



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools  
Division Superintendent**

DIVISION MEMORANDUM  
No. 009, s. 2024

January 8, 2024

**RESEARCH MANAGEMENT**

To: Assistant Schools Division Superintendent  
Chiefs, CID, SGOD  
Public Elementary & Secondary School Principals  
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) and this Office, through the School Governance Operation Division (SGOD) disseminates the conduct of **Research Management Cycle 2024** of DepEd Region VII-Central Visayas to be participated in by its counterpart school's division office (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 the 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](mailto:pprd.ro7@deped.gov.ph).
5. For the information and guidance of all concerned.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

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

1-57  
 DEPED TACILARAN CITY DIVISION  
 DIVISION OFFICE  
 DIVISION OFFICE  
 BY JMW DATE 1/5/2024

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

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 DepEd Tayo Region VII

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Republic of the Philippines  
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 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<br><br>(Dissemination, Advocacy, and Capacity building Activities to engage prospective research proponents) | Regional Research Committee (RRC)<br><br>RRC Chair, Co-chair, Members<br><br>RRC Secretariat<br><br>SEPS PRU/ SDO Research Coordinators<br><br>Prospective Proponents | Memoranda (DepEd Order(s)/ Issuances, Regional Memorandum, Office Memorandum)<br><br>Activity Request<br>Collective Activity Proposal,<br>Supplemental Research Guide | DO 16, s 2017<br><br>DO 26, s 2021                                   | Jan 8-Feb 9, 2024            | None                                 | None          |
|                                | Initial Screening by SDOs' SDRCs  | SDRC Secretariat  | Research Proposals<br>Documentary Attachments<br>Assessment Checklist   | DO 16, s 2017<br>DO 26, s 2021                                       | Feb 12-16, 2024              | None                                 | None          |
|                                | Committee Evaluation by the SDRC Members  | SDRC Chair, Co-chair, & Members<br>SDRC Secretariat<br>Prospective Proponents   | List of Submitted/ Received Proposals<br><br>Criteria Guide   | DO 16, s 2017<br>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<br>Summary of Assessed Research Proposals<br><br>Documentary Attachments   | RO-PPRD-F014<br><br>RO-PPRD-F007<br><br>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<br><br>RRC Secretariat<br><br>SEPS-PRU/ SDO RC, Pros. Prop.   | Criteria Guide<br><br>Compliance Checklist(s)<br><br>Enhanced Research Proposals/ Work Plans  | RO-PPRD-F015<br><br>RO-PPRD-F016<br><br>RO-PPRD-F036<br>RO-PPRD-F037 | Mar 01-19, 2024              | PhP 75,600.00<br>(BUDGET CLASSIFIED) | Regional MOOE |
|                                | Notice of Approval/ Disapproval   | RRC & SDRC Secretariat<br>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<br>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<br><br>Certificate of Acceptance<br>Copy of MOA  | RO-PPRD-F036<br>RO-PPRD-F037<br><br>RO-PPRD-F024<br>RO-PPRD-F025     | Mar 25-29, 2024              | None                                 | None          |
|                                | Release of Funds for BERF Grants  | RRC Secretariat<br>FinDiv Accountant<br>Research Proponents   | DVI/ OBI/ SARO List of Payees<br><br>Research Progress Reports  | RO-PPRD-F018/O24/O25/36/37<br><br>RO-PPRD-F038                       | Apr 2024<br><br>Apr-Sep 2024 | None                                 | None          |
| IV. Progress Monitoring        | Implementation of the Research  | RRCoordinator, SEPS PRU/ DR Coordinator, Research Proponents  | Progress Monitoring Form  | RO-PPRD-F019   | May-Aug 2024                 | None                                 | None          |



