



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD 2024-0613

To : Assistant Schools Division Superintendent
 Chief of the Schools Governance and Operations Division
 Chief of the Curriculum Implementation Division
 Elementary and Secondary School Administrators
 School Research Coordinators
 All concerned

Subject: **MONITORING AND EVALUATION OF RESEARCH MANAGEMENT IN SCHOOLS**

Date: November 22, 2024

Attached is Regional Memorandum PPRD-2024-140 Re: Monitoring and evaluation of research management in schools, content of which is self-explanatory.

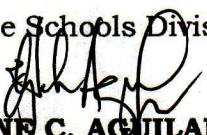
Participating school on the said monitoring and evaluation is Panabo City National High School. The monitoring shall be conducted on December 3, 2024, from 10:00 AM to 12:00 noon via MS Teams – <https://tiny-url.com/School-Research1>.

Division Technical Assistance to Panabo City NHS shall be conducted on November 22, 2024, at 11:00 AM via Google Meet - <https://meet.google.com/rww-abzc-twp>. This shall be participated by the School Research Coordinator and the School Head Teacher.

For information and guidance.

JINKY B. FIRMAN PhD, CESO VI
 Schools Division Superintendent

For an in the absence of the Schools Division Superintendent


DJHOANE C. AGUILAR
 Education Program Supervisor
 Officer In-Charge
 Office of the Schools Division Superintendent

RELEASED

NOV 25 2024



Republic of the Philippines
Department of Education
DAVAO REGION

November 21, 2024

REGIONAL MEMORANDUM
PPRD-2024-140

MONITORING AND EVALUATION OF RESEARCH MANAGEMENT IN SCHOOLS

To: Schools Division Superintendents
Divisions of Davao City, Davao del Norte, Davao de Oro,
Mati City, Panabo City and Digos City

1. According to DepEd Order No. 16, s. 2017 re "Research Management Guidelines," monitoring and evaluating the entire research management cycle is vital to improve research management continuously. It will also be an avenue to provide technical assistance and capture best practices in implementing the program.
2. Anent thereof, this Office, through the Policy, Planning, and Research Division, will monitor and evaluate the implementation of research management to the schools, especially those with BERF grantees, on December 2-3, 2024, via MS Teams- <https://tinyurl.com/School-Research1>.
3. Enclosed is the list of participants, activity matrix, and the parameters of the monitoring and evaluation.
4. The school head shall ensure no classes will be disrupted by adhering to Regional Memorandum No. 25, series 2023 re "Regional Policy Guidelines in the Substitution of Classes and Grant of Service Credits" in compliance with DepEd Order No. 9, s. 2005 re "Instituting Measures to Increase Engaged Time-on Task and Ensuring Compliance Therewith".
5. Queries can be channeled to Dr. Jomar Boy A. Cuyos, Education Program Specialist II, through the Policy, Planning, and Research Division at pprd.region11@deped.gov.ph.
6. Immediate dissemination of this Memorandum is highly desired.

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

REBONFAMIL R. BAGUIO

Director III

Officer-In-Charge

Officer of the Regional Director

Enclosed: as stated
ROP4/jbac

By: [Signature]
Date: Nov. 21, 2024
42206



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph





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ACTIVITY MATRIX

| School | Schools Division Offices | Date and Time |
|---|--------------------------|--------------------------------------|
| F. Bustamante Central Elementary School | Davao City | December 2, 2024- 8:00-10:00 AM |
| Montivesta Stand Alone Senior High School | Davao de Oro | December 2, 2024- 10:00- 12:00 AM |
| Sagayen National High School | Davao del Norte | December 2, 2024- 1:30- 3:30 PM |
| Mati School of Arts and Trades | Mati City | December 3, 2024- 8:00- 10:00 AM |
| Panabo City National High School | Panabo City | December 3, 2024- 10:00- 12:00 AM |
| Digos City National High School | Digos City | December 3, 2024- 1:30-3:30 PM |



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| Mati School of Arts and Trades | Mati City | December 3, 2024- 8:00- 10:00 AM |
| Panabo City National High School | Panabo City | December 3, 2024- 10:00- 12:00 AM |
| Digos City National High School | Digos City | December 3, 2024- 1:30-3:30 PM |



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**REGIONAL MONITORING AND EVALUATION TOOL ON RESEARCH MANAGEMENT
 IN SCHOOLS AND SCHOOL LEARNING CENTERS**

Data Privacy Notice: You have been chosen as a participant to the Regional Monitoring and Evaluation on Research Management. Should you consent to participate in this undertaking, rest assured that your responses will only be used for this M&E and your identity will be concealed when results are reported. (Yes) ____ (No) ____

| | |
|--------------------------|--|
| Name: (Optional) | |
| Schools Division: | |
| Position: | |

