



# ACCOMPLISHMENT REPORT

Proponent Office: RESEARCH ETHICS COMMITTEE

## 1. On DDOSC-REC Accreditation.

Following the rigorous standards set by the Philippine Health Research Ethics Board (PHREB), the office has consistently pursued accreditation since its inception. This ongoing commitment ensures that our research practices adhere to the highest ethical standards, safeguarding the rights, dignity, and welfare of participants. The accreditation process involves a thorough review of our protocols, training programs, and ethical guidelines, ensuring that all research conducted under our auspices meets the national and international standards for ethical research. By continuously applying for PHREB accreditation, the office demonstrates its dedication to maintaining transparency, accountability, and integrity in all its research endeavors.

Here's the timeline of the DDOSC-Research Ethics Committee's journey in pursuit of PHREB Accreditation:

TIMELINE		
	From	Until
<a href="#">RE-accreditation of PHREB Level II</a>	December 15, 2022	December 14, 2024
<a href="#">Extension of PHREB Level II</a>	August 19, 2022	November 19, 2022
<a href="#">Extension of PHREB Level II</a>	June 8, 2021	August 20, 2022
<a href="#">Grant of PHREB Level II</a>	June 21, 2021	June 20, 2022
<a href="#">Extension of PHREB Level I</a>	September 21, 2020	March 01, 2021
<a href="#">Grant of PHREB Level I</a>	September 02, 2019	Sep. 01, 2020

**\*Note: Please click on the hyperlinks for MOVs**

## 2. On Benchmarking Visit.

The office was visited by representatives from several esteemed institutions, who were keen to observe and understand our research processes, ethical guidelines, and operational protocols. These visits provided an opportunity for knowledge exchange, allowing us to showcase our commitment to high standards in research ethics, learn about best practices, and discuss potential collaborations. The institutions expressed interest in our approach to ethical oversight and our ongoing efforts to secure PHREB accreditation, which further underscores our dedication to upholding the highest standards in research practice.

Below is the list of Institutions that Visited the REC for Benchmarking Purposes:

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LIST OF INSTITUTIONS THAT VISITED THE REC FOR BENCHMARKING PURPOSES		
Institution	Date of Visit	Mode of Visit
<a href="#">Davao Del Sur State College (DSSC)</a>	August 20, 2024	Virtual
<a href="#">University of Southeastern Philippines (USEP)</a>	June 25, 2024	Face-to-face
<a href="#">Central Philippine University (CPU)</a>	October 16, 2023	Face-to-face
<a href="#">Philippine Women's College (PWC)</a>	May 26, 2022	Virtual
<a href="#">Davao Oriental State University (DORSU)</a>	March 10, 2022	Face-to-face
<a href="#">Kapalong College of Agriculture, Sciences and Technology (KCAST)</a>	February 3, 2022	Virtual
<a href="#">Davao Del Sur State College (DSSC)</a>	March 28, 2021	Virtual

**\*Note: Please click on the hyperlinks for MOVs**

### 3. Approved Income-Generating Project (IGP) of the Office.

Following a comprehensive evaluation process, the Research Ethics Committee (REC) Income Generating Project (IGP) received formal approval from the College Production and Services Management Council (CPSMC) through the Production Services Division on January 5, 2024. This significant milestone enables us to offer review services for external research protocols, thereby generating valuable income for both the committee and the college.

The establishment of this IGP not only contributes to the financial sustainability of the REC but also positions the college as a key player in promoting ethical research practices in the broader academic and scientific community. By providing these services, the REC will enhance its capacity to ensure that all research proposals, both internal and external, are conducted in strict compliance with ethical standards. This initiative represents a crucial step towards financial independence, allowing the



**Production Services Division**  
 Website: [www.dosoc.edu.ph](http://www.dosoc.edu.ph) Email: [production.services@dosoc.edu.ph](mailto:production.services@dosoc.edu.ph) Contact #: 0939-680-4788

**NOTICE TO PROCEED**  
 NTP 01  
 Series of 2024

TO : **LILYBETH M. MATUNHAY, Ph.D.**  
**KENNY JIM M. GAMBONG, LPT**  
 Project in Charge

Subject : **APPROVED INCOME-GENERATING PROJECT PROPOSAL**

Date : **JANUARY 5, 2024**

This is to notify you that your income-generating project proposal entitled **DDOSC – Research Ethics Review Services** is hereby **approved**.

