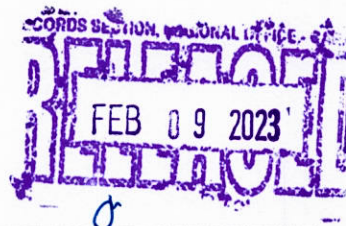




Republic of the Philippines
Department of Education
CARAGA REGION



February 9, 2023

REGIONAL MEMORANDUM
No. 0096 s.2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

IMPLEMENTATION OF OPERATIONAL GUIDELINES IN RESEARCH

1. As an offshoot of the results of the evaluation study conducted about the research program implementation in the region, and a thorough consultation in the field, the office hereby releases an operational guidelines on research study implementation, recognitions and research results utilization.
2. The release of the guidelines is to further strengthen the research program implementation particularly on the use of research results in the field for decision making and for improving classroom or school practices.
3. The field is hereby enjoined to implement the guidelines to ensure quality outputs of researchers in the field and to ensure utilization of research results as a Return of Investment (ROI) to the government.
4. This guidelines is consistent to DepEd Order 16, s. 2017 and other issuances related to research.
5. For guidance and appropriate action.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encl/s.: Operational Guidelines in Research Program
Reference/s: D.O. 16, s. 2017
To be indicated in the Perpetual Index
under the following subjects:

RESEARCH

POLICY

GUIDELINES

PPR/CLG
02/09/2023



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Enclosure 1.

OPERATIONAL GUIDELINES IN RESEARCH

I. RESEARCH IMPLEMENTATION

1. Research implementation of researchers especially for Basic Education Research Fund (BERF) and Special Education Fund (SEF) funded research shall be included in the monitoring by the Division Field Technical Assistance Team (DFTAT). Challenges and issues in the research implementation shall be provided with technical assistance.

II. RESEARCH DISSEMINATION AND UTILIZATION

A. School

1. School heads in cooperation with the researchers shall encourage and take measures for classroom researches on instructional materials or interventions to be utilized in the schools.

2. For the sustainability of research-based instructional materials, budget for reproduction shall be included in the Enhanced School Improvement Plan (ESIP) and Annual Implementation Plan (AIP).

3. All approved researches in the division (funded or non-funded) shall be disseminated through existing mechanisms such as but not limited to:

- a. LAC sessions
- b. In -Service Trainings
- c. Faculty Meetings
- d. PTA meetings/General Assembly/State of the School Address
- e. School Governing Council
- f. School Report Card
- g. Enhanced School Improvement Plan

B. District

1. Public Schools District Supervisors (PSDS) in collaboration with the school heads, district research managers, research manager in the division and researchers shall also take measures for the adoption of the research-based instructional materials and other interventions in the district.

2. Research results shall be used by the PSDS for management actions and policy recommendations.

3. Report on utilization of research findings shall be included in the School Monitoring and Evaluation Assessment (SMEA).

C. Division Office

1. Subject Experts/ Educational Program Supervisor may/shall recommend the utilization and replication of the researches in schools to address gaps identified in the monitoring and evaluation.
2. Research findings shall be the basis in the design of projects and activities like in-service trainings.
3. Research Division Coordinators shall institutionalize the conduct of Research Stakeholders' Forum to disseminate research results for policy recommendations or program implementation enhancement.
4. Report on the utilization of completed research shall be included in the Division Monitoring and Evaluation Assessment (DMEA).

III. REWARDS AND RECOGNITION IN RESEARCH

1. To motivate and develop the attitude of employees toward research, researchers with a research either subsidized by Basic Education Research Fund (BERF) , Special Education Fund (SEF) and other funds shall be given merit and recognition in the field such as but not limited to: giving of certificates, acknowledgement and other forms of recognition.
2. Research papers recognized/certified by the School Division Research Committee (SDRC) or focal person of any programs (e.g. science) shall be credited in any ranking purposes in the division. A Notice of Acceptance of Basic Research/Action Research/ CI paper/SIP with the full copy of completed research and certificate are proofs to be presented during the selection/ranking process and as means of verification for the performance rating. However, only research papers recognized in the division office shall be credited to avoid copying or overnight research.