Direction: Tick appropriate boxes for every indicator. Assess your schools best practices, TA needed/provided, MOV's, issues and concerns needing management decision and policy recommendation and other observations related to the indicator in the remarks column.

| Indicators to be Monitored | | | | Observations | |
|--|-----|----|----------------|-----------------|---|
| | Yes | No | Not Applicable | MOV's presented | Remarks (e.g. Best Practices, TA needed/provided, numerical data, other observations related to the indicator) |
| Part I. Research Management | | | | | |
| <i>The school has...</i> | | | | | |
| 1. organized Schools Research Committee. | | | | | |
| 2. organized, and documented research related activities | | | | | |
| 3. provided directions on research initiatives through Basic Education Research Agenda (BERA) articulated in D.O. No. 39, s 2016 and other identified priority areas in the region and division. | | | | | |
| 4. resolved emerging issues on the management and conduct of research. | | | | | |
| 5. ensured that cost estimates fall under the existing accounting and auditing rules and regulations. | | | | | |
| 6. prepared and submitted reports Division Research Committee | | | | | |



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| Indicators to be Monitored | | | | Observations | |
|---|-----|----|----------------|----------------|---|
| | Yes | No | Not Applicable | MOVs presented | Remarks (e.g. Best Practices, TA needed/provided, numerical data, other observations related to the indicator) |
| (SDRC) on all research initiatives conducted in the school from all fund sources. | | | | | |
| 7. prepared report on accomplishments related to the school research initiatives. | | | | | |
| 8. initiated research. | | | | | |
| I. Call for Research Proposals | | | | | |
| <i>The school...</i> | | | | | |
| 1. assists the SDO in the dissemination of the Call for Proposals. | | | | | |
| 2. conducts dissemination, capacity building and orientation activities on the preparation of research proposals. | | | | | |
| 3. endorses approved proposals to SDO for confirmation and release of funds under Basic Education Research Fund as stipulated in DepEd Order No. 17, s. 2016. | | | | | |
| II. Evaluation of Proposals | | | | | |
| <i>The school...</i> | | | | | |
| 1. conducts initial screening of submitted proposals for compliance with submitted guidelines. | | | | | |
| 2. submits approved proposals from schools and community learning centers to be funded under BERF . | | | | | |
| 3. submits approved proposals within the schools to be funded by other funds. (Non-BERF) | | | | | |
| 4. provides technical inputs to the | | | | | |



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| Indicators to be Monitored | | | | Observations | |
|---|-----|----|----------------|----------------|---|
| | Yes | No | Not Applicable | MOVs presented | Remarks (e.g. Best Practices, TA needed/provided, numerical data, other observations related to the indicator) |
| proponents, such as but not limited to incomplete documentary requirements, Conflict Of Interest (COI), Non-alignment of research topics to BERA. | | | | | |
| 5. endorses research proposal to District/SDO once the study covers more than one schools and is relevant to policy formulation. | | | | | |
| III. Notification of Results | | | | | |
| <i>The schools ..</i> | | | | | |
| 1. informs the result of evaluation to the proponent. | | | | | |
| 2. conducts Orientation to brief proponents on the requirements, roles and responsibilities of both the researcher and the concerned committee. | | | | | |
| 3. encourages disapproved proposal to resubmit for consideration once comments from the previous evaluation have been incorporated. | | | | | |
| IV. Progress Monitoring | | | | | |
| <i>The school ...</i> | | | | | |
| 1. conducts periodic monitoring on research initiatives in schools and community learning and discusses with the researchers the status of their studies. | | | | | |



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| Indicators to be Monitored | | | | Observations | |
|--|-----|----|----------------|----------------|---|
| | Yes | No | Not Applicable | MOVs presented | Remarks (e.g. Best Practices, TA needed/provided, numerical data, other observations related to the indicator) |
| 2. tracks the progress of all approved researches based on the approved work plan. | | | | | |
| V. Provision on Changes and Extension | | | | | |
| <i>The school ..</i> | | | | | |
| 1. informs the SDO for changes in the research or any deviation from the original and approved research proposal. | | | | | |
| 2. informs the SDO for extension with justification and valid reasons such as but not limited to illness, occurrence of disasters and other extenuating circumstances. | | | | | |
| VI. Submission and Acceptance | | | | | |
| <i>The school ...</i> | | | | | |
| 1. prepares and submits completed research. | | | | | |
| 2. submits to SDO the executive data (deliverables of the last tranche) of the final approved outputs. | | | | | |
| VII. Dissemination and Utilization | | | | | |
| <i>The school..</i> | | | | | |
| 1. participates in research conferences, research forums, and policy forums to gather researchers and share research findings, gathers new inputs and research ideas and discusses policy options based on research results. | | | | | |
| 2. submits research to be published in research journals, research | | | | | |



