



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

24 March 2021

DIVISION MEMORANDUM
No. 108, s. 2021

REITERATION OF RESEARCH SUBMISSION PROCESSES AND GUIDELINES

To: **Asst. Schools Division Superintendent**
Chief, Curriculum Implementation Division
Chief, Schools Governance & Operations Division
All Section Heads
Division Research Coordinator
All Public Elementary School Heads
All Public Secondary School Heads
All Others Concerned
This Division

1. This Office, through the Division Research Committee, reiterates the submission processes and guidelines for basic and action researches; to wit:
 - 1.1 Teaching and non-teaching personnel must observe the following research phases before one may proceed to the next step:
 - Phase I: Action Plan with proposed topic/intervention** (*must be approved first by the Division Research Committee before proceeding to Phase II*)
 - Phase II: Research Proposal** (*must be approved first by the Division Research Committee before proceeding to Phase III*)
 - Phase III: Completed Paper for Review**
 - Phase IV: Division Research Committee certifies the utilization and impact of research conducted**
2. Further, for basic/action research, it is highly recommended to have a maximum of three (3) proponents for group research, unless C.I (*Continuous Improvement*) Project is applied. In submitting the paper, please specify the following (for group research):
 - a. 1 Lead Proponent/Team Leader
 - b. Maximum of two (2) members






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3. School Heads are also directed to form their School-Based Research Committee to do initial screening and review on researches before submission to the Division Level. Please refer to D.O 16, s.2017 for Research Management Guidelines. The following are the composition of the Schools Division Research Committee (SDRC):

Chair: Alicia E. Anghay, PhD, CESE (*Asst. SDS*)
Co-Chair: Rolly B. Labis, EdD (*Chief, SGOD*)
Co-Chair: Ninian A. Alcasid, PhD (*Chief, CID*)
Division Research Coordinator: Karen Rose A. Serrania (SEPS-HRD)
Members: All Education Program Supervisors
(*Internal Advisers per Learning Area-Theme I*)
Merogim P. Mugot (*Partnership Focal Person for Research*)
Maricris P. Quismundo (SEPS-M&E)
Kevin B. Asequia (*Planning Officer III*)
Maricel B. Jangao, CPA (*Division Accountant*)

4. For Human Resource Merit Promotion and Selection Board (HRMPSB), only completed paper that underwent the research phases specified in this memorandum shall be accepted for ranking and evaluation effective April 1, 2021. Moreover, research-based innovations shall also follow the said phases.
5. Further, this research conference adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. For dissemination, guidance and strict compliance.


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/hrd

RESEARCH
GUIDELINES

