

Tangub City PSC
GOV. ALFONSOD TAN COLLEGE

MEMORANDUM

DATE: SEPTEMBER 5, 2017

TO: ALL GADTC STAFF

SUBJECT: TRAINING ON CONDUCTING SURVEYS

You are all directed to attend the Training on Conducting Surveys for the data gathering of Institutional Research and Educational Profiling. This will be on September 5, 2017, at exactly 9:00 in the morning at the GADTC, Audio-Visual Room.

Compliance is hereby enjoined.

MARICELLE M. NUEVA, DM *M. M. Nueva* **LOVE H. FALLORAN, MS CRIM** *L. H. Falloran*

VP for Planning, Research
and Extension **BELLAFLORE E. FERNANDEZ** *B. E. Fernandez*
VP for Academic Affairs

DSA -

Reputation - C. C. C.

Academy - 1/1/17

University - 1/1/17

CIS - 1/1/17

HRMO - 1/1/17

PRC - 1/1/17

TAHO - 1/1/17

Maloro, Tangub City, Misamis Occidental
www.tangubcity.gov.ph/gadtc

ACCESS
Tel. No. 63-088-3541592
Email: gadtc@tangubcity.gov.ph

GOV. ALFONSO D. TAN COLLEGE

OFFICE OF THE VP FOR PLANNING, RESEARCH AND EXTENSION

Maloro, Tangub City

MEMORANDUM

DATE: JULY 10, 2017

TO:
ALL DEPARTMENT HEAD
DEPARTMENT RESEARCH COORDINATOR
RESEARCH CORE GROUP MEMBER
D&P PARTIMENT CASE COORDINATOR

SUBJECT: ATTENDANCE TO SEMINAR – WORKSHOP OF SETTING UP OF
RESEARCH AGENDA THEME “BRIDGING GAPS”

As instructed by the college educational consultants, you are all directed to attend the abovementioned seminar-workshop tomorrow, Tuesday and on Wednesday, July 11-12, 2017 at exactly 8:30 in the morning at the Audio-Visual Room, GADTC Main Building facilitated by Rogielou P. Andam, the Research Officer.

Compliance is hereby enjoined.


MARICELLE M. NUeva, DM
VP for Planning, Research and Extension

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SUCCESS

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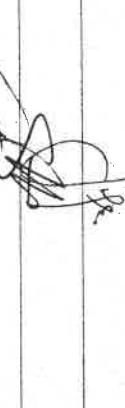
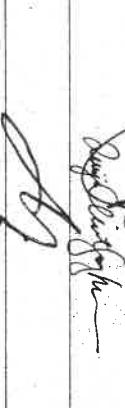
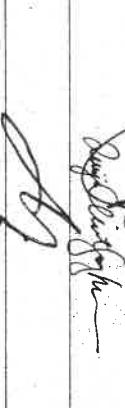
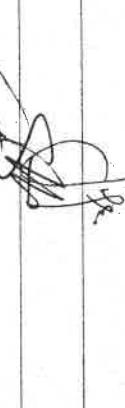
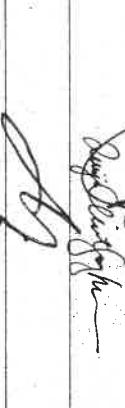
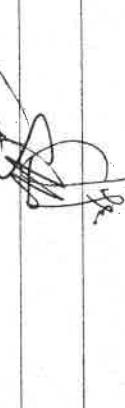
2nd Tanguig City^{3rd} GOV. ALFONSO D. TAN COLLEGE

SEMINAR-WORKSHOP ON SETTING UP OF RESEARCH AGENDA

THEME: "BRIDGING THE GAPS"

JULY 11, 2017

ATTENDANCE SHEET

NAME	ADDRESS / OFFICE	SIGNATURE
MINTORTE A. MAR	OMNIW CITY	
Cuenca, Jenniffer D.	OMNIW CITY	
Mary Antoinette B. Ricafort	GADTC / IAS	
Preachy Mae S. Escin	GADTC / IAS	
Monroe, Ody STEPHEN C.	GADTC / IAS	
Santolaya, Juan Rey M.	GADTC / IAS	
Dr. MULCAHY MORA	GADTC	
POMPEO, FRANCIE	GADTC	
Monzon, Kylin C.	GADTC	
CATAVOR, June Ann A.	GADTC	
PETRUCHO, Chona Belkin	GADTC	
Pavillos, Junfe V.	GADTC / IAS	
BRAP, NORIEL B	ITE	
Conception, Rhosel	GADTC / IAS	
Gubba, Stephanie Jayne	GADTC	
Quiste, Clint Joy M.	IAS	
Yostino, Sharif Kepha	ITE	
Majardo, Almer M.	ITE	
Logman, Andree Mikaela	GADTC	
Pandaw, Verma Z.	GADTC	
Silvia, April Rose D.	GADTC / IAS	
Corade, Daniel	GADTC	
LYN DAGUMAN	IBPS	
CEASO VILLARICAVER	IBPS	
Erwin E. UNTAPED	IBPS	
Neil Gavis J. Bongabao	IBPS	
Juris Rita Sacter	IAS	

Yatton, Clarendon Park.
Bottom, Cen. of Cen. Y.

145
Sht

Dr. Bunting

TRANSIB CITY, SUC.

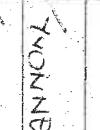
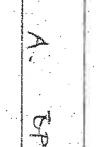
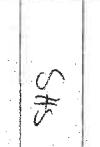
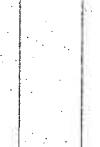
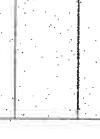
GOV. ALFONSO D. TAN COLLEGE

SEMINAR-WORKSHOP ON SETTING UP OF RESEARCH AGENDA

THEME: "BRIDGING THE GAPS"

JULY 12, 2017

ATTENDANCE SHEET

NAME	ADDRESS	SIGNATURE
YONNE A. TROPONG	STHS	
KYRM CANUDO MONTAÑA	CAOTE CRIM	
JUNE ANN ALQUIZAR CATALON	GADEC ICJE (CRM)	
Chona Belina C. Petalib	CAOTE, CALB	
ELAINE Y. BANDIGAN	CAOTE, LITE	
SUBITA, APRIL ROSITA	GADEC / IBPS	
VILLARICUER, CELSO R.	GADEC - IBPS	
DARCKO, NEIL GANUS J.	CADEC - PAS	
Pandio, Verma Z.	CAOTE	
ETHL. Shindie Mae P.	GADEC - IAS	
Concepcion, Rosel Tok B.	GADEC - JASS	
ERAP, NORIEL B.	ITE	
MARERO, AVERAE C.	ITE	
MNA CONTE A. MAR	CAOTE - IIN	
JENNIFER D. GARCIA	CAOTE - IN	
Babylin A. Mina	GADEC - IAS	
ERWIN R. LACAR	ICS	
SANTOCHA, JUN RYI M.	ICS	
Spitilia, Marjill Kay P.	IAS	
Timber, Stephen C. Joyner	ITCS	
Regilene P. Alvin	ITK	
Lilibeth T. Sison	GADEC - IAS	
Quinte, Clint Jay M.	IASS	
Ricafort, Mary Antoinette B.	IASS	
Joseph V. Pallas	ITE	

