



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region

## SCHOOLS DIVISION OF BENGUET

Wangal, La Trinidad, Benguet 2601  
Telefax: (074) 422-6570; (074) 422-7501; 422-3790; 422-2001

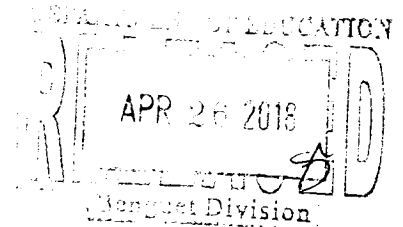


April 26, 2018

### DIVISION MEMORANDUM

No. 087, s. 2018

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



Subject: **1<sup>st</sup> Schools Division Call for Basic and Action Research Proposals**

1. Submission of action and basic research proposal manuscripts with interest to Basic Education Research Grant for first grading / first semester implementation will be on or before May 11, 2018. Other research proposals not to be reviewed and included in any research grant may be submitted at least one month before the implementation of the study.
2. The maximum allotted budget under Basic Education Research Grant for action research is 30,000, while 150,000 is for basic research. Scope of action research must be implemented in the school or classroom (whichever is applicable to the proponent).
3. Teachers are highly required to propose action research rather than basic research, unless reasons for not doing such is accepted and approved by the Division Research Review Committee.
4. Please be guided with the basic format, submit proposals in one copy and attach five copies of the forms (enclosures 1, 2, 3 and 4) to the Planning and Research Section through the records section.
5. Immediate dissemination of this memorandum is desired.

**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent

//xdk

For completion report, change to RESEARCH  
COMPLETION REPORT ACCEPTANCE FORM

Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
Wangal, La Trinidad, Benguet

RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT OF IMMEDIATE SUPERVISOR  
A. RESEARCH INFORMATION

Research Title \_\_\_\_\_  
Brief Description of Research \_\_\_\_\_

RESEARCH CATEGORY (Check only one)  
 National  
 Regional  
 School Division  
 District  
 School  
 (Check only one)  
 Action Research  
 Basic Research

RESEARCH FUND CATEGORY (Check only one unless otherwise specified)  
 Teaching and Learning  
 Child Protection  
 Human Resource Development  
 Governance  
 (Check up to one cross cutting theme, if applicable)  
 DRRM  
 Gender and Development  
 Inclusive Education  
 Others (please specify) \_\_\_\_\_

FUND SOURCE (e.g. DEDF, SEP, Others) \_\_\_\_\_ AMOUNT \_\_\_\_\_  
 DEDF \_\_\_\_\_  
 PERSONAL FUNDS (include the only if it is applicable)  
 TOTAL AMOUNT \_\_\_\_\_

B. PROPONENT INFORMATION  
INDIVIDUAL PROPONENT

LAST NAME _____	FIRST NAME _____	MIDDLE NAME _____
BIRTHDATE (MM/DD/YYYY) _____	SEX _____	POSITION DESIGNATION _____
REGION/DIVISION/SCHOOL/PROVIDER (if 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 _____		

School Head

IMMEDIATE SUPERVISOR'S CONFORMANCE

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

Name and Signature of Immediate Supervisor  
Designation \_\_\_\_\_  
Date \_\_\_\_\_

Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
Wangal, La Trinidad, Benguet

RESEARCH PROPOSAL APPROVAL FORM

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

Name and signature of proponent \_\_\_\_\_  
Contact Number \_\_\_\_\_  
Name and address of school affiliated \_\_\_\_\_  
Date of Implementation \_\_\_\_\_

Reviewed by \_\_\_\_\_

**XYLENE GRAIL D. KINOMIS**  
SEPS Planning & Research  
SDRC Member  
Education Program Supervisor  
SDRC Member

**RIZALYN A. GUZNIAN, Ed. D.**  
Chief Education Supervisor  
CID  
SDRC Co-Chair  
**LUCIO B. ALAWAS**  
Chief Education Supervisor  
SGDD  
SDRC Co-Chair

Recommending Approval \_\_\_\_\_

**NESTOR L. BOLAYO**  
OIC – Assistant Schools Division Superintendent  
SDRC Chairman

Approved \_\_\_\_\_

**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent  
SDRC Adviser

Change approval and approved to acceptance and accepted FOR completion report forms

DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

I, \_\_\_\_\_ understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my judgment in evaluating, conducting, or reporting research.

