
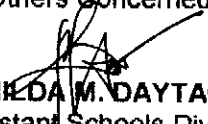
	Quality Form		Document Code: SDO-BENG-QF-OSDS-SDS-004 Revision: 00 Effectivity date: 08-03-2018
	DIVISION MEMORANDUM NO. <u>404</u> , s. 2019		Name of Office: SGOD

TO: Office of the Schools Division Superintendent
 Curriculum Implementation Division
 School Governance and Operations Division
 Public Elementary and Secondary School Heads
 All Others Concerned

DEC 09 2019

From: 
BENILDA M. DAYTACA, EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC – Office of the Schools Division Superintendent

Subject: **SUBMISSION OF ACTION AND BASIC RESEARCH COMPLETION REPORTS AND FINAL EDITED RESEARCH PROPOSALS**

Date: December 6, 2019

1. Division approved research proposals for implementation from year 2017 to 2019 with no completion reports as of the present are required to submit their completion reports not later than December 17, 2019, while research proposals for SY 2019-2020 3rd and 4th quarter implementation that were returned for revision are required to submit their final edited proposals on or before December 10, 2019.
2. Completion reports and proposals not submitted on the due date will not be honoured, therefore a need for resubmission of proposals which will undergo the initial process of subjecting it to the school and district review committee before the SDRC final review and approval.
3. Please be guided with the required parts, forms and attachments needed (enclosure 1).
4. To settle the distribution of certificates to all completers, please text or call Xylene of the Planning and Research Section. This is for researchers who have submitted their completion reports but have not yet received their certificate of recognition.
5. Immediate and wide dissemination of this Memorandum is desired.

//xdk//P&R/SGOD

Action Proposal	Basic Proposal
Title Page Table of Contents Context and rationale Action Research Questions Proposed Innovation, intervention, and Strategy Action Research methods Research Design Participants and/or other sources of data and information Data Gathering Methods Data Analysis Plan Ethical Issues Action research Work Plan and Timelines Cost Estimates Plans for Dissemination and Utilization References Appendices	Title Page Table of Contents Introduction and Rationale Literature Review Research Questions Scope and Limitation Research Methodology Research Design Sampling Data Collection Plan for Data Analysis Ethical Issues Timetable / Gantt Chart Cost Estimates Plan for Dissemination and Advocacy References Appendices
Action Completion Report	Basic Completion Report
Title Page Abstract Acknowledgement Table of Contents Context and rationale Action Research Questions Innovation, intervention, and Strategy Action Research methods Research Design Participants and/or other sources of data and information Data Gathering Methods Data Analysis Plan Ethical Issues Discussion of Results and Reflection Conclusion and Recommendation Action Plan Reference Financial Report Appendices	Title Page Abstract Acknowledgement Table of Contents Introduction and rationale Literature Review Research Questions Scope and Limitation Research methodology Research Design Sampling Data Collection Data Analysis Plan Ethical Issues Results and Discussion Conclusion and Recommendation Action Plan Reference Financial Report Appendices

Basic and Action Research Proposal Attachments

- Written letter of consent
- Letter of permission addressed to the immediate supervisor to conduct the study
- Tool / instrument to gather data (questionnaire, cognitive test)
- IM's or LM's to use in the intervention / other related attachments
- Forms:
 - Application form
 - Anti-Plagiarism
 - Conflict of Interest
 - School Research Review Committee
 - District Research Review Committee
 - SDRC Evaluation Form
 - SDRC Proposal Approval Form



ATTACHMENTS OF ACTION RESEARCH COMPLETION REPORT

- Written letter of consent (SAMPLE SIGNED)
- Letter of permission to the immediate supervisor to conduct study SIGNED
- Tool / instrument used (questionnaire, cognitive test)
- IM's, LM's, worksheets, activity sheets etc. used in the intervention
- Action research Work Plan and Timelines (included in the proposal)
- Cost Estimates (included in the proposal)
- Plans for Dissemination and Utilization (included in the proposal)
- Forms
 - Application form
 - Anti-Plagiarism
 - Conflict of Interest
 - School Research Review Committee
 - District Research Review Committee
 - SDRC Evaluation Form
 - SDRC Acceptance Form (attach approved form)