Emmett T. Patterson

MS

Reaching You S. Train

MS

Others sector

TBS

Spring, Clarendon Town, Pa

MS

John R. Daggett

John
Daggett

Cochi, R. Indians

Juris Rita M. Society

Day Stephen C. Number

Mark Lester Flores

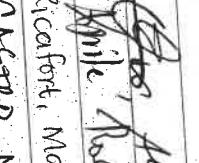
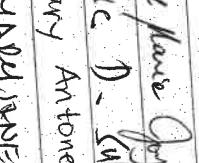
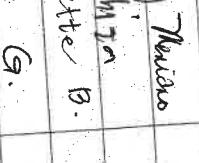
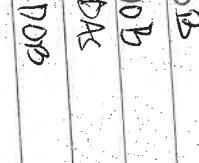
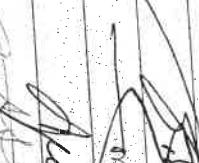
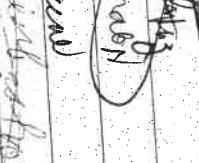
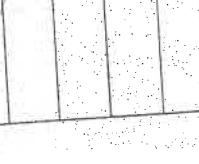
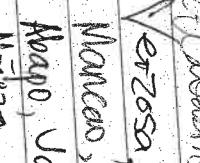
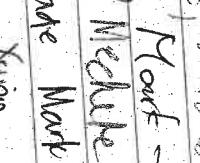
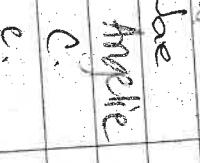
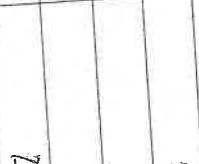
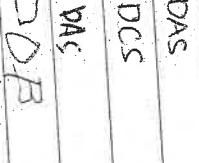
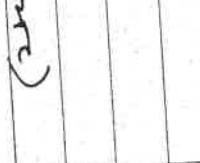
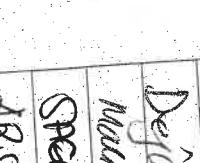
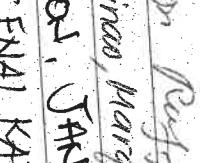
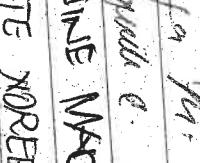
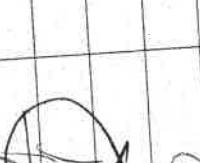
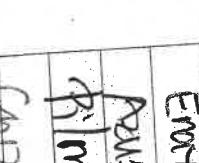
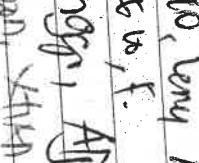
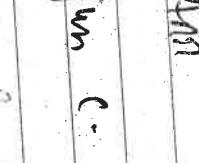
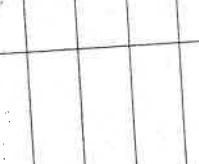
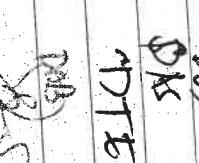
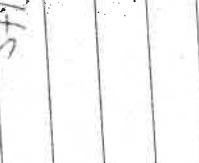
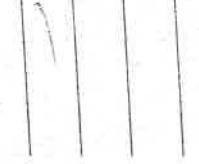
Jeniffer T. Tia

ATTENDANCE

Research Seminar Workshop

December 15, 2016

DAY 2 MORNING

NAME	DEPARTMENT	SIGNATURE
Gros, Alfonso Jr. Nevin	POB	
Amie, Rose D. Suhina	DOB	
Ricafort, Mary Antonette B.	DAK	
CASINO, MARY JOSE G.	CHMC	
Alabante, Maridell R.	DCS	
Verzosa, Mont Sae	DAK	
Marcos, Melchre Angelie	DCS	
Abapo, Jade Mark C.	DCS	
Montez, Lynn C.	DOC	
Esti, Shinde Mac P.	DAS	
Cabasis, Zyna Claire S.	DAS	
Orkem, Jo. Villaja	DCS	
Burgos, Thia Mae	DDB	
EFREU L. ALAGENKO	DAS	
Timares, Gretchen	MPB	
Villanueva, Alou R.	DCS	
Carson, Lishelle	DCS	
Woff, Terik S.	DCS	
Montezon, Vincent	DCS	
Brennan, Chelsee R.	DCS	
Opulencia, Chedkil Karp	DCS	
Alpizar, June Ann F.	DAS	
Rejulion P. Andam	DAS	
DAGUMAN, LYN	DOB	
Enrero, Veny Ann	DCS	
Prado, S.	DTB	
Filmore, Aljun C.	DTB	
Capitan, LIA	DTB	
Edna S. Belo Alonzo	DTB	
Dejon, Ruffa M.	DTB	
Medina, Marigeth C.	DTB	
Spedal, JASINE MACK	DTB	
ARS ENAL KATE MOREEN	DTB	
EMBODA, TETON JOHN B.	DTB	
Apple, Jane B. Plos	DTB	
Finie, Rita M. Malabato	DTB	

GOV. ALFONSO D. TAN COLLEGE

ATTENDANCE

Research Seminar Workshop

December 15, 2016

DAY 2 MORNING

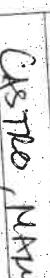
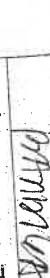
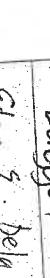
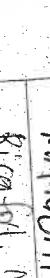
NAME	DEPARTMENT	SIGNATURE
CARDO, PERALTA	DCS	<i>PP</i>
Agure, J.	DOC	<i>PP</i>
Perale, Chona	DOC	<i>PP</i>
Bannen, Ermine	DOC	<i>PP</i>
Padre, Melvyn C	DOC	<i>PP</i>
Villijo, Maria C. M.	DOC	<i>PP</i>
Lognial, Oscar Michael	ITD	<i>PP</i>
<hr/>		
ELVIRA, L. MANTONILLA	PA	<i>PP</i>
Requima, Tony M.	DCS	<i>PP</i>
Gutte, Clint Jay M.	DAS	<i>PP</i>
Agure, Jay C.	DCS	<i>PP</i>
Homer, C. Mariano	DPF	<i>PP</i>
Agure, Jo A. P.	DOC	<i>PP</i>
Pacilio, Juafe V.	DOC	<i>PP</i>
53. R. Ardam	PPS	<i>PP</i>
<hr/>		