I hereby declare that I do not have any personal conflict of interest that may arise from my application and submission of my research proposal. I understand that my research proposal may be returned to me if found out that there is conflict of interest during the initial screening as per (insert RMG provision).

Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my research, I will duly report it to the research committee for immediate action.

I understand that I may be held accountable by the Department of Education and (insert grant mechanism) for any conflict of interest which I have intentionally concealed.

PROONENT \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_

DECLARATION OF ANTI-PLAGIARISM

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.

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.

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).

PROONENT \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_

Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
Wangal, La Trinidad, Benguet

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
<b>Xylene Grail D. Kinomis</b> SEPS Planning & Research SDRC Member INDICATE THE NAME OF SUPERVISOR SPECIALIZING IN YOUR STUDY Ex. Wilfred C. Bagsao - Mathematics	For completion report, change to RESEARCH COMPLETION REPORT ACCEPTANCE FORM	<input type="checkbox"/> Recommended for Approval
<b>Rizalyn A. Guznian, Ed. D.</b> Chief Education Supervisor CID SDRC Co-Chair		<input type="checkbox"/> Returned to incorporate suggestions / corrections <input type="checkbox"/> Recommended for Approval
<b>Lucio B. Alawas</b> Chief Education Supervisor SGDD SDRC Co-Chair		<input type="checkbox"/> Recommended for Approval <input type="checkbox"/> Returned to incorporate suggestions / corrections <input type="checkbox"/> Recommended for Approval <input type="checkbox"/> Returned to incorporate suggestions / corrections

# RESEARCH GUIDELINES



Action and Basic Research  
**PROPOSAL, IMPLEMENTATION,  
and COMPLETION REPORT**

*Basic Know How*



## BASIC RESEARCH PROPOSAL

Title Page  
Table of Contents  
Introduction and Rationale  
Literature Review  
Research Questions  
Scope and Limitation  
Research Methodology  
    Research Design  
    Sampling  
    Data Collection  
    Plan for Data Analysis  
    Ethical Issues  
Timetable / Gantt Chart  
Cost Estimates  
Plan for Dissemination and Advocacy  
References

**MUST KNOW:**  
Proposals must be submitted at least one month before implementation.

## ACTION RESEARCH PROPOSAL

Title Page  
Table of Contents  
Context and rationale  
Action Research Questions  
Proposed Innovation, Intervention, and Strategy  
Action Research methods  
    Research Design  
    Participants and/or other sources of data and information  
    Data Gathering Methods  
    Data Analysis Plan  
    Ethical Issues  
Action research Work Plan and Timelines  
Cost Estimates  
Plans for Dissemination and Utilization  
References

**MUST KNOW:**  
ACTION RESEARCH IMPLEMENTATION MUST BE AT LEAST ONE GRADING PERIOD

## ATTACHMENTS OF BASIC AND ACTION RESEARCH PROPOSAL

- Written letter of consent
- Letter of permission addressed to the immediate supervisor to conduct the study
- Tool / instrument to gather data (questionnaire, cognitive test)
- IM's or LM's to use in the intervention / other related attachments
- Forms:
  - Application form
  - Anti-Plagiarism
  - Absence of Conflict of Interest
  - SDRC Evaluation Form
  - SDRC Proposal Approval Form

## ACTION RESEARCH COMPLETION REPORT

Title Page  
Abstract  
Acknowledgement  
Table of Contents  
Context and rationale  
Action Research Questions  
Innovation, Intervention, and Strategy  
Action Research methods  
    Research Design  
    Participants and/or other sources of data and information  
    Data Gathering Methods  
    Data Analysis Plan  
    Ethical Issues  
Discussion of Results and Reflection  
Conclusion and Recommendation  
Action Plan  
Reference  
Financial Report

**MUST KNOW:**  
Basic Research Implementation must be at least 6 months to a max. of 1 year

## ATTACHMENTS OF ACTION COMPLETION REPORT

- Written letter of consent (SAMPLE SIGNED)
- Letter of permission to the immediate supervisor to conduct study (SIGNED)
- Tool / instrument used (questionnaire, cognitive test)
- IM's, LM's, worksheets, activity sheets etc. used in the intervention
- Action research Work Plan and Timelines (included in the proposal)
- Cost Estimates (included in the proposal)
- Plans for Dissemination and Utilization (included in the proposal)
- Forms
  - All previously signed proposal forms
  - SDRC Acceptance Form

