



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

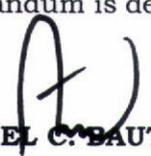
27 June 2023

**DIVISION MEMORANDUM**  
**DM No. 462, s. 2023**

**UPDATED TEMPLATES FOR RESEARCH MANAGEMENT IN DEPED QUEZON**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Schools Division Research Committee  
Public Schools District Supervisors  
District and School Research Coordinators  
All Others Concerned

1. To continuously improve the documentation of research activities within the Schools Division of Quezon, consistent with DepEd Order No. 43, s. 2015 and DO 16, s. 2017, this Office, through the Schools Division Research Committee (SDRC), issues the updated templates for research management.
2. The said templates can be accessed at [www.depedquezon.com.ph](http://www.depedquezon.com.ph) under the Research tab > Templates for Research Management, effective July 10, 2023.
3. Further, to reduce errors in submitted documents to the Division, the School Research Committee (SRC) and the District Research Committee (DRC) are expected to implement quality assurance measures at their levels, including but not limited to the correctness of templates, their completeness, and adherence to fundamentals of research writing.
4. Please see the Enclosure for the list of templates and document preparers.
5. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

parord/06/27/2023

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**"Creating Possibilities, Inspiring Innovations"**  
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DEPED - QUEZON ICT UNIT
<b>UPLOADED</b>
Date/Time: 7/4/2023
By: Bmmll
Ref. no. DM462-23



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[Enclosure to DM No. 462, s. 2023]

**TEMPLATES FOR RESEARCH MANAGEMENT**

<b>Name of Template</b>	<b>Document Preparer</b>	<b>Remarks</b>
RESEARCH BLUEPRINT	Researcher/s	For use of the SRC in reviewing a research plan at the school level; should be attached to the Technical Assistance Request on Research template when submitting to the District *The SRC shall establish its own quality assurance measure before submitting the proposal to the district.
TECHNICAL ASSISTANCE REQUEST ON RESEARCH	Researcher/s	For use of the DRC when providing technical assistance to a research proposal from the SRC; should be attached to the research proposal and the MOVs of quality assurance at the school level *Submit the reviewed proposal to the SDRC, including the MOVs of quality assurance at the district level. The DRC shall establish its own quality assurance measure before submitting the proposal to the Division.

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ACTION RESEARCH PROPOSAL TEMPLATE	Researcher/s	For use of the SDRC in reviewing the action research proposal and endorsing its approval; should be attached to the Technical Assistance Request on Research template to be submitted by the DRC on behalf of the researcher/s  *See and provide other attachments stated in Part VIII of the Appendices.
BASIC RESEARCH PROPOSAL TEMPLATE	Researcher/s	For use of the SDRC in reviewing the basic research proposal and endorsing its approval; should be attached to the Technical Assistance Request on Research template to be submitted by the DRC on behalf of the researcher/s  *See and provide other attachments stated in Part VIII of the Appendices.
COMPLETED ACTION RESEARCH TEMPLATE	Researcher/s	For use of the SDRC in reviewing the completed action research and endorsing its approval; should be attached to the Technical Assistance Request on Research template to be submitted by the DRC on behalf of the researcher/s

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		*See and provide other attachments stated in Part VIII of the Appendices.
COMPLETED BASIC RESEARCH TEMPLATE	Researcher/s	For use of the SDRC in reviewing the completed basic research and endorsing its approval; should be attached to the Technical Assistance Request on Research template to be submitted by the DRC on behalf of the researcher/s *See and provide other attachments stated in Part IX of the Appendices.
PLAN FOR RESEARCH DISSEMINATION, ADVOCACY AND UTILIZATION	Researcher/s	For use of the researcher/s in research dissemination, advocacy and utilization; should be approved by the school head/immediate supervisor *This plan is expected to be carried out within the timeframe set by the researcher/s.
CERTIFICATE OF APPROVAL	Researcher/s	For signature of the Schools Division Superintendent to certify that the research proposal/completed research was approved *See the Indorsement and provide an e-copy of documents via Google Form.

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DECLARATION OF ANTI-PLAGIARISM AND ABSENCE OF CONFLICT OF INTEREST	Researcher/s	For use of the researcher/s in attesting to the originality and impartiality of work; should be kept by the researcher/s and the SDRC for future reference
ACCOMPLISHMENT REPORT ON RESEARCH CONDUCTED	Researcher/s	For use of the Division Research Coordinator in reviewing accomplishments for verification and approval of the Schools Division Superintendent *See and provide other required documents stated in Part X of the Attachments. **Refer to Indorsement and send an e-copy of documents via Google Form.
CERTIFICATE OF UTILIZATION	Researcher/s	For signature of the Schools Division Superintendent to certify that the research/innovation was successfully utilized; should be submitted together with the Accomplishment Report on Research Conducted, and sufficient MOVs on utilization within the school/office, including a certification from the school head/immediate head *Discuss utilization well in Part VIII of the accomplishment

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		report– Dissemination, Advocacy and Utilization.
CERTIFICATE OF ADOPTION	Researcher/s	For signature of the Schools Division Superintendent to certify that the research/innovation was successfully adopted; should be submitted together with the Accomplishment Report on Research Conducted, and sufficient MOVs on adoption in other school/office, including a certification from the school/office head where the research/innovation was adopted  *Discuss adoption well in Part VIII of the accomplishment report– Dissemination, Advocacy and Utilization.
DATA SHARING AGREEMENT	Researcher/s	For signature of the researcher/s and representatives of SDO Quezon to secure the protection of data pertaining to its learners and personnel; should be secured by the requestor prior to the release of requested data, or the collection of data in the case of research conducted within the Division

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		*It must be notarized by a Notary Public after obtaining all signatures (to be facilitated by the Planning Office).
RESEARCH MANAGEMENT PROGRAM	SRC, DRC, and SDRC Research Coordinators	For use of the different committee levels in the implementation of their respective research management programs covering the areas of planning, capacity-building, technical assistance, dissemination, utilization, and partnerships; is required and should be approved by the school head, immediate head, or head of office
RESEARCH COMMITTEE ACCOMPLISHMENT REPORT	SRC, DRC, and SDRC Research Coordinators	For approval of the school head, immediate supervisor or head of office, and submission to the next higher level of governance at the end of the school year (for SRC/DRC) or fiscal year (for SDRC)
INDORSEMENT FOR APPROVED RESEARCH (sample only)	Division Research Coordinator	For signature of the Schools Division Superintendent; contains other deliverables that should be submitted online to the SDRC
INDORSEMENT FOR VERIFIED RESEARCH	Division Research Coordinator	For signature of the Schools Division Superintendent;

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ACCOMPLISHMENT (sample only)		contains other deliverables that should be submitted online to the SDRC
LETTER OF REQUEST (sample only)	Researcher/s, SRC, and DRC	For use of researcher/s requesting to conduct a study within the Division; request to certify utilization or adoption of research/innovation; request for verification of accomplishment report on research conducted; request for resource speaker/s from the Division; and request to conduct a research activity in the District, e.g. conference, training, plenum  *This template may be localized in the school/district.
LEARNING AND DEVELOPMENT PROGRAM PROPOSAL (for reference only)	SDRC, SRC, and DRC	For use in the preparation of proposals in the conduct of research program/activity, e.g. conference, training, plenum  *This template may be localized in the school/district.
LEARNING AND DEVELOPMENT PROGRAM COMPLETION REPORT (for reference only)	SDRC, SRC, and DRC	For use in the preparation of program/activity completion report after its conduct  *This template may be localized in the school/district.

-Nothing follows.

