



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

Office of the Schools Division Superintendent

September 11, 2024

DIVISION MEMORANDUM

No. **355**, s. 2024

**REITERATION OF THE RESEARCH-MANAGEMENT GUIDELINES AND
APPLICABLE GUIDELINES FOR RESEARCH-BASED
INTERVENTIONS/INNOVATIONS**

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Secondary School Heads
Education Program Specialist for ALS
All Others Concerned
This Division

1. Regarding **Regional Memorandum No. 0637, s. 2024**, which supports the Department's policy on evidence-based decision-making, this office reiterates **DepEd Order No. 16, s. 2017** and other **applicable guidelines for research-based interventions/innovations** to guide and strengthen the research management and research culture of the DepEd Region X.
2. Innovations made by a proponent shall be based on their completed research and shall be validated by the Learning Resources Management and Development System (LRMDS) division-in-charge, attested by the School Head, endorsed by the Technical Assistance Provider (TAP), and approved by the Schools Division Superintendent.
3. All proposals for innovations and research shall first be approved by the Schools Division Superintendent before a thorough research will be undertaken.
4. Please refer to **DepEd Order No. 007, s. 2023** regarding the Guidelines on Recruitment, Selection, and Appointment in the Department of Education under the Criteria and Point System for Hiring and Promotion to Related-Teaching and Non-Teaching Positions on Research and Innovation for reference.
5. The means of verification for C & D include but are not limited to the following:
 - a. Approved LAC Plan with Activity Matrix
 - b. Narrative Report on Collaborative Expertise session discussing the innovation/intervention (for Teaching and Learning) verified by the School Head of Office.
 - c. School/District/Division Memorandum



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph



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REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

- d. Narrative Report of LAC with Pictures verified by the Head of Office
 - e. Attendance Sheets
 - f. LAC Post Activity Summary
 - g. Project Proposal/Lesson Plan/Assessment that applies the intervention/innovation of the study
 - h. Other important documents as proof of utilization and adoption
6. This office adheres to the Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on the guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
7. Immediate and wide dissemination of this Memorandum is desired.


RANDOLPH B. TORTOLA 
Schools Division Superintendent

To be included in the Perpetual Index
Under the following subject: RESEARCH
SGOD/agf



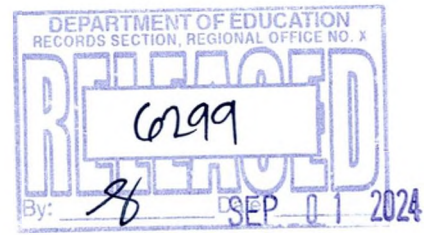
Address: Zone 3, Poblacion, El Salvador City
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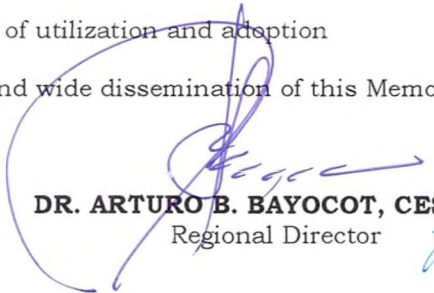
August 29, 2024

REGIONAL MEMORANDUM
No. 0637, s. 2024

REITERATION OF THE RESEARCH MANAGEMENT GUIDELINES AND APPLICABLE
GUIDELINES FOR RESEARCH-BASED INTERVENTIONS/INNOVATIONS

To: Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

- Supporting the Department's policy on evidence-based decision making, this Office reiterates **DepEd Order No. 16, s. 2017** and other **applicable guidelines for research-based intervention/innovations** to guide and strengthen the research management and research culture of the DepEd Region X.
- Innovations made by a proponent shall be based on their completed research and shall be validated by the Learning Resources Management and Development System (LRMDS) district- and division-in-charge, attested by the school head, endorsed by the public schools district supervisor, and approved by the schools division superintendent.
- Please refer to **DepEd Order No. 007, s. 2023** regarding the **Guidelines on Recruitment, Selection, and Appointment in the Department of Education under the Criteria and Point System for Hiring and Promotion to Related-Teaching and Nonteaching Positions on Research and Innovation** for reference.
- The means of verification for C & D include but not limited to the following:
 - Approved LAC Plan with Activity Matrix
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 - School/District/Division Memorandum
 - Narrative Report of LAC with Pictures verified by the Head of Office
 - Attendance Sheets
 - LAC Post Activity Summary
 - Project Proposal/Lesson Plan/Assessment that applies the intervention/innovation of the study
 - Other important documents as proof of utilization and adoption
- This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

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

RESEARCH

PPRD/anne-jick



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email: region10@deped.gov.ph
Website: r10.deped.gov.ph

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REITERATION OF THE RESEARCH MANGEMENT GUIDELINES AND APPLICABLE
GUIDELINES FOR RESEARCH-BASED INTERVENTIONS/INNOVATIONS

Suggested Template for Certificate of Utilization

[School/Office Letterhead]

CERTIFICATE OF UTILIZATION

This is to certify that the innovation or research titled “[Title of Innovation or Research]” conducted by [Name of Researcher/Innovator] has been actively utilized within [Name of School/Office]. The utilization of this innovation or research is evidenced by [brief description of how the innovation or research has been utilized].

