



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

09 August 2023

DIVISION MEMORANDUM
No. 324, s. 2023

REITERATION OF RESEARCH MANAGEMENT, PROCESSES AND GUIDELINES

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 Others Concerned
This Division

1. In support of the Department's policy development process, research agenda, and policy and program development and implementation, the Department of Education (DepEd) continues to promote and strengthen the culture of research in basic education. DepEd El Salvador through the Schools Division Research Committee (SDRC), reiterates the submission processes and guidelines for basic and action researches; to wit:

1.1 Teaching and non-teaching personnel must observe the following research phases before one may proceed to the next step:

Phase I: Action Plan with proposed topic/intervention (*must be approved first by the Division Research Committee before proceeding to Phase II*)

Phase II: Research Proposal (*must be approved first by the Division Research Committee before proceeding to Phase III*)

Phase III: Completed Paper for Review

Phase IV: Division Research Committee certifies the utilization and impact of research conducted

2. Further, for basic/action research, it is highly recommended to have a maximum of three (3) proponents for group research, unless C.I (*Continuous Improvement*) Project is applied. In submitting the paper, please specify the following (for group research):

a. 1 Lead Proponent/Team Leader



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- b. Maximum of two (2) members
3. School Heads are also directed to form their School-Based Research Committee to do initial screening and review on researches before submission to the Division Level. Please refer to D.O 16, s.2017 for Research Management Guidelines. The following are the composition of the Schools Division Research Committee (SDRC):
- Adviser: Randolph B. Tortola (*Schools Division Superintendent*)
Chair: Conniebel C. Nistal (*Asst. Schools Division Superintendent*)
Co-Chair: Rolly B. Labis, EdD (*Chief, SGOD*)
Co-Chair: Ninian A. Alcasid, PhD (*Chief, CID*)
Division Research Coordinator: Karen Rose A. Serrania (*SEPS-HRD*)
- Members: John Franklin Dresser, PhD (*EPS, CID Representative*)
Analyn G. Fabria, PhD (*EPS-SGOD*)
Kevin B. Asequia (*Planning Officer III*)
Maricel B. Jangao, CPA (*Division Accountant*)
Jurica Ethel L. Estrada (*Secretariat*)
4. Further, the research proponents are required to observe the highest standard of ethics during the preparation and implementation of the research proposals. They will ensure that the research proposal and final report submitted are original works. Appropriate referencing and citation must be included in the research proposal and final report.
5. The following attachments based on Deped Order 16, s.2017 are as follows:
- a. Attachment 1-Research Management Cycle,
 - b. Attachment 2- Annexes
 - c. Attachment 3-Suggested templates for research and project innovation
6. For Human Resource Merit Promotion and Selection Board (HRMPSB), only completed paper that underwent the research phases specified in this memorandum shall be accepted for ranking and evaluation. Moreover, research-based innovations shall also follow the said phases.





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7. Further, this research initiative shall adhere 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.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

SGOD/KRAS/hrd RESEARCH
GUIDELINES



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Attachment I. RESEARCH MANAGEMENT CYCLE

CALL FOR RESEARCH PROPOSALS

Proponents will be given one (1) month after the posting of call for proposals to submit the intended study. The research proposal will be submitted in either hard or electronic copies to the appropriate research committee. The requirements are as follows:

1. Application form and endorsement of immediate supervisor of the proponent (Annex 1);
2. Research proposal (Annex 2); and
3. Anti-plagiarism and absence of conflict of interest declaration (Annex 3)

EVALUATION OF PROPOSALS

INITIAL SCREENING

The respective Secretariats will conduct initial screening of submitted proposals against the eligibility requirements. Proposals falling under the following conditions will not be further evaluated, and will immediately be returned, with technical inputs, to the proponents:

1. Incomplete documentary requirements as prescribed during the call for proposals;
2. Conflict of interest in personal and professional aspects, which may influence the impartiality of the parties concerned, whether the proponent or the research manager;
3. Non-conformance to research ethics;
4. Exceeding the maximum amount of research grant with no provision for cost-sharing;
5. Non-alignment of research topic with the national and local Basic Education Research Agenda; and
6. Cost estimates not within the existing accounting and auditing rules and regulations





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The Secretariat will duly inform the proponent of the results from the initial screening. The proponents who passed the initial screening shall then be endorsed to the respective research committees for a more rigorous evaluation.