ATTENDANCE

Research Seminar Workshop

December 15, 2016

DAY 2 AFTERNOON

NAME	DEPARTMENT	SIGNATURE
AMIA, ANNET Rose	DOB	
CORNET, FANTS J.	DOB	
VILLARICERTE, ERICK R.	DOB	
ESTREO, MARY SURE G.	DOB	
Enya, Lucy Ann	DOB	
ALAGENIO, ERICK L.	DOB	
ECIT, Shinde Mae P.	DOC	
J. M. MOMBRE	DOC	
PERALTA, Chorka	DOC	
REQUINA, JAY MAN H.	DOC	
Abapo, Jade Mark C.	DOC	
Quist, Clint Joy M.	DOC	
Mayordomo, Alemar C.	DOC	
LUCILLE C. PANGE	DOC	
ANNE VONE	DOC	
PARRA, Eman	DOC	
Lugga, Janely N.	CMTC	
Edua E. dela Reina	DOC	
Kingston P. Adam	DOC	
Azuelo, FERTZIE	DOC	
Carsten POWD	DOC	
THOMPSON, GRACE Y.	DOC	
WILHELMINA, BILMA	DOC	
Ricard, Mary Antoinette B.	DOC	
Manalo, Juvis Rita R.	DOC	
Uamt, Marquice A.	DOC	
Gumba, Stephenne	DOC	
Emilia, Alfonso	DOC	
K. Andam	DOC	

ATTENDANCE

Research Seminar Workshop

December 16, 2016

DAY 3 MORNING

NAME	DEPARTMENT	SIGNATURE
1. Villanueva, Celia R.	DB	<i>Chavez</i>
2. Cretro, Mayssane G.	DBB	<i>Blanco</i>
3. Jimenez, Gladys Ann S.	DBB	<i>Blanco</i>
4. Abapo, Jode Mark C.	DCS	<i>Abapo, Jode</i>
5. Verzosa, Mark Joe	DCS	<i>Verzosa, Mark</i>
6. Alcazar, June Ann F.	DOC	<i>Alcazar, June</i>
7. Petacio, Chona Ruben L.	GADTC	<i>Petacio, Chona</i>
8. Grilath, Y. Tuncion	DAS	<i>Grilath, Y.</i>
9. Ricafort, Mary Antonette B.	DBB	<i>Ricafort, Mary</i>
10. Capin, Paul J.	MAC	<i>Capin, Paul</i>
11. Gelit, Shindie Mae	DAS	<i>Gelit, Shindie</i>
12. Emboda, Ethan John B.	DAS (con)	<i>Emboda, Ethan</i>
13. Montemayor, Vicente S.	GADTC	<i>Montemayor, Vicente</i>
14. Uyko, S. Manzonita	GADTC	<i>Uyko, S.</i>
15. Alabado, Michelle R.	GADTC	<i>Alabado, Michelle</i>
16. Mancaos, Mechelle Angelie D.	GADTC	<i>Mancaos, Mechelle</i>
17. Uynt, Marjareth	GADTC	<i>Uynt, Marjareth</i>
18. Edora S. Orea, Sierra	GADTC	<i>Edora S. Orea</i>
19. Azulino, FRITZIE B.	GADTC	<i>Azulino, FRITZIE</i>
20. Menias, Alfonso Jeff C.	DAS	<i>Menias, Alfonso</i>
21. Mapado, Romeo C.	DAS	<i>Mapado, Romeo</i>
22. Cañete, P.	DBB	<i>Cañete, P.</i>
23. Uyran, Yerna	DBB	<i>Uyran, Yerna</i>
24. Bauman, Lynn	PAK	<i>Bauman, Lynn</i>
25. R. Adams		<i>R. Adams</i>

ATTENDANCE

Research Seminar Workshop

December 16, 2016

DAY 3 AFTERNOON

SIGNATURE

DEPARTMENT

NAME

DOB

Chie G. Maniquis
CASTRO, MARY MARIE C.

DOB

Castro, Mark Lino
FLORIDA, MARK LINO

DOB

Coron, Mark T.
CORON, MARK T.

DOB

Espera, Krist Rose
-Andam, Rosalyn P.

DOB

Grana, Lucy Ann
-Muniz, Almarie Jay

DOB

Dagum, Lynn R.
DAGUM, LYNN R.

DK

Azuelo, Kristie B.
AZUELO, KRISTIE B.

DK

Magato, Almerie C.
Magato, Almerie C.

DOB

Bacmed, Shellen Mae P.
BACMED, SHELLEN MAE P.

DK

Timakon, Giselle V.
TIMAKON, GISELLE V.

DK

Manzonka, Elvira S.
MANZONKA, ELVIRA S.

DK

Requima, Jay Marce
REQUIMA, JAY MARCE

DK

Yonit, Miriameth
YONIT, MIRIAMETH

DK

Guban, Stephanic C.
GUBAN, STEPHANIC C.

DK

Abago, Jade Mark C.
ABAGO, JADE MARK C.

DK

R. Andam
R. Andam

DK

Tangub City
GOV. ALFONSO D. TAN COLLEGE

OFFICE OF PLANNING, RESEARCH AND EXTENSION

OFFICE of the PLANNING, RESEARCH AND EXTENSION

December 01, 2017

MEMORANDUM

TO : ALL INSTITUTE DEANS
RESEARCH INSTRUCTORS
RESEARCH EDITORS
RESEARCH PANEL MEMBERS
RESEARCH ADVISERS

SUBJECT : Dissemination and Implementation of New Research Guidelines

With our efforts to upgrade the research system of our institution, you are hereby directed to facilitate the dissemination and implementation of the new research guidelines of the college effective this 2nd semester, A.Y. 2017-2018.

Attached is a copy of the above-mentioned guidelines.

For your information and compliance.

W. M. N.
MARICELLE M. NUEVA, DM
VP for Planning, Research and Extension

Cc:

P. EMELIO S. PASCUAL, MA
Consultant to the President and
GADTC Development & Operations Specialist

Maloro, Tangub City, Misamis Occidental
www.tangubcity.gov.ph/gadtc

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Email: gadtc@tangubcity.gov.ph

RECEIVED
STUCCO

DRS. J. M. 12-01-17
RECS. J. M. 13-01-17

M. D. 14-01-17

ICG - Atty. D. 15-01-17

Academic Off. 16-01-17

GUIDELINES ON THE CONDUCT OF THESIS

I. PURPOSE

The guideline provides standards for the conduct of thesis courses for undergraduate programs.

