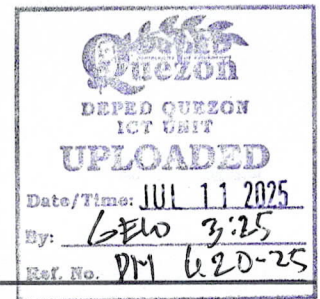




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SCHOOLS DIVISION OF QUEZON PROVINCE



08 July 2025

DIVISION MEMORANDUM
DM No. 620, s. 2025

**INTENSIFYING COMMUNITY AWARENESS THROUGH RESEARCH ENGAGEMENT
(I-CARE): A DIVISION RESEARCH PRESENTATION ON
SUBSTANCE USE PREVENTION**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Secondary School Heads
BKD Advisers
All Others Concerned

1. In compliance with the **Dangerous Drugs Board Regulation No. 5, s. 2007** titled **Institutionalizing the Barkada Kontra Droga (BKD) Program** and in support to the **DepEd Order No. 30, s. 2018** titled **Preventive Drug Education Program Policy for Curriculum and Instruction**, this Office, through the School Governance and Operations Division – Learner Formation Section (SGOD-LFS), informs all secondary schools on the conduct of **I-CARE (Intensifying Community Awareness through Research Engagement), A Division Research Presentation on Substance Use Prevention**.
2. This activity aims to demonstrate strong sense of community awareness and social responsibility on laws, programs, policies, and activities in connection with substance use prevention through research studies and initiatives among learners. Specifically, the objectives of the activity are:
 - To conduct research studies on the status of community-based substance use prevention;
 - To formulate an advocacy program on prevention and control of substance use for the immediate community;
 - To recognize the need for balance between freedom and responsible behavior on substance use; and

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- To develop learners' life skills specifically social awareness, assertiveness, leadership, initiative, productivity, collaboration, and interpersonal skills.
3. The said activity shall follow the schedules indicated below:
- Research Proposal Submission (July 21-25, 2025)
 - Screening of Research Proposals (July 28-31, 2025)
 - Announcement of Research Presenters (August 1, 2025)
 - Completion of Research Activities (August 4, 2025 – October 31, 2025)
 - Division Level Research Presentation (November 2025)
4. For other details of the activity, kindly read the attached documents for your guidance and reference.
5. Expenses incurred relative to the conduct of the BKD-related activities shall be charged against school MOOE/local funds subject to the usual accounting and auditing rules and procedures.
6. Immediate dissemination of and strict compliance with this Memorandum is earnestly desired.

For:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

By:

Juanito A. Merle, EdD
SGOD-Chief Education Supervisor

sgod/mamt/07/08/2025

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Enclosure 1 to DM No. 622, s. 2025

**Guidelines in the Conduct of I-CARE: A Division Research Presentation
on Substance Use Prevention**

The research study shall be conducted within their respective barangay or municipality as research locale. Based on **DepEd Memorandum No. 025, s. 2021** titled **Preventive Drug Education Program Curriculum Model**, the content of the research must contain relevant information, insights, and recommendations on the following:

1. Data on substance use within the barangay or municipality
2. Implications of substance use (medical, social, economic, political, and legal)
3. Reference on the institutions and resources for substance prevention and control
4. Current policies and laws governing substance use

Mechanics:

1. The competition is open to all public Junior High School (JHS) Grade 10 BKD members in the Division of Quezon Province.
2. The research output must be original and authored by an individual student-member of BKD. Violation to this rule shall be a ground for disqualification.
3. Interested secondary schools shall submit one research proposal entry only. The entry shall be submitted in hard copy on the prescribed dates of submission.
4. All submitted research proposals shall be screened and the official research presenters shall be announced through a separate memorandum.
5. The research proposal and completed research paper shall both adhere to the Basic Research format in reference to **Division Memorandum No. 462, s. 2023** titled **Updated Templates for Research Management in DepEd Quezon**.
6. The oral presentation shall last for 10-15 minutes with an additional 5 minutes for open forum. A printed copy of the completed research paper should be ready during presentations.
7. The criteria for the oral presentation shall be as follows:
 - Overall Presentation Quality (Organization and Delivery) – 50%

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- Quality of Response to Questions (Critical Thinking Skills) – 50%
8. The final ranking shall be based on the following:
- | | |
|--|------------|
| Evaluation of the Completed Research Paper – | 70% |
| Oral Presentation – | <u>30%</u> |
| Total = | 100% |
9. The top three scorers shall be awarded as winners and will receive Certificates of Recognition and medals. The remaining finalists shall receive Certificates of Participation.
10. Judges' decision is final and irrevocable.

Scoring for Research Proposal:

- Introduction and Rationale – 10%
 - Literature Review – 10%
 - Research Questions – 10%
 - Scope and Limitation – 5%
 - Research Methodology – 20%
 - a. Sampling (5)
 - b. Data Collection (5)
 - c. Ethical Issues (5)
 - d. Plan for Data Analysis (5)
 - Timetable/Gantt Chart – 10%
 - Plans for Dissemination and Utilization – 15%
 - References – 10%
 - Appendices (Root Cause Analysis and Research Blueprint) – 10%
- TOTAL SCORE = 100%**

Scoring for Completed Research Paper:

- Introduction and Rationale – 10%
 - Literature Review – 10%
 - Research Questions – 10%
 - Scope and Limitation – 5%
 - Research Methodology – 15%
 - a. Sampling (5)
 - b. Data Collection (5)
 - c. Data Analysis (5)
 - Discussion of Results and Recommendations – 15%
 - Dissemination and Advocacy Plan – 15%
 - References – 10%
 - Appendices (Research Instrument, Datasets, and other Documents) – 10%
- TOTAL SCORE = 100%**

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Enclosure 2 to DM No. 620, s. 2025

TECHNICAL ASSISTANCE REQUEST ON RESEARCH

Profile of the Lead Researcher	
Full Name:	Grade Level/Section:
School:	District:
Email Address:	Mobile No.:
Messenger Username:	School Head's Mobile No.:

Details of the Research	
Type of Research:	<input checked="" 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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Enclosure 3 to DM No. 620, s. 2025

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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Enclosure 4 to DM No. 620, s. 2025

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.

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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.]

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.*

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- *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 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.]

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C. Plan for Data Analysis

- 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 1	Month 2	Month 3	Month 4	Month 5	Month 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).

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.]

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.]

Submitted by: (Signature Over Printed Name)	Lead Researcher	[insert]
---	-----------------	----------

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[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

Reviewed by: <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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Enclosure 5 to DM No. 620, s. 2025

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
 - Grade Level/ Section
 - Name of School
 - Name of District
 - 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.]

X. 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.]

XI. 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.]

XII. 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.]

XIII. 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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XIV. Research Methodology

D. 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.]

E. 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 informed consent*

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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.]

F. 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.]

XV. 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.]

XVI. 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

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Old Style, size 11, and 1.5 spacing.]

XVII. 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.]

XVIII. 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.]

Submitted by: (Signature Over Printed Name)	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

Reviewed by: <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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Enclosure 6 to DM No. 620, s. 2025

DECLARATION OF ANTI-PLAGIARISM AND ABSENCE OF CONFLICT OF INTEREST

[Declaration of Anti-Plagiarism]

1. I/We, **NAME OF RESEARCHER**, 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

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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

[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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Enclosure 7 to DM No. 620, s. 2025

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]

Submitted by:
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Signature Over Printed Name of Researcher

[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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Enclosure 8 to DM No. _____, s. 2025

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]

[Note: Please add rows as needed.]

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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