Document Tracking No
October 20, 2025
FET880269-2025

Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DEPED-DIVISION OF SURIGAO DEL SUR
RELEASED
DATE: October 29, 2025
TIME: 1:57 PM
SIGNATURE:

DIVISION MEMORANDUM
No. 477 , s. 2025

To: All Public Secondary School Heads
SSES, STE and STEM Program Coordinators
Teacher-Advisers and Research Coordinators

INSTITUTIONALIZATION OF SCIENTIFIC RESEARCH FLOW IN SPECIAL PROGRAM IN SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (SPSSTEM) SCHOOLS

1. In line with the Department of Education's continuing efforts to enhance the quality and depth of scientific research in Special Program in Science, Technology, Engineering, and Mathematics (SPSSTEM) schools, the Division of Surigao del Sur hereby adopts the standardized Scientific Research Flow and Framework for implementation in all SSES, STE and STEM implementing schools within the division.

2. This Research Flow and Framework, developed in alignment with the SUMBANAN Guidelines for the establishment of school-based research centers, provides a structured, ethical, and outcomes-based approach to research instruction for both junior and senior high school learners.

3. The framework shall guide all Science, Technology, and Engineering (STE) and Science, Technology, Engineering, and Mathematics (STEM) teachers and learners from Research Initiation to Presentation and Dissemination, covering the following major stages:

   a. Research Initiation;
   b. Proposal Development;
   c. Ethics and Instrumentation;
   d. Research Implementation; and
   e. Presentation and Dissemination.

4. All School Research Coordinators (SRCs), Teacher-Advisers, and STE/STEM Coordinators are directed to integrate the prescribed Research Flow into their existing school research programs beginning School Year 2025–2026. The framework also mandates the creation or reactivation of School Scientific Review Committees (SRCs) to ensure ethical compliance, research validity, and uniform evaluation across schools.

5. The Division Science Coordinator, under the supervision of the Curriculum Implementation Division (CID), shall oversee the monitoring, implementation, and evaluation of this initiative. Regular reporting of research outputs, ethics

clearances, and competition results shall be submitted to the Division Office every quarter.

6. Attached herewith as Annex A is the Division-Standard Research Flow for STE and STEM Schools, which shall serve as the official reference for all implementing schools.

7. For guidance, information, and strict compliance.

LORENZO O. MACASOCOL PhD, CESO V
Schools Division Superintendent

Encl.:

Annex A: Customized Research Flow and Framework for Science, Technology, and Engineering (STE) schools

Reference: Regional Memorandum No. OAT-8, s. 2022 — "Adoption of Revised SUMBANAN: The Regional Contextualized Manual for the Implementation of Special Curricular Programs in Science." *(issued December 12, 2022)*

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

RESEARCH FLOW FRAMEWORK SCIENCE

CID/rlt

10/20/2025

Enclosure 1:

CUSTOMIZED RESEARCH FLOW AND FRAMEWORK FOR SCIENCE, TECHNOLOGY, AND ENGINEERING (STE) SCHOOLS

(Aligned with SUMBANAN Guidelines)

I. Rationale

To strengthen the culture of scientific inquiry, innovation, and ethics in STE schools across the Division of Surigao del Sur, a **Division-wide Customized Research Flow and Framework** is hereby proposed.

This initiative is modeled after the **SUMBANAN Guidelines** for establishing School Research Centers in STE schools. The framework provides a **standardized, contextualized, and systematic process** for guiding students and teachers in the conduct of research—from conceptualization to dissemination—while ensuring alignment with curriculum standards, ethics protocols, and national competition requirements such as **NSTF** and **Intel-ISEF**.

II. Research Flow for STE Students (Junior and Senior High School)

Stage 1: Research Initiation

1. Formation of JHS/SHS Research Club
2. Orientation on Research Ethics and Scientific Integrity
3. Submission of Research Title to Research Adviser
4. Preliminary Evaluation by School Scientific Review Committee (SRC)

Stage 2: Proposal Development

5. Submission of Concept Paper (Chapters 1 & 2)
6. Concept Paper Review by Adviser and SRC
7. Assignment of Research Adviser
8. Submission to SRC for Internal Colloquium or Proposal Presentation
9. Approval of Revised Proposal (including Chapter 3)
    - Methodology formulation
    - Tool design (survey/interview guides)
    - Preliminary bibliography

Stage 3: Ethics and Instrumentation

10. Validation of Instruments (Internal and External Validators)
11. Ethics Review (School SRC or Division-level Ethics Committee)
12. Issuance of Ethics Clearance

