



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

DIVISION MEMORANDUM
DM-2021-118

TO : Heads of Public Elementary and Secondary Schools
FROM : Office of the Schools Division Superintendent
SUBJECT : **Guidelines for Research, Community-Based Project,
Income Generating Project and Innovations**
DATE : April 20, 2021

1. In response to current teacher needs in conducting research, preparing and developing localized instructional materials, involving in the community or increasing financial resources to improve quality teaching, this division revised existing guidelines and developed a new one to meet the needs of teachers in this educational endeavor.
2. For this reason, these guidelines will go into effect immediately and the guidelines are attached hereto.
3. The manuscript should be submitted to the Division Office before the scheduled Oral Defense.
4. For information and compliance.


LORNA G. BUGAYONG PhD CESO V
Schools Division Superintendent



With hundred reasons to serve!



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A. GUIDELINES for RESEARCH

1. There are two types of research, the ACTION AND BASIC RESEARCH. Classroom teachers will conduct action research, and School Heads will conduct basic research.
2. Research proposals must strictly adhere to DepEd Order 16, s. 2017 (Research Management Guidelines). Please see Annex 1 and 2.
3. Completed study to adhere to Annex 6 of DepEd Order 16, s. 2017.
4. There would only be a proposal and a final oral defense as scheduled. A certificate of approval and acceptance shall be issued after the proposal defense.
5. A researcher can proceed to the Final Oral Defense only if the School Head issues a certification attesting to the claim that the study was actually undertaken.
6. The Division Research Committee will carry out the validation during the implementation process.
7. Only the Division Research Committee can issue a certificate of completion after following the incorporation of suggestions and recommendations.
8. Two hard copies of the final paper, as well as a soft copy must be forwarded to the Division Research Committee.

B. GUIDELINES FOR INCOME GENERATING PROJECT

1. Upon submission of the Proposal, the proponent waits for the notice for Oral Presentation.
2. The Project will run for at least two (2) years. There must be an Accomplishment Report submitted per annum, duly signed by proper authorities, which will be the basis for evaluation / validation of the Team.
3. Include in the Gantt Chart the activities/time frame of the Activities.
4. For Secondary School proposals, the EPS of the Subject Area will serve as one of the signatories under "Recommending Approval". For Elementary, the following EPSs can sign depending on their availability: Mr. Arleen R. Alcantara, Dr. Edna C. Caserial, Dr. Aleta C. Begonia, and Dr. Ronald B. Radoc.
5. There must be a Testimonial Message coming from three (3) beneficiaries to measure the impact of the program.
6. A Certificate of Completion will be awarded to the recipient ONLY upon completion of the two-year implementation of the project.



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C. GUIDELINES for COMMUNITY-BASED PROJECTS

1. The Community-based Projects must be, but not limited to community services (tree-planting, animal raising/dispersal, coastal clean-up) and learning support projects (sponsorship on children's education, teaching/tutorial services to out-of-school children and adults, sports activities, Art and Cultural Activities, Language Training etc.)
2. The community-based project should be accomplished with a minimum of two (2) consecutive school years.
3. Approved Proposal shall be issued before the implementation of the project.
4. Accomplishment Report should be submitted annually:
 - 4.1. First year implementation – Project Implementation Status Report (end of the school year)
 - 4.2. Mid-year of 2nd year implementation – Progress Report (2nd quarter)
 - 4.3. Final Report (end of the 2nd school year implementation)
5. Monitoring and Evaluation of the CBP will be conducted by the Division CBP Team per quarter. To include testimonies of the recipients on the impact of the project.
6. The certificate of completion issued by the partner NGO/PO shall be signed by the school head, barangay captain, NGO/PO authorized person and division signing authorities).
7. The issuance of the certificate of completion, in collaboration with school and NGO/PO, shall be done after the submission of the Final Report.

C. INNOVATION – *The teacher may have the option of selecting C.1 or C.2.*

C.1- DEVELOPMENT OF INSTRUCTIONAL MATERIALS for Teacher

1. Secure permit to develop and prepare learning materials properly endorsed by the School Head to the Division Office.
2. Once it is approved by the SDS, start preparing the said learning materials indicating the Most Essential Learning Competencies (MELCs).
3. Learning Materials shall be used in the Action Research to be conducted.
4. Make sure that the materials are quality assured by the proper SDO personnel before utilization.
5. After the duration of the Action Research conducted and implemented, the researcher will determine whether the learning materials used are effective or not.
6. If found effective, these materials shall be shared to the different schools in the SDO
7. Prepare necessary documents and evidences how the said learning materials are effective based on the results of the Action Research conducted.
8. Submit the learning materials with the documents to the Division Screening Committee for validation and recommendation for approval to the SDS.
9. Once it is approved, furnish the LRM section with the copies for filing.



