




MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent
OIC Chiefs – CID and SGOD
Division Officials and Personnel
Elementary and Secondary School Heads
School Research Coordinators
All Others Concerned

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

SUBJECT : **CALL FOR RESEARCH PROPOSALS FOR SY 2018 – 2019**

DATE : June 7, 2018

Pursuant to DepEd Order No. 16, s. 2017, Research Management Guidelines, this office announces the deadline of submission of research proposals of division officials and personnel, school heads, teachers, and school personnel for School Year (SY) 2018 – 2019 on June 29, 2018.

Hard copies of proposals shall include Enclosures 1 to 4 of this Memorandum placed in a long brown envelope, while soft copies of the proposal shall be sent to antipolo.research@gmail.com.

- Enclosure 1 – Minimum Requirements for the Research Proposal
- Enclosure 2 – Research Proposal Application Form
- Enclosure 3 – Declaration of Anti-Plagiarism
- Enclosure 4 – Declaration of Absence of Conflict of Interest

Soft copies of the enclosures may be downloaded at <http://bit.ly/AntipoloRP2018>.

Widest dissemination of this Memorandum is highly appreciated.

UM- 254 S, 2018
@ala-sgod



Enclosure 1 to UM-254, s. 2018

Minimum Requirements of the Proposal

Paper size: A4

Font style and size: Arial 11

Line spacing: Double-spaced

Basic Research Proposal Template

- I. Introduction and Rationale
- II. Literature Review
- III. 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

Action Research Proposal Template

- I. Context and Rationale
- II. 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
- VIII. References



Enclosure 2 of UM-254, s. 2018

Research Information and Proponent Information

I. Research Information

Research Title:		
Short Description of the Research (150 words only):		
Research Category Scope: (check only one) <input type="checkbox"/> National <input type="checkbox"/> Regional <input type="checkbox"/> Division <input type="checkbox"/> District <input type="checkbox"/> School	Type: (check only one) <input type="checkbox"/> Basic research <input type="checkbox"/> Action research	Research Agenda Category (check only one): <input type="checkbox"/> Teaching and Learning <input type="checkbox"/> Child Protection <input type="checkbox"/> Human Resource Development <input type="checkbox"/> Governance Check one cross-cutting theme, if applicable: <input type="checkbox"/> Disaster Risk Reduction and Management <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education

II. Proponent Information

Lead Proponent/Individual Proponent

Surname:	Given Name:	Middle Name:
Birthdate:	Sex:	Position/Designation:
Region: Calabarzon	Division: Antipolo City	School:
Contact Number:	Email Address:	
Highest Educational Attainment:	Degree Title/Course:	Title of Thesis/Related Research Project:
Signature of Proponent:		



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO



Proponent 2

Surname:	Given Name:	Middle Name:
Birthdate:	Sex:	Position/Designation:
Region: CALABARZON	Division: ANTIPOLO CITY	School:
Contact Number:	Email Address:	
Highest Educational Attainment:	Degree Title/Course:	Title of Thesis/Related Research Project:
Signature of Proponent:		

Proponent 3

Surname:	Given Name:	Middle Name:
Birthdate:	Sex:	Position/Designation:
Region: CALABARZON	Division: ANTIPOLO CITY	School:
Contact Number:	Email Address:	
Highest Educational Attainment:	Degree Title/Course:	Title of Thesis/Related Research Project:
Signature of Proponent:		

IMMEDIATE SUPERVISOR'S CONFORME (optional)

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



Enclosure 3 of UM-294, s. 2018

Declaration of Anti-Plagiarism

I/We, _____, 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 or that of the undersigned proponents and/or using some parts of their work without proper acknowledgment and referencing.

I/We hereby attest to the originality of this research proposal and has cited properly all the references used. I/We further commit that all deliverables and the final research study emanating from this proposal shall be of original content. I/We shall use appropriate citations in referencing other works from various sources. I/We also hereby attest that this research has not yet been finished and is not part of the proponent/s' thesis/dissertation.

I/We understand that violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education.

Name and Signature of Lead Proponent

Date

Name and Signature of Proponent

Date

Name and Signature of Proponent

Date



Enclosure 4 of UM-064, s. 2018

Declaration of Absence of Conflict of Interest

I/We _____, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my/our judgment in evaluating, conducting, or reporting research.

I/We hereby declare that I/we do not have any personal conflict of interest that may arise from my application and submission of my research proposal.

I/We understand that my research proposal may be returned to me/us if found out that there is conflict of interest during the initial screening as per DO 16, s. 2017.

Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my research, I/we will duly report it to the research committee for immediate action.

I/We understand that I/we may be held accountable by the Department of Education for any conflict of interest which I/we have intentionally concealed.

Name and Signature of Lead Proponent

Date

Name and Signature of Proponent

Date

Name and Signature of Proponent

Date