



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

November 8, 2021

Division Memorandum
No. 359 s. 2021

**RESEARCH MANAGEMENT MONITORING AND EVALUATION TOOLS
FOR OUTSTANDING DISTRICT AND SCHOOL IN RESEARCH
MANAGEMENT AND OUTSTANDING RESEARCHER**

- TO: Assistant Schools Division Superintendent
CID & SGOD Chiefs
EPSs, PSDSs, PIC
Elem and Sec School Heads, Teacher- Researchers
All Others Concerned
1. This Office is recognizing the effort of the district, school and researchers in promoting the culture of research in the Division of Northern Samar. As a form of appreciation, the Division Research Committee has come up with Research Management Monitoring and Evaluation Tools for outstanding district, school in research management and outstanding researcher which will be awarded during the conduct of the Division Research Festival on November 25-26, 2021 at the Bulwagan ng mga Guro.
 2. These M&E tools are, likewise, intended to evaluate the implementation of districts and schools in research management. These tools shall be accomplished by all districts and shall be submitted to the Planning and Research Unit on or before November 19, 2021 for validation.
 3. Attached are the Research Management Monitoring and Evaluation Tools.
 4. Immediate dissemination of and strict compliance with this Memorandum are desired.


RAUL D. AGBAN, EdD
OIC - Schools Division Superintendent



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RESEARCH MANAGEMENT MONITORING AND EVALUATION TOOL FOR OUTSTANDING DISTRICT IN RESEARCH MANAGEMENT SCHOOL YEARS 2019- 2021

Name of District : _____

Date Accomplished : _____

Instructions: Indicate the point in the SCORE column after satisfying the indicator based on the criteria.

No.	INDICATOR	MOVs	CRITERIA	SCORE
1.	Created a District Research Committee (DRC) and its Secretariat with roles and responsibilities	Memo on the Created Committee or Special Order with TORs	1 pt	
2.	Conducted committee meeting/ orientation on the Research Management Guidelines (DO. No. 16, s. 2017) and other research related initiatives of the district	ACR/Attendance Sheet	1 pt	
3.	Developed a Research Management Action Plan	District Research Management Action Plan	1 pt	
4.	Conducted trainings/seminars/ workshops on research for teachers/Master Teachers/School Heads	ACR	1 pt	
5.	Conducted district-based research proposal presentation/conference	ACR	1 pt	
6.	Conducted district-based completed researches presentation/conference	ACR	1 pt	
7.	Produced approved research proposal	Approved Research Proposal	1-5 – 1 pt 6-10 – 2 pts 11-15 – 3 pts 16-20 – 4 pts 21-above – 5 pts	
8.	Produced approved completed researches	Approved Completed Researches	1-5 – 1 pt 6-10 – 2 pts 11-15 – 3 pts 16-20 – 4 pts 21-above – 5 pts	
9.	Produced approved research under BERF	Approved Researches	1 – 1 pt 2 – 2 pts 3 – above 3 pts	
10.	Presented researches in the Region, National, International Conferences	Certificate/Plaque of presentation	1 – 1 pt 2 – 2 pts 3 – above – 3 pts	
11.	Published researches thru journal, newsletter, compilation	Copy of the publication	1 – 1 pt 2 – 2 pts 3 – above – 3 pts	
12.	Provided technical assistance to researchers in the conduct of their researches	TA Report/Post Travel Reports	1 pt	
13.	Participated in the Annual Division Research Conferences and Festivals	Certificates of Participation/etc.	1 pt	
14.	Recognized Teaching and Non-teaching personnel for the exemplary achievements research and	Certificates/Plaques of Recognitions/Appreciations/etc.	1 – 1 pt 2 – 2 pts	

	innovations		3 – above – 3 pts	
15.	Received Awards/Recognition in conducting researches	Certificate of Recognition/ Plaque	1 – 1 pt 2 – 2 pts 3 – above – 3 pts	
TOTAL SCORE				

Prepared by _____
District Head

Validated by: **ROBERTO T. ORIAS, DALL**
SEPS on Planning and Research

ELNA DAPULAG-ENANO
SGOD EPS

Reviewed by:

Noted by :

NOE M. HERMOSILLA
SGOD Chief

CRISTA JOY A. ABOGADIE-TORBILA
ASDS/SDRC Chair