


MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent  
OIC Chief – Curriculum Implementation Division  
OIC Chief – School Governance and Operations Division  
Division Unit/Section Heads  
Elementary and Secondary School Heads  
All Others Concerned

FROM :  DR. ROMMEL C. BAUTISTA, CESO V  
Schools Division Superintendent

SUBJECT : SUBMISSION OF COMPLETED RESEARCHES FOR SY 2017-2018

DATE : February 26, 2018

Pursuant to paragraph vii, section B, part V of DepEd Order No. 16, s. 2017, *Research Management Guidelines*, the full paper of completed researches conducted in School Year (SY) 2017 – 2018 following the required minimum requirements of completed research report in Annex 6 of the Order are to be submitted to this Office in two (2) copies not later than **April 6, 2018**, Attention: Planning and Research Section.

The soft copy of the paper in PDF format and the executive data set in Excel format shall likewise be submitted through email at [antipolo.research@gmail.com](mailto:antipolo.research@gmail.com) using the research title as subject heading.

Widest dissemination of this Memorandum is desired.

UM-105, s. 2018  
ALA@SGOD

## **ANNEX 6: Minimum Requirements of Completed Research Report**

### **A. COMPLETED BASIC RESEARCH TEMPLATE**

- I. Title Page
- II. Abstract
- III. Acknowledgment
- IV. Introduction of the Research
- V. Literature Review
- VI. Research Questions
- VII. Scope and Limitation
- VIII. Research Methodology
  - a. Sampling
  - b. Data Collection
- IX. Discussion of Results and Recommendations
- X. Dissemination and Advocacy Plans
- XI. References
- XII. Financial Report

### **B. COMPLETED ACTION RESEARCH**

- I. Title Page
- II. Abstract
- III. Acknowledgment
- IV. Context and Rationale
- V. Innovation, Intervention, and Strategy
- VI. Action Research Questions
- VII. Action Research Methods
  - a. Participants and/or other Sources of Data and Information
  - b. Data Gathering Methods
- VIII. Discussion of Results and Reflection
- IX. Action Plan
- X. References
- XI. Financial Report