



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

April 21, 2021

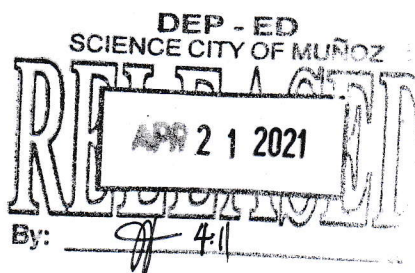
DIVISION MEMORANDUM

No. 139, s. 2021

IMPLEMENTATION OF THE LOCALIZED PROCEDURE OF ACCEPTING AND APPROVING ARTICLES, RESEARCHES, AND INNOVATIONS

To: All Public Elementary and Secondary School Heads
All Others Concerned

1. In support of the Department's policy development process, research agenda, and policy and program development implementation, the Schools Division Office through the School Governance and Operations Division (SGOD) continues to promote and strengthen the culture of article writing, research, and innovation in basic education.
2. In view of this, a localized procedure of accepting and approving articles, researches, and innovations is hereby attached to provide guidance to all teaching and non-teaching personnel in the conduct of researches and innovations as well as writing articles in an educational context in our division.
3. Immediate dissemination of this Memorandum is earnestly desired.



DANTE G. PARUNGAO, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent

CID2021



Loyal, Excellent, Accountable and Dedicated to Service

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DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



Acceptance and Approval of Article, Research and Innovation

1.0 Purpose:

- 1.1 This aims to establish a systematic procedure in reviewing articles for publication, action research and innovation proposal.

2.0 Scope:

- 2.1 This procedure covers the process of checking article, action research and innovation proposal submitted by teaching and non-teaching personnel of the Division of Science City of Muñoz.

3.0 Associated Documents:

- 3.1 ISO 9001:2015 Standard – Quality Management System
3.2 DepEd Order No. 16, s. 2017 – Research Management Guidelines
3.3 DepEd Order No. 39, s. 2016 – Adoption of the Basic Research Agenda
3.4 DepEd Order No. 43, s. 2015 – Revised Guidelines for Basic Education Research Fund
3.5 DSCM Quality Management System Manual

4.0 Definition of Terms:

- 4.1 **Action Research (AR)** – is a process of systematic reflective inquiry to improve educational practices or resolve problems in any operating unit. (i.e. school, classroom, office).
- 4.2 **Action Research Proposal** – is a document that provides the details of a proposed study.
- 4.3 **Article** – a piece of writing included with others in a newspaper, magazine or other publication.
- 4.4 **Innovation** – is a new idea, device or method in teaching and in office work.
- 4.5 **Non-teaching personnel** – are employees of the Department of Education who are employed at the premises of a public school and who are not members of teaching staff.
- 4.6 **Teaching personnel** – refer to professional personnel directly involved in teaching students, including classroom teachers; special education teachers; and other teachers who work with students as a whole in a classroom, in small groups in a resource room, or in one-to-one teaching inside or outside a regular classroom
- 4.7 **Proponent**- refers to the writer of the article, research, or innovation either from the teaching and non-teaching personnel.
- 4.8 **School Evaluation Committee (SEC)**- refers to the personnel in-charge of the evaluation of articles, innovations, and action researches before submission to the division office.
- 4.9 **Schools Division Evaluation Committee (SDEC)**- refers to the personnel in-charge of the evaluation of articles, innovations, and action researches before acceptance, approval, and completion.



Acceptance and Approval of Article, Research and Innovation

5.0 Procedure

5.1 Article

FLOWCHART	RESPONSIBLE	DETAILS	INTERFACE RECORD
	Proponent	Submits the hard copy of the article with at least 800 words to the SEC for evaluation	Log sheet
	School Evaluation Committee (Research, Innovation and Article)	Endorses the article to the Division Office and attach 1 hard copy and a soft copy in CD including the corrections made by the SEC	Hard copy of corrected article and soft copy in CD
	Administrative Aide VI	Records the article to the log sheet	Log sheet Hard and soft copies of the article
	Administrative Aide VI	Runs the soft copy to the plagiarism test. If the article is 99% and below unique, endorse it back to the proponent. The proponent must incorporate the comments and suggestions and submit the article within 3 days to the D.O. with the endorsement of the SEC. If the article is 100% unique, it will be routed to the Schools Division Evaluation Committee (Research, Innovation, and Article) and language EPSs (Filipino/English) for pre-reading.	Log sheet Plagiarism report
	SDEC and language EPSs (Filipino/English)	Convene and evaluate simultaneously the article before posting.	Log sheet

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Department of Education
Region III
City Schools Division
Science City of Munoz

