

DIVISION FORMS



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:	
Short Description of Research	
RESEARCH CATEGORY <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	RESEARCH AGENDA CATEGORY <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) _____ _____
FUND SOURCE (e.g. BERF, SEF, Others)	AMOUNT
BERF	
PERSONAL FUNDS <i>(include this only if it is applicable)</i>	
TOTAL AMOUNT	

B. PROPONENT INFORMATION

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:		

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 Supervisor
Designation:
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: _____



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



DISTRICT ACTION RESEARCH PROPOSAL ASSESSMENT FORM

Name of Proponent: _____
 School: _____ District: _____
 Contact number: _____ e-mail address: _____
 Theme: _____ BERF _____ Non-BERF _____
 Title of Research: _____

Date of Implementation: _____

PARTS/ FORMS (Checklist)

Parts	Remarks	Forms	Remarks
Title Page		Division Approval Form (5 copies)	
Table of Contents		Division Evaluation Form (1 copy)	
Context and rationale		Research Application Form	
Action Research Questions		Anti Plagiarism form	
Proposed Innovation, Intervention, and Strategy		Declaration of Conflict of Interest	
Action Research methods			
Research Design			<i>Note: for BERF aspirants, RD is embedded in Data gathering</i>
Participants and/or other sources of data and information			
Data Gathering Methods			
Plan for Data Analysis			
Ethical Issues			
Action Research Work Plan and Timeline			
Cost Estimates			
Plans for Dissemination and Utilization			
References			
Appendices			
Cognitive test			
Questionnaire			
Interview questions			
Observation tool			
Letter to the school head (teaching) or PSDS (school Heads)			
Sample letter of consent			
Instructional materials to use/ tools to use for the intervention			

BASIC FORMAT

Note: remarks must contain specific, identified areas or parts and page number that have corrections, and needs editing.

DO's	Remarks
Margin (1" top, right and bottom; 1.5" left)	
Arial 11	
Double space	
Headings <ul style="list-style-type: none"> - not bold - Upper Case - Center - no bullets, no roman numerals and the like 	
Sub headings <ul style="list-style-type: none"> - underline - Center - no bullets, no roman numerals and the like 	
Page number <ul style="list-style-type: none"> - Upper right - just number/s, no word/s 	
Six months maximum implementation	

	Third Person	
	Continuous writing of research parts/ did not separate pages of every parts	
	Future tense	
	A4 size bond paper	
	Brown A4 size folder – nothing to be written, pasted or glued	
	Fastened only in the left side	

Others:

TITLE PAGE		Remarks
	<p>Title</p> <ul style="list-style-type: none"> - all in UPPERCASE - inverted triangle - center - no page number / roman numeral - not bold 	
	<p><i>Have written the following statement after three to 4 spaces from the title:</i> FOR BERF applicants An Action Research Submitted to the Department of Education Cordillera Administrative Region under the Basic Education Research Fund School Year _____</p> <p>FOR NON-BERF applicants An Action Research Proposal Submitted to the Schools Division Office of Benguet for Review and Approval of the Schools Division Research Committee School Year _____</p> <ul style="list-style-type: none"> - center - inverted triangle - first letter of all words in uppercase, except prepositions and articles 	
	<p>Have written the following information <i>after three to 4 spaces</i>:</p> <p>Submitted by:</p> <p>NAME OF PROPONENT <i>(all UPPERCASE)</i> Position / Designation <i>(first letter of the word in uppercase)</i> School <i>(first letter of the word in uppercase)</i> Address of school <i>(first letter of the word in uppercase)</i> Schools Division name <i>(for BERF applicants only, first letter of the word in uppercase)</i></p> <ul style="list-style-type: none"> - center 	
	<p>Have written the following information <i>after three to 4 spaces from the proponent information</i>:</p> <p>Date submitted (in the Division Office)</p> <ul style="list-style-type: none"> - center 	
	Three to four spaces between contents identified above	
	Maximized the paper size / margin	

RESEARCH PARTS

A. TITLE		Remarks (comments/ suggestions)
	Maximum of 16 words	
	Identified the name of the intervention (independent variable)	
	Identified the participants	
	Identified Problem to be given action / to be observed (dependent variable)	
	Name of school (optional)	
B. CONTEXT AND RATIONALE		Remarks (comments/ suggestions)
	Discussed classroom / school problem or situation to be given action	
	Identified Document/s or source/s of problem	
	Included and briefly discussed in sequence the National, regional, division, and district information related to the problem identified (optional)	
	Identified Global information related to the problem is discussed briefly (optional)	
	Organized information added from global to local	
	Followed APA format for in-text citation	
	Discussed the reason/s on why there is a need to address the problem.	
	Identified the beneficiaries of the study	
	Discussed benefits of beneficiaries (e.g. learners,	

	school, teachers and all others concerned)	
	NO discussion of the intervention	
C. ACTION RESEARCH QUESTION		Remarks (comments/ suggestions)
General problem		
	Stated in a declarative form	
	Captured the title of the study/major objective of the study	
Specific problems		
	Included an introductory sentence	
	Made use of the W's and H <i>Exemption: for test of differences and relationship, question may start with is</i>	
	Identified at least three specific problems	
	Identified specific parameters for broad dependent variables (eg. Academic performance – too broad)	
	organized from basic to complex information	
	organized from problems answered by descriptive statistics down to inferential statistics	
D. INTERVENTION, INNOVATION, AND STRATEGIES		Remarks (comments/ suggestions)
Intervention		
	Identified and defined	
	Described or discussed comprehensively	
	Identified competencies (based from K12 curriculum) to be addressed	
	Included in-text citation following APA (if necessary)	
Innovation		
	Discussed / explained comprehensively the Innovation integrated in the intervention	
	Identified specific parts of the intervention that was innovated	
	Included a chart / table/ framework/ illustration of the instrument/ tool/ instructional material to show where innovation took place (if applicable)	
	Discussed specific techniques not common to the identified intervention (if applicable)	
Strategies		
	Illustrated a step by step procedure on how the intervention is delivered in the classroom or to the participants	
	Included a flow chart to show decision making if necessary in the process of the intervention	
	Identified clear and comprehensive guidelines in the conduct of the intervention	
E. ACTION RESEARCH METHODOLOGY		Remarks (comments/ suggestions)
Research Design		
	Identified specific design	
	Defined briefly with in-text citation	
	Explained briefly the process of the design	
Participants and/or other sources of Data and information		
	Identified the specific number of respondents	
	Identified the subject area or area of concern	
	Identified the school / section / grade level	
	Identified the duration of the study	
	Identified the variables needed only to be used and observed in the study	
	Identified and explained the sampling technique used	
Data Gathering Methods		
	Identified the tool to be used (cognitive test, questionnaire, records etc.)	
	Identified and discussed comprehensively the content / component of the tool to use - parts; - type of questions; - number of items / questions.	
	Discussed the standards and scope of questions of the method used: Interviews, observation guides, observation schedule, questionnaires etc.	
	Discussed comprehensively what are to be collected, analyzed or considered to complete the data needed for documents and records' analysis (for document	