II. SCOPE

This is applicable to all faculty members and students of Gov. Alfonso D. Tan College.

III. GUIDELINES

A. General Provisions

A.1. Thesis

1. All students enrolled in thesis writing must join a research group and choose an advisor/s with the approval of the Department Chair.
2. The advisor will confer the students and decide his thesis
3. When the research proposal has been drafted, the instructor will choose their panel members with the approval of the Department Chair.
4. The student will submit the form for advisors and panel members to the research office. This form officially reports the student's thesis topic, and the names of the advisors and panel members.

A.2. Oral Presentation of Thesis Proposal

1. On a specified date arranged by the student, in coordination with the course instructor, research director, advisor and panel members, the thesis proposal will be scheduled for oral presentation.
2. The schedule of the oral presentation of the proposal must be made public.
3. The student must submit form for proposal oral examination to research office attesting the approval of the advisor to the oral presentation of the proposal.
4. The student/ group must also pay the following proposal fees per research paper:

	Adviser's fee (per adviser)	Panel members fee (min. of panels)	Editor	Research office Representative	Statistician
Undergraduate Thesis Proposal	500	300	300	200	200

The proposal oral examination fee will be subdivided for group of undergraduate students doing a common thesis.

The proposal oral examination fee will be used to pay the honoraria of advisors, panel members, editor, research office representative and statistician .

- Upon submission of the form, the instructor will schedule the date of the oral presentation of the thesis in coordination with the advisor, the panel members, research office representative and statistician. The dean will be the Chairman of the Committee from the panel members.
- All students who are going to do the proposal, oral presentation must be enrolled. In case the student is not enrolled in any course, he must enrol prior to the proposal oral examination by paying the residency fee.
- One week prior to the oral presentation, the student should give a copy of the draft proposal to the instructor, advisor, panel members, research office representative and statistician.
- During the proposal oral presentation, the course instructor will act as representative of the department. The instructor must ensure that all procedures are followed in the conduct of the proposal oral presentation.
- Panel members and the external examiner will use the form – to grade the thesis proposal work. The instructor will not grade the proposal oral presentation.
- Not later than three days after the proposal oral presentation, the instructor will submit the result to the research office.
- At the end of the term, the instructor shall encode the corresponding grade of the student/s

A.3. Final Oral Presentation Thesis

- When the student has completed the thesis, the advisor can recommend the work for the final Oral Presentation.
- The student / group must also pay the following final oral examination fees per research paper.

Adviser's fee (per adviser)	Panel Member's fee (min.of panels)	Editor	Research Office Representative	Statistician
Undergraduate	1,000	700	700	350
Thesis- Final				350

The final oral examination fee will be subdivided for group of undergraduate students doing a common thesis. The final oral examination fee will be used to pay the honoraria of advisers, panel members, research office representative and statistician.
- Upon submission of the form, the instructor will schedule the date of the final oral presentation of the thesis in coordination with the advisor, the panel members, research office representative and statistician. The chair of the proposal examination committee should also be the chair of the final oral examination committee. The panel members during final oral presentation should also be the panel members during the final oral presentation. In case a panel member is no longer available, the instructor, in consultation with the dean will appoint another panel member.

15. One week prior to the final presentation, the student must:

- a. give a copy of the research work to the instructor, the advisor, all the panel members, research office representative and statistician.
- b. submit a poster of the work to the course instructor for posting.
16. Panel members and the research office representative will use form to grade the final thesis. The course instructor will not grade the final oral presentation.
17. The schedule of the final oral presentation of thesis will be made public.
18. All students who are going to take the final oral presentation must be enrolled. In case the student is not enrolled in any course, he must enroll prior to the final oral presentation by paying the residency fee.
19. During the final oral presentation, the instructor will act as the representative of the department. The instructor must ensure that all procedures are followed in the conduct of the final oral presentation.
20. Not later than three days after the final oral presentation, the instructor will submit to the research office for approval of the result by accomplishing form.
21. At the end of the term, the course instructor shall encode the corresponding grades of the students.

A.4. Final Submission of Thesis

22. When the thesis has been revised, based on the recommendations of the committee, the student must seek final approval of all the members of his examination committee using form approval of Final Manuscript.
23. Prior to binding, the student must submit his work to the editor for final editing.
24. After it has been edited, the student will submit one hardbound copy of the final form to the research office and the department. One hardbound copy and one CD copy of the work will be given to the Library. It is only at this point that the course adviser can give the final grade to the student.

B. Assignment of Thesis Instructors

1. All thesis courses will be assigned to faculty members who have considerable research experience.
2. The faculty members assigned on these courses will act as the thesis instructors.

3. The assigned thesis instructor will be compensated from the course load assignment.
4. The instructor cannot be the thesis advisor nor sit as one of the panel members of his student.

Responsibility of the Thesis Instructor

The thesis instructor has the primary responsibility of guiding and monitoring research activities of the students. As such, the thesis instructor:

1. Prepares OBTLP or course outline.
2. Ensures that students enrolled in the course are formed into groups. (2 students per group)
3. Submits the list of groups by sections as well as titles of research proposals to the department chairs.
4. Conducts lecture on research and sets schedule of submissions of the different parts of the manuscript.
5. Suggests, guides, and assists students in problem conceptualization and preparation of proposed research.
6. In collaboration with fellow faculty members who could become thesis advisors, evaluates and approves proposed research topics.
7. Conducts regular consultation with students.
8. Submits schedule of consultation to the department chair.
9. Based on the research topic approved, recommends Thesis advisors for each group. The thesis instructor provides the list of advisers.
10. Submits grades of students based on approved grading system.

Other Duties of Thesis Instructor

Before Oral Defense:

1. In collaboration with the adviser, helps and guides students in formulating items in questionnaires as well as in interview schedules. The Thesis instructor presents lessons on formulating questionnaire items.
2. Monitors the progress of research paper being undertaken by the students.
3. Suggests names for possible inclusion in the oral defense panel.
4. Coordinates the conduct of proposal and final defense.

During the Oral Defense:

1. Ensures that everything is in order: room reservation, strict enforcement of schedule, the presence of all three panelist,etc.
2. Can be called upon to clarify issues during the defense.

