



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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05 Jan 2021

DIVISION MEMORANDUM

No. 003, s. 2021

**SUBMISSION OF RESEARCH (IMRad) FOR EDUCATIONAL INNOVATIVE PRACTICES' INCENTIVE FROM THE SEF**

To: **Asst. Schools Division Superintendent**  
**Chief, Schools Governance Operations Division**  
**Chief, Curriculum and Implementation Division**  
**Section Heads**  
**All Public Elementary School Heads**  
**All Public Secondary School Heads**  
**All Teaching & Non-Teaching Personnel**  
**All Others Concerned**  
This Division

1. As highlighted in DepEd Order 16, s.2017 *Re: Research Management Guidelines*, the Department of Education continues to promote and strengthen the culture of research in the basic education to institute research and its evidence-based decision making, fully utilizing educational interventions and initiatives. Thus, this Office announces the submission of research for educational innovative practices incentive from the School Education Fund (SEF) on January 7, 2021 via google drive folder.
2. School heads and Section Heads are directed to observe the following submission guidelines to minimize any cross contamination from any viruses/diseases:
  - a. Each school/office must create a folder in google drive containing the completed researches in IMRad (Introduction-Method-Results-and Discussion) format with folder name: **NAMEOFSCHOOL\_Research-SEF**;
  - b. Google drive folders should allow open access for easy checking;
  - c. Maximum of five (5) proponents are allowed per research;





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- d. A summary list (hard copy) signed by the school head must be submitted to Ms. Rizan L. Sardane (*Division Cashier*) for consolidation (Please see Enclosure 1 for template);
  - e. Google drive link should be indicated in the summary list for review and evaluation.
3. Immediate and wide dissemination of this Memorandum is enjoined.

OLGA C. ALONSABE, PhD, CESE  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

SGOD/KRAS  
RESEACH INCENTIVE





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**Enclosure 1: Template for Summary List**

**SUMMARY OF RESEARCHES**  
*RESEARH (IMRaD) FOR EDUCATIONAL INNOVATIVE PRACTICES’  
INCENTIVE FROM THE SEF*

Name of School or Office (for SDO Personnel): \_\_\_\_\_  
Total Number of Researches Submitted: \_\_\_\_\_  
Date of Submission: \_\_\_\_\_  
Google Drive link: \_\_\_\_\_

<b>Name of Proponent/s Maximum of 5 per research</b>	<b>Research Title</b>

Submitted by:

SIGNATURE OVER  
PRINTED NAME OF SCHOOL HEAD