	analysis)	
	Discussed briefly the process/ procedure from seeking of permission all the way to distribution and collection of data	
Data Analysis Plan		
<i>For quantitative studies</i>		
	Identified and explained the statistical treatment to use: either it be descriptive, inferential statistics or BOTH.	
	Included the table of levels if needed or identified to answer the specific problems: Attached a table of Likert scale – include the value, description , and operational definition for each levels as well.	
	Discussed briefly how this is to be used in interpreting the results of the study	
<i>For qualitative studies</i>		
	Explained Content analysis procedure	
	Explained Narrative analysis procedure	
	Explained Discourse analysis procedure	
	Explained Framework analysis procedure	
For mixed studies (both quanti and quali conditions must be considered)		
Ethical Issues		
	Considered all information included in the Child protection policy, not limited to the ff.: - Written and informed consent - Confidentiality - Proper information dissemination - Briefing and debriefing	
	Considered all information included in the National IPED Policy Framework, not limited to the ff.: - Permission from NCIP (if necessary) - Confidentiality - Proper information dissemination - Briefing and debriefing	
	Considered the following for Adult / non-minor participants - Confidentiality - Proper information and dissemination - Briefing and debriefing	
F. ACTION RESEARCH WORKPLAN and TIMELINE		Remarks (comments/ suggestions)
Workplan		
	Presented in table format ■ Column 1: Activities ■ Column 2: Objectives ■ Column 3: Date (month and year) ■ Column 4: logistics (human and non- human, human involved – common names)	
	Identified and filled-in the three major parts: - pre implementation - implementation - post implementation	
	Pre-implementation information - Identified activities from writing of proposal to the approval of action research proposal in the division / BERF if region.	
	Implementation - Identified all activities to undertake with the use of the intervention or the action period - Based the information from teachers' Daily learning log, School Head's school action plan etc. (whatever document id applicable to the proponent)	
	Post-implementation - Included all information after data collection down to acceptance in the division / BERF if region.	
Timeline		
	- Followed Gantt Chart - Showed a summary of the workplan - Adjusted as to weeks, or months depending on	

	the duration of the study	
G. COST ESTIMATE		Remarks (comments/ suggestions)
	Maximum of 30,000 Php estimated cost for BERF aspirants	
	Identified the major parts <ul style="list-style-type: none"> - Supplies and materials - Domestic travel expenses - Food and other incurred expenses during the conduct of research - Reproduction, Printing, and Binding cost - Communication expenses - Other expenses 	
	Identified all the following column headings just below each major part: <ul style="list-style-type: none"> - Activity - Item - Unit - Quantity - Estimated Unit cost - Total Cost 	
H. PLANS FOR DISSEMINATION AND UTILIZATION		Remarks (comments/ suggestions)
	Identified all possible and realistic School level dissemination and utilization plan	
	Identified all possible and realistic district level dissemination and utilization plan	
	Identified all possible and realistic division level dissemination and utilization plan	
	Identified all possible and realistic regional level dissemination and utilization plan	
I. REFERENCE		Remarks (comments/ suggestions)
	Followed APA format	

Reviewed by:

_____ *Print name and signature*
 Technical Working Group
 School affiliated: _____
 Date: _____

Noted by:

_____ *Print name and signature*
 District Research Coordinator
 Date: _____



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



DISTRICT BASIC RESEARCH PROPOSAL ASSESSMENT FORM

Name of Proponent: _____
 School: _____ District: _____
 Contact number: _____ e-mail address: _____
 Theme: _____ BERF _____ Non-BERF _____
 Title of Research: _____

Date of Implementation: _____

PARTS/ FORMS (Checklist)

Parts	Remarks	Forms	Remarks on Forms
Title Page		Division Approval Form (5 copies)	
Table of Contents		Division Evaluation Form (1 copy)	
Introduction and rationale		Research Application Form	
Literature Review		Anti Plagiarism form	
Research Questions		Declaration of Conflict of Interest	
Scope and Limitation			
Action Research methods			
Research Design		<i>Note: for BERF aspirants, RD is embedded in Data collection</i>	
Sampling			
Data Collection			
Plan for Data Analysis			
Ethical Issues			
Timetable / Gantt Chart			
Cost Estimates			
Plans for Dissemination and Advocacy			
References			
Appendices			
- Observation tool			
- Questionnaire			
- Interview questions			
- Letter to the school head (teaching) or PSDS (school Heads)			
- Sample letter of consent (if necessary)			

BASIC FORMAT

Note: remarks must contain specific, identified areas or parts and page number that have corrections, and needs editing.

DO's	Remarks
Margin (1" top, right and bottom; 1.5" left)	
Arial 11	
Double space	
Headings	
- not bold	
- Upper Case	
- Center	
- no bullets, no roman numerals and the like	
Sub headings	
- underline	
- Center	
- no bullets, no roman numerals and the like	
Page number	
- Upper right	
- just number/s, no word/s	
One year maximum implementation	
Third Person	
Continuous writing of research parts/ did not separate pages of every parts	
Future tense	
A4 size bond paper	

Brown A4 size folder – nothing to be written, pasted or glued	
Fastened only in the left side	

Others:

TITLE PAGE		Remarks
Title	<ul style="list-style-type: none"> - all in UPPERCASE - inverted triangle - center - no page number / roman numeral - not bold 	
<p><i>Have written the following statement after three to 4 spaces from the title:</i> FOR BERF applicants A Basic Research Submitted to the Department of Education Cordillera Administrative Region under the Basic Education Research Fund School Year _____</p> <p><i>FOR NON-BERF applicants</i> A Basic Research Proposal Submitted to the Schools Division Office of Benguet for Review and Approval of the Schools Division Research Committee School Year _____</p> <ul style="list-style-type: none"> - center - inverted triangle - first letter of all words in uppercase, except prepositions and articles 		
<p><i>Have written the following information after three to 4 spaces:</i> Submitted by:</p> <p>NAME OF PROPONENT <i>(all UPPERCASE)</i> Position / Designation <i>(first letter of the word in uppercase)</i> School <i>(first letter of the word in uppercase)</i> Address of school <i>(first letter of the word in uppercase)</i> Schools Division name <i>(for BERF applicants only, first letter of the word in uppercase)</i></p> <ul style="list-style-type: none"> - center 		
<p><i>Have written the following information after three to 4 spaces from the proponent information:</i> Date submitted (in the Division Office)</p> <ul style="list-style-type: none"> - center 		
Three to four spaces between contents identified above		
Maximized the paper size / margin		

RESEARCH PARTS

A. TITLE	Remarks (comments/ suggestions)
Maximum of 16 words	
Issue / major topic to be researched is identified	
B. INTRODUCTION AND RATIONALE	Remarks (comments/ suggestions)
Discussed the major topic of the study	
Included and discussed international, national, regional, division, district, and school information related to the major topic	
Organized ideas from global to local information	
Followed APA format for in-text citation	
Discussed the relevance or importance of the study	
Identified the beneficiaries	
Discussed possible benefits of respondents after the conduct of the study	
C. LITERATURE REVIEW	Remarks (comments/ suggestions)
Literature are at most 10 years ago to date	
Discussed related studies / literature	
Organized literature following sequence of specific problems identified	
Included a Conceptual framework (figure)	
Discussed briefly the Conceptual framework	
D. RESEARCH QUESTION	Remarks (comments/ suggestions)
General problem	
Stated in a declarative form	
Captured the title of the study/major objective of the study	