PROGRESS MONITORING

The SDRC shall track the progress of all approved researches based on the approved work plan, and provide technical assistance as needed. As research managers, the SDRC will conduct random visits to the locations of research, and discuss with the researchers the status of their studies.

School heads and Division ALS coordinators will track the progress of approved researches in their respective schools and CLCs.

TECHNICAL ASSISTANCE

Technical assistance will be provided by the research managers to the researchers based on the feedback from the progress monitoring. The SGOD will assist the researchers, if needed or as requested, at any point during the research implementation.

PROVISION ON CHANGES AND EXTENSION

Request for Changes in the Research - Any deviation from the original and approved research proposal must immediately be communicated to the Secretariat.

For modifications on the research design of the same research topic, the researcher must write a letter to the relevant research committee detailing the changes made. The research committee will evaluate the changes for their approval. The approved research topic cannot be changed by the researcher at any point during the study.

Cost implications due to changes will not be granted with additional DepEd funds, unless another funding source is available for this purpose. Cost sharing arrangements, if applicable, should be explicitly indicated in the proposal (Annex 1).

Request for Extension - In the event that the grantee sees the need for an extension, a letter of request for extension with justification must be submitted to the chair of the relevant research committee. Valid reasons for extension such as, but not limited to, illness of the



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researcher, occurrence of disasters, and other extenuating circumstances will be decided by the Committee. The request for extension will be approved, provided there will be no additional cost to DepEd. The researcher will be allowed only one request for extension. The duration of the extension will be assessed and decided by the Research Committee. Granted extensions will not exceed one (1) year.

In cases where unforeseen circumstances force the cessation of the implementation of the research, the researcher shall write a letter to the Research Committee with justification and documentary support.

SUBMISSION AND ACCEPTANCE

Completed research must be submitted to the research committees. The Secretariat will conduct technical evaluation to determine the acceptability of the output. Submitted outputs with additional requirements, comments, and recommendations will be returned for revision. This will be outside the research work plan.

In addition, for accountability and reproducibility of research, **Enhanced School Improvement Plan (eSIP) / Annual Implementation Plan (AIP)** - Research results may be incorporated in the SIP. School planning activities may bring forth possible research topics. These may also be plotted as research initiatives in the SIP and AIP.

***School Report Card (SRC).** Interventions made as a result of action results may be included in the SRC.

ii. ARCHIVAL

The SGOD will set up mechanisms to archive all completed education researches, along with other relevant documents, such as the data sets used during the study.

iii. MONITORING AND EVALUATION

Apart from the progress monitoring of the researches being conducted, the SGOD shall conduct monitoring and evaluation of the entire research management cycle within their respective areas to continuously improve the management of research. Feedback will be communicated through M&E platforms in their respective governance levels





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Attachment 2: Annexes

ANNEX 1: Research Proposal Application Form and Endorsement of Immediate Supervisor

B. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH	
RESEARCH CATEGORY (check <u>only one</u>) <input type="radio"/> National <input type="radio"/> Region <input type="radio"/> Schools Division <input type="radio"/> District <input type="radio"/> School (check <u>only one</u>) <input type="radio"/> Action Research <input type="radio"/> Basic Research	RESEARCH AGENDA CATEGORY (check <u>only one</u> main research theme) <input type="radio"/> Teaching and Learning <input type="radio"/> Child Protection <input type="radio"/> Human Resource Development <input type="radio"/> Governance (check <u>up to one</u> cross-cutting theme, if applicable) <input type="radio"/> DRRM <input type="radio"/> Gender and Development <input type="radio"/> Inclusive Education <input type="radio"/> Others (please specify):
FUND SOURCE (e.g. BERF, SEF, others)*	AMOUNT
TOTAL AMOUNT	