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| | Yes | No | Not Applicable | MOVs presented | Remarks (e.g. Best Practices, TA needed/provided, numerical data, other observations related to the indicator) |
| bulletins, policy briefs, for wider dissemination. | | | | | |
| 3. utilizes completed researches to improve learning outcomes and governance processes. | | | | | |
| 4. utilizes research in the development of schools guidelines, framework, programs and projects, strategic, mid-term and operational plans, training programs, and instructional materials. | | | | | |
| 5. conducts dissemination utilization of research results. | | | | | |
| 6. has researches utilized at the school, district, SDO, region and national level. | | | | | |
| VIII. Archival | | | | | |
| <i>The school..</i> | | | | | |
| 1. uses the Quality Control Checklist in the quality assurance of completed research paper. | | | | | |
| 2. submits research papers to SDO to be uploaded in the E-saliksik portal. | | | | | |
| 3. has compilation of research outputs (soft copy). | | | | | |
| IX. Monitoring and Evaluation | | | | | |
| <i>The school...</i> | | | | | |
| 1. conducts monitoring and evaluation of the entire research management cycle for continuous improvement. | | | | | |
| 2. collaborates with the SDO in monitoring of research studies to be | | | | | |



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| Indicators to be Monitored | | | | Observations | |
|--|-----|----|----------------|----------------|---|
| | Yes | No | Not Applicable | MOVs presented | Remarks (e.g. Best Practices, TA needed/provided, numerical data, other observations related to the indicator) |
| archived in the E-Saliksik Portal. | | | | | |
| 3. has accomplished Monitoring and Evaluation Tool for Research Management. | | | | | |
| 4. has analysis of M&E Reports and Findings on Research Management communicated during SMEA. | | | | | |

X. Others (Please write the best practices, technical assistance needed from RO, issues needing management decision, and issues for policy recommendation.)

Monitoring Team

Signature Over Printed Name
Member

Signature Over Printed Name
Member

Signature Over Printed Name
Team Leader

Conformed:

Signature Over Printed Name

Date of Monitoring: _____



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| | Yes | No | Not Applicable | MOVs presented | Remarks (e.g. Best Practices, TA needed/provided, numerical data, other observations related to the indicator) |
| 2. tracks the progress of all approved researches based on the approved work plan. | | | | | |
| V. Provision on Changes and Extension | | | | | |
| <i>The school ..</i> | | | | | |
| 1. informs the SDO for changes in the research or any deviation from the original and approved research proposal. | | | | | |
| 2. informs the SDO for extension with justification and valid reasons such as but not limited to illness, occurrence of disasters and other extenuating circumstances. | | | | | |
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| <i>The school ...</i> | | | | | |
| 1. prepares and submits completed research. | | | | | |
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| VII. Dissemination and Utilization | | | | | |
| <i>The school..</i> | | | | | |
| 1. participates in research conferences, research forums, and policy forums to gather researchers and share research findings, gathers new inputs and research ideas and discusses policy options based on research results. | | | | | |
| 2. submits research to be published in research journals, research | | | | | |



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| bulletins, policy briefs, for wider dissemination. | | | | | |
| 3. utilizes completed researches to improve learning outcomes and governance processes. | | | | | |
| 4. utilizes research in the development of schools guidelines, framework, programs and projects, strategic, mid-term and operational plans, training programs, and instructional materials. | | | | | |
| 5. conducts dissemination utilization of research results. | | | | | |
| 6. has researches utilized at the school, district, SDO, region and national level. | | | | | |
| VIII. Archival | | | | | |
| <i>The school..</i> | | | | | |
| 1. uses the Quality Control Checklist in the quality assurance of completed research paper. | | | | | |
| 2. submits research papers to SDO to be uploaded in the E-saliksik portal. | | | | | |
| 3. has compilation of research outputs (soft copy). | | | | | |
| IX. Monitoring and Evaluation | | | | | |
| <i>The school...</i> | | | | | |
| 1. conducts monitoring and evaluation of the entire research management cycle for continuous improvement. | | | | | |
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| archived in the E-Saliksik Portal. | | | | | |
| 3. has accomplished Monitoring and Evaluation Tool for Research Management. | | | | | |
| 4. has analysis of M&E Reports and Findings on Research Management communicated during SMEA. | | | | | |

X. **Others** (Please write the best practices, technical assistance needed from RO, issues needing management decision, and issues for policy recommendation.)

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Member

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Team Leader

Conformed:

Signature Over Printed Name

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