



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

July 8, 2021

Division Memorandum
No. 28 s. 2021

DIVISION RESEARCH MANAGEMENT

- TO : Assistant Schools Division Superintendent
CID & SGOD Chiefs
EPSs, Unit Heads, PSDSs/Principals In-Charge, Elem and Sec School Heads
All Others Concerned
1. DepEd Order No. 16, s. 2017 establishes the Research Management Guidelines (RMG) to provide guidance in managing research initiatives in the national, schools division, and school levels. In strengthening the Research Management Guidelines, this Office has come up with the Division Research Management.
 2. This aims to strengthen the research management in the division, district, and school levels.
 3. Attached is the Division Research Management Cycle Flowchart.
 4. Immediate dissemination of and strict compliance with this Memorandum are desired


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Division Research Management Cycle Flowchart

Calls for Research Proposal - The Division Office specifically the Schools Division Research Committee (SDRC) shall call for research proposal to be submitted to the SDRC – Secretariat

SDRC – Secretariat – receives research proposal and conducts initial screening. Approved research proposals shall be forwarded to the SDRC for evaluation while disapproved ones shall be returned to the proponent.

SDRC – shall conduct an evaluation of all the approved research proposal recommended by SDRC – Secretariat through oral presentation. Oral presentation can be done either in the division or district level. Focus of the evaluation is the validation of the intervention/innovation/strategy to be used in the Action Research.

Validation of Intervention – This is making sure that the intervention measures what it is to design to measure. Validation shall only be done at the last week of the quarter. Validators may be the Education Program Supervisors, Specialists, Master Teachers who have the expertise of the intervention/innovation/strategy used in the AR.

Approved intervention/innovation/strategy shall be submitted to the regional Office for funding (BERF) while those researches that are not for funding shall be given back to the proponent for implementation.

Implementation of the intervention – the purpose of the implementation is for the data gathering and analysis.

Reporting the Findings thru Oral Presentation – this is the final presentation of the AR/BR. This aims to refine the output. All the suggestions by the panelists should be accommodated by the proponent/researcher.

Proofreading/editing the manuscript – before the recommendation for approval by the Schools Division Research Committee to the Schools Division Superintendent, proofreading or editing is a must to minimize unnecessary errors in the papers.

SDRC Recommendation for SDS Approval – SDRC shall approve the manuscript after a thorough evaluation and after which, the papers shall be recommended for the approval of the Schools Division Superintendent.

SDS Approval – researches shall only be approved by the SDS if it is recommended by the SDRC. **Researches without approval by the SDRC and SDS shall never be credited for any promotion purposes.**

Dissemination and Utilization of Findings - findings shall be disseminated and utilized. It shall be implemented or used for policy formulation.

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