



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

15 Oct 2025

DIVISION MEMORANDUM
No. 643, s. 2025

**MONITORING AND EVALUATION OF SCHOOLS DIVISION
OFFICES RESEARCH MANAGEMENT IMPLEMENTATION**

To: OIC-Assistant Schools Division Superintendent
OIC- CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
Cluster Heads
School Heads/OICs (Public Elementary and Secondary Schools)
School Research Focal Persons
All Others Concerned

1. Attached is the Regional Memorandum No. 726, s. 2025 titled "Monitoring and Evaluation of Schools Division Offices Research Management Implementation," for information and guidance.
2. For queries and clarifications, kindly contact Ms. Jenielyn A. Sadang, Senior Education Program Specialist, at 0917-5033119.
3. Immediate and widest dissemination of this Memorandum is earnestly desired.

Digitally signed by
Mendoza Homer
Napenas
Date: 2025.10.13
04:31:49 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: As stated

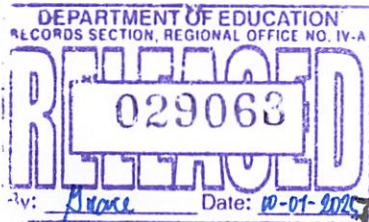
To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION RESEARCH OR STUDIES



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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

30 September 2025

Regional Memorandum

No.726 s.2025

**MONITORING AND EVALUATION OF SCHOOLS DIVISION
OFFICES RESEARCH MANAGEMENT
IMPLEMENTATION**

To **Schools Division Superintendents**

1. In compliance with DepEd Order No. 16, s. 2017 *Research Management Guidelines*, which mandates the Regional Office to monitor and evaluate the entire research management cycle, this Office, through the Policy, Planning, and Research Division (PPRD), will conduct a **Monitoring and Evaluation of the Schools Division Office's Research Management Implementation** from **October 6 to 31, 2025**.
2. This activity aims for the participants to:
 - a. Evaluate the schools division offices research management practices;
 - b. Identify research management best practices and challenges; and
 - c. Provide technical assistance for the improvement of the research management.
3. The regional monitoring team shall be composed of the Regional Research Committee Secretariat/PPRD Personnel. They may choose six (6) days from the given schedule to cover the monitoring of the SDOs.
4. All expenses of the regional monitoring team relative to this activity shall be charged against regional funds, subject to the usual accounting and auditing rules and regulations.
5. Other updates shall be announced through separate communication.
6. For other concerns, you may contact **Mr. Lorenzo Ruiz C. Costo**, Education Program Specialist II through email **pprd.calabarzon@deped.gov.ph** or call **(02)8682-2114 local 470**.



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Certificate No. PHP QMS
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7. Immediate and widest dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director &

07/ROP5/ROP1

Annex A

Monitoring and Evaluation of Schools Division Office's Research Management Implementation

Monitoring Tool

Monitoring and Evaluation Tool for Research Management Implementation for SDOs

Schools Division Office: _____

Date of Monitoring: _____

Name of Monitoring Official/s: _____

General Information

Program Title: _____

(Not Projects/Activities)

Program Lead / Proponent: _____

Position/ Designation: _____

Implementation Period: _____

(e.g. 1st Quarter, June to August, etc.)

Performance Indicators

Instructions: Indicate the total number in each of the cells under Columns (3) and (4). Identify also the variance and include the reason or other findings under the Remarks column.

Indicator Type (1)	Indicator (2)	Target (3)		Actual (4)	Variance [(3)-(4)] (5)	Remarks (6) (For Non-BERF, Please indicate the source of funds)
Input	No. of research proposals submitted	BERF				
		Non-BERF				

	Budget utilized for Non-BERF (Amount in Phil)				
Process	No. of activities based on the submitted Program Proposal/ Collective Activity Proposal				
	No. of activities completed on Time based on the Program Proposal/ Collective Activity Proposal				
	No. of involved partners tapped in support to the program (if any)				
	No. of stakeholders involved during Engagement sessions (if applicable)				

Output	No. of completed research				
	No. of research findings disseminated	Presented			
		Published			
Outcome	No. of disseminated, utilized, and quality assured basic education research	School Level			
		Division Level			
	No. of schools & learning centers that have attained the desired learning outcomes				

Research Management Cycle

Instructions: Tick the proper column of each indicator. Indicate the other findings under the Remarks column.

Indicators		MOVs Presented	Remarks
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Research Management Cycle

Instructions: Tick the proper column of each indicator. Indicate the other findings under the Remarks column.

Indicators		MOVs Presented	Remarks
I. Call for Research Proposals			
Division Memorandum issued	☐	Division Memo	
	☐	Announcement on Official Platforms (Website, Social Media, Bulletin Board)	
Research proposals database presented	☐	Compilation of the received proposals	
	☐	Copy or Screenshot of the Research Proposals Database	
	☐	Report Summarizing the Contents of the Research Proposals Database	
II. Evaluation of Proposals			
a. Initial Screening			
Initial Screening template/form presented	☐	Initial Screening template/form must include screening of eligibility of the proponents (permanent employees, no pending administrative case, proponent/s not yet availed of the grant for the given year, and maximum of 3 members for group proposals)	

Research Management Cycle

Instructions: Tick the proper column of each indicator. Indicate the other findings under the Remarks column.

