



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

22 August 2022

DIVISION MEMORANDUM
No. 362, s. 2022

CALL FOR THE CONDUCT AND WRITING OF BASIC AND ACTION RESEARCH STUDIES CUM TIMELINE OF SUBMISSION OF GENERAL PAYROLLS BY SCHOOL AND RESEARCH SUMMARIES (IN PRINTED AND ELECTRONIC COPIES OF COMPLETED VERSIONS)

To: **Asst. Schools Division Superintendent**
Chief, Curriculum Implementation Division
Chief, Schools Governance & Operations Division
All Section Heads
Division Research Coordinator
Division Cashier
All Public Elementary School Heads
All Public Secondary School Heads
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. With this, the Office announces the call for basic/action research with its imperative to highlight significant findings, timely recommendations and salient points in the study that will help address challenges in the schools and functional units in the SDO.
2. Hard copy of the research summaries with all the attachments (*please see annexes*) shall be submitted on or before **September 2, 2022** through RIZAN L. SARDANE. Meanwhile, soft copy of the **full research manuscripts** shall be forwarded to karenrose.serrania@deped.gov.ph using the official school email.





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3. The school heads together with their assigned Technical Assistance Providers (TAP) are directed to oversee and ensure completeness and correctness of documents needed before submission.
4. Attached is the template of the Research Summaries and its components for reference. These research summaries are to be extracted from the research studies conducted. The research summary of each personnel should appear in **one (1) page only** containing the parts specified in the template.
5. Further, the foregoing activity shall abide with the guidelines stipulated in DepEd Order No.16 series 2017, Re: Research Management Guidelines and other appropriate guidelines. **Maximum of 3 proponents** in a research shall be strictly observed but individual printing of the group research shall be imposed.
6. Please take note of the following:
 - a. Prepare the printed researches in two (2) sets. One set for the Provincial Accounting Office and another set for the Commission on Audit (COA-Province). A separate folder (in 2 sets) shall contain the Journal Entry Voucher (JEV) in four (4) copies, Obligation Request (ObR) in four (4) copies and the General Payroll in three (3) copies.
 - b. The compilation of the attachments shall start with research summary of the study undertaken by the School Head followed by the research summaries of the teaching, teaching-related and non-teaching personnel of the school (in alphabetical order regardless of the position). Tabbing should be observed strictly to facilitate a fast checking and evaluation against the General Payroll.
 - c. Teaching, teaching-related and non-teaching personnel hired from January 1, 2022 up to the present are required to submit a photocopy of the appointment signed by the Schools Division Superintendent. These photocopied documents should be attached to the General Payroll for reference.







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- d. The recommended format for research summaries: Arial font, size 11 (single-spaced), A4
 - e. Payroll attachments can be accessed and downloaded through https://drive.google.com/drive/folders/14RX1aAJs6fGcOHltJijx4nHZR-BRZD_-. Please contact RIZAN L. SARDANE for any concerns relative to the enclosures.
7. 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.
8. For dissemination, guidance and strict compliance.


OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

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

SGOD/KRAS/hrd

RESEARCH





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

Attachment No. 1

(Letterhead-DO)

Name of School

Address of the School

TITLE OF THE BASIC OR ACTION RESEARCH

Submitted by:

Signature Over Printed Name

Position Held





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Attachment No. 2

TITLE OF THE BASIC OR ACTION RESEARCH
(Note: This research summary should be placed in one (1) page only)

Part I. Situation

This part enshrined the general situation's/circumstance's significance that make the researcher develop his/her research. This part specifically articulates why this study is important. Data and other pertinent information relative to this study could be discussed in this part. The individuals/groups learners/teaching, teaching-related and non-teaching personnel who could benefit this study should be indicated herein. The processes on how this study could benefit the beneficiary should form part in this portion.

Part II. The Intervention (if Action Research)
Findings and Insights (if Basic Research)

This part introduces and describes the intervention/strategy or approach to address the issue or problem. Further, this part also discusses the methods and procedures on how the intervention, strategy or approach is to be administered.

Insights gained from the study can also be underscored in this part.

Part III. Summary

Please specify the following:

Purpose

Findings and Insights

Research Limitations/implications (if applicable)

Reflection





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Attachment No. 3

(Letterhead-DO)

Name of School

Address of the School



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph



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Attachment 4

(Letterhead-DO)

NAME OF SCHOOL

OFFICE OF THE SCHOOL HEAD

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that the personnel in this school, whose names are found in the attached List of Teaching, Teaching-related and Non-Teaching Researchers (listing follows the order in the general payroll) including the undersigned had conducted, written and adhered to the policies and guidelines in the conduct and writing of basic or action research studies stipulated in DepEd Order No. 16, series 2017, re: Research Management Guidelines or at the Division Memorandum for CI-based research studies.

This is to certify further that the completed copies (in printed and electronic copies) of the research studies conducted had been thoroughly reviewed and checked by the members of the schools' research committee and were found to be in order. Final reports of research studies conducted including the undersigned' are kept and in the custody of the office of the School Head in this school.

Issued this (date when this certification is signed) day of July 2020 at name of school, address of the school.

NAME OF THE SCHOOL HEAD

Position of the School Head
(Signature over Printed name)





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Attachment 5

(Letterhead-DO)

LIST OF TEACHING AND NON-TEACHING PERSONNEL

District of: _____

Name of School

Address of School

No.	Name of Teaching, Teaching-related and Non-Teaching Researchers			Position Held
1.	Catid	Melende	B.	Secondary School Principal II
2.	Aba	Jose Jr.	M.	Teacher I
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.	Nothing follows			

Prepared by:

School Head
(SIGNATURE OVER PRINTED NAME)

