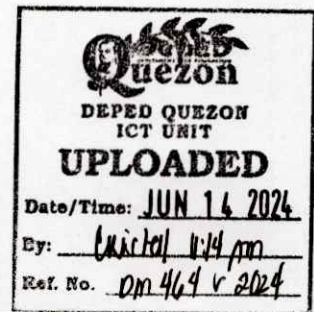




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



13 June 2024

DIVISION MEMORANDUM

DM No. 464, s. 2024

MONITORING THE IMPLEMENTATION STATUS OF AND TECHNICAL ASSISTANCE TO APPROVED PROPOSALS FOR THE BASIC EDUCATION RESEARCH FUND (BERF) – NINTH CYCLE

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
BERF Grantees for Ninth Cycle
All Others Concerned

1. With reference to **DepEd Order No. 16, s. 2017** titled Research Management Guidelines, particularly on the functions of the Schools Division Research Committee (SDRC) Secretariat that states “conduct technical assistance to researches on the conduct of their studies” and “conduct periodic monitoring of research in schools and community learning centers within the Division”, DepEd Quezon shall conduct a **monitoring** of the implementation status of and **technical assistance** to approved proposals for the Basic Education Research (BERF) – Ninth Cycle, on **July 3-5, 2024**.
2. This activity shall focus on the following:
 - a. implementation status and activities based on the approved work plan;
 - b. means of verification for each completed research-related activity; and
 - c. provision of technical assistance.
3. The Division Monitoring Team (DMT) shall be composed of the **SGOD Chief, Senior Education Program Specialist for Planning and Research**, and members of the **SDRC Secretariat**.
4. Kindly see the **list of BERF grantees, DMT members, and schedule of monitoring** in the Enclosure, and the attached copy of the **Progress Monitoring and Technical Assistance Tool for Ongoing Research Studies**.

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5. Travel expenses of the DMT shall be charged against the Division MOOE, subject to the usual government accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is earnestly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

parord/06/13/2024

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[Enclosure to DM No. 464, s. 2024]

List of Ninth Cycle BERF Grantees, DMT Members, and Schedule of Monitoring

Theme	Research Title	Researchers	Monitoring Officials	Venue/Date of Monitoring
Disaster Risk Reduction and Management	Teachers' Preparedness and Difficulties Encountered on Disaster Risk Reduction and Management: Basis for DRRM Guide	Chona P. Formento	Elizabeth M. De Villa <i>SGOD Chief</i> Oscar R. Duma Jr. <i>SEPS – Planning and Research</i> Michelle G. Duma <i>SEPS/ Secretariat</i> Mark Angelo "Margel" Tiusan <i>PDO I/ Secretariat</i>	Camandiison Elementary School July 3, 2024
Teaching and Learning	"Agawan, Hambujan at Pahiyas": Socicultural Contextualization of Science Education in Municipalities Near Mt. Banahaw and its Link to Secondary Learners' Science Basic Process Skills	Karlo C. Klaridades	Elizabeth M. De Villa <i>SGOD Chief</i> Oscar R. Duma Jr. <i>SEPS – Planning and Research</i> Leah A. Perez <i>EPS-II/ Secretariat</i> Mary Joyce S. Montaña <i>EPS-II/ Secretariat</i>	Paaralang Sekundarya ng Lucban Integrated School July 4, 2024
Teaching and Learning	Examining the Learning Gap in Conceptual Understanding and Procedural	Anabel S. Sollano	Elizabeth M. De Villa <i>SGOD Chief</i> Oscar R. Duma Jr.	Quezon National High School July 5, 2024

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	Skills of Grade 10 STE Students and its Impact on their Academic Performance in Introduction to Calculus		<i>SEPS – Planning and Research</i> Raul R. Agaran <i>EPS – SGOD</i> Michelle G. Duma <i>SEPS/ Secretariat</i>	
Governance	Level of Compliance of SDO Quezon Operating Units on Non-print Issuances as per DepEd Manual of Style	Oscar R. Duma Jr. Michelle G. Duma Regina V. Marino	Elizabeth M. De Villa <i>SGOD Chief</i> Raul R. Agaran <i>EPS – SGOD</i> Marbin Jeramil D. Fragata <i>Planning Officer III</i> Mark Angelo “Margel” Tiusan <i>PDO I/ Secretariat</i>	Division Office July 5, 2024

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PROGRESS MONITORING AND TECHNICAL ASSISTANCE TOOL FOR ONGOING RESEARCH STUDIES

Research Title	
Researchers	Lead Author: Co-Author 1: Co-Author 2:
Research Theme	
School/District	
BERF Cycle	9 th Cycle

Note: This modified monitoring tool is based on the Progress Monitoring and Technical Assistance Tool for Ongoing Research Studies of the Regional Office, adapted from the Schools Division of Cavite Province.

PROGRESS MONITORING

Review each question and assess its applicability to the research study. For each criterion, mark the appropriate response. Use the "Remarks" section to provide additional comments or explanation. You may use additional sheets if needed.

GUIDE QUESTIONS	YES	NO	N/A	REMARKS	MOVs
1. Is the current research title the same with the one presented during the proposal presentation?				<i>If not, was it communicated to the Regional Office (RO)?</i>	Signed reply letter from the RO
2. Have the necessary ethical approvals been obtained for the research study?					Signed request letter by the respondents
3. Have all the planned tasks been completed within the specified timeframe?					Completion Report or Documentation Report

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GUIDE QUESTIONS	YES	NO	N/A	REMARKS	MOVs
4. Are there any completed activities that are not specified in the work plan?					See the submitted research proposal.
5. Are the additional activities not stated in the work plan communicated to the RO?				<i>How?</i>	Signed reply letter from the RO.
6. Have the required data points or samples been collected as outlined in the research plan?				<i>If yes, how are the data points collected and stored?</i>	Soft copy of the data points (MS Excel format) or in Google Sheets
7. Are there any data collection issues encountered?				<i>If yes, what are these issues?</i> <i>Were they addressed during the Schools Division Research Committee monitoring? How?</i>	

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GUIDE QUESTIONS	YES	NO	N/A	REMARKS	MOVs
8. How did the data analysis process commence?					Check if the submitted proposal was followed in terms of data analysis.
9. Are there any challenges or complexities encountered in the data analysis process?				<i>If yes, what are these challenges?</i> <i>Were these addressed during the SDRC monitoring?</i>	

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GUIDE QUESTIONS	YES	NO	N/A	REMARKS	MOVs
10. Are there any budgetary or resource constraints affecting the progress of the study?				<i>If yes, what are these constraints?</i>	<i>Check the submitted Cost Estimates.</i>
11. How are the budgetary constraints being addressed by the proponents?					

TECHNICAL ASSISTANCE GUIDE

In the "Remarks" section, please provide thoughtful and comprehensive responses to the guide questions. You may use additional sheets if needed.

GUIDE QUESTIONS	REMARKS
1. What are the main challenges that researchers currently face in the implementation?	
2. What specific technical areas or aspects of the research study require assistance and support?	
3. Are there any particular data collection or analysis issues that require technical guidance and expertise? Please specify.	

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GUIDE QUESTIONS	REMARKS
4. What resources, tools, or collaborations do you suggest to address the technical aspects of the research study to provide support?	

GENERAL FINDINGS AND OBSERVATIONS
Percentage of research completion based on the approved work plan & timelines: _____ $\frac{\text{total number of completed activities}}{\text{total number of activities}} \times 100$

RECOMMENDATIONS

Monitored by:

Conforme:

Division Monitoring Official

Researcher(s)

Date: _____

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