



Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



February 9, 2022

DIVISION MEMORANDUM

No. 048 s. 2022

Clarificatory Guidelines in the Division Evaluation of Documents for the Letter D Criterion of MEC 10 s. 1979 (Initiated or Headed an Educational Research Activity Either for the Improvement of Instruction, Community Development , Teacher Welfare) for Master Teacher Position

To : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads/OICs of Public Elementary, Integrated School, Secondary and Senior High School
All Teachers
Unit Heads
All other concerned

1. Please be informed of the following clarificatory guidelines in the appreciation of documents for Master Teacher Position based on MEC 10 s. 79 particularly in criterion D. Initiated or headed an educational Research Activity either for the improvement of instruction, community development, teacher welfare.

a) For D.1 Project Proposal approved by SDS (3 pts.)

The Means of Verification to be presented is the Project Proposal to initiate/head a Research Activity where the results of the completed Research conducted will be utilized.

The parts of the Project Proposal is as follows:

1. Title
2. Rationale
3. Objective
4. Description of the Research Activity
5. Action Plan (Objective, Activity, Persons Involved, Resources, Timeline, Expected Outcome, signed by the School Head/EPS/PSDS)



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b) For D.2 Proof of Implementation/Designation as Project Implementor (3 pts.)

MOVs for Proof of Implementation: pictures, attendance sheets, minutes of the meeting, lesson plan, Daily Lesson Log, videos, memorandum etc.

MOV for Designation as Project Implementor: Designation letter as the Project Implementor signed by the School Head.

c) Result of Research Activity (3 pts.)

d) Utilization of the Results of the study (3 pts.)

One of the MOVs for c and d is a Narrative Report where the actual utilization of the results of the completed research in the proposed Research Activity is detailed. The report must also state clearly the outcome of the said research activity. It may include statistical analysis, graphs, pictures, etc. that may contribute to the description of the outcome of the research activity implemented. The Narrative Report must bear the signature of the Schools Division Superintendent.

Other MOVs for c and d are a Certification from the School Head where the Research Activity has been implemented, Certification from teachers/ learners who have been involved in the Research Activity, and a Certification by the Public Schools District Supervisor in charge of the school/s where the Research Activity has been conducted. The Certification must state that the results of the completed Research have been utilized in the Research Activity implemented. The certification must also speak of the result of the Research Activity.

For participation: (7 pts.)

Certification from the school head and PSDS that teacher was a member of the research activity and all the MOV's of the teacher who initiated/headed the Research activity must be submitted.

2. A **copy of the completed research** of the proponent will also be submitted and shall serve as a basic requirement.
3. Wide dissemination and compliance to this Memorandum are earnestly desired.

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