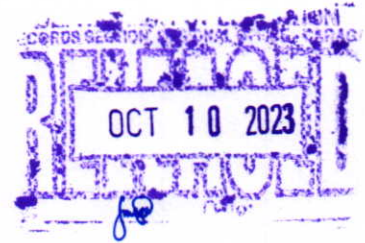




Republic of the Philippines
Department of Education
CARAGA REGION



October 10, 2023

REGIONAL MEMORANDUM
No. 0977, s.2023

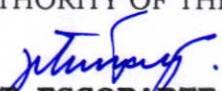
To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

SUBMISSION OF FINAL COPY OF REVIEWED COMPLETED RESEARCH

1. One of the outputs under Research Management of the revised Office functions of the Policy, Planning and Research Division (PPRD) is "*uploaded research outputs in the e-saliksik*" and its output indicator is **number of uploaded research outputs in the e-saliksik portal**. In view of this, the final copy of the reviewed manuscripts, results of plagiarism check and copies of accomplished e-Saliksik checklist shall be submitted on or before **October 27, 2023** for approval of the Chairman of the Regional Research Committee.
2. Attached as enclosure is a copy of the standards in evaluating a submitted post in the portal for your easy reference.
3. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.

MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:


PEDRO T. ESCOBARTE JR., PhD., CESO V
Assistant Regional Director

Encl/s.: Standards in Evaluating a Submitted Post
Reference/s: D.O. 16, s. 2017, DO 26, s. 2021
To be indicated in the Perpetual Index
under the following subjects:

ESALIKSİK

RESEARCH

ARCHIVAL

PPR/clg
10/09/2023



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2023-10-15242

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Effectivity	02.01.23	Page	1 of 1

Research Portal Workflow

Evaluating a Submitted Post

Component	What to Check	Additional Remarks for Evaluators
Title	Title field is filled out in the Title case. (Capitalize major words only; for guidance, consult the APA Style guidelines on Title case at https://tinyurl.com/apatitlecase) Ex. Fostering a Shared Responsibility for Education Provision: The Case of Pola, Oriental Mindoro	Title Case: - the first word after a colon, em dash, or end punctuation in a heading - major words, including the second part of hyphenated major words (e.g., "Self-Report," not "Self-report") - words of four letters or more (e.g., "With," "Between," "From") - the first word of the title or heading, even if it is a minor word such as "The" or "A" Lowercase: - short conjunctions (e.g., "and," "as," "but," "for," "if," "nor," "or," "so," "yet") - articles ("a," "an," "the") - short prepositions (e.g., "as," "at," "by," "for," "in," "of," "off," "on," "per," "to," "up," "via")
Author	Author field is filled out with the names of the authors in the following order: [Last Name], [First Name] [Middle Initial]., with names of multiple authors separated by semicolons. E.g.. Dela Cruz, Juan A.; Dela Cruz, Juana A.; Dela Cruz, Juan Jr. A.; Dela Cruz, Juana II A.	No titles (ex. PhD, Dr.) shall be inserted at the beginning and/or end of the author's name/s. Name suffixes (including but not limited to Jr., Sr., I, II, III) are accepted and shall be inserted after the first name.
Year	Year field is filled out with the research's year of completion/acceptance. E.g. Completed 2021	

Component	What to Check	Additional Remarks for Evaluators
Text / Abstract	Check if the text field contains the abstract.	
Media Attachment	Presence of attached file under media tab File is in PDF format - With Uniform cover which can be accessed through: https://docs.google.com/document/d/1vckodFfi1NG1sImSYrJ3DvUlxm81Oere/edit Title in the uniform cover shall be in uppercase/all caps e.g. FOSTERING A SHARED RESPONSIBILITY FOR EDUCATION PROVISION: THE CASE OF POLA, ORIENTAL MINDORO The space for the Author shall follow the same convention as that for Posts. - Last, First, Middle Initial - Filename follows the correct format - Region_Year_Surname_Title. Use Roman Numbers (I, II, IV-A) for regions I to XII, and names for MIMAROPA, CAR, CARAGA, and NCR. e.g. MIMAROPA_2021_Dela Cruz_Fostering a Shared Responsibility for Education Provision I_2021_Dela Cruz_Fostering a Shared Responsibility for Education Provision I_2021_Dela Cruz & Cruz_Fostering a Shared Responsibility for Education Provision I_2021_Dela Cruz, Cruz & Santos	Can be attached as annexes/enclosures: - Financial report - Research instrument - Raw data (transcription, data) - Declaration of anti-plagiarism/conflict of interest - Action/advocacy plan or project/training proposals Not to be attached as / to be excluded from annexes / enclosures: - Proposal including cost estimate (if there is already a financial report) - MOA - Letters/correspondences - Photo documentation - CV of researchers - Copies of research instruments filled out by correspondents (anonymized or otherwise) Multiple authors shall be separated with a comma (,)

Component	What to Check	Additional Remarks for Evaluators
	Fostering a Shared Responsibility for Education Provision The complete research title shall be included in the file name. However, if the characters available are insufficient, uploaders may use as much of the research title as the character limit allows. Annexes should not contain any information that will compromise the anonymity of respondents (e.g. photo documentation without blurring or pixelation of faces) and personal information of researchers and respondents (e.g. CV/Resume of researchers, class lists)	
Categories	Categories are assigned for:	
	The type of content – e.g. Education Research, Research Bulletin, Policy Note, among others.	The category “Education Research” shall be chosen for all posts containing BERF-funded research.
	Research Agenda main themes – Teaching and Learning, Governance, Human Resource Development, and Child Protection (choose one)	Choose only ONE . If the research appears to encompass one or more main themes, choose ONE theme which provides the closest match.
	Research Agenda cross-cutting themes – Disaster Risk Reduction and Management; Gender and Development; and Inclusive Education	Choose from as many categories as applicable .
	Tiers of Disclosure	Only the abstract of the research shall be archived in the portal for research under limited public disclosure. Advise the uploader to remove the full paper as attachment in the portal and upload it to their respective regional folder. Uploader shall upload research to the Limited Public Disclosure folder (within the folder for BERF Completed Research for

Component	What to Check	Additional Remarks for Evaluators
		each funding year).
	● Relevance to the Basic Education Learning Continuity Plan (BE-LCP)	Check the category "Learning Continuity" if applicable.
	● Geographical Scope (National or respective Region) *National- 2 or more regions	Choose only one .
Tags	Tags are assigned for specific topics the research covers, including Research Agenda subtheme and research respondents.	Add program/level as a tag, e.g. multigrade, elementary, JHS
Other fields	Ensure that the "Excerpt", "Slug", and "Featured Image" fields are blank.	
Others	Presence of an accomplished QCC for the corresponding completed research	Check if the appropriate QCC is uploaded to your region's <u>Google Drive folder</u> .