Specific problems		
	Included an introductory sentence	
	Made use of the W's and H <i>Exemption: for test of differences and relationship, question may start with is</i>	
	Identified at least three specific problems	
	Identified specific parameters for broad dependent variables (eg. Academic performance – too broad)	
	organized from basic to complex information	
	organized from problems answered by descriptive statistics down to inferential statistics	
E. SCOPE AND LIMITATION		Remarks (comments/ suggestions)
	Identified the duration of the study	
	Identified the School / location of the study	
	Identified the Variables or areas of concern	
F. RESEARCH METHODOLOGY		Remarks (comments/ suggestions)
<i>Research Design</i>		
	Identified specific design	
	Defined briefly with in-text citation	
	Explained briefly the process of the design	
<i>Sampling</i>		
	Discussed briefly the computation / process of arriving at the sample of the study	
	Identified sampling technique used (random / non random)	
	Identified and discussed the process of the specific sampling used (e.g. simple / convenience)	
	Showed in table format the ff: <ul style="list-style-type: none"> - Identified respondents - Sample - Percent Note: population	
<i>Data Gathering Methods</i>		
	Identified the tool to be used (cognitive test, questionnaire, records etc.)	
	Identified and discussed comprehensively the content / component of the tool to use <ul style="list-style-type: none"> - parts; - type of questions; - number of items / questions. 	
	Discussed the standards and scope of questions of the method used: Interviews, observation guides, observation schedule, questionnaires etc.	
	Discussed comprehensively what are to be collected, analyzed or considered to complete the data needed for documents and records' analysis (for document analysis)	
	Discussed briefly the process/ procedure from seeking of permission all the way to distribution and collection of data	
<i>Data Analysis Plan</i>		
<i>For quantitative studies</i>		
	Identified and explained the statistical treatment to use: either it be descriptive, inferential statistics or BOTH.	
	Included the table of levels if needed or identified to answer the specific problems: Attached a table of Likert scale – include the value, description, and operational definition for each levels as well.	
	Discussed briefly how this is to be used in interpreting the results of the study	
<i>For qualitative studies</i>		
	Explained Content analysis procedure	
	Explained Narrative analysis procedure	
	Explained Discourse analysis procedure	
	Explained Framework analysis procedure	
For mixed studies (both quanti and quali conditions must be considered)		

Ethical Issues		
	<p>Considered all information included in the Child protection policy, not limited to the ff.:</p> <ul style="list-style-type: none"> - Written and informed consent - Confidentiality - Proper information dissemination - Briefing and debriefing 	
	<p>Considered all information included in the National IPED Policy Framework, not limited to the ff.:</p> <ul style="list-style-type: none"> - Permission from NCIP (if necessary) - Confidentiality - Proper information dissemination - Briefing and debriefing 	
	<p>Considered the following for Adult / non-minor respondents</p> <ul style="list-style-type: none"> - Confidentiality - Proper information and dissemination - Briefing and debriefing 	
G. TIMELINE/ GHANTT CHART		Remarks (identify page number)
	<p>Followed Gantt Chart</p> <ul style="list-style-type: none"> ■ Showed Summary of the workplan ■ Adjusted as to weeks, or months depending on the duration 	
	<p>Timeline</p> <ul style="list-style-type: none"> ■ Table form ■ Specific works / activities identified ■ Time identified (month and year) 	
H. COST ESTIMATE		Remarks (identify page number)
	<p>Maximum of 150,000 Php for BERF aspirants</p>	
	<p>Identified the major parts</p> <ul style="list-style-type: none"> - Supplies and materials - Domestic travel expenses - Food and other incurred expenses during the conduct of research - Reproduction, Printing, and Binding cost - Communication expenses - Other expenses 	
	<p>Identified all the following column headings just below each major part:</p> <ul style="list-style-type: none"> - Activity - Item - Unit - Quantity - Estimated Unit cost - Total Cost 	
I. DISSEMINATION AND ADVOCACY		Remarks (identify page number)
	Discussed School level dissemination and Advocacy plan	
	Discussed District level dissemination and Advocacy plan	
	Discussed Regional dissemination and Advocacy identified plan	
	Discussed global and/or national dissemination and Advocacy plan	

Reviewed by:

Print name and signature
 Technical Working Group
 School affiliated: _____
 Date: _____

Noted by:

Print name and signature
 District Research Coordinator
 Date: _____



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



DISTRICT ACTION RESEARCH COMPLETION REPORT ASSESSMENT FORM

Name of Proponent: _____
 School: _____ District: _____
 Contact number: _____ e-mail address: _____
 Theme: _____ BERF _____ Non-BERF _____
 Title of Research: _____

Date of Implementation: _____

PARTS/ FORMS (Checklist)

	Parts	Remarks		Forms	Remarks
	Title Page			Division Acceptance Form (5 copies)	
	Abstract			Division Evaluation Form (1 copy)	
	Acknowledgement				
	Table of Contents				
	Context and Rationale				
	Action Research Questions				
	Innovation, intervention, and strategy				
	Action Research Methods				
	Research Design				<i>Note: for BERF aspirants, RD is embedded in Data gathering</i>
	Participants and / or other sources of data and information				
	Data Gathering Methods				
	Data Analysis				
	Ethical Issues				
	Discussion of Results and Reflection				
	Conclusion and Recommendation				
	Action Plan				
	References				
	Financial Report				
	Appendices				
	Cognitive test (sample answered)				
	Questionnaire (sample answered)				
	Interview questions (sample with answers)				
	Observation tool (sample answered)				
	Letter to the school head (teaching) or PSDS (school Heads) - signed				
	Signed letter of consent				
	Instructional materials to use/ tools to use for the intervention				
	Photo documentation				
	Observation done by school head				
	Appropriate evidence for qualitative (sample transcripts, researcher logs, field notes, etc.)				

BASIC FORMAT

Note: remarks must contain specific, identified areas or parts and page number that have corrections, and needs editing.

	DO's	Remarks
	Margin (1" top, right and bottom; 1.5" left)	
	Arial 11	
	Double space	
	Headings	
	<ul style="list-style-type: none"> - not bold - Upper Case - Center - no bullets, no roman numerals and the like 	
	Sub headings	
	<ul style="list-style-type: none"> - underline - Center 	

	- no bullets, no roman numerals and the like	
	Page number - Upper right - just number/s, no word/s	
	Six months maximum implementation	
	Third Person	
	Continuous writing of research parts/ did not separate pages of every parts	
	past tense	
	Soft copy of completion report in CD	
	A4 size bond paper	
	Brown A4 size folder – nothing to be written, pasted or glued	
	Fastened only in the left side	
TABLE		
	Showed a table with more than 2 columns and rows.	
	Table between discussion	
	Numbered tables in the order they are first mentioned in text.	
	Table title - brief but explanatory - sentence form, not phrases - Italicized - All first letter of every word is capitalized - positioned just below the table number	
	Not to italicize the table number	
	Doubled-space the entire table - <i>only in discussion of results part</i>	
	Consistent in the formatting and vocabulary of all tables written. - Standard abbreviations and symbols, such as % or no. may be used in headings without further explanation	
	Ensured that each column has a heading	
	Capitalized only the first letter of the first word of all headings. Exemption: If a word is a proper noun, however, be sure to capitalize the first letter anyway.	
	Notes are placed below the table	
FIGURE		
	Numbered figures in the order they are first mentioned in text.	
	Figures are large enough to read easily (between 8 point and 14 point font with sans serif typeface) and convey only essential information. - The preferred typeface in figures is 12-pt Courier.	
	Figures are - Simple; - clear; and - consistent in presentation and vocabulary.	
	Data were - plotted accurately; and - the grid scale is proportioned.	
	Placed labels close to the identified item.	
	Axis labels on graphs are parallel to their axes.	
	Captions included the figure title and a brief, but descriptive, explanation of the figure.	
	Doubled-space the caption and placed it below the figure.	
	The figure legend were positioned within the borders of the figure.	
	Pointers in the discussion of figures	
	Did not write “the figure above” or “the figure below.”	

