

**CHECKLIST OF DOCUMENTS SUBMITTED BY THE FACULTY RESEARCHERS TO THE UNIVERSITY
RESEARCH OFFICE THROUGH THE DEPARTMENT RESEARCH CHAIRPERSON**

Write the receiving date in the column that pertains to the attached document for each research paper presented and submitted by the faculty researcher.

NO.	Title of the Research Paper	SF 01- Research Capsule Proposal	SF 03- Researcher's Profile Form	SF 07- Authenticity of Authorship and Commitment to Revise	SF 24- Research Revision Report	SF 32- Revised Research Capsule Proposal
1.						
2.						
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Note: Incomplete submission of documents for each research paper shall not be accepted by the URO. The incomplete documents will remain to DRC's File and shall only be accepted once completed attached with a separate sheet of this form.

Prepared by: _____
Department Research Chairperson

Date: _____

Noted by: _____
Director, URO

Date: _____

Filed by: _____
Representative from URO

Date: _____