expenses, accommodation and allowances (if applicable) 4. (2) Copies of the presentation materials to be used, formatted to the specifications of the facilitating institution. 5. (2) Copies of RDO Form 4E (Acceptance/Approval).	
ENDORSEMENT	
<p><i>Upon reviewing the attached documents, the undersigned hereby endorses the request for funding of the research paper for presentation.</i></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Signature over Printed Name Institute Dean/ Unit Head</p> <p>Date: _____</p> </div> <div style="width: 45%;"> <p>_____ Signature over Printed Name Research Coordinator</p> <p>Date: _____</p> </div> </div>	



RECOMMENDING APPROVAL				
<p><i>Upon reviewing the attached documents, the undersigned hereby recommends the approval of funding of the research paper for presentation.</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature over Printed Name Research and Development Office</p> <p style="text-align: center;">Date:</p>				
AVAILABILITY OF FUNDS				
Available Budget	Amount Requested			Remarks
	<i>Registration, Accomodation, Airfare, etc</i>	<i>Allowance and Contingency</i>	<i>Total</i>	
<p style="text-align: center;">_____</p> <p style="text-align: center;">Signature over Printed Name Vice President for Research and Extension Services</p> <p>Date:</p>	<p style="text-align: center;">_____</p> <p style="text-align: center;">Signature over Printed Name Vice President for Administration</p> <p>Date:</p>			
APPROVAL				
<p><i>After the review of the endorsement, recommending approval, availability of funds and attached documents, the undersigned approves the funding request for paper presentation of the applicant</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature over Printed Name President</p> <p style="text-align: center;">Date:</p>				
<i>Revised: 2021 mbg</i>				



MABALACAT CITY COLLEGE
Rizal St., Dolores, Mabalacat City
Pampanga, Philippines

CRD Form No. 8
CN #: _____

REQUEST FOR FUNDING OF PAPER PUBLICATION			
APPLICATION DETAILS			
Full Name			
Institute/Office			
Contact Number			
E-mail Address			
PRESENTATION DETAILS			
Title of Research Paper			
Title of Conference/ Colloquium			
Facilitating Institution			
Date of Presentation			
Place			
Field	Scope	Medium	Indexing Agency
<input type="radio"/> Social Sciences <input type="radio"/> Natural Sciences <input type="radio"/> Mathematics and Engineering <input type="radio"/> Business <input type="radio"/> Computer Technology <input type="radio"/> Education <input type="radio"/> Community <input type="radio"/> Multi-Disciplinary <input type="radio"/> Others: _____	<input type="radio"/> Local <input type="radio"/> Regional <input type="radio"/> National <input type="radio"/> International	<input type="radio"/> Online <input type="radio"/> Print <input type="radio"/> Print and Online	<input type="radio"/> Google Scholar <input type="radio"/> Scopus <input type="radio"/> PubMed <input type="radio"/> EBSCO <input type="radio"/> EMBASE <input type="radio"/> DOAJ <input type="radio"/> ISI Indexing <input type="radio"/> SCIE <input type="radio"/> Others: _____
PROCEDURE			
1. Acquire and Fill out this form. 2. Acquire endorsement from your designated research coordinator and institute dean/unit head. 3. Acquire recommending approval and fund availability from CRD. 4. Await notice of approval/denial of request.			
REQUIRED ATTACHMENT			
1. (2) Copies of letter of endorsement from your institute dean/unit head and designated research coordinator 2. (2) Copies of the acceptance letter from the publishing journal 3. (2) Copies of the accepted research paper, formatted to the specifications of the publishing journal 4. (2) Copies of CRD Form 4E (Acceptance/Approval).			
ENDORSEMENT			
<i>Upon reviewing the attached documents, the undersigned hereby endorses the request for funding of the research paper for publication.</i>			
_____ Signature over Printed Name Institute Dean/ Unit Head Date:	_____ Signature over Printed Name Research Coordinator Date:		
RECOMMENDING APPROVAL			
<i>Upon reviewing the attached documents, the undersigned hereby recommends the approval of funding of the research paper for publication.</i>			
_____ Signature over Printed Name Research and Development Office Date:			
AVAILABILITY OF FUNDS			

