



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

UNNUMBERED MEMORANDUM

TO: OIC – Office of the Assistant Schools Division Superintendent
Chief - Curriculum Implementation Division
Chief - Schools Governance and Operations Division
Schools Division Research Committee (SDRC) Members
Public Elementary and Secondary School Heads
All others concerned

FROM: **ORLANDO E. MANUEL PhD, CESO V**
Schools Division Superintendent

DATE: JULY 1, 2024

SUBJECT: **ENTRIES TO THE 4TH REGIONAL PLANNING CONFERENCE
SPECIAL AWARDS**

1. In line with the Regional Memorandum No. 137, s. 2024 dated June 11, 2024 entitled “**General Guidelines on the Contested Categories for the Second Regional Planning Conference**”, this office through the Schools Division Research Committee (SDRC) announces the submission of pertinent documents from the concerned schools and personnel for the said activity.
2. Bintawan National High School (BNHS) is highly recommended by the SDRC for this year’s entry to the Search for Best School Research Management Practice in the Regional Level. Hence, the school is required to package the following pertinent documents or MOVs.

Criteria	Documents/MOVs
1. Midterm and Operational Research Plans	-E-SIP or AIP/WFP were Research Management Activities are Explicitly Captured -Research Plan (showing target number of researches in a year) -Report on the Implementation of Research Activities
2. Managing the Research Implementation	-Implementation of the Research Activities (Learners to Teachers) -List of Research Proposals and innovations -List of Approved Completed Researches and Innovations -Permit and Acceptance duly signed by the Schools Division Research Committee (SDRC)



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	<ul style="list-style-type: none"> -List of the School Research Committee, Memo and Issuances of their Designation including duties and responsibilities -L&D activities along research
3. Feedback Mechanisms	<ul style="list-style-type: none"> -Report on returned research documents from School Research Committee -Technical Assistance reports provided to researchers -Number of Researches conducted per learning area from 2015 to present
4. Monitoring and Evaluation	<ul style="list-style-type: none"> -Report on the Research Activities -SMEA with report on research -M&E reports on research e.g. if L&D attached M&E Reports e.g. Teacher's Evaluation Forms of Among Research Students e.g. Monitoring forms on the implementation of Teachers' Researches
5. BERF Funded Research	<ul style="list-style-type: none"> -List of completed, disseminated and utilized researches -Sample reports on utilization and dissemination -Reports on researches disseminated to the School, Division, Regional, National and International Levels -List of Researches utilized/adopted in schools -List of Research activities were learners, teachers were recognized in any levels
6. Submission for the E-Saliksik Portal Uploading	<ul style="list-style-type: none"> -Copies of QCC issued by the SDRC -Certification of E-Saliksik uploading from SDRC -Sample of Researches with E-saliksik Cover page

(Hardbound Green Cover with proper ear-tabs; cover design may be lay outed by the school)
 -ALL Documents must be duly signed by the School Heads and/or approving authority
 -3 hard copies with soft copies in pdf file

3. The following teaching and non-teaching personnel are the entries to the Special Awards for the 4th Regional Planning Conference:

Name	Position/School	Category/Awards
1. Francis Leonard T. Jasmin PhD	P1, Kakiduguen ES	Most Outstanding Regional Research technical Working group Member
2. Mark Anthony I. Gano PhD	HT 1, Casecnan NHS	Most Outstanding non-Teaching Researcher



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Name	Position/School	Category/Awards
3. Edgar V. Dela Rosa, Jr. PhD	TIII, Bambang NHS	Most Outstanding Teaching Researcher

4. Entries to the Special Awards for the 4th Regional Planning Conference are requested to prepare the required pertinent documents with means of verifications (MOVs) and to submit them at the SGOD-PAR on or before 3:00 PM, FRIDAY, July 19, 2024.
5. Criteria for each special awards is attached to this memorandum for your reference.
6. Submission of documents be in triplicate copies, A4 size, ring-bind with proper ear-tabs and appropriate cover page.
7. Information and immediate dissemination of this memorandum is desired.

