



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



08 October 2025

DIVISION MEMORANDUM

DM No. 1008, s. 2025

REITERATION OF THE LOCALIZED GUIDELINES ON THE RESEARCH PROCESSES IN THE DIVISION OF QUEZON

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
District Research Committees
School Research Committees
Researchers
All Others Concerned

1. In compliance with the provisions of DepEd Order No. 16, s. 2017, titled "Research Management Guidelines," and pursuant to Division Memorandum No. 045, s. 2024 – Appraisal of and Technical Assistance to School-wide, District-wide, and Division-wide Research, the School Governance and Operations Division through the Planning and Research Section reiterates the **processes and guidelines to be strictly observed in the Division** to ensure consistency, quality, and alignment with the Basic Education Research Agenda (BERA).
2. For uniform reference, the **Localized Guidelines on the Research Processes in the Division** is hereto attached as Enclosure No. 1. These guidelines shall serve as the standard reference for all schools, schools districts, and researchers in the Division.
3. For wide dissemination and compliance of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

sgod-par/mbmt/08/10/2025

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

[Enclosure No. 1 to DM No. 1008, s. 2025]

Localized Guidelines on the Research Processes in DepEd Division of Quezon

I. Policy Basis

These guidelines are anchored on the following issuances and priorities:

1. DepEd ORDER No. 39 s. 2016 - Adoption of the Basic Education Research Agenda (BERA),
2. DepEd Order No. 16, s. 2017 – Research Management Guidelines,
3. Regional Memorandum No. 375, s. 2025 - Dissemination of the Regional Research Writing Guidelines
4. Division Memorandum No. 045, s. 2024 – Appraisal of and Technical Assistance to School-wide, District-wide, and Division-wide Research

II. Coverage

These guidelines apply to division-wide, district-wide, and school-wide, research conducted by teaching, teaching-related, and non-teaching personnel in the Division of Quezon to improve educational outcomes and processes, excluding BERF-funded studies, which are primarily implemented under the supervision of the regional and national research committees. Hence, graduate studies proposals that involve the Division as the research locale including its schools, students, and personnel conducted solely to comply with requirements for a graduate program diploma, shall likewise be excluded.

III. Research Stages and Activities

Research Stage	Activities
A. Proposal Stage	A.1. Activities at the School Research Committee (SRC) <ol style="list-style-type: none"> 1.1 The researcher drafts research blueprint 1.2. The SRC reviews the research blueprint 1.3. The SRC coordinator or his/her representative provides TA and signs the reviewed blueprint

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

	<p>1.4. The Researcher drafts the research proposal in accordance with the reviewed blueprint, prescribed template with correct control number [see Support Mechanisms] and established guideposts.</p> <p>A.2. Activities in the District Research Committee (DRC)</p> <p>A.2.1. The Researcher submits the draft proposal to the DRC</p> <p>A.2.2. The DRC performs initial review of the research proposal</p> <p>=====</p> <p>A.3. Activity in the SDO - Curriculum Implementation Division / Concerned Sections (SDO-CID/SGOD, etc.)</p> <p>A.3.1. The researcher through the school liaison officer, submits proposed intervention material to secure a quality assurance certificate from the EPS – in Charge at the Division [CID/Division Focal - SGOD] for the intervention/ material to be used in the research.</p> <p>A.3.2. The SDO-CID/SGOD issues quality assurance certificate or return materials to the proponent with suggestions / recommendations for major revision.</p> <p>=====</p> <p>A.2.3. The researcher revises the research proposal according to the suggestions of SDO-CID/SGOD.</p> <p>A.2.4. The School Head in-charge of Research in the District (SHiRD) Verifies the completeness of requirements arranged in proper order before submitting the proposal to the SDRC</p>
--	--

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164,

(042) 784-0391, (042) 784-0321

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

	<p>A.2.5. The SHIRD submits research proposal to the SDRC</p> <p>A.2.6. The SHiRD tracks and monitors proposals/completed research that require revision</p> <p>A.2.7. The SHiRD monitors and submits accomplishment report/plan on research and research-related activities conducted in the district.</p> <p>A.4. Activities at the Schools Division Research Committee (SDRC)</p> <p>A.4.1. The SDRC Secretariat conducts initial review of proposal</p> <p>A.4.2. The SDRC conducts technical review</p> <p>A.4.3. The SDRC conducts content review.</p> <p>A.4.4. The SEPS PAR prepares the indorsement for accepted proposals with minor revisions, and/or returns the proposals with major revisions or incomplete requirements.</p> <p>A.4.5. The SGOD Chief conducts subsequent review and indorses approved proposal</p> <p>A.4.6. The SDRC Chairperson indorses and recommends to the SDS the research proposal for approval.</p> <p>A.4.7. The SDS approves the proposal by signing the certificate of Approval and Action Plan (if Applicable)</p> <p>A.4.8. The SEPS-PAR monitors the SDRC-Approved research proposals</p> <p>A.4.9. The researcher submits a copy of the finalized approved proposal to the online storage link: https://tinyurl.com/2025sdrc-approvedPROP</p>
--	--

