

**XII. RESEARCH UNIT  
FRONTLINE SERVICE**

**RESEARCH UNIT FRONTLINE SERVICE :**      **REQUEST FOR ASSISTANCE FOR RESEARCH PROPOSAL AND TECHNICAL REPORT WRITING/REVIEW AND EVALUATION/PACKAGING FOR PRESENTATION/PUBLICATION/COPYRIGHT/PATENT FILING**

**TOTAL RESPONSE TIME :**                      **5 DAYS, 1 HOUR and 46 MINUTES**

<b>STEPS/ PROCEDURE</b>		<b>DURATION</b>	<b>REQUIREMENTS</b>	<b>FEE</b>	<b>RESPONSIBLE PERSON</b>	<b>LOCATION</b>
<b>CLIENT(S)</b>	<b>SERVICE PROVIDER</b>					
1.Requests in writing for assistance; signs clients' logbook (for walk- in client)	2.Receives request and submit to the Director for Research	5 minutes	Request Letter	none	<b>RESEARCH UNIT STAFF</b> Stephen Bulalin	Research Office
	3. Files request in designated filing folder rack (e.g. incoming communications)	1 minute		none	<b>RESEARCH UNIT STAFF</b> Stephen Bulalin	Research Office
4.Discusses and agrees with service provider on schedule for follow- up consultation/ training/ seminar/writeshop	5. Interviews client(s) on initial concept	30 minutes		none	<b>DIRECTORS FOR RESEARCH</b> Dr. Agustina Pattung/ Dr. Ronald Ocampo	Research Office

6. Attends follow- up consultation/ training/ seminar/ writeshop	7. Guides client(s) on how to write a proposal/ research report/ copyrightable material/ patent draft	1 day	Outline of research proposal/ report		<b>DIRECTORS FOR RESEARCH</b>  Dr. Agustina Pattung/ Dr. Ronald Ocampo  <b>RESEARCH UNIT STAFF</b> Stephen Bulalin	Research Office
8. Submits first draft of output for review and evaluation	9. Evaluates submitted output;	1 day	1 <sup>st</sup> draft of output		<b>DIRECTORS FOR RESEARCH</b>  Dr. Agustina Pattung/ Dr. Ronald Ocampo	Research Office
	10. Returns reviewed output	1 hour	Output with comments		<b>RESEARCH UNIT STAFF</b> Stephen Bulalin	Research Office
11. Submits revised output	12. Endorses proposal for funding; Facilitates submission of output for presentation/ publication/ copyrighting/ patent filing	3 days	Revised output		<b>DIRECTORS FOR RESEARCH</b> Dr. Agustina Pattung/ Dr. Ronald Ocampo	Research Office

					<b>RESEARCH UNIT STAFF</b> Stephen Bulalin	
	13.Returns copy of endorsed/ final output to client	10 minutes	Copy of endorsed/ final output		<b>RESEARCH UNIT STAFF</b> Stephen Bulalin	Research Office
<b>END OF TRANSACTION. We welcome other inquiries. Please feel free to ask about our other services.</b>						