Attached herewith is a copy of the approved College Production and Services Management Council (CPSMC) Resolution which is requisite for the issuance of this Notice to Proceed (NTP). Further, you are directed to submit a monthly financial and progress report to this office three (3) months after this notice is released. Lastly, stringent compliance and observance of your time are hereby encouraged.

Should you have further queries and clarifications, the office of the undersigned will be pleased to assist you.

**JENNIFER T. PELEGRINO, MPA**  
 Director, Production Services Division

Approved by:  
 Digitally signed by  
 Ganierra Christie Jean Villanueva  
**CHRISTIE JEAN V. GANIERA, Ed.D., CESE**  
 College President 10:24:51 +08'00'





### College Production and Services Management Council

Website: [www.ddosc.edu.ph](http://www.ddosc.edu.ph) Email: [production.services@ddosc.edu.ph](mailto:production.services@ddosc.edu.ph) Contact #: 0910-660-4780

#### Resolution no. 3, Series of 2023

#### A RESOLUTION FROM THE COLLEGE PRODUCTION AND SERVICES MANAGEMENT COUNCIL ON THE APPROVAL OF THE INCOME-GENERATING PROJECT PROPOSAL ENTITLED "DDOSC-Research Ethics Review Services"

**WHEREAS**, the Board of Trustees (BOT) Resolution No. 31, series of 2020, the approval of the Revised Organizational Structure of the Davao de Oro State College (DDOSC), a separate division was set for the production services of the college; hence, posing as an independent division from the research and extension services divisions;

**WHEREAS**, the DDOSC Board of Trustees Resolution no. 83, series of 2020, the approval of the Production Manual hereby instigating the Organization and Operations Management under the Production Services Division (PSD) which includes the constitution of College Production and Services Management Council (CPSMC) who shall act as the governing body in relation to the PSD operations;

**WHEREAS**, the Office of the College President (OOC) Special Order (SO) no. 2023-115, the reconstitution of the College Production and Services Management Council (CPSMC) of the Davao de Oro State College (DDOSC);

**WHEREAS**, the College Production and Services Management Council (CPSMC) convened for a council meeting last October 31, 2023, via Zoom Teleconference;

**WHEREAS**, the director of the Production Services Division, who is also a member of the council, presented the Income-Generating Project (IGP) Proposal entitled "DDOSC-Research Ethics Review Services", and requested the council's approval;

**WHEREAS**, this project will provide high-quality, timely, and impartial research ethics review services that support the ethical conduct of research and protect the rights of research participants. The project will be conducted by the experienced Research Ethics Committee of the college who will review research proposals from a variety of fields of research. Single-blind peer review will be utilized as a mode of reviewing the submitted proposal for ethics review. This means that only the reviewers are anonymous on the part of researchers and that reviewers know the authors' names and backgrounds;

**WHEREAS**, the IGP Proposal underwent an external technical review last July 31, 2023, and the project proponents already complied with the necessary requirements demanded by the reviewers and the division;

college to reinvest in its research infrastructure, support faculty development, and advance its mission of fostering high-quality, ethically sound research. The approval of this project underscores the office's commitment to excellence in research ethics and its pivotal role in the college's strategic growth and sustainability.

## 4. Financial Achievement from External Research Protocols.

As of July 31, 2024, our office has successfully processed and reviewed thirty-five (35) external research protocols, resulting in a significant financial milestone. These efforts have generated a cumulative amount of **Php 97,500.00**, as reflected in the subsidiary ledger under the Special Education Fund (SEF) of Davao de Oro State College.

The revenue is derived from the collection and deposits for the ethical review services provided by our office. This financial achievement not only demonstrates our office's dedication to maintaining high ethical standards in research but also reflects our capacity to support the institution's broader educational and developmental goals.

