



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



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**OFFICE MEMORANDUM NO:** 134

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

April 29, 2019

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

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

MAY 02 2019

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Subject: **Second Call for Master Teachers and School Heads Action and Basic Research Proposal for SY 2019-2020 Implementation**

1. This is a reiteration of Division Memorandum No. 003, s. 2019, RE: Mandatory Submission of action / Basic Research Proposals for SY 2019-2020 Implementation, released last January 2019. This aims to strengthen the culture of research in the schools prioritizing interventions and improvement of practice for quality education following the Basic Education Research Agenda themes.
2. Research proposals must follow the format and have all the required reviewers signed the forms before its submission to the records section (refer to DM no. 003, s. 2019 attachments).
3. The following are the technical updates for both action and basic research which must be followed for the incoming school year based from the latest research guidelines given by the central office:
  - a. use of first person instead of third person;
  - b. introduction, context, and literature review must be argumentative and argument prominent, and laundry listing is strictly inadvisable;
  - c. proposals must not exceed 2,000 (+/- 10%) words including references but excluding timetable/Gantt chart, cost estimates, and plans for dissemination and advocacy
  - d. introduction and context and rationale should not be more than 500 words; and
  - e. Literature review must strictly talk about the gaps that needs to be addressed.
4. Research must be strictly reflected in the OPCRF plan of School Heads and IPCRF plan of Master Teachers for SY 2019-2020.



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5. The table below shows the schedule for submission of research proposals to the Division Office. Schools and districts are required to identify their due dates prior to the dates reflected below to give time for reviewers to go over the submitted proposals:

Period for Proposal Implementation	Submission for review in the Division Office
1 <sup>st</sup> grading period SY 2019-2020	May 24, 2019
2 <sup>nd</sup> grading period SY 2019-2020	July 19, 2019
3 <sup>rd</sup> grading period SY 2019-2020	October 11, 2019
4 <sup>th</sup> grading period SY 2019-2020	December 13, 2019

Note: Late submission of proposals may or may not be adjusted for the next grading depending on the availability of SDO research reviewers, therefore proposals are suggested to be submitted earlier than the identified dates.

6. For widest dissemination.