



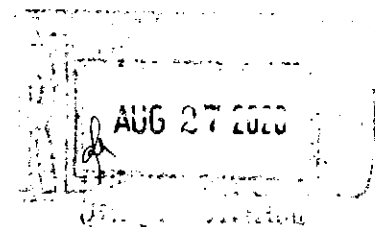
Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet
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DIVISION MEMORANDUM NO. 169 S. 2020

August 26, 2020

TO: Office of the Schools Division Superintendent
Curriculum and Implementation Division
School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned



FROM: 
BENILDA M. DAYTACA EdD, CESO VI
Assistant Schools Division Superintendent
OIC - Office of the Schools Division Superintendent

SUBJECT: **UPDATES ON THE SCHOOLS DIVISION OFFICE BENGUET RESEARCH GUIDELINES**

1. The conduct of research in the Division is generally based on the mandates stipulated in DepEd Order no. 16, s. 2017 re Research Management Guidelines, localized in the Regional office and the Schools Division Office of Benguet in order to meet research standards applicable in strengthening the culture of research in the Division.
2. The action and basic research proposal and completion report format, forms, and other attachments are as follows:

A. Standard technical format

Font	Arial
Font size	11
Margin	1" on all sides
Paper size	A4
Folder size	A4
Folder color	preferably brown
Spacing	double space
Tense	Proposal – Future / present tense Completion report – Past tense

B. Action Research Proposal Format

Forms
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
Action Research Work Plan and Timelines (refer to Regional memo no. 222,
s. 2019 for format)
Cost Estimate
Plans for Dissemination and Utilization
References (APA)
Appendices (attachments)

C. Basic Research Proposal Format

Forms
Title Page
Table of Contents
Introduction and Rationale
Literature Review
Research Questions
Scope and Limitation
Research Methodology
 Sampling
 Data Collection
 Plan For Data Analysis
 Ethical Issues
Timetable / Gantt Chart (refer to Regional memo no. 222, s. 2019 for format)
Cost Estimate
Plans for Dissemination and Advocacy
Reference (APA)
Appendices (attachments)

D. Action Research Completion Report Format

Forms
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
Action Research Work Plan and Timelines
Cost Estimate
Plans for Dissemination and Utilization
References (APA)
Appendices (attachments)

E. Basic Research Completion Report Format

Forms
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
 Ethical Issues
Results and Discussion
Conclusion and Recommendation
References (APA)
Financial Report
Appendices (attachments)

F. Research Forms and Attachments

Action Research Proposal

Forms

- Action Research Proposal Recommendation Form (with Division ISO Heading)
- Action Research Proposal Review and Approval Form (with Division ISO Heading)
- Declaration of Anti-plagiarism (no heading)
- Declaration of Absence of Conflict of Interest (no heading)
- Research Proposal Application Form and Endorsement of immediate supervisor (no heading)

Attachments

- Communication Letter
- Consent and Assent
- Cognitive test / questionnaire / interview guide/ observation tool (whichever is applicable)
- Others: Materials needed for the implementation of Intervention, innovation, and Strategies (illustrations, worksheets etc.)

Basic Research Proposal

Forms

- Basic Research Proposal Recommendation Form (with Division ISO Heading)
- Basic Research Proposal Review and Approval Form (with Division ISO Heading)
- Declaration of Anti-plagiarism (no heading)
- Declaration of Absence of Conflict of Interest (no heading)
- Research Proposal Application Form and Endorsement of immediate supervisor (no heading)

Attachments

- Communication Letter
- Consent and Assent
- Cognitive test / questionnaire / interview guide/ observation tool (whichever is applicable)
- Others: Materials needed for the implementation of Intervention, innovation, and Strategies (illustrations, worksheets etc.)

Action Research Completion Report

Forms

- Action Research Completion Report Recommendation Form (with Division ISO Heading)
- Action Research Completion Report Review and Approval Form (with Division ISO Heading)
- Declaration of Anti-plagiarism (no heading)
- Declaration of Absence of Conflict of Interest (no heading)

Attachments

- Communication Letter (signed)
- Consent and Assent (sample signed – not to reflect the name of participant and parent)
- Cognitive test / questionnaire / interview guide/ observation tool (whichever is applicable, sample signed – not to reflect the name of participant)
- Others: scanned copy of signed action research proposal review and approval form, workplan and timeline, pictures of actual IIS implementation