**indicate also if proponent will use personal funds*

C. PROPONENT INFORMATION

LEAD PROPONENT / INDIVIDUAL PROPONENT

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION/ DESIGNATION:



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REGION / DIVISION / SCHOOL (whichever is applicable)		
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i>	TITLE OF THESIS/ RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		

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PROPONENT2

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) <i>enumerate from bachelor's degree up to doctorate degree</i>	TITLE OF THESIS/ RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		

PROPONENT3

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION/ DESIGNATION:
SCHOOL/ OFFICE ADDRESS:		DIVISION/ REGION:

al



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CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i>	TITLE OF THESIS / RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		

IMMEDIATE SUPERVISOR'S 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 Immediate Supervisor

Position / Designation : _____

Date:

Name and Signature of Immediate Supervisor

Position / Designation : _____

Date: _____

Name and Signature of Immediate Supervisor

Position / Designation : _____

Date: _____

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ANNEX 2: Minimum Requirements of the Research Proposal

A. BASIC RESEARCH PROPOSAL TEMPLATE

- I. Introduction and Rationale
11. Literature Review
111. Research Questions
- IV. Scope and Limitation
- V. Research Methodology
 - a. Sampling
 - b. Data Collection
 - c. Ethical Issues
 - d. Plan for Data Analysis
- VI. Timetable / Gantt Chart
- VII. Cost Estimates
- VIII. Plans for Dissemination and Advocacy
- IX. References

B. ACTION RESEARCH TEMPLATE

- I. Context and Rationale
11. Action Research Questions
- III. Proposed Innovation, Intervention, and Strategy
- IV. Action Research Methods
 - a. Participants and/or other Sources of Data and Information
 - b. Data Gathering Methods
 - c. Data Analysis Plan
- V. Action Research Work Plan and Timelines
- VI. Cost Estimates
- VII. Plans for Dissemination and Utilization
- VI11. References

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ANNEX 3: Declaration of Anti-Plagiarism and Absence of Conflict of Interest

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 acknowledgment 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 (insert grant mechanism).

PROPONENT: _____

SIGNATURE: _____

DATE: _____

PROPONENT: _____

SIGNATURE: _____

DATE: _____

PROPONENT: _____

SIGNATURE: _____

DATE: _____

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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:

PROPONENT:

SIGNATURE: _____



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Attachment 3. Suggested Components for Research and Templates for Innovation

A. RESEARCH

- a. Rationale
- b. Research Questions
- c. Related Literature
- d. Research Methods
- e. Discussion of Results
- f. Conclusion and Recommendation
- g. Advocacy/Work Plan & Utilization
- h. References (APA, 7th Edition)

B. PROJECT INNOVATION PROPOSAL

- I. PROJECT TITLE
- II. NAME OF PROPONENT
- III. RATIONALE
 - Reasons for doing the project (explain what needs/problems/gaps you are trying to solve and why these needs/problems are worth solving)
 -

- IV. INNOVATION DESCRIPTION
Brief Description of Innovation

- A. Objectives
- B. Methodology

Tasks	Timeline	Success Indicator

- V. PRE-IMPLEMENTATION PHASE
 - A. Preparatory Mechanisms
 - B. Budgetary Requirements



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VI. IMPLEMENTATION PHASE

Risks Management

Risks	Control Measure (plans to control)

VII. POST IMPLEMENTATION PHASE

(Monitoring and Evaluation)

Prepared:

Reviewed:

Approved:

PROJECT REPORT/ACCOMPLISHMENT REPORT

- I. PROJECT TITLE
- II. PROPONENT
- III. INNOVATION DESCRIPTION

Goal/Objectives	Tasks	Success Indicator	Status

IV. FEEDBACK ON THE MECHANISMS FOR SUSTAINABILITY OF THE PROJECT

V. DOCUMENTATION

Prepared:

Reviewed:

Approved:



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