



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



09 October 2025

DIVISION MEMORANDUM
DM No. 1010, s. 2025

UNIFIED SUBMISSION OF RESEARCH MANAGEMENT PROGRAM/PLAN (SY 2026-2027) AND SCHOOL/DISTRICT RESEARCH ACCOMPLISHMENT REPORTS (SY 2025-2026)

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
School Head in-Charge of Research in the District (SHiRD)
Elementary and Secondary School Heads
All Others Concerned

1. In compliance with the provisions of DepEd Order No. 16, s. 2017, titled "Research Management Guidelines," which mandate the Division Office to monitor the research management process in the schools and district offices, this Office through the School Governance and Operations Division - Planning and Research Section enjoins the **Submission of Research Management Program/Plan (DRemp) For School Year 2026-2027, and School and District Research Accomplishment Report (AcRe) For SY SY 2025-2026** covering the period of June 16, 2024 to September 30, 2025.
2. The collected reports will serve as official data for the Research Management Database and as basis for the validation of research utilization and adoption to be conducted by the Research Unit. Moreover, this activity is hereby initiated to streamline the submitted program/plans and reports of personnel who may use them for promotion purposes.
3. Only the official templates, which may be downloaded from **tinyurl.com/QueResMgtTemplates**, shall be used for this purpose.
4. Data collection, processing, and submission shall be carried out in accordance with the following guidelines and schedules:

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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Level	In-charge of Data Collection	Review, Countersign	Hard Copy	Soft Copy	Attachment in Hard Copies		Data Consolidator/ Validator of MOVs/Validation
			Date of Submission/Office		ResMaP	AcRe	
School – Level	School Research Committee	School Head in-Charge of Research in the District	- One copy per school October 17, 2025 at the District Office	One online report - October 17, 2025/PAR-online link	Copy of AIP 2026 where research program is found. Do not submit the whole AIP	Properly labeled MOVs arranged according to the sequence of the activities (submit to the district)	SRC Coordinator/ District Office – SHiRD DRC
District – Level	District Research Committee	Public Schools District Supervisor	- One folder per district - October 24, 2025 SDO Records Section - One compiled copy per district and per school	One submission per district - October 24, 2025/PAR- -one online report per district	None	Properly labeled MOVs arranged according to sequence of the activities (for district-initiated activities only; submit online only)	SHiRD/ Schools Division Office – SEPS PAR Research Unit Personnel

5. School-level data collection, review and validation shall be facilitated by the School Research Committee, chaired by the School Head, while at the district level, it shall be facilitated by the SHiRD, chaired by the PSDS.
6. Reports shall be submitted in **both hard and soft copies**.
7. The schools shall accomplish the online link found in <https://tinyurl.com/2025QUEschResREPORTS> and submit **one (1) hard copy only** (SreMaP and SacRe) to the district office on or before **October 17, 2025**. In addition, each school shall attach a **scanned copy or a screen shot of its approved 2026 Annual Implementation Plan (AIP)** reflecting the research program, as an

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enclosure to the Research Management Program (SResMP) for 2026–2027, and they shall also attach the **corresponding MOVs** at the back of the School Accomplishment Report (SAcRe).

8. The submitted hard copies of accomplishment reports from schools will be consolidated by the SHiRD. Validation of school MOVs shall be done by the DRC members in the district, while validation of district MOVs shall be done online in the Division Office through the SEPS for Planning and Research. The MOVs of schools must be detached when submitting the consolidated copies to the Division. **Only validated accomplishments** shall be reported.
9. The SHiRD must upload the report in the link:
<https://tinyurl.com/2025ConsoPARDAcreDReMP>
Hence, if there are 8 schools in the District, the SHiRD shall upload 1 copy of DACRe, 1 copy of DReMP, 1 copy of consolidated AcRe, MOVs of DACRe in ONE separate folder.
10. District level data collection shall be facilitated by the District Research Committee (DRC) and the Public Schools District Supervisor shall review and countersign under the name of the Head of Office.
11. Accordingly, there shall be nine hundred fifty-eight (958) **online submissions** of schools and 56 by the districts. Moreover, **ONLY fifty-six (56) folders** containing the compiled hard copies from the districts shall be submitted to the Research Unit.
12. Hard copies of all school level reports shall be compiled by the SHiRD and submitted in a **single, properly labeled folder** on or before **October 22, 2025**, at the SDO Records Section, strictly following the prescribed file naming and DTS title codes to ensure organized and efficient checking, in this manner: **<Name of District> Report on Research 2025**. The contents of this report are the 1 copy of DACRe, 1 copy of DReMP, 1 copy of consolidated AcRe, SAcRes and SReMPs (of schools).
13. **Detach all hard copy of MOVs** upon submission to the Research Unit
14. All reports shall reflect the name of the **Head of Office** as:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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15. Please be advised that the Planning and Research Section shall **not accept reports submitted beyond the prescribed deadline**. This measure is intended to ensure that data reporting and collection remain objective, valid, efficient, fair, and equitable; and to safeguard the process from duplications and submissions made solely for personal/promotion purposes thereby interfering with other exigent planned research activities.

16. For compliance of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

sgod-par/mbmt/09/10/2025

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