



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OFFICE OF ABRA

40
RELEASED
 22 AUG 2024
 DEPED-ABRA TIME 4:41

August 22, 2024

DIVISION MEMORANDUM

No. 386, 2024

E-TAKWAT ken SUKISOK: SUBMISSION, EVALUATION, AND PRESENTATION OF ACTION AND BASIC RESEARCH PROPOSALS AND FINAL REPORTS

To: Asst. Schools Division Superintendent
 CES CID & SGOD
 All Elementary & Secondary School Heads
 All Teachers and Non- Teaching Personnel
 Planning and Research Section
 All Members of the SDRC
 Other Persons Concerned

1. Deped Order No. 16, s. 2017, otherwise known as the Research Management Guidelines (RMG) stipulates that the Department of Education continues to promote and strengthen the culture of research in basic education. In this regard, The Schools Division of Abra through its division research management, E-Takwat ken Sukisok guides in managing research initiatives at the school, division, and regional levels.
2. This activity aims to:
 - a. strengthen the culture of research in the Schools division of Abra
 - b. come up with tangible outputs, intervention strategies, and processes to address issues and gaps that improve the performance of the teaching-learning process
 - c. Develop quality researches that are Credible, Contributory, Communicable and Conforming (4C's)
3. The year round timeline for the submission, evaluation and presentation of researches are as follows:

Activity	Timeline	Persons Responsible
Call for the Submission of Proposals	Every last week of the month	Proponents, Records Section
Evaluation of Researches	Every 2 nd week of the month	SDRC Members
Call for Presentation of Research Proposals	To be conducted in an online platform	Proponents, Panels



Address: Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra
 Telephone Nos.: (074) 614-6918
 Email Address: abra@deped.gov.ph
 Website: http://www.depedabra.com



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Revision of Proposals	1 week after presentation	Proponents
Endorsement for Approval	1 day	SDRC members, SEPS
Approval of Proposals	1 day	ASDS/ SDS
Implementation of Research	2 months	Proponent
Monitoring of the Implementation of the Research	1 day	SEPS, EPS/ PSDS, SH
Submission of Final Report	4 th month	Proponents
Evaluation of the Final Report	1 week upon submission	SDRC
Certification	1 day	ASDS/ SDS
Dissemination and utilization	1 day (Division Research Conference)	Proponents, Panels

- All proponents must adhere to the submission, evaluation and presentation guides in enclosure No. 1 of this memorandum.
- All research proposals should follow the guidelines stipulated in enclosure No. 2 & 3 respectively.
- Researchers must ensure the **completeness** of the proposals and final reports following the guides and correct templates in enclosure No. 2. **No actions shall be given to incomplete research proposals.** Downloadable forms and templates can be accessed from the E-Takwat ken Sukisok FB page google link.
- Research Proposals will be assessed and evaluated by the members of the SDRC. Research proponents will **PRESENT** before approval. Only **APPROVED** proposals shall be implemented.
- Teaching and non-teaching personnel are encouraged to conduct research and undergo research orientations. The Schools Governance and Operations Division, Planning and Research section provides technical assistance in the conduct of action and basic research through school/ district orientations,



Address: Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra
Telephone Nos.: 074) 614-6918
Email Address: abra@deped.gov.ph
Website: http://www.depedabra.com

SILNAG

"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

- virtual orientation, through the E- Takwat ken Sukisok FB page, and the Takwat 12 O'clock Research Program.
9. For further inquiries, please contact the Planning and Research section or communicate through cp number 09771044932.
 10. Immediate dissemination of this memorandum is earnestly desired.


AMADOR D. GARCIA SR. PhD, CESO VI
Schools Division Superintendent

Enclosures: As stated
DO 16, s. 2023
SGOD/PRS



Address: Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra
Telephone Nos.: 074) 614-6918
Email Address: abra@deped.gov.ph
Website: <http://www.depedabra.com>



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."