RESEARCH PARTS (/ mark for correct, X mark for wrong)

DISCUSSION OF RESULTS AND REFLECTION		Remarks (comments/ suggestions)
<i>Note: the following are to be followed in sequence, and are to be written and discussed in every specific problem results</i>		
	Included a short introductory paragraph of this part	
	Identify and briefly explain the objective of the results to be discussed (for every sop results)	
QUANTITATIVE STUDIES		
DESCRIBE		
	Identified the tool used in gathering the data	
	Identified the descriptive statistics used	
	Discussed the descriptive statistics results	
	Narrative discussion has NO repetition of table content	
	Discussion used quantifiers in place of quantity or numbers already	

	reflected in the table.	
	Discussion is organized from general to specific	
TELL		
	Identified the inferential statistics used	
	Identified the following <ul style="list-style-type: none"> - level of significance - df - p value - critical value 	
	Discussed the results of the inferential statistics	
	Discussed the obtained value and the probability associated with the obtained value	
	Table of statistical result	
IMPLICATION of results		
	Discussed the meaning of the results most importantly <ul style="list-style-type: none"> - in the category identified (research agenda/ theme – <i>found in application form</i>) - identified beneficiaries of the study 	
ATTRIBUTIONS PROVIDED		
	Answered the question: what gave the reason for having the result	
	Identified possible FACTORS contributory to the results, with literature back-up.	
	Included reflection	
CORROBORATION		
	Integrated review or related literature <ul style="list-style-type: none"> - at least three for every SOP result - date: ten years at most 	
	Discussed results or findings that are similar to the study	
	Emphasized Result of the study that supports or negates past studies	
FOR QUALITATIVE STUDIES		
	Described clearly the process by which the data were generated, gathered, and recorded	
	Described clearly the systems used for keeping track of data and emerging understandings (research logs, reflective journals, cataloging systems)	
	Presented the experience of the researcher in the topic in a way that the reader can understand any biases that may be operating; the procedure used to bracket experience is indicated.	
	Presented results logically from the problem and the research design.	
	Presented in a manner that addresses the research questions – in sequence	
	Included discrepant cases and non-confirming data	
	Patterns, relationships, and themes described as findings are supported by the data. All salient data are accounted for in the findings.	
	Discussed the evidence of Quality showing how the study followed procedures to assure accuracy of the data (i.e., trustworthiness, member checks, triangulation, etc.).	
CONCLUSION AND RECOMMENDATION		Remarks (comments/ suggestions)
CONCLUSION		
	In number format	
	presented on a one-on-one correspondence with the findings based on specific research problems	
	The number of conclusion is equal to the number of SOP	
	It is not a repetition of major findings	
RECOMMENDATION		
	In number format	
	Related or coincides with the results or conclusions of the study	
ACTION PLAN		Remarks (comments/ suggestions)
	Note: no standard format, but always follow school action plan format	
	Table format	
	Must be congruent to the identified plans for dissemination and utilization	
REFERENCE		Remarks (comments/ suggestions)
	Followed APA format	
FINANCIAL REPORT		Remarks (comments/ suggestions)
	Followed format - with actual cost	
	Total amount is equal or higher than the cost estimate (strictly for BERF grantees)	

Others:

TITLE PAGE		Remarks										
Title	<ul style="list-style-type: none"> - all in UPPERCASE - inverted triangle - center - no page number / roman numeral - not bold 											
	<p><i>Have written the following statement after three to 4 spaces from the title:</i> FOR BERF applicants An Action Research Submitted to the Department of Education Cordillera Administrative Region under the Basic Education Research Fund School Year _____</p> <p>FOR NON-BERF applicants An Action Research Completion Report Submitted to the Schools Division Office of Benguet for Review and Acceptance of the Schools Division Research Committee School Year _____</p> <ul style="list-style-type: none"> - center - inverted triangle - first letter of all words in uppercase, except prepositions and articles 											
	<p><i>Have written the following information after three to 4 spaces:</i> Submitted by:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 35%;">NAME OF PROPONENT</td> <td style="width: 65%;"><i>(all UPPERCASE)</i></td> </tr> <tr> <td>Position / Designation</td> <td><i>(first letter of the word in uppercase)</i></td> </tr> <tr> <td>School</td> <td><i>(first letter of the word in uppercase)</i></td> </tr> <tr> <td>Address of school</td> <td><i>(first letter of the word in uppercase)</i></td> </tr> <tr> <td>Schools Division name</td> <td><i>(for BERF applicants only, first letter of the word in uppercase)</i></td> </tr> </table> <ul style="list-style-type: none"> - center 	NAME OF PROPONENT	<i>(all UPPERCASE)</i>	Position / Designation	<i>(first letter of the word in uppercase)</i>	School	<i>(first letter of the word in uppercase)</i>	Address of school	<i>(first letter of the word in uppercase)</i>	Schools Division name	<i>(for BERF applicants only, first letter of the word in uppercase)</i>	
NAME OF PROPONENT	<i>(all UPPERCASE)</i>											
Position / Designation	<i>(first letter of the word in uppercase)</i>											
School	<i>(first letter of the word in uppercase)</i>											
Address of school	<i>(first letter of the word in uppercase)</i>											
Schools Division name	<i>(for BERF applicants only, first letter of the word in uppercase)</i>											
	<p><i>Have written the following information after three to 4 spaces from the proponent information:</i> Date submitted (in the Division Office)</p> <ul style="list-style-type: none"> - center 											
	Three to four spaces between contents identified above											
	Maximized the paper size / margin											
ABSTRACT		Remarks										
	A minimum of 150 and maximum of 250 words											
	Single space											
	ABSTRACT – heading all in uppercase, center											
	Contains the following (indented to the left): Title: Researcher/s: School/Office Date <i>Paragraph here</i>											
	Included keynotes											

Reviewed by:

Noted by:

Print name and signature
 Technical Working Group
 School affiliated: _____
 Date: _____

Print name and signature
 District Research Coordinator
 Date: _____



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



DISTRICT BASIC RESEARCH COMPLETION REPORT ASSESSMENT FORM

Name of Proponent: _____
 School: _____ District: _____
 Contact number: _____ e-mail address: _____
 Theme: _____ BERF _____ Non-BERF _____
 Title of Research: _____

Date of Implementation: _____

PARTS/ FORMS (Checklist)

	Parts	Remarks		Forms	Remarks
	Title Page			Division Acceptance Form (5 copies)	
	Table of Contents			Division Evaluation Form (1 copy)	
	Introduction and rationale				
	Literature Review				
	Research Questions				
	Scope and Limitation				
	Research Methodology				
	Research Design				<i>Note: for BERF aspirants, RD is embedded in Data gathering</i>
	Sampling				
	Data Collection				
	Data Analysis				
	Ethical Issues				
	Results and Discussion				
	Conclusion and Recommendation				
	Dissemination and Advocacy Plans				
	References				
	Financial Report				
	Appendices				
	- Observation tool				
	- Questionnaire				
	- Letter to the school head (teaching) or PSDS (school Heads)				
	- Sample letter of consent (if necessary)				
	- Photo documentation				
	- Appropriate evidence for qualitative (sample transcripts, researcher logs, field notes, etc.)				

BASIC FORMAT

Note: remarks must contain specific, identified areas or parts and page number that have corrections, and needs editing.

	DO's	Remarks
	Margin (1" top, right and bottom; 1.5" left)	
	Arial 11	
	Double space	
	Headings	
	<ul style="list-style-type: none"> - not bold - Upper Case - Center - no bullets, no roman numerals and the like 	
	Sub headings	
	<ul style="list-style-type: none"> - underline - Center - no bullets, no roman numerals and the like 	
	Page number	
	<ul style="list-style-type: none"> - Upper right - just number/s, no word/s 	
	One year maximum implementation	

	Third Person	
	Continuous writing of research parts/ did not separate pages of every parts	
	past tense	
	Soft copy of completion report in CD	
	A4 size bond paper	
	Brown A4 size folder – nothing to be written, pasted or glued	
	Fastened only in the left side	
TABLE		
	Showed a table with more than 2 columns and rows.	
	Table between discussion	
	Numbered tables in the order they are first mentioned in text.	
	Table title <ul style="list-style-type: none"> - brief but explanatory - sentence form, not phrases - Italicized - All first letter of every word is capitalized - positioned just below the table number 	
	Not to italicize the table number	
	Doubled-space the entire table <ul style="list-style-type: none"> - <i>only in discussion of results part</i> 	
	Consistent in the formatting and vocabulary of all tables written. <ul style="list-style-type: none"> - Standard abbreviations and symbols, such as % or no. may be used in headings without further explanation 	
	Ensured that each column has a heading	
	Capitalized only the first letter of the first word of all headings. Exemption: If a word is a proper noun, however, be sure to capitalize the first letter anyway.	
	Notes are placed below the table	
FIGURE		
	Numbered figures in the order they are first mentioned in text.	
	Figures are large enough to read easily (between 8 point and 14 point font with sans serif typeface) and convey only essential information. <ul style="list-style-type: none"> - The preferred typeface in figures is 12-pt Courier. 	
	Figures are <ul style="list-style-type: none"> - Simple; - clear; and - consistent in presentation and vocabulary. 	
	Data were <ul style="list-style-type: none"> - plotted accurately; and - the grid scale is proportioned. 	
	Placed labels close to the identified item.	
	Axis labels on graphs are parallel to their axes.	
	Captions included the figure title and a brief, but descriptive, explanation of the figure.	
	Doubled-space the caption and placed it below the figure.	
	The figure legend were positioned within the borders of the figure.	
Pointers in the discussion of figures		
	Did not write “the figure above” or “the figure below.”	