Available Budget	Amount Requested			Remarks
	<i>Registration, Accomodation, Airfare, etc</i>	<i>Allowance and Contingency</i>	<i>Total</i>	
<p>_____</p> <p>Signature over Printed Name Vice President for Research and Extension Services</p> <p>Date: _____</p> <p>_____</p> <p>Signature over Printed Name Vice President for Administration</p> <p>Date: _____</p>				
APPROVAL				
<p><i>After the review of the endorsement, recommending approval, availability of funds and attached documents, the undersigned approves the funding request for paper publication of the applicant</i></p> <p>_____</p> <p>Signature over Printed Name President</p> <p>Date: _____</p>				
<i>Revised: 2021 mbg</i>				



MABALACAT CITY COLLEGE
Rizal St., Dolores, Mabalacat City
Pampanga, Philippines

CRD Form No. 9
CN #: _____

REQUEST FOR PLAGIARISM CHECK REPORT				
APPLICATION INFORMATION				
Full Name:			Filing Date:	
Institute/Office			Contact Number:	
<input type="radio"/> Student <input type="radio"/> Teaching <input type="radio"/> NonTeaching <input type="radio"/> Others			Email Address:	
			Plagiarism Check Report Date of Released:	
PROCEDURE				
1. Fill up request form 2. Present request form to CRD and provide an electronic copy of your complete manuscript for minimal contribution assessment 3. Present the assessed request form to the cashier's office and proceed with payment 4. Proceed to CRD and submit the accomplished request form with an attached official receipt for approval 5. Return on scheduled date of release				
CONTENT INFORMATION				
Manuscript Title:				
ASSESSMENT				
<i>(The following is to be filled in by the RDO)</i>				
Manuscript Word No. (Excluding preliminary pages and reference section)	Word per Centavo Rate	Amount to be Paid	REMARKS	
<i>(To be filled-up by the Cashier)</i>				
Name of Cashier	Amount Paid	OR Number	Date	Signature
APPROVAL				
Received by:				
Name/Signature: _____				
Position: _____			Date and Time Received: _____	
<i>Revised: 2021 mbg</i>				



MABALACAT CITY COLLEGE
Rizal St., Dolores, Mabalacat City
Pampanga, Philippines

CRD Form No. 10
CN #: _____

REQUEST FOR QUESTIONNAIRE VALIDATION				
APPLICATION INFORMATION				
Full Name:			Filing Date:	
Institute/Office			Contact Number:	
<input type="radio"/> Student <input type="radio"/> Teaching <input type="radio"/> Non Teaching <input type="radio"/> Others			Email Address:	
			Date of Released:	
PROCEDURE REQUESTED				
Validity Analysis (Quantitative)				
Construct Validity		Criterion-related Validity		
<input type="radio"/> Face Validity <input type="radio"/> Content Validity		<input type="radio"/> Predictive Validity <input type="radio"/> Concurrent Validity <input type="radio"/> Convergent Validity <input type="radio"/> Discriminant Validity		
Validity Analysis (Qualitative)				
<input type="radio"/> Expert Review				
Reliability Analysis				
<input type="radio"/> Inter-Rater Reliability <input type="radio"/> Test-Retest Reliability <input type="radio"/> Parallel-Forms Reliability <input type="radio"/> Internal Consistency Reliability				
REQUIRED ATTACHMENTS				
1. A copy of the questionnaire used in the study. 2. A copy of your research study's statement of the problem/its objectives. 3. A copy of your research study's method 4. A copy of official receipt for your request/s (For quantitative validity and reliability analysis) A softcopy of the excel file containing your tabulated and encoded data adhering to the template given by CRD.				
PROCEDURE				
1. Fill out this form and accomplish attachments indicated below. 2. Select the procedure you want to request 3. Acquire minimal contribution assessment from CRD 4. Proceed to the cashier's office for payment 5. Submit a copy of this form with an attached official receipt from the cashier's office to the CRD 6. Return on scheduled release date.				
Manuscript Title:				
ASSESSMENT				
<i>(The following is to be filled in by the RDO)</i>				
Number of Procedures Requested	Peso per Procedure Rate	Amount to be Paid	REMARKS	
<i>(To be filled-up by the Cashier)</i>				
Name of Cashier	Amount Paid	OR Number	Date	Signature
APPROVAL				
Received by:				
Name/Signature: _____				
Position: _____			Date and Time Received: _____	

