



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

07 July 2026

DIVISION MEMORANDUM

No. **254**, s. 2026

**SUBMISSION OF ACTION AND BASIC RESEARCH UTILIZATION
AND DISSEMINATION**

To: Assistant Schools Division Superintendent
Chief - School Governance and Operations Division
Chief - Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. In compliance to DepEd Order No. 16, s. 2017, known as the "Research Management Guidelines (RMG)", the Schools Division Research Committee (SDRC) informs the recipients of Project EduCRATE 4.0 to submit reports on research utilization and dissemination.

2. Action and Basic research completers will focus their reports on the following domains of utilization and Dissemination:

BASIC RESEARCH	ACTION RESEARCH
1. Utilization of Research Findings	1. Novelty of Intervention
2. Dissemination of Research Findings	2. Utilization of Research Findings
3. Partnership to Internal and External Linkages	3. Dissemination of Research Findings
4. Capacity to Address Problems	4. Partnership to Internal and External Linkages
	5. Capacity to Address Problems

**Refer to Annex A and B for the Specific MOVs*

3. Research completers are required to submit two copies (ring-bind with proper ear tabs) on the reports of research utilization and dissemination.

4. Submission of the said research reports will be on or before July 24, 2026 (Friday) at the Planning and Research Section (SGOD-PARS).

5. Strict compliance and adherence to this memorandum is directed


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
07-2026-458 

Inclosure: As stated
Reference: D.O No. 16, s. 2017, D.O. No. 39, s. 2016, Div. Memo. No. 265, s. 2017
To be indicated in the perpetual index under the following subjects:
Basic/Applied Research Research Management Research Agenda



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Department of Education

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 Schools Division of Nueva Vizcaya

Annex A of Division Memorandum No. 254, S. 2026

Order of the Documents for ACTION Research Utilization and Dissemination

- A. Cover Page
- B. Table of Contents
- C. Indorsement Letters (Address to the Superintendent)
- D. Copy of the Research (including the permit and acceptance)
- E. Means of Verifications on the Utilization and Dissemination
 - a. Novelty of Intervention
 - b. Utilization of Research Findings
 - c. Dissemination of Research Findings
 - d. Partnership to Internal and External Linkages
 - e. Capacity to Address Problems

NOVELTY of INTERVENTION	Adoption of Research of Findings	Dissemination of Research Findings	Partnership to Internal and External Linkages	Capacity to Address Problems
<ul style="list-style-type: none"> ✓ Developed intervention ✓ Certification of Intervention / Innovation from the LRMDC/School ✓ Validation Report of the Developed Intervention ✓ DLL/DLP on utilizing the Intervention ✓ Report on effectiveness of the intervention 	<ul style="list-style-type: none"> ✓ Certificate of Adoption (school, teacher or other districts/schools) ✓ Citation from other authors ✓ Communication letters for adoption ✓ Narrative Reports on the Adopted Intervention ✓ Pictorials on the utilization report ✓ MOA, if applicable 	<ul style="list-style-type: none"> ✓ Certificate of recognition, appreciation, participation ✓ Letter of invitation/Travel Order ✓ Training Matrix or program ✓ Photocopy of Research journal if there are. ✓ Published research (Magazine or Journals)- Screenshots of the Article and Journal. ✓ Certificate of adoption and report on the adoption of the research (if there are) ✓ Research Bulletin/Flyers ✓ Posters 	<ul style="list-style-type: none"> ✓ MOA Developed (If there are) ✓ Certification of the Partners (SUCs, PLGUs and others) that the research was disseminated to them. ✓ Communication letters to/from the internal and external partners. 	<ul style="list-style-type: none"> ✓ Recommendations of the Study ✓ Implementation Plan or Action Plan ✓ Report on the problem/s or priority improvement area being addressed by the research conducted. ✓ Addressed research gaps (in narrative form)

Note: All Documents should be duly signed and certified true photocopy. Use only applicable MOVs.



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Region II – Cagayan Valley
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Annex B of Division Memorandum No. 254, S. 2026

Order of the Documents for BASIC Research Utilization and Dissemination

- A. Cover Page
- B. Table of Contents
- C. Indorsement Letter (Address to the Superintendent)
- D. Copy of the Research (from Abstract to References)
- E. Means of Verifications on the Utilization and Dissemination
 - a. Utilization of Research Findings
 - b. Dissemination of Research Findings
 - c. Partnership to Internal and External Linkages
 - d. Capacity to Address Problems

Utilization of Research Findings	Dissemination of Research Findings	Partnership to Internal and External Linkages	Capacity to Address Problems
<ul style="list-style-type: none"> ✓ Developed policy (school, district, division) ✓ Developed L&D Plan, Poilcy, IMS, LAS, etc (Output) ✓ Developed Project Design ✓ Developed Operational/ Mid-term Plan ✓ Report on the research findings such as cited studies or served as reference to support other projects, research or L&D. ✓ Certificate of adoption of materials developed 	<ul style="list-style-type: none"> ✓ Certificate of recognition, appreciation, participation ✓ Letter of invitation ✓ Training Matrix or program ✓ Photocopy of Research journal if there are. ✓ Published research (Magazine or Journals)- Screenshots of the Article and Journal. ✓ Certificate of adoption and report on the adoption of the research (if there are) ✓ Research Bulletin/Flyers ✓ Posters 	<ul style="list-style-type: none"> ✓ MOA Developed (If there are) ✓ Certification of the Partners (SUCs, PLGUs and others) that the research was disseminated to them. ✓ Communication letters to/from the internal and external partners. 	<ul style="list-style-type: none"> ✓ Recommendations of the Study ✓ Implementation Plan ✓ Report on the problem/s or priority improvement area being addressed by the research conducted.

Note: All Documents should be duly signed. Use applicable MOVs only.