



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.


EVELYN R. FETALVERO CESO III
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

No.	Indicator	MOVs	Accomplished		Remarks
			Yes	No	
1.	Created a Schools Division Research Committee (SDRC) and its Secretariat with Roles and Responsibilities	Memo on the Created Committee or Special Order 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			
3.	Developed a Research Management Action Plan	SDO Research Management Action Plan			
4.	Conducted Trainings/Seminars/Workshops on Research for Teachers/Master Teachers/School Heads/ EPSs/PSDSs	Division Memo/Communication/ACR/Attendance Sheets/ Certificates of Participation/ Appreciation			
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			<i>(Indicate number of completed research received)</i>
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			

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

Submitted by: _____
SEPS on Planning and Research

Reviewed by: _____
SGOD/CLMD Chief

Noted: _____
ASDS/SDRC Chairman

Validated: _____
Regional Validating Team Representative/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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