

B. Process and evaluation of completed research output

This process defines the role of the Schools Division Research Committee in the research cycle after the proposal phase.

Office or Division:	Planning and Research Section			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Teaching and Non-Teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Submit completed research		External clients		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Completed Research	1.1 Receiving the final research output for review and screening.	None	1 day	Records Section Personnel SEPS - PRS
	1.2 Reviewing and validating final output.	None	5 days	CID/EPS
	1.3 Performing appropriate action as per suggestions/comments given by the SDRC. Then, facilitate approval of the paper if found consistent, complete, and legitimate.	None	5 days	Schools Division Research Committee
	1.4 Recommending approval of the	None	1 day	Schools Division

	research output to the SDS.			Research Committee
	1.5 Approving and signing the certificate of approval.	None	1 day	Schools Division Research Committee
	1.6 Releasing of approved final output to the proponent. (hard copy/soft copy e-mail)	None	1 day	Records Section Personnel
TOTAL:			14days	