MEMORANDUM

TO: OIC – Assistant Schools Division Superintendent
    OIC Chief – Curriculum Implementation Division
    Chief – School Governance and Operations Division
    Division Officials and Personnel
    Public School District Supervisors
    Elementary and Secondary School Heads
    All Others Concerned

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

SUBJECT: SUBMISSION OF COMPLETED RESEARCHES FOR SY 2018 – 2019

DATE: April 1, 2019

Pursuant to paragraph vii, section B, part V of DepEd Order No. 16, s. 2017, Research Management Guidelines, research conducted in schools, districts, and division following the required minimum requirements of a completed research report in Annex 6 of the Order shall be submitted to the Schools Division Research Committee (SDRC) for review and evaluation.

Relative to this, all completed researches conducted in SY 2018-2019 are to be submitted to this Office through email at depedantipolo.research@gmail.com using the research title as Subject Heading not later than April 26, 2019.

The soft copy of the paper shall be in Word or PDF file (not scanned) following the enclosed general format and template, together with the executive data set in Excel file. All approved researches shall have a Reference Number to be issued through a Division Memorandum.

Wide dissemination of this Memorandum is desired.

UM-____ s. 2019
@ala-sgod
ANNEX 6: Minimum Requirements of Completed Research Report

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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 (optional)

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 (optional)