After the Oral Defense :

1. Sees to it that the students do the required revisions.
2. Ensures that the entire manuscript , and the ideas embodied in it, flow in logical , coherent, and straightforward fashion
3. Sees to it that all requirements are attended to by the students.
4. Ensures that final manuscript undergoes editing.

C.Thesis Advisor

1. Thesis advisor/s shall be chosen by the student from the roster of full time and part time faculty members of the Gov. Alfonso D. Tan College. The choice must be based primarily on the faculty member's research and specialization and availability.
2. The highest educational attainment of all advisors must be at least equal to the degree to be awarded to the student. The highest educational attainment of the panel members must be with master's degree.

Gov. Alfonso D. Tan College

3. Honoraria for thesis advisors will be given after the successful oral presentation of the proposal and after the student's submission of the final hardbound copy of the thesis.

4. The honoraria will be given to each advisor:
 - a. After the oral presentation of the proposal;
 - b. After the student's submission of the final hardbound copy
5. Administrators and non-teaching employees of the college who do advisorship who shall also be given the corresponding honorarium similar to the rate of the faculty. (Note: maximum of 5 research papers)

Responsibility of the Thesis Advisor

1. Submits schedule of consultation to the thesis instructor and conduct regular meeting with the students based on the schedule submitted.
2. Assists and guides the students on matters pertaining to the conduct of research particularly in the formulation of questionnaires, in the analysis and evaluation of gathered data, and in collaboration with the statistician, in the interpretation of data.
3. Makes the necessary correction to whatever output that will be submitted by the students and to return these corrections not later than two weeks from the time of submission.
4. Discusses and resolves conflict with the thesis instructor on both substantive and methodological aspects of the paper. In no case should the advisor declare in the presence of the students that the thesis instructor has committed errors-both factual and interpretative. The same is also expected of the thesis instructor. Likewise, the advisor is expected to discuss with the students in the presence of the thesis instructor, any substantive disagreement on the advice given by the thesis instructor. The students, together with the thesis instructor and advisor should resolve disagreements with the aim of providing the best workable solution.
5. Provides not only quantity time but quality advice to students.
6. Be present during the final oral presentation of the group.

Other Duties of the Thesis advisor

Before Oral Defense:

1. Suggests, guides and assists students in problem conceptualization.
2. Conducts regular consultations.
3. Accepts outputs submitted by the students and make the necessary corrections.
4. Suggests to students relevant books, journals and other published studies.
5. Prepares the students for oral defense.

During the Oral Defense:

1. Makes himself/herself available throughout the proceedings.
2. Can be called up to clarify, if necessary, certain points being raised by the panel so as to help the students figure out the answers.

After the Oral Defense:

1. Sees to it that the students do the required revisions.
2. Continues to supervise the revision of the paper.

D. Panel Members

1. Thesis panel members shall be chosen by the instructor with the approval of the Department Chair from the roster of full time and part time faculty members of Gov. Alfonso D. Tan College. The choice must be based primarily on the faculty member's research specialization and availability.

GOV. ALFONSO TAN COLLEGE

2. The minimum number of panel members to be chosen is three (3).
3. The highest educational attainment of the panel members must be with master's degree . In case of unavailability of faculty with master's degree, the panel member must be equal to the degree to be awarded to the student.
4. Honoraria for thesis panel members will be given after the successful oral presentation of the proposal and final.
5. Administrators and non-teaching employees of the college who sit as panel members shall be given the corresponding honorarium.

Duties and Responsibilities of the Panel Chair

During defense:

1. The chair presides over the defense and the deliberation on the candidate's performance.
2. After the proposal defense, the chair summarizes clearly the SPECIFIC recommendations, comments, and corrections of the panel, based on the notes prepared by the adviser.
3. This summary sheet will serve as the "contract" between the panel and the student should be signed by latter to signify his/her conformance. Any change in the contract must be approved by the adviser and the majority of the panel; otherwise, the student will have to rerefend.
4. Two copies of the contract, one for the student and one for the department , must be prepared by the department through the thesis instructor.
5. The thesis instructor ensures that the approval sheets are available for signing by the panel members during the defense.
6. She /he ensure that the ritual of defense is followed.

After defense:

1. After the final defense, the thesis instructor notes the revisions and editing requirements of the paper.
2. The thesis instructor reminds the candidate of the prescribed period within which to finish the revision.
3. The chair of the panel, on behalf of the other panellists, writes to the research director nominating the candidate for the Outstanding Thesis Award.

Duties of Panellist and Research office Representative

During the Oral Defense:

1. Scrutinize each and every aspect of the final report, but mainly on areas for which h/she has the competence and expertise. Panel members and research office representative must read the entire paper before sitting on a defense panel.
2. Suggest all possible improvements in the final report.
3. If a panel member or research office representative finds fundamental defects in the final paper, she/he may request the department chair, at least five (5) days before the schedule defense, to convene the defense panel chair who will then confer with the adviser.

Note: This can only be done if paper submission deadlines are observed. Paper submission deadlines are determined by the concerned department.

After the Oral Defense:

1. Make sure that his/her comments and revisions are incorporated into the final paper.
2. After his/her signature only when the required improvements have been made part of the final report.

E. Qualifications of Editor

1. Preferably an MA degree in English or in language teaching or has excellent training/experience in editing.
2. Has excellent knowledge in English grammar and rudiments of technical writing
3. Strong recommendation from the department head where editor teaches.
4. Attends to orientation to be provided by the Research Office.

Duties and Responsibilities

- a. Indicates spelling and grammatical errors
- b. Reviews lay-out and format of the written material based on prescribed standard.
- c. Indicates correct labelling and referencing of tables and figures.
- d. Ensures correct page sequencing.

F. Qualifications of the Statistician

1. Preferably has an MA in Mathematics or Statistics or has excellent training in Math or Statistics.
2. Has a strong mathematical aptitude
3. Possesses a strong grasp of mathematical and statistical knowledge

Duties and Responsibilities

- a. Choose the appropriate statistical analysis for the study design and data.
- b. Provides written interpretation of statistical analysis
- c. Assists in writing statistical methods and results sections of the paper
- d. Involvement in questionnaire development and data collection from the beginning to ensure validity and usefulness of the data.
- e. Determine the type and size of the sample group.

G. Conduct, Decorum and Ritual of Oral Defense

a. Conduct of defense

Decorum: The oral defense is a formal academic activity. As such, proper decorum should be maintained during and after the proceedings.

b. Ritual of Thesis Defense

- The thesis instructor introduces the candidate who is dressed in business attire. (2 minutes)
- The candidate leads the opening prayer. (2 minutes)
- The chair of the defense panel introduces the panel members. (3 minutes)
- The candidate presents the highlights (for the final defense the extended abstract of the study. Approx. 20 minutes)
- After the candidates' presentation, the panel chair opens and moderates the panel discussion/oral defense.
- The panel chair formally ends the defense and the panel then evaluates, in private, the performance of the candidates' response to the panelists' questions. (approx 10 minutes)
- After the panel deliberation, the chair of the panel calls back the candidate to announce the result of the defense.