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

B. Implementation Stage	<p>B.1. The researcher implements the proposed research activities indicated in the approved proposal in accordance with the approved research timeline.</p> <p>B.2. The researcher gathers, analyzes and records data based on approved method, and finalizes the completed research paper, including the Plan for Research Dissemination, Advocacy and Utilization</p>
C. Completion Stage	<p>C.1. The researcher submits the research completion requirements to the DRC for review and recording purposes</p> <p>C.2. The DRC reviews and approves the completed research submitted.</p> <p>C.3. The SHiRD records the completed research approved by the DRC</p> <p>C.4. The SHiRD verifies compliance of the researcher against writing guidelines and requirements, including indorsement of the PSDS</p> <p>C.5. The PSDS indorses the DRC-Approved completed research</p> <p>C.6. The SHiRD records finalized school – level and district-level completed research</p> <p><i>* Research conducted by personnel from the division office is recorded, and personally monitored by SEPS PAR</i></p> <p>C.7. The SHiRD checks the completeness of requirements/attachments in proper order before the submission to the SDRC</p> <p>C.8. The researcher submits completed research for validation to the SDRC</p>

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

	<p>C.9. The SDRC Secretariat conducts initial review of the completed research submitted.</p> <p>C.10. The SDRC reviews completed research based on the quality control checklist (DO 17, s. 2025 - RMG)</p> <p>C.11. The SEPS PAR conducts subsequent review and technical assistance whenever possible</p> <p>C.12. The SEPS PAR prepares indorsement based on findings</p> <p>C.13. The SGOD Chief conducts subsequent review and indorses the approved proposal</p> <p>C.14. The SDRC Chairperson indorses and recommend to the SDS the completed research for approval</p> <p>C.15. The SDS approves the completed research by affixing his signature on the Certificate of Approval of Completed Research, the Plan for Research Dissemination, Advocacy and Utilization, and the Accomplishment Report on Research Conducted.</p> <p>C.16. The SEPS – PAR and SHiRD monitor dissemination and utilization of research findings of the SDRC-Approved completed paper</p> <p>C.17. The researcher informs the SRC on the approval of the completed research and coordinates with the school head for possible dissemination and utilization opportunities.</p> <p>C.18. The researcher submits a copy of the finalized approved completed research to the official email: https://tinyurl.com/QUEcompletedresearch2025</p>
--	---

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



DepEdTayoQuezon



www.depedquezon.com.ph



quezon@deped.gov.ph



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

<p>D. Dissemination, Utilization and Adoption Stage</p>	<p>D.1. The researcher coordinates with school stakeholders and conducts activities indicated in the Plan for Research Dissemination, Advocacy And Utilization observing protocols (letter request, MOVs, etc. when applicable)</p> <p>D.2. The researcher documents and compiles records of conducted dissemination, utilization and adoption activities (may include letters addressed to research author by “adoption proponents or indorsements from the school head or PSDS)</p> <p>D.3. The researcher submits the documents for the issuance of certificate of utilization and adoption</p>
<p>E. Archival Stage</p>	<p>E.1. The researcher submits completed research with attachments for review to the SDRC</p> <p>E.2. The SHIRD verifies the completeness of requirements attached in proper order before submitting the completed paper with deliverables for archival to the SDRC</p> <p>E.3. The SEPS PAR validates the submitted documents for archival.</p> <p>E.4. The SEPS – PAR prepares indorsement based on findings</p> <p style="padding-left: 40px;">*If returned, the author improves the manuscript until all items in the QCCs are satisfied.</p> <p>E.5. The SGOD Chief conducts subsequent review and indorses manuscript for archival</p> <p>E.6. The SDRC Chairperson indorses and recommends to the SDS the manuscript for archival</p> <p>E.7. The SDS approves the manuscript by affixing his signature in the Indorsement.</p>

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

	<p>E.8. The researcher submits the manuscript for archival to the email address of the Research Unit, including the scanned indorsement.</p> <p>E.9. The SEPS – PAR informs the researcher about activities relative to the archival/possible publication activities</p>
--	--

IV. Quality Assurance

All materials, tools, and innovations intended for research shall undergo mandatory quality assurance prior to use in the conduct of the study (DM No. 405, s. 2024). **Submissions without proof of quality assurance shall not be accepted for review or approval.**

In the same manner, rigorous and consistent review and technical assistance shall be undertaken at the SRC and DRC levels prior to submission to the SDRC. The signatures of the PSDS, SHIRD, and the School Research Committee representative on the Indorsement, Request for Technical Assistance and the Research Blueprint shall serve as **attestation that the required quality assurance procedures at their levels have been duly observed and satisfied.**

Content Review and Technical Review shall also be conducted at the SDRC following the quality control checklists of the Research Management Guidelines and the Division QMS Processes on research.

