

### Republic of the Philippines

# Department of Education

REGION VIII - EASTERN VISAYAS

October 7, 2024

REGIONAL MEMORANDUM No. 1208 s. 2024

### RESEARCH MANAGEMENT MONITORING AND EVALUATION

To: Schools Division Superintendents

Regional Office Division Chiefs

Schools Division Offices Division Chiefs

All Others Concerned

- 1. With reference to DepEd Order No. 16, s. 2027 or the Research Management Guidelines, this Office, through the Policy, Planning and Research Division (PPRD), enjoins the Schools Division Offices (SDOs) on the Annual Monitoring and Evaluation (M&E) of Research Management using the enclosed tool.
- 2. The M&E on Research Management shall serve as a feedback mechanism to the Regional Executive Committee and Regional Research Committee on the status of all approved, ongoing, and completed research studies and the research management status of the schools division offices. All SDOs shall conduct periodic monitoring of research initiatives in schools and Community Learning Centers (CLCs) and shall prepare a comprehensive Year-End Report using the Research Management and Monitoring Tool mentioned above to be submitted to PPRD through the link https://bit.ly/ResearchMonEval.
- 3. Immediate dissemination of and strict compliance with this memorandum are desired.

Regional Director

Enclosures: As Stated References: As Stated

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

M&E

RESEARCH

REPORT

PPRD-JDD













### Republic of the Philippines

## Department of Education

REGION VIII - EASTERN VISAYAS

### RESEARCH MANAGEMENT MONITORING AND EVALUATION TOOL

Name of Schools Division	:	Calendar Year:
Date Accomplished	:	

Instructions: Put a check (/) mark on the appropriate column the response to the given indicator/s. Write on the Remarks column any comment/observation regarding the response.

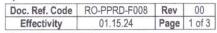
### PART I. ACCOMPLISHMENTS

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No.	Indicator	MOVs		Yes	No	Remarks
1.	Created a Schools Division Research Committee (SDRC) and its Secretariat with Roles and Responsibilities	Memo on the Create Committee or Special Orde with TORs				
2.	Conducted Committee Meeting/ Orientation on the Research Management Guidelines (DO. No. 16, s. 2017) and other Research related initiatives of the SDO	ACR/Attendance Sheet		E-JP TRAF		
3.	Developed a Research Management Action Plan	SDO Research Managemer Action Plan	nt			
4.	Conducted Trainings/Seminars/ Workshops on Research for Teachers/Master Teachers/School Heads/ EPSs/PSDSs	Division Memo/ Communication/ACR/Atter dance Sheets/ Certificates of Participation/ Appreciation	1			
5.	Issued Memo/Disseminated Communications for the Call for Research Proposals	Memo/Communications for the Call for Research Proposals	-			
6.	Conducted initial screening of submitted proposals for compliance with requirements	ACR/Attendance Sheet				
7.	Conducted evaluation of submitted proposals using the criteria and scoring template	ACR/Attendance Sheet/List of Proposals Evaluated				





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8.	Notified the Researchers on the Results of the Evaluation	Notifications to Proponents	
9.	Endorsed the approved research proposals to the Regional Research Committee (RRC) for validation and confirmation	Endorsement Letter from the SD RRC signed by the SDS	
10.	Conducted Orientation to the BERF recipients for RRC approved research proposals	Memo/Communication/ACR /Attendance Sheet	
11.	Conducted MOA signing with BERF recipients	Signed MOAs	
12.	The Secretariat/Committee conducted monitoring of researches conducted by BERF recipients	Post Travel Reports/Accomplished Monitoring Tools	
13.	Provided technical assistance to researchers in the conduct of their researches	TA Report/Post Travel Reports	
14.	Monitored the liquidation of BER Fund recipients	Any document showing the monitoring of liquidation of the fund by the BERF recipients	
15.	Collected the finished research and submitted it to the Region (BERF and Non-BERF)	Endorsement to the Regional Office/ Uploading of completed studies in the google drive	(Indicate number of completed research received)
16.	Participated in the Annual Regional Research Conferences and Festivals	Certificates of Participation/etc.	
17.	Recognized Researchers, Teachers, and Employees for exemplary achievements related to research and innovations	Certificates/Plaques of Recognitions/Appreciations /etc.	
18.	Issued/Published Division researches thru a Journal/Newsletter/ Compilation	Copy of the Publication	
19.	Kept an archive of research proposals and completed researches	List of Archived Researches in the Division	
20.	SDRC provided feedback to schools relative to the research management issues and concerns	Feedback mechanism tool/ Minutes of meetings	
21	Established partnership in research with stakeholders	Memorandum of Agreement/ Minutes of Meetings	





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22	Other Research initiatives/practices of the Division that promote the culture of research	Research Initiatives documentations		
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### PART II. ISSUES AND CONCERNS

PROGRAM IMPLEMENTATION ISSUES AND CONCERNS	ACTION/S TAKEN

#### PART III. ACTIVITY/PROGRAM IMPLEMENTATION STATUS

	ACTIVITY	STATUS OF	IMPLEMENTATION
ubmitted by:	SEPS on Planning and Research	Reviewed by:	SGOD/CLMD Chief
oted:	ASDS/SDRC Chairman	_	
alidated:	Regional Validating Team Represe	ntative/RRC	

- Notes: 1. This Monitoring Tool shall be accomplished by the SEPS every end-of-the-year and to be submitted to PPRD with attached copies of MOVs for accomplished indicators through https://bit.ly/ResearchMonEval.
  - 2. For activities that are still to be conducted/accomplished, just indicate in the Remarks column "To be conducted,' 'On-going,' etc.





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