**TERMS OF REFERENCE**

FORM 1

|  |  |
| --- | --- |
| **Research Project Title** | {{ProjectTitle}} |
| **Implementing Institution** | {{ImplementInsti}} |
| **Collaborating Institution** | {{CollabInsti}} |
| **Team Leader** | {{ProjectLead}} |
| **Project Duration** | {{ProjectDur}} |
| **Project Staff** | {{ProjectStaff}} |
| **Objectives** | {{Objectives}} |
| **Scope** | {{Scope}} |
| **Methodology** | {{Methodology}} |
| **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** |

<Insert text here>

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| **Modus Operandi (including delineation of assignments, coordination/networking arrangements)**  *Team Leader-* *They directly plan, organize, supervise, and conduct the implementation of a basic unit of*  *investigation of a specific research work.*  *Senior Project Staff-* *They perform professional, technical, and scientific positions which involve professional,*  *technical, or scientific work in a non-supervisory or supervisory capacity requiring at least four years of collegiate*  *work.*  *Junior Project Staff-* *They perform research/technical related clerical, trades, crafts, and custodial service positions which*  *involve non-professional or sub-professional work in a non-supervisory capacity requiring less than four years of college studies.*  *\** *Per DOST MC No. 001, s. 1993; CHEC CO No. 02, s. 2011; CHED-NCCA JC No. 2017-5, s. 2017, DBM-DOST JC No. 1 s. 2013*  *\*\*Please attach certification from Human Resource Management Department* |

<Insert text here>

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| **Prepared and**  **Submitted by**  *(to be filled up by the team leader)* | **Reviewed by**  (*to be filled up by RMO Director)* | **Approved by**  (*to be filled up by VPRED)* | **Approved by**  (*to be filled up by external funding agency)* |
|  |  |  |  |
| **{{ProjectLeaderCaps}}** | **DR. JACKIE D. URRUTIA** | **DR. ANNA RUBY P. GAPASIN** | **<Insert name here>** |