



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

August 22, 2024

DIVISION MEMORANDUM

No. 316 s. 2024

ADOPTION AND UTILIZATION OF THE RESEARCH EVALUATION CHECKLIST

TO: Chief Education Supervisors
Public Schools District Supervisors
Teachers and School Heads (Elementary and Secondary)
All others concerned

1. The Department of Education (DepEd), under the mandate of RA 9155, also known as the Governance of Basic Education Act of 2001, is tasked with conducting national research studies that contribute to policy formulation and necessary reforms. To support the Department's policy development, research agenda, and program implementation, DepEd continues to promote and strengthen a culture of research within basic education. In alignment with this, DepEd issued DO 16, s. 2017, known as the "Research Management Guidelines (RMG)," which provides a framework for managing research initiatives at the national, regional, division, and school levels.

2. In addition to conducting training sessions, it is essential to equip research evaluators, particularly at the school level, with the necessary tools to further foster a culture of research and development within SDO Tabuk City. Providing access to tools that assist in reviewing proposals in their respective schools and offices, while offering basic knowledge on the components of research proposals and completed research reports, will guide evaluators in supporting personnel who plan to conduct research. Researchers can also use these checklists to self-assess their work before submitting their research papers for further evaluation at higher levels.

3. To reinforce the discussions held with school heads during the orientation on March 7-8, 2024, the Schools Division of Tabuk City hereby adopts the Research Evaluation Checklist. This adoption aims to further strengthen the culture of research and development within SDO Tabuk City by facilitating the review and evaluation of research papers.

4. Effective immediately, the Research Evaluation Checklist must be used in the review of research proposals at the school and/or district level before submission to the Schools Division Research Committee (SDRC) for further evaluation, approval, or acceptance. The checklist can be downloaded from the following links:

*Basic Research Proposal <https://tinyurl.com/EvalCheckBasic>

*Action Research Proposals: <https://tinyurl.com/EvalCheckAR>





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4. When submitting initial drafts of research papers online via the planningandresearch.dotabuk@gmail.com email, a scanned copy of the duly accomplished and signed Evaluation Checklist must be included to the electronic copy of the research paper, along with other required attachments. The hard copy of the checklist should be attached to the final copy of the research paper to be submitted.
5. Compliance with and dissemination of this memorandum is desired.


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