



Republic of the Philippines
Department of Education
Region VII – Central Visayas
Schools Division of CEBU PROVINCE

Office of the Schools Division Superintendent

August 10, 2023

DIVISION MEMORANDUM

No. 319, s. 2023

**RESEARCH MANAGEMENT: PROGRESS MONITORING AND PROVISION
OF TECHNICAL ASSISTANCE (TA) TO RESEARCH MANAGERS
AND BERF 2023 PROGRAM GRANTEEES**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/District-in-Charge
Elementary and Secondary School Heads
All Others Concerned

1. Attached is Regional Memorandum No. 0512, s. 2023 dated July 24, 2023, from **Dr. Salustiano T. Jimenez, JD, CESO V**, Director IV, Regional Director, Office of the Regional Director, entitled "**Research Management: Progress Monitoring and Provision of Technical Assistance (TA) to Research Mangers and BERF 2023 Program Grantees**", contents of which are self-explanatory for the information and guidance of all concerned.
2. Participants are the Regional Research Coordinator, Regional Statistician, other PRC Secretariat Member/ PPRD Personnel, Division Research Coordinator and the five (5) BERF 2023 Program Grantees.
3. The activity aims to monitor and evaluate the SDOs' implementation of research management, both BERF and Non-Berf engagements, as well as provide TA to BERF 2023 Program Grantees in the conduct of their respective research studies.
4. Please refer to the attached Memorandum and enclosure for more details.
5. For further queries regarding this Memorandum please inquire Dr. Gladys S. Balagtas, OIC - Chief, Schools Governance and Operations Division and Dr. Margarita A. Nierra.
6. Board and lodging, meal expenses, travel and other incidental expenses relative to the conduct of the aforementioned activity shall be charged to Division/MOOE/ local funds, all subject to the usual accounting and auditing rules and regulations.
7. For your information, guidance and compliance.

SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent

<SDS/ASDS/OFFICE/SGOD/P&R/MARGZ



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Policy, Planning, and Research Division

JUL 24 2023

REGIONAL MEMORANDUM

No. **0512**, s.2023

RESEARCH MANAGEMENT: PROGRESS MONITORING AND PROVISION OF TECHNICAL ASSISTANCE (TA) TO RESEARCH MANAGERS AND BERF 2023 PROGRAM GRANTEES

To: Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd) Region VII, through the Policy, Planning, and Research Division (PPRD) in close coordination with the Regional Research Committee (RRC) announces the conduct of **Progress Monitoring and Provision of Technical Assistance (TA) to Research Managers and BERF Grantees per Research Management** for the 3rd Quarter of CY 2023.

2. The participants are the Regional Research Coordinator, Regional Statistician, other RRC Secretariat Members/ PPRD Personnel, Division Research Coordinators, and BERF 2023 Program Grantees.

3. The activity aims to monitor and evaluate the SDOs' implementation of research management, both BERF and Non-BERF engagements, as well as provide TA to BERF 2023 Program Grantees in the conduct of their respective research studies. Kindly refer to the following Enclosures for reference and guidance on the conduct of the said engagement:

Enclosure A - Schedule of Research Visits and Indicative Research Activity Matrix

Enclosure B - Research Deliverables of BERF Grantees and Research Managers

4. Board and lodging, meal expenses, travel and other incidental expenses relative to the conduct of the aforementioned activity shall be charged to Regional/ Division MOOE/ local funds, all subject to the usual accounting and auditing rules and regulations.

5. This Memorandum serves as the Travel Order of participants.

6. For clarifications/queries, kindly contact the Policy, Planning, and Research Division (PPRD) loc. 734 or email us at pprd.ro7@deped.gov.ph.

