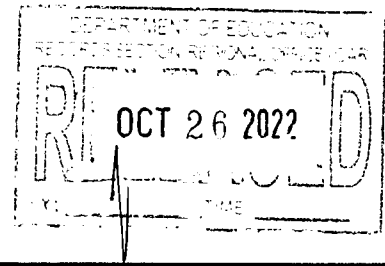




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



October 24, 2022

REGIONAL MEMORANDUM

No. 528.2022

CALL FOR SUBMISSION OF RESEARCH PROPOSALS

To: Regional Office Division Chiefs
Schools Division Superintendents
Senior Education Program Specialists (Planning and Research)
All Schools Divisions
Others Concerned

1. Relative to DepEd Order No. 16, s. 2017 entitled “Research Management Guidelines”, this Office, through the Policy, Planning, and Research Division (PPRD) calls for the online submission of research proposals on or before **November 28, 2022**. It is understood that all proposals submitted were thoroughly reviewed and screened by the Schools Division Research Committee (SDRC). A certification signed by the SDRC shall be attached to the proposal.

2. Research proposals submitted and approved by the Office (BERF or non-BERF) will be included in the region’s research activities such as training, conference, and publication.

3. The research proposal in *MS Word* to be submitted to car should include a scanned copy of the following:

a. Indorsement from the Schools Division Office (individual/group) and Certification of SDRC evaluation and approval (individual)

b. Application form and endorsement of Immediate Supervisor
(Enclosure 1)

c. Anti-plagiarism and Absence of Conflict-of-Interest Declarations
(Enclosure 2)

There shall be only two documents from each proponent, one for the proposal and one for the scanned copies named using the format below:

DELA CRUZ J. tabuk city action research

DELA CRUZ J. tabuk city required documents

4. The absence of one of the required documents or an incomplete research proposal based on the required forms and styles (Enclosure 3) will be disapproved without further evaluation.

5. The target implementation of the research proposals shall be **February 2023** onwards giving ample time for evaluation and approval of the Regional Research Committee (RRC) (Enclosure 4).



6. Original signed documents shall be submitted later. Soft copies of the documents could be accessed through <https://bit.ly/ResearchProposal2022>.
7. All proponents of evaluated proposals will be notified for coaching and/or orientation.
8. For submission and more inquiries, please contact the PPRD at telephone no. 422-1318 or email address pprdberf.depedcar@gmail.com.
9. Immediate and wide dissemination of this Memorandum is desired.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV / Regional Director 

Enclosures as stated.
PPRD/ALP/CPD

Enclosure 1 : Regional Memorandum No. 528.2022

Research Proposal Application Form and Endorsement of Immediate Supervisor

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH <i>(This includes the following: main purpose/objective of the study, participants, data collection, data analysis plan)</i>	
RESEARCH CATEGORY (check only one) <input type="radio"/> National <input type="radio"/> Region <input type="radio"/> Schools Division <input type="radio"/> District <input type="radio"/> School (check only one) <input type="radio"/> Action Research <input type="radio"/> Basic Research	RESEARCH AGENDA CATEGORY (check only one 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 up to one 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	AMOUNT
BERF	
TOTAL AMOUNT	

B. PROPONENT INFORMATION

LEAD PROPONENT / INDIVIDUAL PROPONENT

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

PROPONENT 2

LAST NAME:		FIRST NAME:		MIDDLE NAME:	
BIRTHDATE (MM/DD/YYYY)		SEX:	POSITION / DESIGNATION:		
REGION / DIVISION / SCHOOL (whichever is applicable)					
CONTACT NUMBER 1:		CONTACT NUMBER 2:		EMAIL ADDRESS: (DepEd email)	
EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i>		TITLE OF THESIS / RELATED RESEARCH PROJECT			
SIGNATURE OF PROPONENT:					

PROPONENT 3

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

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: _____

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 have 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 of this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education and Basic Education Research Fund.

PROPONENT: _____
SIGNATURE: _____
DATE: _____

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 Research Management Cycle item ii. a.
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 Basic Education Research Fund for any conflict of interest which I have intentionally concealed.

