



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memo  
No.: 181, s. 2022

To : Assistant Schools Division Superintendents  
CID Chief  
SGOD Chief  
Public Schools Division Supervisors  
Principals-in-charge of the District  
School Heads  
Researchers  
All Others Concerned

From : **VIRGILIO P. BATAN JR. CESO VI**  
Schools Division Superintendent

Subject: **DIVISION RESEARCH MANAGEMENT GUIDELINES (DRMG)**

Date : May 20, 2022

1. The Schools Division of Zamboanga del Norte is committed to nurturing and expanding the culture of research in basic education to maintain evidence-based decision making and policy program development and implementation. This Division hereby issues the **Division Research Management Guidelines (DRMG)** to provide supervision in regulating research drives at the division, district, and school levels. This policy also enhances and localizes fundamental research management processes.
2. This policy which is based on the augmentation in evidence—based decision—making from various education reforms or initiatives, aims to improve the research culture in the Division of Zamboanga del Norte. Further, it refines and substantiate the link between research and education processes through research circulation, employment, and advocacy.
3. This issuance supplements DO 16. S. 2017, Research Management Guidelines (RMG). The stipulations in the DepEd issued Research Management Guidelines (RMG) shall supersede any conflicting provision expressed in this policy guidelines.
4. For information, guidance, and dissemination.

Encl: DRMG

SGOD/P&R/DRMG/DM-012-2022/05202022

N-avigating  
O-pportunities to  
R-eengineer for  
T-ransformation &  
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100  
Tel No.: (065) 212-5843  
e-mail address: zn.division@deped.gov.ph



"Be and Do Much Better Each Day  
with a  
Sense of Urgency"



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

---

**DIVISION RESEARCH MANAGEMENT GUIDELINES (DRMG)**

---

**I. RATIONALE**

With its advocacy of evidence-based decision making, the Department of Education promotes research as basis in policy and program making. The Basic Education Act of 2001 (RA 9155) mandated the continuous improvement of basic education through research across all governance levels.

To promote the culture of research, the Department of Education has issued several policies strengthening research. DO No. 13, s. 2015 established a systematic policy development process in the Department, promoting evidence-based policy formulation supported by research studies. To provide financial support to the conduct of research in the field, DO No. 43, s. 2015 and DO No. 4, s. 2016 set guidelines on the use of the Basic Education Research Fund (BERF). This policy outlined a clear framework for the implementation of a grant-awarding facility that had been underutilized since the issuance of DO No. 24, s. 2010 which originally made such grants available. To put focus on these research initiatives, DO No. 39, s. 2016 promulgated the Basic Education Research Agenda, which makes known the research priorities of the Department across four themes (Teaching and Learning, Child Protection, Human Resource Development, and Governance) and three cross-cutting themes (Gender and Development, Disaster Risk Reduction and Management, and Inclusive Education) strides in instituting research and its utilization in policy and program development.

The Schools Division of Zamboanga del Norte hereby enacts policies, guidelines, and mechanisms for the conduct, presentation, and appraisal of research endeavors. This set of localized policies, guidelines and mechanisms is an instrument anchored from DepEd Order No.16, s. 2017 otherwise known as **"RESEARCH MANAGEMENT GUIDELINES"**. The division continuously seeks avenue for improving the research guidelines to promote a result-oriented and evidence-based learning and decision-making across all levels in the division.

The implementation of these localized research policies, guidelines and mechanisms is a retrofit and innovation to supplement various research—related issuances and to qualify





Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

---

substantive research outputs. The framers purposely operate in the construct of developing a culture of research in this division for the management of research initiatives at all levels of governance. The framework intends to improve the appraisal process and reinforces the link of research and education processes and governance through research dissemination, utilization, and advocacy.

## **II. SCOPE OF THE POLICY**

The Division Research Management Guidelines (DRMG) provide guidance in the management and conduct of research initiative in the Schools Division of Zamboanga del Norte to further promote and strengthen the culture of research in basic education. This policy also includes instruction for DepEd employees in the division who are eligible in availing of research funds.

