



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY
 #82 Military Cut-off Road, Baguio City
 Tel. No.: (074) 442-7819/446-1488 Fax: (074) 422-7819



DIVISION OFFICE
 BAGUIO

JAN 08 2020

RELEASE

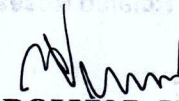
DIVISION MEMORANDUM

No. 15, s. 2020

**PROPOSAL AND REPORT COVER PAGE FOR
 RESEARCH AND INNOVATION**

To : **All Public Schools District Supervisors**
Public Elementary and Secondary Schools Heads
Schools Research Coordinators
Others Concerned

1. In view of the continuous improvement of the research management in the Division, the field is informed of the updated proposal and report cover page for research and innovation.
2. The template for the said cover page shall be as follows:
 - a. for Teaching and Learning researches, follow the template presented in Enclosure Number One or available for download at <https://tinyurl.com/yk5ye48p>;
 - b. for Child Protection, Human Resource Development, Governance, Inclusive Education, and Gender and Development researches, follow template presented in Enclosure Number Two or available for download at <https://tinyurl.com/ykx4kh97>; and
 - c. for Innovation Proposal and Report, follow the template presented in Enclosure Number Three or available for download at <https://tinyurl.com/yjnn6m3h> (proposal) and <https://tinyurl.com/yhgoayoh> (report).
3. For any clarifications, please call the Planning and Research Section of the Schools Governance and Operations Division at 4466738.
4. Immediate and wide dissemination of this Memorandum to all concerned is required.


MARIE CAROLYN B. VERANO, CESO VI
 Schools Division Superintendent

**TEACHING AND LEARNING
APPROVAL PAGE**



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY
82 Military Cut-off Road, Baguio City



No. _____

NAME OF RESEARCHER: _____

RESEARCH TITLE: _____

SHORT DESCRIPTION OF THE RESEARCH: _____

DATE OF IMPLEMENTATION: SCHOOL YEAR _____

IMMEDIATE SUPERVISOR'S CONFORME

I hereby endorse the attached final research manuscript. I certify that the proponent/s has/have conducted the research study without compromising his/her functions.

APPROVAL PAGE FOR TEACHING AND LEARNING

School Committee

Reviewed by:

School Research Coordinator
Date: _____

Endorsed by:

Department Head (if any)
Date: _____

School Head
Date: _____

Division Research Technical Committee

Reviewed by:

Baguio City Division Research TWC
Date: _____

Baguio City Division Research TWC
Date: _____

**Schools Division Research Committee
Teaching and Learning Related Research Studies**

Member, CID TWC
Date: _____

Member, CID TWC
Date: _____

Reviewed by:

JULIET C. SANNAD, EdD
Chief Education Supervisor, CID
Co-Chair, Schools Division Research Committee (SDRC)
Date: _____

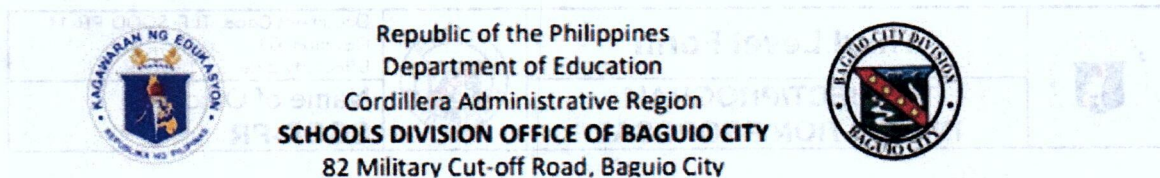
Recommending approval:

Approved:

SORAYA T. FACULO, PhD
OIC- Assistant Schools Division Superintendent
Chair, Schools Division Research Committee (SDRC)
Date: _____

MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent
Adviser
Date: _____

Child Protection, Human Resource Development, Governance, Inclusive Education, and Gender and Development



No. _____

NAME OF RESEARCHER: _____

RESEARCH TITLE:

SHORT DESCRIPTION OF THE RESEARCH:

DATE OF IMPLEMENTATION: SCHOOL YEAR _____

IMMEDIATE SUPERVISOR'S CONFORME

I hereby endorse the attached final research manuscript. I certify that the proponent/s has/have conducted the research study without compromising his/her functions.

APPROVAL PAGE

School Level

Reviewed by:

School Research Coordinator

Date: _____

Endorsed by:

Department Head (if any)

Date: _____

School Head

Date: _____

Division Level

Reviewed by:

Baguio City Division Research TWC

Date: _____

Baguio City Division Research TWC

Date: _____



Recommending approval:

Approved:

SORAYA T. FACULO, PhD
 OIC- Assistant Schools Division Superintendent
 Chair, Schools Division Research Committee (SDRC)
 Date : _____

MARIE CAROLYN B. VERANO, CESO VI
 Schools Division Superintendent
 Adviser
 Date: _____

Innovation

	Third Level Form PROJECT/PROGRAM INNOVATION PROPOSAL		Document Code: TLF-SGOD-PR-17 Revision: 03 Effectivity date: 07-19-2019
	Name of Office: SGOD-PR		

Tracking Number: _____

Name of Proponent: _____
 (First Name) (MI) (Last Name)

Title: _____

Short Description of the Innovation: _____

Date of Implementation: School Year _____

Name of School/ Functional Division/Section/Unit : _____

Address of School/Functional Division/Section/Unit : _____

Contact Number: _____ E-mail Address: _____

IMMEDIATE SUPERVISOR'S ENDORSEMENT

(Add signatory/ies as applicable according to level of governance.)

 (Signature over Printed Name of Immediate Supervisor [Head Teacher/School Head/
 PSDS/ Functional Division Chief/ Unit/ Section Head])

Date: _____

DIVISION LEVEL

Reviewed:

Chief Education Supervisor
 Schools Governance and Operations Division/Curriculum Implementation Division
 Date: _____

Recommending approval:



SORAYA T. FACULO, PhD
 Chief Education Supervisor
 Officer-In-Charge
 Office of the Assistant Schools Division Superintendent
 Date: _____

Approved:

MARIE CAROLYN B. VERANO, CESO VI
 Schools Division Superintendent

Date: _____

Innovation

	Third Level Form		Document Code: TLF-SGOD-PR-17 Revision: 03 Effectivity date: 07-19-2019
	PROJECT/PROGRAM INNOVATION REPORT		Name of Office: SGOD-PR

Tracking Number: _____

Name of Proponent: _____
(First Name) (MI) (Last Name)

Title: _____

Short Description of the Innovation: _____

Date of Implementation: School Year _____

Name of School/ Functional Division/Section/Unit : _____

Address of School/Functional Division/Section/Unit : _____

Contact Number: _____ E-mail Address: _____

IMMEDIATE SUPERVISOR'S ENDORSEMENT

(Add signatory/ies as applicable according to level of governance.)

(Signature over Printed Name of Immediate Supervisor [Head Teacher/School Head/
PSDS/ Functional Division Chief/ Unit/ Section Head])

Date: _____

DIVISION LEVEL

Reviewed:

Chief Education Supervisor
Schools Governance and Operations Division/Curriculum Implementation Division
Date: _____

Recommending approval:

Approved:

SORAYA T. FACULO, PhD
Chief Education Supervisor
Officer-In-Charge
Office of the Assistant Schools Division Superintendent
Date: _____

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent
Date: _____