Revised: 2021 mbg





MABALACAT CITY COLLEGE
 Rizal St., Dolores, Mabalacat City
 Pampanga, Philippines

CAPSULIZED RESEARCH PROPOSAL	
AUTHOR'S INFORMATION	
Name	Institute/Office
Lead Author	
Co-Author	
Project Title:	
TECHNICAL DESCRIPTION	
A. SIGNIFICANCE OF THE STUDY	
<i>Justification or rationale for doing the research. This will include a brief introduction, the problem/need to be addressed, the historical basis for R&D, utilization of the expected output, socioeconomic benefits, and the possible impact.</i>	
B. OBJECTIVES	
<i>Statement of general and specific objectives of the proposed research.</i>	
C. EXPECTED OUTPUT	
<i>Results to be expected from the conduct of research – what particular product, technology, process, knowledge, etc.</i>	
D. TARGET BENEFICIARY	
<i>End-users or beneficiaries of the research output and the number and locality of beneficiaries, if applicable.</i>	

Paper Title* (use style: *paper title*)

Subtitle as needed (*paper subtitle*)

Authors Name/s per 1st Affiliation (*Author*)

line 1 (of *Affiliation*): dept. name of organization
 line 2-name of organization, acronyms acceptable
 line 3-City, Country
 line 4- MCC e-mail address if desired

Authors Name/s per 2nd Affiliation (*Author*)

line 1 (of *Affiliation*): dept. name of organization
 line 2-name of organization, acronyms acceptable
 line 3-City, Country
 line 4-MCC e-mail address if desired

Abstract—This electronic document is a “live” template and already defines the components of your paper [title, text, heads, etc.] in its style sheet. ***CRITICAL: Do Not Use Symbols, Special Characters, or Math in Paper Title or Abstract.** (*Abstract*)

Keywords—*component; formatting; style; styling; insert (key words)*

I. INTRODUCTION

This template, modified in MS Word 2007 and saved as a “Word 97-2003 Document” for the PC, provides authors with most of the formatting specifications needed for preparing electronic versions of their papers. All standard paper components have been specified for three reasons: (1) ease of use when formatting individual papers, (2) automatic compliance to electronic requirements that facilitate the concurrent or later production of electronic products, and (3) conformity of style throughout a conference proceedings. Margins, column widths, line spacing, and type styles are built-in; examples of the type styles are provided throughout this document and are identified in italic type, within parentheses, following the example. Some components, such as multi-leveled equations, graphics, and tables are not prescribed, although the various table text styles are provided. The formatter will need to create these components, incorporating the applicable criteria that follow.

II. METHODS

A. Research Design

First, confirm that you have the correct template for your paper size. This template has been tailored for output on the A4 paper size. If you are using US letter-sized paper, please close this file and download the file “MSW_USltr_format”.

B. Participants

The template is used to format your paper and style the text. All margins, column widths, line spaces, and text fonts are prescribed; please do not alter them. You may note peculiarities. For example, the head margin in this template measures proportionately more than is customary. This measurement and others are deliberate, using specifications that anticipate your paper as one part of the entire proceedings,

and not as an independent document. Please do not revise any of the current designations.

III. RESULTS AND DISCUSSION

Before you begin to format your paper, first write and save the content as a separate text file. Keep your text and graphic files separate until after the text has been formatted and styled. Do not use hard tabs, and limit use of hard returns to only one return at the end of a paragraph. Do not add any kind of pagination anywhere in the paper. Do not number text heads—the template will do that for you.

Finally, complete content and organizational editing before formatting. Please take note of the following items when proofreading spelling and grammar:

A. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Abbreviations such as IEEE, SI, MKS, CGS, sc, dc, and rms do not have to be defined. Do not use abbreviations in the title or heads unless they are unavoidable.