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**RESEARCH BLUEPRINT**

Name of Lead Researcher:	
Mobile No.:	
Email Address:	
School:	
District:	
Proposed Research Title:	

Guide Questions	Researcher's Response	Reviewer's Comments
What is the problem area or research gap you want to address?		
How do you intend to address the problem or gap?		
What are the specific research questions that need to be answered?		
What research method/s will you use to answer the questions?		
What kinds of result/ outputs are expected? (e.g. tool, framework, new theory, teaching aid, training plan, policy recommendation, etc.)		
How long will it take to finish this research? (in months)		

\_\_\_\_\_  
Signature Over Printed Name of the Lead Researcher

Date of Request: \_\_\_\_\_

\_\_\_\_\_  
Signature Over Printed Name of the SRC Representative

Date of Review: \_\_\_\_\_

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**TECHNICAL ASSISTANCE REQUEST ON RESEARCH**

<b>Profile of the Lead Researcher</b>	
Full Name:	Plantilla Position:
School:	District:
DepEd Email:	Mobile No.:
Messenger Username:	School Head's Mobile No.:

<b>Details of the Research</b>	
Type of Research:	<input type="checkbox"/> Basic Research <input type="checkbox"/> Action Research
Type of Research-Related Output:	<input type="checkbox"/> Research Proposal <input type="checkbox"/> Completed Research
Research Theme:	<input type="checkbox"/> Teaching and Learning <input type="checkbox"/> Child Protection <input type="checkbox"/> Human Resource Development <input type="checkbox"/> Governance <input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education
Scope of the Study:	<input type="checkbox"/> Regional (regionwide or at least two divisions) <input type="checkbox"/> Division (divisionwide or at least two districts) <input type="checkbox"/> District (districtwide or at least two schools) <input type="checkbox"/> School (schoolwide or classroom-based)
Duration of the Study (in months):	
Fund Source:	

[Note: Please attach to this form a copy of the research for technical assistance.]

Signature Over Printed Name of the Lead Researcher

Date of Request: \_\_\_\_\_

Noted by:

\_\_\_\_\_  
Signature Over Printed Name of the DRC Representative

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**ACTION RESEARCH PROPOSAL TEMPLATE**

**Research Title:** \_\_\_\_\_

**I. Context and Rationale**

- Describe the context or background under which the study exists.
- Specify the research gap or the problem to be addressed.
- Cite the reason for conducting the study. Discuss its main purpose and presumed benefit.
- State briefly the planned solution or intervention to be applied in addressing the problem.
- Explain how the results could be used in action planning and/or improving policies, systems, and practices.

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**II. Action Research Questions**

- Identify the problem/s which will be addressed by the research in terms of testing an idea, trying out solutions to a problem, or creating a new procedure or system.
- Mention the main research problem in the introductory statement. Then, proceed with the specific questions arranged in a logical order and numbered properly.
- Ensure that the questions are aligned with the purpose of the study and that the effect of the intervention can be measured.
- Convey clearly in the questions the desired change or improvement.
- Include a hypothesis statement in the closing paragraph, if applicable.

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**III. Proposed Innovation, Intervention, or Strategy**

- Discuss the innovation, intervention, or strategy to be tried out to address the issue or research problem. Mention its title and/or description.

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- *Clarify the activities to be undertaken in the planned solution. Define the step-by-step procedure when necessary.*
- *Explain in detail the rationale, extent, and limitation of the planned solution. Give support to its plausibility as a way to address the problem.*
- *Outline when and where the intervention will be implemented, and who will be involved.*
- *Enumerate the needed resources.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

#### **IV. Action Research Methods**

##### **A. Participants and/or other Sources of Data and Information**

- *State the target participants and/or other sources of data and information (e.g. learners, teachers, documents, learners' products, etc.).*
- *Specify the number of people involved.*
- *Describe the characteristics of the participants/sample.*
- *Explain the sampling procedure to use.*
- *Establish a clear rationale for the participants' inclusion in the study, including selection criteria.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

##### **B. Data Gathering Methods**

- *Detail the procedures for data collection.*
- *Prove why the selected data gathering method is suited to the nature and purpose of the research.*
- *Describe the type/s of data to gather, as well as how and when they will be gathered (e.g. pretest and posttest scores).*
- *Ensure that the method to use is aligned with the action research questions.*
- *Describe the research instrument and explain its appropriateness for obtaining the desired type/s of data, e.g. test.*

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- *Include a plan for validation and/or pilot-testing of the research instrument prior to actual administration.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**C. Data Analysis Plan**

- *Discuss clearly the research method to apply in analyzing the data collected, e.g. quantitative.*
- *Explain how the data will be organized, analyzed, interpreted, and reported.*
- *Describe the statistical tool/software to use, if applicable.*
- *Illustrate that the selected method of data analysis is appropriate to the nature of data collected and for addressing the research questions.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**V. Action Research Work Plan and Timelines**

- *Enumerate all research activities to be undertaken from the review of the proposal until completion of the study.*
- *Shade with gray the month/s covered throughout the duration of each activity.*
- *Include time estimates for each activity; enclose in parentheses, e.g. Conduct of experimentation (2 weeks).*

<b>Plan of Activities</b>	<b>Month 1</b>	<b>Month 2</b>	<b>Month 3</b>	<b>Month 4</b>	<b>Month 5</b>	<b>Month 6</b>
1.						
2.						
3.						
4.						
5.						

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[Note: Add rows if necessary. Please delete the guidepost above after reading.]

**VI. Plans for Dissemination and Utilization**

- Enumerate all dissemination and utilization activities upon completion of the study.
- Shade with gray the month/s covered throughout the duration of each activity.
- Include time estimates for each activity; enclose in parentheses, e.g. Presentation in a research conference (1 day).

Dissemination & Utilization Activities	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
1.						
2.						
3.						
4.						
5.						

[Note: Add rows if necessary. Delete this after reading.]

**VII. References**

- List down all cited works in alphabetical order.
- Follow the American Psychological Association (APA) format, latest edition.

[Note: Please delete the guidepost above after reading. Use Bookman Old Style, size 11, and 1.0 spacing.]

**VIII. Appendices**

- With proper labels, append to this research proposal the following deliverables:
  - result of root cause analysis on identifying the research problem;
  - research blueprint/s reviewed by the SRC;
  - detailed copy of innovation, intervention, or strategy;
  - declaration of anti-plagiarism and absence of conflict of interest; and

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- o curriculum vitae of researcher/s

[Note: Please delete the guidepost above after reading.]

<b>Submitted by:</b> <i>(Signature Over Printed Name)</i>	Lead Researcher	[insert]
	Co-researcher 1	[insert]
	Co-researcher 2	[insert]

[Note: Please indicate N/A to above name fields that are not applicable, e.g. in case of sole researcher. Delete this after reading.]

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<b>Decision</b>	
Accept Research Proposal:	<input type="checkbox"/> With minor editing <input type="checkbox"/> Without editing or revision
Return Research Proposal:	<input type="checkbox"/> With minor revision <input type="checkbox"/> With major revision

<b>Reviewed by:</b> <i>(Signature Over Printed Name)</i>	SDRC Content Expert	
	SDRC Technical Expert	

[Note: Please leave blank the above name fields. Delete this after reading.]

**[Disclaimer:** The content of this Action Research Proposal Template was adapted from DepEd Order No. 43, s. 2015 – Revised Guidelines for the Basic Education Research Fund (BERF); DO 16, s. 2017 – Research Management Guidelines; and DepEd IV-A CALABARZON’s BERF Action Research Proposal Application Template.]

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**COMPLETED ACTION RESEARCH TEMPLATE**

**Title Page**

- *On a separate sheet, prepare the title page which shall serve as the cover page of the completed research. Do not indicate a page number.*
- *It should contain the following entries in order:*
  - *Title of Research [boldfaced]*
  - *Name of Researcher/s*
  - *Plantilla Position*
  - *Name of School/ Office*
  - *Name of District, if applicable*
  - *Month and year of research completion*
- *Skip a couple of lines to provide enough space between entries, especially below the title and above the date of completion.*
- *Encode in title case, and set the text alignment to the center.*
- *Use Bookman Old Style, size 11, and 1.5 spacing.*

[Note: Please delete the guidepost above after reading.]

**Abstract**

- *On a separate sheet, write a concise summary of the completed research.*
- *Place the "Abstract" heading on the upper page, boldfaced, and centered.*
- *It should include the following:*
  - *Purpose and importance of the research conducted*
  - *Problem addressed in the study*
  - *Methodology*
  - *Results and major findings*
  - *Implications*
- *It should be a single paragraph composed of approximately 250 words or less, single-spaced, and justified.*

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[Note: Please delete the guidepost above after reading.]