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C.2. DEVELOPMENT OF INSTRUCTIONAL MATERIALS for Teachers

1. Developed instructional materials can be (e.g. manipulative objects, as well as digitized or non-digitized materials) that a teacher can use in teaching and learning settings to assist students in achieving their learning objectives. Additionally, educational materials can assist a student in concretizing a learning experience, making it more fun, entertaining, and interactive.
2. A proposal must be submitted to the Division Instructional Materials Development Committee.
3. An initial and final oral presentation of educational materials will be conducted.
4. A teacher can proceed to the Final presentation only if the School Head issues a certification attesting to the fact that the instructional material was actually developed.
5. A panel of evaluators shall quality assure the level of acceptability of the developed instructional materials in terms of (Objectives; Content; Presentation/Design/Style and Usefulness of the Instructional Materials).
6. Only the Division Instructional Materials Development Committee can issue a certificate of completion after revisions or the incorporation of suggestions and recommendations.

D. INNOVATION for School Heads/Principals/Head Teachers and Non-Teaching

1. A proponent can develop an innovation work which involves getting creative ways in improving the system and processes to save time, efforts and resources of personnel to make works easier and faster. It also includes creation of a new system or framework of doing things either processes or procedures.
2. A plan must also be submitted on time and there will be an initial and final oral presentation of innovative work.
4. A proponent is only permitted to continue to the Final presentation if the coordinating principal/principal/unit head gives a certification attesting to the fact that the innovation was actually tested/performed.
5. The innovative work plan shall be implemented within the time line and shall complete within a year. The Division Innovation Committee will carry out the validation.
6. After the implementation of proposals and recommendations, only the Division Innovation Committee may grant a certificate of completion.



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Activities of the Research, Income Generating Project, Community-Based Management and Innovation	
January (3rd Week)	First Call for Proposals
February (3rd Week)	Proposal Defense from First Call
March	
April	
May	
June (3rd Week)	Final Defense from the Second Call
July	
August	
September (3rd Week)	Final Defense from the First Call
October	
November (3rd Week)	Second Call for Proposals
December (3rd Week)	Proposal defense from Second Call

Note: The call of proposal is twice throughout the year (First Call and Second Call). The cycle shall be strictly followed.



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PROJECT PROPOSAL IN (INCOME GENERATING PROJECT)	
Date:	
1. Proponent:	
2. School:	
3. Contact Number:	
4. Email Address	
5. Title of the project	
6. Project Description	Provide a comprehensively description of the project Ex. This project is all about
7. Rationale of the Project	Describe comprehensively the reasons for conducting the project. Discuss the concerns, issues, problems and gaps. Cite references that concerns, issues, problems and gaps observed in other fields of work, studies, or current situations. Provide data as much as possible.
8. Objectives of the Project	State the objectives
9. Pre-Implementation Activity	Discuss the procedures before conducting the project
10. Implementation Activity	Discuss the procedures during conducting the project
11. Post-Implementation Activity	Discuss the procedures after conducting the project
12. Beneficiaries of the Project.	State the beneficiaries of the project
13.. Persons Involve	Discuss the role of each person involved in the project.
14. Budgetary requirements	State the budget needed such as transportation, materials, etc.
15. Source of Fund	(Personal, Outsourcing, solicitation, partnership, etc.)
16. Expected Outputs	Discuss the outputs of the project
17. Dissemination Plan	Discuss the plan on how the project becomes significant to others too like trainings, lectures, LAC etc.
18. Gannt Chart	(Make a separate Gannt chart and attach it to the Proposal, duly signed by the Principal/School Head and Barangay Chairman)

Prepared by:

JUAN C. DELA CRUZ
Proponent

Noted by: _____
School Head



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PROJECT PROPOSAL IN (COMMUNITY BASED PROJECT)	
Date:	
1. Proponent:	
2. School:	
3. Contact Number:	
4. Email Address	
5. Title of the project	
6. Project Description	Provide a comprehensively description of the project Ex. This project is all about
7. Rationale of the Project	Describe comprehensively the reasons for conducting the project. Discuss the concerns, issues, problems and gaps. Cite references that concerns, issues, problems and gaps observed in other fields of work, studies, or current situations. Provide data as much as possible.
8. Objectives of the Project	State the objectives
9. Pre-Implementation Activity	Discuss the procedures before conducting the project
10. Implementation Activity	Discuss the procedures during conducting the project
11. Post-Implementation Activity	Discuss the procedures after conducting the project
12. Beneficiaries of the Project.	State the beneficiaries of the project
13. Persons Involve	Discuss the role of each person involved in the project.
14. Budgetary requirements	State the budget needed such as transportation, materials, etc.
15. Source of Fund	(Personal, Outsourcing, solicitation, partnership, etc.)
16. Expected Outputs	Discuss the outputs of the project
17. Dissemination Plan	Discuss the plan on how the project becomes significant to others too like trainings, lectures, LAC etc.
18. Gantt Chart	(Make a separate Gantt chart and attach it to the Proposal, duly signed by the Principal/School Head and Barangay Chairman)

Prepared by:

JUAN C. DELA CRUZ
Proponent

Noted by: _____
School Head



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PROPOSAL FOR INNOVATIVE WORK PLAN	
Date:	
1. Proponent:	
2. School:	
3. Contact Number:	
4. Email Address	
5. Title of the Innovation	
6. Description of innovation	Provide a comprehensively description of INNOVATION Ex. This innovation is all about...
7. Rationale of the Innovation	Describe comprehensively the reasons for developing an innovation. Discuss the concerns, issues, problems and gaps. Cite references that concerns, issues, problems and gaps observed in other fields of work, studies, or current situations. Provide data as much as possible.
8. Objectives of the Innovation	State the objectives
9. Pre-Implementation Activity	Discuss the procedures before developing an innovation
10. Implementation Activity	Discuss the procedures during developing an innovation
11. Post- Implementation Activity	Discuss the procedures after developing an innovation
12. Beneficiaries of the Innovation.	State the beneficiaries of the developing an innovation
13. Persons Involve	Discuss the role of each person involved in developing an innovation
14. Budgetary requirements	State the budget needed such as transportation, materials, etc.
15. Source of Fund	(Personal, Outsourcing, solicitation, partnership, etc.)
16. Expected Outputs	Discuss the outputs of the developing an innovation
17. Dissemination Plan	Discuss the plan on how the project becomes significant to others too like trainings, lectures, LAC etc.
18. Gannt Chart	Make a separate Gannt chart and present it in table form the activities and schedule and attach it to the Proposal, duly signed by the immediate superior/s)

Prepared by:

JUAN C. DELA CRUZ
Proponent

Noted by: _____
School Head



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Date

DR. LORNA G. BUGAYONG, CESO V
Schools Division Superintendent

Madam:

Warmest greetings!

I have the honor to request permission to conduct/prepare/develop

_____.

Title	
School	
School Address	
Researcher/Proponent	
Contact No.	

Attached is a copy of my proposal for your review/evaluation.

Juan Dela Cruz/Teacher II
Position/Designation

Noted:

School Principal I



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Composition of Committee on Research	
Chairman	Rosario O. Cabrera Asst. Schools Division Superintendent
Vice-Chairman	Dr. Orlando I. Guerrero (CID)
	Dr. Arturo R. Viray (SGOD)
Member	Dr. Adolfo B. Medrano
	Dr. Diana Marie G. Ouiguan
	Dr. Edna C. Caserial
	EPS In-Charged
Composition of Committee on Income Generating Project	
Chairman	Dr. Orlando I. Guerrero (CID)
Vice Chairman	Dr. Miguel G. Gellado Jr.
Member	Dr. Adolfo B. Medrano
	EPS In-Charged
Composition of Committee on Community -Based Project	
Chairman	Dr. Orlando I. Guerrero (CID)
Vice Chairman	Dr. Aleta C. Begonia
Member	Dr. Adolfo B. Medrano
	EPS In-Charged
Composition of Committee on Development of Instructional Materials (Innovation for Teachers)	
Chairman	Dr. Orlando I. Guerrero (CID)
Vice Chairman	Dr. Ronald B. Radoc
Member	Dr. Adolfo B. Medrano
	EPS In-Charged
Composition of Committee on Innovation(for School Heads)	
Chairman	Rosario O. Cabrera Asst. Schools Division Superintendent
Vice Chairman	Dr. Orlando I. Guerrero (CID)
Member	Dr. Adolfo B. Medrano
	Dr. Ronald B. Radoc