B. Units

- Use either SI (MKS) or CGS as primary units. (SI units are encouraged.) English units may be used as secondary units (in parentheses). An exception would be the use of English units as identifiers in trade, such as “3.5-inch disk drive.”
- Avoid combining SI and CGS units, such as current in amperes and magnetic field in oersteds. This often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity that you use in an equation.
- Do not mix complete spellings and abbreviations of units: “Wb/m²” or “webers per square meter,” not “webers/m².” Spell units when they appear in text: “...a few henries,” not “...a few H.”MABALACAT
- Use a zero before decimal points: “0.25,” not “.25.” Use “cm³,” not “cc.” (*bullet list*)

C. Equations

The equations are an exception to the prescribed specifications of this template. You will need to determine whether or not your equation should be typed using either the Times New Roman or the Symbol font (please no other font). To create multileveled equations, it may be necessary to treat the equation as a graphic and insert it into the text after your paper is styled.

Number equations consecutively. Equation numbers, within parentheses, are to position flush right, as in (1), using a right tab stop. To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use a long dash rather than a hyphen for a minus sign. Punctuate equations with commas or periods when they are part of a sentence, as in

$$a + b = \gamma \quad (1)$$

Note that the equation is centered using a center tab stop. Be sure that the symbols in your equation have been defined before or immediately following the equation. Use “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is ...”

D. Some Common Mistakes

- The word “data” is plural, not singular.
- The subscript for the permeability of vacuum μ_0 , and other common scientific constants, is zero with subscript formatting, not a lowercase letter “o.”
- In American English, commas, semi-/colons, periods, question and exclamation marks are located within quotation marks only when a complete thought or name is cited, such as a title or full quotation. When quotation marks are used, instead of a bold or italic typeface, to highlight a word or phrase, punctuation should appear outside of the quotation marks. A parenthetical phrase or statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.)
- A graph within a graph is an “inset,” not an “insert.” The word alternately is preferred to the word “alternately” (unless you really mean something that alternates).
- Do not use the word “essentially” to mean “approximately” or “effectively.”
- In your paper title, if the words “that uses” can accurately replace the word using, capitalize the “u”; if not, keep using lower-cased.
- Be aware of the different meanings of the homophones “affect” and “effect,” “complement” and “compliment,” “discreet” and “discrete,” “principal” and “principle.”

- Do not confuse “imply” and “infer.”
- The prefix “non” is not a word; it should be joined to the word it modifies, usually without a hyphen.
- There is no period after the “et” in the Latin abbreviation “et al.”
- The abbreviation “i.e.” means “that is,” and the abbreviation “e.g.” means “for example.”

An excellent style manual for science writers is [7].

IV. USING THE TEMPLATE

After the text edit has been completed, the paper is ready for the template. Duplicate the template file by using the Save As command, and use the naming convention prescribed by your conference for the name of your paper. In this newly created file, highlight all of the contents and import your prepared text file. You are now ready to style your paper; use the scroll down window on the left of the MS Word Formatting toolbar.

A. Authors and Affiliations

The template is designed so that author affiliations are not repeated each time for multiple authors of the same affiliation. Please keep your affiliations as succinct as possible (for example, do not differentiate among departments of the same organization). This template was designed for two affiliations.

1) *For author/s of only one affiliation (Heading 3):* To change the default, adjust the template as follows.

a) *Selection (Heading 4):* Highlight all author and affiliation lines.

b) *Change number of columns:* Select the Columns icon from the MS Word Standard toolbar and then select “1 Column” from the selection palette.

c) *Deletion:* Delete the author and affiliation lines for the second affiliation.

2) *For author/s of more than two affiliations:* To change the default, adjust the template as follows.

a) *Selection:* Highlight all author and affiliation lines.

b) *Change number of columns:* Select the “Columns” icon from the MS Word Standard toolbar and then select “1 Column” from the selection palette.

c) Highlight author and affiliation lines of affiliation 1 and copy this selection.

d) *Formatting:* Insert one hard return immediately after the last character of the last affiliation line. Then paste down the copy of affiliation 1. Repeat as necessary for each additional affiliation.

e) *Reassign number of columns:* Place your cursor to the right of the last character of the last affiliation line of an even numbered affiliation (e.g., if there are five affiliations, place your cursor at end of fourth affiliation). Drag the cursor up to highlight all of the above author and affiliation lines. Go to Column icon and select “2 Columns”. If you have an odd

number of affiliations, the final affiliation will be centered on the page; all previous will be in two columns.

