



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

08 April 2021

DIVISION MEMORANDUM
No. 123, s. 2021

RESEARCH GUIDELINES FOR SPECIAL EDUCATION FUND (SEF) GRANT

To: **Asst. Schools Division Superintendent**
Chief, Curriculum Implementation Division
Chief, Schools Governance & Operations Division
All Section Heads
Division Research Coordinator
All Public Elementary School Heads
All Public Secondary School Heads
All Teaching & Non-Teaching Personnel
All Others Concerned
This Division

1. DepEd Order 39, s. 2016 (Adoption of the Basic Education Research Agenda) highlights the significant contribution of research to fully establish policies and implement goals directed towards the learners; thus, effectively instigating the Department of Education's mandate consistent with its vision. Accordingly, priority themes surfaced as research areas that are most necessary and practical in light of the Department's objectives. Major reforms and implementations in the educational setting are anchored on reliable researches and validated data. Thus, research activities are stipulated in the Division Research Agenda.
2. To ensure a quality and time-bounded research outputs, this Office informs the field of these research guidelines relative to the Special Education Fund (SEF) grant of 2,000 php per employee:
 - a. A 6,000-word research output (*excluding annexes*) shall be submitted following the research phases;
 - b. Maximum of 3 proponents per (1) research is allowed;



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- c. Researches may be anchored, but not limited to the themes provided in the Division Research Agenda;
 - d. Submitted researches for SEF should have followed the research ethics including the anti-plagiarism consent form;
 - e. Research should be used and submitted exclusively for the SEF and should not be published or submitted in any other research fora
 - f. Research-based innovations, projects and programs are also accepted
3. Further, the School-Based Research Committee shall do initial screening and review on researches before submission to the Division Level.
4. For a systemic submission mechanism, the following timelines should be observed:

Timeline	Activity
January-February	Research Planning
March-May	Concept Paper Presentation & Review (School-Based Research Committee or Section Review-for DO Level)
June	Proposal Presentation
June-August	Data Gathering & Completion of Research Outputs
September	Submission of Research Outputs to School Committee/ Section Heads
October	Submission of Finalized Output to Division Level

5. All are directed to follow this research phases and components for SEF grant:
- I. Rationale/Context
 - II. Methods
 - III. Action Plan/Workplan/Utilization Plan
 - IV. Results and Discussion
 - V. References
 - VI. MOVs/Annexes





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6. Moreover, this research activity adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

7. For dissemination, guidance and strict compliance.

OLGA C. ALONSABE, PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

SGOD/KRAS/hrd RESEARCH

 RESEARCH GUIDELINES

 SEF

