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Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. **0033**, s. 2024

75 JAN 2024

RESEARCH MANAGEMENT CYCLE 2024

To: OIC - Assistant Schools Division Superintendents
Chiefs, SGOD and CID
PSDSs/DICs/District Care Takers
Elementary and Secondary School Heads
Elementary and Secondary Teaching Personnel
Schools Division Research Committee
BERF and SEF Grantees
District Research Coordinators and ADRCs
All Others Concerned

1. This Office, through the SGOD Planning and Research Section hereby disseminates the enclosed Regional Memorandum No. 021, s. 2024 titled *Research Management Cycle 2024*.
2. This issuance aims to provide guidance in the management and conduct of research initiatives at the regional, schools division, and school levels to further promote and strengthen the culture of research in basic education. Furthermore, it targets to improve the support mechanisms for research such as funding, partnerships, and capacity building. In addition, it reinforces the link of research to education processes through research dissemination, utilization, and advocacy.
3. For questions and/or clarifications, you may contact the SEPS for Planning and Research at (035) 422 8511 or through email at dae.habalo@deped.gov.ph.
4. Immediate and wide dissemination of this Memorandum is desired.

By Authority of the Schools Division Superintendent:

LANI B. YURONG
Administrative Officer V
Office-In-Charge

NCO/ JMA-MKP/SGOD/RBP/dph
01/12/24



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

05 JAN 2024


REGIONAL MEMORANDUM

No. **021** s. 2024

RESEARCH MANAGEMENT CYCLE 2024

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned


1. Pursuant to DepEd Order No. 16, s.2017, "Research Management Guidelines", this Office, through the Policy, Planning, and Research Division (PPRD) in coordination with the Regional Research Committee (RRC) disseminates the conduct of **Research Management Cycle 2024** of DepEd Region VII-Central Visayas to be participated in by its counterpart schools division offices (SDOs) and schools.
2. This issuance aims to provide guidance in the management and conduct of research initiatives at the regional, schools division, and school levels to further promote and strengthen the culture of research in basic education. Furthermore, it targets to improve the support mechanisms for research such as funding, partnerships, and capacity building. In addition, it reinforces the link of research to education processes through research dissemination, utilization, and advocacy.
3. For more details, please see enclosure attached herein.
4. For inquiries and clarifications relative to the conduct of the regional research management activities and related research initiatives, all concerned may contact the Policy, Planning, and Research Division (PPRD) loc. 734 or email us at pprd.ro7@deped.gov.ph.
5. For the information and guidance of all concerned.



SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

STL/FYA/PPRD/BJT/saic



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 DepEd Tayo Region VII

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Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS

RESEARCH MANAGEMENT CYCLE 2024

Phases/Steps	Critical Actions/Activities	Responsible/Accountable Units	Deliverables/Outputs	(Issuances/Resources)	Timeframe	Budget	Budget Source
I. Call for Research Proposals	Issuance of Memoranda on the Call for Research Proposals (Dissemination, Advocacy, and Capacity building Activities to engage prospective research proponents)	Regional Research Committee (RRC) RRC Chair, Co-chair, Members RRC Secretariat SEPS PRU/ SDO Research Coordinators Prospective Proponents	Memoranda (DepEd Order(s)/ Issuances, Regional Memorandum, Office Memorandum) Activity Request, Collective Activity Proposal, Supplemental Research Guide	DO 16 s.2017 DO 26 s.2021	Jan 8-Feb 9, 2024	None	None
	Initial Screening by SDOs' SDRCs	SDRC Secretariat	Research Proposals Documentary Attachments Assessment Checklist	DO 16 s.2017 DO 26 s.2021	Feb 12-16, 2024	None	None
	Committee Evaluation by the SDRC Members	SDRC Chair, Co-chair & Members SDRC Secretariat Prospective Proponents	List of Submitted/ Received Proposals Criteria Guide	DO 16 s.2017 DO 26 s.2021	Feb 19-23, 2024	None	None
II. Evaluation of Proposals	Initial Screening by RRC Secretariat (Assessment of Eligibility of Submitted Documents and Provision of Technical Inputs)	RRC Secretariat	Assessment Checklist Summary of Assessed Research Proposals Documentary Attachments	RO-PPRD-F014 RO-PPRD-F007 RO-PPRD-F013	Feb 26-29, 2024	None	None
	Committee Evaluation (Evaluation of Proposals based on Criteria and Scoring Rubric) (Pre-Oral Presentations)	RRC Chair, Co-chair & Members RRC Secretariat SEPS-PRU/ SDO RC, Pros. Prop.	Criteria Guide Compliance Checklist(s) Enhanced Research Proposals/ Work Plans	RO-PPRD-F015 RO-PPRD-F016 RO-PPRD-F036 RO-PPRD-F037	Mar 01-19, 2024	PhP 75,600.00 <small>(V.02.0711-0205.00)</small>	Regional MOOE
	Notice of Approval/ Disapproval	RRC & SDRC Secretariat Research Proponents	Letter(s) of Approval/ Disapproval	RO-PPRD-F017	Mar 18-22, 2024	None	None
III. Notification of Results	MOA Execution and Proponents' Orientation	RD, ARD, FD Chief, RRC, SEPS PRU/ Research Coordinator/ Research Proponents	List of Approved Proposals Memorandum of Agreement (MOA)	RO-PPRD-F018	Mar 18-22, 2024	None	None
	Submission and Acceptance of Deliverables	RRC & SDRC Secretariat, SEPS PRU/ Research Coordinator, Research Proponents	AR Proposals/ Work Plans Certificate of Acceptance Copy of MOA	RO-PPRD-F036 RO-PPRD-F037 RO-PPRD-F024 RO-PPRD-F025	Mar 25-29, 2024	None	None
	Release of Funds for BERF Grants	RRC Secretariat FinDiv Accountant	DV/ OB/ SARO List of Payees	RO-PPRD-F018/024/025/36/37	Apr 2024	None	None
	Implementation of the Research	Research Proponents	Research Progress Reports	RO-PPRD-F038	Apr-Sep 2024	None	None
IV. Progress Monitoring	Tracking the progress of approved researches	RRCoordinator, SEPS PRU/ DR Coordinator, Research Proponents	Progress Monitoring Form	RO-PPRD-F019	May-Aug 2024	None	None