B. Identify the Headings

Headings, or heads, are organizational devices that guide the reader through your paper. There are two types: component heads and text heads.

Component heads identify the different components of your paper and are not topically subordinate to each other. Examples include ACKNOWLEDGMENTS and REFERENCES, and for these, the correct style to use is “Heading 5.” Use “figure caption” for your Figure captions, and “table head” for your table title. Run-in heads, such as “Abstract,” will require you to apply a style (in this case, italic) in addition to the style provided by the drop down menu to differentiate the head from the text.

Text heads organize the topics on a relational, hierarchical basis. For example, the paper title is the primary text head because all subsequent material relates and elaborates on this one topic. If there are two or more sub-topics, the next level head (uppercase Roman numerals) should be used and, conversely, if there are not at least two sub-topics, then no subheads should be introduced. Styles named “Heading 1,” “Heading 2,” “Heading 3,” and “Heading 4” are prescribed.

C. Figures and Tables

1) *Positioning Figures and Tables: Place figures and tables at the top and bottom of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns. Figure captions should be below the figures; table heads should appear above the tables. Insert figures and tables after they are cited in the text. Use the abbreviation “Fig. 1,” even at the beginning of a sentence.*

TABLE I. TABLE STYLES

Table Head	Table Column Head		
	Table column subhead	Subhead	Subhead
copy	More table copy ^a		

^a Sample of a Table footnote. (Table footnote)
b.

Fig. 1. Example of a figure caption. (figure caption)

Figure Labels: Use 8 point Times New Roman for Figure labels. Use words rather than symbols or abbreviations when writing Figure axis labels to avoid confusing the reader. As an example, write the quantity “Magnetization,” or “Magnetization, M,” not just “M.” If including units in the label, present them within parentheses. Do not label axes only with units. In the example, write “Magnetization (A/m)” or “Magnetization (A (m(1),” not just “A/m.” Do not label axes with a ratio of quantities and units. For example, write “Temperature (K),” not “Temperature/K.”

Acknowledgment

The preferred spelling of the word “acknowledgment” in America is without an “e” after the “g.” Avoid the stilted

We suggest that you use a text box to insert a graphic (which is ideally a 300 dpi resolution TIFF or EPS file with all fonts embedded) because this method is somewhat more stable than directly inserting a picture.

To have non-visible rules on your frame, use the MSWord “Format” pull-down menu, select Text Box > Colors and Lines to choose No Fill and No Line.

expression “one of us (R. B. G.) thanks ...”. Instead, try “R. B. G. thanks...”. Put sponsor acknowledgments in the unnumbered footnote on the first page.

Conflict of Interest

The authors of this article hereby declare that there is no conflict of interests whatsoever with respect to the publication of this paper

Funding

The author(s) disclosed receipt of the following financial support for the research, authorship, and/or publication of this article: This work was supported by the [grant giving body] [grant reference number xxx].

Ethical Approval

The authors of this article declares the approval from the ethics review committee of the treatment of respondents/participants, use of necessary tools and equipment necessary for the conduct of this study.

References

The template will number citations consecutively within brackets [1]. The sentence punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]—do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] was the first ...”

Number footnotes separately in superscripts. Place the actual footnote at the bottom of the column in which it was cited. Do not put footnotes in the reference list. Use letters for table footnotes.

Unless there are six authors or more give all authors’ names; do not use “et al.” Papers that have not been published, even if they have been submitted for publication, should be cited as “unpublished” [4]. Papers that have been accepted for publication should be cited as “in press” [5]. Capitalize only the first word in a paper title, except for proper nouns and element symbols.

For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [6].

- [1] G. Eason, B. Noble, and I.N. Sneddon, “On certain integrals of Lipschitz-Hankel type involving products of Bessel functions,” *Phil. Trans. Roy. Soc. London*, vol. A247, pp. 529-551, April 1955. (references)
- [2] J. Clerk Maxwell, *A Treatise on Electricity and Magnetism*, 3rd ed., vol. 2. Oxford: Clarendon, 1892, pp.68-73.
- [3] I.S. Jacobs and C.P. Bean, “Fine particles, thin films and exchange anisotropy,” in *Magnetism*, vol. III, G.T. Rado and H. Suhl, Eds. New York: Academic, 1963, pp. 271-350.
- [4] K. Elissa, “Title of paper if known,” unpublished.
- [5] R. Nicole, “Title of paper with only first word capitalized,” *J. Name Stand. Abbrev.*, in press.
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} 1 inch



Font size: 14
(bold,
uppercase and
lowercase
letters)

The TITLE accurately describes in the fewest possible words the scope of the thesis. The recommended length is 10 to 12 words (exclusive of prepositions, articles).