## BASIC RESEARCH COMPLETION REPORT

Title Page  
Abstract  
Acknowledgement  
Table of Contents  
Introduction and rationale  
Literature Review  
Research Questions  
Scope and Limitation  
Research methodology  
    Research Design

Sampling  
Data Collection  
Data Analysis Plan  
Ethical Issues

For updates join us in FB, add [SDO Benguet Research Society](#).

Results and Discussion  
Conclusion and Recommendation  
Action Plan  
Reference  
Financial Report

## ATTACHMENTS OF BASIC COMPLETION REPORT

- Written letter of consent (SAMPLE SIGNED)
- Letter of permission to the immediate supervisor to conduct study (SIGNED)
- Tool / instrument used (questionnaire, cognitive test)
- Time table / Gantt Chart (included in the proposal)
- Cost Estimates (included in the proposal)
- Plans for Dissemination and advocacy (included in the proposal)
- Forms
  - All previously signed proposal forms
  - SDRC Acceptance Form

## Submission of Action Research Proposal:

No first quarter or first semester implementation, due to the need for learner needs assessment.

For the succeeding quarter / semester: one month before implementation

## Submission of Basic Research Proposal:

Any month of the year, but at least one month before implementation.

## BASIC FORMAT

- Arial font, Size 11
- Margin (left: 1.5 inches & all other sides is one inch)
- Double space
- Page number: upper right
- APA 6<sup>th</sup> edition (referencing and in-text citation)
- A4 size bond paper
- A4 brown folder (nothing written/glued/pasted)

What to submit for Research Proposal and completion reports Review?

- One copy of the proposal / completion report with complete attachments
- 5 copies of the forms



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**RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT OF IMMEDIATE SUPERVISOR**

**A. RESEARCH INFORMATION**

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

**B. PROPONENT INFORMATION**

INDIVIDUAL PROPONENT

LAST NAME	FIRST NAME	MIDDLE NAME
BIRTHDATE (MM/DD/YYYY)	SEX	POSITION/ DESIGNATION
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CONTACT NUMBER 1	CONTACT NUMBER 2	EMAIL ADDRESS
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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 Immediate Signature  
Designation:  
Date:



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**ACTION RESEARCH PROPOSAL EVALUATION FORM**

Title of Research:  
Name and signature of proponent:  
Contact Number  
Name and address of school affiliated:  
Date/ Schedule of Implementation:

Schools Division Research Committee	General Remarks	Action Taken
<b>Xylene Grail D. Kinomis</b> SEPS Planning & Research SDRC Member		<input type="checkbox"/> Recommended for Acceptance  <input type="checkbox"/> Returned to incorporate suggestions / corrections
<hr/> EPS – SDRC Member		<input type="checkbox"/> Recommended for Acceptance  <input type="checkbox"/> Returned to incorporate suggestions / corrections
<b>Rizalyn A. Guznian, Ed. D.</b> Chief Education Supervisor CID SDRC Co-Chair		<input type="checkbox"/> Recommended for Acceptance  <input type="checkbox"/> Returned to incorporate suggestions / corrections
<b>Lucio B. Alawas</b> Chief Education Supervisor SGOD SDRC Co-Chair		<input type="checkbox"/> Recommended for Acceptance  <input type="checkbox"/> Returned to incorporate suggestions / corrections



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**ACTION RESEARCH PROPOSAL APPROVAL FORM**

Title of Research:  
Name and signature of proponent:  
Contact Number  
Name and address of school affiliated:  
Date / Schedule of Implementation:

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Reviewed by:

**XYLENE GRAIL D. KINOMIS**

SEPS Planning & Research  
SDRC Member

\_\_\_\_\_  
Education Program Supervisor-\_\_\_\_\_  
SDRC Member

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Recommending Approval:

**NESTOR L. BOLAYO**

OIC – Assistant Schools Division Superintendent  
SDRC Chairman

Approved:

**MARIE CAROLYN B. VERANO, CESO VI**

Schools Division Superintendent  
SDRC Adviser