## **III. DEFINITION OF TERMS**

The following frequently used terminologies in this document shall be understood as follows for clarity and consistency:

1. **Action Research** – is a process of systematic, reflective inquiry to improve educational practices or resolve problems in any operating unit.
2. **Basic Research** – is often purely theoretical with intent of increasing understanding of certain phenomena or behavior but does not seek to solve or treat these problems.
3. **Basic Education Research Fund (BERF)** – is a grand provided by the Department of Education to support education research in aid of evidence-based policy formulation.
4. **Conflict of Interest** – refers to situations in which financial or other personal considerations may compromise a researcher or research manager's professional judgement in evaluating, conducting, or reporting research.
5. **Cost Sharing** – refers to funding a portion of the estimated through another fund source.
6. **Culture of Research** – is the regular exercise of systematic inquiry to improve program and policy development implementation.
7. **Education Research** - is the "scientific field of study that examines education and learning processes and the human attributes, interactions, organization, and institutions



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

---

that shaped educational outcome”. It can be an action research, basic research, or applied research.

8. **Lead Proponent** – refers to an individual who will directly coordinate with the secretariat on administrative and financial matters of the approved research.
9. **Plagiarism** – is an intellectual theft, i.e., presenting and/or claiming another’s work as your own without appropriate recognition by way of referencing and citation
10. **Referencing** – is citing the authors or documents used in the research proposal/report
11. **Innovation** – a new idea, device, or method, or the act or processes of introducing new ideas, devices, or methods.
12. **Intervention** – the systematic process of assessment and planning employed to remediate or prevent a social, educational, or developmental problem
13. **Research Manager/s** – is an individual/office that oversees research initiatives (i.e., call for proposals, evaluation, tracking of progress) at their respective governance levels
14. **Research Proposal** – is a document which provides the details of a proposed study (i.e., research purpose and methodology, estimated cost, work plan)

#### **IV. POLICY STATEMENT**

The Schools Division of Zamboanga del Norte issues the Division Research Management Guidelines (DRMG) to provide guidance and direction on the research management processes, and the roles and responsibilities of research managers in the Schools Division of Zamboanga del Norte. The policy also enhances methods for accessing available research resources, as well as related initiatives with stakeholders in the division.

This policy operates on the principle of ***“all researchers are to be treated equal”***. This principle underscores the equal treatment of research proponents and authors in the credit of completed research outputs.

The provisions expressed in this policy will **NOT** supersede DepEd Order No.16, s. 2017 otherwise known as ***“RESEARCH MANAGEMENT GUIDELINES”***, but supplement and contextualize it. The stipulations in the DepEd issued Research Management Guidelines (RMG) shall supersede any conflicting provisions expressed in this policy guidelines.





Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

---

## **V. RESEARCH MANAGEMENT GUIDELINES**

### **A. RESEARCH COMMITTEES**

The localized Research Management Guidelines of this division will contextualize, and supplement DO 16, s. 2017, Research Management Guidelines. In managing division research, it intends to empower the schools and districts in the evaluation and appraisal of research outputs hence, this issuance creates the School Research Committee (SRC) and the District Research Committee (DisRC) as extension arm of the Schools Division Research Committee (SDRC).

The Division research Committee composition and mandate are stipulated in DO 16, s. 2017. The evaluation of research proposals and research outputs are delegated to the School Research Committee (SRC) and the District Research Committee (DisRC) as stated below.

#### **i. SCHOOL RESEARCH COMMITTEE (SRC)**

Chair: Principal/School Head

Co-chair: Designated School Research Coordinator

Members: At least 2 members conversant in research with designation from the Principal/School Head.

### **PROPOSAL PHASE**

The SRC will assume the research management in the school level. The SRC will have the following roles and responsibilities:

1. The School Head calls for the research paper proposals within the first quarter of the year.
2. The SRC receives the research proposal, and the school head issues certification signed by the school head upon receiving the document.
3. The SRC will submit/endorse the research paper proposal to the District Research Committee (DisRC) with transmittal as to the number of documents, title, and the proponent of the study within one (1) week after the call for submission of the research paper proposal. Late submission of the research proposal will not be accepted.