This certification is issued to whatever legal purpose it may serve.

Given this [day] of [month], [year] at [location].

[Name of Head of Office]

[Position]

[School/Office]

Attachment to Regional Memorandum No. 0637, s. 2024

REITERATION OF THE RESEARCH MANGEMENT GUIDELINES AND APPLICABLE
GUIDELINES FOR RESEARCH-BASED INTERVENTIONS/INNOVATIONS

Suggested Template for Certificate of Adoption

[School/Office Letterhead]

CERTIFICATE OF ADOPTION

This is to certify that the innovation or research titled “[Title of Innovation or Research]” conducted by [Name of Researcher/Innovator] has been formally adopted within [Name of School/Office]. The adoption of this innovation or research is reflected in [brief description of how the innovation or research has been adopted, including any policy changes or official endorsements].

This certification is issued to whatever legal purpose it may serve.

Given this [day] of [month], [year] at [location].

[Name of Head of Office]

[Position]

[School/Office]

REITERATION OF THE RESEARCH MANGEMENT GUIDELINES AND APPLICABLE
GUIDELINES FOR RESEARCH-BASED INTERVENTIONS/INNOVATIONS

Suggested Template for LAC Plan

I. TITLE

II. RATIONALE/BACKGROUND

III. DESCRIPTION OF THE ACTIVITY

IV. OBJECTIVES

At the end of the Learning Action Cell (LAC) Session, the participants shall be able to

- A. xxxxx,
- B. xxxxx, and
- C. xxxxx.

V. STRATEGIES

- A. Xxxxx.
- B. Xxxxx.
- C. Xxxxx.

VI. WORKING COMMITTEES

- A. Chair:
- B. Cochair:
- C. Members:

1. Xxxxx Y. Zzzzzz
2. Xxxxx Y. Zzzzzz
3. Xxxxx Y. Zzzzzz

VII. TARGET NUMBER OF PERSONS INVOLVED IN THE ACTIVITY

PERSONS INVOLVED	NUMBER
TOTAL	

VIII. IMPLEMENTATION MECHANICS

X. BUDGETARY REQUIREMENTS

TITLE:						
INCLUSIVE DATE/S:						
TOTAL AMOUNT: Php						
FUND SOURCE:						
ITEM NO.	QUANTITY	UOM	Item Description	Estimated Unit Cost	Frequency (Day/s)	Total Cost
GRAND TOTAL						

XI. EXPECTED OUTPUT

- XXXX
- XXXX
- XXXX
- XXXX

XII. MODE OF MONITORING AND EVALUATION

- XXXX

Prepared by:

Proponent

Recommended by:

Immediate Supervisor

APPROVED:

Head of Office

Attachment to Regional Memorandum No. 0697, s. 2024

REITERATION OF THE RESEARCH MANGEMENT GUIDELINES AND APPLICABLE
GUIDELINES FOR RESEARCH-BASED INTERVENTIONS/INNOVATIONS

**Suggested Template for Narrative Report with Pictures
verified by Head of Office**

At Least 3 Pictures

I. Introduction

II. Body

III. Conclusion

Prepared by:

Verified:

PROPONENT

HEAD OF OFFICE

REITERATION OF THE RESEARCH MANGEMENT GUIDELINES AND APPLICABLE
GUIDELINES FOR RESEARCH-BASED INTERVENTIONS/INNOVATIONS

Suggested LAC Post Activity Summary

Post Activity Summary

Name of Proponent:	
Position/Designation:	
Title of Activity:	
Location and Venue:	
Inclusive Date/s:	
Source of Fund:	
Approved Budget:	
What went well?	
What went wrong?	
Overall comments and Issues Encountered:	
Recommendations:	
Basis: <input type="checkbox"/> School <input type="checkbox"/> Division Initiated <input type="checkbox"/> Regional Mandate	
Description of the Activity:	
Prepared by: PROPONENT	Approved: HEAD OF OFFICE