
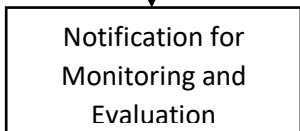
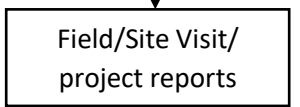
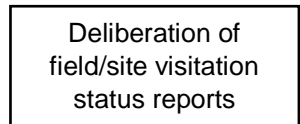
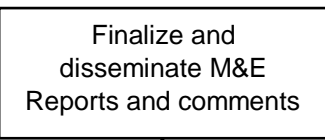


	<b>MARIANO MARCOS STATE UNIVERSITY</b> <b>Research Directorate</b>	Document Code	RD-PFC-004	
	<b>PROCESS FLOWCHART</b>	Revision No.	1	Page 1 of 3
		Effectivity Date	September 9, 2020	

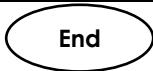
**PROCESS NAME: MONITORING AND EVALUATION**


**PROCESS OWNER: RESEARCH DIRECTORATE**

INPUTS/ CONTROL	ACTIVITY	ACTIVITY CONTROL	OUTPUTS/ CONTROL	RESPONSIBILITIES
				
<ul style="list-style-type: none"> <li>List of implemented/on-going and completed researches</li> <li>Approved Workplan</li> </ul>		<ul style="list-style-type: none"> <li>Notice of project/study monitoring</li> <li>Monitoring schedule</li> <li>Date issued/received</li> </ul>	<ul style="list-style-type: none"> <li>List of projects/studies to be monitored</li> <li>Prescribed monitoring forms</li> <li>Duly signed and approved</li> <li>Date issued/ received</li> </ul>	ODR Research Monitoring and Evaluation Team (RMET)
<ul style="list-style-type: none"> <li>List of projects to be monitored</li> <li>Monitoring schedule</li> <li>Prescribed monitoring forms</li> <li>Duly signed and approved</li> <li>Date issued/ received</li> </ul>		<ul style="list-style-type: none"> <li>Adherence to approved methodology (GAA and GIA) Work and Financial Report</li> </ul>	<ul style="list-style-type: none"> <li>Prescribed Forms</li> <li>Project output/Project Brief (Q1), updates (Q2), Policy brief (Q3) and terminal report (RD-TEMP-005)</li> <li>Date issued/received</li> </ul>	ODR RMET Center Chiefs College Research Coordinator Project/Study Leader Researcher
<ul style="list-style-type: none"> <li>Prescribed Forms</li> <li>Project output/Project Brief (Q1), updates (Q2), Policy brief (Q3) and terminal report (RD-TEMP-005)</li> <li>Date issued/received</li> </ul>		<ul style="list-style-type: none"> <li>Notice of RMET meeting</li> <li>Availability of all RMET members</li> <li>Date conducted</li> </ul>		ODR RMET Center Chiefs College Research Coordinator Project/Study Leader Researcher
			<ul style="list-style-type: none"> <li>Final Monitoring report</li> <li>Adherence to prescribe format</li> <li>Date submitted/ received</li> </ul>	
				




INPUTS/ CONTROL	ACTIVITY	ACTIVITY CONTROL	OUTPUTS/ CONTROL	RESPONSIBILITIES
	 ↓			
<ul style="list-style-type: none"> <li>Adherence to prescribe format</li> <li>Monitoring report</li> <li>Date submitted/ received</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Take corrective actions/comply on the comments of the M&amp;E</div> ↓		<ul style="list-style-type: none"> <li>Revisions/adjustments</li> <li>Date issued/ received</li> </ul>	Center Chiefs Project/Study Leader Researcher
<ul style="list-style-type: none"> <li>List of on-going and completed researches</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Identify researches for AIHRR*</div> ↓		<ul style="list-style-type: none"> <li>Final list of researches for AIHRR</li> </ul>	RMET Center Chiefs ODR
<ul style="list-style-type: none"> <li>Final list of researches for AIHRR</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Notification on the conduct of AIHRR</div> ↓	<ul style="list-style-type: none"> <li>Notice on the submission of papers for AIHRR presentation</li> <li>Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Prescribed format</li> <li>Date issued/received</li> </ul>	ODR Center Chiefs College Research Coordinator Researchers
<ul style="list-style-type: none"> <li>Prescribed format</li> <li>Date received</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Submission of research papers</div> ↓		<ul style="list-style-type: none"> <li>Adherence on the prescribed format</li> <li>Date received</li> </ul>	Center Chiefs College Research Coordinator Researchers
<ul style="list-style-type: none"> <li>Adherence on the prescribed format</li> <li>Date received</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Conduct of AIHRR</div> ↓	<ul style="list-style-type: none"> <li>Program/ invitation</li> <li>Photo documentation</li> </ul>	<ul style="list-style-type: none"> <li>Guidelines</li> <li>Prescribed evaluation format</li> <li>Synthesis of evaluation</li> <li>Summary of evaluators' comments</li> </ul>	OVPREB ODR Center Chiefs College Research Coordinator Researchers
<ul style="list-style-type: none"> <li>Guidelines</li> <li>Prescribed evaluation format</li> <li>Synthesis of evaluation</li> <li>Summary of evaluators' comments</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Consolidation and Dissemination of AIHRR Results</div> ↓	<ul style="list-style-type: none"> <li>Copy of evaluation results</li> <li>Proceedings</li> <li>Date issued/received</li> </ul>	<ul style="list-style-type: none"> <li>Revised research paper</li> <li>List of papers for external presentation</li> </ul>	Evaluators RMET Center Chiefs College Research Coordinator Researchers

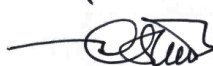


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