



MARIANO MARCOS STATE UNIVERSITY Research Directorate PROCESS FLOWCHART	Document Code	RD-PFC-003	
	Revision No.	1	Page 1 of 3
	Effectivity Date	September 9, 2020	

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 College 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

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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 College Research Coordinators 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 	College Research Coordinators Center Chiefs ODR

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