ATTACHMENTS OF BASIC COMPLETION REPORT

- Written letter of consent (SAMPLE SIGNED)
- Letter of permission to the immediate supervisor to conduct study SIGNED
- Tool / instrument used (questionnaire, cognitive test)
- Written letter of consent (SAMPLE SIGNED)
- Time table / Gantt Chart (included in the proposal)
- Cost Estimates (included in the proposal)
- Plans for Dissemination and advocacy (included in the proposal)
- Forms
 - Application form
 - Anti-Plagiarism
 - Conflict of Interest
 - School Research Review Committee
 - District Research Review Committee
 - SDRC Evaluation Form
 - SDRC Acceptance Form (attach approved form)

//xdk/P&R/SGOD

	<p align="center"><i>Republic of the Philippines</i> DEPARTMENT OF EDUCATION Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET <i>Wangal, La Trinidad, Benguet 2601</i></p> <p>Office of the SDOs: (074) 422-8570 (telex); Administrative Office: (074) 422-3790; Accounting Office: (074) 422-7501; Supply Office: (074) 424-2663; Lobby/Officer of the Day: (074) 422-2001</p>		Document Code: SDO-BENG-GQF-QF-SGOD-PR-005 Control No. _____ Effectivity date: 09-03-2018
			Name of Office: SGOD-P&R

ACTION RESEARCH COMPLETION REPORT RECOMMENDATION FORM



Title of Research: _____

Name of proponent: _____

Name and address of school affiliated: _____

Schools Division Research Committee	General Remarks	Action Taken
Xylene Grail D. Kinomis SEPS Planning & Research SDRC Member		<input type="checkbox"/> Recommended for Acceptance <input type="checkbox"/> Returned to incorporate suggestions / corrections
_____ Education Program Supervisor SDRC Member		<input type="checkbox"/> Recommended for Acceptance <input type="checkbox"/> Returned to incorporate suggestions / corrections
Rizalyn A. Guznian, Ed. D. Chief Education Supervisor CID SDRC Co-Chair		<input type="checkbox"/> Recommended for Acceptance <input type="checkbox"/> Returned to incorporate suggestions / corrections
Lucio B. Alawas Chief Education Supervisor SGOD SDRC Co-Chair		<input type="checkbox"/> Recommended for Acceptance <input type="checkbox"/> Returned to incorporate suggestions / corrections

//xdk/P&R/ SGOD

	<p style="text-align: center;"><i>Republic of the Philippines</i> DEPARTMENT OF EDUCATION Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET <i>Wangal, La Trinidad, Benguet 2601</i></p> <p>Office of the SDS: (074) 422-6570 (telefax); Administrative Office: (074) 422-3790; Accounting Office: (074) 422-7501; Supply Office: (074) 424-2863; Lobby/Officer of the Day: (074) 422-2001</p>	 <p>Document Code: SDO-BENG-GQF-QF-SGOD-PR-007 Control No. _____ Effectivity date: 09-03-2018</p> <hr/> Name of Office: SGOD-P&R
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ACTION RESEARCH COMPLETION REPORT REVIEW & ACCEPTANCE FORM

Title of Research: _____

Name of proponent: _____

Name and address of school affiliated: _____

Date of implementation: _____

Reviewed by:

XYLENE GRAIL D. KINOMIS
SEPS Planning & Research
SDRC Member

Education Program Supervisor
SDRC Member

RIZALYN A. GUZNIAN, Ed. D.
Chief Education Supervisor
CID
SDRC Co Chair



LUCIO B. ALAWAS
Chief Education Supervisor
SGOD
SDRC Co-Chair

Recommending Acceptance:

NESTOR L. BOLAYO
PSDS
OIC – Assistant Schools Division Superintendent
SDRC Chairman

Accepted:

BENILDA M. DAYTACA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent
SDRC Adviser

