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| **PROCESS**  | **OFFICE/** **PERSON-IN-CHARGE** | **DATE STARTED/ RECEIVED****NAME & SIGNATURE** | **DATE FINISHED/ RELEASED** **NAME & SIGNATURE** |
| 1. Orientation and lecture for Thesis Writing 2 | Research Facilitator |  |  |
| 2. Acceptance forms renewal | Research Facilitator |  |  |
| 3. Preparation of research instrument/s | Researcher (represented by lead researcher) |  |  |
| 3. Consultation with Thesis adviser | Thesis Adviser |  |  |
| 4. Validation of research instrument/s-expert validation-pilot testing | Expert 1 |  |  |
| Expert 2 |  |  |
| Expert 3 (A Language Expert) |  |  |
| Panel Member 1 |  |  |
| Panel Member 2 |  |  |
| Chairperson |  |  |
| Non-actual respondents(only one will sign here) |  |  |
| 5. Finalization of the instrument/s | Researcher |  |  |
| 6. Consultation with Thesis adviser | Thesis Adviser |  |  |
| 7. Permission/ Endorsement to Conduct the Study | Researcher |  |  |
| Facilitator |  |  |
| 8. Ethics(Form 7A) | Researcher |  |  |
| 9. Ethics Clearance(Form 7B) | Researcher |  |  |
| 10. Distribution of questionnaire and data gathering  | Researcher |  |  |
| 11. Retrieval of Questionnaire and conduct of interview/ observation and FGD (if applicable) | Researcher |  |  |
| 11. Checking and tallying of gathered data | Researcher |  |  |
| 12. Consultation with Thesis adviser | Thesis Adviser |  |  |
| 13. Consultation with a Statistician for statistical treatment of data or with an inter-coder | Data Analyst |  |  |
| 14. Writing Presentation, analysis, and interpretation of data in the Results and Discussion | Researcher  |  |  |
| 15. Preparation of research output | Researcher |  |  |
| 16. Consultation with Thesis adviser | Thesis Adviser |  |  |
| 17. Writing the summary of the study, findings, conclusions, and recommendations of the study | Researcher |  |  |
| 18. Submission of the manuscript (Chapters 1-4) to the Thesis adviser for checking | Thesis Adviser |  |  |
| 19. Submission of the revised manuscript | Thesis Adviser |  |  |
| 20. Endorsement of the manuscript for final defense(Endorsement Form Submission) | Thesis Adviser |  |  |
| Research Facilitator |  |  |
| 21. Submission of the 5 copies of the manuscript | Research Facilitator |  |  |
| 22. Final defense  | Chairperson |  |  |
| Panel Member 1 |  |  |
| Panel Member 2 |  |  |
| Adviser |  |  |
| Recording Secretary/ Research facilitator |  |  |
| 23. Finalization and editing of the manuscript | Researcher  |  |  |
| Thesis Adviser |  |  |
| Data Analyst(secure Data Analyst Certification) |  |  |
| 24. Adviser’s acceptance and approval of the Final Manuscript | Thesis Adviser |  |  |
| 25. Initial Approval of the Final manuscript by the panel members(Form 10: Recommendations Compliance Sheet) | Facilitator |  |  |
| Panel Member 1 |  |  |
| Panel Member 2 |  |  |
| Chairperson |  |  |
| 26. Manuscript Editing  | Language Editor |  |  |
| 27. Editing Compliance (Language Editor’s certification if complied) | Researcher |  |  |
| 28. Approval of the Final manuscript by the panel members (Approval Sheet) | Adviser |  |  |
| Facilitator |  |  |
| Panel Member 1 |  |  |
| Panel Member 2 |  |  |
| Chairperson |  |  |
| 29. Hardbound Clearance (Form 11) | Facilitator |  |  |
| 30. Submission of 4 CDs and 2 Hardbound copies  (Make sure to mark “RECEIVED” on students’ Form 11 and Form 14 for their proof of hard-bound submission for Clearance Signing requirements) | Facilitator |  |  |

\*Please return the accomplished routing form to the research facilitator upon filling out the last step in the process.

Name & Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_ Semester:

Degree/Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year:

Noted:

Adviser Research Facilitator

(Signature over printed name) (Signature over printed name)