**Augmenting Scholars' Forthcoming
Aptitude through the Incorporation of
Critical Thinking, Ingenuity in
Inscription and Communication**

} 10-12 single spaces

} 1 inch

} 1.5 inches

A Mixed Method Research Presented to the
Research and Development Office,
Mabalacat City College,
Mabalacat, Pampanga

} 5-7 single spaces

Name of Author/s
Institute/Office Affiliated

} 3-6 single spaces (make
adjustments depending on the number
of authors)

Academic year accomplished

The RUNNING TITLE is a shortened version of the paper's full title found at the bottom right-hand portion. It should not exceed 50 characters including spaces and punctuations.

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Approval Sheet

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Research Technical Review Committee

This quantitative research has been approved by the Research Advisory Committee.

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NAME OF VP FOR RESEARCH AND EXTENSION

Chair

} 3 single spaces

CRD MEMBER NAME (all-caps, bold)
Member

CRD MEMBER NAME (all-caps, bold)
Member

Accepted on [DATE]

Date: _____
PRESIDENT

NAME OF THE COLLEGE (all-caps, bold)
President



TABLE OF CONTENTS



The running head is now used as the header and it is positioned flush left

[TITLE]

Name of Author

Name of Author

Name of Author

Author note now goes on title page and not after footnotes at end of paper

Author Note

Many parts of this paper were unabashedly ripped off from course materials developed by Dr. John Rosenkoetter that were presented to me when I took research methods with John (we will not discuss how long ago that was). The absurdity of the content contained in the paper is entirely my fault, the underlying educational value is largely John's. The fact that I have stolen from him is a tribute to the quality of his teaching. Thank you Dr. Rosenkoetter!



The ABSTRACT is a brief summary of the paper, allowing readers to quickly review the main points and purpose of the paper.

The abstract should be between 150 - 250 words.

Abbreviations and acronyms used in the paper should be defined in the abstract.

Abstract

The distinction between the consequences of an act and the act itself is supposed to define the fight between consequentialism and deontological moralities. This book, though sympathetic to consequentialism, aims less at taking sides in that debate than at clarifying the terms in which it is conducted. It aims to help the reader to think more clearly about some aspects of human conduct—especially the workings of the ‘by’-locution, and some distinctions between making and allowing, between act and upshot, and between foreseeing and intending (the doctrine of double effect). It argues that moral philosophy would go better if the concept of ‘the act itself’ were dropped from its repertoire.

Keywords: action, allowing, consequences, consequentialism, deontological ethics, double effect, ethics, intention

The word “Abstract” should be centered and typed in 11 point Times New Roman. Do not indent the first line of the abstract paragraph. All other paragraphs in the paper should be indented.

Provide 5–10 KEYWORDS which can be used for describing the content of the paper. Keywords distinguish the most important ideas, names, and concepts in the paper. Each keyword should be kept short, one word where possible (though two and three-word specialist terms are also acceptable where necessary). Keywords should not be too generalized.

For mixed method researches kindly include the following:

- See the MEQan and MEQal Formats
- Indicate the mixed methods design, including types of participants or data sources, and analytic strategy, main results/findings, and major implications/significance.

Example of a level 1 heading. (Centered, bold, title case)



Title of your Research Study
(w/o the label “Introduction”)



For the guidelines in writing levels of heading, kindly refer to the Research Manual

Description of Research Problems/Question

See MEQuan and MEQual formats.



Example of a level 2 heading. (Aligned left, bold, title case)

Note: The introduction may include case examples, personal narratives, vignettes, or other illustrative material.

