



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA
RELEASED
MAY 14 2025
BY: NMB
TIME: 2:26 PM

REGIONAL MEMORANDUM

No. 0500 , s. 2025

To: Schools Division Superintendents
Regional Functional Division Chiefs
All Others Concerned

IMPLEMENTATION OF REVISED OPERATIONAL GUIDELINES IN RESEARCH

1. The Department of Education Caraga Region is committed to advancing a culture of research to support the agency's goal of strengthening evidence-based policy development and decision-making. This commitment is exemplified through the issuance of operational guidelines for research initiatives.
2. The enclosed revised operational guidelines are designed to ensure the effective implementation of the program throughout the region.
3. This guideline is consistent with DepEd Order 16, s. 2017, and other issuance related to research.
4. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encls.: Operational Guidelines in Research

Reference: DO 16, S. 2017

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

POLICY

RESEARCH

PPRD/clg
05/13/2025

REVISED OPERATIONAL GUIDELINES IN RESEARCH MANAGEMENT

I. PURPOSE

- **Objective:** To ensure effective implementation of the Research Program in DepEd Caraga.
- **Scope:** These guidelines shall be adopted and implemented by all DepEd personnel in Caraga Region at all governance levels involving research.

II. KEY STEPS

A. Research Implementation

1. The implementation of research, especially for Basic Education Research Fund (BERF) and Special Education Fund (SEF)-funded research shall be monitored by the Regional Field Technical Assistance Team (RFTAT) and Division Field Technical Assistance Team (DFTAT).
2. Challenges and issues encountered in research implementation shall be provided with technical assistance by the functional division concerned in the schools division office.
3. Basic research should be completed by the end of the year to meet the targets committed in the Budget Education Document, which shall be reported to the Department of Budget and Management through the Budget Accountability Report (BAR) every quarter.

B. Submission Of Research Outputs

1. The research manuscript and the approved Quality Control Checklist (QCC) shall be submitted immediately after the completion of the research implementation. The standard cover page released by the DepEd Central Office shall be used in the final manuscript.
2. A softcopy of the completed research must be uploaded to the Research Information System (RIS) of the Regional Office for archiving.
3. A Certificate of Completion shall be given to the researchers once the manuscript and the approved QCC are submitted to the Regional Office through the Policy, Planning and Research Division (PPRD).

c. Research Dissemination and Utilization

c.1. School

1. School heads, in cooperation with the researchers, shall encourage and take measures for classroom research on instructional materials or interventions to be utilized in the schools. For the sustainability of research-based instructional materials, the budget for reproduction shall be included in the Enhanced School Improvement Plan (ESIP) and Annual Implementation Plan (AIP).

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

- a) Learning Action Cell (LAC) sessions
- b) In -Service Trainings
- c) Faculty Meetings
- d) Parents and Teachers Association (PTA) meetings/General Assembly / State of the School Address
- e) School Governing Council
- f) School Report Card
- g) Enhanced School Improvement Plan B

c.2. District

1. Public Schools District Supervisors (PSDS), in collaboration with school heads, district research managers, the research manager, and researchers, shall also take measures for the adoption of 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 the utilization of research findings shall be included in the School Monitoring and Evaluation Assessment (SMEA).

c.3. Division Office

1. Subject Experts/Educational Program Supervisor shall recommend the utilization and replication of research in schools to address gaps identified in monitoring and evaluation.

2. Research Division Coordinators shall institutionalize the conduct of a Research Stakeholders' Forum to disseminate research results, policy recommendations, or program implementation enhancement.

3. Research results that suggest enhancement of the program implementation shall prompt the release of an operational guideline using the approved template designed by the Regional Office.

4. Research outputs/innovations, such as newly developed instructional materials, information technology systems, and new teaching strategies, shall be adopted to contribute to the improvement of learning outcomes.



5. An Accomplishment Report of Research Utilization and its impact shall be prepared by the researcher as documentation of success stories in policy formulation and improvement in service and product for replication. The template prepared by PPRD shall be used to ensure uniformity (see Annex 1).
6. Monitoring of the utilization of research outputs shall use the approved monitoring tool of the Regional Office (see Annex 2).
7. The schools division office through the SGOD, shall require the researcher to prepare an approved Accomplishment Report in Research, capturing the utilization and impact of research results.
8. A Certificate of Utilization of Research Results shall be given to the researchers, approved by the Head of the Office, with the approved accomplishment report as means of verification.

c.4. Regional Office

1. The functional division concerned, through the focal person, shall craft an operational guideline using the approved template when research results suggest enhancement of program implementation.
2. The summary matrix of research results in all programs and projects in DepEd Caraga Region shall serve as one of the bases in the formulation of operational guidelines.
3. An Accomplishment Report of Research Utilization and impact shall be prepared by the researcher in the Regional Office as documentation of success stories and its impact as to policy formulation and improvement in service and product for replication. The template prepared and released by PPRD shall be used to ensure uniformity.
4. A Certificate of Utilization of Research Results shall be given to the researchers, approved by the Head of Office, with the approved accomplishment report as means of verification.

d. Rewards And Recognition in Research

To motivate and develop a positive attitude among researchers, those with research subsidized by the 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: certificates, acknowledgement, and other forms of recognition.

III. MONITORING AND EVALUATION

The Policy, Planning and Research Division (PPRD) shall continuously gather feedback on the implementation of this operational guideline from all concerned internal stakeholders following the approved Monitoring and Evaluation (M and E) Plan in the Research Program. It shall conduct an annual review of this operational guideline to further enhance its relevance to the thrust of the agency.

The SGOD and CID in the SDOs, as well as the school heads, shall ensure compliance with this operational guideline.

IV. REFERENCES

DepEd Order 13, s. 2015 Establishment of a Policy Development Process at the Department of Education

DepEd Order 43, s. 2015 Revised Guidelines for the Basic Education Research Fund

DepEd Order 16, s. 2017 Research Management Guidelines



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ACCOMPLISHMENT REPORT IN RESEARCH

Title of Research:
Researcher:
Implementation Period:

I. Introduction

II. Objectives

III. Implementation Timeline and Key Activities

(Pls refer to the gphant chart in the research implementation)

Month	Activity	Key Stakeholders	Output

IV. Key Accomplishments and Impact

- Key Achievements (Policy, Service, or Product)
- Impact Highlights

Prepared by:

Researcher/s

Noted:

Office Chief

Approved:

Chairman in RRC/SDRC

Pictorials

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Doc. Ref. Code	XX-XX-XXXX	Rev	00
Effectivity	MM.DD.YY	Page	2 of 2

MONITORING TOOL ON RESEARCH UTILIZATION

Pillar	Research Agenda	Type of Research	Title of Research	Findings	Name of Researchers	Funding	Fund Source	Outputs			Evidence of Utilization (Memorandum, Accomplishment report, Operational Guidelines, AIP, ESIP, etc)
								Policy/ Guidelines	Service	Product	

Monitored by:

Noted:

Chairman
Monitoring Team

Chief, PPRD