

09 Jan 2025

DIVISION MEMORANDUM
 No. 027, s. 2025

DIVISION RESEARCH ACTIVITIES FOR THE CALENDAR YEAR 2025

To: Assistant Schools Division Superintendent
 SGOD and CID Chiefs
 All Section/Unit Heads
 Public Schools District Supervisors
 Elementary and Secondary Schoolheads
 All Others Concerned

1. In reference to DM 237, s. 2024 aligned with DepEd Order No. 16, series 2017, and in consonance with the department's continuous efforts to promote research-driven practices and innovations in basic education, this Memorandum is hereby issued to outline the official timeline of the Division Research Activities for Calendar Year 2025.

Timeline of Division Research Activities for Calendar Year 2025

Activity	Date	Details
Call for Submission of Research Proposals	January 13-30, 2025	<ul style="list-style-type: none"> As per DM 237, s. 2024, paragraph 3, schoolheads, Master Teachers, teaching and non-teaching personnel are required to engage in the conduct of research in their respective areas. Section Heads, PSDSs, and School Heads shall facilitate the submission of the research proposals. All SDRC Members, Section Heads, Program Managers, and research enthusiasts from SDO are also required to prepare and submit research proposals per DM 237, s. 2024, paragraph 3. Research proposals should be aligned with the current priorities and focus of DepEd particularly the SDO on addressing key issues in basic education.
Training Workshop and Provision of Technical Assistance (TA) on Research Writing	January 31, 2025	<ul style="list-style-type: none"> The SGOD Planning and Research with the assistance of SDRC members shall conduct a training workshop and TA provision for teaching-related and nonteaching SDO personnel before submission and evaluation of their research proposals. The school head through the School Research Committee (SRC) may also facilitate

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		refresher/training workshop and provision of Technical Assistance (TA) to researchers at the school level if deemed necessary.
Reorientation and Planning for the Conduct of CI Projects	February 5, 2025	<ul style="list-style-type: none"> The SGOD through Planning and Research Section shall conduct a reorientation and planning activity on the conduct of CI Projects.
Evaluation and Approval of Research Proposals	February 17- March 3, 2025	<ul style="list-style-type: none"> The SRC and DRC shall facilitate the evaluation of the submitted research proposals at the school and district levels (DM 237, s. 2024). They shall review and approve research topics, titles, and research questions based on the requirements in the DepEd Issuances.
Implementation and Monitoring of Approved Research Proposals	March 2- March 31, 2025	<ul style="list-style-type: none"> The approved research proposals shall be implemented/conducted/completed by the research proponents. Proper monitoring will be done by the District Research Coordinators and the SDRC to ensure that research activities are on track and meet the set objectives and standards.
Basic Education Research Colloquium (District and SDO Levels)	April 3-4, 2025	<ul style="list-style-type: none"> There shall be a research colloquium for the researches conducted by SDO personnel. The same activity (virtual/face-to-face) shall be done simultaneously at the district level to be led by PSDS with the assistance of the District Research Coordinator. The research colloquium aims to present the ongoing and/or completed research projects consequently provide an avenue . This activity is expected to foster collaboration, knowledge exchange, and sharing of insights from various researchers.
Conduct of Planning Activities for RCBER 2025	June 11, 2025	<ul style="list-style-type: none"> Researchers to attend/participate in the 2025 RCBER shall be determined based on the submitted research abstracts to the SGOD Planning and Research Section evaluated by the SDRC. Planning activities shall be conducted in preparation for the 2025 Regional Conference of Basic Education Researchers (RCBER).
Submission of Completed Action/Basic Research for SDRC Evaluation	June 13-30, 2025	<ul style="list-style-type: none"> All completed research papers shall be submitted to the Schools Division Research Committee (SDRC) for evaluation. The committee shall assess each research output's completeness, quality, and relevance

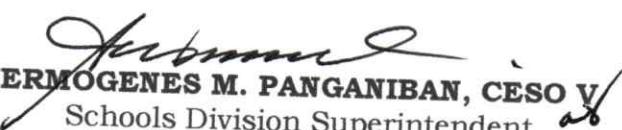
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(Abstract and Full Paper)		for potential inclusion in the next phase of the BERF cycle.
Preparation of the Final List of Evaluated Research Papers for BERF Cycle and/or Research Conference	July 1-25, 2025	<ul style="list-style-type: none"> The list of selected and evaluated research papers shall be finalized for the BERF Cycle or Research Conference. Selected research papers will be submitted to PPRD for the Basic Education Research Fund (BERF) Cycle for further review and funding opportunities.
Dissemination of Research Results through the Conduct of 2025 DCBER cum CIP Symposium	July 30-31, 2025	<ul style="list-style-type: none"> The SDO will hold the 2025 Division Conference of Basic Education Researchers (DCBER) cum CIP Sysposium. This activity shall provide a forum for the dissemination of completed research findings and innovations. It will also serve as a key platform for sharing valuable insights and best practices across schools/districts/schools division.
Consolidation and Archiving of Research Findings	August 1-22, 2025	<ul style="list-style-type: none"> The SGOD Planning and Research Section shall consolidate all research findings for documentation, archiving, and future reference. The research outputs shall be compiled into an accessible digital archive for future use by PPA implementers, researchers, and policymakers.

2. All school and district research coordinators are advised to communicate and coordinate all school and district research activities to ensure that the timeline is followed, and all the concerned personnel are guided accordingly.
3. Submission of research proposals from all schools, learning centers, and SDO sections/units is strongly encouraged to support the development of plans and actions that foster continuous improvement in each respective area.
4. Immediate and widest dissemination of this Memorandum is earnestly desired.


HERMOGENES M. PANGANIBAN, CESO V
Schools Division Superintendent ✓

Encl: None
Reference: None

MDE/Division Research Activities for Calendar Year 2025
SGO-F-008/January 9, 2025