	<p style="text-align: center;"><i>Republic of the Philippines</i> DEPARTMENT OF EDUCATION Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet 2601</p> <p>Office of the SDS: (074) 422-8570 (telefax); Administrative Office: (074) 422-3780; Accounting Office: (074) 422-7501; Supply Office: (074) 424-2883, Lobby/Office of the Day: (074) 422-2001</p>		<p>Document Code: SDO-BENG-GQF-QF-SGOD-PR-008</p> <p>Control No. _____</p> <p>Effectivity date: 09-03-2018</p> <hr/> <p>Name of Office: SGOD-P&R</p>
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BASIC RESEARCH COMPLETION REPORT REVIEW & ACCEPTANCE FORM

Title of Research: _____

Name of proponent: _____

Name and address of school affiliated: _____

Date of implementation: _____

Reviewed by:

XYLENE GRAIL D. KINOMIS
SEPS Planning & Research
SDRC Member

Education Program Supervisor
SDRC Member

RIZALYN A. GUZNIAN, Ed. D.
Chief Education Supervisor
CID
SDRC Co-Chair



LUCIO B. ALAWAS
Chief Education Supervisor
SGOD
SDRC Co-Chair

Recommending Acceptance:

NESTOR L. BOLAYO
OIC – Assistant Schools Division Superintendent
SDRC Chairman

Accepted:

BENILDA M. DAYTACA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent
SDRC Adviser

	<p style="text-align: center;"> <i>Republic of the Philippines</i> DEPARTMENT OF EDUCATION Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET <i>Wangal, La Trinidad, Benguet 2601</i> Office of the SIS: (074) 422-6570 (telefax); Administrative Office: (074) 422-9790; Accounting Office: (074) 422-7501; Supply Office: (074) 424-2063; Lobby/Officer of the Day: (074) 422-2001 </p>	 <p> Document Code: SDO-BENG-GQF-QF-SGOD-PR-006 Control No. _____ Effectivity date: 09-03-2018 Name of Office: SGOD-P&R </p>
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BASIC RESEARCH COMPLETION REPORT RECOMMENDATION FORM

Title of Research: _____

Name of proponent: _____

Name and address of school affiliated: _____

Schools Division Research Committee	General Remarks	Action Taken
Xylene Grail D. Kinomls SEPS Planning & Research SDRC Member		<input type="checkbox"/> Recommended for Acceptance <input type="checkbox"/> Returned to incorporate suggestions / corrections
Education Program Supervisor SDRC Member		<input type="checkbox"/> Recommended for Acceptance <input type="checkbox"/> Returned to incorporate suggestions / corrections
Rizalyn A. Guznian, Ed. D. Chief Education Supervisor CID SDRC Co-Chair		<input type="checkbox"/> Recommended for Acceptance <input type="checkbox"/> Returned to incorporate suggestions / corrections
Lucio B. Alawas Chief Education Supervisor SGOD SDRC Co-Chair		<input type="checkbox"/> Recommended for Acceptance <input type="checkbox"/> Returned to incorporate suggestions / corrections

	<p align="center"> <i>Republic of the Philippines</i> DEPARTMENT OF EDUCATION Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET <i>Wangal, La Trinidad, Benguet 2601</i> Office of the SDS: (074) 422-8570 (telefax); Administrative Office: (074) 422-3790; Accounting Office: (074) 422-7501; Supply Office: (074) 424-7863; Lobby/Officer of the Day: (074) 422-2001 </p>		Document Code: SDO-BENG-GQF-QF-SGOD-PR-004 Control No. _____ Effectivity date: 09-03-2018 <hr/> Name of Office: SGOD-P&R
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BASIC RESEARCH PROPOSAL REVIEW & APPROVAL FORM

Title of Research: _____

Name of proponent: _____

Name and address of school affiliated: _____

Date of implementation: _____

Reviewed by:

