



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. *024*, s. 2024

January 10 , 2024

**UTILIZATION OF SIMPLIFIED RESEARCH GUIDES FOR RESEARCH PROPOSALS AND REPORTS AND ADOPTION OF INNOVATION TEMPLATES AND FORMS**

To: Assistant Schools Division Superintendent  
Chiefs, CID, SGOD  
Public Elementary & Secondary School Principals  
Non-teaching Personnel  
All Other Concerned

1. The Department of Education Region VII-Central Visayas hereby issues the **Simplified Research Guides for Research Proposals and Reports as well as Innovation Templates and Forms** for adoption and utilization of all concerned DepEd Region VII personnel who are interested in conducting research and innovation. This is pursuant to DepEd Order No. 16, s. 2017 entitled, "Research Management Guidelines" and in compliance with RA No. 11293 otherwise known as the "Philippine Innovation Act".
2. The said research guides and innovation forms aim to provide guidance for those who intend to conduct research studies (BERF, Non-BERF, and RO initiated researches) and formulate corresponding innovation initiatives through their respective divisions and research committees. Correspondingly, these guides and forms may help teaching, related teaching, and non-teaching personnel in writing research proposals and reports and in translating research results and findings into offshoot or byproduct innovation projects and programs. Similarly, research managers as well as SDRC and RRC secretariat members may utilize these in the initial paper evaluation and provision of technical assistance.
3. These research guides and innovation forms can be accessed through <https://region7.deped.gov.ph/r-and-d/research-resources/> under the Research and Development (R&D) tab of the regional office website as well as through DepEd ROVII's Research Manager's R&D Google site and PPRD's Research Management Portal.
4. In addition, these research guides and innovation forms are properties of DepEd Region VII. The outputs are products of the methodical approach of "developmental research". Moreover, prior to its official release, the PPRD and/or the process holder/program owner conducted orientation cum consultation with the 20 SDOs as well as selected RO personnel. Henceforth, as these form part of the institutional format and guidelines of the entire region to continuously promote and strengthen its culture of research and innovation, all its content, in whole or in part, are not for sale and shall be used for any profit-generating activities. Violation by any individual or organization will be dealt with accordingly.



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol  
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177  
(038)427-6718; (038)544-2147  
Email Address: tagbilarancity.division@deped.gov.ph

5. For more information, all concerned may contact the **Policy, Planning, and Research Division (PPRD)**, Department of Education (DepEd) Regional Office VII (ROVII), Government Center, Sudlon, Lahug, Cebu City at loc. 734 or through email at [pprd.ro7@deped.gov.ph](mailto:pprd.ro7@deped.gov.ph).

6. Immediate dissemination of and strict compliance with this Memorandum is directed.

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