



Republic of the Philippines
Department of Education
Cordillera Administrative Region

SCHOOLS DIVISION OF BENGUET

Wangal, La Trinidad, Benguet 2601
Telefax: (074) 422-6570; (074) 422-7501; 422-3790; 422-2001



June 6, 2018

DIVISION MEMORANDUM

No. 130, s. 2018

To: Schools Governance and Operations Division
Curriculum Implementation Division
Public Elementary and Secondary School Heads
To all others concerned

FROM: **MARIE CAROLYN B. VERANO, CESO VI**
Schools Division Superintendent

Subject: **CREATION OF THE DISTRICT RESEARCH REVIEW COMMITTEE, FLOW OF WORK, AND CONCEPTUALIZATION OF THE ACTION AND BASIC RESEARCH ASSESSMENT TOOLS**

JUN 11 2018

1. The continuous improvement of research implementation and management in the Division is a priority to strengthen and support policies, projects and activities; and In order for research outputs to be reliable and of high quality, the District Research Review Committee is once again created and an Assessment tool for both action and basic research proposal and completion reports is conceptualized.

2. The District Research Review Committee consist of the following:

Chairman	PSDS
District Research Coordinator	School Head/s
Technical Working Group	Teaching and non-teaching

(see enclosure 1 for names per district)

3. The District research review committee are responsible for the quality evaluation of research papers in the district with the help of the schools before it will be submitted to the Division Office for final review, approval / acceptance and endorsement to the Region (see enclosure 2 for the process).

4. The submitted action or basic research papers must follow the prescribed standard format for research writing, thereby conceptualizing a standard proposal and completion report assessment tool, to serve as guide for all research proponents (see enclosure 3).

5. School forms, district, and Division forms must be attached to proposals and completion reports submitted (see enclosure 4).

6. This issuance repeals all issued Division Memo which are inconsistent with this policy. These provisions shall be rescinded or modified accordingly.

7. For further inquiries on the process, forms, and assessment tools, please contact Ms. Xylene Grail Kinomis of Planning and Research Section at 09187432221.

8. Immediate dissemination and strict compliance of this memorandum is desired.