



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**

Wangal, La Trinidad, Benguet 2601  
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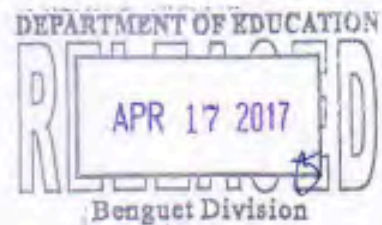


April 3, 2017

**DIVISION MEMORANDUM**

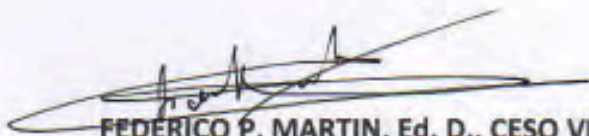

No. 073, s. 2017

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



Subject: **REVISED GUIDELINES FOR THE DIVISION BASIC AND ACTION RESEARCH PROPOSALS AND COMPLETION REPORT**

1. Pursuant to DepEd Order No. 16, s. 2017 RE: Research Management Guidelines which aims to provide guidance in managing research initiatives in the national, regional, schools division, and school levels, the SDO Benguet shall implement the new format for research proposals, research completion reports, evaluation forms and other templates starting April 2017 (see attached enclosures 1 to 7).
2. All approved research proposals to be implemented this SY 2017-2018 that are inconsistent with the new guidelines must be revised in compliance to DepEd Order No. 16, s. 2017.
3. For information, guidance, and compliance.

  
**FEDERICO P. MARTIN, Ed. D., CESO VI**  
Schools Division Superintendent 

## **ACTION AND BASIC RESEARCH PROPOSAL AND COMPLETION REPORT FORMAT**

### **A. BASIC RESEARCH PROPOSAL TEMPLATE**

- i. Introduction and Rationale
- ii. Literature Review
- iii. Research Questions
- iv. Scope and Limitation
- v. Research Methodology
  - a. Sampling
  - b. Data Collection
  - c. Ethical Issues
  - d. Plan for Data Analysis
- vi. Timetable / Gantt Chart
- vii. Cost Estimates
- viii. Plans for Dissemination and Advocacy
- ix. References

### **B. ACTION RESEARCH PROPOSAL TEMPLATE**

- i. Context and Rationale
- ii. Action Research Questions
- iii. Proposed Innovation, Intervention, and Strategy
- iv. Action Research Methods
  - a. Participants and/or other sources of Data and information
  - b. Data Gathering Methods
  - c. Data Analysis Plan
- v. Action Research Work Plan and Timelines
- vi. Cost Estimates
- vii. Plans for Dissemination and Utilization
- viii. References

### **C. COMPLETED BASIC RESEARCH TEMPLATE**

- i. Title Page
- ii. Abstract
- iii. Acknowledgement
- iv. Introduction of the Research
- v. Literature Review
- vi. Research Questions
- vii. Scope and Limitation
- viii. Research Methodology
  - a. Sampling
  - b. Data Collection
  - c. Ethical Issues
  - d. Plan for Data Analysis (still to attach)
- ix. Discussion of Results and Recommendations
- x. Dissemination and Advocacy Plans
- xi. Reference
- xii. Financial Report

Note: to attach Timetable / Gantt Chart and Cost Estimates

**DECLARATION OF ANTI-PLAGIARISM**

1. I, \_\_\_\_\_, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some parts of their work without proper acknowledgment and referencing.
2. I hereby attest to the originality of this research proposal and has cited properly all the references used. I further commit that all deliverables and the final research study emanating from this proposal shall be of original content. I shall use appropriate citations in referencing other works from various sources.
3. I understand that violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education and (insert grant mechanism).

PROPONENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPONENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPONENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

*To be attached in the completion report*

Research Proposal / Research Completion Report  
Approval Sheet

Title of Study: \_\_\_\_\_

Name of Proponent: \_\_\_\_\_ Contact No. \_\_\_\_\_

Name and Address of School: \_\_\_\_\_  
\_\_\_\_\_

Noted:

\_\_\_\_\_  
Name and signature of School Head

Date: \_\_\_\_\_

Contact no. \_\_\_\_\_

Recommending Approval:

**NESTOR L. BOLAYO**

OIC- Assistant Schools Division Superintendent  
(SDRC Chairman)

Approved:

**FEDERICO P. MARTIN, Ed.D., CESO V**

Schools Division Superintendent  
(SDRC Adviser)

### Research Completion Report Evaluation Form

Title of Research: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name and signature of Proponent: \_\_\_\_\_

Name and address of school affiliated: \_\_\_\_\_

Schools Division Research Committee	General Remarks	Action Taken
Xylene Grail D. Kinomis (SEPS P&R – SDRC Member)		<input type="checkbox"/> Recommended for approval <input type="checkbox"/> Returned to incorporate suggestions/corrections
_____ _____ Supervisor (CID) SDRC Member		<input type="checkbox"/> Recommended for approval <input type="checkbox"/> Returned to incorporate suggestions/corrections
Rizalyn A. Guznian, Ed. D. CES – CID SDRC Co-Chairman		<input type="checkbox"/> Recommended for approval <input type="checkbox"/> Returned to incorporate suggestions/corrections
Lucio B. Alawas CES – SGOD SDRC Co-Chairman		<input type="checkbox"/> Recommended for approval <input type="checkbox"/> Returned to incorporate suggestions/corrections

CONTACT NUMBER 1	CONTACT NUMBER 2	EMAIL ADDRESS
EDUCATIONAL ATTAINMENT (DEGREE TITLE) Enumerate from bachelor's degree up to doctorate degree	TITLE OF THESIS / RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		

**IMMEDIATE SUPERVISOR'S CONFORME**

I hereby endorse the attached research proposal. I certify that the proponent/s has/have the capacity to implement a research study without compromising his/her office functions.

\_\_\_\_\_  
Name and Signature of School Head

Date: \_\_\_\_\_

**DISTRICT SUPERVISOR'S CONFORME**

I have reviewed the research proposal endorsed by the immediate supervisor of the research proponent and find it to be complete, adequate and followed research guidelines stipulated in the division memorandum, thereby recommending it to the Schools Division Research Committee for further review and approval.

\_\_\_\_\_  
Name and Signature of PSDS

Date: \_\_\_\_\_

REGION/DIVISION/SCHOOL (whichever is applicable)		
CONTACT NUMBER 1	CONTACT NUMBER 2	EMAIL ADDRESS
EDUCATIONAL ATTAINMENT (DEGREE TITLE) Enumerate from bachelor's degree up to doctorate degree	TITLE OF THESIS / RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		

**PROPONENT 2**

LAST NAME	FIRST NAME	MIDDLE NAME
BIRTHDATE (MM/DD/YYYY)	SEX	POSITION/ DESIGNATION
REGION/DIVISION/SCHOOL (whichever is applicable)		
CONTACT NUMBER 1	CONTACT NUMBER 2	EMAIL ADDRESS
EDUCATIONAL ATTAINMENT (DEGREE TITLE) Enumerate from bachelor's degree up to doctorate degree	TITLE OF THESIS / RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		

**PROPONENT 3**

LAST NAME	FIRST NAME	MIDDLE NAME
BIRTHDATE (MM/DD/YYYY)	SEX	POSITION/ DESIGNATION
REGION/DIVISION/SCHOOL (whichever is applicable)		

**Research Proposal Application Form and Endorsement of Immediate Supervisor**  
*(to substitute Proposal / Final Evaluation Form 1)*

