

## A. PROCESS AND EVALUATION OF BASIC EDUCATION RESEARCH FUND AND NON-BASIC EDUCATION RESEARCH FUND RESEARCH PROPOSAL

Research Management in reviewing Basic Education Research Fund and Non- Basic Education Research Fund proposals to guide proponents in coming up with reliable outputs.

|                                  |   |                               |                        |   |
|----------------------------------|---|-------------------------------|------------------------|---|
| <b>Office or Division:</b>       |   | Planning and Research Section |                        |   |
| <b>Classification:</b>           |   | Simple                        |                        |   |
| <b>Type of Transaction:</b>      |   | Government to Citizen (G2C)   |                        |   |
| <b>Who may avail:</b>            |   | External Stakeholders         |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b> |   | <b>WHERE TO SECURE</b>        |                        |   |
| Submit research proposals        |   | External Stakeholders/client  |                        |   |
| <b>CLIENT STEPS</b>              | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b>        | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>               |
| Submit Research proposal         | 1.1 Receive and conduct initial screening of research proposal hard/soft copy | None                          | 2 days                 | Records Section Personnel<br>SEPS - PRS |
|                                  | 1.2 Evaluating and validate content of the research proposal hard/soft copy.  | None                          | 5 days                 | CID/EPS                                 |
|                                  | 1.3 Providing Certificate of Acceptance for implementation                    | None                          | 5 days                 | Schools Division Research Committee     |
|                                  | 1.4 Return to the Researcher through e-mail/soft /hard copy                   | None                          | 1 day                  | Records Section Personnel<br>SEPS - PRS |
| <b>TOTAL:</b>                    |   |                               | <b>13 days</b>         |   |