H. System of Grading

1. For programs with two or more thesis courses, the grade in the oral presentation of the proposal will be the basis for the grade for the first course in the series.
2. The final oral examination and the final version of the thesis will be the bases for the grade in the second course in the series.
3. Thesis courses will be graded as Pass (P)/ (F).
4. In the event that the thesis is not finished on the term it is enrolled, a grade of continuing (C) will be given. This will be replaced by the final grade (P or F) once the course is completed. The procedure followed for completion of grades will also be followed for this situation.
5. While the grade of "C" is not yet completed, the thesis course will always appear in the student's list of courses enrolled every term. While the student does not need to pay the tuition for this course in this particular situation, the thesis course units will be considered in the computation of total units enrolled by the student for that particular term.
6. The grade of 'C' will appear in the official records of the student every term until it is completed and given a final grade of "P" or "F".
7. The grade of "C" must be completed into a grade of "P" within one year for undergraduate program. After such period, the student must re-enroll the course.
8. Grades of "P" and "C" will not be included in the computation of the GPA. However, a grade of "F" will be included in the computation of the GPA and will have a corresponding equivalent of 5.00.

I. Residency

If the only course left for the completion of the program is thesis course, the student must pay residency fee every term until he completes the pending course. This requirement can only be waived if the student officially files for a

GOV. ALFONSO D. TAN COLLEGE

leave of absence (LOA). The amount of residency fee to be paid is equal to the prevailing registration fee. The fee covers use of all libraries of the college.

J. Multiple Degrees

1. If the student is completing more than one undergraduate degree that requires thesis, he can satisfy the requirements by submitting one acceptable thesis or research.

K. Change of Advisor and Editor

In the event that a student may need to change adviser or editor, a student can request and justify the change of adviser or editor, by submitting the change of adviser or editor form with the letter of justification to the Dean. The Dean may act on the request himself or may constitute a committee as the case maybe.

Accomplishment Report on

Seminar-Workshop on Research Ethics and Methods

Institutions are expected to generate new insights. In the new knowledge economy, the traditional and essential function among institutions of higher learning is increasingly more emphasized because new knowledge providers are challenging college's role in creating, producing and translating knowledge from the institution to the community. It becomes imperative then for GADTC to transition itself as a research institution.

In this line, the institution is conducted a **Seminar-Workshop on Research Ethics and Methods** which was meant to gather research representatives to make a collaborative work on developing and establishing a research agenda for the institution; one that will not only be an avenue for the institution to grow in but one that will also serve the community in general.

The Research Office prepared the training design and subjected it for approval. Upon approval, memorandums for the participants were disseminated. The program for the seminar-workshop were then prepared and finalized. During the conduct documentation for attendance and the activity proper were done.

Training and Seminar Module
with Budgetary Requirements

I. TITLE : RESEARCH ETHICS AND METHODS

II. DATE : DECEMBER 14-16, 2016

III. VENUE : GADTC's AUDIO-VISUAL ROOM

IV. PROPONENT : RESEARCH OFFICE

V. BENEFICIARIES: RESEARCH REPRESENTATIVES OF GADTC

VI. SOURCE OF FUND: RESEARCH FUND

VII. RATIONALE:

Institutions are expected to generate new insights. In the new knowledge economy, the traditional and essential function among institutions of higher learning is increasingly more emphasized because new knowledge providers are challenging colleges' role in creating, producing, and translating knowledge from the institution to the community. It becomes imperative then for GADTC to transition itself as a research institution in the country.

In this line, the Seminar-Workshop on "Research Ethics and Methods" is meant to orient research representatives on the proper handling, conduct, and supervision of researches. This activity will equip members of the institution's research team in order to address the different demands of today's trends in research.

VIII. OBJECTIVE:

As members of GADTC community, it is our thrust to respond to the challenges and demands of the community through research, and to strengthen the culture of research among faculty and other key players in the college. Thus, the objectives of the Seminar-Workshop on "Research Ethics and Methods" are as follows:

1. Share expertise and competence to strengthen research activities in the college.
2. Orient on the latest trends in research and research conduct.
3. Conduct high impact researches to address the needs of the college and the community as a whole.
4. Set research directions of all levels across different disciplines.

Day 1

Registration
Program Proper
Lecture on Research
Ethics and Quantitative
Research
Lunch
Lecture (continuation)

X. BUDGETARY REQUIREMENT

Food	Quantity	Unit Price	Amount
<i>Day 1</i>			
Snack (am)	70	Php 70.00	Php 4,900.00
Lunch	70	Php 150.00	Php 10,500.00
Snack (pm)	70	Php 70.00	Php 4,900.00
<i>Day 2</i>			
Snack (am)	70	Php 70.00	Php 4,900.00
Lunch	70	Php 150.00	Php 10,500.00
Snack (pm)	70	Php 70.00	Php 4,900.00
<i>Day 3</i>			
Snack (am)	70	Php 70.00	Php 4,900.00
Lunch	70	Php 150.00	Php 10,500.00
Snack (pm)	70	Php 70.00	Php 4,900.00
* Honoraria and Travel Expenses			
Token	4	Php 350.00	Php 1,400.00
Materials	4	Php 150.00	Php 600.00
Certificate	Quantity	Unit Price	Amount
Special Paper	15	Php 50.00	Php 750.00
 Ink (for Epson L110 Printer)			
Black	1 bot	Php. 100.00	Php 100.00
Yellow	1 bot	Php 100.00	Php 100.00
Magenta	1 bot	Php 100.00	Php 100.00
Cyan	1 bot	Php 100.00	Php 100.00
Tarpaulin	1	Php 600.00	Php 600.00
Lay	4	Php 50.00	Php 200.00

Day 2

Lecture on Research Methods
and Qualitative Research
Lunch
Evaluation

Day 3

Workshop
Lunch
Presentation
Evaluation

CC

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Tangub City, S.E. GOV. ALFONSO D. TAN COLLEGE

Office of the Vice President for Planning, Research and Extension Office

Maloro, Tangub City

ACTIVITY DESIGN

I.	TITLE:	REQUEST FOR THE USE OF COMPUTER LABORATORY 1,2 & 3
II.	DATE:	December 16 - 17, 2017
III.	VENUE:	GADTC Computer Laboratory
IV.	PROPONENT:	Research and Extension Office
V.	RATIONALE:	This activity would address the immediate need of the research office to submit the result of Educational Profiling. With this, we would like to request the utilization of the computer laboratory 1, 2 & 3 on the above-mentioned date.