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

---

**COMPLETED RESEARCH PHASE**

1. The SRC monitors and evaluates the conduct of the research.
2. The SRC will submit at least twice (2) accomplishment report on the research progress before the District Research Congress.

***ii. DISTRICT RESEARCH COMMITTEE (DisRC)***

Chair: PSDS

Co-chair: Designated District Research Coordinator

Members: At least 3 members conversant in research with designation from PSDS/PICD.

The District Research Committee (DisRC) may add members to the committee as it deems necessary.

**PROPOSAL PHASE**

The DisRC will deliver the following:

1. The Chair receives the research paper proposal from the SRC.
2. Conducts initial screening of submitted proposals for approval as per criterion and scoring template provided in the guidelines.
3. The DisRC assesses the research proposals. The proponents shall provide standardized research tools but not limited to SIM, teacher-made questionnaire, interview, FGD questions, and other related data gathering tools.
4. Provides technical assistance to researchers (refer to DM 144 s 2017, Enclosure No. 1).
  - 1). The proponents shall comply the suggestions presented by the DisRC within one (1) week and submit the revised manuscripts for approval.
5. The DisRC approves and issues approval sheets recommending the researchers to continue and implement the research.

**COMPLETED RESEARCH PHASE**

1. The DisRC receives the accomplishment reports from the SRC for monitoring and evaluation of the research progress.
2. Receives the final research paper from the SRC two (2) weeks before the District





Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

---

Research Congress.

3. Sets schedule of the District Research Congress at least one (1) month before the Division Research Congress. During this forum, the proponents will present the completed research work before the DisRC for critiquing.
4. All completed research outputs who pass the DisRC evaluation shall be endorsed for approval, validation, and documentation to the Schools Division Research Committee (SDRC) through the Planning and Research Section of the division. Two hard copies shall be submitted with the following attachments:
  - accomplished evaluation tool used in assessing the research outputs;
  - copy of the accomplished MOA;
  - accomplished research proposal application form;
  - proponent information;
  - declaration of absence of conflict of interest;
  - declaration of anti-plagiarism;
  - original signature for researcher over printed name in the front page;
  - research proposal letter of approval.
5. The DisRC selects six (6) best completed research papers; two (2) in elementary, two (2) in junior high school, and two (2) in senior high school for presentation in the Division Research Congress. Special Programs of DepEd, but not limited to ALS, ALS-Alive, MEP, SPED, IPED and WinS, are also entitled to one slot per district. However, for districts with more than 10 completed research may be given more slots on the recommendation of the Schools Division Research Committee (SDRC).

## **B. SDO PERSONNEL RESEARCH**

The SDO research output shall follow be the responsibility of the Schools Division Research Committee (SDRC). As such it shall follow the convention stated below.

### **PROPOSAL PHASE**

1. All SDO personnel proposals shall be submitted to the SEPS for Planning and Research for evaluation. It shall be evaluated according to the evaluation tool attached to this



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

---

policy. The SEPS for Planning and Research with the subject expert member of the Schools Division Research Committee (SDRC) shall be responsible for evaluation.

2. If the proposal does not pass evaluation, it will be returned to the proponent for revision. Technical assistance shall be provided the SEPS for Planning and Research. The revised proposal will be resubmitted for evaluation.
3. When the proposal is approved, the SEPS for planning and research will endorse the proposal for approval, implementation, and execution to the Schools Division Research Committee (SDRC). A notice of approval will be issued signed by the SDRC chairperson.

#### **COMPLETED RESEARCH PHASE**

1. The completed research shall be evaluated by the SEPS for Planning and Research and the subject expert assigned. The standard evaluation tool attached shall be used.
2. If the completed research output passes, the evaluators shall endorse it to the SDRC for approval
3. Four slots for the Division Research Congress will be reserved for the SDO research outputs.

#### **C. COMPLETED RESEARCH**

All completed research outputs that passed the evaluation by the DisRC are considered *district level* presentation. However, research outputs approved for presentation in the Annual Division Research Congress are considered *division level* presentation. The scope of the study correspondingly determines the level of research.