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Phases/Steps	Critical Actions/Activities	Responsible/Accountable Units	Deliverables/Outputs	(Issuances/Resources)	Timeframe	Budget	Budget Source	
V. Technical Guidance	Provision of TA in the conduct of research studies	RRC & SDRC Secretariat Research Proponents	Technical Assistance (TA) Plan	TA Plans (Needs Assessment/Prioritization Results) RO-PPRD-F020	May-Aug 2024	None	None	
VI. Provision on Changes and Extension (Cessation)	Request for Changes	RRC and SDRC Members	Letter Request for Changes	RO-PPRD-F021	Aug 2024	None	None	
	Request for Extension (Cessation)	RRC & SDRC Secretariat Research Proponents	Letter Request for Extension (Cessation)	RO-PPRD-F022 RO-PPRD-F023	Aug 2024	None	None	
VII. Submission and Acceptance	Evaluation of submitted deliverables and outputs for acceptance or additional requirements and/or recommendations	RRC & SDRC Secretariat Research Proponents	Certificate of Acceptance Copy of MOA Research Report Financial Report	RO-PPRD-F024-025 RO-PPRD-F018 RO-PPRD-F026 RO-PPRD-F039 RO-PPRD-F040	Sept 2-6, 2024	None	None	
	Final Oral Presentations	RRC, SEPS/RC Research Proponents	Research Output/ Research Report	RO-PPRD-F038-040 RO-PPRD-F031-032 RO-PPRD-F030	Sept 10-27, 2024	PhP 75 600.00 <small>(P. 28-31) (M. 10.00)</small>	Regional MOOE	
VIII. Dissemination and Utilization	Research Categorization Results' Consolidation Research Forum	RRC and SDRC Members RRC & SDRC Secretariat Research Proponents	Compilation of Research Outputs Research Dissemination	DO 16, s 2017 DO 26, s 2021	Nov 1-15, 2024			
	Dissemination of Research Results <i>(Conduct of research conferences, research forums, and policy forums, as well as publication of research journals and bulletins, for wider dissemination and utilization is encouraged)</i>	RRC and SDRC Members RRC & SDRC Secretariat Research Proponents Existing Mechanisms LAC, INSET, SGC E-SIP, AIP, SRC	Certification of Research Results' Dissemination Research Congress Research Publications	DO 16, s 2017 DO 26, s 2021 RO-PPRD-F027 RO-PPRD-F028 RO-PPRD-F043 RO-PPRD-F044	Nov 5-14, 2024			
	Research and Innovation Forum 2024					Research Partnerships	PhP 75 600.00 <small>(P. 28-31) (M. 10.00)</small>	Regional MOOE
	Utilization of Research Results <i>(Evidence should be heavily used in the development of policies, plans, frameworks, training programs, projects and instructional materials)</i>	RRC and SDRC Members RRC & SDRC Secretariat Research Proponents	Certifications of Results Incorporation to Developed Policies Frameworks, Programs and Projects Strategic Operational, and Mid-term Plans, Training Programs and Instructional Materials LACs, INSET, SGC, eSIP, AIP/SRC	DO 16, s 2017 DO 26, s 2021 RO-PPRD-F029 RO-PPRD-F030	Nov 16-30, 2024			
IX. Archival	Archiving of Research Reports (Abstracts, BCD, etc)	RRC and SDRC Secretariat	Archived Articles (Research Reports)	R&D Google Site DepEd RO7 Website	December 2024	None	None	
	Archiving of Research Outputs (E-Saliksik)	RRC and SDRC Secretariat	Archived (Research Outputs)	DO 14, s 2022				
X. Monitoring and Evaluation	Monitoring and Evaluation (M&E) of the entire RM Cycle 2024	PPRD-RO SGOD	M&E Reports and Findings on Research Management (RM) Cycle 2024	DO 16, s 2017 DO 26, s 2021 RO7-PPRD-F-033-035	December 2024	None	None	

DepEd ROVII-Policy, Planning, and Research Division (PPRD)
Research Mgmt Cycle 2024 - Policy Research Program (PRP)

ST.I/FYA/PPRD/HDT/smit



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