



Republic of the Philippines
Department of Education

Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2023- 435


To : Assistant Schools Division Superintendent
Chief ES-Curriculum Implementation Division
Chief ES-School Governance and Operations Division
Heads of Elementary and Secondary Schools
All Others Concerned

Subject: **CALL FOR RESEARCH PROPOSALS FOR SY 2023-2024**

From Office of the Schools Division Superintendent

Date September 13, 2023

1. This Division announces the **Call for Research Proposals for the School Year 2023-2024** which aims to foster a culture of research for the continuous improvement in teaching methods and practices that will enhance the quality of teaching and learning.
2. The research proposals must focus on various aspects of teaching improvement, including but not limited to the following: Literacy and Numeracy; Innovative Teaching Methods and Strategies; Assessment and Feedback Practices; Technology Integration in Education; Inclusive and Equitable Teaching Practices; Student Engagement and Motivation; Curriculum Development and Enhancement; and Teacher Professional Development.
3. The submission of research proposals will start on October 2, 2023, and will end on November 3, 2023. Please refer to and strictly follow the attached research flow, guidelines and requirements.
4. For information, guidance, widest dissemination, and compliance.


VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Schools Division Superintendent

With hundred reasons to serve!

Address: San Jose Drive, Poblacion, Alaminos City,



Telephone Number: (075) 205 - 0644
Website: depedalaminoscity.com
Email Address: alaminos.city@deped.gov.ph



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RESEARCH FLOW

1. Call for Research Proposals

Submission for research proposals will start every first week of October of the year and end the first week of November. This is open to all teaching and non-teaching personnel (at least salary grade 11). The requirements are as follows:

1. Application form and endorsement of school head of the proponent (see attached template 1).
2. Research Proposal (refer to the attached Template 2 or 3).
3. Two hard copies will be submitted and be duly received at the records office; and soft copies shall be forwarded to the secretariat.
4. Late submission will not be accepted.

2. Basic Format

- **Margins:** Use 1-in. margin on all sides of the page (top, bottom, left, and right).
- **Font:** Use 11-point Arial
- **Line spacing:** Use double-spacing for the entire paper (including block quotations and the reference list). Do not add blank lines before or after headings. Do not add extra spacing between paragraphs.
- **Paragraph alignment and indentation:** Align paragraphs of text to the left margin. Use full justification. Indent the first line of every paragraph of text 0.5 in. using the tab key or the paragraph-formatting function of your word-processing program.
- **Page numbers:** Put a page number at the top right corner of every page, including the title page or cover page, which is page 1.
- **Tenses of Verb:** Always use the future tense in the proposal and past tense for the final paper.

3. Evaluation of Proposals

A. Initial Screening

All submitted proposals will be checked against the eligibility requirements by the secretariat. Proposals falling under the following conditions will immediately be returned, with technical inputs to the proponent/s.

1. Incomplete documentary requirements as prescribed during the call for proposals;

The proponent/s will be informed of the results of the initial checking. The research which will pass the initial checking shall be endorsed to the respective research committees for a more rigorous evaluation.

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Evaluation Committee

The research committee shall evaluate the proposals using the prescribed criteria and scoring template. (see attached scoring template in DepEd Order No. 16, s. 2017).

Chairman: ASDS Marilu N. Cardenas

Members: Orlando Guerrero- CID Chief

Arturo R. Viray- SGOD Chief

Adolfo B. Medrano- Research Coordinator

Benedicta B. Santos – Research Co-Coordinator

Diane Marie Oiguan- HRD

EPS-In-Charged/ Department Head

4. Notification of Results/ Schedule of Proposal Defense

Once the research committee has evaluated the proposal, the proponents shall be informed of the schedule for the oral proposal defense.

- Research Proposal Defense- 3rd week of November
- Selection of Proposals for BERF

5. Implementation Timeline Requirement

- The accepted and approved research proposal shall be implemented within a timeline (Third Quarter).
- The duration of research implementation will be strictly followed, otherwise the research is declared void and no longer accepted.
- It is very important to meet the deadline to oblige the researcher in completing the research work.

