



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

Office of the Superintendent

April 16, 2020

Division Memorandum 195, s.2020

**RESEARCH MANAGEMENT ADJUSTED TIMELINES FOR YEAR 2020
AND GUIDELINES AMIDST THE PANDEMIC CRISIS**

To: **All Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teaching, Teaching Related, Non-Teaching Related
Others Concerned**

1. Relative to Division Memorandum 389, series 2019 entitled *Official Division Research Technical Working Committee (TWC) for School Year (SY) 2019-2020 and Year 2020 Timeline of Research Proposal Submission for Basic Education Research Fund (BERF) and Non-BERF* and Division Memorandum 254, series 2019 entitled *Research Management System as of July 2020*; the field is informed of the adjusted research management timelines and guidelines amidst the pandemic crisis.
2. The adjusted research management timelines for the year 2020 are as follows:

Quarter Call	Coverage Panel Reviews	Start of Acceptance	End of Acceptance
Second	25 January to May 3, 2020	May 4, 2020	May 15, 2020
Third	May 9, 2020 to August 2, 2020	August 3, 2020	August 14, 2020
Fourth	August 15, 2020 to November 15, 2020	November 16, 2020	November 27, 2020

3. If in the case that Enhanced Community Quarantine (ECQ) will not be lifted by 30 April 2020, submissions to the SDO level will be through digital platform. Otherwise, the regular procedures of research proposal submissions as stated in the Division Memorandum 254, series 2019 will be followed.
4. Guidelines for the digital research management on submission of research proposals are as follows:



- a. Accomplish the Online Research Application Form through ***tinyurl.com/research-application-form***
 - b. Once the Online Application Form is accomplished, check your email address to access the folder where you can drop the electronic copy of your research proposals with the following filename: (LAST NAME, SCHOOL, TITLE OF RESEARCH)
 - c. The Schools Governance and Operations Division (SGOD)- Planning and Research Section will facilitate the distribution of research manuscript proposals to concerned Focal Person/Functional Division.
 - d. As indicated in the Division Memorandum 254, series 2019; all teaching and learning-related research proposals with revision will be returned to the proponent by the Curriculum and Implementation Division (CID).
 - e. For other research agenda, the Schools Governance and Operations Division (SGOD)- Planning and Research Section will return to the proponent any research proposal for revision (Division Memorandum 254, series 2019).
5. For submission of final research manuscripts, drop at ***https://bit.ly/2RJbF7Y*** with the following filename: (LAST NAME, SCHOOL, TITLE OF RESEARCH).
6. Immediate and wide dissemination of this Memorandum is required.



MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: DepEd CAR Advisory dated March 25, 2020 Re: Delivery of Essential Services

To be indicated in the Perpetual Index:
under the following subjects:

WORK FROM HOME
BERF

RESEARCH
TWC

GUIDELINES
RESEARCH PROPOSALS

SGOD/PNR