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<pre> graph TD A[A] --> B{Is the article approved?} B -- No --> C[Return to the proponent] B -- Yes --> D[Posting of article] D --> E[Filing of article] </pre>	SDEC Secretariat	Writes in the attached routing slip the necessary action/s	Routing Slip
	ITO	Uploads the article to the website Makes certification of the published article	Soft and hard copies of the published article
	Administrative Aide VI	Secures copy of published article	Soft and hard copies of the published article

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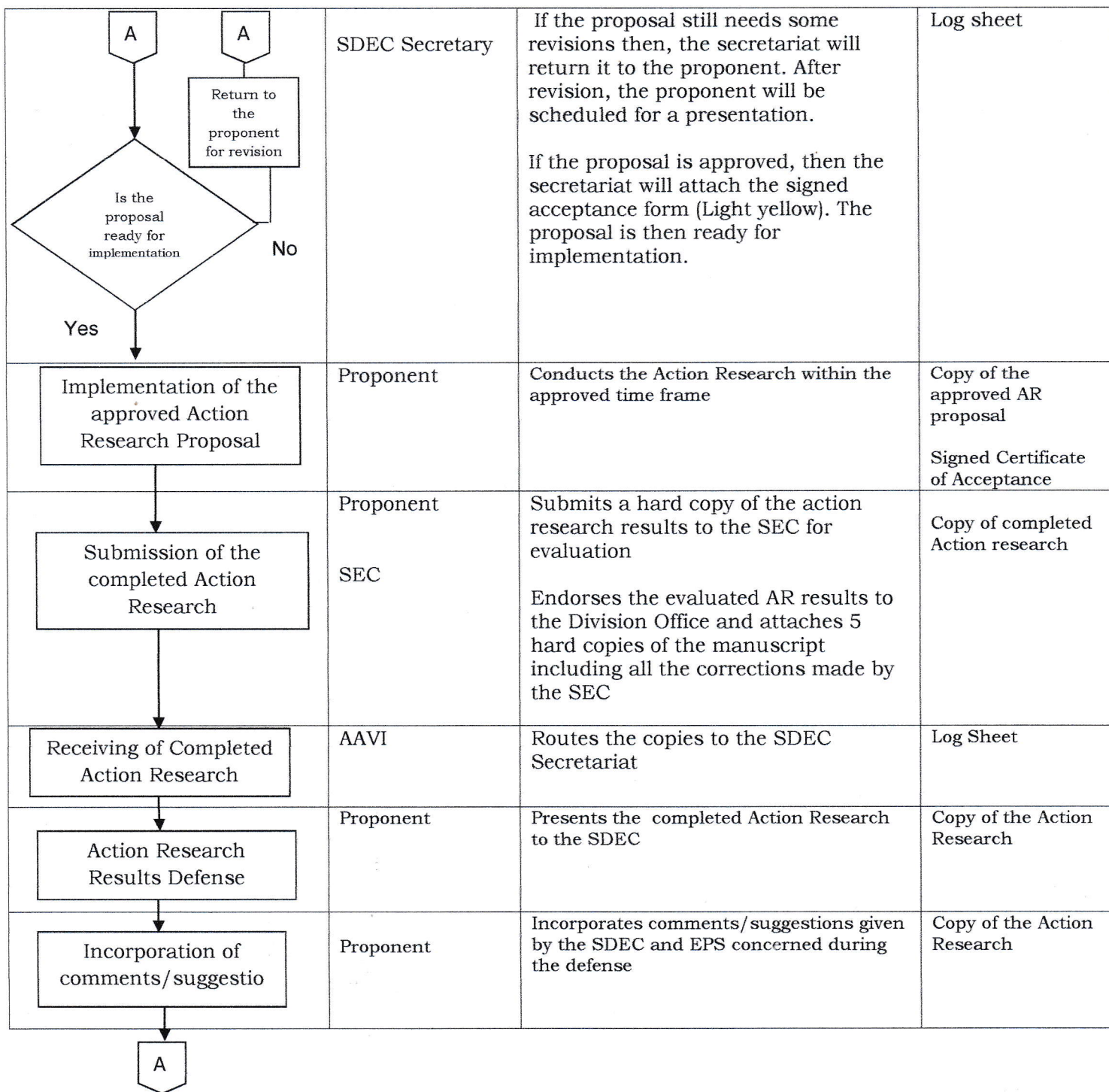
Acceptance and Approval of Article, Research and Innovation

