## REQUEST FOR ASSISTANCE FOR RESEARCH PROPOSAL AND TECHNICAL REPORT WRITING/REVIEW AND EVALUATION/ PACKAGING FOR PRESENTATION/ PUBLICATION/ COPYRIGHT/ PATENT FILING

### FRONTLINE SERVICE:

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

### MAIN SERVICE PROVIDER:

**RESEARCH UNIT**

### TOTAL RESPONSE TIME:

5 days, 1 hour and 46 minutes

### STEP-BY-STEP PROCEDURE:

<table>
<thead>
<tr>
<th>STEPS/PROCEDURE</th>
<th>CLIENT(S)</th>
<th>SERVICE PROVIDER</th>
<th>DURATION</th>
<th>REQUIREMENTS</th>
<th>FEE</th>
<th>RESPONSIBLE PERSON</th>
<th>LOCATION</th>
</tr>
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<tbody>
<tr>
<td>1. Requests in writing for assistance; signs clients’ logbook (for walk-in client)</td>
<td></td>
<td>Receives request and submit to the Director for Research</td>
<td>5 minutes</td>
<td>Request Letter</td>
<td></td>
<td>RESEARCH UNIT STAFF Stephen Bulalin</td>
<td>Research Office</td>
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<td>Files request in designated filing folder rack (e.g. incoming communications)</td>
<td>1 minute</td>
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<td>RESEARCH UNIT STAFF Stephen Bulalin</td>
<td>Research Office</td>
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<tr>
<td>2. Discusses and agrees with service provider on schedule for follow-up consultation/ training/ seminar/ writeshop</td>
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<td>Interviews client(s) on initial concept</td>
<td>30 minutes</td>
<td></td>
<td></td>
<td>DIRECTORS FOR RESEARCH Dr. Agustina Pattung/ Dr. Ronald Ocampo</td>
<td>Research Office</td>
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### 3. Attends follow-up consultation/ training/ seminar/ writeshop
- Guides client(s) on how to write a proposal/ research report/ copyrightable material/ patent draft
- 1 day
- Outline of research proposal/ report
- **DIRECTORS FOR RESEARCH**
  - Dr. Agustina Pattung/ Dr. Ronald Ocampo
- **RESEARCH UNIT STAFF**
  - Stephen Bulalin
- Research Office

### 4. Submits first draft of output for review and evaluation
- Evaluates submitted output;
- 1 day
- 1<sup>st</sup> draft of output
- **DIRECTORS FOR RESEARCH**
  - Dr. Agustina Pattung/ Dr. Ronald Ocampo
- Research Office

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<tr>
<th></th>
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<th>1 hour</th>
<th>Output with comments</th>
<th><strong>RESEARCH UNIT STAFF</strong></th>
<th>Stephen Bulalin</th>
<th>Research Office</th>
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<tbody>
<tr>
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<td>Returns reviewed output</td>
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### 5. Submits revised output
- Endorses proposal for funding;
- Facilitates submission of output for presentation/ publication/ copyrighting/ patent filing
- 3 days
- Revised output
- **DIRECTORS FOR RESEARCH**
  - Dr. Agustina Pattung/ Dr. Ronald Ocampo
- **RESEARCH UNIT STAFF**
  - Stephen Bulalin
- Research Office

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