### **Acknowledgment**

- *On a separate sheet, express gratitude to the people who have helped the researcher/s with the completed study.*
- *Place the "Acknowledgment" heading on the upper page, boldfaced, and centered.*
- *It should include those who provided the researcher/s support, guidance, or assistance during the research process.*
- *Use a formal, professional tone in writing.*

[Note: Please delete the guidepost above after reading. Begin the body of the completed research with the Context and Rationale.]

#### **I. Context and Rationale**

- *Describe the context or background under which the study exists.*
- *Specify the research gap or the problem addressed.*
- *Cite the reason for conducting the study. Discuss its main purpose and presumed benefit.*
- *State briefly the planned solution or intervention applied in addressing the problem.*
- *Explain how the results were used in action planning and/or improving policies, systems, and practices.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

#### **II. Innovation, Intervention, or Strategy**

- *Discuss the innovation, intervention, or strategy tried out to address the issue or research problem. Mention its title and/or description.*
- *Clarify the activities undertaken in the implemented solution. Define the step-by-step procedure when necessary.*

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- *Explain in detail the rationale, extent, and limitation of the implemented solution. Give support to its plausibility as a way to address the problem.*
- *Outline when and where the intervention was implemented, and who were involved.*
- *Enumerate the resources used.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

### **III. Action Research Questions**

- *Identify the problem/s intended to be addressed by the research in terms of testing an idea, trying out solutions to a problem, or creating a new procedure or system.*
- *Mention the main research problem in the introductory statement. Then, proceed with the specific questions arranged in a logical order and numbered properly.*
- *Ensure that the questions are aligned with the purpose of the study and that the effect of the intervention can be measured.*
- *Convey clearly in the questions the desired change or improvement.*
- *Include a hypothesis statement in the closing paragraph, if applicable.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

### **IV. Action Research Methods**

#### **A. Participants and/or other Sources of Data and Information**

- *State the research participants and/or other sources of data and information (e.g. learners, teachers, documents, learners' products, etc.).*
- *Specify the number of people involved.*
- *Describe the characteristics of the participants/sample.*
- *Explain the sampling procedure used.*
- *Establish a clear rationale for the participants' inclusion in the study, including selection criteria.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

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**B. Data Gathering Methods**

- *Detail the procedures done in data collection.*
- *Prove why the selected data gathering method was suited to the nature and purpose of the research.*
- *Describe the type/s of data gathered, as well as how and when they were gathered (e.g. pretest and posttest scores).*
- *Ensure that the method used was aligned with the action research questions.*
- *Describe the research instrument and explain its appropriateness for obtaining the desired type/s of data, e.g. test.*
- *Cite how validation and/or pilot-testing of the research instrument prior to actual administration was done.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**C. Data Analysis**

- *Discuss clearly the research method applied in analyzing the data collected, e.g. quantitative.*
- *Explain how the data were organized, analyzed, interpreted, and reported.*
- *Describe the statistical tool/software used, if applicable.*
- *Illustrate that the method of data analysis was appropriate to the nature of data collected and for addressing the research questions.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**V. Discussion of Results and Reflection**

- *Present the results in tabular and/or graphical form, and describe textually.*
- *Ensure that the results shown correspond to specific research questions*
- *Explain the research findings and support claims with reference to previous studies.*

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- *Make a reflection on what was learned. Write about the implications of the research findings in theory and/or practice.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

#### **VI. Action Plan**

- *Discuss briefly how the researcher/s intend/s to disseminate and utilize the research findings and/or the innovation, intervention, or strategy towards improving policies, systems, and practices.*
- *Attach the detailed plan in the Appendices.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

#### **VII. References**

- *List down all cited works in alphabetical order.*
- *Follow the American Psychological Association (APA) format, latest edition.*

[Note: Please delete the guidepost above after reading. Use Bookman Old Style, size 11, and 1.0 spacing.]

#### **VIII. Appendices**

- *With proper labels, append to this completed research the following deliverables:*
  - *detailed copy of innovation, intervention, or strategy;*
  - *plan for research dissemination, advocacy and utilization;*
  - *validated research instrument/s;*
  - *declaration of anti-plagiarism and absence of conflict of interest;*
  - *link to file-compressed datasets (.rar or .zip), e.g. tally sheets, computations, etc.;*
  - *other documents, such as financial report (if funded by legitimate source/s, e.g. MOOE, SEF, local donor, etc.); notarized data sharing agreement; and signed research blueprint/s; and*

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- o curriculum vitae of researcher/s

[Note: Please delete the guidepost above after reading.]

<b>Submitted by:</b> <i>(Signature Over Printed Name)</i>	Lead Researcher	[insert]
	Co-researcher 1	[insert]
	Co-researcher 2	[insert]

[Note: Please indicate N/A to above name fields that are not applicable, e.g. in case of sole researcher. Delete this after reading.]

Decision	
Accept Completed Research:	<input type="checkbox"/> With minor editing <input type="checkbox"/> Without editing or revision
Return Completed Research:	<input type="checkbox"/> With minor revision <input type="checkbox"/> With major revision

<b>Reviewed by:</b> <i>(Signature Over Printed Name)</i>	SDRC Content Expert	
	SDRC Technical Expert	

[Note: Please leave blank the above name fields. Delete this after reading.]

**[Disclaimer:** The content of this Completed Action Research Template was adapted from DepEd Order No. 43, s. 2015 – Revised Guidelines for the Basic Education Research Fund (BERF); and DO 16, s. 2017 – Research Management Guidelines.]

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**DATA SHARING AGREEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

This Memorandum of Agreement (MOA) is executed by and between:

[COMPLETE NAME, Age, Marital status, Nationality], with principal address at \_\_\_\_\_, hereinafter referred to as the **FIRST PARTY**. [For an individual; delete if not applicable]

[COMPLETE NAME OF INSTITUTION/ORGANIZATION], a/an [Type of institution/organization] duly registered in accordance with Philippine laws, with principal address at \_\_\_\_\_, represented by its [Designation], [COMPLETE NAME OF THE REPRESENTATIVE], hereinafter referred to as the **FIRST PARTY**. [For an institution/organization; delete if not applicable]

-and-

The **Department of Education, Schools Division of Quezon**, with office address at Sitio Fori, Brgy. Talipan, Pagbilao, Quezon, represented by its Administrative Officer V, [COMPLETE NAME OF THE REPRESENTATIVE], hereinafter referred to as the **SECOND PARTY**.

**WITNESSETH: That,**

**WHEREAS**, The Data Privacy Act of 2012 (Republic Act No. 10173) was enacted to protect one's fundamental right to privacy of communication while ensuring the free flow of information in order to promote innovation and growth.

**WHEREAS**, the Department of Education recognizes the need to share data while ensuring the protection of personal information.

**WHEREAS**, this MOA, hereinafter known as Data Sharing Agreement (DSA), or simply Agreement, is subject to the approval of the Schools Division Superintendent.

**NOW, THEREFORE**, premises considered, the PARTIES hereby agree and stipulate on the following:

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1. **Purpose.** The parties are entering into this Agreement, and the SECOND PARTY is granting the FIRST PARTY access to [DESCRIPTION OF DATA], for the purpose of [SHORT DESCRIPTION OF PURPOSE OF DATA USE].
2. **Description of Data.** "Data" includes [SHORT DESCRIPTION OF DATA, SUBJECT MATTER OF DATA], further described in the [NAME ATTACHMENT], attached to this Agreement.
3. **FIRST PARTY's Use of Data**
  - a. **Standard of Care.** The FIRST PARTY shall exercise at least the same degree of care as they use their own data and Confidential Information, but in no event less than reasonable care, to protect the Data from misuse and unauthorized access or disclosure.
  - b. **Safeguards around Data.** The FIRST PARTY shall use appropriate safeguards to protect the Data from misuse and unauthorized access or disclosure including
    - i. maintaining adequate physical controls and password protections for any server or system on which the Data is stored;
    - ii. ensuring that Data is not stored on any mobile or transmitted electronically, unless encrypted; and
    - iii. taking any other measures reasonably necessary to prevent any use or disclosure of the Data other than as allowed under this Agreement.
  - c. **Personal Information.** The FIRST PARTY will not attempt to identify any person whose information is contained in any Data or attempt to contact those persons.
  - d. **Unauthorized Disclosure**
    - i. **Report.** The FIRST PARTY shall promptly report to the SECOND PARTY any unauthorized use or disclosure of data within twenty-four (24) hours of becoming aware of such.
    - ii. **Cooperation and Mitigation.** The FIRST PARTY shall cooperate with any remediation that the SECOND PARTY, at its discretion, determines is necessary to
      1. address any applicable reporting requirements; and

