



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024- 313

To : Marjun B. Rebosquillo, SEPS- Planning and Research

Subject : REGIONAL MONITORING AND EVALUATION OF RESEARCH MANAGEMENT

Date : May 21, 2024

In reference to the attached Regional Memorandum PPRD-2024-047, re: "Regional Monitoring and Evaluation of Research Management", this Office directs the personnel mentioned above to prepare the needed requirements and participate in the virtual monitoring and evaluation on June 4, 2024, 1:00 – 5:00 PM to be facilitated by the DepEd RO-XI, Policy, Planning, and Research Division.

The activity will be an avenue for the provision of technical assistance and sharing of best practices in the implementation of the program. Other contents of the attached memorandum are self-explanatory.

For information, guidance, and compliance.

*Melanie F. Estacio*  
**MELANIE F. ESTACIO, PhD, CESO VI**  
OIC- Schools Division Superintendent

*5/21/24*

Enclosed: As stated.  
SGOD/PR/mbr

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
7d-119902  
DATE: MAY 22 2024  
BY: *[Signature]* TIME: *12:10*



Records



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

24-29899

DepEd Schools Division of Digos City

RECORDS SECTION

**RECEIVED** 119992  
25 APR 2024 TIME: 11:34  
BY: [Signature]

**Office of the Regional Director**

**REGIONAL MEMORANDUM**  
PPRD-2024- 047

To: Schools Division Superintendents  
Divisions of Tagum City, Davao City and Digos City

Subject: REGIONAL MONITORING AND EVALUATION OF RESEARCH  
MANAGEMENT

Date: April 24, 2024

Pursuant to DepEd Order No. 16, s. 2017 re "Research Management Guidelines", the conduct of monitoring and evaluation of the entire research management cycle is vital to continuously improve the management of research. It will also be an avenue to provide technical assistance and capture best practices in the implementation of the program.

Anent thereof, this Office through the Policy, Planning and Research Division will conduct monitoring and evaluation of the implementation of research management to the Schools Division Offices, to wit:

Schools Division Offices	Date and Time	Modality
Tagum City	May 8, 2024 (8:00-12:00pm)	Virtual
Davao City	May 8, 2024 (1:00-5:00 pm)	On site
Digos City	June 4, 2024 (1:00-5:00 pm)	Virtual

See the *attachment* for the parameters of the monitoring and evaluation.

Should there be any concern, you may reach Jomar Boy A. Cuyos, Education Program Specialist II through the Policy, Planning, and Research Division at (082)-2240-752.

Immediate dissemination of this Memorandum is highly desired.

**ALLAN G. FARNAZO**

By the Authority of the Regional Director

Director IV

Enclosed: as stated  
ROP4/jbac

**REBONFAMIL R. BAGUIO**  
Director III

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

By: [Signature]  
Date: Apr. 25, 2024  
29899



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



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

**Monitoring and Evaluation Team on Research Management**

<b>Name</b>	<b>Position</b>	<b>Designation</b>
Marilyn B. Madrazo	Chief Education Supervisor	Team Leader
Cherry Ann D. Into	Education Program Supervisor	Member
Jomar Boy A. Cuyos	Education Program Specialist II	Member
Esther Khrymaye A. Roble	Administrative Officer II	Member

1940  
RS

22 22021



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

July 24, 2023

REGIONAL MEMORANDUM  
No. 016, s. 2023

**ADOPTION OF THE MONITORING AND EVALUATION TOOL ON RESEARCH  
MANAGEMENT FOR SCHOOLS DIVISION OFFICE**

To: Schools Division Superintendents

1. Pursuant to DepEd Order No. 16, s. 2017, evidence-based decision making for policy makers requires that the data collection activity of the field units is given importance. Such data collection is best driven by a research group in the Regional Office with trained and competent researchers who can identify and plan research projects to address issues that occur in the field.
2. With the issuance of DepEd Memorandum DM-HROD-2023-00617 known as the DepEd RO and SDO Office Functions version 3.0, the Policy Planning and Research Division initiated the crafting of the Regional Monitoring and Evaluation Tool on Research Management in close collaboration with the Quality Assurance Division (QAD) and SGOU. The group shall conduct structured monitoring of the research and monitoring and evaluation tool that can be used at the division and school levels.
3. After monitoring and evaluation, feedback will be communicated through M&E platforms across levels of governance. It will also provide feedback for improvement of the policy.
4. In view thereof, this Office hereby directs all schools division offices for the adoption of the Monitoring and Evaluation Tool on Research Management.
5. For further inquiries and clarifications on this matter, contact Cherry Ann D. Into, Education Program Supervisor of Policy Planning and Research Division, at (082) 224-0750.
6. For dissemination and immediate compliance.

**ALLAN G. FARRASO**  
Director IV *AF*

By the Authority of the Regional Director

**REBONFAMIL R. BAGUIO**  
Director III

26 JUL 2023

DEPARTMENT OF EDUCATION - DAVAO REGION  
RECORDS SECTION  
**RELEASED**

By: *[Signature]*  
Date: July 21, 2023  
Time: 22:02



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1005; (082) 221-4147

ISO 9001:2015 - Certified



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

**REGIONAL MONITORING AND EVALUATION TOOL ON RESEARCH MANAGEMENT FOR SCHOOLS DIVISION OFFICE**

**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) \_\_\_

<b>Name: (Optional)</b>	_____
<b>Schools Division:</b>	_____
<b>Position:</b>	_____

**Direction:** Tick appropriate boxes for every indicator. Assess your SDO's 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.