RESEARCH PARTS (/ mark for correct, X mark for wrong)

DISCUSSION OF RESULTS AND REFLECTION		Remarks (comments/ suggestions)
<i>Note: the following are to be followed in sequence, and are to be written and discussed in every specific problem results</i>		
	Included a short introductory paragraph of this part	
	Identify and briefly explain the objective of the results to be discussed (for every sop results)	
FOR QUANTITATIVE STUDIES		
DESCRIBE		
	Identified the tool used in gathering the data	
	Identified the descriptive statistics used	
	Discussed the descriptive statistics results	
	Narrative discussion has NO repetition of table	

	content	
	Discussion used quantifiers in place of quantity or numbers already reflected in the table.	
	Discussion is organized from general to specific	
TELL		
	Identified the inferential statistics used	
	Identified the following <ul style="list-style-type: none"> - level of significance - df - p value - critical value 	
	Discussed the results of the inferential statistics	
	Discussed the obtained value and the probability associated with the obtained value	
	Table of statistical result	
IMPLICATION of results		
	Discussed the meaning of the results most importantly <ul style="list-style-type: none"> - in the category identified (research agenda/ theme – <i>found in application form</i>) - identified beneficiaries of the study 	
ATTRIBUTIONS PROVIDED		
	Answered the question: what gave the reason for having the result	
	Identified possible FACTORS contributory to the results, with literature back-up.	
	Included reflection	
CORROBORATION		
	Integrated review or related literature <ul style="list-style-type: none"> - at least three for every SOP result - date: ten years at most 	
	Discussed results or findings that are similar to the study	
	Emphasized Result of the study that supports or negates past studies	
FOR QUALITATIVE STUDIES		
	Described clearly the process by which the data were generated, gathered, and recorded	
	Described clearly the systems used for keeping track of data and emerging understandings (research logs, reflective journals, cataloging systems)	
	Presented the experience of the researcher in the topic in a way that the reader can understand any biases that may be operating; the procedure used to bracket experience is indicated.	
	Presented results logically from the problem and the research design.	
	Presented in a manner that addresses the research questions – in sequence	
	Included discrepant cases and non-confirming data	
	Patterns, relationships, and themes described as findings are supported by the data. All salient data are accounted for in the findings.	
	Discussed the evidence of Quality showing how the study followed procedures to assure accuracy of the data (i.e., trustworthiness, member checks, triangulation, etc.).	
CONCLUSION AND RECOMMENDATION		Remarks (comments/ suggestions)
CONCLUSION		
	In number format	
	presented on a one-on-one correspondence with the findings based on specific research problems	
	The number of conclusion is equal to the number of SOP	
	It is not a repetition of major findings	
RECOMMENDATION		
	In number format	
	Related or coincides with the results or conclusions of the study	
DISSEMINATION AND ADVOCACY PLANS		Remarks (comments/ suggestions)
Note: no standard format, but follow school action plan format		

	Table format	
	Must be congruent to the identified plans for dissemination and advocacy	
REFERENCE		Remarks (comments/ suggestions)
	Followed APA format	
FINANCIAL REPORT		Remarks (comments/ suggestions)
	Followed format - with actual cost	
	Total amount is equal or higher than the cost estimate (strictly for BERF grantees)	

Others:

TITLE PAGE		Remarks
	<p>Title</p> <ul style="list-style-type: none"> - all in UPPERCASE - inverted triangle - center - no page number / roman numeral - not bold 	
	<p><i>Have written the following statement after three to 4 spaces from the title:</i> FOR BERF applicants A Basic Research Submitted to the Department of Education Cordillera Administrative Region under the Basic Education Research Fund School Year _____</p> <p><i>FOR NON-BERF applicants</i> A Basic Research Completion Report Submitted to the Schools Division Office of Benguet for Review and Acceptance of the Schools Division Research Committee School Year _____</p> <ul style="list-style-type: none"> - center - inverted triangle - first letter of all words in uppercase, except prepositions and articles 	
	<p>Have written the following information <i>after three to 4 spaces</i>:</p> <p>Submitted by:</p> <p>NAME OF PROPONENT <i>(all UPPERCASE)</i> Position / Designation <i>(first letter of the word in uppercase)</i> School <i>(first letter of the word in uppercase)</i> Address of school <i>(first letter of the word in uppercase)</i> Schools Division name <i>(for BERF applicants only, first letter of the word in uppercase)</i></p> <ul style="list-style-type: none"> - center 	
	<p>Have written the following information <i>after three to 4 spaces from the proponent information</i>:</p> <p>Date submitted (in the Division Office)</p> <ul style="list-style-type: none"> - center 	
	Three to four spaces between contents identified above	
	Maximized the paper size / margin	
ABSTRACT		Remarks
	A minimum of 150 and maximum of 250 words	
	Single space	
	ABSTRACT – heading all in uppercase, center	
	<p>Contains the following (indented to the left):</p> <p>Title: Researcher/s: School/Office Date</p> <p><i>Paragraph here</i></p>	
	Included keynotes	

Reviewed by:

Noted by:

Print name and signature
Technical Working Group
School affiliated: _____
Date: _____

Print name and signature
District Research Coordinator
Date: _____

Functions of the DISTRICT RESEARCH COORDINATOR

1. Co-Chair and Oversee the advocacy, implementation, and output processing of action and basic research in the district;
2. Guide and mentor the Technical Working Group on their given roles and responsibilities;
3. Do final review and critiquing of research proposals and completion reports' format, content, attachments, and forms strictly following the Division Standards stated in the Assessment Forms;
4. Render other related technical assistance to teachers and schools in need of your expertise in action and basic research, provided that teachers, learners and school affairs are prioritized at all times;
5. Check if all assessment forms and other forms submitted are completely accomplished and attached to the reviewed and critiqued proposals or completion reports;
6. Receive and Submit all reviewed and critiqued proposals and completion reports to the Division Office through the Records Section;
7. Note the submitted list (from the TWG) of proponents' name, school, and research title with remarks if returned for major corrections or recommended for approval or acceptance in the Division Office; and
8. Co-organize and Co-chair the panel review, orientation, meetings and other related research activities, provided that teachers, learners and school affairs are prioritized at all times.

