



PROCESS NAME: RESEARCH IMPLEMENTATION
PROCESS OWNER: RESEARCH DIRECTORATE

INPUTS/ CONTROL	ACTIVITY	ACTIVITY CONTROL	OUTPUTS/ CONTROL	RESPONSIBILITIES
<ul style="list-style-type: none"> • Approved proposal • Notice to Proceed • Notice to Implement • Issued Special Order 		<ul style="list-style-type: none"> • Notice of meeting • Date issued/received 	<ul style="list-style-type: none"> • Revised/finalized timetable/ workplan • Date submitted/ acknowledged 	Research Directorate Center Chiefs Research Coordinators Proponents/ Project Staff
<ul style="list-style-type: none"> • Revised/finalized timetable/workplan • Date submitted/ acknowledged 		<ul style="list-style-type: none"> • Approved PPMP • Purchase order/ request • Canvass in coordination with BAC • Date posted/received 	<ul style="list-style-type: none"> • Withdrawal slip • Memorandum Receipt • Inventory Custodian Slip • Delivery receipts • Date received 	Research Directorate Project Leader/ Staff/Researchers Supply Office
<ul style="list-style-type: none"> • Notice of meeting • Date issued/ received 		<ul style="list-style-type: none"> • Lay-out (Format) • Signage (Format) • Questionnaires/ interview schedule • Record books 	<ul style="list-style-type: none"> • Lay-out plan • Result of pre-test • Data gathered 	Project Leader/ Staff/Researchers Research partners Collaborating agencies
<ul style="list-style-type: none"> • Lay-out plan • Result of pre-test • Data gathered 		<ul style="list-style-type: none"> • Record books • Photo documentation 	<ul style="list-style-type: none"> • Data sets • Results of Statistical Analysis • Summary tables 	Project Leader/ Researchers



MARIANO MARCOS STATE UNIVERSITY Research Directorate PROCESS AND CONTROLS TABLE	Document Code	RD-PFC-003	
	Revision No.	0	Page 2 of 3
	Effectivity Date	August 28, 2019	

INPUTS/ CONTROL	ACTIVITY	ACTIVITY CONTROL	OUTPUTS/ CONTROL	RESPONSIBILITIES
<ul style="list-style-type: none"> Data sets Results of Statistical Analysis Summary tables 		<ul style="list-style-type: none"> Timetable/work and financial plan M&E template/forms 	<ul style="list-style-type: none"> Status/M&E report/recommendations Date issued/received 	Center Chiefs Research Coordinator Project Leaders/ Researchers
<ul style="list-style-type: none"> Status/M&E report/recommendations Date received 			<ul style="list-style-type: none"> Revised work and financial plan 	Project Leaders/ Researchers
<ul style="list-style-type: none"> Revised work and financial plan 		<ul style="list-style-type: none"> Technical Report format (Periodic Reports) 	<ul style="list-style-type: none"> Technical Report Date submitted 	Research Coordinator Center Chiefs ODR

Disclaimer: Reproduction of this document is allowed subject to compliance to the Documented Information Procedure established by MMSU.



MARIANO MARCOS STATE UNIVERSITY
Research Directorate

Document Code

RD-PFC-003

PROCESS AND CONTROLS TABLE

Revision No.

0

Page 3 of 3

Effectivity Date

August 28, 2019

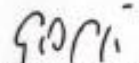
Prepared by:


MARILOU P. LUCAS

Director for Research

11/14/19

Approved by:


EPIFANIA O. AGUSTIN

VP for Research, Extension and Business

11/15/19


SHIRLEY C. AGRUPIS

University President

11/15/19