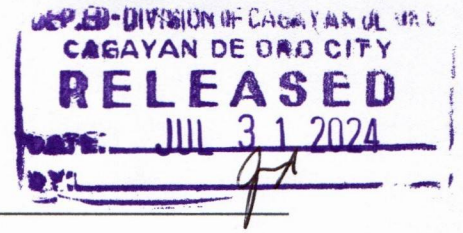




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



July 30, 2024

DIVISION MEMORANDUM

No. 540 s. 2024

**REVISION ON THE RESEARCH MANAGEMENT PROCESS ON THE SUBMISSION
OF RESEARCH AND CONFERENCE FLOW**

TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
All Education Program Supervisors
All Public Schools District Supervisors
All Elementary and Secondary School Heads and Teachers
School Research Coordinators
This Division

1. To ensure that the entire research activity of this division is aligned to DepEd Order 7, series of 2023, Guidelines on Recruitment, Selection, and Appointment in the Department of Education which upholds the merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan, the field is hereby informed on the revision of the research management process on the submission of research and conference flow as articulated on Division Memorandum No. 92, series of 2020 (see enclosure no. 1).
2. All research proposals and completed papers from all levels must be submitted and evaluated by the Schools Division Research Committee (SDRC). Only approved research proposals will proceed to the next stage of the research process, which may include data collection, analysis, and reporting as well as participation in all levels of research congress. Likewise, all completed research must be submitted to SDRC for further evaluation and recommendations.
3. Additionally, all proponents of completed research are directed to ensure that their findings and recommendations must be adopted by their respective schools and/or be utilized by other schools for wider implementation and validation. Thus, school heads must provide a platform where these research findings can be presented and disseminated at the same time be given support in terms of inclusion in school policy making.
4. For clarification and information, please contact Beverly Anne Nicolasora, Division Research Coordinator via beverlyanne.nicolasora@deped.gov.ph.



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5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all concerned regardless of age, gender, and sexual orientation, disability, religion, and ethnicity.
6. This Office directs the immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO

Schools Division Superintendent

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

CURRICULUM RESEARCH

BASE_N/DM- revision on the research management process on the submission of research and conference flow
July 30, 2024



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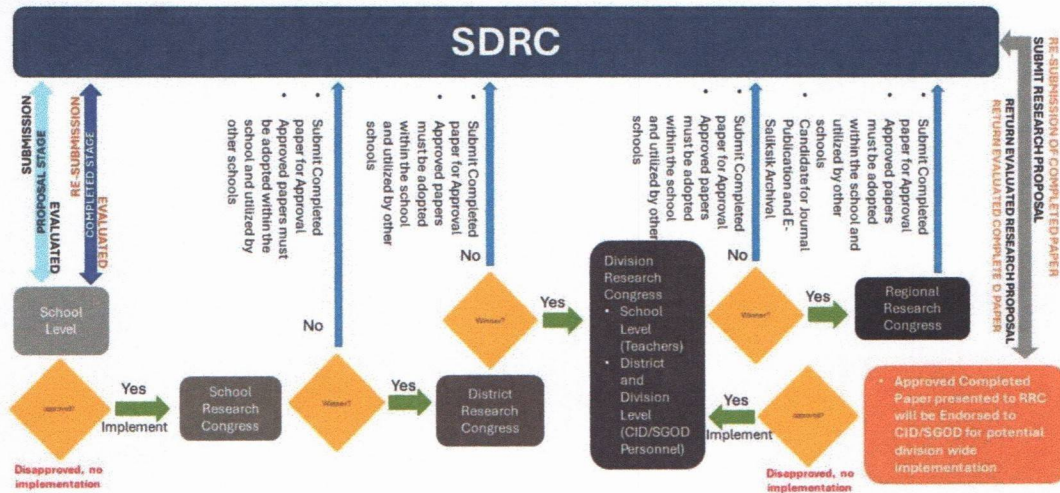


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Enclosure No. 1 to Division Memorandum No. _____, s. 2024

Research Management Process

Funded and Non-Funded



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