The consistent inflow of funds underscores the importance of our services in ensuring research integrity and compliance with ethical guidelines. Moving forward, we aim to enhance our capacity to handle more protocols, thereby further contributing to both the financial and academic success of our institution.

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Republic of the Philippines  
**Davao de Oro State College**  
Poblacion, Compostela, Davao de Oro Province



Republic of the Philippines  
DAVAO DE ORO  
DAVAO DE ORO STATE COLLEGE

**SUBSIDIARY LEDGER**  
**DAVAO DE ORO STATE COLLEGE**

FUND: SPECIAL EDUCATION FUND

GL NAME: Other Service Income

GL: 4-02-01-990

SL NAME: MAIN CAMPUS / MAIN CAMPUS

SL: -0001

DATE	PARTICULARS	REF.	DEBIT	CREDIT	BALANCE
	No Transaction				
	No Transaction				
	No Transaction				
03/14/24	- To recognize Collection & Deposits of Main Campus.	ColD-03-00020		5,000.00	5,000.00
03/18/24	- To recognize Collection of Main Campus.	ColD-03-00021		3,000.00	8,000.00
03/20/24	- To recognize Collection of Main Campus.	ColD-03-00023		3,000.00	11,000.00
	Total this month			11,000.00	
	<b>TOTAL TO DATE</b>			<b>11,000.00</b>	<b>11,000.00</b>
04/01/24	- To recognize Collection & Deposits of Main Campus.	ColD-04-00027		3,000.00	14,000.00
04/04/24	- To recognize Collection of Main Campus.	ColD-04-00028		5,500.00	19,500.00
04/11/24	- To recognize Collection of Main Campus.	ColD-04-00030		2,500.00	22,000.00
04/12/24	- To recognize Collection & Deposits of Main Campus.	ColD-04-00031		2,000.00	24,000.00
04/17/24	- To recognize Collection & Deposits of Main Campus.	ColD-04-00032		3,000.00	27,000.00
04/23/24	- To recognize Collection & Deposits of Main Campus.	ColD-04-00034		3,000.00	30,000.00
04/25/24	- To recognize Collection & Deposits of Main Campus.	ColD-04-00037		3,000.00	33,000.00
04/29/24	- To recognize Collection & Deposits of Main Campus.	ColD-04-00038		3,000.00	36,000.00
04/29/24	- To recognize Collection & Deposits of Main Campus.	ColD-04-00039		3,000.00	39,000.00
	Total this month			28,000.00	
	<b>TOTAL TO DATE</b>			<b>39,000.00</b>	<b>39,000.00</b>
05/02/24	- To recognize Collection & Deposits of Main Campus.	ColD-05-00040		3,000.00	42,000.00
05/09/24	- To recognize Collection & Deposits of Main Campus.	ColD-05-00043		6,000.00	48,000.00
05/15/24	- To recognize Collection & Deposits of Main Campus.	ColD-05-00046		6,000.00	54,000.00
05/16/24	- To recognize Collection & Deposits of Main Campus.	ColD-05-00048		9,000.00	63,000.00
05/23/24	- To recognize Collection & Deposits of Main Campus.	ColD-05-00051		6,000.00	69,000.00
05/28/24	- To recognize Collection & Deposits of Main Campus.	ColD-05-00054		3,000.00	72,000.00
	Total this month			33,000.00	
	<b>TOTAL TO DATE</b>			<b>72,000.00</b>	<b>72,000.00</b>
06/03/24	- To recognize Collection & Deposits of Main Campus.	ColD-06-00058		3,000.00	75,000.00
06/10/24	- To recognize Collection & Deposits of Main Campus.	ColD-06-00059		2,000.00	77,000.00
	Total this month			5,000.00	
	<b>TOTAL TO DATE</b>			<b>77,000.00</b>	<b>77,000.00</b>
07/10/24	- To recognize Collection & Deposits of Main Campus.	ColD-07-00067		3,000.00	80,000.00
07/19/24	- To recognize Collection & Deposits of Main Campus.	ColD-07-00068		2,500.00	82,500.00
07/25/24	- To recognize Collection of Main Campus.	ColD-07-00069		2,000.00	84,500.00
07/29/24	- To recognize Collection & Deposits of Main Campus.	ColD-07-00070		3,000.00	87,500.00
07/30/24	- To recognize Collection of Main Campus.	ColD-07-00071		5,000.00	92,500.00
07/31/24	- To recognize Collection & Deposits of Main Campus.	ColD-07-00072		5,000.00	97,500.00
	Total this month			20,500.00	
	<b>TOTAL TO DATE</b>			<b>97,500.00</b>	<b>97,500.00</b>

