

## Department of Education

### REGION II – CAGAYAN VALLEY SCHOOLS DIVISION OF TUGUEGARAO CITY

SGOD-2020- 03%

September 10, 2020

DIVISION MEMORANDUM

No. 45 , 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

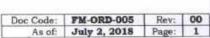
Teaching and Non-Teaching Personnel

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:
  - Best School Research Management Practice
  - b. Outstanding Teaching and Non-Teaching Researchers
  - c. Most Outstanding Member of the Division Research Team
- 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.
- Winners will be proclaimed during the Teachers' Day Culmination and will represent the Division in the 2020 Regional Search for the same categories.

Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph

Website: depedtuguegarao.net





- 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
- 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

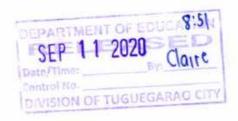
Office of the Schools Division Superintendent

Encl: Enclosures 1-3 Reference: Regional Memorandum

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

> Search Awards Research

SGOD/gmd/gba

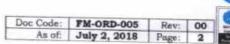


Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 844-7925; (078) 377-8805

Email Address: tuguegarao@deped.gov.ph

Website: depedtuguegarao.net





## Republic of the Philippines

**Department of Education**REGION II - CAGAYAN VALLEY

#### SCHOOLS DIVISION OF TUGUEGARAO CITY

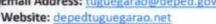
Enclosure 1 to Division Numbered Memorandum dated September 10, 2020.

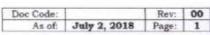
## NOMINATION FORM

THE NOMINEE:	
Name of Nominee:	Position/Designation:
Contact No.:	Email:
Permanent Address:	
THE NOMINATOR:	
Signa	ture over Printed Name:
Signa	ture over Frinted Name:
,	Head of Office
Contact No.:	
Reasons for Nomination:	
MOON ( ) ( )	

SGOD/gmd/gba



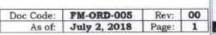




Criteria for the Best School Research Management Practice

	Guide Questions	Means of Verification
I. Strategic Research Plan	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?	Plan  Work & financia Plan  PIR/SMEA  Catch Up Plan
II. Managing the Research Implement ation	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)	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
III. Feedback Mechanism	Is there a defined process for reviewing and communicating with customers?	

Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500



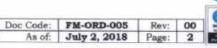


IV. Monitoring and Evaluation	Has the organization determined:  1. What needs to be monitored and measured?  2. What methods for monitoring, measurement, analysis and evaluation, to ensure valid results?  3. Has it established mechanism when the results from monitoring and measurement are analyzed	<ul> <li>Results of monitoring and evaluation</li> <li>Terminal Reports</li> <li>Results of Gap Analysis</li> </ul>
V. BERF funded Researches/ Completed/ Full Blown/ Disseminated / Utilized	and evaluated?  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)	SDRC Certificate of Acceptance and Approval     Abstract of BERF Researches, Batches 3-5     Dissemination documents     Utilization documents     TA workshop     Quality Assurance Activities

SGOD/gmd/gba

Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500 Telephone Nos.: (078) 844-7925; (078) 377-8805

Email Address: tuguegarao@deped.gov.ph Website: depedtuguegarao.net





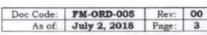
### Criteria/Indicator for the Most Outstanding Division Research **Technical Team Member**

Technical Te		
INDICATOR	MOVs	Points
Research and Development  A. Have at least two (2) researches conducted  • Approved and completed action/applied research.  • Duly acknowledged in the Division level.	(completed Research)	10
B. Publication Original copies of publication of research should be presented	Copy of research publication	5
C. Utilization of research findings	framework, project, strategic, operational or midterm plan.	10
<ul> <li>D. Dissemination of research findings</li> <li>The research should have been disseminated in Fora/Conferences/ Colloquia/Symposia</li> <li>Printed or online Materials/Journals</li> <li>The findings have been cited</li> </ul>	Appreciation/ Participation - Letter of Invitation - Training Matrix, Program	5
E. Consultancy and Resource Speakership  Original copy of Certificate of Appreciation/ Recognition must bear the words Consultant or Resource Speaker (related to Research)	- Certificates of Recognition/ Appreciation/ Participation	5
F. Attendance/Service to any Research Activity at the Regional level (3 years back)  Double-blind evaluation  Research Writeshop  Planning Conference  Research Conference/Fora/ Symposia	- Certificates of Recognition/ Appreciation/ Participation - Copy of Memorandum - Letter of Invitation - Training Matrix, Program.	15

Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 844-7925; (078) 377-8805 Email Address: <u>tuguegarao@deped.gov.ph</u>

Website: depedtuguegarao.net

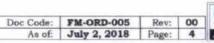




<ul> <li>Research Caravan</li> <li>Retooling Activity</li> <li>TA Activity</li> <li>Other Research related-activities</li> </ul>		
G. Membership to the Regional Research Technical Working Group	Recognition as Member of the Regional TWG	10
H. Awards Received/Recognition as:  Outstanding Research Advocate Best Research Presenter Other related award received in line with Research	Copy of Certificate/Plaque of Recognition/ Appreciation/     Copy of Memorandum	10
I. Potential Psycho-Social Attributes		30

SGOD/gmd/gba

Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

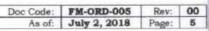




Criteria/Indicator for the Most Outstanding Teaching and Non-Teaching Personnel

INDICATOR	MOVs	Doint-
Research and Development	MOVS	Points
A. Have at least two (2) researches conducted     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  Research evidences have been heavily used in the development of policies, frameworks, projects, strategic, operational or midterm plans  Copy of the developed policies, strategic, operational midterm plan.		10
D. Dissemination of research findings  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     Original copy of Certificate of     Appreciation/ Recognition     must bear the words     Consultant or Resource     Speaker (related to Research)	- Certificates of Recognition/ Appreciation/	10
F. Attendance/Service to any Research  Research Writeshop Research Conference/Fora/Symposia Research Caravan	- Certificates of Recognition/ Appreciation/ Participation - Copy of Memorandum - Letter of Invitation - Training Matrix, Program.	15

Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500





<ul> <li>Retooling Activity</li> <li>TA Activity</li> <li>Other Research related- activities</li> </ul>		
G. Awards Received/Recognition as:  Outstanding TWG/Research Advocate Best Research Presenter Other related award received in line with Research	<ul> <li>Copy of Certificate/Plaque of Recognition/ Appreciation/</li> <li>Copy of Memorandum</li> </ul>	10
H. Potential Psycho-Social Attributes		30

SGOD/gmd/gba



Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	6