5.2 Research

FLOWCHART	RESPONSIBLE	DETAILS	INTERFACE RECORD
<pre> graph TD A[School Level Evaluation] --> B[Submission of Action Research] B --> C[Receiving of Action Research Proposal] C --> D{Is the proposal 100% unique?} D -- No --> A D -- Yes --> E[Presentation of Action Research] E --> F[A] G[A] --> E </pre>	<p>Proponent</p> <p>School Evaluation Committee (Research, Innovation and Article)</p>	<p>Submits the hard copy of the research proposal to the SEC for evaluation</p> <p>Endorses the research proposal to the Division Office and attach 1 hard copy and a soft copy in CD including the corrections made by the SEC</p>	<p>Log sheet</p> <p>Hard copy of the corrected research proposal and soft copy in CD</p>
	Administrative Aide VI	Records the research proposal to the log sheet	<p>Log sheet</p> <p>Soft copy of the research proposal</p>
	<p>Administrative Aide VI</p> <p>SDEC Secretariat</p>	<p>Runs the soft copy to the plagiarism test. If the proposal is 99% and below unique, endorse it back to the proponent. The proponent must incorporate the comments and suggestions and submit the proposal within 3 days to the D.O. with the endorsement of the SEC.</p> <p>If the proposal is 100% unique and it has the correct format, it will be routed by the secretariat to the Schools Division Evaluation Committee (Research, Innovation, and Article) and to the concerned learning area Supervisor/s for pre-reading.</p>	<p>Log sheet</p> <p>Plagiarism report</p>
	<p>SDEC, Secretariat, and Proponent</p> <p>SDEC and learning area supervisor/s</p>	<p>Conduct a panel evaluation either virtual or face-to-face</p> <p>Check the content, grammar, appropriateness, and usefulness of the research</p>	Research proposal



Acceptance and Approval of Article, Research and Innovation





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Acceptance and Approval of Article, Research and Innovation

<p align="center">A</p> <p align="center">↓</p> <p align="center">Final checking of the Action Research</p>	<p>SEC</p> <p>SDEC</p>	<p>Checks and finalizes the Action Research</p> <p>Recommends the Action Research for approval (Light Blue)</p>	<p>Copy of the Action Research</p> <p>Signed Certificate of Approval</p>
<p align="center">↓</p> <p align="center">Completion of Action Research</p>	<p>Assistant Schools Division Superintendent</p>	<p>Signs the Action Research Completion Certificate (Light Green)</p>	<p>Copy of the Action Research</p> <p>Signed Certificate of Completion</p>

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Acceptance and Approval of Article, Research and Innovation

5.3 Innovation

FLOWCHART	RESPONSIBLE	DETAILS	INTERFACE RECORD
	Proponent	Submits the hard copy of the innovation proposal to the SEC for evaluation	Log sheet
	School Evaluation Committee (Research, Innovation, and Article)	Endorses the innovation proposal to the Division Office and attach 1 hard copy and a soft copy in CD including the corrections made by the SEC	Hard copy of the corrected innovation proposal and soft copy in CD
	Administrative Aide VI	Records the Innovation proposal to the log sheet	Log sheet Soft copy of the innovation proposal
	Administrative Aide VI	Runs the soft copy to the plagiarism test. If the proposal is 99% and below unique, endorse it back to the proponent. The proponent must incorporate the comments and suggestions and submit the proposal within 3 days to the D.O. with the endorsement of the SEC.	Log sheet Plagiarism report
	SDEC, Secretariat, and Proponent	Conduct a panel evaluation either virtual or face-to-face	Innovation proposal
	SDEC and learning area supervisor/s	Check the content, grammar, appropriateness, and usefulness of the innovation	

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	SDEC Secretary	<p>If the proposal still needs some revisions then, the secretariat will return it to the proponent. After revision, the proponent will be scheduled for a presentation.</p> <p>If the proposal is approved, then the secretariat will attach the signed acceptance form (Light yellow). The proposal is then ready for implementation.</p>	Log sheet
	Proponent	Conducts the innovation within the approved time frame	Copy of the approved innovation proposal Signed Certificate of Acceptance
	Proponent SEC	Submits a hard copy of the innovation results to the SEC for evaluation Endorses the evaluated innovation results to the Division Office and attaches 5 hard copies of the manuscript including all the corrections made by the SEC	Copy of completed Innovation
	AAVI	Routes the copies to the SDEC Secretariat	Log Sheet
	Proponent	Presents the completed Innovation to the SDEC	Copy of the Innovation
	Proponent	Incorporates comments/suggestions given by the SDEC and EPS concerned during the defense	Copy of the Innovation



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Acceptance and Approval of Article, Research and Innovation

<pre>graph TD; A[A] --> B[Final checking of the Innovation Results]; B --> C[Completion of the Innovation];</pre>	SEC SDEC	Checks and finalizes the Innovation Recommends the Innovation for approval (Light Blue)	Copy of the Innovation Signed Certificate of Approval
	Assistant Schools Division Superintendent	Signs the Innovation Completion Certificate (Light Green)	Copy of the Innovation Signed Certificate of Approval

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