## 5. Number of Research Protocols reviewed over the years.

Over the years, the number of research protocols reviewed by the Research Ethics Committee (REC) has steadily increased, marking a significant milestone in the college's commitment to fostering high-quality, ethically sound research. This growth reflects the rising recognition of the college as a leader in research ethics, both within the academic community and among external collaborators. Each protocol reviewed not only underscores the rigorous standards upheld by the REC but also highlights the college's dedication to advancing scholarly inquiry while ensuring the protection of research participants.

The increasing volume of protocols reviewed is a testament to the trust that researchers place in the REC's expertise and the office's ability to provide thorough, timely, and ethically robust evaluations. This milestone has also contributed to the college's enhanced reputation, attracting more research projects and collaborations that further elevate its academic standing. Moreover, the consistent review of

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protocols over the years has played a crucial role in the ongoing development of research policies and the strengthening of ethical guidelines within the institution.

The significant milestone of reviewing a growing number of research protocols is not just a reflection of the REC's hard work but also a cornerstone of the college's strategic vision. It underscores the college's role in shaping the future of ethical research and solidifies its position as a beacon of integrity and excellence in the academic and scientific communities.

Here are the lists of the number of research protocols facilitated and reviewed by the Research Ethics Committee:

<b>Number of Protocols Reviewed by the REC 2018</b>	
<b>CATEGORY</b>	<b>TOTAL</b>
<b>Student Research</b>	38
<b>Faculty &amp; Staff Research</b>	-
<b>External Research</b>	-
<b>Total:</b>	<b>38</b>

Number of Protocols Reviewed by the REC 2019			
CATEGORY	CAMPUS	DEPARTMENT	TOTAL
Student Research	Main-Compostela	TED	32
		ENTREP	-
		CRIM	-
		AGRI	-
	Laak Extension	ENTREP	-
	Montevista	TED	6
		ENTREP	13
	Maragusan	TED	28
		ENTREP	9
		AGRI	2
	New Bataan	TED	29
		ENTREP	
Total:			119
Faculty & Staff Research			-
Total:			-
External Research			-
Total:			-
GRAND TOTAL:			119



Number of Protocols Reviewed by the REC 2020			
CATEGORY	CAMPUS	DEPARTMENT	TOTAL
Student Research	Main-Compostela	TED	1
		ENTREP	-
		CRIM	-
		AGRI	-
	Laak Extension	ENTREP	-
	Montevista	TED	3
		ENTREP	-
	Maragusan	TED	16
		ENTREP	-
		AGRI	2
New Bataan	TED	7	
	ENTREP	-	
Total:			29
Faculty & Staff Research	Main-Compostela /Laak	-	4
	Montevista	-	-
	Maragusan	-	-
	New Bataan	-	-
Total:			4
External Research			-
Total:			-
GRAND TOTAL:			33

Number of Protocols Reviewed by the REC 2021			
CATEGORY	CAMPUS	DEPARTMENT	TOTAL
Student Research	Main-Compostela	TED	95
		ENTREP	42
		CRIM	25
		AGRI	-
	Laak Extension	ENTREP	4
	Montevista	TED	120
		ENTREP	31
	Maragusan	TED	107
		ENTREP	-
		AGRI	-
New Bataan	TED	136	
	ENTREP	6	
Total:			566 or 96.59%
Faculty & Staff Research	Main-Compostela /Laak	-	5
	Montevista	-	5
	Maragusan	-	2
	New Bataan	-	1
Total:			13 or 2.22%
External Research			7
Total:			7 or 1.19%
GRAND TOTAL:			586

