



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



DIVISION MEMORANDUM

No. 393, s. 2019

To: Asst. Schools Division Superintendent
Chiefs of the CID and SGOD
School Heads/Principals
All teachers and Non-Teaching Personnel

From: **MARIA CELIA JUNIO-FERNANDEZ** Ed.D, MDM-SEC
Schools Division Superintendent

Date: November 15, 2019

Subject: **UPDATES ON RESEARCH PROPOSAL PREPARATION AND OTHER RELATED
ACTIVITIES ON RESEARCH**

RELEASED
DEPED
DATE: 11-21-19
BY: [Signature]
M6501

1) Relative to the implementation of **Deped Order No. 16, s. 2017 or the Research Management Guidelines** as one of the department's policy development schemes, the Schools Division Office herein disseminates the following information to provide guidance on research management processes and the roles and responsibilities of all concerned both in the schools division and schools.

1.1 COMPOSITION OF THE SDRC

Chair: Assistant Schools Division Superintendent (ASDS)
Co-Chairs: Chief, School Governance and Operations Division (SGOD)
Chief, Curriculum Implementation Division (CID)
Adviser: Schools Division Superintendent (SDS)
Members: SEPS, Planning and Research
CID Representative/s based on requirement for evaluation
Representative from Finance Unit
By invitation: Focal Person of concerned division/learning area/section/program
Secretariat: School Governance and Operations Division (SGOD)

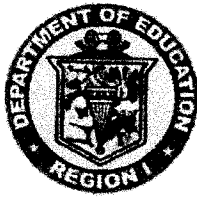
1.2 SUBMISSION OF RESEARCH PROPOSALS

- The Schools Division Office will issue a call for the submission of research proposal through a division memorandum as information campaign.
- A Permit to Conduct AR/Basic Research will be attached to the proposal (in one copy) securing the signature of all concerned as shown above(see attachment for sample).
- Proposal must follow the BERF format even if only for the purpose of school level use.

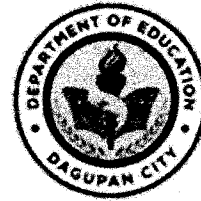
1.3 EVALUATION OF PROPOSAL

- Initial screening of the proposal will now be conducted by the SDRC at the school of the proponent with his/her provision of at least, three copies for the perusal of the panelists. Memorandum will be issued for the schedule of oral defense.
- The Schools Division Research Committee will be using a scoring template as attached to provide guidance to the proponent. A group score will be issued by the SDRC.
- A revised version of the proposal will be submitted a week from date of defense and will be submitted in three copies to the Schools Division Office.

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g) If proposal is to be included for the BERF, the proponent will attach RMG annexes for every copy (3copies) and submit them to the division office; if only at the school level, no RMG annexes will be attached to the 3 copies.

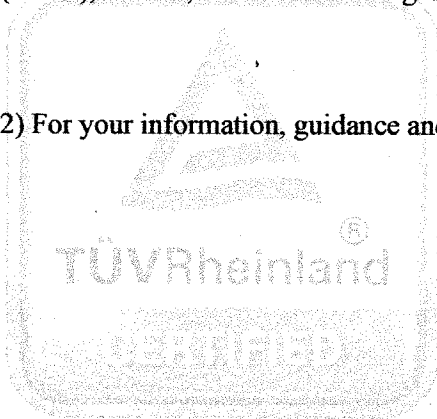
1.4. PROVISION OF CHANGES AND EXTENSION

In cases where there is deviation from and extension of the original workplan due to sickness, overlapping of activities and other unforeseen events including change of research design the proponent must provide a written request to the SDRC addressed to the Schools Division Superintendent stating the circumstance/s involved.

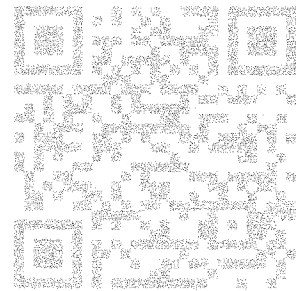
1.5 DISSEMINATION AND UTILIZATION

The Schools Division Office may organize a research summit or conference to disseminate the research findings of the teachers and non-teaching personnel. It may also, publish research journals and utilize the SDO Research Hub, if already operational, as mechanism for completed research. It can likewise, other venues to disseminate outcomes of research through Learning Action Cells (LACs), INSET, School Governing Council (SGC) and incorporation to schools ESIP/AIP.

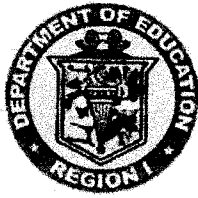
2) For your information, guidance and compliance.



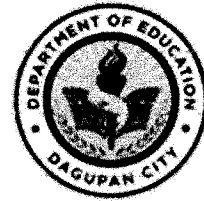
Management
System
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BERF FORMAT:

TITLE } page 1

PROPONENT

NEXT PAGES:

- I. Context and Rationale
- II. Research Questions
- III. Proposed Innovation, Intervention and Strategy

- IV. Action Research Method
 - a) Participants and Other Sources of Data and Information
 - b) Data Gathering Method
 - c) Data Analysis Plan

V. Work Plan and Timeline

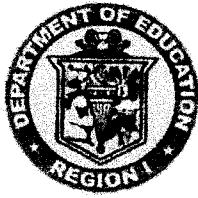
Activity	Timeline	Output
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VI. Cost Estimates

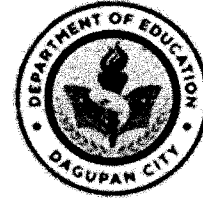
Item	Quantity	Amount

VII. Plans for Dissemination and Utilization

VIII. List of References (APA 6th edition)



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Proponent:

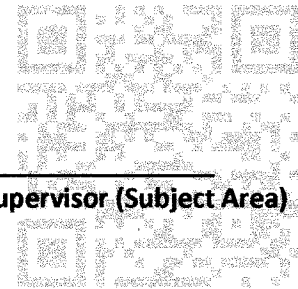
Noted by:

School Head/Principal

SCHOOLS DIVISION RESEARCH COMMITTEE



Management
 System
Reviewed by:
 ISO 9001:2015



Education Program Supervisor (Subject Area)

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VENUS MARIA SM. ESTONILO
 Chief Education Program Supervisor
 CID

MARIA LINDA R. VENTENILLA
 Chief Education Program Supervisor
 SGOD

RECOMMENDING APPROVAL:

DR. LOURDES D. SERVITO
 Asst. Schools Division Superintendent

APPROVED: *meifernandez*
MARIA CELIA JUNIO FERNANDEZ RMD, MDM-SEC
 Schools Division Superintendent