

**College of Education
University of the Philippines**

Application for Designation of Research Adviser

1. Accomplish **Form 2 - Application for Designation of Research Adviser** (Download from https://educ.upd.edu.ph/wp-content/uploads/2020/04/Form-2_Application-for-Research-Adviser.pdf).
2. Email **Form 2** to Program Adviser. Instead of asking the adviser to sign *Form 2*, the student:
 - a. Asks his/her Program Adviser to write a short email/letter addressed to the College Secretary “noting” the application for research adviser.
 - b. Asks Program Adviser to send this short email/letter to him/her for submission to the OSec. *Note: The e-signature of the Division Chair is not required at this point.*
3. The student emails **Form 2** and the email/note from the Program Adviser to the Office of the College Secretary (OSec email add: educosec.updiliman@up.edu.ph).
4. The Office of the College Secretary forwards **Form 2** to the Division Chair for appropriate action. E-signature is not required in the form. The Division Chair will recommend the Research Adviser by sending an email to the OSec (email add: educosec.updiliman@up.edu.ph).
5. The College Secretary will take note of the Division Chair’s recommendation and will forward **Form 2** to the Dean.
6. The Dean approves the designation of Research Adviser and affixes his e-signature on **Form 2**.
7. The OSec emails the approved **Form 2** to the student.