



# Colegio de San Juan de Letran-Calamba

City of Calamba, Laguna, Philippines 4027 • [www.lettran-calamba.edu.ph](http://www.lettran-calamba.edu.ph) • +63(049)-5455453

## Research Department

### DECLARATION OF INTENT TO SERVE AS RESEARCH PANELIST

#### Data Privacy Consent:

In submitting this form, I agree to my details being used and accessed only by the Research Department Staff for Undergraduate Student Research under of the Student Research Program/Unit. I understand that my personal data (in hard copy) will be held securely, filed properly, and kept in secure location of the department and my personal data (in soft copy) will be shared in Google Drive and only the RD Staff have the access to view and download it. This information may be shared through Accrediting Organization (PACUCOA, ISO, etc.) and will not be distributed to third parties.

I further understand that I have the right to withdraw my consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal. I also understand that when this information is no longer required for the stated purpose (annually), the department's procedure will be followed to dispose of my data.

I agree

The Research Department (RD) is now updating the roster of student research panelist for A.Y. \_\_\_\_\_. In this regard, we are conducting a survey to all administrators, administrative staff, faculty members, and employees who are willing to take the responsibilities as research panelist. However, this is subject to the approval of the RD Director. Below are the qualification standards and responsibilities of the panelist:

#### Qualification Standards of Panelist

- ✓ Full-time or part-time faculty/employee of the institution or industry practitioner
- ✓ With Master's degree of Thesis track or with research experience (evidenced by research outcomes or publications) in lieu of a thesis, on the other hand, industry practitioner should have at least three years of supervisory experience in related industry or direct client of company-based research
- ✓ With at least "Very Good" evaluation rating from the students of the previous academic year (if applicable)

#### Functions and Responsibilities of Panelist

1. Evaluate the proposal and final papers submitted by the students. They shall specify their comment for revisions in the Proposal or Final Oral Defense Comment Sheet which will serve as a reference material of the student-researchers
2. When assigned as chair during the defense, the chair-panel shall:
  - 2.1. lead or direct the group defense;
  - 2.2. moderate the deliberation of critical issues or questions; and
  - 2.3. explain or discuss with the students the reasons for revisions or re-defense.
3. Rate the research paper of the student-researcher based on the criteria set by RD.
4. Give the researchers their individual grades based on the criteria specified by the RD during the Proposal and Final Oral Defense. The grading sheets must be accomplished immediately after the presentation of each group and submitted to the research officer.
5. Evaluate the research editor based on the criteria set by RD.
6. Sign the approval sheet of the student groups after complying with comments and suggestions reflected in the panelist's comment sheet.

Are you interested?       YES       NO

Interested personnel are requested to fill-out the information sheet. Write NA if the item is not applicable.

#### What research type are you willing to handle? Check your preferred research type

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Thesis (AB Communication)        | <input type="checkbox"/> Project Feasibility Study (Industrial Engineering) | <input type="checkbox"/> Thesis (Human Resource Development Management)            |
| <input type="checkbox"/> Thesis (Psychology)              | <input type="checkbox"/> Project Study (Mechanical Engineering)             | <input type="checkbox"/> Accounting Research (Accountancy)                         |
| <input type="checkbox"/> Thesis (Guidance and Counseling) | <input type="checkbox"/> Project Study (Electrical Engineering)             | <input type="checkbox"/> Project Feasibility Study (Marketing Management)          |
| <input type="checkbox"/> Thesis (Education)               | <input type="checkbox"/> Project Study (Electronics Engineering)            | <input type="checkbox"/> Case Study (Hotel and Restaurant Management)              |
| <input type="checkbox"/> Thesis (Computer Science)        | <input type="checkbox"/> Design Project (Computer Engineering)              | <input type="checkbox"/> Case Study (Tourism Management)                           |
| <input type="checkbox"/> Thesis (Information Technology)  | <input type="checkbox"/> Thesis (Nursing)                                   | <input type="checkbox"/> Capstone Project (Entertainment and Multimedia Computing) |





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## Research Department

Name: \_\_\_\_\_  
**For External Panelist:**  
Affiliation: \_\_\_\_\_  
Designation: \_\_\_\_\_

**For Internal Panelist:**  
School/Department/Division: \_\_\_\_\_  
Faculty: ( ) Full-time Permanent/Probationary ( ) Part-time  
Employee: Position: \_\_\_\_\_  
Administrator: Position: \_\_\_\_\_

### RESEARCH/PUBLICATION BACKGROUND

Degree Obtained	Research Title
College:	Thesis:
Masteral:	Thesis:
Doctorate:	Dissertation:

### OTHER RESEARCH OUTPUTS (if any); you may use separate sheet

Research Title/s:
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### PUBLICATIONS (if any)

Title of Article	Journal Title (include volume/issue number)

Thank you very much.

### FOR RD USE ONLY

CRITERIA	Yes	No	Remarks
Full-time or part-time faculty/employee of the institution or industry practitioner			
With Master's degree of Thesis track or with research experience (evidenced by research outcomes or publications) in lieu of a thesis, on the other hand, industry practitioner should have at least three years of supervisory experience in related industry or direct client of company-based research			
With at least "Very Good" evaluation rating from the students of the previous academic year (if applicable)			

[ ] Approved                      [ ] Disapproved

\_\_\_\_\_  
RD Director