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2. mitigate any effects of such unauthorized use or disclosure of the Data, including measures necessary to restore goodwill with stakeholders, including research subjects, collaborators, governmental authorities, and the public.
- e. **No Modification of Data.** The FIRST PARTY shall not copy, decompile, modify, reverse engineer, or create derivative works out of any of the Data.
4. **Term.** This Agreement will commence on the Effective Date and continue as long as the FIRST PARTY retains the Data, unless terminated earlier, but shall not exceed five (5) years without prejudice to entering into a new DSA.
  5. **Confidentiality/Security Measures.** The confidentiality of Data pertaining to individuals will be protected as follows:
    - a. The FIRST PARTY will not release the names of individuals, or information that could be linked to an individual, nor will the recipient present the result of data analysis in any manner that would reveal the identity of individuals.
    - b. The FIRST PARTY will not release individual addresses, nor will the recipient present the results of data analysis in any manner that would reveal individual addresses.
    - c. Both parties shall comply with laws and regulations governing the confidentially and privacy of the information that is the subject of this Agreement.
    - d. The FIRST PARTY will not release data to a third party without prior approval from the SECOND PARTY.
    - e. The FIRST PARTY will not share, publish, or otherwise release any findings or conclusions derived from the analysis of data obtained from the SECOND PARTY without prior approval from the latter.
  6. **Ownership.** All data being shared remain the property of the SECOND PARTY.
  7. **Return or Destruction of Data Property.** On the expiration or termination, promptly
    - a. return the Data and any other property, information, and documents including Confidential Information, provided by the SECOND PARTY;
    - b. destroy all copies made of the Data and any other property, information, and documents, including Confidential Information; and

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c. if requested by the SECOND PARTY, deliver to the SECOND PARTY a certificate confirming the FIRST PARTY's compliance with the return or destruction obligation under this section.

- 8. Mediation.** PARTIES shall resort to mediation as a pre-requisite towards any possible legal action over all suits and actions arising out of this Agreement.
- 9. Venue.** The venue of all suits and actions arising out of or in connection with this Agreement shall be within the Philippines where the Agreement was entered into.
- 10. Liability.** The FIRST PARTY shall be held liable under the Data Privacy Act of 2012 (RA 10173) for the violation of this Agreement.
- 11. Separability Clause.** In the event that one or more provisions contained herein shall be held invalid, illegal, or unenforceable in any respect and for any reason, the remaining provisions shall remain valid, legal, and enforceable.
- 12. Effectivity of the Agreement.** This Agreement shall take effect upon the collection or release of Data and shall be in effect until revoked by a separate Agreement entered between and by the parties pursuant to existing laws.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, Philippines.

**[FULL NAME]**  
FIRST PARTY

**[NAME OF ADMINISTRATIVE OFFICER V]**  
SECOND PARTY

Witnessed by:

\_\_\_\_\_  
Planning Officer  
Data Protection Officer

\_\_\_\_\_  
IT Officer  
Data Protection Officer

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**ACKNOWLEDGMENT**

**REPUBLIC OF THE PHILIPPINES}**  
\_\_\_\_\_ } **S.C.**

**BEFORE ME**, a Notary Public for and in \_\_\_\_\_, personally appeared:

	ID No.	Issued on/Issued at
<b>[FIRST PARTY/REPRESENTATIVE]</b>	_____	_____
		_____
<b>[SECOND PARTY/REPRESENTATIVE]</b>	_____	_____
		_____

With their Competent Evidence of Identity above, who known to me and known to be the same persons who executed the foregoing instrument and who acknowledged to me that the same is their own free and voluntary act and deed, and/or that of the institutions respectively represented.

The foregoing instrument refers to the MOA/DSA/Agreement consisting of \_\_\_\_\_ (\_\_\_\_) pages including the page in which this Acknowledgement is written, signed by the parties, including their instrumental witnesses on each and every page thereof and sealed with my notarial seal.

**WITNESS MY HAND AND SEAL** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, Philippines.

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**BASIC RESEARCH PROPOSAL TEMPLATE**

**Research Title:** \_\_\_\_\_

**I. Introduction and Rationale**

- Discuss the rationale for the research and relevant social, policy or practice context for the study.
- Specify the research gap or the problem to be addressed.
- Discuss the main purpose of the study and its presumed benefit.
- Explain in the introduction why the study will be undertaken, e.g. to answer a question about a specified problem in education. Relevant legal bases and/or Department issuances may be included.
- Explain how the results could be used in action planning and/or improving policies, systems, and practices.

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**II. Literature Review**

- Present key issues which underlie the research.
- Compare and contrast major findings, problems identified, recommendations, and questions raised in previous research.
- Discuss main points of view and controversies, and critically evaluate such views, e.g. their strengths and weaknesses.
- Explain the general conclusions of related research papers, and the knowledge gap/s that the proposed study aims to fill.
- Present concepts and ideas thematically.
- End this section with a brief discussion of the theoretical or conceptual framework, accompanied by a research model/paradigm.

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]



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### **III. Research Questions**

- *Identify the problem/s which will be addressed by the research in terms of describing the research participants and variable/s under investigation.*
- *Mention the main research problem in the introductory statement. Then, proceed with the specific questions arranged in a logical order and numbered properly.*
- *Ensure that the questions are aligned with the purpose of the study and the research title.*
- *Convey clearly in the questions the research variables.*
- *Include a hypothesis statement in the closing paragraph, if applicable.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

### **IV. Scope and Limitation**

- *Explain the coverage of the research in terms of location, time frame, respondents, etc.*
- *Identify inherent design or methodology parameters that can restrict the scope of the research findings and are outside the control of the researcher.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

### **V. Research Methodology**

#### **A. Sampling**

- *State the target participants and/or other sources of data and information (e.g. learners, teachers, documents, learners' products, etc.).*
- *Specify the number of people involved.*
- *Describe the characteristics of the participants/sample.*
- *Explain the sampling procedure to use.*
- *Establish a clear rationale for the participants' inclusion in the study, including selection criteria.*

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[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**B. Data Collection**

- *Detail the procedures for data collection.*
- *Prove why the selected data gathering method is suited to the nature and purpose of the research.*
- *Describe the type/s of data to gather, as well as how and when they will be gathered (e.g. work satisfaction levels).*
- *Ensure that the method to use is aligned with the basic research questions.*
- *Describe the research instrument and explain its appropriateness for obtaining the desired type/s of data, e.g. survey questionnaire. Ensure its parts correspond to the research variables.*
- *Include a plan for validation and/or pilot-testing of the research instrument prior to actual administration.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**C. Ethical Issues**

- *Identify ethical concerns that could possibly emanate from the conduct of research, and discuss how to prevent these from taking place.*
- *It includes, but is not limited to, the right to conduct a study or investigation to answer questions; securing free prior and informed consent from respondents and/or parents and guardians of learners; and ensuring confidentiality and anonymity.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**C. Plan for Data Analysis**

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- Discuss clearly the research method to apply in analyzing the data collected, e.g. quantitative.
- Explain how the data will be organized, analyzed, interpreted, and reported.
- Describe the statistical tool/software to use, if applicable.
- Illustrate that the selected method of data analysis is appropriate to the nature of data collected and for addressing the research questions.

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**VI. Timetable/Gantt Chart**

- Enumerate all research activities to be undertaken from the review of the proposal until completion of the study.
- Shade with gray the month/s covered throughout the duration of each activity.
- Include time estimates for each activity; enclose in parentheses, e.g. Data gathering through administration of survey questionnaire (2 weeks).

Plan of Activities	Month	Month	Month	Month	Month	Month
	1	2	3	4	5	6
1.						
2.						
3.						
4.						
5.						

[Note: Add rows if necessary. Please delete the guidepost above after reading.]

**VII. Plans for Dissemination and Utilization**

- Enumerate all dissemination and utilization activities upon completion of the study.
- Shade with gray the month/s covered throughout the duration of each activity.