7. For the information and compliance of all concerned.

SALUSTIANO T. JIMENEZ JD, EDD, CESO V
Director IV
Regional Director

STJ/FYA/PPRD/BDT/smtc



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Enclosure A

**UPDATED SCHEDULE OF M&E OF SDO'S IMPLEMENTATION OF THE RM CYCLE
(Schedule of Research Visits)**

INDICATIVE DATE(S)	OFFICE (S)	RESEARCH COORDINATOR(S)
July 27-28, 2023	Bayawan City Division	Ruby Yparosa
July 31, 2023	Dumaguete City Division	Nikki Palencia
August 1, 2023	Guihulngan City Division	Christian Edu Villegas
August 2-4, 2023	Siquijor Division	Vivian Bomediano
August 7-8, 2023	Canlaon City Division	Lester Pabalinas
August 9, 2023	Bais City Division	Jocelyn Luba
August 10, 2023	Tanjay City Division	Absolita Mira
August 11, 2023	Negros Oriental Division	Dae Habalo
August 14, 2023	Cebu Province Division	Margarita Nierra
August 15, 2023	Cebu City Division	Christopher Villanueva Jr.
August 16-17, 2023	Bohol Division	Amelia Cortidor
August 18, 2023	Tagbilaran City Division	Ma. Antonette Dugang
August 22, 2023	City of Naga Division	Ada Dayondon
August 23, 2023	Carcar City Division	Rommel Otero
August 24, 2023	Talisay City Division	Ruth Magallanes
August 25, 2023	Toledo City Division	Irene Bariquit
August 29, 2023	Bogo City Division	Lilibeth Cinco
August 30, 2023	Danao City Division	Marites Banzon
August 31, 2023	Mandaue City Division	Ivy Godinez
September 1, 2023	Lapu-Lapu City Division	Maria Mitze Zagales
DEPED RO VII – PPRD / RRC REPRESENTATIVES		
July 27, 2023 to September 1, 2023	Policy, Planning, and Research Division Regional Research Committee	Sheena Mae T. Comighud <i>Regional Research Coordinator</i>
		Jasmine C. Sarsaba <i>Regional Statistician</i>
Other PPRD Personnel/ RRC Secretariat Members		

Indicative Research Activity Matrix

TIME	ACTIVITY	OUTPUT INDICATORS
8:00-9:00am	Arrival of Participants Checking of Attendance	
9:00-9:30am	Preliminaries	
9:30-12:00nn	Meeting Proper with BERF Grantees <i>(Progress Monitoring and Provision of TA)</i>	Number of TA on research provided
	<ul style="list-style-type: none"> • <i>progress report(s) based on the research implementation</i> • <i>financial report(s) for the first tranche liquidation</i> • <i>other research deliverables for monitoring and evaluation</i> 	
12:00nn-1:00pm	Meeting Proper with Research Managers <i>(Research Discussions and Documentations)</i>	
1:00-4:00pm	<ul style="list-style-type: none"> • <i>M & E Reports and Findings on Research Management</i> • <i>TA Plans on Research and TA Needs Assessment Results</i> • <i>Compilation of Research Outputs (BERF 2017-2022)</i> • <i>Indicative Calendar of Research Activities (CY 2023 and 2024)</i> 	Number of SDOs monitored and evaluated on the implementation of Research Management
4:00-5:00pm	Closing	

Enclosure B

PRE-WORK AND RESEARCH DELIVERABLES

(Research Deliverables of BERF Grantees and Research Managers)

BERF 2023 Program Grantees (Provision of TA in the conduct of Research Studies)

- Copy of Approved Action Research Proposals
- Compliance Checklists from the Pre-Orals
- Updated Work Plans, Timelines, and Catch-up Plan
- Progress Reports of Research Implementation
- Financial Reports on the First Tranche Liquidation
- Other Research Deliverables for Monitoring and Evaluation

SDO Research Coordinators (Monitoring and Evaluation of the Research Mngt Cycle)

- M&E Tools, Reports, and Findings on Research Management
- TA Plans on Research and TA Needs Assessment Results
- Research Output Categorization/ Compilation (BERF 2017-2022)
- Indicative Calendar of Research Activities (CY 2023 and 2024)

SDO Research Coordinators (Monitoring and Evaluation of the Research Mngt Cycle)

