	<b>ST. MICHAEL'S COLLEGE OF ILIGAN, INC.</b>		<i>Document Code:</i> SMCII.RMO.F17.0017
	<i>Subject:</i> <b>Form 17: Contract in the Pursuit of Research Studies</b>	<i>Rev.:</i> 0	<i>Effective Date:</i> 2.12.2025

## Contract in the Pursuit of Research Studies

KNOW ALL MEN BY THESE PRESENT:

This Contract in the Pursuit of Research Studies entered into by and between:

The **ST. MICHAEL'S COLLEGE OF ILIGAN INC.**, a private institution of higher learning, recognized by the Commission of Higher Education, with official address at Quezon Avenue, Iligan City, represented herein by its President. **S. MA. RODINA M. BONGOC, RVM**, hereinafter referred to as **SMC**;

and

\_\_\_\_\_, full-time faculty member, of legal age, Filipino and residing at \_\_\_\_\_ hereinafter called the **GRANTEE**:


WITNESSETH: That

**WHEREAS**, SMC, pursuant to its VMGO and Development Plans undertakes to promote the culture of research by tapping the potential and building the capacity of administrators and teachers to participate in the process of research and development.

**WHEREAS**, the GRANTEE whose education, service and experience is ready, able and willing to commence the research studies with all its terms and conditions specified in this contract;

**NOW THEREFORE**, SMC affords assistance to the GRANTEE to enable her/him to pursue research study in \_\_\_\_\_ starting (Date of the Research Study/Paper) and shall end on (End Date of the Research Study/Paper).


1. **THAT** the Institution shall take responsibility in the research-related matters.
2. **THAT** the faculty member shall be deloaded of three (3) academic units per semester from his/her 21-unit regular academic workload to be use in the conduct of his/her research study/paper.
3. **THAT** the Faculty shall receive the monetary equivalent of the 3-unit academic workload every 15th and 30th of the month during the entire semester that the Faculty writes his/her Research Study/Paper.
4. **THAT** the Research Study/Paper shall be given support, administrative and financial, by the Institution. Financial support would mean expenses which are indispensable in the conduct and completion of the Research Study/Paper, which may, among others, include:

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transportation expenses in the collection and production of data to support his/her research study/paper; expenses for professional fees when the Faculty needs to hire a Statistician in order to derive a scientifically and mathematically correct analyses and interpretations of the data collected by the Faculty in connection with his/her research study/paper.

5. **THAT** the GRANTEE shall abide by and adhere to the following:

- i. follow the provisions of the institutional research system and procedure, including, but not limited to, those provided by the Finance Office in connection with the liquidation of finances that shall be extended to the Faculty.
- ii. submit progress of the research study/paper to the Research Office in accordance with the following schedule, to wit:
- iii. submit the following topics/coverage of the research study/paper before the end of the first semester of the research undertaking during which his/her research study/paper commences, to wit:
  - a. Background of the Study;
  - b. Theoretical Framework of the Research ;
  - c. Conceptual Framework of the Research;
  - d. Research Paradigm of the Research;
  - e. Statement of the Problem in connection with the Research;
  - f. Review of Related Studies in connection with the Research; and
  - g. Research Method and the tools/questionnaires in connection with the Research.
- iv. submit the following topics/coverage of the research study/paper before the end of the second semester of the research undertaking during which his/her research study/paper commences, to wit:
  - a. Data Results and Discussion;
  - b. Conclusion;
  - c. Recommendation;
  - d. Abstract; and
  - e. Article which is preparatory to the conduct of review and assessment by the peers who have knowledge of the subject matter of the Research Study/Paper.

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v. apply and implement the derived findings of the Research Study/Paper to its field of discipline.

vi. ensure the accuracy of the findings of the research and its implementation to its field.

vii. be responsible in defending and/or proposing the same during the benchmark of its implementation to its field of study, conferences, and promotion of new knowledge based on the findings of the research.

viii. to disseminate the research findings and ensure its implementation.

6. **THAT** in the event the GRANTEE will not finish or complete the research study/paper within one (1) year from its commencement, the GRANTEE shall reimburse SMC with the entire amount of funds that SMC has accorded to the GRANTEE in pursuit of the subject research study/paper.

In witness hereof, the parties hereto sign this agreement on this \_\_\_\_\_ day of \_\_\_\_\_ 2019, in Iligan City, Philippines.

\_\_\_\_\_  
**S. MA. RODINA M. BONGOC, RVM**

President, SMC

\_\_\_\_\_  
**NAME OF THE AUTHOR**

Grantee

Witness:

\_\_\_\_\_  
**KORSINEY N. CABASIS, DBA**

Vice President, Administration

\_\_\_\_\_  
**STEPHANIE L. COLORADA, MAED**

Research Coordinator

\_\_\_\_\_  
**RITZCEN A. DURANGO, PhD**

Vice President, Academic Affairs