VI. Objectives:

1. To determine the educational needs of the 54 barangays as basis for possible bridging program;
2. To meet the possible research agenda of the Institution.

We look forward for the approval of this request.

Approved:

ELAINE Y. INDIGAN, MSCRM
Research Director

Noted:

MARICELLE M. UEVA, DM
VP for Planning, Research & Extension

ENG. ERWIN A. LACPAO
Dean, Institute of Computer Studies

Approved:
BELLAFIOR E. FERNANDEZ, CGM
VP for Administration and Fin

GOV. ALFONSO D. TAN COLLEGE

OFFICE OF THE ACA FOR ACADEMICS

Maloro, Tangub City

MEMORANDUM

DATE : DECEMBER 13, 2016

TO : MS. ROGIELOU ANDAM
MS. MARY ANTONETTE RICAFORT
MR. PALERMO JOHN CANILLO
MS. MECHELE ANGELIE MANCAO
MS. EDNA E. DELA SIERRA
MS. LILIBETH T. SAYSON
MS. MARY CRIS VILLEJO
MS. STEPHANIE JOYCE GUBA
MS. MARGARETH G. UGNIT
MR. VINCENT MONTEBON
MS. CLEOPHIL KAYE YONTING
MS. FRITZIE B. AZUELO
MS. ELVIRA S. MANGONTRA
MS. FLORA MAE A. BUGAS
MS. MICHELLE ALABASTRO
MR. CLINT JOY OULJE
MR. JAYMAR REQUINA
MS. SHINDIE MAE ESLIT
MR. GRICHEN Y. TUMAPON
MR. ELTHON JOHN B. EMBODO
MS. ZYRA CLAIRE CABASIS
MS. JURIS RITA MANALOTO
MRS. ILYN R. DAGUMAN
MR. CARLOS L. POYOT
MR. CELSO VILARIGUEZ
MS. LENY ANN ENAYO
MR. EREN ALAGENIO
MS. FELVYS CORPUZ
MS. MARY JANE CASTRO
MS. APRILE ROSE SUBIZA
MS. AL MARIE JOY MENIANO

MR. LUCIANO C. PONDOC
MR. CHRISTIAN LOUIE CUIZON
MR. JADE MARK ABAPO
MR. JAY AR AGUA
MS. JENNA MAE BECHAYDA
MR. RENANTE CABO
MS. FRITZIE ANN FLORIDA
ENGR. ERWIN LACPAO
MS. EUGELINE NONWIELLER
MR. CRISTOPHER SAAVEDRA
MS. JENIEFFER TIA
MR. MARK JAE VERZOSA
MR. ALKEIN VILLAJOS
MR. JAY STEPHEN MONDONG
MR. ALEMAR MAYORDO
MRS. ROSALINA I. LOQUIAS
MR. NORIEL B. ERAP
MS. BABYLIN A. MINA
MS. KATE NOREEN B. ARSENAL
MS. RUFFA DEJON
MS. ARDETH MICHAELINE I. LLO
MS. JANINE MAICA SAGON
MR. MARQUILI MALINAO
MR. JUNFE PACILLOS
MS. ELAINE Y. BANDIGAN
MS. CHONA BEBINA PETAJIO
MR. MARK LESTER FLORES
MR. JOEL ANAS
MS. XYRIN MOÑEZA
MS. JUME ANNALQUZAR

SUBJECT: ATTENDANCE TO THE RESEARCH SEMINAR - WORKSHOP

You are all directed to attend to a seminar-workshop for research starting tomorrow (Wednesday) until Friday, December 14, 15 & 16, 2016 from 8:00AM to 5:00PM at the Audio Visual Room. Please bring with you your laptop for SPSS.

For your information, guidance, and compliance.

LOVE H. RALLORAN, MS.CRIM
ACA for Academics

PC

P. EMELIO S. PASCUAL, MA
Consultant to the President and GADTC
Development and Operations Specialist

GOV. ALFONSO D. TAN COLLEGE

ATTENDANCE

Research Seminar Workshop

December 14-16, 2016

DAY 1 (A)

NAME	DEPARTMENT	SIGNATURE
CASTRO, MARY JANE G.	DAS	
Chabatiro, Mitchell R.	DAS / SHS	<i>John Chabatiro</i>
Ricafort, Mary Antonetta B.	DAS / SHS	<i>Mary Ricafort</i>
Bugos, Flora M.	DAS	
Alvarzar, June Ann F.	DAS	
Mandalos, Luis R.	DAS	
Verzosa, Mark Sae	DAS	<i>Mark Sae</i>
EREN L. ALFACEDO	DAS	
Mechelle Angelie D. Mancio	DAS	
Alapo, Jade Mark C.	DAS	
Cainillo, RJ	DAS	
Quije, Clint Joy M.	DAS	<i>Clint Joy Quije</i>
Fewick, T. Carson	DAS	
Carols C. Bond	DAS	<i>T. Bond</i>
Emilio, Elton P. B.	DAS	
Delos Leyham S. Braga	DAS	
Petruo, Chard	DAS	
PANALAN, EMMY Y.	DAS	<i>Emmy Panalan</i>
SUMA, APRIL ROSE P.	DAS (GADTC)	
Esteban, Michelle M.	DAS	
Delia S. Dela Sierra	CMRC	<i>Delia Sierra</i>
Casper, Chris Dan	CMRC	<i>Chris Casper</i>
Manzano, Vincent S.	CMRC	<i>Vincent Manzano</i>
ARSENAL, KATE NORGEN	TED / 16mm	<i>Kate Arsenal</i>
Fuentes, Rante C.	TED / 16mm	<i>Rante Fuentes</i>
Maldiney, Marquise L.	16mm / GADTC	<i>Marquise Maldiney</i>
SACOM, JASMINE MACH	GADTC / TED	<i>Jasmine SACOM</i>
Munoz, Xinn C.	GADTC / DAS	<i>Xinn Munoz</i>
Lengka, Janey M.	GADTC / DAS	<i>Janey Lengka</i>
Morales, JAY STEPHEN C	GADTC / DAS	<i>Jay Morales</i>
Fulvar, JR. H.	11	<i>John Fulvar</i>
Ervinas, Monterria	GADTC / DAS	<i>Monterria Ervinas</i>
GRACIA, TIRIANA	GADTC / DAS	<i>Tiriana Gracia</i>
Requena, Jay Mar G.	GADTC / DAS	<i>Jay Requena</i>
Villan, Mary Chris L.	GADTC / DAS	<i>Mary Villan</i>
Cambo	GADTC / DAS	<i>Cambo</i>