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- *Include time estimates for each activity; enclose in parentheses, e.g. Presentation in a research conference (1 day).*

<b>Dissemination &amp; Utilization Activities</b>	<b>Month 1</b>	<b>Month 2</b>	<b>Month 3</b>	<b>Month 4</b>	<b>Month 5</b>	<b>Month 6</b>
1.						
2.						
3.						
4.						
5.						

[Note: Add rows if necessary. Delete this after reading.]

#### **VIII. References**

- *List down all cited works in alphabetical order.*
- *Follow the American Psychological Association (APA) format, latest edition.*

[Note: Please delete the guidepost above after reading. Use Bookman Old Style, size 11, and 1.0 spacing.]

#### **IX. Appendices**

- *With proper labels, append to this research proposal the following deliverables:*
  - *result of root cause analysis on identifying the research problem;*
  - *research blueprint/s reviewed by the SRC;*
  - *declaration of anti-plagiarism and absence of conflict of interest; and*
  - *curriculum vitae of researcher/s*

[Note: Please delete the guidepost above after reading.]

<b>Submitted by:</b> <i>(Signature Over Printed Name)</i>	Lead Researcher	[insert]
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	Co-researcher 1	[insert]
	Co-researcher 2	[insert]

[Note: Please indicate N/A to above name fields that are not applicable, e.g. in case of sole researcher. Delete this after reading.]

Decision	
Accept Research Proposal:	<input type="checkbox"/> With minor editing <input type="checkbox"/> Without editing or revision
Return Research Proposal:	<input type="checkbox"/> With minor revision <input type="checkbox"/> With major revision

<b>Reviewed by:</b> <i>(Signature Over Printed Name)</i>	SDRC Content Expert	
	SDRC Technical Expert	

[Note: Please leave blank the above name fields. Delete this after reading.]

**[Disclaimer:** The content of this Basic Research Proposal Template was adapted from DepEd Order No. 43, s. 2015 – Revised Guidelines for the Basic Education Research Fund (BERF); DO 16, s. 2017 – Research Management Guidelines; and DepEd IV-A CALABARZON’s BERF Basic Research Proposal Application Template.]

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**COMPLETED BASIC RESEARCH TEMPLATE**

**Title Page**

- On a separate sheet, prepare the title page which shall serve as the cover page of the completed research. Do not indicate a page number.
- It should contain the following entries in order:
  - Title of Research [boldfaced]
  - Name of Researcher/s
  - Plantilla Position
  - Name of School/Office
  - Name of District, if applicable
  - Month and year of research completion
- Skip a couple of lines to provide enough space between entries, especially below the title and above the date of completion.
- Encode in title case, and set the text alignment to the center.
- Use Bookman Old Style, size 11, and 1.5 spacing.

[Note: Please delete the guidepost above after reading.]

**Abstract**

- On a separate sheet, write a concise summary of the completed research.
- Place the "Abstract" heading on the upper page, boldfaced, and centered.
- It should include the following:
  - Purpose and importance of the research conducted
  - Problem addressed in the study
  - Methodology
  - Results and major findings
  - Implications
- It should be a single paragraph composed of approximately 250 words or less, single-spaced, and justified.

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[Note: Please delete the guidepost above after reading.]

### **Acknowledgment**

- *On a separate sheet, express gratitude to the people who have helped the researcher/s with the completed study.*
- *Place the “Acknowledgment” heading on the upper page, boldfaced, and centered.*
- *It should include those who provided the researcher/s support, guidance, or assistance during the research process.*
- *Use a formal, professional tone in writing.*

[Note: Please delete the guidepost above after reading. Begin the body of the completed research with the Context and Rationale.]

### **I. Introduction and Rationale**

- *Discuss the rationale for the research and relevant social, policy or practice context for the study.*
- *Specify the research gap or the problem addressed.*
- *Discuss the main purpose of the study and its presumed benefit.*
- *Explain in the introduction why the study was undertaken, e.g. to answer a question about a specified problem in education. Relevant legal bases and/or Department issuances may be included.*
- *Explain how the results were used in action planning and/or improving policies, systems, and practices.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

### **II. Literature Review**

- *Present key issues which underlie the research.*

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- *Compare and contrast major findings, problems identified, recommendations, and questions raised in previous research.*
- *Discuss main points of view and controversies, and critically evaluate such views, e.g. their strengths and weaknesses.*
- *Explain the general conclusions of related research papers, and the knowledge gap/s that the study aimed to fill.*
- *Present concepts and ideas thematically.*
- *End this section with a brief discussion of the theoretical or conceptual framework, accompanied by a research model/paradigm.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

### **III. Research Questions**

- *Identify the problem/s intended to be addressed by the research in terms of describing the research participants and variable/s under investigation.*
- *Mention the main research problem in the introductory statement. Then, proceed with the specific questions arranged in a logical order and numbered properly.*
- *Ensure that the questions are aligned with the purpose of the study and the research title.*
- *Convey clearly in the questions the research variables.*
- *Include a hypothesis statement in the closing paragraph, if applicable.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

### **IV. Scope and Limitation**

- *Explain the coverage of the research in terms of location, time frame, respondents, etc.*
- *Identify inherent design or methodology parameters that restricted the scope of the research findings and were outside the control of the researcher.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

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**V. Research Methodology**

**A. Sampling**

- *State the research participants and/or other sources of data and information (e.g. learners, teachers, documents, learners' products, etc.).*
- *Specify the number of people involved.*
- *Describe the characteristics of the participants/ sample.*
- *Explain the sampling procedure used.*
- *Establish a clear rationale for the participants' inclusion in the study, including selection criteria.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**B. Data Collection**

- *Detail the procedures for data collection.*
- *Prove why the selected data gathering method was suited to the nature and purpose of the research.*
- *Describe the type/s of data to gather, as well as how and when they were gathered (e.g. work satisfaction levels).*
- *Ensure that the method used was aligned with the basic research questions.*
- *Describe the research instrument and explain its appropriateness for obtaining the desired type/s of data, e.g. survey questionnaire. Ensure its parts correspond to the research variables.*
- *Cite how validation and/or pilot-testing of the research instrument prior to actual administration was done.*
- *In the section, integrate a brief discussion of ethical concerns that were considered before, during and after data collection. These include, but are not limited to, the right to conduct a study or investigation to answer questions; securing free prior and*

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*informed consent from respondents and/or parents and guardians of learners; and ensuring confidentiality and anonymity.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**C. Data Analysis**

- *Discuss clearly the research method applied in analyzing the data collected, e.g. quantitative.*
- *Explain how the data were organized, analyzed, interpreted, and reported.*
- *Describe the statistical tool/software used, if applicable.*
- *Illustrate that the selected method of data analysis was appropriate to the nature of data collected and for addressing the research questions.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**VI. Discussion of Results and Recommendations**

- *Present the results in tabular and/or graphical form, and describe textually.*
- *Ensure that the results shown correspond to specific research questions*
- *Explain the research findings and support claims with reference to previous studies. Write about the implications of such findings in theory and/or practice.*
- *Make recommendations based on the findings.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**VII. Dissemination and Advocacy Plan**

- *Discuss briefly how the researcher/s intend/s to disseminate the research findings and make advocacy in relation to the problem area that was investigated towards improving policies, systems, and practices.*
- *Attach the detailed plan in the Appendices.*

[Note: Please delete the guidepost above after reading. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]



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Old Style, size 11, and 1.5 spacing.]

**VIII. References**

- *List down all cited works in alphabetical order.*
- *Follow the American Psychological Association (APA) format, latest edition.*

[Note: Please delete the guidepost above after reading. Use Bookman Old Style, size 11, and 1.0 spacing.]

**IX. Appendices**

- *With proper labels, append to this completed research the following deliverables:*
  - *plan for research dissemination, advocacy and utilization;*
  - *validated research instrument/s;*
  - *declaration of anti-plagiarism and absence of conflict of interest;*
  - *link to file-compressed datasets (.rar or .zip), e.g. tally sheets, interview transcripts, coded data, computations, etc.;*
  - *other documents, such as financial report (if funded by legitimate source/s, e.g. MOOE, SEF, local donor, etc.); notarized data sharing agreement; and signed research blueprint/s; and*
  - *curriculum vitae of researcher/s*

[Note: Please delete the guidepost above after reading.]