Study Objectives/ Aims/Research Goals

State three types of research objectives/aims/goals: qualitative, quantitative, and mixed methods. Order these goals to reflect the type of mixed methods design. Describe the ways approaches to inquiry were combined, as it illuminates the objectives and mixed method rationale (e.g., descriptive, interpretive, feminist, psychoanalytic, postpositivist, constructivist, critical, postmodern or constructivist, or pragmatic approaches).

Note: If relevant to objectives, explain the relation of the current analysis to prior articles/ publications. Qualitative studies often legitimately need to be divided into multiple manuscripts because of journal article page limitations, but each manuscript should have a separate focus. Qualitative studies tend not to identify hypotheses, but research questions and goals.

Method

Research Design Overview

Please see the MEQuan and MEQual Formats. In addition to this, explain why mixed methods research is appropriate as a methodology given the paper's goals. Identify the type of mixed methods design used and define it. Indicate the qualitative approach to inquiry and the quantitative approach used within the mixed methods design type (e.g., ethnography, randomized experiment) If multiple approaches to inquiry were combined, describe how this was done and provide a rationale (e.g., descriptive, interpretive, feminist, psychoanalytic, postpositivist, constructivist, critical, postmodern or constructivist, or pragmatic approaches), as it is illuminating for the mixed method in use. Provide a rationale or justification for the need to collect both qualitative and quantitative data and the added value of integrating the results (findings) from the two databases.

Note: Method sections can be written in a chronological or narrative format. Although they provide a method description that other investigators should be able to follow, it is not required that other investigators arrive at the same conclusions, but rather that their method should lead them to conclusions with a similar degree of methodological integrity. At times, elements may be relevant to multiple sections and authors need to organize what belongs in each subsection in order to describe the method coherently and reduce redundancy. For instance, the overview and the objectives statement may be presented in one section. Processes of qualitative research are often iterative versus linear, may evolve through the inquiry process, and may move between data collection and analysis in multiple formats. As a result, data collection and analysis sections might be combined. For the reasons above and because qualitative methods often are adapted and combined creatively, requiring detailed description and rationale, an average qualitative Method section typically is longer than an average quantitative Method section.

Participants or Other Data Sources

Please see the MEQua and MEQual Formats. In addition to this, when data are collected from multiple sources, clearly identify the sources of qualitative and quantitative data (e.g., participants, text), their characteristics, as well as the relationship between the data sets if there is one (e.g., an embedded design). State the data sources in the order of procedures used in the design type (e.g., qualitative sources first in an exploratory sequential design followed by quantitative sources), if a sequenced design is used in the mixed methods study.

Note: Because of multiple sources of data collected, separate descriptions of samples are needed when they differ. A table of qualitative sources and quantitative sources is helpful. This table could include type of data, when it was collected, and from whom it was collected. This table might also include study aims/research questions for each data source and anticipated outcomes of the study. In mixed methods research, this table is often called an implementation matrix. Furthermore, rather than describe data as represented in numbers versus words, it is better to describe sources of data as open-ended information (e.g., qualitative interviews) and closed-ended information (e.g., quantitative instruments).

Researcher Description

Please see the MEQual format.

Note: It is helpful to establish in a publication the researchers' experiences (or research teams' experiences) with both qualitative and quantitative research as a prerequisite for conducting mixed methods research. Additionally, because mixed methods research includes qualitative research, and reflexivity is often included in qualitative research, we would recommend statements as to how the researchers' backgrounds influence the research.

Participant Recruitment

Participant sampling or selection.

Please see the MEQua and MEQual Formats, in addition to this describe the qualitative and the quantitative sampling in separate sections. Relate the order of the sections to the procedures used in the mixed methods design type.

Participant recruitment.

See the MEQuan and MEQual Formats, in addition to this, discuss the recruitment strategy for qualitative and quantitative research separately in mixed methods research.

Data collection.

Below are the sections included in the aforementioned:

data collection/identification procedures.

Please see the MEQuan and MEQual formats

recording and transforming the data.

Please see the MEQual format

Data Analysis

Kindly use the MEQuan and MEQual formats as reference. In addition to this, Devote separate sections to the qualitative data analysis, the quantitative data analysis, and the mixed methods analysis. This mixed methods analysis consists of ways that the quantitative and qualitative results will be “mixed” or integrated according to the type of mixed methods design being used (e.g., merged in a convergent design, connected in explanatory sequential designs and in exploratory sequential designs).

