



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

SGOD-2020- 038

September 10, 2020

DIVISION MEMORANDUM

No. 145, s. 2020

2020 DIVISION SEARCH FOR THE BEST SCHOOL RESEARCH MANAGEMENT PRACTICE, MOST OUTSTANDING TEACHING & NON-TEACHING RESEARCHERS AND MOST OUTSTANDING MEMBER OF THE DIVISION RESEARCH TECHNICAL TEAM

To: CID & SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Secondary and Senior High School Principals/Asst. Principals
Teaching and Non-Teaching Personnel
Members of the Division Research Technical Team

1. This is to announce the conduct of the **2020 Division Search for the Best School Research Management Practice, Most Outstanding Teaching & Non-Teaching Researchers and Most Outstanding member of the Division Research Technical Team** to recognize and reward outstanding achievements in the delivery of basic education and to promote quality performance and commitment to public service.

2. The contested categories will be as follows:

- a. Best School Research Management Practice
- b. Outstanding Teaching and Non-Teaching Researchers
- c. Most Outstanding Member of the Division Research Team

3. Official entries shall be endorsed by the School Head. Deadline for submission to the Schools Division Office, attention: Planning and Research, School Governance and Operations Division (SGOD) will be on September 22, 2020.

4. Winners will be proclaimed during the Teachers' Day Culmination and will represent the Division in the 2020 Regional Search for the same categories.



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5. Attached to this Memorandum are the following:

1. Nomination Form
2. Criteria for the Contested Categories:
 - a. Best School Research Management Practice
 - b. Outstanding Teaching and Non-Teaching Researcher
 - c. Most Outstanding Member of the Division Research Team

6. For clarifications, please contact Grace B. Abana or email at research.tuguegarao@deped.gov.ph

7. Wide and immediate dissemination of this Memorandum is desired.


REYNANTE Z. CALIGUIRAN

Asst. Schools Division Superintendent
Officer in-Charge
Office of the Schools Division Superintendent

Encl: Enclosures 1-3

Reference: Regional Memorandum

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

Search
Awards
Research

SGOD/gmd/gba



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Enclosure 1 to Division Numbered Memorandum dated September 10, 2020.

NOMINATION FORM

THE NOMINEE:

Name of Nominee: _____ Position/Designation: _____
Contact No.: _____ Email: _____
Permanent Address: _____
Name of School/Office/Division: _____
Address: _____

THE NOMINATOR:

Signature over Printed Name:

Head of Office

Contact No.: _____

Address: _____

Reasons for Nomination:

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Criteria for the Best School Research Management Practice

	Guide Questions	Means of Verification
I. Strategic Research Plan	<ol style="list-style-type: none"> 1. Have the criteria for managing research practice been established together with responsibilities, methods, measurements and related performance indicators needed to ensure the effective operation and control? 2. Have the objectives been established? 3. Is there a way of reviewing and monitoring research activities on a regular basis? 	<ul style="list-style-type: none"> • 3-year Operational Plan • Work & financial Plan • PIR/SMEA • Catch Up Plan
II. Managing the Research Implementation	<ol style="list-style-type: none"> 1. Has the organization ensured that those persons who can affect the performance are competent on the basis of appropriate education, training, or experience and/ or are there actions taken to ensure that those persons can acquire the necessary competence? 2. Has the organization determined the resources needed to ensure valid and reliable monitoring and measuring of results? 3. Has the organization determined and provided the resources needed for the establishment, implementation, maintenance and continual improvement (incl. people, environment, infrastructure) 	<ul style="list-style-type: none"> • Research trainings attended and conducted for teaching and non-teaching personnel • Technical Assistance conducted in all levels of governance • Conduct of Research Caravan • Other Research Activities • Attendance to Conferences as Presenter • Membership to the Regional Research Technical Working Group
III. Feedback Mechanism	<ol style="list-style-type: none"> 1. Is there a defined process for reviewing and communicating with customers? 	<ul style="list-style-type: none"> • Monitoring and measurement activities • Results of PIR and SMEA • MOVs proving that people carrying out the tasks are competent



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IV. Monitoring and Evaluation	<p>Has the organization determined:</p> <ol style="list-style-type: none"> 1. What needs to be monitored and measured? 2. What methods for monitoring, measurement, analysis and evaluation, to ensure valid results? 3. Has it established mechanism when the results from monitoring and measurement are analyzed and evaluated? 	<ul style="list-style-type: none"> • Results of monitoring and evaluation • Terminal Reports • Results of Gap Analysis
V. BERF funded Researches/ Completed/ Full Blown/ Disseminated / Utilized	<ol style="list-style-type: none"> 1. Are the researches compliant to the Research Management Guidelines? 2. What specific technical assistance are being provided by the SDRC and the members of the Division Research Training Team (DRT²) 	<ul style="list-style-type: none"> • SDRC Certificate of Acceptance and Approval • Abstract of BERF Researches, Batches 3-5 • Dissemination documents • Utilization documents • TA workshop • Quality Assurance Activities