Encl.:

As stated

References:

Regional Memorandum No. 137, s. 2024. Guidelines on the 4th RPC
DepEd Order 16, s. 2017. Research Management Guidelines



Criteria for the Most Outstanding Regional Research TWG Member

Indicator	MOVs	Points
<p>A. Action or/and Applied Research</p> <ul style="list-style-type: none"> ✓ The research proposal or/and completed research must be duly endorsed by the Schools Division Research Committee (SDRC) ✓ BERF or Non-BERF ✓ Point system · Completed Research: 10 pts. · On-going Research: 8 pts. · Approved Research Proposal: 6 pts. 	<ul style="list-style-type: none"> • Copy of Research Output 	10
<p>B. Research Publication</p> <ul style="list-style-type: none"> ✓ Original copy/copies of the research publication the research should be presented. ✓ Approval from the RRC for journal/s outside DepEd ✓ Point system · Circulation Outside the region: 5 pts. · Regional Circulation: 4 pts. · Division Circulation: 3 pts. 	<ul style="list-style-type: none"> • Copy of Research Publication • Approval letter from the RRC for journal/s outside DepEd 	5

Criteria for the Most Outstanding Regional Research TWG Member

Indicator	MOVs	Points
<p>C. Utilization of Research Findings</p> <ul style="list-style-type: none"> ✓ Research findings have been utilized in the development of policies, frameworks, programs/projects, operational or midterm plans ✓ Duly signed and endorsed MOVs by school/division authorities ✓ Point system <ul style="list-style-type: none"> • 4-5 Types of Utilizations: 10 pts. • 3-2 Types of Utilizations: 8 pts. • 1 Type of Utilization: 6 pts. 	<ul style="list-style-type: none"> • Copy of the policy, framework, project, strategic, operational or midterm plan 	10
<p>D. Dissemination of Research Findings</p> <ul style="list-style-type: none"> ✓ Online/In-person Research dissemination in Conference/Colloquia/Symposia ✓ Research findings have been cited by other researchers ✓ Approval from RRC for conference/s outside DepEd ✓ Point system <ul style="list-style-type: none"> • International: 5 pts. • National: 4 pts. • Regional: 3 pts. • Division: 2 pts. • District/School: 1 pt. 	<ul style="list-style-type: none"> • Approval letter from the RRC for conference/s outside DepEd • Certificates of Recognition/Appreciation/Participation • Letter of Invitation • Training Matrix • Copy of the research in the journal • Copy of the other research's references or proof of citation 	5

Criteria for the Most Outstanding Regional Research TWG Member

Indicator	MOVs	Points
<p>E. Consultancy and Resource Speakership</p> <ul style="list-style-type: none"> ✓ Served as Online/In-Person consultant/speaker for a topic related to research ✓ Point system <ul style="list-style-type: none"> • International: 5 pts. • National: 4 pts. • Regional: 3 pts. • Division: 2 pts. • District/School: 1 pt. 	<ul style="list-style-type: none"> • Certificates of Recognition/Appreciation/Participation • Letter of Invitation • Training Matrix • Memorandum • Session Guide/s • Slide Decks 	5
<p>F. Attendance/Service to any Research Activity at the Regional Level</p> <ul style="list-style-type: none"> ✓ Online/In-Person attendance to the following research activities: <ul style="list-style-type: none"> • Double-Blind evaluation <ul style="list-style-type: none"> ✓ Point system <ul style="list-style-type: none"> 98-100% attendance: 15 pts. 95-97% attendance: 14 pts. 92-94% attendance: 13 pts. 89-91% attendance: 12 pts. 86-88% attendance: 11 pts. 83-85% attendance: 10 pts. 80-82% attendance: 9 pts. 77-79% attendance: 8 pts. 74-76% attendance: 6 pts. 71-73% attendance: 5 pts. 69-72% attendance: 4 pts. 66-68% attendance: 3 pts. 63-65% attendance: 2 pts. 60-62% attendance: 1 pt. • Research Writeshop • Lanning Conference • Research Conference/Symposia • Research Caravan • Retooling Activity • Technical Assistance Activity • Other research related activity ✓ Reckoning date: up to 3 years back 	<ul style="list-style-type: none"> • Certificates of Recognition/Appreciation/Participation • Memorandum 	15

Criteria for the Most Outstanding Regional Research TWG Member

Indicator	MOVs	Points
<p>G. Membership to the Regional Research Technical Working Group</p> <ul style="list-style-type: none"> ✓ Regular member of the Regional Research Technical Working Group ✓ Point system ✓ 2 points per year of service as RRTWG member 	<ul style="list-style-type: none"> • Certificates of Recognition/Appreciation as Regional TWG member 	10
<p>H. Research Awards/Recognition</p> <ul style="list-style-type: none"> ✓ Awards/Recognition received as: <ul style="list-style-type: none"> • Outstanding TWG/Research Advocates • Best Research Presenter • Other Related Award Received in line with Research ✓ Point system <ul style="list-style-type: none"> • International: 10 pts. • National: 8 pts. • Regional: 6 pts. • Division: 4 pts. • District: 2 pts. • School: 1 pt. 	<ul style="list-style-type: none"> • Copy of Certificate/Plaque of Recognition • Copy of Memorandum • Copy of the Awards/ Recognition Criteria 	10