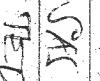
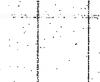
GOV. ALEJONSO D. TAN COLLEGE

ATTENDANCE

Research Seminar Workshop

December 14-16, 2016

Day 1 (

NAME	DEPARTMENT	SIGNATURE
Opredo, Engr. B. Ruffo, M. Regis	SAK TE-D	 
* Apple Juitt in Monrovia	PIC DES	 
DA Cunha, LHN Mayordo, Herman C. Sounding, Christopher	ATB DTE DES	  
Aguas, Jay A. Vernit, Monique H.	DCS DAS	 
Lagunia, Odette Miharu Herrera, G. Petrus	TEO TCE	 
Malvar, C. Perez Milling, Chiqui Kay G	POB PAS	 
53. Marilou P. Andam	PAS	

GOV.-ALFONSO-D. TAN COLLEGE

ATTENDANCE

Research Seminar Workshop

December 14-16, 2016

NAME

DEPARTMENT

SIGNATURE

DAY 1 C

Chavez, Enrike B.
Rufa, M. Regis

SAC
TED

* Apit, Justine Bies

ITD

Ar. Perniole

DCS

Daffum, Lynn
Mayordo, Alvar C.
Sandoval, Christopher

NOB
DTE
DES

Aguas, Jay A.
Umit, Maricarita

DCS
DAS

Loquie, Odwin Mariano
Hedra, G. Pachate

ITD
TEC

Fernandes, M. L.

TEC

Velasco, C. Perez
Meling, Chophil Kay G

DCS
DAS

53. Katalino, Aridam

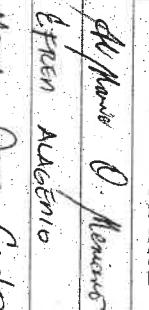
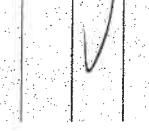
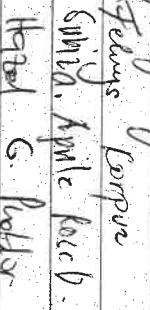
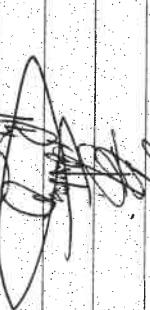
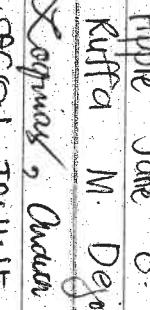
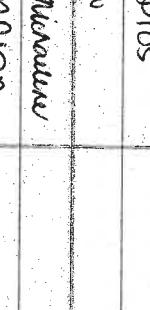
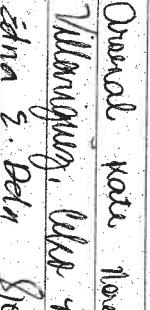
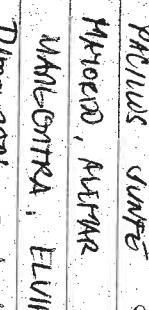
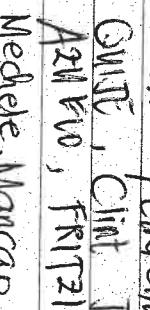
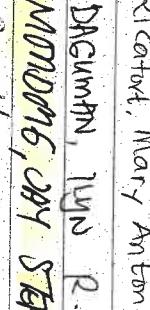
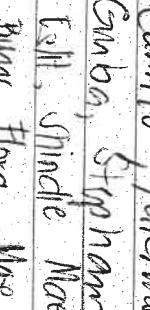
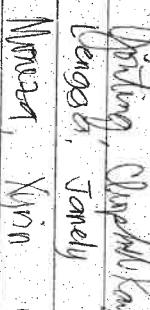
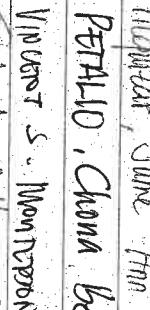
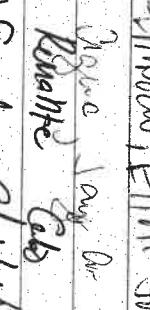
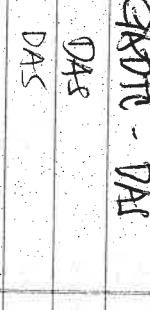
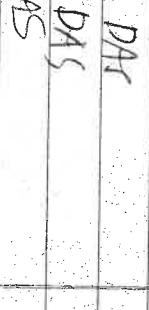
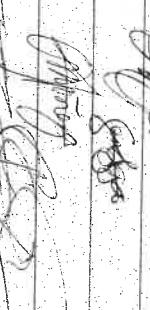
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ATTENDANCE

Research Seminar Workshop

December 14-16, 2016

DAY 1 (CPM)

NAME	DEPARTMENT	SIGNATURE
Alfonso O. Menino	DOC	
EFREN AGACIO	DOB	
Mary Jane Castro	DOB	
Feliks Corpuz	DOB	
Emilia Apulac	DOB	
Harol G. Poblador	TEB	
Apple Jane G. Bios	TEB	
Ruffa M. Deguz	TEB	
Esperanza Chua Minaue	TEB	
SACON, JANINE MACA	TEB	
Oronel, Ruth Nicanor B.	TEB	
Villanueva, Lulu R.	DOB	
Edna S. Belen Gernia	SHS	
Pacius, Junete V.	TEB	
Mendoza, Aurora C.	TEB	
Valentina, Elvira C.	OK	
Timipon, Gildaan Y.	GTB/DR	
GUST, Clint Jay M.	GADIC - DAS	
ARVIO, FRITZIE B.	GADIC - DAS	
Medeke, Nicanor	DAS	
Ricafort, Mary Antoinette B.	DAS	
DOCUMENT, LYN R.	DOB	
MONDONG, JRY STEVEN C.	DM	
Canillo, Pakerna	DAS	
Gimba, Stephanne Joyce	DIS	
Estill, Mindie Mae P.	DAR	
Bugas, Flora Mae	DAS	
Porting, Gladys Kay	DAS	
Lengao, Janely M.	DOC	
Montazar, Lynn C.	DOC	
Almaraz, June Ann F.	DOC	
PETALLO, Chona Belinda C.	DOC	
Vincent S. Montezon &	DAS	
Emperado, Ethan John	DAS	
Joloco, Lucy O.	DAS	
Rivante, Gels	DAS	
Vasquez, Christopher C.	DAS	

ATTENDANCE

Research Seminar Workshop

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