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**Criteria/Indicator for the Most Outstanding Division Research
Technical Team Member**

INDICATOR	MOVs	Points
Research and Development		
A. Have at least two (2) researches conducted <ul style="list-style-type: none"> • Approved and completed action/applied research. • Duly acknowledged in the Division level. 	Copy of the research output (completed Research)	10
B. Publication Original copies of publication of research should be presented	Copy of research publication	5
C. Utilization of research findings <ul style="list-style-type: none"> • Research evidences have been heavily used in the development of policies, frameworks, projects, strategic, operational or midterm plans 	Copy of the developed policy, framework, project, strategic, operational or midterm plan.	10
D. Dissemination of research findings <ul style="list-style-type: none"> • The research should have been disseminated in Fora/ Conferences/ Colloquia/ Symposia • Printed or online Materials/ Journals • The findings have been cited 	<ul style="list-style-type: none"> - Certificates of Recognition/ Appreciation/ Participation - Letter of Invitation - Training Matrix, Program - Photocopy (screenshot) of the Journal/ Magazine bearing the researcher's work - Copy of the research references 	5
E. Consultancy and Resource Speakership <ul style="list-style-type: none"> • Original copy of Certificate of Appreciation/ Recognition must bear the words Consultant or Resource Speaker (related to Research) 	<ul style="list-style-type: none"> - Certificates of Recognition/ Appreciation/ Participation 	5
F. Attendance/Service to any Research Activity at the Regional level (3 years back) <ul style="list-style-type: none"> • Double-blind evaluation • Research Writeshop • Planning Conference • Research Conference/Fora/ Symposia 	<ul style="list-style-type: none"> - Certificates of Recognition/ Appreciation/ Participation - Copy of Memorandum - Letter of Invitation - Training Matrix, Program. 	15



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<ul style="list-style-type: none"> • Research Caravan • Retooling Activity • TA Activity • Other Research related-activities 		
G. Membership to the Regional Research Technical Working Group	Recognition as Member of the Regional TWG	10
H. Awards Received/Recognition as: <ul style="list-style-type: none"> • Outstanding Research Advocate • Best Research Presenter • Other related award received in line with Research 	<ul style="list-style-type: none"> • Copy of Certificate/Plaque of Recognition/Appreciation/ • Copy of Memorandum 	10
I. Potential Psycho-Social Attributes		30

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**Criteria/Indicator for the Most Outstanding Teaching
and Non-Teaching Personnel**

INDICATOR	MOVs	Points
Research and Development A. Have at least two (2) researches conducted <ul style="list-style-type: none"> • Approved and completed action/applied research. • Duly acknowledged in the Division level. 	Copy of the research output (completed Research)	10
B. Publication Original copies of publication of research should be presented	Copy of research publication	5
C. Utilization of research findings <ul style="list-style-type: none"> • Research evidences have been heavily used in the development of policies, frameworks, projects, strategic, operational or midterm plans 	Copy of the developed policy, framework, project, strategic, operational or midterm plan.	10
D. Dissemination of research findings <ul style="list-style-type: none"> • The research should have been disseminated in Fora/ Conferences/ Colloquia/ Symposia • Printed or online Materials/ Journals • The findings have been cited 	- Certificates of Recognition/ Appreciation/ Participation - Letter of Invitation - Training Matrix, Program - Photocopy (screenshot) of the Journal/ Magazine bearing the researcher's work - Copy of the research references	10
E. Consultancy and Resource Speakership <ul style="list-style-type: none"> • Original copy of Certificate of Appreciation/ Recognition must bear the words Consultant or Resource Speaker (related to Research) 	- Certificates of Recognition/ Appreciation/ Participation	10
F. Attendance/Service to any Research <ul style="list-style-type: none"> • Research Writeshop • Research Conference/Fora/ Symposia • Research Caravan 	- Certificates of Recognition/ Appreciation/ Participation - Copy of Memorandum - Letter of Invitation - Training Matrix, Program.	15



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<ul style="list-style-type: none"> • Retooling Activity • TA Activity • Other Research related-activities 		
G. Awards Received/Recognition as: <ul style="list-style-type: none"> • Outstanding TWG/Research Advocate • Best Research Presenter • Other related award received in line with Research 	<ul style="list-style-type: none"> • Copy of Certificate/Plaque of Recognition/ Appreciation/ • Copy of Memorandum 	10
H. Potential Psycho-Social Attributes		30

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