Indicators		MOVs Presented	Remarks
	☐	Consolidated report form of Elementary and Secondary Research Committees	
	☐	Database of proposals for initial screening as reported by the committees	
	☐	Official Report and List of Proposals for initial screening	
Established initial screening procedure	☐	Office Memo on SDRC Secretariat Composition	
	☐	Office Memo on the conduct of initial screening	
	☐	Database of screened research proposals	
	☐	Official Report on the Proposals that Passed the Initial Screening	
	☐	Presentation or Slide Deck on Initial Screening	

Research Management Cycle

Instructions: Tick the proper column of each indicator. Indicate the other findings under the Remarks column.

Indicators		MOVs Presented	Remarks
Blind review of research proposals	☐	Research template proposal must not bear an identity of the proponent/s	
	☐	Document on the Blind Review Process	
	☐	Proposal Review Reports	
	☐	If no blind review process yet, Draft Policy or Guidelines on Blind Review and/or Action Plan for Implementing Blind Review:	
b. Committee Evaluation			
Constitution/Reconstitution of the Schools Division Research Committee (SDRC)	☐	Division Memo on SDRC Members (Chair: ASDS, Co-Chairs: SGOD & CID Chiefs, Adviser: SDS, Members: SEIPS P&R, CID & PIN representatives)	
	☐	Organizational Chart Reflecting the Reconstituted SDRC	

Research Management Cycle

Instructions: Tick the proper column of each indicator. Indicate the other findings under the Remarks column.

Indicators		MOVs Presented	Remarks
Information dissemination on the conduct of committee evaluation	☐	Division Memo	
	☐	Email/Messenger Blast or Communication to concerned personnel	
	☐	Presentation or Slide Deck on Committee Evaluation	
	☐	Announcement on Official Platforms	
Blind review of research proposals	☐	Research template proposal must not bear an identity of the proponent/s	
	☐	Criteria & Scoring Template does not contain identity of the proponent/s	
	☐	If no blind review process yet, Draft Policy or Guidelines on Blind Review and/or Action Plan	

Research Management Cycle

Instructions: Tick the proper column of each indicator. Indicate the other findings under the Remarks column.

Indicators		MOVs Presented	Remarks
III. Notification of Results			
Research results notified to qualified researchers	☐	Acceptance letter or Division Memo on the list of qualified researchers	
	☐	Feedback or Evaluation Reports from Subcommittees Sent to Researchers (cc: SDRC)	
	☐	Official list of qualified studies as attested by reviewers and disseminated to the researchers	
	☐	Posted Announcement or Update	
Research results notified to disqualified researchers	☐	Sent email/ communication letter stating the reasons for improvement of the research proposal	
	☐	Disqualification Report or List	
	☐	Feedback or Evaluation Reports	
	☐	Posted Announcement or Update	

Research Management Cycle
Instructions: Tick the proper column of each indicator. Indicate the other findings under the Remarks column.

Indicators		MOVs Presented	Remarks
Orientation to the proponents conducted	☐	Activity Proposal	
	☐	Division Memo	
	☐	Attendance Sheets or Registration Logs	
	☐	Presentation Materials (Slides, Handouts) Used During the Orientation	
	☐	Photos or Screenshots of the Orientation (In-Person or Virtual)	
Memorandum of Agreement (MOA) between the grantee and SDO is executed	☐	Notarized MOA	

Research Management Cycle
Instructions: Tick the proper column of each indicator. Indicate the other findings under the Remarks column.

Indicators		MOVs Presented	Remarks
IV. Implementation			
a. Progress Monitoring			
Progress tracking implemented	☐	Monitoring Form	
	☐	Memo on the conduct of monitoring	
	☐	Progress Tracking Reports or Logs	
	☐	Gantt Chart or Timeline	
	☐	Dashboard or Metrics Tracking Sheet	
	☐	Regular Status Updates	
Progress monitoring reported	☐	Monitoring Results	
	☐	Attendance Form with signature of the attendees	
	☐	Activity Documentation Report	
	☐	Monitoring Tool or Dashboard Screenshots	
	☐	Summary Report of Monitoring Results	
	☐	Feedback or notes from monitoring personnel	

Research Management Cycle

Instructions: Tick the proper column of each indicator. Indicate the other findings under the Remarks column.

Indicators		MOVs Presented	Remarks
b. Technical Assistance			
Technical assistance provided	☐	Technical Assistance Plan	
	☐	Sent email/ communication letter	
	☐	Feedback or Evaluation Forms from Recipients	
	☐	Screenshots, Photos, or Recordings of Assistance in Action	
	☐	Attendance Sheets or Registration Logs for Assistance Sessions	
	☐	Basis of TA provision must be from the results of the progress monitoring	

Research Management Cycle

Instructions: Tick the proper column of each indicator. Indicate the other findings under the Remarks column.