Criteria for the Most Outstanding Regional Research TWG Member

Indicator

MOVs

Points

I. Potential Psycho-social Attributes

- Scoring sheet

30

- ✓ Human Relations: 10 pts.
 - Adjusts to the variety of personalities, ranks and informal groups present in the organization
 - Internalizes work changes with ease and vigor
 - Accepts constructive criticisms objectively whether from his subordinates, peers or superiors
 - Observes proper decorum in relating with superiors and peers
 - Takes the initiative to organize work groups, adopt procedures and standards in his own level
- ✓ Decisiveness: 10 pts.
 - Thinks logically and acts accordingly
 - Considers alternatives and recommends solutions when faced with problem situations
 - Gives convincing recommendations and suggestions Acts quickly and makes the best decision possible
 - Exercises flexibility
- ✓ Stress Tolerance: 10 pts.
 - Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc.
 - Uses coping mechanisms to handle creatively tensions resulting from one's work.
 - Controls negative manifestations of emotions.
 - Performs satisfactorily his duties and functions in a tension-laden situation.
 - Channels negative emotions to positive and constructive endeavors.

Criteria for the Best School Research Management Practice

Indicator	MOVs	Points
<p>A. Midterm and Operational Research Plans</p> <ul style="list-style-type: none"> ✓ Approved and signed midyear and operational research plans • ESIP • AIP • WFP 	<ul style="list-style-type: none"> • Copy of signed ESIP, AIP, and WFP 	10
<p>A. Managing the Research Implementation</p> <ul style="list-style-type: none"> ✓ Implementation of various research PAPs • Conduct of research trainings/workshops • Conduct of Research and Planning Caravan/Conference • Attendance of teachers and personnel to research trainings/workshops • Provision of Technical Assistance in all levels of governance in school • Conduct of Quality Assurance of research proposals and completed action research • Other Research PAPs • Membership to DRTWG/RRTWG 	<ul style="list-style-type: none"> • Approved copy of L&D or/and Project Proposal • Copy of the Training Matrix • Copy of Memorandum • Session Guides • Slide Decks • Attendance Sheets • Copy of Certificate/Plaque of Recognition (attendance to research trainings/workshops) • Photo Documentation • Certificate of DRTWG/RRTWG membership 	20

Criteria for the Best School Research Management Practice

Indicator	MOVs	Points
<p>C. Feedback Mechanism</p> <ul style="list-style-type: none"> ✓ Adopted/institutionalized means/form of gathering and providing feedback ✓ Approved and signed: <ul style="list-style-type: none"> • Feedback Form/Report and Analysis • Results of PIR and SMEA • Proof of Competence of the School Research TWG (SRTWVG) members 	<ul style="list-style-type: none"> • Copy of the Feedback Form, Report and Analysis • Copy of the PIR and SMEA Results • Competency profile/proof of SRTWVG members 	10
<p>D. Monitoring and Evaluation</p> <ul style="list-style-type: none"> ✓ Adopted/institutionalized means/form of monitoring and evaluating research PAPs ✓ Approved and signed: <ul style="list-style-type: none"> • M&E Form/Report and Analysis • Results of PIR and SMEA • Result of Gap Analysis 	<ul style="list-style-type: none"> • Copy of the M&E Form, Report and Analysis • Copy of the PIR and SMEA Results • Copy of Gap Analysis 	15

Criteria for the Best School Research Management Practice

Indicator	MOVs	Points
<p>E. BERF Funded Research</p> <ul style="list-style-type: none"> ✓ Completed, disseminated, and utilized researches • BERF Batch 7 • BERF Batch 8 	<ul style="list-style-type: none"> • Copy of SDRC Certificate of Acceptance and Approval • Copy of BERF Batch 7 and 8 Researches in AIRMADC format • Copy/Proof of dissemination of BERF Batch 7 and 8 Researches • Copy/Proof of utilization of BERF Batch 7 and 8 Researches 	15
<p>F. Submission for the E-Saliksik Portal Uploading</p> <ul style="list-style-type: none"> ✓ Uploaded QCC-Passed Completed Action and Basic BERF 1-8 Researches • QCC Forms • Completed Action and Basic BERF 1-8 Researches with E-Saliksik Cover Page • E-Saliksik Double-Blind evaluation ✓ Point system <ul style="list-style-type: none"> • 98-100% submission: 10 pts. • 95-97% submission: 9 pts. • 92-94% submission: 8 pts. • 89-91% submission: 7 pts. • 86-88% submission: 6 pts. • 83-85% submission: 5 pts. • 80-82% submission: 4 pts. • 77-79% submission: 3 pts. • 74-76% submission: 2 pts. • 71-73% submission: 1 pt. • Below 71% submission: 0 pt. 	<ul style="list-style-type: none"> • Copy of the QCC Forms uploaded on the designation Google Drive • Copy of the Completed Action and Basic BERF 1-8 Researches with E-Saliksik Cover Page 	10