Research Management Cycle			M&E Report	
Phase/Step	Activities/Proposals	Personnel Involved	Links/References	Deliverables/Outputs
I. Call for Action Research Proposals	Call for AR Proposals <i>(Wide Dissemination of the Call for Proposals in SDOs)</i>	RRC, SDRC, Prospective Grantees	DO 16, s.2017; DO 26, s.2021 PPRD-IM-2023-004; RM 0088, s.2023 DM	Memoranda
	Submission of AR Proposals	RRC & SDRC Secretariat	RM 0151, s.2023	AR Proposals
	Consolidation of (List of) Submitted AR Proposals	RRC & SDRC Secretariat	RM 0186, s.23; RM 0198, s.23	List of Submitted AR Proposals List of Reserved AR Proposals
II. Evaluation of Proposals	Initial Screening <i>(of AR Proposals against the eligibility requirements)</i>	RRC & SDRC Secretariat PPRD-IM-2023-005 PPRD-IM-2023-009	RM 0197, s.2023 RM 0406, s.2023	List of Evaluated AR Proposals Summary of Assessed AR Proposals
	Committee Evaluation <i>(Pre-Oral Presentation)</i>	RRC & SDRC Members BERF 2023 Grantees PPRD-IM-2023-020	DM RM 0226, S23; RM0328, S23 RM 0362, s.2023	Criteria Guide Compliance Checklist(s) Enhanced AR Proposals/ Work Plans
III. Notification of Results	Notice of Approval/ Disapproval	RRC Secretariat BERF 2023 Grantees	RM 0477, s.2023	Letter(s) of Approval/ Disapproval
	MOA Execution and Proponents' Orientation	RD, ARD, FD Chief, RRC, SEPS P&R/ Research Coordinator/ BERF Grantees	RM 0407, s.2023 RM 0408, s.2023	List of Approved AR Proposals MOA Executed
	Submission and Acceptance of Deliverables	RRC Secretariat SEPS P&R/ Research Coordinator/ BERF Grantees	RM 0408, s.2023	AR Proposals/ Work Plan Certificate of Acceptance Copy of MOA
	Release and Liquidation of Funds	RRC Secretariat FinDiv Accountant	RM 0478, s.2023	DV/ OB/ SARO List of Payees
IV. Progress Monitoring	*Tracking the progress of approved researches	RRC Coordinator; SDRC Coordinator; BERF Grantees	RM _____, s.2023 Monitoring Form/ Report	Monitoring Reports
V. Technical Guidance	*Provide TA in the conduct of research studies	RRC & SDRC Secretariat; BERF Grantees	TA Plans on Research; TA Needs Assessment Results	TA Results
VI. Provision on Changes and Extension	Request for Changes	RRC and SDRC Members; RRC & SDRC Secretariat; BERF Grantees	DO 16, s.2017	Letter Request for Changes
	Request for Extension	RRC and SDRC Members; RRC & SDRC Secretariat; BERF Grantees	DO 16, s.2017	Letter Request for Extension
VII. Submission and Acceptance	Submission and Acceptance of Deliverables	RRC & SDRC Secretariat; BERF Grantees	DO 16, s.2017	Research Report Financial Report
	Final Oral Presentation	RRC, SEPS/RC, Grantees	DO 16, s.2017	Research Output
VIII. Dissemination and Utilization	Research Categorization Results' Consolidation Research Forum	RRC and SDRC Members; RRC & SDRC Secretariat; BERF Grantees	DO 16, s.2017 DO 26, s.2021	Compilation of Research Outputs (2017-2022) Research Dissemination
	Dissemination of Research Results <i>-Dissemination and discussion of research results in one's governance level -Analysis, consideration, and incorporation of research results to practices -Organization of research conferences/ forums -Publication of research reports</i>	RRC and SDRC Members; RRC & SDRC Secretariat; BERF Grantees	DO 16, s.2017 DO 26, s.2021	Certification of Research Results' Dissemination Research Congress Research Publications
	Utilization of Research Results <i>-...to improve learning outcomes and governance processes in respective areas -...through existing mechanisms</i>	RRC and SDRC Members; RRC & SDRC Secretariat; BERF Grantees	DO 16, s.2017 DO 26, s.2021	Certifications of Results Incorporation to Developed Policies, Frameworks, Programs, and Projects, Strategic, Operational, and Mid-term Plans, Training Programs, and Instructional Materials LACs, INSET, SGC, eSIP/ AIP/ SRC
	Archiving of Research Reports (Abstracts; BCD, etc)	RRC Secretariat	R&D Google Site; PPRD Portal; DepEd RO7 Website	Archived Articles (Research Reports)
Archiving of Research Outputs (E-Saiksik)	RRC Secretariat	DO 14, s.2022	Archived (Research Outputs)	
X. Monitoring and Evaluation	Monitoring and Evaluation of the entire RM Cycle	PPRD-RO SGOD	DO 16, s.2017; DO 26, s.2021 M&E Report on Research Management	M&E Reports and Findings on Research Management