6. Progress Monitoring

Track the progress of all approved researches based on the approved work plan, and provide technical assistance as needed. Random visits to the locations of research, and discuss status of their studies.

7. Schedule of Final Defense

- Final Defense – First week of June

8. Expectations and Anticipated Outcomes

- Research findings and impact of research must be highlighted.

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- Submit two copies of final paper for compilation and future reference of researches.
- A certificate of completion shall be issued/awarded to the proponent/s every first week of July.

ADOLFO B MEDRANO EdD
Division Research Coordinator

BENEDICTA B. SANTOS
Division Research Co-Coordinator

Noted:

ORLANDO I GUERRERO EdD
Chief, Education Program Supervisor
Curriculum Implementation Division

Recommending Approval:

MARILU N CARDENAS EdD
Assistant Schools Division Superintendent

Approved:

VIVIAN LUZ S. PAGATPATAN, CESO VI
Schools Division Superintendent

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Template 1

Application Form and Endorsement

A. RESEARCH INFORMATION

RESEARCH TITLE	
RESEARCH CATEGORY (choose <u>only one</u>) <input type="checkbox"/> National <input type="checkbox"/> Region <input type="checkbox"/> Schools Division <input type="checkbox"/> District <input type="checkbox"/> School (choose <u>only one</u>) <input type="checkbox"/> Action Research <input type="checkbox"/> Basic Research <input type="checkbox"/> Innovation Project	THEME OF THE RESEARCH (choose <u>only one</u> main research theme) <input type="checkbox"/> Teaching and Learning <input type="checkbox"/> Child Protection <input type="checkbox"/> Human Resource Development <input type="checkbox"/> Governance (choose <u>only one</u> cross-cutting theme, if applicable) <input type="checkbox"/> Disaster Risk Reduction Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education <input type="checkbox"/> Technology & Innovation Management <input type="checkbox"/> Partnership
FUND SOURCE <i>(Donation)</i>	
TOTAL AMOUNT	

**indicate also if proponent will use personal funds*

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B. PROPONENT INFORMATION

LEAD PROPONENT / INDIVIDUAL PROPONENT

LA Labastida	FI Ramiefe	MI A.
BIRTHDAY 05/03/1983	SEX: F	
REGION: NCR	DIVISION: MANILA	SCHOOL/ MANUEL L. QUEZON HIGH SCHOOL
EMAIL ADDRESS (pref ramiefe.labastida@deped.gov.ph)		CONTACT N 09177631253
EDUCATIONAL ATTAINMENT	DEGREE TITLE/COURSE	THESIS TITLE / RELATED RESEARCH PROJECT
SIGNATURE OF PROPONENT:		

PROPONENT 2

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDAY (MM/DD/YYYY):	SEX:	POSITION / DESIGNATION:
REGION:	DIVISION:	SCHOOL/OFFICE:
EMAIL ADDRESS (preferably DepEd email):		CONTACT NUMBER/S:
EDUCATIONAL ATTAINMENT	DEGREE TITLE/COURSE	THESIS TITLE / RELATED RESEARCH PROJECT
SIGNATURE OF PROPONENT:		

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PROPOSER 3

LAST NAME:		FIRST NAME:	MIDDLE NAME:
BIRTHDAY (MM/DD/YYYY):		SEX:	POSITION / DESIGNATION:
REGION:		DIVISION:	SCHOOL/OFFICE:
EMAIL ADDRESS (preferably DepEd email):			CONTACT NUMBER/S:
EDUCATIONAL ATTAINMENT	DEGREE TITLE/COURSE	THESIS TITLE / RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:			

IMMEDIATE SUPERIOR 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 School Head

Position / Designation

Date

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Template 2

ACTION RESEARCH PROPOSAL

TITLE OF RESEARCH	
TYPE OF RESEARCH	<input type="checkbox"/> ACTION RESEARCH <input type="checkbox"/> BASIC RESEARCH
PROPOSED DATE/S	
LEAD PROPONENT	(SURNAME, FIRST NAME, MIDDLE INITIAL)
MEMBER	(SURNAME, FIRST NAME, MIDDLE INITIAL)
MEMBER	(SURNAME, FIRST NAME, MIDDLE INITIAL)
SCHOOL/OFFICE	

