



MARIANO MARCOS STATE UNIVERSITY Research Directorate	Document Code	RD-PFC-004	
	Revision No.	0	Page 1 of 4
	Effectivity Date	August 28, 2019	

PROCESS AND CONTROLS TABLE

PROCESS NAME: MONITORING AND EVALUATION
PROCESS OWNER: RESEARCH DIRECTORATE

INPUTS/ CONTROL	ACTIVITY	ACTIVITY CONTROL	OUTPUTS/ CONTROL	RESPONSIBILITIES
<ul style="list-style-type: none"> List of on-going and completed researches 		<ul style="list-style-type: none"> Prepare list of identified researches 	<ul style="list-style-type: none"> Final list of researches 	Center Chiefs ODR OVPREB
<ul style="list-style-type: none"> Final list of researches 		<ul style="list-style-type: none"> Notice for submission of papers for presentation 	<ul style="list-style-type: none"> Communication received 	Dean Researchers Center Chiefs
<ul style="list-style-type: none"> Communication received 		<ul style="list-style-type: none"> Program/ invitation Photo documentation 	<ul style="list-style-type: none"> Synthesis of evaluation/Summary of evaluators' comments 	ODR
<ul style="list-style-type: none"> Synthesis of evaluation/Summary of evaluators' comments 		<ul style="list-style-type: none"> Provide copy of evaluation results 	<ul style="list-style-type: none"> Revised research paper 	faculty and full time researchers ODR



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INPUTS/ CONTROL	ACTIVITY	ACTIVITY CONTROL	OUTPUTS/ CONTROL	RESPONSIBILITIES
	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">A</div>			
<ul style="list-style-type: none"> Revised research paper 	<div style="border: 1px solid black; padding: 5px; width: 150px; margin: 0 auto;">Notification for Monitoring and Evaluation</div>	<ul style="list-style-type: none"> Notice of monitoring Date issued/received Monitoring schedule 	<ul style="list-style-type: none"> List of approved projects to be monitored Duly signed and approved Date issued/ received 	Chief, RMET ODR
<ul style="list-style-type: none"> List of projects to be monitored Monitoring schedule Prescribed monitoring forms Duly signed and approved Date issued/ received 	<div style="border: 1px solid black; padding: 5px; width: 150px; margin: 0 auto;">Field/Site Visit/ project reports</div>	<ul style="list-style-type: none"> adherence to approved methodology (GAA and GIA) Quarterly Financial Report 	<ul style="list-style-type: none"> Prescribed Forms Date issued/received Project output (Brief (Q1), updates (Q2), Policy brief (Q3) and terminal report 	RMET, Researcher Center Chiefs ODR
<ul style="list-style-type: none"> Prescribed Forms Date issued/ received 	<div style="border: 1px solid black; padding: 5px; width: 150px; margin: 0 auto;">Deliberation of field/site visitation status reports</div>	<ul style="list-style-type: none"> Availability of all members Notice of RMET meeting Date conducted 	<ul style="list-style-type: none"> Adherence to prescribe format Date submitted/ received report 	RMET, Researcher, Center Chief, ODR
<ul style="list-style-type: none"> Adherence to prescribe format Date submitted/ received 	<div style="border: 1px solid black; padding: 5px; width: 150px; margin: 0 auto;">Finalize and disseminate M&E Reports and comments</div>	<ul style="list-style-type: none"> Prescribed format Duly signed and approved 	<ul style="list-style-type: none"> Prescribed form Date issued/ received 	RMET ODR Center Chiefs
	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">B</div>			

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INPUTS/ CONTROL	ACTIVITY	ACTIVITY CONTROL	OUTPUTS/ CONTROL	RESPONSIBILITIES
<ul style="list-style-type: none"> • Prescribed form • Date issued/ received 		<ul style="list-style-type: none"> • Prescribed template 	<ul style="list-style-type: none"> • Prescribed template • Date issued/ received 	Chiefs Researchers
<ul style="list-style-type: none"> • Duly signed and approved • Date issued/ received 		<ul style="list-style-type: none"> • Date issued/ received • M&E report form 	<ul style="list-style-type: none"> • Date issued/ received 	ODR OVPREB

*GIA projects automatically presented during the AIHRR

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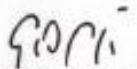
Prepared by:

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Director for Research

11/14/19


EPIFANIA O. AGUSTIN

VP for Research, Extension and Business

11/15/19


SHIRLEY C. AGRUPIS

University President

11/15/19