

Department of Science and Technology
INTERNAL AUDIT SERVICE

WORKING PAPER
2017 Stakeholders Feedback, Part II – Conduct of R & D Survey

Part II – Problems/Issues Observed on the Conduct of R & D Survey			
	ACTIVITY	OFFICE	FEEDBACK
1	Survey Training/Orientation	DOST NCR, CAR, IV-B and XIII	Respondent institutions sent representatives who are/is not in the research department or involved in R&D
		DOST NCR, XIII	Some respondents do not attend the orientation; lack of interest/commitment from the Universities/schools.
2	Distribution of Survey Questionnaires	DOST NCR, IV-A	Directory provided is not updated. Some respondents have no R&D so they refused to accomplish the forms but for the 3 years of conducting the surveys they were always included in the list of respondents.
		DOST NCR, II, SFU	The respondents' representatives during the R&D forum are different from the person in-charge in filling up the questionnaire. Every time we make follow-ups, we send questionnaire online. Changes in the director-in-charge of the Research without endorsing the survey questionnaire to the incoming one –if another person received the questionnaires and had not attended the orientation, another discussion/explanation to him/her has to be done,
		DOST V, XIII	Hard copies of questionnaire were lost thru mail, did not reached the intended respondents. Allocations were not sufficient to replace those lost questionnaires.
3	Collection/Retrieval of Questionnaires	DOST NCR, III, IV-A, IV-B V, XIII, SFU	Some SUCs/HEIS feedback is that the survey instrument is cumbersome. Problems in the retrieval of questionnaire: <ol style="list-style-type: none"> 1. Questionnaire was Incompletely accomplished because concerned staff do not know how to retrieve some data (e.g. Salary per staff; no. of hours, etc.) 2. They do not exert effort to accomplish the form completely because it was too detailed. 3. The one who attended the training/ orientation is not the one who accomplished the survey questionnaire. 4. Loss of survey form and/or the questionnaire. 5. Respondent institutions were frequently on travel and hard to reach. 6. Accomplishing the survey forms are not given priority by the respondents.
4	R&D Statistical System (RDSS) Database	DOST NCR, II, IV-B, V, XII, SFU	There was feedback from some schools that the system was not working so respondents cannot upload their submissions. Some schools submitted consolidated survey This is very tedious on the part of the enumerators since they still need to disaggregate the data per college because the system only counts one survey (instead of 3 or 4). Some respondents have difficulty using the system. It becomes repetitive when the collected data from the survey forms/questionnaire are encoded in the database. No formal training conducted for respondents directly

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			<p>Encoding of data is laborious particularly for those respondents with numerous R&D personnel and researches.</p> <p>Some science foundations used small fonts in accomplishing the questionnaires, that encoding of collected data was a bit hard, and last recourse was to use a magnifying lens.</p>
5	Disbursements of Survey Funds and Submission of Financial Reports	DOST NCR, III, IV-A, XIII	<p>Delay in the release of funds.</p> <p>Increase the amount of funds per respondents for survey operation and submission of survey financial reports.</p> <p>There are issues as to the mode of release to the enumerators. As recommended it is to be in a form of cash advance with subsequent liquidation rather than reimbursement of expenses for the distribution of the forms.</p> <p>Oftentimes funds are not provided on time.</p>

Part III - Proposed Improvements

DOST-NCR

- *It is suggested to projectize the conduct of the R&D survey so you can hire staff who will be focused to the distribution, collection, encoding, etc. of the survey. RO staff are already overloaded with tasks/assignments in the regions w/c make it also hard to retrieve surveys. Understand also that some universities/schools really do not submit data/survey.*

RO staff are not confident to just estimate the data (as we are told to do so by PES). As DOST, we should be accurate and precise w/ the data we gather and submit, as these will be basis for NATIONAL efforts/policies.

- *Provide incentives to schools/respondents, not necessarily in terms of things/items/money but probably in terms of promotions (e.g. an article in our publication etc.).*

DOST IV-A

- *Update the list of respondents. Make/impose deadline of submission (target date with one-week extension only) to be covered by a special order.*
- *Provide incentives to respondents to encourage them to accomplish the questionnaires.*
- *Provide awareness/training on the conduct of R&D survey.*

DOST IV-B

- *Conduct trainings for the lead enumerators.*
- *Assign personnel to encode/maintain/update the data collected from the survey in the RDSS database.*

DOST V

- *Conduct training on RDSS as part of the orientation for enumerators and respondents.*
- *Print flyers/brochures on the R&D Survey as IEC material to encourage R&D institutions to participate in the survey, thus inculcate the need to develop and maintain corresponding databank*

DOST XIII

- *Give tokens to respondents as incentives.*
- *Dedicate a staff/encoder to be assigned to upload/encode/collect statistical data. Given the workload of the enumerators at the region, we cannot continuously focus our time to the survey.*

SFU

- *Appreciation of their being cooperative in this endeavor thru provision of tokens of value; Include the activities done thru DOST publications e.g. S&T Post, DOST Digest, DOST Rapido, etc.*