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| Phases/<br>Steps  | Critical<br>Actions/<br>Activities  | Responsible/<br>Accountable<br>Units  | Deliverables/<br>Outputs   | (Issuances/<br>Resources)  | Timeframe             | Budget  | Budget<br>Source |      |      |
|---|---|---|--|--|-----------------------|---|------------------|------|------|
| V. Technical<br>Guidance                                    | Provision of TA in<br>the conduct of<br>research studies  | RRC & SDRC<br>Secretariat<br>Research<br>Proponents   | Technical Assistance<br>(TA) Plan  | TA Plans<br>(Needs Assessment/<br>Prioritization Results)<br>RO-PPRD-F020                                  | May-Aug 2024          | None  | None             |      |      |
| VI. Provision<br>on Changes<br>and Extension<br>(Cessation) | Request for<br>Changes  | RRC and SDRC<br>Members   | Letter Request<br>for Changes  | RO-PPRD-F021   | Aug 2024              | None  | None             |      |      |
|   | Request for<br>Extension<br>(Cessation)   | RRC & SDRC<br>Secretariat<br>Research Proponents  | Letter Request<br>for Extension<br>(Cessation)   | RO-PPRD-F022<br>RO-PPRD-F023   | Aug 2024              | None  | None             |      |      |
| VII. Submission<br>and Acceptance                           | Evaluation of<br>submitted deliverables<br>and outputs for<br>acceptance or<br>additional<br>requirements and/or<br>recommendations   | RRC & SDRC<br>Secretariat<br><br>Research Proponents  | Certificate of<br>Acceptance<br>Copy of MOA<br>Research Report<br>Financial Report   | RO-PPRD-F024-025<br>RO-PPRD-F018<br>RO-PPRD-F026<br>RO-PPRD-F039<br>RO-PPRD-F040                           | Sept 2-6, 2024        | None  | None             |      |      |
|   | Final Oral<br>Presentations   | RRC, SEPS/RC<br>Research Proponents   | Research Output/<br>Research Report  | RO-PPRD-F038-040<br>RO-PPRD-F031-032<br>RO-PPRD-F030   | Sept 10-27, 2024      | PhP 75 600.00<br><small>(AL 24 5271 CLASS 00)</small> | Regional<br>MOOE |      |      |
| VIII.<br>Dissemination<br>and Utilization                   | Research<br>Categorization<br>Results'<br>Consolidation<br>Research Forum   | RRC and SDRC<br>Members<br>RRC & SDRC<br>Secretariat<br>Research Proponents   | Compilation of<br>Research Outputs<br><br>Research<br>Dissemination  | DO 16, s 2017<br><br>DO 26, s 2021   | Nov 1-15, 2024        |   |                  |      |      |
|   | Dissemination of<br>Research Results<br><br><i>(Conduct of research<br/>conferences, research<br/>forums, and policy<br/>forums, as well as<br/>publication of<br/>research journals and<br/>bulletins for wider<br/>dissemination and<br/>utilization is<br/>encouraged)</i> | RRC and SDRC<br>Members<br><br>RRC & SDRC<br>Secretariat<br><br>Research Proponents<br><br>Existing Mechanisms<br>LAC, INSET, SGC,<br>E-SIP, AIP, SRC | Certification of<br>Research Results'<br>Dissemination<br><br>Research Congress<br><br>Research Publications   | DO 16, s 2017<br><br>DO 26, s 2021<br><br>RO-PPRD-F027<br>RO-PPRD-F028<br><br>RO-PPRD-F043<br>RO-PPRD-F044 | Nov 5-14, 2024        | PhP 75 600.00<br><small>(AL 24 5271 CLASS 00)</small> | Regional<br>MOOE |      |      |
|   | Research and Innovation Forum 2024  |   |  |  | Research Partnerships |   |                  |      |      |
|   | Utilization of<br>Research Results<br><br><i>(Evidence should be<br/>heavily used in the<br/>development of<br/>policies, plans,<br/>frameworks, training<br/>programs, projects,<br/>instructional materials)</i>  | RRC and SDRC<br>Members<br><br>RRC & SDRC<br>Secretariat<br><br>Research Proponents   | Certifications of Results<br>Incorporation to<br>Developed Policies<br>Frameworks, Programs,<br>and Projects, Strategic,<br>Operational, and Mid-term<br>Plans, Training Programs,<br>and Instructional Materials<br>LACs, INSET, SGC,<br>eSIP, AIP, SRC | DO 16, s 2017<br><br>DO 26, s 2021<br><br>RO-PPRD-F029<br><br>RO-PPRD-F030                                 | Nov 16-30, 2024       |   |                  |      |      |
| IX. Archival  | Archiving of<br>Research Reports<br><i>(Abstracts, BCD, etc)</i><br><br>Archiving of<br>Research Outputs<br><i>(E-Saliksik)</i>   | RRC and SDRC<br>Secretariat<br><br>RRC and SDRC<br>Secretariat  | Archived Articles<br>(Research Reports)<br><br>Archived<br>(Research Outputs)  | R&D Google Site,<br>DepEd RO7 Website<br><br>DO 14, s.2022   | December 2024         |   |                  | None | None |
| X. Monitoring<br>and<br>Evaluation                          | Monitoring and<br>Evaluation (M&E)<br>of the entire<br>RM Cycle 2024  | PPRD-RO<br>SGOD   | M&E Reports<br>and Findings on<br>Research Management<br>(RM) Cycle 2024   | DO 16, s.2017<br><br>DO 26, s.2021<br>RO7-PPRD-F-033-035   | December 2024         | None  | None             |      |      |

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

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