Action Research Proposal

- I. Title Page
- II. Context and Rationale
- III. Action Research Questions
- IV. Proposed Innovation/Intervention/Strategy
- V. Action Research Methods
 - a. Research Design
 - b. Participants/Sources of Data and Information
 - c. Data Gathering Methods
 - d. Ethical Standards
 - e. Data Analysis Plan
- VI. Action Research Work Plan and Timeline
- VII. Plans for Dissemination and Implementation
- VIII. Cost Estimates
- IX. References

VI. Action Research Work Plan and Timeline

ACTIVITIES <i>add rows if necessary</i>	Month					
	1	2	3	4	5	6
	Jan.	Feb.	Mar.	Apr.	May	Jun.
1. (ex. Planning & Coordination)	22-23					
2.						
3.						

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4.						
5.						

VII. PLANS FOR DISSEMINATION AND UTILIZATION

Kindly describe the activities to disseminate and utilize the findings and recommendations of the study

ACTIVITIES <i>add rows if necessary</i>	Month					
	1	2	3	4	5	6
	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
1. (ex. LAC Session)	22-23					
2.						
3.						
4.						
5.						

VIII. COST ESTIMATES

ACTIVITY <i>add rows if necessary</i>	ELIGIBLE EXPENDITURES	QUANTIT Y	COST	FUND SOURCE
1.	Choose an item.		PHP 0.00	
2.	Choose an item.		PHP 0.00	
3.	Choose an item.		PHP 0.00	
4.	Choose an item.		PHP 0.00	
5.	Choose an item.		PHP 0.00	
TOTAL			PHP 0.00	

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IX. REFERENCES

**Please follow the APA format*

SUBMITTED BY:	Proponent 1/Individual Proponent
	(Signature over printed name)
	(Designation)
	Proponent 2 (if applicable)
	(Signature over printed name)
	(Designation)
	Proponent 3 (if applicable)
	(Signature over printed name)
	(Designation)

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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 that I have 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).

Proponent	Signature	Date

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Address: San Jose Drive, Poblacion, Alaminos City,

Telephone Number: (075) 205 - 0644

Website: depedalaminocity.com

Email Address: alaminos.city@deped.gov.ph



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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

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CHECKLIST OF REQUIRED DOCUMENTS			
Name			
School			
Contact Number			
Required documents	Complete	Incomplete	Remarks
1. Declaration of Absence of Conflict of Interest			
2. Declaration of Anti Plagiarism			
3. Letter of Parental consent			
4. Letter to Submit Proposal			
5. Letter for Validation of Research Instrument			
6. Application form and endorsement by the School Head			
7. Complete parts of Research Proposal			

Secretariat: _____

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FUND SOURCE <i>Donation)</i>	
TOTAL AMOUNT	

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LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDAY (MM/DD/YYYY):	SEX:	POSITION / DESIGNATION:
REGION:	DIVISION:	SCHOOL/OFFICE:
EMAIL ADDRESS (preferably DepEd email):		CONTACT NUMBER/S:
EDUCATIONAL ATTAINMENT	DEGREE TITLE/COURSE	THESIS TITLE / RELATED RESEARCH PROJECT
SIGNATURE OF PROPONENT:		

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PROPONENT 3

LAST NAME:		FIRST NAME:	MIDDLE NAME:
BIRTHDAY (MM/DD/YYYY):		SEX:	POSITION / DESIGNATION:
REGION:		DIVISION:	SCHOOL/OFFICE:
EMAIL ADDRESS (preferably DepEd email):			CONTACT NUMBER/S:
EDUCATIONAL ATTAINMENT	DEGREE TITLE/COURSE		THESIS TITLE / RELATED RESEARCH PROJECT
SIGNATURE OF PROPONENT:			