Functions of the TECHNICAL WORKING GROUP

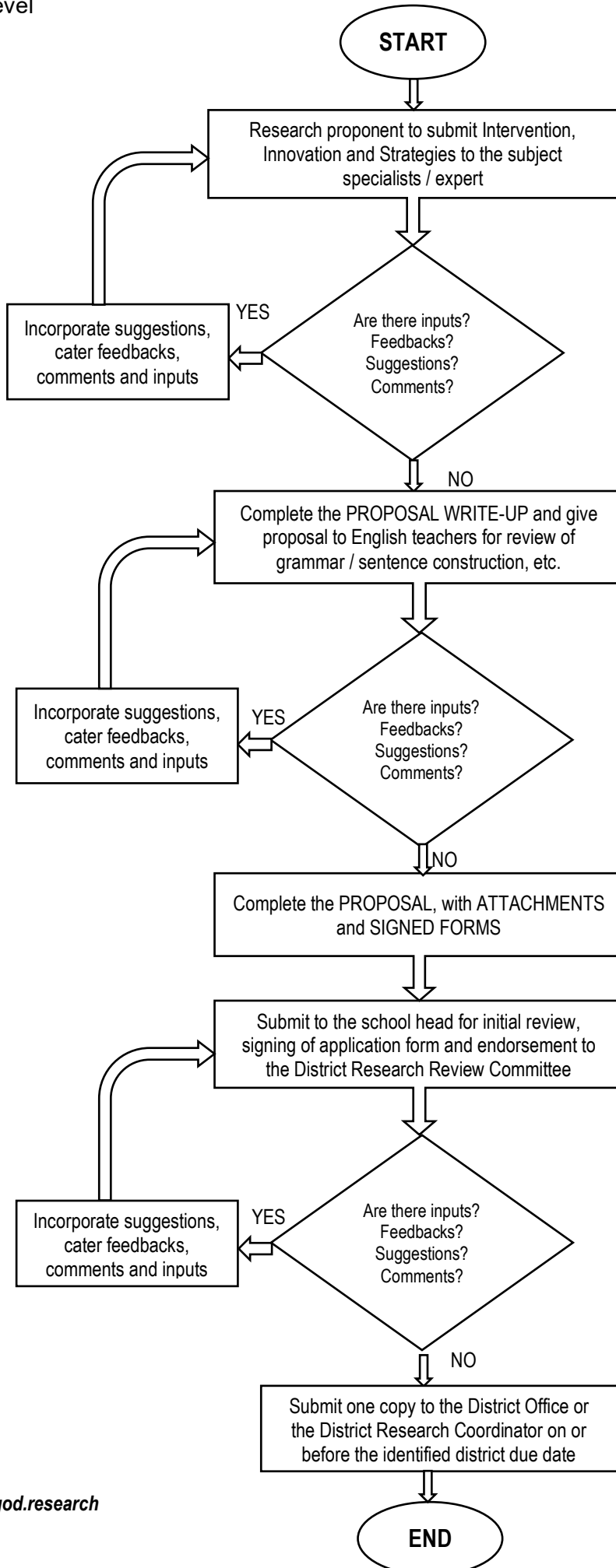
1. Review and critique research proposals and completion reports' format, content, attachments, and forms strictly following the Division Standards stated in the Assessment Forms;
2. Render other related technical assistance to teachers and schools in need of your expertise in action and basic research, provided that learners and school affairs are prioritized at all times;
3. Accomplish all assessment forms and other related forms to be attached to the reviewed and critiqued proposals or completion reports;
4. Receive and submit all reviewed and critiqued proposals and completion reports to the District Research Coordinator through the District Office;
5. Submit the list of proponents' name, school, and research title with remarks if returned for major corrections or recommended for approval or acceptance in the Division Office; and
6. Attend panel review, orientation, meetings and other related research activities organized by the District Research Coordinator, approved by the Public Schools District Supervisor, provided that learners and school affairs are prioritized at all times.

//xdk/SGOD/P&R



THE ACTION RESEARCH PROPOSAL REVIEW PROCESS

A. School Level



Definition of Terms

Subject experts / specialist – these are teachers, master teachers and head teachers with majors and are knowledgeable in theories and practices of the subject or area being studied. e.g.

* DRRM coordinators reviews researches related to its programs

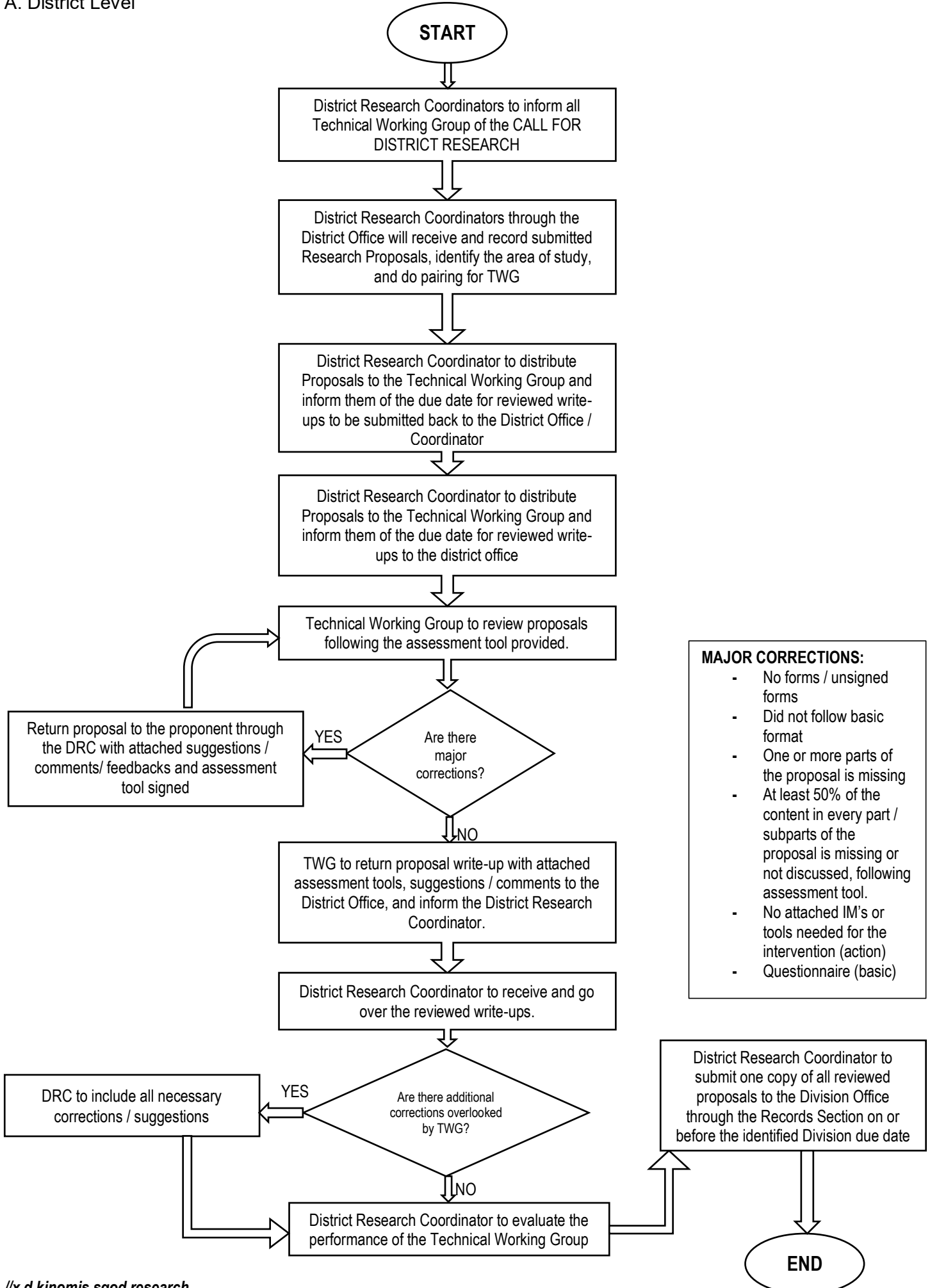
* Master Teacher in Science reviews researches related to all competencies/ programs / projects related to science

Note: Process may be localized by schools with organized School Research Committee, but forms must not be altered.



