DATA GATHERING FLOW

RESEARCH, PUBLICATION & INNOVATION CENTER

1

The researcher composes a letter addressed to:

- Dr. Avee Joy B. Dayagon
  VP Academics
  University of the Immaculate Conception

Signatory

- Researcher

Noted by:

- Research Adviser
- Respective dean of the college or principal of the research locale *(leave the signature blank)*

Approved by:
Dr. Avee Joy B. Dayagon
VP Academics
(leave the signature blank)

2

The researcher sends the letter to the Research Director (RD).

- **MONA L. LAYA**, through her e-mail ***rpicdirector@uic.edu.ph***

Inclusion of Documents

- Survey Tools or Guide Questions
- Ethical Clearance

3

After thorough evaluation, the Research Director will forward the letter to the dean or principal for signature.

4

Then, the Research Director will forward the letter to the VP Academics, Dr. Dayaganon for approval.

5

The letter will be emailed back by Research Director, Dr. Laya to the researcher after it has been signed by the Vice President.