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Parental Consent for Minors as Research Participants

Invitation to Participate

Dear: Stakeholders

My name is Diana Rose Fidel V., Ed Judah Mingo E., James Nabayra V., Kazel Villamarzo S., and I am a Researcher at Polytechnic University of the Philippines - Taguig I am conducting a research study titled Faculty Academic Requirements System that aims to provide a system for Managing Academic Requirements of Faculty and Generate report for Admin And Director The purpose of this form is to provide you with all the information that will help you decide whether you will or will not allow you to participate in this research study.

Purpose of the Study

The purpose of this study is to explore and evaluate the development of a Faculty Academic Requirements System (FARS). This research aims to identify the essential features, capabilities, and effectiveness of such systems in managing and streamlining academic requirements for faculty members in higher education institutions. By analyzing existing systems and identifying gaps, this study seeks to propose an enhanced model that can better support faculty workload management, academic submissions, and overall productivity.

The findings of this research are intended to contribute to the academic literature and provide practical insights for institutions seeking to improve their faculty management processes. The data gathered in this study will be used for the completion of a thesis and may also be referenced for related academic works. The researcher has no conflicts of interest to disclose.

Procedures of the Study

This research study, aimed at developing a Faculty Academic Requirements Management System to enhance learning at PUP Taguig, involves a structured set of procedures to ensure effective data collection and analysis. Participants, consisting of faculty members and administrative staff, will be asked to



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complete a survey questionnaire distributed via Google Forms.

The study will proceed as follows:

1. **Initial Contact:** Participants will receive an email invitation containing a cover letter that explains the study's objectives, the nature of their involvement, and instructions for completing the survey. This letter will highlight that participation is voluntary and can be withdrawn at any stage without any repercussions.
2. **Survey Distribution:** The survey will be accessible through a secure link provided in the email. It will be open for two weeks, allowing participants ample time to respond at their convenience.
3. **Time Commitment:** Completing the survey is estimated to take approximately 10-15 minutes. The survey is divided into three sections: demographic data, assessment of system performance, and evaluation of user satisfaction.
4. **Reminder Follow-Up:** A reminder email will be sent to participants after one week to encourage completion within the given timeframe.
5. **Data Collection and Confidentiality:** All survey responses will be collected via Google Forms, ensuring confidentiality in line with data privacy regulations. The system will automatically store responses securely, accessible only to authorized research personnel.
6. **Data Analysis:** Upon completion of data collection, responses will be processed for numerical analysis using statistical methods, with results presented through graphs and charts for comprehensive evaluation.

These procedures aim to facilitate a seamless and ethical research process, supporting the development and assessment of the Faculty Academic Requirements Management System at PUP Taguig.

### Benefits

The Benefits of participating in this study include contributing to the development and improvement of the Faculty Academic Requirements Management System at PUP Taguig.



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**Risks**

*This enhancement aims to streamline administrative processes, improve access to academic documentation, and boost overall user satisfaction for both faculty members and administrative staff. Although there may be no direct personal benefits for individual participants, their valuable input will aid in creating a more efficient and user-friendly system, potentially benefiting the entire university community by improving the quality of academic management and supporting the institution’s learning environment.*

*The Risks associated with participating in this study are minimal. Participants may experience minor inconveniences, such as the time commitment required to complete the survey questionnaire. However, these are not expected to cause significant discomfort. To mitigate this, participants will be provided clear instructions and ample time (two weeks) to complete the survey at their convenience. Additionally, all collected data will be kept confidential in line with the Data Privacy Act to ensure participants' privacy and comfort throughout the study. There are no anticipated physical or psychological risks involved in this research.*

**Cost of Participation**

*There are no costs to the participants for taking part in this research study. Participation is entirely voluntary, and there are no associated financial expenses or obligations for those involved.*

**Payment or Remuneration**

*No payment or remuneration will be provided to participants for taking part in this research study. This includes any forms of compensation such as transportation costs, food allowance, or internet load. Participation is voluntary, and participants will not receive any financial incentives or benefits for their involvement. If a participant chooses to withdraw from the study at any point, there will be no impact on compensation, as none is offered..*

**Confidentiality**

*To ensure confidentiality and anonymity in this study, all data collected from faculty members and administrative staff will be kept strictly confidential. Access to the data will be limited to the researchers and authorized personnel involved in the development of the Faculty Academic Requirements Management System. The data will be stored securely in encrypted digital files on a password-protected server. The data will be retained for the duration of the study after the*



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completion of the research it will be permanently deleted to prevent unauthorized access.

The results of the study will be shared with participants through a formal presentation, and a soft copy of the findings will be distributed to all relevant stakeholders, including faculty members, administrative staff, and interested researchers. If appropriate, the study may also be published or presented in academic forums to contribute to the field of educational management.

**Voluntary Participation**

Participation in this research study is entirely voluntary. Faculty members and administrative staff have the freedom to choose whether or not to participate. Participants may withdraw from the study at any time without any penalty or negative consequences.

If participants decide to withdraw, they will be informed that they can do so by notifying the researchers via email or phone. Any data collected from participants who choose to withdraw will be excluded from the study, provided the withdrawal occurs before the data analysis phase. If data withdrawal is not possible after this phase, participants will be clearly informed of the timeline and procedure to ensure transparency.



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**Contact Information:**

If you have questions about this research study, or you experience adverse effects as the result of participating in this study, you may contact the researcher/s whose contact information is provided on the first page.

The plan for this research study has been reviewed by the PUP Research Ethics Committee (PUP-REC). If you have questions regarding your rights as a research participant, or if problems arise that you do not feel you can discuss with the researcher/s, please call us at (02) 5335-1787 local 235.

**Minors Consent Statement:**

I have read and understood the provided information and have had the opportunity to ask questions. I understand that my child's participation is voluntary and that my child is free to withdraw at any time, without giving a reason and without cost. I understand that we will be given a copy of this assent form. Thus, I am giving consent for my child to take part in this study.

- ☐ I give permission for my child to be audio/videotaped.
- ☐ I do not give permission for my child to be audio/videotaped.

Name of Child:

Name of Parent:

Parent's Signature:

Date:

Name and Signature of Researcher:

Date: 11/26/2024

  
Diana Rose V. Fidel

  
Ed Judah E. Mingo

  
James V. Nabayra

  
Kazel S. Villamarzo



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