THE ACTION AND BASIC RESEARCH PROPOSAL REVIEW PROCESS

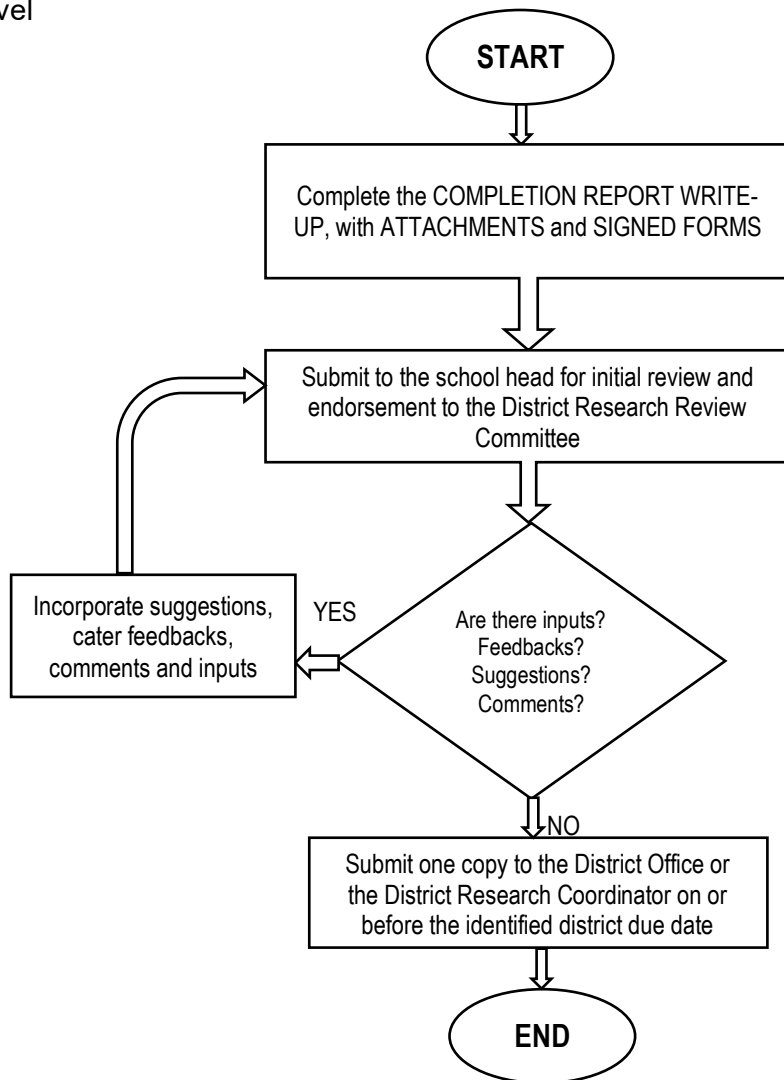
A. District Level





THE ACTION RESEARCH COMPLETION REPORT REVIEW PROCESS

A. School Level

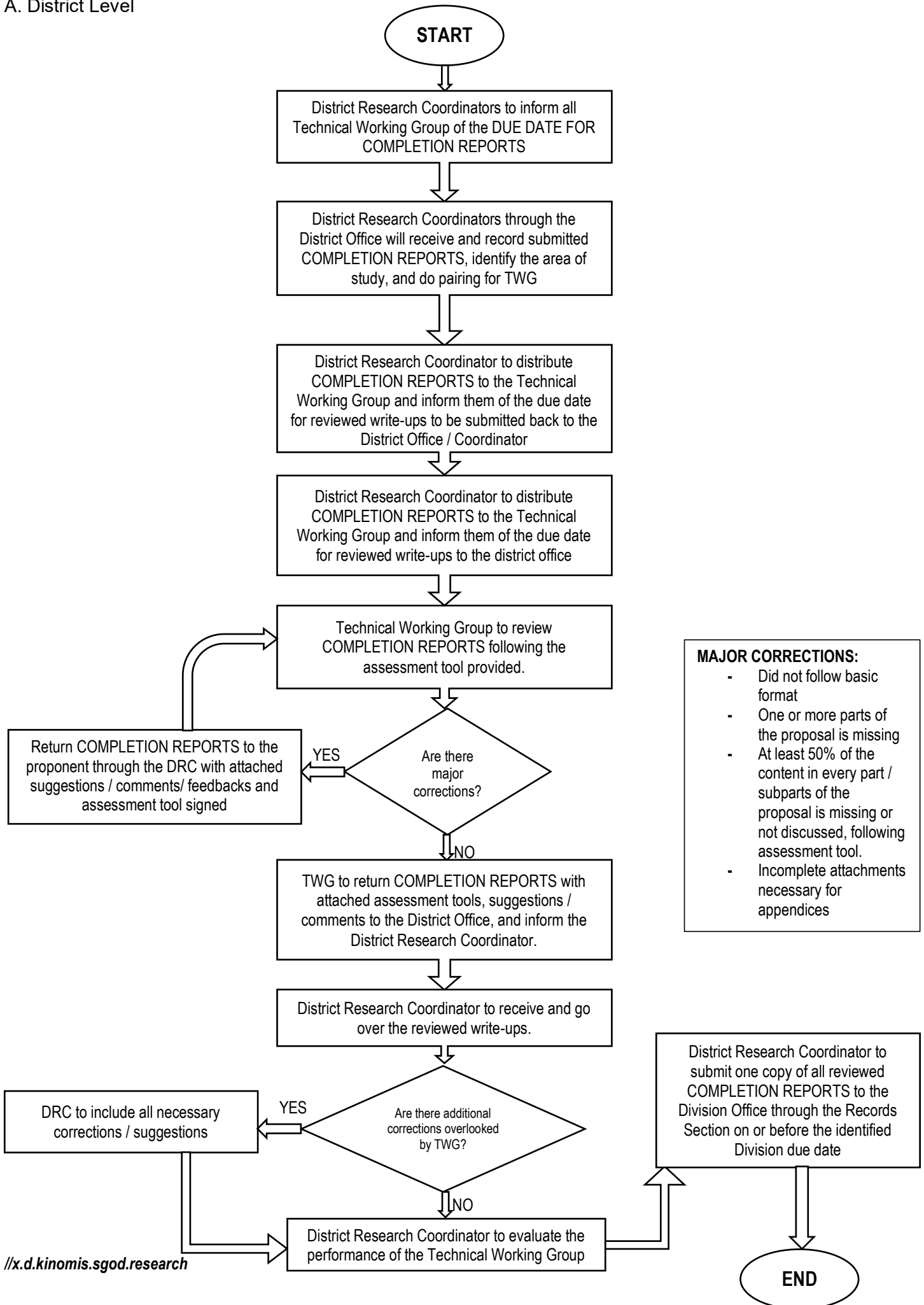


Note: Process may be localized by schools with organized School Research Committee, but forms must not be altered.



