



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

Office of the Schools Division
Superintendent

October 7, 2021

DIVISION MEMORANDUM
No. 219, s. 2021

CALL FOR 2021 RESEARCH PROPOSALS

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors and Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. In accordance with **DepEd Order No. 16, s. 2017** entitled "Research Management Guidelines," this office through the School Governance and Operations Division invites teaching, teaching-related and non-teaching personnel from the schools, districts and schools' division to submit research proposals anchored on the Harmonized Regional Basic Education Research Agenda (Regional Memorandum No. 185, s. 2020).
2. Research proposals that will be conducted should convey information on raising the quality of education in the division and be anchored on the Basic Education Learning Continuity Plan (BE-LCOP). Electronic copy of the letter of intent, research proposal and other pertinent forms must be submitted on or before November 29, 2021 using the following links per educational district.

Educational District	Submission Link
EDDIS I	https://tinyurl.com/2021ResearchEddis1
EDDIS II	https://tinyurl.com/2021ResearchEddis2
EDDIS III	https://tinyurl.com/2021ResearchEddis3
EDDIS IV	https://tinyurl.com/2021ResearchEddis4

3. Research proposals should abide with the provisions of Regional Memorandum No. 228, s. 2020 entitled *Policy Guidelines on the Adherence to Ethical Research Principles and Responsibilities in Studies Involving Teaching, Teaching-Related, Non-Teaching Personnel and Learners*. The data gathering procedure should be in accordance with the departments' health protocols.



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4. The following enclosures articulate the division and regional policies in submitting research proposals:

Enclosure No.1. Research Proposal Application Form and Endorsement of Immediate Supervisor

Enclosure No. 2. Declaration of Anti-Plagiarism and Absence of Conflict of Interest

Enclosure No. 3. Applied Research and Action Research Proposal Guidelines

5. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.

ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 219, s. 2021

I. RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT OF IMMEDIATE SUPERVISOR

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH	
RESEARCH CATEGORY (check <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 (check <u>only one</u>) <input type="checkbox"/> Applied Research <input type="checkbox"/> Action Research	RESEARCH AGENDA CATEGORY (check <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 (check up to one-cross-cutting theme, if applicable) <input type="checkbox"/> DRRM <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education <input type="checkbox"/> Others (please specify): _____
FUND SOURCE (e.g PRPF, SEF, others)*	AMOUNT
TOTAL AMOUNT	



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B. PROPONENT INFORMATION

LEAD PROPONENT/INDIVIDUAL PROPONENT

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/DISSERTATION/RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		

PROPONENT 2 (if applicable only)

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION/DESIGNATION
SCHOOL/OFFICE ADDRESS:		
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:



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EDUCATIONAL ATTAINMENT (DEGREE TITLE) Enumerate from bachelor's degree up to doctorate degree	TITLE OF THESIS/DISSERTATION/RELATED RESEARCH PROJECT
SIGNATURE OF PROPONENT:	

PROPONENT 3 (if applicable only)

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION/DESIGNATION
SCHOOL/OFFICE ADDRESS:		
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) Enumerate from bachelor's degree up to doctorate degree	TITLE OF THESIS/DISSERTATION/RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		



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IMMEDIATE SUPERVISOR'S CONFORME

I hereby endorse the attached research proposal. I certify that the proponent has the capacity to implement a research study without compromising his/her office functions.

Name and Signature of Immediate Supervisor

Position/Designation:

Date:



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Enclosure No. 2 to Division Memorandum No. 24, s. 2021

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 acknowledgement 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 the Policy and Research Program Fund (formerly Basic Education Research Fund, BERF).

PROPONENT:

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____



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DECLARATION OF ABSENCE OF CONFLICT 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.
2. I hereby declare that I do not have any personal conflict of interest that may arise from the application and submission of my research proposal. I understand that my research proposal may be returned to me if found out that there is a 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 the Policy and Research Program Fund (formerly Basic Education Research Fund, BERF) for any conflict of interest which I have intentionally concealed.

PROPONENT:

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____



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Enclosure No. 3 to Division Memorandum No. 219, s. 2021

APPLIED AND ACTION RESEARCH PROPOSAL GUIDELINES

Technical Guidelines in Preparing the Research proposal

1. The text of the manuscript must conform to the following:
 - Bond Paper Size : Letter Size 8.5" x 11"
 - Font Style : Times New Roman
 - Font Size : 12
 - Running head : Title Page and Subsequent pages
 - Text Spacing : Double Space
2. The American Psychological Association (APA) 6th Edition style must be used in citing references.
3. Duly completed Research Proposal Application form, Endorsement of Immediate Supervisor, Declaration of Anti-Plagiarism and Absence of Conflict of Interest forms must be attached to the research proposal.

Outline of Applied Research Proposal

Title Page

Table of Contents

Introduction

Review of Related Literature and Studies

Conceptual Framework

Research Questions

Hypothesis (if the study requires only)

Significance of the Study

Scope and Limitations

Method

Type of Research

Respondents

Sampling Method

Sources of Data

Instrument/s

Data Collection Procedure

Ethical Considerations

Data Analysis

Timetable/Gantt Chart

Cost Estimates

Plan for Dissemination and Advocacy



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References

Appendices

- A. Instrument/s
- B. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- C. Scanned copy of Landbank ATM card (indicate branch, account number and 3 sample specimen signatures) – for proponents applying for funding under PRPF

Outline of Action Research Proposal

Title Page

Table of Contents

Context and Rationale

- Research Questions
- Hypothesis (if the study requires only)
- Significance of the Study
- Scope and Limitations

Method

- Type of Research
- Respondents
- Sampling Method
- Proposed Innovation/Intervention/Strategy
- Instrument/s
- Data Collection Procedure
- Ethical Considerations
- Data Analysis
- Work plan
- Cost Estimates
- Plan for Dissemination and Utilization

References

Appendices

- A. Instrument/s
- B. Consent and Assent Letters
- C. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- D. Scanned copy of Landbank ATM card (indicate branch, account number and 3 sample specimen signatures) - for proponents applying for funding under PRPF

