

# RESEARCH MANUAL



Republic of the Philippines  
UNIVERSITY OF SOUTHERN MINDANAO  
Kabacan Cotabato  
9407 Philippines

## **The 2015 USM Research and Development Guidebook**

Copyright © 2016

Registration No. 0-2016-0721

October 5, 2016

Approved by the USM Board of Regents (BOR) by virtue of Resolution No. 54, s. 2016

*All rights reserved. Nothing from this publication may be reproduced, stored in a computerized system or published in any form or in any manner, including electronic, mechanical, xerographic or photographic, without prior written permission from the publisher, University of Southern Mindanao, Kabacan, Cotabato.*

### **Bibliographic Citation:**

Manares, C.C. 2015. **The 2015 USM Research and Development Guidebook**, 2015 Edition, University of Southern Mindanao, Kabacan, Cotabato, Philippines. 171p.

## *Executive Summary:*

### **The 2015 USM Research and Development Guidebook**

---

Produced by the University Research & Development, and Extension Committee (URDEC)  
September 2015

The guidebook is intended to assist graduate/ undergraduate students and USM Researchers in the preparation and presentation of a research output—which is the substance of a course program, conference and Technology Outcome.

This serves as a reference guide for researchers in the University. The content of this document is descriptive and suggestive of the nature and purpose of the various components of a research, thesis or manuscript rather than being prescriptive or inclusive. It is, therefore, general rather than specific, and the inclusion and/or relevance of all or certain of the components suggested demands careful and thoughtful consideration, and consultation between the student/candidate, committee of URDEC and the supervisor/adviser.

Moreover, it suggests one particular but logical approach to the structure of a research and thesis, information about, or justification for the use of, particular research techniques such as statistical procedures and empirical approaches, or naturalistic, case-study, and other non-parametric measures. The document constitutes a general framework within which the various components of thesis writing easily and logically fall. This book is also a compendium of procedures, standards and norms, policies and guidelines, agency pro-forma/templates, and research manual.

#### **Steering Production Team:**

Cayetano C. Pomares, VP for Research,  
Development and Extension, and  
Vice-Chairman URDEC

Herminio C. Calvo, Director, Research &  
Development

Herminio B. Molina, Director, University  
Extension

Herminio C. Calvo, Director, PICRI

Herminio C. Calvo, Director, USMARC

College Research Coordinators University

Interdisciplinary Pool Members

Research Division Heads

#### **Writers and Contributors:**

#### **Writers and Contributors:**

Riceli Mendoza, Chairperson, UQAO

Willie Jones B. Saliling, Managing Editor, USM  
R&D Journal

Yvonne V. Saliling, Executive Assistant  
III, & Head, UPRIO

#### **Editor and Compiler:**

Cayetano C. Pomares, VPRDE

#### **President:**

Herminio B. Molina, USM President and Chairman, URDEC

For inquiries, request for copies, and other information, comments, and suggestions, please contact  
urdec@usm.edu.ph