



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

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July 28, 2025

Division Memorandum

No. 377, s. 2025

**Adoption of Utilization and Dissemination Report Format for Research  
and Innovation Papers**

**To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors/Specialists  
Senior Education Program Specialists  
Public Schools District Supervisors/ Principals/ Head Teacher-in-  
Charge of the Districts  
School Heads of Public Schools  
All Others Concerned**

1. Pursuant to **DepEd Order No. 16, s. 2017** (*Research Management Guidelines*) and in line with the Department of Education's thrust to strengthen research culture and ensure systematic documentation, this Office adopts the **standardized Utilization and Dissemination Report Format** for all **Research and Innovation Papers** conducted within the Schools Division of Aklan.
2. The adoption aims to:
  - a. ensure uniformity and clarity in reporting research outputs;
  - b. facilitate proper archiving, reviewing, and sharing of best practices; and
  - c. strengthen the monitoring and evaluation of research and innovation initiatives.
3. All schools are directed to use the prescribed format for any completed research or innovation. Copies of the format template are attached and may also be accessed through this Google Drive link:  
[https://drive.google.com/drive/folders/1dagbKXjYq2inpOfaNSJsTG6uLT\\_OQtZb?usp=drive\\_link](https://drive.google.com/drive/folders/1dagbKXjYq2inpOfaNSJsTG6uLT_OQtZb?usp=drive_link)
4. Compliance with this memorandum shall form part of the evaluation and documentation requirements for the recognition and future promotion of researchers and innovators.
5. For inquiries, just contact **Dr. Mikko Jan D. Lopez, Senior Education Program Specialist for Planning and Research**.



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6. Immediate dissemination of this memorandum is directed for the information and guidance of all concerned.

  
**FELICIANO C. BUENAFE, JR., CESO VI**  
Schools Division Superintendent 

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects

**RESEARCH**

**INNOVATION**

**CERTIFICATION**

**REPORT**

MJDL



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Enclosure 001

**DISSEMINATION REPORT OF RESEARCH**

Name of Researcher/s:

Title of Research:

Type of Funding:

FY:

**I. Research Abstract:**

**II. Narrative of the Dissemination of Research:**

**a. Setting/Manner and Organizer/Publisher:**

*(When and where did the research get disseminated? or What was the manner of dissemination? Include the Organizer/Publisher e.g. INSET, LAC, meeting, forum, conference, colloquium, report, journal, bulletin, news, website)*

**b. Scope:**

*(What is the level (governance level) of dissemination? e.g. school, district, division, region, national, international)*

**c. Audience/Beneficiaries:**

*(Who were the audience members or beneficiaries during dissemination?)*

**III. Documentations**

*(Attach some MOVs to support your report)*

**Prepared by:**

**Name**

Researcher/s

**Noted:**

**(Name)**

(TIC/HT/SP)

**Endorsed by:**

**(Name)**

District Research Coordinator

**(Name)**

PSDS



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**Reviewed by:**

**MIKKO JAN D. LOPEZ, EdD**

Senior Education Program Specialist

**Recommending Approval:**

**RAMON D. PARAS Jr EdD, CESE**

OIC- Asst. Schools Division Superintendent/  
Chairman Schools Division Research Committee

**Approved:**

**FELICIANO D. BUENAFE Jr PhD, CESO VI**

Schools Division Superintendent



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**UTILIZATION REPORT OF RESEARCH**

Name of Researcher/s:

Title of Research:

Type of Funding:

FY:

**I. Research Abstract:**

**II. Narrative of the Utilization of Research:**

**a. Scope:**

*(What is the level (governance level) of dissemination? e.g. school, district, division, region, national, international)*

**b. Manner/Form**

*(How were the research findings and outputs utilized? Or What was the manner of utilization? e.g. policy analysis, PPAs frameworks, operations, plans, trainings, LRs, curriculum, M&E, innovation)*

**c. Documentations**

*(What was the output and its status of utilization? Refer to the manner or form of utilization e.g. L&D proposal, SIP/DEDP, LRs, M&E tool, frameworks/ processes, Program/project proposal)*

**Prepared by:**

**(Name)**

Researcher

**Noted:**

**(Name)**

(TIC/HT/SP)

**Endorsed by:**

**(Name)**

District Innovation Focal Person

**(Name)**

PSDS



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**DISSEMINATION REPORT OF INNOVATION**

Name of INNOVATION/s:

Title of Innovation:

Date Implemented:

**I.Executive Summary:**

**II.Narrative of the Dissemination of Innovation:**

**a. Setting/Manner and Organizer/Publisher:**

*(When and where did the innovation get disseminated? or What was the manner of dissemination? Include the Organizer/Publisher e.g.INSET, LAC, meeting, forum, conference, colloquium, report, journal, bulletin, news, website)*

**b. Scope:**

*(What is the level (governance level) of dissemination? e.g. school, district, division, region, national, international)*

**c. Audience/Beneficiaries:**

*(Who were the audience members or beneficiaries during dissemination?)*

**III. Documentations**

*(Attach some MOVs to support your report)*

**Prepared by:**

**Name**

Innovator/s

**Noted:**

**(Name)**

(TIC/HT/SP)

**Endorsed by:**

**(Name)**

District Innovation Focal Person

**(Name)**

PSDS



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**UTILIZATION REPORT OF INNOVATION**

Name of Innovator/s:

Title of Innovation:

Date Implemented:

**I.Executive Summary:**

**II.Narrative of the Utilization of Innovation:**

**a. Scope:**

*(What is the level (governance level) of dissemination? e.g. school, district, division, region, national, international)*

**b. Manner/Form**

*(How were the findings and outputs utilized? Or What was the manner of utilization? e.g.policy analysis, PPAs frameworks, operations, plans, trainings, LRs, curriculum, M&E, innovation)*

**c. Documentations**

*(What was the output and its status of utilization? Refer to the manner or form of utilization e.g. L&D proposal, SIP/DEDP, LRs, M&E tool, frameworks/ processes, Program/project proposal)*

**Prepared by:**

**(Name)**

Innovator/s

**Noted:**

**(Name)**

(TIC/HT/SP)

**Endorsed by:**

**(Name)**

District Innovation Focal Person



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Schools Division Superintendent



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