IMMEDIATE SUPERIOR CONFORME

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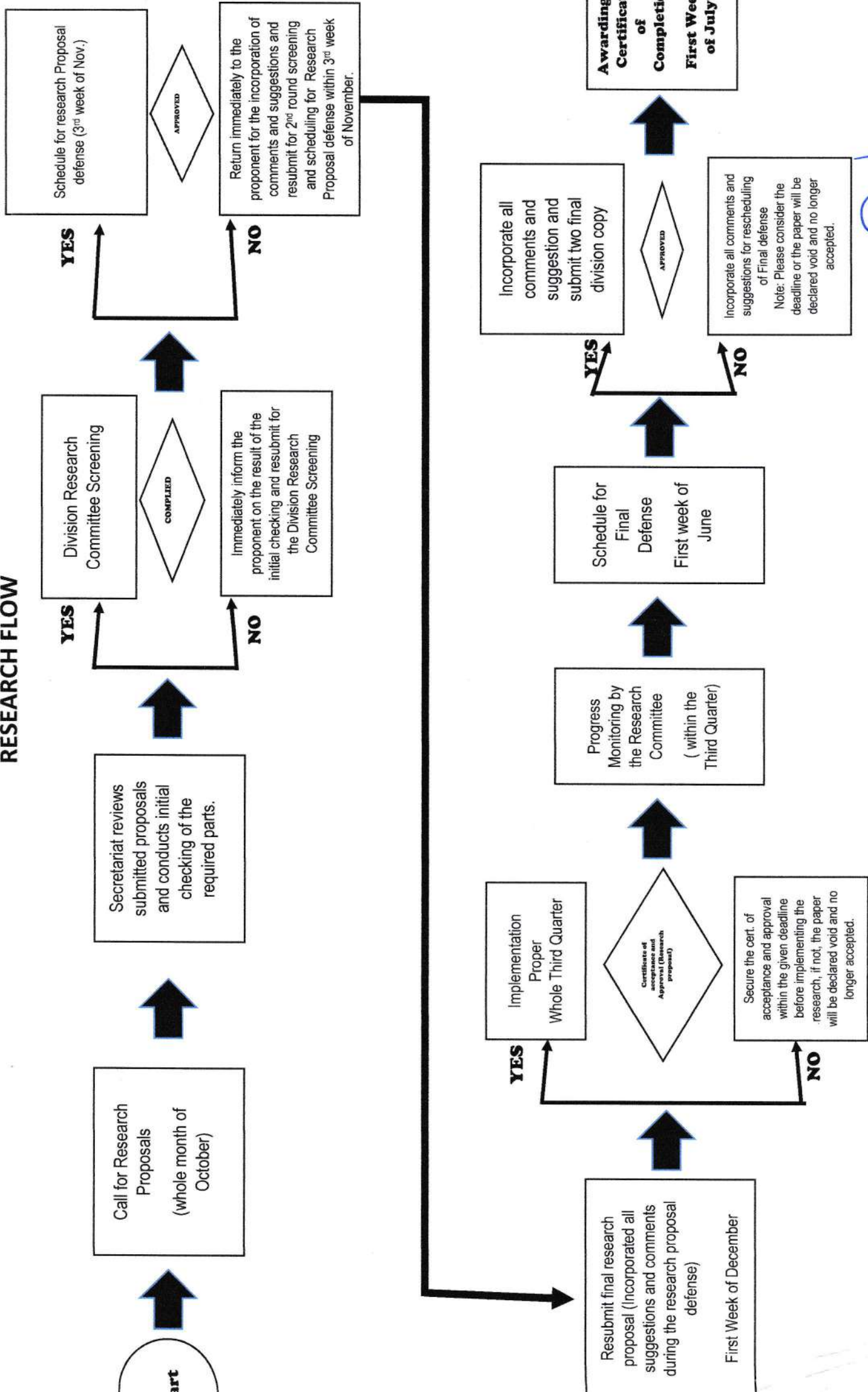
Name and Signature of School Head

Position / Designation

Date

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RESEARCH FLOW



Open