

Annex R

## MEMORANDUM

**FOR :** **DR. VICTOR B. MARIANO**  
Regional Director, DOST CAR Regional Office

**Attention:** **MS. MARIA ROWENA C. MADARANG**  
Assistant Regional Director for Finance and Administrative Services

**MS. MARITRESS A. BANAÑA**  
Lead Enumerator, Survey of 2015 R&D Expenditures and Human Resources

**FROM :** **ROWENA CRISTINA L. GUEVARA**  
Undersecretary for S&T Services

**SUBJECT:** **Guidelines on the Disbursement of Funds for the Implementation of the  
"Survey of 2015 Research and Development Expenditures and  
Human Resources in the Philippines"**

**DATE :** March 8, 2016

1. DOST Special Order No. 134, Series of 2016 has designated the lead and field enumerators from DOST Regional Offices and selected agencies, and defined their duties and responsibilities for the conduct of the 2015 R&D Survey. Agreement/conforme forms shall be duly signed by the designated lead enumerators for this purpose.
2. Funds for the conduct of the R&D survey will be transferred to each Regional Office/concerned agency through sub-allotment and a Notice of Transfer of Allocation (NTA) to be acknowledged by the cashiers, and are chargeable against Management Information and Statistical Services (MISS) under the General Appropriations Act (GAA). Transfer of funds will be done in two tranches. The initial amount of four hundred pesos (P400.00) per respondent-institution chargeable against funds for FY 2016 will be transferred to cover expenses for field operations, specifically, distribution, follow-up and retrieval of accomplished survey questionnaires. The remaining funds will be transferred also through NTA upon the lead enumerator's submission of at least 50% of accomplished questionnaires along with the corresponding database to the DOST – Planning and Evaluation Service (PES). Submission of accomplished questionnaires will serve as liquidation of the amount given.
3. The lead enumerators shall claim from their agency cashiers the funds for field/survey operations.
4. The amount of payment for field operations/survey expenses at the rate of SEVEN HUNDRED FIFTY PESOS (P750.00) per respondent institution shall be based on the number of institutions to be covered. This amount is intended for transportation and other costs to be incurred in the

distribution of survey questionnaires, monitoring and follow-up, field editing, retrieval of accomplished questionnaires, validation/verification of data entries, and data encoding in the database provided by DOST – PES.

5. Cashiers of DOST Regional Offices/concerned agencies shall release to the designated lead enumerators the whole amount transferred from the DOST Central Office at the start of field operations. The lead enumerators shall in turn distribute the funds among the field enumerators engaged in the survey activities according to the number of institutions to be covered in their respective areas.
6. Distribution of funds to field enumerators will be as follows: initial amount of ₱400.00 for distribution of questionnaires, monitoring and follow-up, to be given within CY 2016, and; the remaining ₱350.00 upon retrieval of accomplished questionnaires. However, lead enumerators have discretion on distribution of funds when other costs related to the survey are incurred such as for other survey methods applied or data encoding services used.
7. Field operations shall commence once funds become available. Field enumerators are required to fill up Survey Monitoring Form #1, and submit this, along with the encoded survey responses and the retrieved survey questionnaires, to the lead enumerator.
8. Lead enumerators shall accomplish Survey Monitoring Form #2 which will also serve as the Final Report, and shall submit this, along with the validated survey responses and all accomplished questionnaires, to DOST-PES.
9. Lead enumerators shall submit to their respective agency/office cashiers a payroll form signed by the lead and field enumerators as recipients of the funds used for field operations that will serve as the Financial Report for proper accountability and record purposes.
10. Field operations shall proceed until the 2<sup>nd</sup> quarter of CY 2016. All survey documents and encoded data shall be forwarded to DOST-PES on the 4<sup>th</sup> month after the launching of the survey in your region.

For compliance.

cc: **DR. URDUJAH A. TEJADA**  
Assistant Secretary and Program Manager for Countryside Development  
and Overseer Regional Operations