Validation and reliability procedures shall be the responsibility of the researcher/s as part of sound research practice. Researchers shall also provide the tools used (e.g., modules, SIM, board games, training packages, software, project plan/matrices) duly reviewed and validated by content experts. Moreover, the proposed intervention or innovation to be used in the research must be supported by the results of the Root Cause Analysis prior to its implementation

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321





Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

V. Support Mechanisms

1. All templates on research may be downloaded from the official website under the Research Tab in the icon “Templates”: <https://quezon.deped.gov.ph/>
2. Writing Guidelines:
 - Division Memorandum No. 493, s. 2024 Dissemination of the Action Research Toolkit
 - Access the Regional Research Guidelines (Regional Memorandum No. 375, s. 2025 titled Dissemination of the Regional Research Writing Guidelines) from <https://depedcalabarzon.ph/>
3. Guidelines for Research Committees
 - Division Memorandum No. 212, s. 2025
 - DM 045, s. 2024 - Appraisal of and Technical Assistance to School-Wide, District-Wide, and Division-Wide Research
4. Technical Assistance shall be provided to researchers and members of the school and district committees through various modalities:
 - online through the messenger group of the ShiRD, online trainings, and conferences
 - via landline during one-on-one correspondence
 - face-to-face during trainings and conferences
5. Researchers and research committees may request technical assistance from the members of the SDRC by sending a letter addressed to the SDS.
6. For inquiries and technical assistance, contact the Focal Person for Research in these contact details:

Maria Bernadit M. Tupas
Senior Education Program Specialist
Mobile Number: 0503725608
E-mail: sdo.quezon.research@deped.gov.ph

VI. Monitoring and Compliance

The DRCs and SDRC shall ensure proper recording and tracking of all research, with particular attention to those returned with pending actions, as these are often unmonitored
DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

and difficult to track at the Division level. The monitoring status of such research shall likewise be reflected in the regular Report of Accomplishment.

Annex A: Research Proposal Checklist

- Letter addressed to the Schools Division Superintendent
{signed by the researcher explaining the specific action requested on the document}
- 1st Indorsement {signed by the PSDS}
- Certificate of Approval – Proposal
{Original certificate with accurate proposal details; if with co-researchers, all names must be reflected, and copies shall match the number of researchers}
- Research Proposal
{ **Decision spaces** shall be signed only by the SDRC content and technical experts upon approval, and not by the DRC}
- Certificate of Quality Assurance of Intervention/Materials/Plans
{scanned, if applicable}
- Copy of Research Instrument and intervention materials
- Accomplished and signed Research Blueprint and Request for Technical Assistance
{with active contact details}
- Root – Cause Analysis
- Declaration of Anti-Plagiarism & No Conflict of Interest {signed by researcher/s}
- Curriculum Vitae of the researcher/s

Annex B: Completed Research Deliverables Checklist

- Letter addressed to the Schools Division Superintendent
{signed by the researcher explaining the specific action requested on the document}
- Indorsement of the PSDS {indorsement is subsequent to the previous indorsement of the SDS}
- Certificate of Approval of Completed Research {indicate “completed research” in the template}
- Completed Research Manuscript

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

- Plan For Research Dissemination, Advocacy and Utilization
- Accomplishment Report on Research Conducted
- Declaration of Anti-Plagiarism & No Conflict of Interest {signed by researcher/s}
- Curriculum Vitae of the researcher/s
- Validated Research Instrument/s
- Compressed Data Sets (tally sheets/coding tables/PRISMA Screen etc.)
{indicate the link in the completed paper on “ethical considerations”}

Annex C: Checklist in Securing Certificate of Utilization/Dissemination/Adoption

- Letter addressed to the SDS requesting the issuance of the certificate of dissemination/utilization/Adoption
- Certificate of Utilization/Adoption/Dissemination [unsigned; keep dates blank]
- Duly signed Certificate/s from the SDS
- Approved Plan For Research Dissemination, Advocacy And Utilization
- MOVs on the implementation, dissemination and utilization of research {link shared to sdo.quezon.research@deped.gov.ph} arranged according to the sequence of activities indicated in the Plan for Research Dissemination, Advocacy and Utilization
- Attestation/Certifications from School Head/s/Concerned Personnel supporting the conduct of the utilization/dissemination/adoption activities
- Duly signed previous Indorsement indicating the approval of the completed research manuscript

Annex D: Archival Deliverables Checklist

- Letter addressed to the Schools Division Superintendent
{signed by the researcher explaining the specific action requested on the document}
- Approved Completed Research Manuscript
- Duly Signed Certificates (Dissemination/Utilization/Adoption) {scanned, PDF}
- Validated Output (if applicable)
- Duly signed Report of Research Accomplishment {scanned, PDF}

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321