

DSWD-PDPB-SOP 1:
**APPROVAL FOR THE CONDUCT OF RESEARCH STUDIES IN DSWD
 OFFICES, CENTERS, AND INSTITUTIONS**

DSWD-PDPB-SOP 2:
**OBTAINING SOCIAL WELFARE AND DEVELOPMENT (SWD) DATA &
 INFORMATION**

Checklist of contents for a Research/Data request letter

1. Name, course, year and school of Proponent/s	Indicate the name/s of the Researcher/s/Proponent/s, course, Grade/year and name of school
2. Purpose of the request	State the specific purpose of the request Ex: for academic purposes, etc.
3. Title of the Research Study/Thesis	Indicate the full title of the study
4. Research Design	e.g., Qualitative, Quantitative, Mixed design
5. Data Gathering method and Target respondents: <i>choose among the following:</i>	-Indicate target number of respondents e.g. How many staff, how many clients
<ul style="list-style-type: none"> ▪ Key Informant Interview with DSWD Officials and staff 	-Indicate target DSWD program/service or DSWD Center/Institution Ex. AVRC III, RRCY, Pantawid Program, etc.
<ul style="list-style-type: none"> ▪ Interview with DSWD Clients and Beneficiaries 	* If the target respondents of a study require the participation of children and/or women in difficult circumstances, informed consent as well as approval from the legal section is required before the granting of approval to the research request.
<ul style="list-style-type: none"> ▪ Administration of survey form/questionnaire checklist 	
<ul style="list-style-type: none"> ▪ Photo/Video/Observation of DSWD centers, institutions, offices 	Indicate the target DSWD Center/Institution
<ul style="list-style-type: none"> ▪ Request for data/statistics or reference materials <i>only</i> 	-Indicate target sector: PWDs, Senior citizens, Solo Parents, Children, Youth, Women, Others (pls specify) -Specify the data being requested -Specify the period/coverage (year/s)
6. Email address and contact number	Indicate active email add and contact number

Note:

- ✓ **Research/Data request letter must be signed by the proponent/s and their thesis adviser and/or Department head**
- ✓ **For walk-in clients, they may directly proceed to Records Section to submit their request letter**
- ✓ **They may also send their request letter to fo9@dswd.gov.ph for those requester/s outside Zamboanga city**