XYLENE GRAIL D. KINOMIS
 SEPS Planning & Research
 SDRC Member

 Education Program Supervisor
 SDRC Member

RIZALYN A. GUZNIAN, Ed. D.
 Chief Education Supervisor
 CID
 SDRC Co- Chair



LUCIO B. ALAWAS
 Chief Education Supervisor
 SGOD
 SDRC Co-Chair

Recommending Approval:

NESTOR L. BOLAYO
 OIC – Assistant Schools Division Superintendent
 SDRC Chairman

Approved:

BENILDA M. DAYTACA, EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC – Office of the Schools Division Superintendent
 SDRC Adviser

	<p align="center"> <i>Republic of the Philippines</i> DEPARTMENT OF EDUCATION Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET <i>Wangal, La Trinidad, Benguet 2601</i> Office of the SDS: (074) 422-8570 (telex); Administrative Office: (074) 422-3790, Accounting Office: (074) 422-7501; Supply Office: (074) 424-2853; Lobby/Officer of the Day: (074) 422-2001 </p>		Document Code: SDO-BENG-GQF-QF-SGOD-PR-002
			Control No. _____ Effectivity date: 09-03-2018
		Name of Office: SGOD-P&R	



BASIC RESEARCH PROPOSAL RECOMMENDATION FORM

Title of Research: _____

Name of proponent: _____

Name and address of school affiliated: _____

Schools Division Research Committee	General Remarks	Action Taken
Xylene Grail D. Kinomis SEPS Planning & Research SDRC Member		<input type="checkbox"/> Recommended for Approval <input type="checkbox"/> Returned to incorporate suggestions / corrections
_____ Education Program Supervisor SDRC Member		<input type="checkbox"/> Recommended for Approval <input type="checkbox"/> Returned to incorporate suggestions / corrections
Rizalyn A. Guznian, Ed. D. Chief Education Supervisor CID SDRC Co-Chair		<input type="checkbox"/> Recommended for Approval <input type="checkbox"/> Returned to incorporate suggestions / corrections
Lucio B. Alawas Chief Education Supervisor SGOD SDRC Co-Chair		<input type="checkbox"/> Recommended for Approval <input type="checkbox"/> Returned to incorporate suggestions / corrections

	<p style="text-align: center;"><i>Republic of the Philippines</i> DEPARTMENT OF EDUCATION Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET <i>Wangal, La Trinidad, Benguet 2801</i> Office of the SDS: (074) 422-8570 (telefax); Administrative Office: (074) 422-3790; Accounting Office: (074) 422 7501; Supply Office: (074) 424-2883, Lobby/Officer of the Day: (074) 422-2001</p>		Document Code: SDO-BENG-GQF-QF-SCOD-PR-003 Control No. _____ Effectivity date: 09-03-2018 Name of Office: SGOD-P&R
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ACTION RESEARCH PROPOSAL REVIEW & APPROVAL FORM

Title of Research: _____

Name of proponent: _____

Name and address of school affiliated: _____

Date of implementation: _____

Reviewed by:

XYLENE GRAIL D. KINOMIS
SEPS Planning & Research
SDRC Member

Education Program Supervisor
SDRC Member

RIZALYN A. GUZNIAN, Ed. D.
Chief Education Supervisor
CID
SDRC Co- Chair



LUCIO B. ALAWAS
Chief Education Supervisor
SGOD
SDRC Co-Chair

Recommending Approval:

NESTOR L. BOLAYO
OIC – Assistant Schools Division Superintendent
SDRC Chairman

Approved:

BENILDA M. DAYTACA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent
SDRC Adviser

	<p style="text-align: center;"><i>Republic of the Philippines</i> DEPARTMENT OF EDUCATION Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet 2601</p> <p>Office of the SLS: (074) 422-8570 (telex); Administrative Office: (074) 422-3790, Accounting Office: (074) 422-7501; Supply Office: (074) 424-2863; Lobby/Officer of the Day: (074) 422-2001</p>		Document Code: SDO-BENG-GQF-QF-SGOD-PR-001 Control No. _____ Effectivity date: 09-03-2018
			Name of Office: SGOD-P&R