Indicators		MOVs Presented	Remarks
c. Provision on Changes and Extension			
For BERF-funded research Communication from the researcher received	☐	Request letter from the BERF grantee	
	☐	Indorsement letter to RRC Chair	
For Non-BERF-funded research Communication from the researcher received	☐	Request letter from the researcher	
	☐	Reply letter of SDRC Chair or indorsement letter to the grantee	
	☐	Request or Reminder Sent to the Researcher	
	☐	Timeline for Communication	
	☐	If not applicable, justification/document of non-applicability	

Research Management Cycle

Instructions: Tick the proper column of each indicator. Indicate the other findings under the Remarks column.

Indicators		MOVs Presented	Remarks
V. Submission and Acceptance			
Submission of the completed research is established	☐	Office memo on the details of submission	
	☐	Database or Log of Submitted Research	
Research outputs are submitted	☐	Database of the received submission	
	☐	Copy of Submitted Research Outputs	
	☐	If not applicable, justification/document of non-applicability	
Executive data sets are submitted	☐	Accomplished QCC for completed research	
	☐	Submission Log or Database Tracking Executive Data Sets	
	☐	If not applicable, justification/document of non-applicability	

Research Management Cycle

Instructions: Tick the proper column of each indicator. Indicate the other findings under the Remarks column.

Indicators		MOVs Presented	Remarks
Technical evaluation of SDRC Secretariat is established	☐	Technical evaluation of SDRC Secretariat is established	
	☐	Screenshot of communication to the researchers	
Submitted research with comments and suggestions are communicated to the proponent/s	☐	Email Correspondence with Feedback Attached	
	☐	Accomplished QCC for completed research	
	☐	Copies of Revised Research Submitted by Proponents	
	☐	Tracking System or Log of Submitted Feedback	
	☐	Summary of Feedback Communicated in Official Reports	
Completed research evaluation of the SDRC members is established	☐	Acceptance letter or Division Memo on the list of accepted & completed research	
	☐	Summary of Feedback Communicated in Official Reports	
	☐	Screenshot of communication	
	☐	Database of evaluated research	

Research Management Cycle**Instructions:** Tick the proper column of each indicator. Indicate the other findings under the Remarks column.

Indicators		MOVs Presented	Remarks
Research results notified to accepted research proponent/s	☐	Announcement on Official Platforms	
	☐	Communication Logs or Tracking System	
	☐	Activity Documentation Report of the proponent/s	
	☐	If applicable (LAC Plan, LAC/INSET Proposal)	
VI. Utilization and Dissemination			
Research results & recommendations in the locality of research implementation was discussed	☐	Presentation Slides or Materials Used During the Discussion	
	☐	Photographs or Screenshots of the Discussion	
	☐	Activity Proposal	
	☐	Memorandum or Invitation for the Discussion	
	☐	Summary or Report of Actionable Recommendations	
Venue to disseminate research results and recommendations are identified	☐	Memorandum	
	☐	Activity Documentation Report	
	☐	List or Document of Identified Venues	
	☐	Announcement on Official Platforms	

Research Management Cycle**Instructions:** Tick the proper column of each indicator. Indicate the other findings under the Remarks column.

Indicators		MOVs Presented	Remarks
Research conferences, forums, and policy forums are organized	☐	Memorandum	
	☐	Enhancement of Quality Control Plan/s	
	☐	Development or enhancement of programs, and projects, strategic, operational, and mid-term plans, or training programs and instructional materials	
	☐	Proof of utilization of the completed Research such as Implementation Plan (IMPlan) Accomplishment Report	
	☐	Photos or Screenshots of the Event	
	☐	Announcement on Official Platforms	
Completed researches to improve learning outcomes and governance processes are utilized	☐	Implementation Plans or Action Plans Based on Research Findings	
	☐	Memorandum	
	☐	List of researches utilized and mode of utilization	
VII. Archival			
Archival mechanism is established	☐	Website or database	

Research Management Cycle

Instructions: Tick the proper column of each indicator. Indicate the other findings under the Remarks column.

Indicators		MOVs Presented	Remarks
Archival mechanism is accessible for the researchers	☐	Database of archived researches	
	☐	List of archived researches	
	☐	Procedure of accessing archived research	
	☐	Screenshot/Proof that archived research can be accessed freely	
Challenges Encountered in the Research Management Implementation	Actions Taken by the SDRC		Recommendations

Research Management Cycle

Instructions: Tick the proper column of each indicator. Indicate the other findings under the Remarks column.

Indicators		MOVs Presented	Remarks
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Monitored by:

Signature over Printed Name

Regional Research Committee (RRC)/Secretariat Monitoring Official

Conforme:

Signature over Printed Name

Schools Division Research Committee (SDRC) Committee Member