Basic Research Completion Report

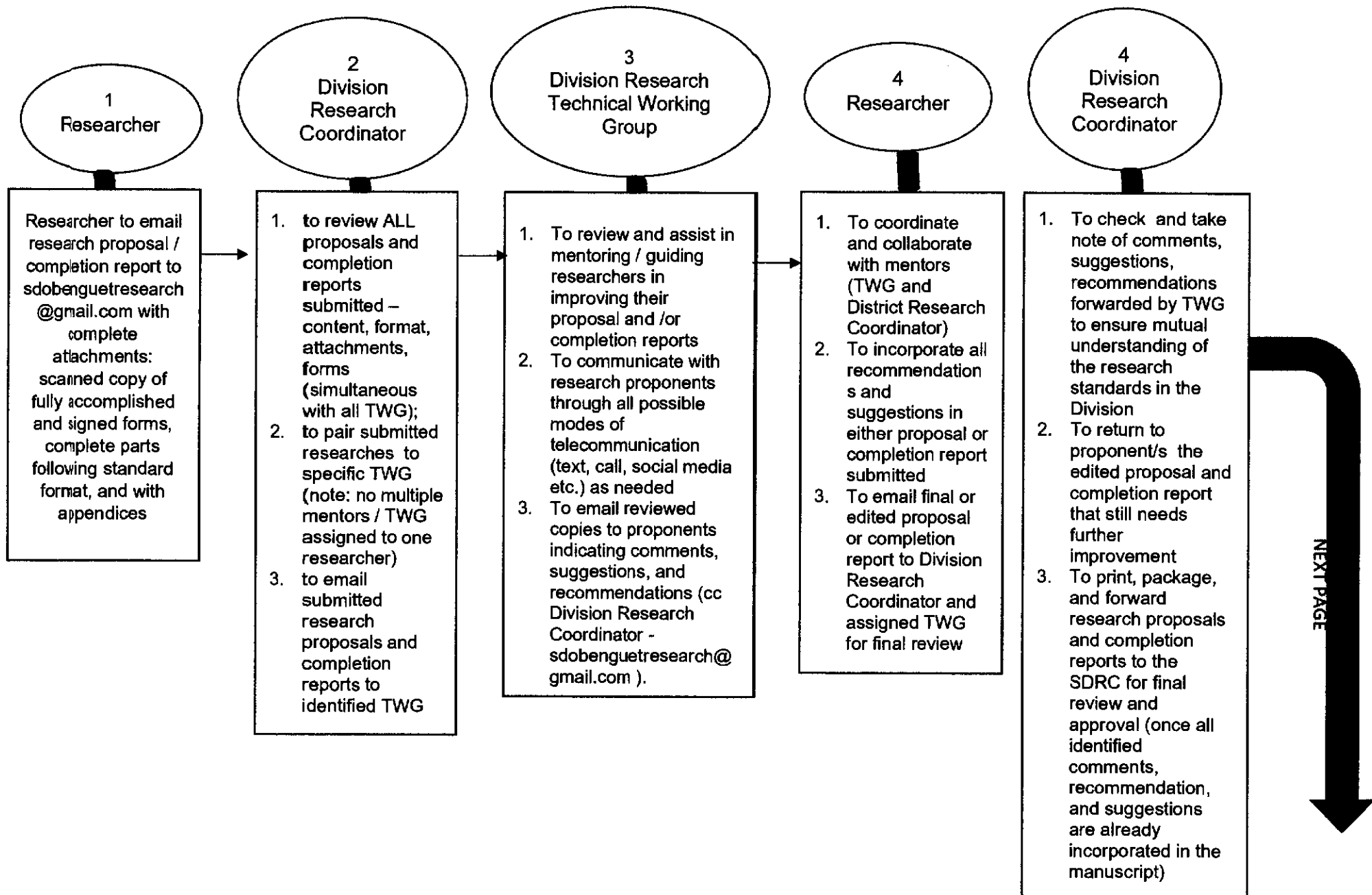
Forms

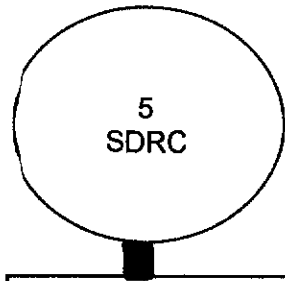
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- Basic Research Completion Report Review and Approval Form (with Division ISO Heading)
- Declaration of Anti-plagiarism (no heading)
- Declaration of Absence of Conflict of Interest (no heading)

Attachments

- Communication Letter (signed)
- Consent and Assent (sample signed – not to reflect the name of respondent and parent)
- Cognitive test / questionnaire / interview guide/ observation tool (whichever is applicable, sample signed – not to reflect the name of respondent)
- Others: scanned copy of signed basic research proposal review and approval form, timetable / Gantt chart, pictures of actual IIS implementation

3. The following chart shows the process for the submission, review, and retrieval of research proposals and completion reports. This change of process was made possible to ensure the safest, most convenient, and applicable method of submitting, reviewing, mentoring, and retrieving researches.





- 1. Identified SDRC member with specialty or expertise of the submitted research proposal or completion report theme will review and to either recommend for the approval or return of manuscript/s for improvement
- 2. SDRC chair and co chair, will review and recommend for the approval or return of manuscript/s for improvement
- 3. SDRC adviser to approve or note.



- Approved Proposals and completion reports**
- 1. To receive approved proposals and noted completion reports from the SDRC adviser
 - 2. To contact the researcher on the final status of submitted research proposal or completion report
 - 3. To return approved proposal to researcher
 - 4. To prepare certificate of recognition for the accepted completion reports for SDS signature

- Proposals and completion reports recommended to return for improvement**
- 1. Contact research proponent on the additional comments, suggestions and recommendations given by the SDRC
 - 2. Identify or set a due date for the final submission