MONITORING TOOL/FORM/ REPORT

As of June 30, 2023

Region/Division		FY 2023				Total Obligated PRP Funds (FY2023-Current) as of June 30, 2023
		No. of Received Proposals	No of Approved Proposals	No. of Ongoing Research	No. of Completed Research	
Region VII, Total		54	54	54	0	1,000,000.00
1	Bais City	3	3	3		51,000.00
2	Bayawan City	3	3	3		50,000.00
3	Bogo City	3	3	3		50,000.00
4	Bohol Province	3	3	3		50,000.00
5	Canlaon City	3	3	3		50,000.00
6	Carcar City	3	3	3		50,000.00
7	Cebu City	2	2	2		50,000.00
8	Cebu Province	3	3	3		58,507.00
9	Danao City	3	3	3		50,000.00
10	Dumaguete City	2	2	2		50,000.00
11	Guihulngan City	2	2	2		50,000.00
12	Lapu-Lapu City	2	2	2		50,000.00
13	Mandaue City	3	3	3		50,493.00
14	Naga City	2	2	2		40,000.00
15	Negros Oriental	2	2	2		50,000.00
16	Siquijor	3	3	3		50,000.00
17	Tagbilaran City	3	3	3		50,000.00
18	Talisay City	3	3	3		50,000.00
19	Tanjay City	3	3	3		50,000.00
20	Toledo City	3	3	3		50,000.00

This M&E Tool/ Form/ Quarterly Report is adopted from DepEd CO - PS-PRD

TECHNICAL ASSISTANCE (TA) PLAN AND REPORT

Month: _____

Office: _____

Activity: _____

KRA: _____

Name of Office/ Unit/ Client/ Position/ Organization	Identified Need/s for TA (attached result of assessment – SAT or another tool)	Technical Assistance Goal (list one goal to be accomplished by the TA provided)	Duration of the TA		TA Techniques / Intervention	Pool of Experts needed (if Necessary)	Handouts / Tools / References / Resources	Expected Output / Result
			Target Date	Estimated Number of Hours				

Prepared by:

Noted:

*Regional Research Coordinator
 Chair, RRC Secretariat*

*Chief, PPRD
 Co-Chair, RRC*

RESEARCH OUTPUT COMPILATION/ CATEGORIZATION

BERF Year	SDO/ FD	Research Title	Author(s)/ Proponent(s)	Research Category A (Action Research)	Research Category B (Basic Research)	Research Scope Classroom School District Schools Division	Agency Category	REMARKS (Status)

INDICATIVE CALENDAR OF RESEARCH ACTIVITIES

Activity	Start Date	End Date	Responsible Agency	Monitoring Agency
i. Call for Proposals				
Call for Research Proposals				
Submission of Proposals				
ii. Evaluation of Proposals				
Initial Screening				
Committee Evaluation				
iii. Notification of Results				
Notice of Approval/ Disapproval				
MOA Execution and Proponents' Orientation				
Submission and Acceptance of Deliverables				
Release and Liquidation of Funds				
iv. Progress Monitoring				
Tracking the Progress of All Approved Researches based on the Approved Timelines and Work Plans				
v. Technical Assistance				
Provision of Technical Guidance based on the feedbacks from the progress monitoring				
vi. Provision on Changes and Extension				
Request for Changes				
Request for Extension				
vii. Submission and Acceptance				
Submission of Liquidation Reports				
Submission of Research Reports				
Final Oral Presentation				
viii. Dissemination and Utilization				
Research Presentations				
Results' Utilization				
ix. Archival Adoption				
Archival of Articles				
x. Monitoring and Evaluation				
Monitoring and evaluation of the entire research management cycle				