



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal La Trinidad, Benguet



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DIVISION MEMORANDUM NO: 03

Name of Office:
**School Governance and
Operations Division**

January 04, 2019

To: Schools Governance and Operations Division
Curriculum Implementation Division
Public Elementary and Secondary School Heads
To all others concerned

From: 
MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent 

JAN 04 2019 

Subject: **Mandatory Submission of Action / Basic Research Proposals for SY 2019-2020 Implementation**

1. Research implementation in the Division aims to continuously promote quality education and service to both internal and external stakeholders. Research activities initiated by teachers and School Heads are a powerful way of enhancing learners' basic skills and attitude necessary for future professional practice. Inquiry and an evidence-based approach are complimentary processes in that they include recognition of important questions, search for the best research evidence, critical appraisal of the evidence, and application of the evidence to practice.
2. All participants of the research trainings implemented from October 2016 to December 2018 are mandated to submit a research proposal for SY 2019-2020 implementation. Where, teaching personnel are required to propose an action research, while non-teaching personnel may submit either basic or evaluation research. School Heads and teachers in charge are highly encouraged to submit an evaluation research proposal for the three years implementation of their School Improvement Plan (SIP).
3. Teachers who were not trained, but are interested in submitting an action research proposal may seek Technical Assistance from the Planning and Research Section SEPS, PSDS, Research Coordinators, and Technical Working Group.
4. All Master Teachers were trained and are required to submit an action research proposal for implementation.
5. All EPS, PSDSs, District Research coordinators, teachers, and School Heads who were trained last October 22-24, 2018, Re: Division Training on Action and Basic Research District Pool of Trainers and Technical Working Group (Phase 2), DM no. 249, s.2018, are recommended to render technical assistance to all research proponents in need.
6. All Proposals are to be submitted on or before March 1, 2019 to the District Office for review of the PSDS, District Research Coordinator, and Technical Working Group. All District Research Coordinators must submit the reviewed research proposals to the Division Office Records Section on or Before March 15, 2019.
7. Research Proposals review in the Division level may take at least one month to finish and will be returned for editing before its implementation on June 2019 to March 2020.
8. Refer to enclosure 1, 2, 3, 4, 5, and 6 for format and forms.
9. For questions, clarifications, and further Technical Assistance, you may text or call Xylene of the Planning and Research section at 09187432221.