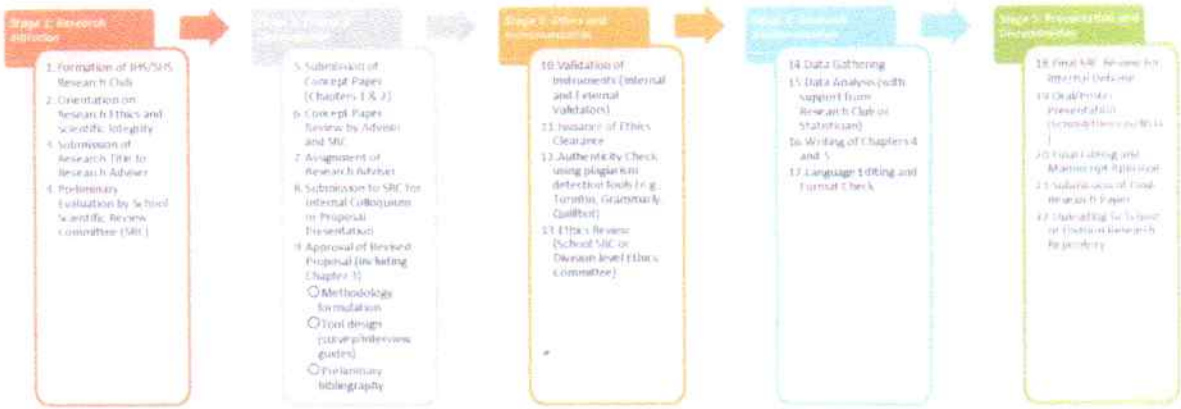
13. Authenticity Check using plagiarism detection tools (e.g., Turnitin, Grammarly, Quillbot)

Stage 4: Research Implementation

14. Data Gathering
15. Data Analysis (with support from Research Club or Statistician)
16. Writing of Chapters 4 and 5
17. Language Editing and Format Check

Stage 5: Presentation and Dissemination

18. Final SRC Review for Internal Defense
19. Oral/Poster Presentation (School/Division/NSTF)
20. Final Editing and Manuscript Approval
21. Submission of Final Research Paper
22. Uploading to School or Division Research Repository



III. Research Center Framework for STE Schools

Component	Description
JHS/SHS Research Club	Organizes student research mentoring, journal reading, and intra/inter-school research contests.
School Research Center	Dedicated space for consultations, reference access, and adviser coaching.
Science Laboratory	Accessible facility managed by a trained teacher to support experimental research.
School Scientific Review Committee (SRC)	Six members with research experience assigned to specific review roles.

Division SRC Linkage	Connects school-level SRCs to the Division Science Unit for endorsement to NSTF and national competitions.

Composition and Roles of the SRC

Role	Functions
Chairperson	Evaluates overall methodology and research coherence.
Vice-Chairperson	Reviews analytical rigor and statistical accuracy.
Ethics Reviewer	Ensures ethical soundness and data confidentiality.
Plagiarism Checker	Confirms originality using plagiarism detection tools.
Bibliography Tracer	Reviews reference accuracy and formatting consistency.
Technical Expert	Assesses grammar, formatting, and logical flow.

Division Policy Reminders:

- All Student Investigatory Projects (SIPs) and Action Research submitted to Division or Regional Science Fairs **must first be approved by the School SRC**.
- **INTEL-ISEF Forms** shall be endorsed **only upon SRC clearance**.
- Publication of exemplary outputs in **school journals**, **division bulletins**, or **regional DepEd publications** is strongly encouraged.

IV. Suggested Research Timeline for STE Students (Grade 9 to Grade 10) and STEM Students (Grade 11 to 12)

Grade Level & Quarter	Timeline	Key Activities
Grade 9 /11– Q1 (Year 1)	June – August	Orientation on Scientific Research and Ethics; Formation of Research Clubs; Title Proposal Submission; Initial Evaluation by Adviser and SRC.
Grade 9/11 – Q2	September – November	Concept Paper Development (Chaps 1 & 2); Adviser Assignment; Internal Proposal Colloquium.
Grade 9/11 – Q3	December – February	Finalization and Approval of Full Proposal (with Chapter 3); Research Tool Development; Internal Validation.
Grade 9/11 – Q4	March – May	External Validation; Ethics Review and Clearance; Plagiarism and Authenticity Check.
Grade 10/12 – Q1 (Year 2)	June – August	Data Gathering and Initial Data Organization.
Grade 10/12 – Q2	September – November	Data Analysis; Writing of Chapters 4 and 5; Peer Review and Adviser Feedback.
Grade 10/12 – Q3	December – February	Technical Editing (Grammar, Formatting, Referencing); Final SRC Internal Defense.
Grade 10 – Q4/12	March – May	Oral/Poster Presentation (School/Division/NSTF); Final Submission and Upload to Repository;

		Optional Entry to Regional/Intel-ISEF Competitions.

V. Implementation Notes

- Schools may adjust pacing depending on the academic calendar and readiness.
- Students shall maintain a **research logbook** throughout the two-year research cycle.
- Integration of research activities into **Science, English, and Statistics subjects** is recommended for reinforcement.
- A **mid-year research progress review** at the end of Grade 9 is encouraged to ensure quality assurance.
- All school outputs must be recorded and stored in both **school and division research databases** for documentation and sharing.

VI. Monitoring and Division Support

The **Division Science Coordinator** shall oversee the implementation of the framework in all STE schools, ensuring compliance, quality assurance, and alignment with DepEd research standards. Regular monitoring shall be conducted in coordination with **School SRCs**, **Research Advisers**, and **STE** Coordinators, **supported by the** Division Research Committee.