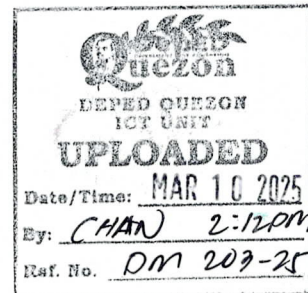




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



06 March 2025

DIVISION MEMORANDUM

DM No. 203, s. 2025

**ONLINE ORIENTATION/REORIENTATION OF DISTRICT RESEARCH
COORDINATORS ON RESEARCH PROCESSES**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Administrators of Private Schools
All Others Concerned

1. Relative to the implementation of DepEd Order 16, s. 2017 titled Research Management Guidelines and Division Memorandum 45, s. 2024 Appraisal of and Technical Assistance to School-wide, District-wide, and Division-wide Research, this Office, through the School Governance and Operations Division – Planning and Research Section and the Schools Division Research Committee (SDRC) announces the conduct of an **Online Orientation/Reorientation of District Research Coordinators on Research Processes** on **March 27, 2025, 1:00 p.m.** via **Zoom**.
2. The **56 District Research Coordinators** are required to attend. If the District Research Coordinator cannot be present for the activity, the District Research Coordinator Alternate must fill in. The District Research Coordinator shall explain in a letter addressed to the Schools Division Superintendent and noted by the PSDS the absence of a representative during the said activity.
3. Here are the topics for discussion during the said activity:
 - a. Technical Assistance Process Flow (School-wide, District-wide, Division-wide)
 - b. Submission of DRC-approved Research
 - c. Templates for Action/Basic Research and other Research-related Activities
 - d. Research Activities and Plans for 2025
 - e. Research Management Plan, Monitoring and Accomplishment Reporting

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



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- f. Updated Registry of SHIRD and Alternate
 - g. Other Matters (Research from HEIs, Submission of Activiy Design and Proposal of Research Activities, Way Forward)
4. To access the online link, here are the platform details:
Meeting ID: 846 6310 0601
Passcode: 123456
5. An online attendance registry form shall be given during the orientation as basis for the creation of the certificate of participation and appearance which may be claimed at the School Governance and Operations Division Office starting April 21, 2025.
6. For wide dissemination and compliance of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

sgod-par/mbmt/03/06/2025

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