ACTION RESEARCH PROPOSAL RECOMMENDATION FORM

Title of Research: _____

Name of proponent: _____

Name and address of school affiliated: _____

Schools Division Research Committee	General Remarks	Action Taken
Xylene Grail D. Kinomls SEPS Planning & Research SDRC Member		<input type="checkbox"/> Recommended for Approval <input type="checkbox"/> Returned to incorporate suggestions / corrections
_____ Education Program Supervisor SDRC Member		<input type="checkbox"/> Recommended for Approval <input type="checkbox"/> Returned to incorporate suggestions / corrections
Rizalyn A. Guznian, Ed. D. Chief Education Supervisor CID SDRC Co-Chair		<input type="checkbox"/> Recommended for Approval <input type="checkbox"/> Returned to incorporate suggestions / corrections
Lucio B. Alawas Chief Education Supervisor SGOD SDRC Co-Chair		<input type="checkbox"/> Recommended for Approval <input type="checkbox"/> Returned to incorporate suggestions / corrections

DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

1. I, _____, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my judgment in evaluating, conducting, or reporting research.
2. I hereby declare that I do not have any personal conflict of interest that may arise from my application and submission of my research proposal. I understand that my research proposal may be returned to me if found out that there is conflict of interest during the initial screening as per (insert RMG provision).
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my research, I will duly report it to the research committee for immediate action.
4. I understand that I may be held accountable by the Department of Education and (insert grant mechanism) for any conflict of interest which I have intentionally concealed.

PROPONENT: _____

SIGNATURE: _____

DATE: _____

DECLARATION OF ANTI-PLAGIARISM

1. I, _____, 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 and/or using some parts of their work without proper acknowledgment and referencing.
2. I hereby attest to the originality of this research proposal and has cited properly all the references used. I further commit that all deliverables and the final research study emanating from this proposal shall be of original content. I shall use appropriate citations in referencing other works from various sources.
3. I understand that violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education and (insert grant mechanism).

PROPONENT: _____

SIGNATURE: _____

DATE: _____

RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT OF IMMEDIATE SUPERVISOR

A. RESEARCH INFORMATION

Research Title: _____									
Short Description of Research _____									
RESEARCH CATEGORY <i>(Check only one)</i> <input type="checkbox"/> National <input type="checkbox"/> Regional <input type="checkbox"/> Schools Division <input type="checkbox"/> District <input type="checkbox"/> School <i>(Check only one)</i> <input type="checkbox"/> Action Research <input type="checkbox"/> Basic Research	RESEARCH AGENDA CATEGORY <i>(Check only one main research theme)</i> <input type="checkbox"/> Teaching and Learning <input type="checkbox"/> Child Protection <input type="checkbox"/> Human Resource Development <input type="checkbox"/> Governance <i>(Check up to one cross-cutting theme, if applicable)</i> <input type="checkbox"/> DRRM <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education Others (please specify) _____								
FUND SOURCE (e.g. BERF, SEF, Others) _____ BERF PERSONAL FUNDS <i>(include this only if it is applicable)</i> _____ TOTAL AMOUNT _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td align="center" colspan="2">AMOUNT</td> </tr> <tr> <td style="width:50%; height: 20px;">_____</td> <td style="width:50%;">_____</td> </tr> <tr> <td style="height: 20px;">_____</td> <td>_____</td> </tr> <tr> <td style="height: 20px;">_____</td> <td>_____</td> </tr> </table>	AMOUNT		_____	_____	_____	_____	_____	_____
AMOUNT									
_____	_____								
_____	_____								
_____	_____								



B. PROPONENT INFORMATION

LAST NAME	FIRST NAME	MIDDLE NAME
BIRTHDATE (MM/DD/YYYY)	SEX	POSITION/ DESIGNATION
REGION/DIVISION/SCHOOL (whichever is applicable)		
CONTACT NUMBER 1	CONTACT NUMBER 2	EMAIL ADDRESS
EDUCATIONAL ATTAINMENT (DEGREE TITLE) Enumerate from bachelor's degree up to <u>doctorate degree</u>	TITLE OF THESIS / RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:	_____	

IMMEDIATE SUPERVISOR'S CONFORME

I hereby endorse the attached research proposal. I certify that the proponent/s has/have the capacity to implement a research study without compromising his/her office functions.