PROPONENT: _____
SIGNATURE: _____
DATE: _____

¹ Office of Ethics and Compliance, University of California, San Francisco, retrieved from <http://coi.ucsf.edu/>

REQUIREMENTS FOR RESEARCH PAPERS

- Research papers must be of **Arial font and size of 11 pt.** It must also be typed **double-spaced** on a standard **A4 paper with normal margin or 1”** on all sides.
 - Pagination – Upper – right corner
 - Titles – refer to APA 7th edition
 - Alignment - left

Basic Research Proposal	Action Research Proposal
<ul style="list-style-type: none"> • Title Page • Table of Contents <p style="text-align: center;">Introduction and Rationale</p> <p style="text-align: center;">Literature Review</p> <p style="text-align: center;">Research Questions</p> <p style="text-align: center;">Scope and Limitations</p> <p style="text-align: center;">Research Methodology</p> <p>Research Design Population and/ or Sampling Data Collection Plan for Data Analysis Ethical Issues</p> <p style="text-align: center;">Timetable/Gantt Chart</p> <p style="text-align: center;">Cost Estimates</p> <p style="text-align: center;">Plan for Dissemination and Advocacy</p> <p style="text-align: center;">References</p> <p>Appendices (letters, data gathering tools, parent’s waiver, assent form, etc.)</p>	<ul style="list-style-type: none"> • Title Page • Table of Contents <p style="text-align: center;">Context and Rationale</p> <p style="text-align: center;">Action Research Questions</p> <p style="text-align: center;">Proposed Innovation, Intervention and Strategy</p> <p style="text-align: center;">Action Research Methods</p> <p>Research Design Participants and/or other Sources of Data and Information Data Gathering Methods Data Analysis Plan Ethical Issues</p> <p style="text-align: center;">Action Research Work Plan and Timelines</p> <p style="text-align: center;">Cost Estimates</p> <p style="text-align: center;">Plan for Dissemination and Utilization</p> <p style="text-align: center;">References</p> <p>Appendices (letters, data gathering tools, parent’s waiver, assent form, etc.)</p>

Template for: Title Page

Social Media Consumption of the Elementary Teachers in the Schools Division of Abra

Juan A. Dela Cruz

Master Teacher II

Mabili National High School

Pillar, Abra

Schools Division Office - Abra

Basic Research Proposal

November 2022

Action Research Work Plan and Timelines

Milestones and Activities	Date (Week)																							
	Oct				Nov.				Dec. - Jan.		Feb				March					April				M ay
	1	2	3	4	1	2	3	4			1	2	3	4	1	2	3	4	5	1	2	3	4	
Milestone 1: Planning and Design																								
Identifying intervention for the action research proposal																								
Finding/ reading resources																								
Writing/ organizing of the action research proposal																								
Permission from parents and approval of the school head for the conduct of the study.																								
Preparing of questions for the pre- and posttests																								
Milestone 2: Data Collection																								
Submission of action research proposal for approval																								
Downloading of modules; Preparation and Making of video lessons																								
Conduct the pre-test																								
Module 1: Intro to Permutation																								
Module 2: Distinguishable Permutations																								
Module 3: Combination																								
Module 4: Probability of Compound Events																								
Module 5: Mutually and Not Mutually Exclusive Events																								
Module 6: Probability of Independent/Dependent Events																								
Module 7-8: Conditional Probability																								
Conduct the posttest																								
Milestone 4: Completing the research paper																								
Organizing and interpreting the data gathered																								
Writing of the completion report																								
Submission of completion report to the school principal, then to the Division Office																								
Conducting forum with stakeholders																								

Enclosure 4 : Regional Memorandum No. 528 .2022

Timeline of Submission, Evaluation, and Approval of Proposals

Activities	Target Dates
Submission of Proposals	October 25 to November 28, 2022
Initial Assessment of proposals: Eligibility requirements	December 5 – 9, 2022
Evaluation of Technical Working Committee	December 12 – 29, 2022
Coaching and Orientation of Research Enthusiast (CARE) Program	January 9 – 20, 2023 <ul style="list-style-type: none">- <i>For proposals that passed the evaluation and with minor revisions</i>• <i>For proposals that did not pass the evaluation or with major revisions: the CARE program will be scheduled separately (Target date: February 2023)</i>
Approval of research proposals	January 23 – 31, 2023
Preparation and submission of Deliverables	February 2023
Release of 1 st Tranche	