Criteria for the Most Outstanding Teaching/ Non-Teaching Researcher

Indicator	MOVs	Points
<p>A. Action or/and Applied Research</p> <p>✓ The research proposal or/and completed research must be duly endorsed by the Schools Division Research Committee (SDRC)</p> <p>✓ BERF or Non-BERF</p> <p>✓ Point system</p> <ul style="list-style-type: none"> • Completed Research: 10 pts. • On-going Research: 8 pts. • Approved Research Proposal: 6 pts. 	<ul style="list-style-type: none"> • Copy of Research Output 	10
<p>B. Research Publication</p> <p>✓ Original copy/copies of the research publication the research should be presented.</p> <p>✓ Approval from the RRC for journal/s outside DepEd</p> <p>✓ Point system</p> <ul style="list-style-type: none"> • Circulation Outside the region: 10 pts. • Regional Circulation: 8 pts. • Division Circulation: 6 pts. • School Circulation: 4 pts 	<ul style="list-style-type: none"> • Copy of Research Publication • Approval letter from the RRC for journal/s outside DepEd 	10

Criteria for the Most Outstanding Teaching/ Non-Teaching Researcher

Indicator	MOVs	Points
<p>C. Utilization of Research Findings</p> <ul style="list-style-type: none"> ✓ Research findings have been utilized in the development of policies, frameworks, programs/projects, operational or midterm plans ✓ Duly signed and endorsed MOVs by school/division authorities ✓ Point system <ul style="list-style-type: none"> • 4-5 Types of Utilizations: 10 pts. • 3-2 Types of Utilizations: 8 pts. • 1 Type of Utilization: 6 pts. 	<ul style="list-style-type: none"> • Copy of the policy, framework, project, strategic, operational or midterm plan 	10
<p>D. Dissemination of Research Findings</p> <ul style="list-style-type: none"> ✓ Online/In-person Research dissemination in Conference/Colloquia/Symposia ✓ Research findings have been cited by other researchers ✓ Approval from RRC for conference/s outside DepEd ✓ Point system <ul style="list-style-type: none"> • International: 5 pts. • National: 4 pts. • Regional: 3 pts. • Division: 2 pts. • District/School: 1 pt. 	<ul style="list-style-type: none"> • Approval letter from the RRC for conference/s outside DepEd • Certificates of Recognition/Appreciation/Participation • Letter of Invitation • Training Matrix • Copy of the research in the journal • Copy of the other research's references or proof of citation 	15

Criteria for the Most Outstanding Teaching/ Non-Teaching Researcher

Indicator	MOVs	Points
<p>E. Consultancy and Resource Speakership</p> <ul style="list-style-type: none"> ✓ Served as Online/In-Person consultant/speaker for a topic related to research ✓ Point system <ul style="list-style-type: none"> • International: 5 pts. • National: 4 pts. • Regional: 3 pts. • Division: 2 pts. • District/School: 1 pt. 	<ul style="list-style-type: none"> • Certificates of Recognition/Appreciation/Participation • Letter of Invitation • Training Matrix • Memorandum • Session Guide/s • Slide Decks 	15
<p>F. Attendance to Research Conference/Workshop</p> <ul style="list-style-type: none"> ✓ Online/In-Person attendance to Research Conference/Workshop ✓ Reckoning date: up to 3 years back ✓ Point system <ul style="list-style-type: none"> • International: 15 pts. • National: 12 pts. • Regional: 10 pts. • Division: 8 pts. • District: 6 pts. • School: 3 pt. 	<ul style="list-style-type: none"> • Certificates of Recognition/Participation • Memorandum 	15

Criteria for the Most Outstanding Teaching/ Non-Teaching Researcher

Indicator	MOVs	Points
G. Membership to an Organization for Research	<ul style="list-style-type: none"> • Certificates/ID of membership 	10
<ul style="list-style-type: none"> ✓ Regular membership to an organization for research enthusiasts ✓ 2 points per year of membership 		
H. Research Awards/Recognition	<ul style="list-style-type: none"> • Copy of Certificate/Plaque of Recognition • Copy of Memorandum • Copy of the Awards/Recognition Criteria 	15
<ul style="list-style-type: none"> ✓ Awards/Recognition received as: <ul style="list-style-type: none"> • Outstanding Researcher • Best Research Presenter • Other Related Award Received in line with Research ✓ Point system <ul style="list-style-type: none"> • International: 15 pts. • National: 12 pts. • Regional: 10 pts. • Division: 8 pts. • District: 6 pts. • School: 3 pt. 		