<b>Submitted by:</b> <i>(Signature Over Printed Name)</i>	Lead Researcher	[insert]
	Co-researcher 1	[insert]
	Co-researcher 2	[insert]

[Note: Please indicate N/A to above name fields that are not applicable, e.g. in case of sole researcher. Delete this after reading.]

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Decision	
Accept Completed Research:	<input type="checkbox"/> With minor editing <input type="checkbox"/> Without editing or revision
Return Completed Research:	<input type="checkbox"/> With minor revision <input type="checkbox"/> With major revision

<b>Reviewed by:</b> <i>(Signature Over Printed Name)</i>	SDRC Content Expert	
	SDRC Technical Expert	

[Note: Please leave blank the above name fields. Delete this after reading.]

**[Disclaimer:** The content of this Completed Basic Research Template was adapted from DepEd Order No. 43, s. 2015 – Revised Guidelines for the Basic Education Research Fund (BERF); and DO 16, s. 2017 – Research Management Guidelines.]

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### PLAN FOR RESEARCH DISSEMINATION, ADVOCACY AND UTILIZATION

[Name of School/District/Office]

[School Year]

[Address]

#### I. INTRODUCTION

[Note: Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

#### II. HIGHLIGHTS OF RESEARCH FINDINGS

[Note: Specific findings may be listed in bullet form. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

#### III. GENERAL OBJECTIVES

[Note: Discuss the general objectives of this plan. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

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**IV. PRODUCTION**

Dissemination/ Utilization Activities	Specific Objectives	Timeframe/ Target Date	Budget and its Source	Human Resources/ Persons Involved	Material Resources	Success Indicators
						[Example 1: No. of research presentations made in conferences] [Example 2: No. of policy recommendations used in localized school guidelines]

**V. MONITORING & EVALUATION**

[Note: Discuss how this plan will be monitored and evaluated. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

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## VI. ATTACHMENTS

[Note: Enumerate any other attachments to this plan. Use Bookman Old Style, size 11, and 1.5 spacing.]

**Prepared by:**

\_\_\_\_\_  
Signature Over Printed Name of Researcher/Position

[Note: Please add names of researchers as needed.]

**Approved by:**

\_\_\_\_\_  
Signature Over Printed Name of School Head/Immediate Supervisor

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**DECLARATION OF ANTI-PLAGIARISM AND ABSENCE OF CONFLICT OF INTEREST**

**[ Declaration of Anti-Plagiarism ]**

1. I/We, **NAME OF RESEARCHER/S**, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person or that of the undersigned proponents and/or using some parts of their work without proper acknowledgment and referencing.
2. I/We hereby attest to the originality of this research proposal and have cited properly all the references used. I/We further commit that all deliverables and the completed research emanating from this proposal shall be of original content. I/We shall use appropriate citations in referencing other works from various sources. I/We also hereby attest that this research has not yet been finished and is not part of the researcher/s' thesis or dissertation.
3. I/We understand that violation of this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education.

\_\_\_\_\_  
Signature Over Printed Name of Lead Researcher

Click or tap to enter a date.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature Over Printed Name of Researcher

Click or tap to enter a date.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature Over Printed Name of Researcher

Click or tap to enter a date.

\_\_\_\_\_  
Date Signed

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**[ Declaration of Absence of Conflict of Interest ]**

1. I/We, **NAME OF RESEARCHER/S**, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my/our judgment in evaluating, conducting, or reporting research.
2. I/We hereby declare that I/we do not have any personal conflict of interest that may arise from my/our submission of my/our research proposal. I/We understand that my/our research proposal may be returned to me/us if found out that there is a conflict of interest during the initial screening or review as per DO 16, s. 2017.
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my/our research, I/we will duly report it to the research committee for immediate action.
4. I/we understand that I/we may be held accountable by the Department of Education for any conflict of interest which I/we have intentionally concealed.

---

Signature Over Printed Name of Lead Researcher  
Click or tap to enter a date.

---

Date Signed

---

Signature Over Printed Name of Researcher  
Click or tap to enter a date.

---

Date Signed

---

Signature Over Printed Name of Researcher  
Click or tap to enter a date.

---

Date Signed

[Disclaimer: This Declaration of Anti-Plagiarism and Absence of Conflict of Interest was adapted from Annex 3 of DepEd Order No. 16, s. 2017 – Research Management Guidelines.]

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### RESEARCH MANAGEMENT PROGRAM

[Name of School/District/Office]

[School Year]

[Address]

#### I. INTRODUCTION

[Note: Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

#### II. VISION-MISSION OF THE PROGRAM

[Note: Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

#### III. GOALS OF THE PROGRAM

[Note: Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

#### IV. OBJECTIVES OF THE PROGRAM

[Note: Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

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**V. RESEARCH COMMITTEE COMPOSITION**

[Note: Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**VI. FUNDING SOURCES**

[Note: Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**VII. STRATEGY**

Key Result Areas	Activities	Objectives	Timeframe	Budget and its Source	Persons Involved	Material Resources	Performance Indicators
Planning							Example 1: No. of conducted planning meetings
Capacity-Building							Example 2: No. of training in research development
Technical Assistance							
Dissemination							
Utilization							
Partnerships							

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### VIII. MONITORING & EVALUATION OF THE PROGRAM

[Note: Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

### IX. ATTACHMENTS

[Note: Enumerate any other attachments to this program. Use Bookman Old Style, size 11, and 1.5 spacing.]

**Prepared by:**

\_\_\_\_\_  
Signature Over Printed Name of Research Coordinator/Position

**Approved by:**

\_\_\_\_\_  
Signature Over Printed Name of School Head/Immediate Supervisor/Head of Office

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**ACCOMPLISHMENT REPORT ON RESEARCH CONDUCTED**

**Name of School/District/Office**

[School Year]

[Address]

**I. INTRODUCTION**

[Note: Indent each paragraph. Include the rationale for the research conduct. Use Bookman Old Style, size 11, and 1.5 spacing.]

**II. MAIN RESEARCH PROBLEM**

[Note: Indent each paragraph. Cite briefly the main research problem addressed in the study. Discuss also its relevance to the Department's Research Agenda and how it contributes to attaining the Division Education Development Plan (DEDP). Use Bookman Old Style, size 11, and 1.5 spacing.]

**III. OBJECTIVES**

[Note: Indent each paragraph. Enumerate specific objectives of the study. Use Bookman Old Style, size 11, and 1.5 spacing.]

**IV. BENEFICIARIES**

[Note: Indent each paragraph. Identify and describe who will benefit from the study. Use Bookman Old Style, size 11, and 1.5 spacing.]

**V. RESOURCES**

[Note: Indent each paragraph. Discuss the human and non-human resources used. Use Bookman Old Style, size 11, and 1.5 spacing.]

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**VI. RESULTS & MAJOR FINDINGS**

[Note: Indent each paragraph. Discuss briefly the research results and major findings. Explain their implications to Teaching and Learning; Child Protection; Human Resource Development; Governance; Disaster Risk Reduction and Management; Gender and Development; or Inclusive Education. Use Bookman Old Style, size 11, and 1.5 spacing.]

**VII. RECOMMENDATIONS**

[Note: Indent each paragraph. Highlight the most important recommendations based on the findings. Use Bookman Old Style, size 11, and 1.5 spacing.]

**VIII. DISSEMINATION, ADVOCACY AND UTILIZATION**

[Note: Indent each paragraph. Explain how the researcher/s disseminated, advocated and utilized the research findings. Attach applicable means of verification. Use Bookman Old Style, size 11, and 1.5 spacing.]

**IX. PHOTO DOCUMENTATION**

[Note: Indent each paragraph. Include in-action photos before, during and after the conduct of research. Use captions to describe each photo. Use Bookman Old Style.]

**X. ATTACHMENTS**

- a) Copy of the Completed Research
- b) Signed Indorsement of the Approved Research
- c) Copy of the Approved Plan for Dissemination, Advocacy and Utilization
- d) Means of Verification of Research Dissemination, Advocacy and Utilization
- e) Copy of Innovation, Intervention, or Strategy [if action research]

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Submitted by:

\_\_\_\_\_  
Signature Over Printed Name of Researcher/Position

[Note: Please add names of researchers as needed.]