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Number of Protocols Reviewed by the REC 2022			
CATEGORY	CAMPUS	DEPARTMENT	TOTAL
Student Research	Main-Compostela	TED	121
		ENTREP	24
		CRIM	15
		AGRI	-
	Laak Extension	ENTREP	-
	Montevista	TED	125
		ENTREP	24
	Maragusan	TED	63
		ENTREP	1
		AGRI	1
New Bataan	TED	84	
	ENTREP	-	
Total:			458 or 91.05%
Faculty & Staff Research	Main-Compostela /Laak	-	24
	Montevista	-	3
	Maragusan	-	5
	New Bataan	-	6
Total:			38 or 7.55%
External Research			7
Total:			7 or 1.39%
GRAND TOTAL:			503

Number of Protocols Reviewed by the REC 2023 *as of November 22			
CATEGORY	CAMPUS	DEPARTMENT	TOTAL
Student Research	Main-Compostela	TED	117
		ENTREP	57
		CRIM	40
		AGRI	-
	Laak Extension	ENTREP	-
	Montevista	TED	102
		ENTREP	33
	Maragusan	TED	68
		ENTREP	15
		AGRI	-
New Bataan	TED	47	
	ENTREP	39	
Total:			518 or
Faculty & Staff Research	Main-Compostela /Laak	-	9
	Montevista	-	3
	Maragusan	-	2
	New Bataan	-	3
		Total:	
External Research			17 or
			5
Total:			5 or
GRAND TOTAL:			540





Number of Protocols Reviewed by the REC 2024				
CAMPUS	DEPARTMENT	No. of Application Received	STATUS	
			No. of On-going review	No. of initially approved
MAIN	Teacher Education	158	-	158
	Criminology	47	1	46
	Entrepreneurship	74	-	74
	<b>Total</b>	<b>279</b>	<b>1</b>	<b>278</b>
MONTEVISTA	Teacher Education	193	-	193
	Entrepreneurship	46	-	46
	<b>Total</b>	<b>239</b>	<b>-</b>	<b>239</b>
MARAGUSAN	Teacher Education	97	-	97
	Entrepreneurship	10	-	10
	<b>Total</b>	<b>107</b>	<b>-</b>	<b>107</b>
NEW BATAAN	Teacher Education	135	-	135
	Entrepreneurship	33	-	33
	<b>Total</b>	<b>168</b>	<b>-</b>	<b>138</b>
INSTITUTIONAL STUDIES (Faculty & Staff)		2	-	2
EXTERNAL STUDIES		49	17	32
<b>GRAND TOTAL</b>		<b>844</b>	<b>18</b>	<b>826</b>





## 6. Conduct of Annual Research Ethics Re-Orientation.

The Davao de Oro State College-Research Ethics Committee (DdOSC-REC) plays a pivotal role in fostering a culture of ethical research across all its campuses. As part of its commitment to uphold the highest standards of research integrity, the DdOSC-REC regularly hosts an Annual Research Ethics Re-Orientation for all faculty, staff, and student researchers.



This re-orientation serves as a crucial platform to revisit the core principles of research ethics, ensuring that all stakeholders are well-versed in the ethical guidelines that govern research practices. During these sessions, the REC provides comprehensive training on the latest protocols, including informed consent, data privacy, risk assessment, and the responsible conduct of research.



The orientation is also an opportunity to address any emerging ethical concerns and to update the research community on recent developments in research ethics policies. By reinforcing these ethical standards, the DdOSC-REC aims to cultivate a research environment that not only complies with regulatory

requirements but also promotes the integrity, transparency, and social responsibility of all research activities within the institution.

This ongoing initiative underscores the college's dedication to institutionalizing research ethics, thereby ensuring that all research conducted under its auspices meets the rigorous ethical standards set by national and international bodies.