Research outputs shall go through the research management cycle as stipulated in this policy, for it to be considered for points for ranking and credit in the Individual/Office Performance Commitment Form (IPCRF/OPCRF), or similar instance where research output is needed for credit.

Research outputs submitted for DepEd credit shall become its property, as such, DepEd is considered part-owner and reserves the right to approve or disapprove its use for other purpose outside of the agency (publication or commercial use).





Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

---

**D. RESEARCH MANAGEMENT CYCLE**

**i. CALL FOR RESEARCH PROPOSAL**

The Schools Division Office (SDO) through the Division Planning and Research Office will issue a call for proposal every first week of January of the fiscal year for immediate dissemination.

The proponents will be given two (2) months after the posting of call for proposals from the SDO to submit the intended study. The research proposals to be submitted must be in three (3) hardcopies to the appropriate research committees. The requirements are as follows:

1. Application form and endorsement of immediate supervisor of the proponent (DO 16 s. 2017, (Annex 1).
2. Research proposal (Annex 2); and
3. Anti-plagiarism and absence of conflict-of-interest declaration (Annex 3).

**ii. EVALUATION OF PROPOSALS**

**a. INITIAL SCREENING**

The DisRC will conduct initial screening of submitted proposals from SRC against the eligibility requirements. Technical inputs will be provided by the DisRC to the proponents when deemed necessary. The Committee will duly inform the proponents of the results from the initial screening upon receiving the research proposal.

**b. COMMITTEE EVALUATION**

Both the SRC and DisRC shall prepare the completed staff work for the research committee prior to the evaluation of the proposals. The DisRC shall evaluate the proposals using the criteria and scoring template as attached in the guidelines. The research committee shall provide comments, if any, to the proposals, for consideration of the proponent prior to the implementation of the research.



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

---

**iii. NOTIFICATION OF RESULTS**

Once the DisRC has evaluated the proposal, the committee will send a notification letter of the results to the proponents. An orientation will be conducted to brief the proponents on the requirements, roles and responsibilities of the researchers and the timeline of their research implementation.

**iv. PROGRESS MONITORING**

The SRC and DisRC shall track the progress of all approved research outputs based on the approved work plan and shall provide technical assistance as needed. Random visitations to the locations of research shall also be conducted and discuss with the researchers the status of their studies.

**v. TECHNICAL ASSISTANCE**

Technical assistance will be provided to the researchers based on the feedback from the accomplishment reports submitted by the SRC. The SRC will assist the researcher, if needed or as requested, at any point during the research implementation.

**vi. PROVISION OF CHANGES AND EXTENSION**

Any deviation from the original and approved research proposal must immediately be communicated to the DisRC. For modifications on the research design of the same research topic, the researcher must write a letter to the relevant research committee detailing the changes made. The DisRC will evaluate the changes for their approval. The approved research topic cannot be changed by the researcher at any point during the study.

If the researchers seek the need for an extension, a letter of request for extension with justification must be submitted to the chair of the relevant research committee. Valid reasons for extension such as, but not limited to, illness of the researcher, occurrence of disasters, and other extenuating circumstances will be decided by the DisRC. The request for extension will be approved, provided there will be no additional cost for DepEd. The researcher will be allowed





Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

---

only one request for extension. The duration of the extension will be assessed and decided by the DisRC. Grant extensions will not exceed one (1) year.

**vii. SUBMISSION AND ACCEPTANCE**

Completed research must be submitted to the DisRC for assessment during the District Research Congress. The committee will conduct technical evaluation to determine the acceptability of the output. The DisRC selects three (3) best completed research paper for the Division Research Congress.

**viii. DISSEMINATION AND UTILIZATION**

Researchers will disseminate and discuss the research results and recommendations in the district levels. Furthermore, SRC and /or DisRC shall provide a venue to organize research conferences or fora to actively disseminate results from completed research studies, and encourage everyone to analyze, consider and incorporate these results in their practices.