Validity and Reliability

Kindly use the MEQuan format as reference.

Findings/Results

Please use the MEQun and the MEQual formats as reference, in addition to this, indicate how the qualitative and quantitative results were “mixed” or integrated (e.g., discussion, tables of joint displays, graphs, data transformation in which one form of data is transformed to the other, such as quantitative text, codes, themes are transformed into counts or variables).

Note: In mixed methods research, the findings section typically includes sections on qualitative findings, quantitative results, and mixed methods results. This section should mirror the type of mixed methods design in terms of sequence (i.e., whether quantitative strand or qualitative strand comes first; if both are gathered at the same time, either qualitative findings or quantitative results could be presented first). Furthermore, in mixed methods Results sections (or in the Discussion section to follow), authors are conveying their mixed methods analysis through “joint display” tables or graphs that array the qualitative results next to the quantitative results (e.g., categorical or continuous data). This enables researchers to directly compare results or to see how results from the quantitative and qualitative strands.

Discussion

See the MEQun and the MEQual formats.

Note: Typically, the Discussion section, like the Method and Findings/Results, mirrors in sequence the procedures used in the type of mixed methods design. It also reflects upon the implications of the integrated findings from across the two methods.

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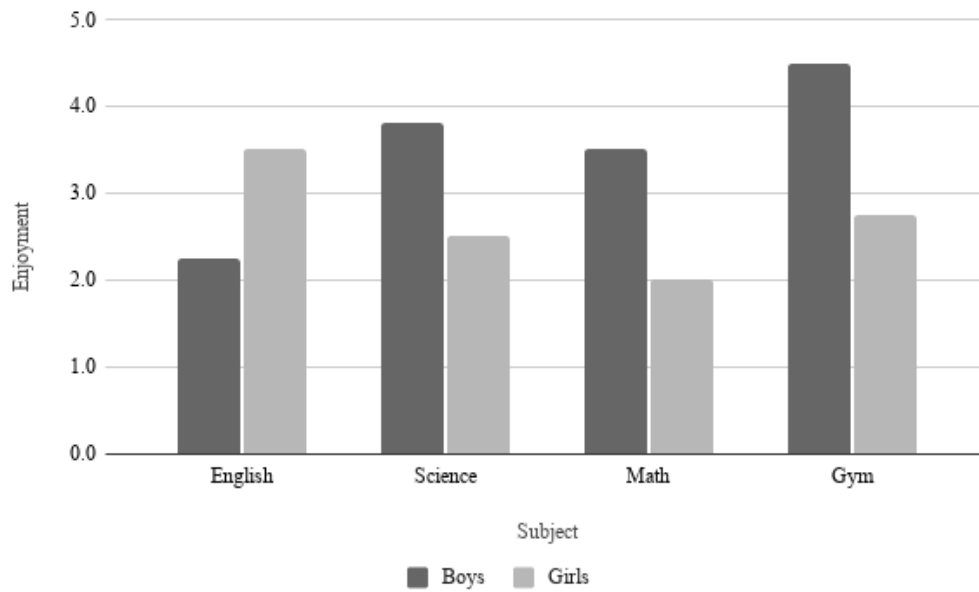
Table 1*Table Title*

College	New students	Graduating students	Change
Cedar University	110	103	+7
Elm College	223	214	+9
Maple Academy	197	120	+77
Pine College	134	121	+13
Oak Institute	202	210	-8
Total	866	768	98

Note. Adapted from *Book Example*, by A. Author, 2020, p. 100. Copyright 2020 by Scribbr.

Figure 1

Figure Title



Note. Number of boys = 30, number of girls = 31, total $N = 61$.



Appendices

Each appendix begins on a new page.



REFERENCES

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- o Tarlac State University Operation Manual
- o Don Honorio Ventura State University Research Manual
- o Jose Rizal University Research Manual
- o Far Eastern University Research Manual
- o Arellano University Research Manual
- o University of Philippines, Los Banos Reserch Manual
- o De la Salle University
- o Palawan State University
- o Mindanao State University
- o Cebu State University
- o Kalinga State University
- o CLSU Research Manual
- o Batangas State University
- o Bulacan State University Operation Manual