



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

UNNUMBERED MEMORANDUM

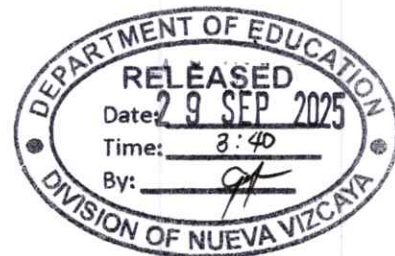
TO: Assistant Schools Division Superintendent
Chief - Curriculum Implementation Division
Chief - Schools Governance and Operations Division
Schools Division Research Committee (SDRC) Members
Public Elementary and Secondary School Heads
All others concerned

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

09-2025-478

DATE: September 29, 2025

SUBJECT: **ENTRIES TO THE STRATEGIC AND OPERATIONAL PLANNING
AND SPECIAL AWARDS FOR THE 5TH REGIONAL PLANNING
CONFERENCE**



1. In line with the Regional Memorandum No. 445, s. 2025 dated September 26, 2025 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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Criteria	Documents/MOVs
	<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
 -2 hard copies with soft copies in pdf file

3. The following schools are the entries for the Strategic and Operational Planning:

District	School	School Head
Solano I	Solano East central School	Lourdes T. Jasmin
Villaverde	Bintawan National High School	Amadeo B. Dulay

4. Entries to the Strategic and operational Planning are requested to prepare the following documents in order:

Order of Documents	Means of Verification (MOVs)
1. Preliminary Pages	Indorsement Letter



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Order of Documents	Means of Verification (MOVs)
	SBM Level of Practice (Certificate)
2. Enhanced -School Improvement Plan	Duly signed and approved E-SIP highlighting the MATATAG initiatives
3. Budget Utilization Rate	Duly signed and approved BUR reports Financial Reports FY 2022-2025
4. WFP with PPMP and APP	Duly signed and approved a. WFP, PPMP, APP for 2023 b. WFP, PPMP, APP for 2024 c. WFP, PPMP, APP for 2025
5. Office Performance Commitment and Review Form (OPCRF)	Duly Signed and approved OPCRf a. SY 2022-2023 b. SY 2023-2024 c. SY 2024-2025
6. Annual Implementation Plan (AIP)	Duly signed and approved AIP a. AIP for 2023 b. AIP for 2024 c. AIP for 2025
7. Notable Practices and PAPs Accomplishment aligned to MATATAG Key Initiatives	a. Awards and Recognition Received by the School b. MATATAG Initiatives (Pictorials) c. Sample Narrative Reports (If applicable)

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
 -2 hard copies with soft copies in pdf file

5. 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. Den Mark C. Lorenzo	Teacher III, Solano NHS	Most Outstanding Regional Research technical Working group Member
2. Mark Anthony I. Gano PhD	HT III, Pinayag NHS	Most Outstanding non-Teaching Researcher
3. Dolores A. Santos	MT I, Bonfal NHS	Most Outstanding Teaching Researcher

6. 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 5:00 PM, Wednesday, October 1, 2025.

7. Submission of documents be in triplicate copies, A4 size, ring-bind with proper ear-tabs and appropriate cover page.

8. Information and immediate dissemination of this memorandum is desired.



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Encl.:

As stated

References:

Regional Memorandum No. 445, s. 2024. Guidelines on the 5th RPC
DepEd Order 16, s. 2017. Research Management Guidelines



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