



Ma. Antoinette C. Montealegre, D.A.
Officer-in-Charge

REPUBLIKA NG PILIPINAS
Republic of the Philippines
PAMANTASANG NORMAL NG PILIPINAS
Philippine Normal University
ANG PAMBANSANG SENTRO SA EDUKASYONG PANGGURO
The National Center for Teacher Education
Maynila
Manila

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UNIVERSITY CIRCULAR

No. 2
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TO: Vice Presidents, Executive Directors and Provosts, Deans, Associate/Deputy Deans, Directors of the Institutes, Members of the Administrative Council, Faculty Members and Administrative Personnel

SUBJECT: Data Gathering Guidelines for Non-PNU Researchers

1. Purpose

Pursuant to BOR Resolution No. U-2950 dated 28 March 2019, this Circular is issued to supplement the existing BOR Resolution No. U-2091 dated 30 April 2014 on the creation, purpose, framework, functions and composition of the PNU Research Ethics Committee, thus amending University Circular No. 9, series of 2014 with the implementation of the Data Gathering Guidelines for Non-PNU Researchers.

2. Rationale

Open source knowledge sharing has changed the topography of how research is conducted. Interdisciplinary and inter-institutional collaboration is highly encouraged among higher education institutions (HEIs) when it comes to producing and generalizing knowledge. The protection of the processes involved in knowledge production highlights the awareness of the rights of the respondents and the value of the data gathered. This puts emphasis on issues concerning Freedom of Information, Data Privacy Act, and the overall assurance that a person's well-being is protected while he or she is being asked to participate in a research.

Following these arguments, the PNU Board of Regents (BOR) has approved a set of processes to address the number of researchers who would like to conduct their study in the University. The process includes requests for data gathering by non-PNU researchers in the Main Campus. The guidelines provide structure to the ways in which the University addresses concerns of external researchers. To date, a number of external researchers comprised of graduate and undergraduate students, commissioned researchers, and faculty members from other universities (local and abroad) requested to conduct data gathering in the Main Campus.

The approved guidelines for researchers needing data from PNU will cover the needed information to be submitted, processes to be observed, and units responsible for accommodating the non-PNU researchers. All processes must clearly indicate how data will be gathered following the Data Privacy Act of 2012.

3. Scope

The guidelines are designed for researchers who are not enrolled in PNU. Non-PNU researchers include, but are not limited to, undergraduate and graduate students, and faculty members. Likewise, the **Data**

Gathering Guidelines for Non-PNU Researchers applies to individuals coming from non-academic organizations (industry, non-government organizations, and other government agencies) who are requesting for data coming from any PNU personnel and student, as well as archival data (e.g. list of students, list of faculty members) from any office of the University.

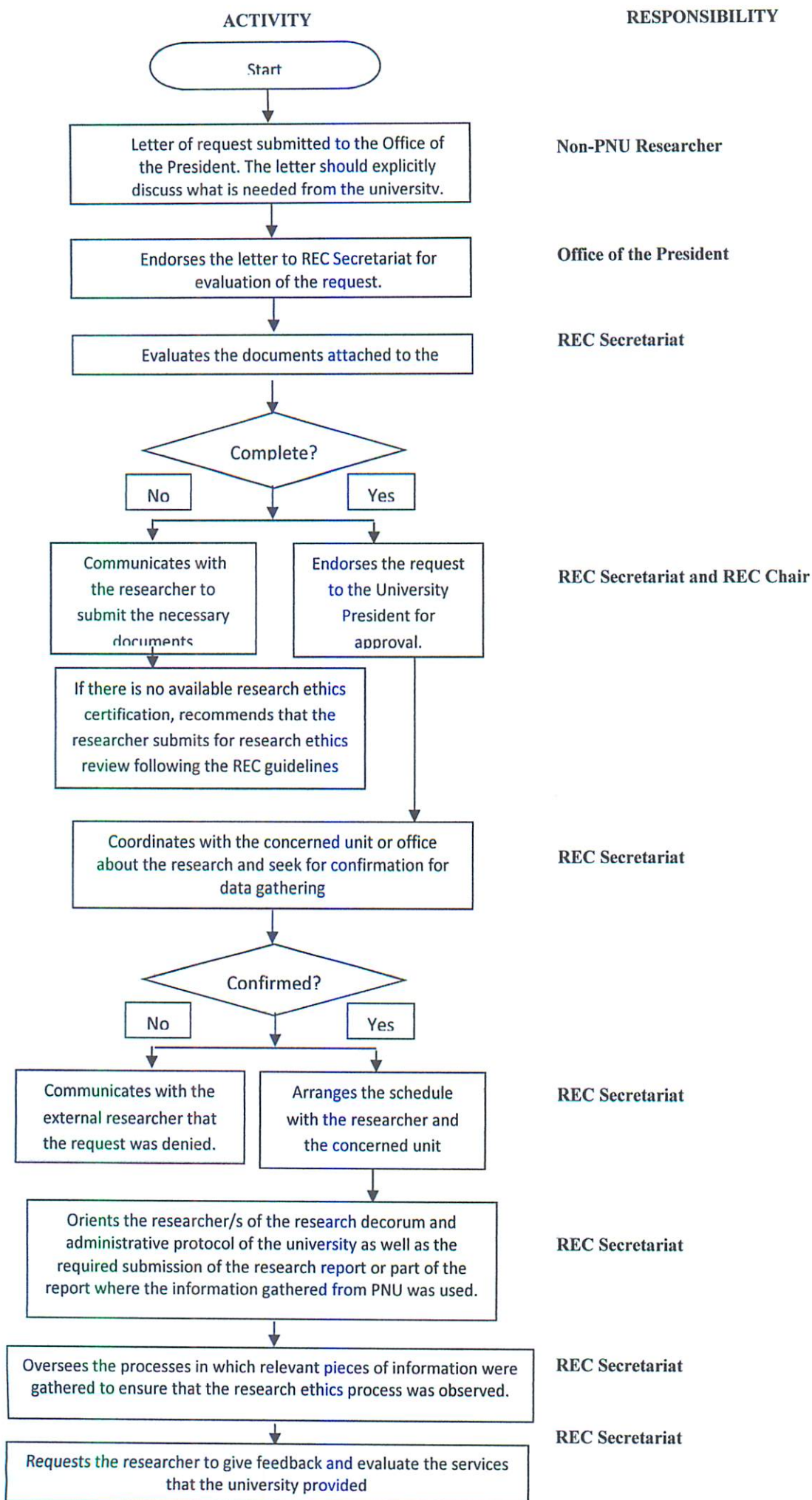
PNU Campuses are expected to come up with parallel guidelines that will suit the peculiarities of the organizational structure of the campus concerned.