Reviewed by:

\_\_\_\_\_  
Signature Over Printed Name of Division Research Coordinator

Recommended for Approval by:

\_\_\_\_\_  
Assistant Schools Division Superintendent/SDRC Chairperson

Verified and Approved by:

\_\_\_\_\_  
Schools Division Superintendent  
Head of Office/SDRC Adviser

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### **CERTIFICATE OF UTILIZATION**

This is to certify that this Office, through the Schools Division Research Committee (SDRC), has reviewed and validated that the **[Research/Innovation]** titled **[Title of the Completed and Utilized Research/Innovation]** submitted by [Complete Name(s) of Researcher/Innovator], of [School/District/Office] was **SUCCESSFULLY UTILIZED** in [Name of School/District/Office where the Research/Innovation was Utilized] to [Objective(s)] which resulted to [Outcome(s)].

Issued and signed this \_\_\_\_ day of [Month], [Year] in SDO Quezon, Sitio Fori, Brgy. Talipan, Pagbilao, Quezon.

---

Schools Division Superintendent  
Head of Office/SDRC Adviser

---

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### **CERTIFICATE OF ADOPTION**

This is to certify that this Office, through the Schools Division Research Committee (SDRC), has reviewed and validated that the **[Research/Innovation]** titled **[Title of the Completed and Adopted Research/Innovation]** submitted by [Complete Name(s) of Researcher/Innovator], of [School/District/Office] was **SUCCESSFULLY ADOPTED** in [Name of School/District/Office where the Research/Innovation was Adopted] to [Objective(s)] from [Inclusive Month(s)/Duration of Adoption in Other School/District/Office].

Issued and signed this \_\_\_\_ day of [Month], [Year] in SDO Quezon, Sitio Fori, Brgy. Talipan, Pagbilao, Quezon.

Schools Division Superintendent  
Head of Office /SDRC Adviser

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## CERTIFICATE OF APPROVAL

This is to certify that this Office, through the Schools Division Research Committee (SDRC), has reviewed the **[Research Proposal/Completed Research]** titled **[Research Title]** which aimed to [Objective(s)]. This work was submitted by [Complete Name(s) of Researcher], of [School/District/Office] which led to its quality assurance and subsequent **APPROVAL**.

Issued and signed this \_\_\_\_ day of [Month], [Year] in SDO Quezon, Sitio Fori, Brgy. Talipan, Pagbilao, Quezon.

Schools Division Superintendent  
Head of Office/SDRC Adviser

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**RESEARCH COMMITTEE ACCOMPLISHMENT REPORT**

**Name of School/District/Office**

[School Year]

[Address]

**I. EXECUTIVE SUMMARY**

[**Note:** Summarize briefly the Committee's accomplishments. Discuss how the goals/objectives were attained, how the members collaborated, and which major funding source/s helped in the conduct of research initiatives. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**II. RESEARCH COMPLETED**

<b>No. of Action Research (Non-BERF)</b>	<b>Main Research Theme</b>	<b>Cross-cutting Theme</b>	<b>Remarks</b>
	Teaching and Learning	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Child Protection	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Human Resource Development	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Governance	<input type="checkbox"/> Disaster Risk Reduction and Management	

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		<input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
<b>Sub-Total</b>			
<b>No. of Basic Research (Non-BERF)</b>	<b>Main Research Theme</b>	<b>Cross-cutting Theme</b>	<b>Remarks</b>
	Teaching and Learning	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Child Protection	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Human Resource Development	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Governance	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
<b>Sub-Total</b>			
<b>No. of Action Research (BERF)</b>	<b>Main Research Theme</b>	<b>Cross-cutting Theme</b>	<b>Remarks</b>
	Teaching and Learning	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development	

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		<input type="checkbox"/> Inclusive Education	
	Child Protection	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Human Resource Development	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Governance	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
<b>Sub-Total</b>			
<b>No. of Basic Research (BERF)</b>	<b>Main Research Theme</b>	<b>Cross-cutting Theme</b>	<b>Remarks</b>
	Teaching and Learning	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Child Protection	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Human Resource Development	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	

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	Governance	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	<b>Sub-Total</b>		
	<b>TOTAL</b>		

[**Note:** Only the sub-total of all “completed and approved Action Research” shall be indicated in the Basic Education Information System (BEIS) data on research under Box 2-“1.a. Completed”. Please attach here the means of verification. Present in a separate table the titles of completed research, whether BERF or Non-BERF, month/year of completion, name of researcher/s, and plantilla position.]

**III. APPROVED RESEARCH PROPOSALS**

No. of Action Research (Non-BERF)	Main Research Theme	Cross-cutting Theme	Remarks
	Teaching and Learning	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Child Protection	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Human Resource Development	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	

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	Governance	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
<b>Sub-Total</b>			
<b>No. of Basic Research (Non-BERF)</b>	<b>Main Research Theme</b>	<b>Cross-cutting Theme</b>	<b>Remarks</b>
	Teaching and Learning	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Child Protection	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Human Resource Development	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Governance	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
<b>Sub-Total</b>			
<b>No. of Action Research (BERF)</b>	<b>Main Research Theme</b>	<b>Cross-cutting Theme</b>	<b>Remarks</b>

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	Teaching and Learning	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Child Protection	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Human Resource Development	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Governance	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
<b>Sub-Total</b>			
<b>No. of Basic Research (BERF)</b>	<b>Main Research Theme</b>	<b>Cross-cutting Theme</b>	<b>Remarks</b>
	Teaching and Learning	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Child Protection	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	

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	Human Resource Development	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	Governance	<input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education	
	<b>Sub-Total</b>		
	<b>TOTAL</b>		

**[Note:** Only the sub-total of all “approved Action Research proposals” shall be indicated in the BEIS data on research under Box 2- “1.b. On-going” whereas “1.c. To be conducted” should at least have a reviewed Research Blueprint. Please attach here the means of verification. Present in a separate table the titles of research proposal, whether BERF or Non-BERF, month/year of approval, name of researcher/s, and plantilla position.]

**IV. RESEARCH MANAGEMENT KEY RESULT AREAS (KRAs)**

KRAs	Performance Indicators (Target)	Performance Indicators (Actual)	Remarks
Planning			
Capacity-Building			
Dissemination			
Utilization			
Partnerships			

**[Note:** Please attach here the means of verification. Include activity completion reports, photo-documentations with captions, minutes of meetings, Memoranda of Agreement, etc. Use bullets in case of more than one performance indicators per KRA.]

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**V. JOURNAL/RESEARCH PUBLISHED**

No. of Journal Published by the Committee	Type of Publication	Month/ Year	Name of Journal and ISBN/ISSN	Funding Source (MOOE, SEF, BERF Grant, Sponsorship, Donation, etc.)
	<input type="checkbox"/> Online <input type="checkbox"/> Printed			
No. of Research Published by DepEd	Type of Publication	Month/ Year	Name of Journal and ISBN/ISSN	Published By (School, District, Division, Region, Central)
	<input type="checkbox"/> Online <input type="checkbox"/> Printed			
No. of Research Published by Organization/s External to DepEd	Type of Publication	Month/ Year	Name of Journal and ISBN/ISSN	Name of Publishing Organization (National, International)
	<input type="checkbox"/> Online <input type="checkbox"/> Printed			

[**Note:** Please attach here the means of verification, e.g. photo-documentation with captions, research abstracts in the publication, DOI/link to publication, etc. The title of research, name of researcher/s and plantilla position should be presented in a separate table and appended, too.]

**VI. RESEARCH PRESENTED**

No. of Research Presented	Type of Presentation	Level of Presentation (School, District, Division, Regional, National, International)	Title of Research Event	Funding Source (MOOE, SEF, BERF Grant, Sponsorship, Donation, etc.)
	Oral Presentation			
	Poster/Visual Presentation			

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[**Note:** Please attach here the means of verification, e.g. photo-documentation with captions, research abstracts of research presented, DOI/link to publication, etc. The title of research, date of presentation, name of researcher/s and plantilla position should be presented in a table and appended, too.]