## 7. Attendance to Various Research Ethics Training and Seminars.

The DDOSC-Research Ethics Committee (REC) is committed to ensuring the highest standards of research ethics within our institution. As part of this commitment, our members have actively participated in a series of prestigious training programs and seminars designed to enhance their expertise in research ethics.

### Key Trainings and Seminars Attended:

#### Annual PHREB Biennial Summit



The DDOSC-REC members attended the PHREB Biennial Summit, a premier event that brings together leading experts in research ethics from across the country. This summit provided valuable insights into the latest trends, challenges, and best practices in the field, fostering a deeper understanding of the ethical issues that influence research integrity and the research ethics process.

#### Basic Research Ethics Training



To ensure a solid foundation in research ethics, our committee members completed the Basic Research Ethics Training. This program covered fundamental principles and guidelines for ethical research, equipping participants with the knowledge necessary to review and evaluate research proposals with rigor and integrity.



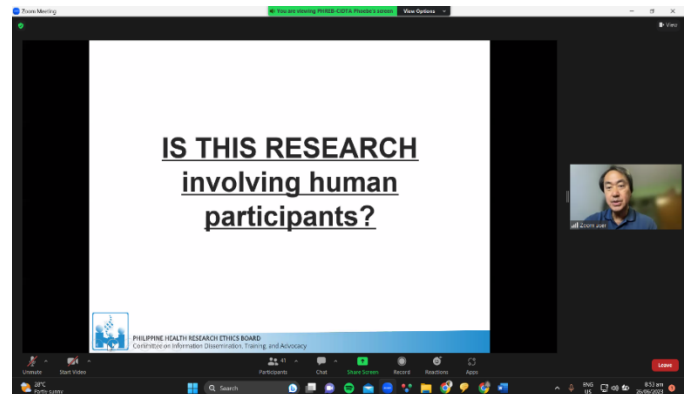


## Practical Training for REC Staff



Recognizing the importance of practical application, the DDOSC-REC engaged in hands-on training tailored specifically for staff. This hands-on training focused on the day-to-day responsibilities of REC staff, including protocol management, documentation, and communication. The training aimed to enhance the efficiency and effectiveness of the REC's operations.

## Good Research Practice Training



A comprehensive program that covered the ethical conduct of research, emphasizing the importance of integrity, transparency, and accountability. This training reinforced the REC's commitment to promoting ethical research practices.

## Advanced Ethics Training



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To further refine their skills, members also participated in Advanced Ethics Training. This program delved into complex ethical dilemmas and advanced topics in research ethics, preparing our REC to tackle challenging issues with confidence and expertise.

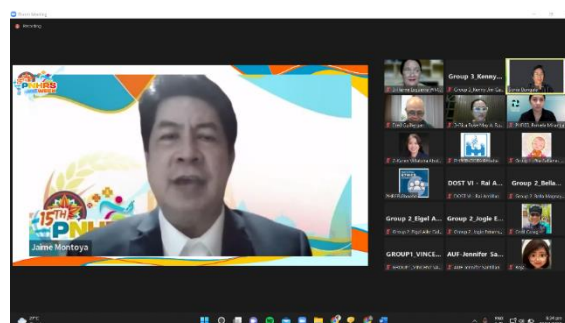
### Other Ethics-Related Seminars:

#### Mindanao Regional Scientific Meeting



The REC's involvement in the Mindanao Scientific Meeting allowed members to engage with regional peers and discuss the unique ethical challenges faced in the Mindanao context. This meeting was instrumental in aligning local research ethics practices with broader national standards, while also addressing region-specific issues.

#### Philippine National Research System Week



Participation in the Philippine National Research System Week enabled the REC to connect with a broad spectrum of researchers and ethics professionals from across the country. This event provided valuable insights into national research priorities, ethical standards, and the role of research ethics committees in supporting high-quality, responsible research.

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Republic of the Philippines  
**Davao de Oro State College**  
Poblacion, Compostela, Davao de Oro Province



Prepared by:

**KENNY JIM M. GAMBONG**  
*REC Admin Staff*

Noted by:

**RONA C. APOLINARIO, PhD**  
*REC Chairperson*

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