4. Data Gathering Guidelines for Non-PNU Researchers

The Research Ethics Committee (REC) with the Secretariat at the Educational Policy Research and Development Center (EPRDC) will oversee all requests made by non-PNU researchers and act as the coordinating unit for other university units/offices where data will be gathered. It is the responsibility of the Research Ethics Committee to endorse the request from the non-PNU researcher to the Office of the University President and ensure the approval of the request. In cases where the office or unit declines the request with reason explicitly discussed, the REC Secretariat will communicate to the researcher that the request is not be granted.

Guidelines	Responsible Unit/Office
1. Non-PNU researchers submits a letter-request to the Office of the President. The letter should explicitly discuss what is needed from the University and should include as attachments the following data: <ol style="list-style-type: none"> a. Research Brief (a one-page description of the research and its methods) b. Informed Consent Form (informed assent should be attached, if applicable) c. Research tools d. Notice to Proceed Certification from the external researcher's university 	Office of the President
2. Endorses the letter to REC Secretariat for evaluation of the request.	Office of the President
3. Evaluates the documents attached to the letter. <ol style="list-style-type: none"> a. If the documents are incomplete, communicates with the researcher to submit the necessary documents. b. If there is no available research ethics certification, recommends that the researcher submits for research ethics review following the REC Guidelines for Ethics Review. 	REC Secretariat
4. If the documents required are submitted, endorses the request to the University President for approval	REC Chair
5. Coordinates with the concerned unit or office about the research and seek for confirmation for data gathering <ol style="list-style-type: none"> a. If the concerned college, institute, center or unit confirmed, arranges the schedule with the researcher and the concerned unit of the schedule. b. If the concerned college, institute, center or unit did not confirm, communicates with the external researcher that the request was denied. 	REC Secretariat
6. Upon confirmation of the concerned unit or office, orients the researcher/s of the research decorum and administrative protocol of the University as well as the required submission of the research report or part of the report where the information gathered from PNU was used.	REC Secretariat
7. Coordinates between the researcher and the concerned unit or office with regard to the data gathering.	REC Secretariat
8. Oversees the processes in which relevant pieces of information were gathered to ensure that the research ethics process was observed.	REC Secretariat
9. Requests the researcher to give feedback and evaluate the services that the University provided.	REC Secretariat

5. Process Flowchart for Data Gathering for Non-PNU Researchers



6. Effectivity

These guidelines shall take effect upon issuance of this Circular by the University Archives and Records Management Unit (UARMU) to the PNU Community.

For information, guidance and appropriate action of all concerned.



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Officer-in-Charge
Office of the President



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ALPHEUS E.V. FERRERAS
University and Board Secretary

EXCERPTS FROM THE MINUTES OF THE 80th (1st QUARTER) REGULAR MEETING OF THE PHILIPPINE NORMAL UNIVERSITY BOARD OF REGENTS HELD ON 28 MARCH 2019 AT THE 4th FLOOR, HEDC BUILDING, COMMISSION ON HIGHER EDUCATION (CHED) CENTRAL OFFICE, C.P. GARCIA AVE., UP DILIMAN, QUEZON CITY.

PRESENT:

Hon. PERFECTO A. ALIBIN	Chairperson
Hon. MA. ANTOINETTE C. MONTEALEGRE	Vice Chairperson
Hon. JOSE MIGUEL R. DE LA ROSA	Member
Hon. LUTGARDO B. BARBO	Member
Hon. ANTONIO V. FERRER	Member
Hon. KERWIN D. MEMBRADO	Member

ABSENT:

Hon. ANGELINA D. TAN	Member
Hon. PAOLO EVERARDO S. JAVIER	Member
Hon. JOSE D. LINA, JR.	Member


On motion duly seconded, the Board passed –

BOR RESOLUTION NO. U-2950, s. 2019

Approving the guidelines for external and non-PNU researchers who intend to conduct their study in PNU and gather data from the university's various offices and personnel, as recommended by the Administrative Council.

APPROVED

Certified correct:


ALPHEUS EUGENIO V. FERRERAS
University and Board Secretary