Name and Signature of Immediate Supervisor
 Designation:
 Date

	<p style="text-align: center;"><i>Republic of the Philippines</i> DEPARTMENT OF EDUCATION Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet 2601 Office of the SDO: (074) 422-8570 (telefax); Administrative Office: (074) 422-3790; Accounting Office: (074) 422-7501; Supply Office: (074) 424-2863; Lobby/Officer of the Day: (074) 422-2001</p>		Document Code: SDO-BENG-GQF-QF-SGOD-PR-013 Control No. _____ Effectivity date: 09-03-2018 Name of Office: SGOD-P&R
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ACTION RESEARCH PROPOSAL SCHOOL REVIEW AND RECOMMENDATION FORM

Title of Research:
Name of proponent:
Name and address of school affiliated:
Date of Implementation: _____

We have reviewed the Intervention, Innovation and Strategies identified and discussed in the proposal. We therefore attest that it is appropriate to be conducted to the identified participants, and necessary to use as action to the stated situation.

Reviewers:

Subject Experts / Specialist
Name and Signature
Date:

Subject Experts / Specialist
Name and Signature
Date:

Immediate Supervisor / School Head

We have reviewed the format, content, attachments and forms of the proposal submitted, and determined to have passed the standards of the research assessment. With this, it is therefore recommended for final review and approval of the Schools Division through the Schools Division Research Committee.

Immediate Supervisor / School Head

Name and Signature
Technical Working Group Member
Date:



Name and Signature
Technical Working Group Member
Date:

Name and Signature
District Research Coordinator
Date:

Noted by:

Name and Signature
Chairman (Public Schools District Supervisor)
Date:

Note: one or more subject expert / specialist and technical working group may do the review

	<p align="center"> <i>Republic of the Philippines</i> DEPARTMENT OF EDUCATION Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET <i>Wangal, La Trinidad, Benguet 2601</i> Office of the SDS: (074) 422-6570 (telefax); Administrative Office: (074) 422-3780; Accounting Office: (074) 422-7501; Supply Office: (074) 424-2863; Libby/Officer of the Day: (074) 422-2001 </p>		Document Code: SDO-BENG-GQF-QF-SGOD-PR-014
			Control No. _____ Effectivity date: 09-03-2018
			Name of Office: SGOD-P&R

BASIC RESEARCH PROPOSAL SCHOOL REVIEW AND RECOMMENDATION FORM

Title of Research: _____
 Name of proponent: _____
 Name and address of school affiliated: _____
 Date of Implementation: _____

We have reviewed the objectives stated in the proposal. We therefore attest that it is appropriate to be conducted to the identified respondents, and results are necessary to use as baseline data in the school for further researches in the future, either it be action or basic.

Reviewers:

 Subject Experts / Specialist
 Name and Signature
 Date:

 Subject Experts / Specialist
 Name and Signature
 Date:

 Immediate Supervisor / School Head

We have reviewed the format, content, attachments and forms of the proposal submitted, and determined to have passed the standards of the research assessment. With this, it is therefore recommended for final review and approval of the Schools Division through the Schools Division Research Committee.

 Immediate Supervisor / School Head

 Name and Signature
 Technical Working Group Member
 Date:

 Name and Signature
 Technical Working Group Member
 Date:

 Name and Signature
 District Research Coordinator
 Date:

Noted by:

 Name and Signature
 Chairman (Public Schools District Supervisor)
 Date:

Note: one or more subject expert / specialist and technical working group may do the review

Date: _____

Date: _____

 Name and Signature
 District Research Coordinator
 Date:

Noted by:

 Name and Signature
 Chairman (Public Schools District Supervisor)
 Date:

Note: one or more subject expert / specialist and technical working group may do the review