**Part I: Research Management**  
 The SDO has...

1. organized Schools Division Research Committee.					
2. organized, coordinated, and documented during meetings of the Committee.					
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. forged partnerships with academic and research institutions, government agencies and other DepEd Offices in the conduct of research and other education research initiatives and projects.					



Address: F. Torres St., Davao City (8000)  
 Certified  
 Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 -



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

5. resolved emerging issues on the management and conduct of research.					
6. ensured that cost estimates fall under the existing accounting and auditing rules and regulations.					
7. prepared and submitted reports to Regional Research Committee (RRC) on all research initiatives conducted in the division from all fund sources.					
8. prepared report on accomplishments related to the division research initiatives.					
9. initiated research.					
<b>I. Call for Research Proposals</b>					
<b>The SDO:</b>					
1. assists the RO in the dissemination of the call for proposals.					
2. aids Research Committee members in recommending proposals for approval as per criteria and scoring template provided in Annex 4A and 4B of the Research Management Guidelines (RMG) anchored on DepEd Order No. 17, s. 2016.					
3. conducts dissemination, capacity building and orientation activities on the preparation of research proposals.					
4. endorses approved proposals to RO for					



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

confirmation and release of funds under Basic Education Research Fund as stipulated in DepEd Order No. 17, s. 2016.					
<b>II. Evaluation of Proposals</b>					
<b>The SDO...</b>					
1. conducts initial screening of submitted proposals for compliance with submitted guidelines.					
2. evaluates and approves research proposal and other related initiatives from schools and community learning centers to be funded under <b>BERP</b> .					
3. evaluates and approves research proposals and other related research initiatives within the schools' division to be funded by other funds. <b>(Non- BERP)</b>					
4. provides technical inputs to the proponents, such as but not limited to incomplete documentary requirements, Conflict Of Interest (COI), Non-alignment of research topics to <b>BERA</b> .					
5. conducts discussion with recognized community elders in IPEd implementation from the community.					
6. validates proposals compliance with ethical requirements discussed					



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-3695; (082) 221-6147

ISO 9001:2015 - Certified



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

in Section VI.C of the D.O 16, s. 2017.					
7. prepares complete staff work for the research committee prior to the evaluation of proposals ( <i>Notice of Meeting, Memo, Indicative Program</i> ).					
8. evaluates proposals using the Criteria and scoring template in Annex 4A and 4B of the RMG.					
9. contacts recognised community representatives or elders from the community to be involved in the research.					
10. provides comments if any to the proposals for consideration of the proponent prior to the implementation of the research.					
11. Endorses research proposal to RRC once the study covers more than one SDO and is relevant to policy formulation.					
<b>III. Notification of Results</b>					
<b>The SDO ..</b>					
1. sends notification letters or email of the results to the proponent.					
2. conducts Orientation to brief proponents on the requirements, roles and responsibilities of both the researcher					







Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

and the concerned committee.					
3. encourages disapproved proposal to resubmit for consideration once they have incorporated the comments from the previous evaluation.					
<b>IV. Progress Monitoring</b>					
<i>The SDO ...</i>					
1. conducts periodic monitoring on research initiatives in schools and community learning centers within the division and discusses with the researchers the status of their studies.					
2. tracks the progress of all approved researches based on the approved work plan.					
<b>V. Technical Assistance</b>					
<i>The SDO ...</i>					
1. provides technical assistance to researchers on the conduct of their studies.					
2. prepares TA Plans on Research.					
3. prepares TA Needs Assessment Results.					
<b>VI. Provision on Changes and Extension</b>					
<i>The SDO ...</i>					
1. receives request for changes in the research or any deviation from the original and approved research proposal.					

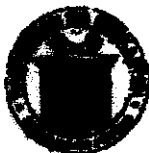




Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

2. receives request for extension with justification and valid reasons for extensions such as but not limited to illness, occurrence of disasters and other extenuating circumstances.					
3. issues approval on the request for extension citing allowable duration.					
4. receives letter of force cessation from BRRF recipient of the implementation of the research with justification and documentary support.					
<b>VII. Submission and Acceptance</b>					
<i>The SDO...</i>					
1. prepares and submits completed research.					
2. provides technical assistance on the submitted output with additional requirements, and comments and recommendations.					
3. receives the submitted executive data (deliverables of the last tranche) of the final approved outputs.					
<b>VIII. Dissemination and Utilization</b>					
<i>The SDO...</i>					
1. organizes research conferences, research forums, and policy forums to gather researchers and share research findings, gather new inputs and					





Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

research ideas and discuss policy options based on research results.					
2. publishes research journals, research bulletins, policy briefs, for wider dissemination.					
3. utilizes completed researches to improve learning outcomes and governance processes across levels of governance.					
4. utilizes research in the development of SDO 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.					
<b>IX. Archival</b>					
<b>The SDO.</b>					
1. uses the Quality Control Checklist in the quality assurance of completed research paper.					
2. evaluates completed research (BERP, Non-BERP).					
3. uploads research outputs in the <i>E-askitalk</i> portal.					
4. has compilation of research outputs (soft copy).					



Address: F. Tarres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1625; (082) 221-6147

ISO 9001:2015 - Certified



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION



**X. Monitoring and Evaluation**

The SEO...

1. conducts monitoring and evaluation of the entire research management cycle for continuous improvement.						
2. collaborates with the Regional Office in monitoring of research studies to be archived in the <i>E-Selftalk</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 DMBA.						

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



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified

