RESEARCH EVALUATION AND MONITORING CENTER

**TERMS OF REFERENCE**

FORM 1

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| **Research Project Title** | Web-Based Document Management System for Research Evaluation and Monitoring Center | |
| **Implementing Institution** | Research Evaluation and Monitoring Center | |
| **Collaborating Institution** | Research Evaluation and Monitoring Center | |
| **Name of Project Leader** | John Doe | |
| **Project Duration** | 10 months | |
| **Team Members** | Research Evaluation and Monitoring Center Research Evaluation and Monitoring Center Research Evaluation and Monitoring Center | |
| **Objectives** | Research Evaluation and Monitoring Center | |
| **Scope** | Research Evaluation and Monitoring Center | |
| **Methodology** | Research Evaluation and Monitoring Center | |
| **Activities/Step-by-Step Implementation Plan** |  | |
| **Gantt Chart** |  | |
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| |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **ACTIVITIES** | **MONTHS** | | | | | | | | | | | | |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
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| **Personnel Requirements/Team Composition** |  | |
| **Modus Operandi (including delineation of assignments, coordination/networking arrangements)** |  | |
| **Prepared and Submitted by:**  *(to be filled up by the project leader)*  **JOHN DOE** | **Reviewed by**  (*to be filled up by RMO Director)*  **DR. JACKIE D. URRUTIA** | **Approved by**  (*to be filled up by VPRED)*  **DR. ANNA RUBY P. GAPASIN** |