**VII. RESEARCH OUTPUTS**

<b>Learning Area/ SHS Track/ Governance Area</b>	<b>No. of Outputs Produced</b>	<b>No. of Outputs Disseminated</b>	<b>No. of Outputs Utilized in the School/Office</b>	<b>No. of Outputs Adopted by Other School/Office</b>
<b>TOTAL</b>				

[**Note:** Add rows as necessary. Research outputs may refer to a localized learning material, new teaching strategy or system, training program, localized policy, etc. Please attach here the means of verification. Include plans for research dissemination, advocacy and utilization; accomplishment reports on research conducted; and complied certificates of utilization and/or adoption. The title of the research outputs; specific learning area, SHS track and/or governance area; specific grade level used; and whether disseminated, utilized and/or adopted should be presented in a separate table and appended, too.]

**VIII. RESULTS OF MONITORING AND EVALUATION (M&E)**

[**Note:** Discuss how M&E of the Research Management Program (RMP) was done. Please attach here the means of verification. Indent each paragraph. Use Bookman Old Style, size 11, and 1.5 spacing.]

**IX. KEY IMPLEMENTATION ISSUES**

[**Note:** Enumerate, in bullets, the key issues encountered in the implementation of the RMP. Use Bookman Old Style, size 11, and 1.5 spacing.]

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**X. RECOMMENDATIONS**

[**Note:** Enumerate, in bullets, the recommendations of the Committee to further improve the RMP implementation in the following year. Refer to the results of M&E and implementation issues for guidance. Use Bookman Old Style, size 11, and 1.5 spacing.]

**XI. ATTACHMENTS**

[**Note:** Enumerate, in alphabet headings, all the attachments to this accomplishment report. Refer to the notes below each section of the report for guidance. Please label the attachments properly corresponding to the order of sections to easily locate them. Use Bookman Old Style, size 11, and 1.5 spacing.]

Prepared by:

\_\_\_\_\_  
Signature Over Printed Name of Research Coordinator/Position

Approved by:

\_\_\_\_\_  
Signature Over Printed Name of School Head/Immediate Supervisor/Head of Office

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1<sup>st</sup> **INDORSEMENT**

[Date]

Respectfully returned to **[Complete Name of Lead Researcher]** of [Name of School and District] the hereto **APPROVED [Research Proposal/Completed Research]** which underwent and passed the review and evaluation of the Schools Division Research Committee.

After the final editing/revision per recommendations of the Committee, please furnish this Office, through the School Governance and Operations Division, with an e-copy of the following deliverables via [link to Google Form]:

- a) This Indorsement [scanned];
- b) Research Proposal/Completed Research;
- c) Innovation, Intervention, or Strategy [if action research];
- d) Plan for Research Dissemination, Advocacy and Utilization [if completed research];
- e) Validated Research Instrument/s;
- f) Declaration of Anti-plagiarism and Absence of Conflict of Interest;
- g) Notarized Data Sharing Agreement; and
- h) File-compressed Datasets [if completed research].

For the information and compliance of the above researcher.

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Schools Division Superintendent  
Head of Office/SDRC Adviser

ora-par06/20/2023

DEPEDQUEZON-TM-SDS-04-012-003

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1<sup>st</sup> **INDORSEMENT**

[Date]

Respectfully returned to **[Complete Name of Lead Researcher]** of [Name of School and District] the hereto attached **VERIFIED AND APPROVED Accomplishment Report on Research** which underwent rigorous review by the Schools Division Research Committee.

Please send an e-copy of the following means of verification for future reference of this Office through [link to Google Form]:

- a) This Indorsement [scanned]; and
- b) Accomplishment Report on Research.

For the information and compliance of the above researcher.

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Schools Division Superintendent  
Head of Office/SDRC Adviser

ora-par06/20/2023

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**LETTER OF REQUEST**

\_\_\_\_\_  
[Date]

**[COMPLETE NAME OF THE SUPERINTENDENT]**

Schools Division Superintendent  
DepEd Quezon

Through: **[COMPLETE NAME OF SEPS for PAR]**  
Senior Education Program Specialist  
School Governance and Operations Division

Dear \_\_\_\_\_,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

[To mention: Name of Researcher(s), School, District, Office, Contact Details [cellphone number and email], Title of Research, Specific Objectives/Research Problem, Target Respondents/Research Participants, Data Collection Method, Research Instrument]

[To attach: Validated Research Instrument, Data Sharing Agreement, Copy of Approved Research Proposal (scanned Indorsement only)]

Very truly yours,

\_\_\_\_\_  
Signature Over Printed Name of Lead Researcher  
Position

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**LEARNING AND DEVELOPMENT PROGRAM PROPOSAL**

- I. TITLE OF THE L&D PROGRAM:** *(Cite here the title of the proposed L&D program.)*
- II. TYPE OF L&D PROGRAM:** *(Cite here the type of learning activity provided which may be in the form of training, seminars, workshops, technical lectures or subject matter meetings, non-degree training lectures and scientific meetings, modules, tours and visits, etc.)*
- III. TARGET AND NUMBER OF PARTICIPANTS:** *(Cite here the intended participants of the proposed L&D program, as well as the expected number of attendees.)*
- IV. PROPOSED DATE AND VENUE:** *(Cite here the intended date and venue of the proposed L&D program.)*
- V. FUNDING SOURCE:** *(Cite here the source of funds of the proposed L&D program.)*
- VI. PROPOSED BUDGET:** *(Cite here the intended budget of the proposed L&D program.)*  
Registration Fee (if any):
- VII. PROPONENT:** *(Cite here the name of the proponent, as well as the office/section/unit in charge of the proposed L&D program.)*
- VIII. RATIONALE:** *(Cite here the brief background and reasons for conducting the proposed L&D program.)*
- IX. OBJECTIVES:**
- Terminal Objective/s:** *(Cite here the general objectives of the proposed L&D program.)*
- Enabling Objective/s:** *(Cite here the specified objectives of the proposed L&D program.)*
- X. KEY CONTENT AND METHODOLOGY:** *(Cite here the specific key content/s of the proposed L&D program. Insert here also the proposed session guide.)*
- XI. EXPECTED OUTPUT:** *(Cite here the expected output of the proposed L&D program.)*

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Prepared by:

\_\_\_\_\_  
Position/Designation

Okay as to fund:

\_\_\_\_\_  
Accountant III

Recommending Approval:

\_\_\_\_\_  
Assistant Schools Division Superintendent

Approved by:

\_\_\_\_\_  
Schools Division Superintendent

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**LEARNING AND DEVELOPMENT (L&D) PROGRAM COMPLETION REPORT**

- I. L&D PROGRAM TITLE:**
- II. L&D PROGRAM TYPE:** *(Cite here the type of learning activity provided, i.e. seminars, workshops, technical lectures or subject matter meetings, non-degree training lectures and scientific meetings, modules, tours and visits, etc.)*
- III. DATE:**
- IV. VENUE:**
- V. PARTICIPANTS' DESCRIPTION:**

	Target			Actual		
	M	F	T	M	F	T
<b>Participants</b>						
<b>Facilitators</b>						
<b>Total</b>						

- VI. L&D PROGRAM MANAGEMENT TEAM:** *(Cite here the persons involved in the L&D program management.)*
- VII. MONITORING AND EVALUATION TEAM:** *(Cite here the persons involved in the monitoring and evaluation of the L&D program.)*
- VIII. FACILITATOR/S:** *(Cite here the persons involved in the facilitation of L&D program.)*
- IX. DESCRIPTION:** *(Cite here the brief description of the L&D program provided.)*
- X. OBJECTIVES:** *(Cite here the objectives of the L&D program provided.)*
- XI. RESULTS:** *(Cite here the achievement of objectives of the L&D program provided.)*

DEPEDQUEZON-SGO-HRD-04-003-004



*"Creating Possibilities, Inspiring Innovations"*

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Website: www.depedquezon.com.ph



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

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**XII. PARTICIPANTS' FEEDBACK:** *(Include major feedback.)*

**XIII. MONITORING AND EVALUATION ANALYSIS:**

**XIV. PHOTO DOCUMENTATION:**

Prepared by:

\_\_\_\_\_  
(Designation)

Noted by:

\_\_\_\_\_  
(Designation)

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