THE ACTION AND BASIC RESEARCH COMPLETION REPORT REVIEW PROCESS

A. District Level



- MAJOR CORRECTIONS:**
- Did not follow basic format
 - One or more parts of the proposal is missing
 - At least 50% of the content in every part / subparts of the proposal is missing or not discussed, following assessment tool.
 - Incomplete attachments necessary for appendices

DISTRICT RESEARCH REVIEW COMMITTEE

District	Chairman	District Research Coordinators	Technical Working Group	School
ATOK	SIMON BACKIAN	ROSITA A. CE-ING	ANISIA L. AWAS	Topdac ES
BAKUN	MOLLY M. ABLAZA	EMILY T. BAGAYAO	LILIA B. SAGUIBAL DOLORES G. FIDEL RUTH ANN LABINIO	Talbino ES Labinio-Acquisio ES Labinio ES
BUGUIAS	HERMINIA OSTING	ESTRELLA TABDI	MAILA G. VICENTE GINA G. APILAS ROSITA F. BOSANTOG MARCELITA B. SORIANO JOMAR B. PALILENG	Buguias NHS Buguias NHS Catlubong NHS Loo NHS Loo NHS
BOKOD	GLORIA M. SUAYAN	GLORIA A. HILARIO	JUNARIA S. DIO-AL	Bokod NHS Main
KAPANGAN	ALADIN M. DOBINTO	FRANCISCO M. CONTERO	BRENDA M. MATIAS	GBDAIS – Main
KIBUNGAN	LUDINIA SANOAN	WINNIFREDA DOMEREZ	JENNIFER B. ANTONIO	Kibungan NHS
KABAYAN	JOSEPH A. PACPACO	MERLYN CONCHITA DE GUZMAN		
MANKAYAN	DELAROSA V. DELMAS	CLARIZA TAD-O	JONALYN S. LACAMBRA CHERRY ANN S. BAYANES MELENIA CABATAN JARDSON ONIO SARAH DINO JACQUELINE GABATINO JOSEPHINE WACNANG MARY JANE BAYENG DECENIA T. CABACAB ANDREA GALINO	Bedbed NHS Lepanto NHS Balili NHS Mankayan NHS Mankayan NHS Mankayan NHS Mankayan NHS Suyoc ES Lepanto NHS Palatong ES
ITOGON 1	ROSITA T. DAYAG	MARILYN TOLBE	NANCY D. COSTINA SDRC: Xylene Kinomis <i>Note: Until such time that more proponents will submit and complete their research</i>	Fianza Memorial NHS
ITOGON 2	AMBROSIO T. ATEW	JULIET K. BALDO	SDRC: Xylene Kinomis <i>Note: Until such time that more proponents will submit and complete their research</i>	
LA TRINIDAD	MELCHOR C. TICAN	FLORA D. TUBAL	MARY ANN P. MALIPE THOMAS G. TUMPAP KAREN L. BOSAING HELEN G. ALVERAS AGNES B. MALINIAS EDELIZA A. DEMOT DENIA O. TARNATE NORIE I. PADNGARAN CLARITA EDDIO ELLAMAE PENG-AS EFAGENIA L. PAING ROSE KAYEE D. PECAY HEATHER G. BANAGUI LORNA WALLIT GRACE V. BRUNO	Benguet NHS Benguet NHS Benguet NHS Alapang Camp Dangwa ES Alapang Camp Dangwa ES Alapang Camp Dangwa ES Benguet SPED Center Eastern La Trinidad NHS Eastern La Trinidad NHS Alapang Camp Dangwa ES Balili ES CRSHS CRSHS CRSHS Buyagan ES Bekkes ES
SABLAN	JONATHAN SADEY	NILO P. OYAM	SHIAIANE T. CABUTEN	Sablan NHS
TUBA	WILLIAM D. ABANCE	FLORENCE B. PAWIG	JOCELYN R. BUMANGHAT	Camp 6 ES
TUBLAY	ERLINDA QUINUAN	ANGELITA A. LAOYAN	LANI G. BAYANES CLEOFE D. TABDI TUESDA C. LUCIO MARK ALJON VALENCIANO LOIDA BOSLAY	TSHI Main Poad ES TSHI - Main TSHI - Main TSHI - Main

Division Forms:



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



RESEARCH PROPOSAL EVALUATION FORM

Title of Research:

Name of proponent:

Name and address of school affiliated:

Date of Implementation:

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



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



RESEARCH COMPLETION REPORT EVALUATION FORM

Title of Research:

Name of proponent:

Name and address of school affiliated:

Date of Implementation:

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



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



RESEARCH COMPLETION REPORT ACCEPTANCE FORM

Title of Research:

Name of proponent:

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
SGOD
SDRC Co-Chair

Recommending Acceptance:

NESTOR L. BOLAYO

OIC – Assistant Schools Division Superintendent
SDRC Chairman

Accepted:

MARIE CAROLYN B. VERANO, CESO VI

Schools Division Superintendent
SDRC Adviser

Division Form



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



RESEARCH PROPOSAL APPROVAL FORM

Title of Research:

Name of proponent:

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
SGOD
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

DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

1. 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.¹
2. 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).
3. 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.
4. 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.

PROPONENT: _____

SIGNATURE: _____

DATE: _____

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: _____

School and District Form for ACTION RESEARCH

Division Logo

School Name and Address

School Logo

ACTION RESEARCH PROPOSAL REVIEW FORM

Title of Research:

Name of proponent:

Name and address of school affiliated:

Date of Implementation:

We have reviewed the Intervention, Innovation and Strategies identified and discussed in the proposal. We therefore attest that it is appropriate to be conducted to the identified participants, and necessary to use as action to the stated situation.

Reviewers:

Subject Experts / Specialist
Name and Signature
Date:

Subject Experts / Specialist
Name and Signature
Date:

Immediate Supervisor / School Head

We have reviewed the format, content, attachments and forms of the proposal submitted, and determined to have passed the standards of the research assessment. With this, it is therefore recommended for final review and approval of the Schools Division through the Schools Division Research Committee.

Immediate Supervisor / School Head

Name and Signature
Technical Working Group Member
Date:

Name and Signature
Technical Working Group Member
Date:

Name and Signature
District Research Coordinator
Date:

Noted by:

Name and Signature
Chairman (Public Schools District Supervisor)
Date:

Note: one or more subject expert / specialist and technical working group may do the review

School and District Form for BASIC RESEARCH

Division Logo

School Name and Address

School Logo

BASIC RESEARCH PROPOSAL REVIEW FORM

Title of Research:
Name of proponent:
Name and address of school affiliated:
Date of Implementation:

We have reviewed the objectives stated in the proposal. We therefore attest that it is appropriate to be conducted to the identified respondents, and results are necessary to use as baseline data in the school for further researches in the future, either it be action or basic.

Reviewers:

Subject Experts / Specialist
Name and Signature
Date:

Subject Experts / Specialist
Name and Signature
Date:

Immediate Supervisor / School Head

We have reviewed the format, content, attachments and forms of the proposal submitted, and determined to have passed the standards of the research assessment. With this, it is therefore recommended for final review and approval of the Schools Division through the Schools Division Research Committee.

Immediate Supervisor / School Head

Name and Signature
Technical Working Group Member
Date:

Name and Signature
Technical Working Group Member
Date:

Name and Signature
District Research Coordinator
Date:

Noted by:

Name and Signature
Chairman (Public Schools District Supervisor)
Date:

Note: one or more subject expert / specialist and technical working group may do the review

School and District Form for ACTION and BASIC RESEARCH

Division Logo

School Name and Address

School Logo

ACTION / BASIC RESEARCH COMPLETION REPORT REVIEW FORM

Title of Research:

Name of proponent:

Name and address of school affiliated:

Date of Implementation:

We have reviewed the content of the completion report. We therefore attest that ideas and information are well organized, logically and scholarly written not undermining the objectives identified in the approved proposal.

Reviewers:

Subject Experts / Specialist

Name and Signature

Date:

Mathematics / statistics expert / English

(grammar/technical writing)

Name and Signature

Date:

Immediate Supervisor / School Head

We have reviewed the format, content, attachments and forms of the completion report submitted, and determined to have passed the standards of the research assessment. With this, it is therefore recommended for final review and Acceptance of the Schools Division through the Schools Division Research Committee.

Immediate Supervisor / School Head

Name and Signature

Technical Working Group Member

Date:

Name and Signature

Technical Working Group Member

Date:

Name and Signature

District Research Coordinator

Date:

Noted by:

Name and Signature

Chairman (Public Schools District Supervisor)

Date:

Note: one or more subject expert / specialist and technical working group may do the review