

**[DSWD ADMINISTRATIVE ORDER NO. 04, S.
2007, February 27, 2007]**

**AMENDMENT TO ADMINISTRATIVE ORDER NO. 10, SERIES OF
2006, RE POLICY GUIDELINES FOR THE CONDUCT OF
STUDIES/RESEARCHES IN DSWD OFFICES, CENTERS AND
INSTITUTIONS**

With the intention to sustain the effort of the Department in setting up and strengthening policy guidelines germane to the conduct of studies/researches at DSWD Offices Centers and Institutions, as well as in facilitating appropriate actions, the following provisions are hereby instituted as addendum to, thereby, amending Administrative Order No 10, series of 2006.

IV. Operational Guidelines

2.6 A detailed research protocol (containing the general and/or specific objectives, statement of the problem, background/significance of the study, scope and de/limitation and methodology), must be submitted with the prescribed research request form.

V. Institutional Arrangement

1. All research proposals of students/researchers should be submitted directly to the Policy Development and Planning Bureau (PDPB). In this connection, the PDPB shall be responsible in carrying out the following actions, prior to the approval of the Secretary:

1.1 Review and assessment, utilizing the required information to be supplied by students/researchers as explicitly indicated in Item No. 2 (and its sub-items) of the Operational Guidelines delineated in Administrative Order No. 10 and in this amendment.

1.2 Preparation of the recommendation for the Secretary's consideration/approval, using the checklist of requirements as guide.

It is worthy to note that the recommendation should primarily be anchored on or relevant to the current efforts of the Department in formulating new and improving existing social welfare and development policies, programs and services.

Following the approval of the Secretary with regard to the proposed conduct of research activities, the PDPB shall furthermore carry out the following actions:

1.3 Preparation of endorsements on approved research activities to the Field Offices concerned.