With the support of the School Head, researchers will disseminate and utilize their research findings through existing mechanisms such as, but not limited to Learning Action Cells (LACs), In-Service Training (INSET), School Governing Council (SGC), Enhanced School Improvement Plan (eSIP)/ Annual Implementation Plan (AIP), and School Report Card (SRC).

The Division Research Technical Working Team (DTWT) will submit policy recommendation to the SDO based on the research findings and recommendations.

**ix. ARCHIVAL**

The school shall maintain an archive and depository of the research outputs, in hard copy, conducted in the school. The District Offices likewise shall maintain an archive and depository of the research, hard copy, conducted in the district.

Further, the Schools Division Office shall maintain an archive and repository of all research outputs of the division. This will be in soft copy and scanned copy of the attachments requiring signatures.



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

---

**x. *MONITORING AND EVALUATION***

Apart from the progress monitoring of the research proposals being conducted, DisRC and SRC shall conduct monitoring and evaluation of the entire research management cycle within the respective areas to continuously improve the management of research.

**VII. EFFECTIVITY AND TRANSITORY PROVISIONS**

This policy shall take effect upon the approval of the Schools Division Superintendent. Immediate dissemination and compliance with this policy is directed after it takes effect.





Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

This policy and guidelines was formulated during the 2-Day Research Management Guidelines Formulation Workshop held at Bayangan Hotel Resort, Labason ZN on January 27-28, 2022.

**DIVISION RESEARCH TECHNICAL WORKING TEAM (DRTWT)**

<b>LEONIDO A. PAMPILO JR.</b> SEPS, Planning & Research	<b>KIRK B. TAÑARA</b> HT I, Mutia NHS
<b>REY C. MAGTUBA</b> PSDS, Sibutad	<b>MICHAEL M. OLIS</b> MT I, Balas NHS
<b>CRIS CRISTIANE A. TUMPAG</b> PSDS, Sibuco I	<b>FHEBE S. SELORIO</b> MT I, Seres NHS
<b>ROLDAN B. CALAPIZ</b> PRINCIPAL III, Sindangan NAS	<b>MARY ANTONIETTE E. WAHING</b> MT II, Damasing ES
<b>IVOR I. ONTOY</b> PRINCIPAL II, Rizal CS	<b>DANILO C. BULABON</b> MT I, Liloy NHS
<b>ANDRES L. MATILA</b> PRINCIPAL I, Liloy NHS	<b>GECELA T. BAYOT</b> TEACHER II, Kipit AFHS
<b>JOSEPHINE A. ROMERO</b> PRINCIPAL I, Palandok NHS	<b>PETER IAN C. PANTALITA</b> TEACHER II, Siocon NHS
<b>GERWIL R. DESCALLAR</b> PRINCIPAL I, Kipit AFHS	<b>EVANESSA V. JUTINGO</b> TEACHER II, Siocon NHS
<b>LOESTER M. BERCASIO</b> PRINCIPAL II, Sirawai NHS	<b>CIRILO C. REFAMONTE</b> TEACHER III, Kipit AFHS
<b>TEODORA S. ANTOLIN</b> PRINCIPAL II, La Union ES	<b>SIEGFRED F. TAGUPA</b> HT III, Sindangan NHS
<b>MARK C. MARAVILLAS</b> TEACHER II, Gutalac NHS	<b>ANGELITA B. LUMAKIN</b> MT I, Sinadangan NAS
<b>GIPAREL B. ELUMBA</b> PO III, Planning & Research	<b>JALDERITA A. DUBLICO</b> PRINCIPAL II, Diongan NHS
<b>SHEENA JANE B. DABUCON</b> TEACHER I, Sawang NIS	<b>ERNESTO R. WAHING</b> TEACHER I, Kanim NIS
<b>THERESE JUNE L. ONGCOY</b> TEACHER II, Sindangan NAs	

Reviewed by:

**JOY E. LETRAN-SINGSON EMD**  
CES, SGOD **23 MAY 2022**

**LILIA E. ABELLO EdD**  
CES, CID

**MA. JUDELYN J. RAMOS CESE**  
Assistant Schools Division Superintendent

**JUDITH V. ROMAGUERRA CESO VI**  
Assistant Schools Division Superintendent