

# Department of Education

DIGOS CITY DIVISION

# Office of the Schools Division Superintendent DIVISION MEMORANDUM

SGOD-2024-

To

Marjun B. Rebosquillo, SEPS-PR

Elizabetha R. Bueron, Principal IV- DiCNHS

Gervasio R. Salinas, Jr., PhD, PSDS

Jessica G. Lucero, PSDS

Cherrie Anne B. Bohol, EPS-SGOD Reyzen O. Monserate, SEPS-M&E

Cecile C. Uy, EPS II-M&E All Other Concerned Personnel

Subject:

MONITORING AND EVALUATION OF RESEARCH MANAGEMENT IN DIGOS

CITY NATIONAL HIGH SCHOOL

Date: November 22, 2024

In reference to the attached Regional Memorandum PPRD-2024-140, re: "Monitoring and Evaluation of Research Management in Schools", this Office directs the selected personnel below to participate in the activity on December 3, 2024, 1:30-3:30 PM via MS Teams - <a href="https://tinyurl.com/School-Research1">https://tinyurl.com/School-Research1</a>.

The participants are the following:

- 1. Marjun B. Rebosquillo, SEPS-PR
- 2. Elizabetha R. Bueron, Principal IV- DiCNHS
- 3. Rachel R. Pogoy, Principal I
- 4. Gervasio R. Salinas, Jr., PhD, PSDS
- 5. Jessica G. Lucero, PSDS
- 6. Cherrie Anne B. Bohol, EPS-SGOD
- 7. Reyzen O. Monserate, SEPS-M&E
- 8. Cecile C. Uy, EPS II-M&E
- 9. Kremia Katrina C. Thiam, DEREG/BERF Grantee/Research Committee Member
- 10. John P. Millan, DEREG/ BERF Grantee/ Research Committee Member
- 11. Welissa P. Milca, DEREG/ Research Committee Member
- 12. Jhobelle P. Racho, DEREG/ BERF Grantee/ Research Committee Member
- 13. Veronica T. Delima, DEREG/ BERF Grantee/ Research Committee Member
- 14. Jeneve P. Nieves, DEREG/ Research Committee Member
- 15. Ralph Lim, TWG/BERF Grantee/ Research Committee Member
- 16. Regina C. Raymundo, Research Committee Member
- 17. Jean W. Hernan, DEREG/ Research Committee Member

In line with this activity, a face-to-face meeting will be conducted on November 27, 2024, 1:00-5:00 PM at Digos City Division Conference Room. School Heads of the selected teachers shall ensure that all classes will be taken care of in adherence to Regional Memorandum No. 12, s.2023 entitled: "Regional Policy Guidelines in the Substitution of Classes and Grant of Service Credits". Travel and other incidental expenses shall be charged against local funds subject to the existing accounting and auditing rules and regulations.

For information, guidance, and compliance.

For and in the absence of the

180Ed Schools Division of Digos City Schools Division Superintendent

RECORDS SECTION

No. OB

DATENOV 25 2004 TIME: 2 wy

PETER-JASON C. SENARILLOS

SEPS-SGOD

Officer-In-Charge

DenED

Enclosed: As stated.



SGOD/PR/mbi



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002) Telephone Nos.: (082) 553-8375; (082) 553-8396



#### Department of Education

DAVAO REGION

November 21, 2024

REGIONAL MEMORANDUM PPRD-2024-140

#### MONITORING AND EVALUATION OF RESEARCH MANAGEMENT IN SCHOOLS

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

- 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.
- 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.
- 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".
- Queries can be channeled to Dr. Jomar Boy A. Cuvos, 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.

THON

SEPARAMENT OF EDUCATOR A NUMBER

REBONFAMIL

Director III Officer In-Charge

Officer of the Regional Director

Enclosed: as stated ROP4/jbac

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**RECORDS SE** 

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Email Address: region11@deped.gov.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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#### **ACTIVITY MATRIX**

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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) \_\_\_\_

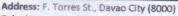
Name: (Optional)	
Schools Division:	
Position:	

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.

4					0	bservations
	Indicators to be Monitored	Yes	No	Not Applicable	MOVs presented	Remarks (e.g. Best Practices, TA needed/provided, numerical data, other observations related to
P	art I. Research Managem he school has	ent				the indicator)
<b>SANGERIAN</b>	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					



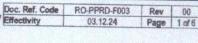




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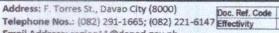


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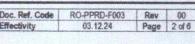
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				0	bservations
Indicators to be Monitored	Yes	No	Not Applicable	MOVs presented	Remarks (e.g. Best Practices, TA needed/provided, numerical data, other observations related to the indicator)
(SDRC) on all research initiatives conducted in the school from all fund sources.					
7. prepared report on accomplishments related to the school research initiatives.					
8. initiated research.					
I. Call for Research Proj	posals				
The school.		1.2			
assists the SDO in the dissemination of the Call for Proposals.					
<ol> <li>conducts dissemination, capacity building and orientation activities on the preparation of research proposals.</li> </ol>					
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					
The school					
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 <b>BERF</b> .					
3. submits approved proposals within the schools to be funded by other funds. (Non-BERF)					
provides technical inputs to the					





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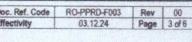
				0	bservations
Indicators to be Monitored	Tes	No	Not Applicable	MOVs presented	Remarks (e.g. Best Practices, TA needed/provided, numerical data, other observations related to the indicator)
proponents, such as but not limited to incomplete documentary requirements, Conflict Of Interest (COI), Non- alignment 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 Res	sults				
1. informs the result of evaluation to the proponent.					
<ol> <li>conducts Orientation to brief proponents on the requirements, roles and responsibilities of both the researcher and the concerned committee.</li> </ol>					
3. encourages disapproved proposal to resubmit for consideration once comments from the previous evaluation have been incorporated.					
IV. Progress Monitoria	ag				
The school  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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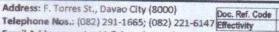
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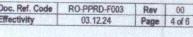
					0	bservations
	Indicators to be Monitored	Yes	No	Not Applicable	MOVs presented	Remarks (e.g. Best Practices, TA needed/provided, numerical data, other observations related to the indicator)
2.	tracks the progress of all approved researches based on the approved work plan.					
V.		s and	Ext	ension		
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 Acc	eptar	ice			
1.	prepares and submits					
2.	completed research. submits to SDO the executive data (deliverables of the last tranche) of the final approved outputs.					
A. Green	. Dissemination and I	Utiliza	tion			
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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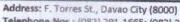
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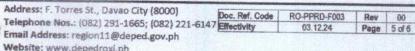
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					0	bservations
	Indicators to be Monitored	Yes	No	Not Applicable	MOVs presented	Remarks (e.g. Best Practices, TA needed/provided, numerical data, other observations related to the indicator)
	bulletins, policy briefs, for wider dissemination.					
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.					
	II. Archival					
-	e school.					
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 <i>E</i> - saliksik portal.					
3.	has compilation of research outputs (soft copy).					
IX.	Monitoring and Eval	luatio	10.			
-	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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					O	bservations
	Indicators to be Monitored	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 <i>E- Saliksik</i> 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.					
Mo	nitoring Team					
Mo	onitoring Team  Signature Over Printed N  Member	ame		Signatu	ıre Over Print Member	ed Name
Mc	Signature Over Printed N Member	mature		Signatu Printed Name Leader	Member	red Name
Mo	Signature Over Printed N Member	mature		Printed Name	Member	ed Name
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