**A. RESEARCH INFORMATION**

Research Title	
Short Description of Research	
<p><b>RESEARCH CATEGORY</b> <i>(Check only one)</i></p> <p><input type="checkbox"/> National  <input type="checkbox"/> Regional  <input type="checkbox"/> Schools Division  <input type="checkbox"/> District  <input type="checkbox"/> School</p> <p><i>(Check only one)</i></p> <p><input type="checkbox"/> Action Research  <input type="checkbox"/> Basic Research</p>	<p><b>RESEARCH AGENDA CATEGORY</b>  <i>(Check only one main research theme)</i></p> <p><input type="checkbox"/> Teaching and Learning  <input type="checkbox"/> Child Protection  <input type="checkbox"/> Human Resource Development  <input type="checkbox"/> Governance</p> <p><i>(Check up to one cross-cutting theme, if applicable)</i></p> <p><input type="checkbox"/> DRRM  <input type="checkbox"/> Gender and Development  <input type="checkbox"/> Inclusive Education                  Others (please specify) _____</p>
<b>FUND SOURCE</b> (e.g. BERF, SEF, Others)	<b>AMOUNT</b>
<b>TOTAL AMOUNT</b>	

*\*Indicate also if proponent will use personal funds*

**B. PROPONENT INFORMATION**

LEAD PROPONENT / INDIVIDUAL PROPONENT

LAST NAME	FIRST NAME	MIDDLE NAME
BIRTHDATE (MM/DD/YYYY)	SEX	POSITION/ DESIGNATION



Form 2.a

### Research Proposal Evaluation Form

Title of Research: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name and signature of Proponent: \_\_\_\_\_

Name and address of school affiliated: \_\_\_\_\_

Schools Division Research Committee	General Remarks	Action Taken
Xylene Grail D. Kinomis (SEPS P&R – SDRC Member)		<input type="checkbox"/> Recommended for approval <input type="checkbox"/> Returned to incorporate suggestions/corrections
_____ _____ Supervisor (CID) SDRC Member		<input type="checkbox"/> Recommended for approval <input type="checkbox"/> Returned to incorporate suggestions/corrections
Finance Unit Representative SDRC Member <i>(Only necessary for purposes of funding by the                      Division Office / SEF, NO NEED TO INCLUDE IF                      NOT APPLICABLE)</i>		<input type="checkbox"/> Funds allocated <input type="checkbox"/> No Funds to allocate
Rizalyn A. Guznian, Ed. D. CES – CID SDRC Co-Chairman		<input type="checkbox"/> Recommended for approval <input type="checkbox"/> Returned to incorporate suggestions/corrections
Lucio B. Alawas CES – SGOD SDRC Co-Chairman		<input type="checkbox"/> Recommended for approval <input type="checkbox"/> Returned to incorporate suggestions/corrections

Enclosure 2 to Division memorandum No. \_\_\_\_ s. 2017

Form 2

Schools Division Research Committee Review Form on Research Proposal  
(to substitute Proposal / Final Evaluation Form 2)

**Title:**

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Name and Signature of Proponent: \_\_\_\_\_

Proponent School & Address:

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Reviewed by:

XYLENE GRAIL D. KINOMIS  
SEPS – P&R  
SDRC Member

\_\_\_\_\_  
CID – Supervisor  
SDRC Member

RIZALYN A. GUZNIAN, Ed.D.  
CES – CID  
SDRC Co- Chair

LUCIO B. ALAWAS  
CES - SGOD  
SDRC Co- Chair

#### **D. COMPLETED ACTION RESEARCH**

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  - b. Data Gathering Methods
  - c. Data Analysis Plan (still to include)
- viii. Discussion of Results and Reflection
- ix. Action Plan
  - a. Action Research Work Plan and Timelines
  - b. Plans for Dissemination and Utilization (still to include)
- x. References
- xi. Financial Report

The number of pages of research proposals shall be a maximum of twenty (20) pages, double spaced, using an Arial font of 11.

Paper size: Short bond paper (8.5 x 11)

Page number: Bottom right

Page margin: 1.5" (left), 1" (top, bottom, right)

Source: DO 43.s. 2015

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