



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

FEB 23 2021

**DIVISION MEMORANDUM**

No. 058, s. 2021

**CALL FOR RESEARCH PROPOSALS FOR SCHOOL YEAR 2020-2021**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
SDO Personnel  
Public Elementary, Junior High School and Senior High School Principals  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. Pursuant to the efforts to strengthen the research culture in the Schools Division of Bataan, this Office announces the Call for Proposals for School Year 2020-2021.

Call for Proposals	Submission to SDO Annex	Submission to SDO
March 1, 2021	March 22, 2021	March 29, 2021
April 19, 2021	May 10, 2021	May 17, 2021

2. A researcher may submit Policy Research Program Fund (PRPF- formerly BERF) proposal or non-PRPF proposal. All research proposals should follow the guidelines stipulated in DepEd Order No. 16, 2017 (Research Management Guidelines) and Regional Memorandum No. 228, s. 2020 (Policy Guidelines on the Adherence to Ethical Research Principles and Responsibilities in Studies Involving Teaching, Teaching-Related, Non-Teaching Personnel and Learners). In addition, Regional Memorandum No. 185, s. 2020 (Harmonized Regional Basic Education Research Agenda) shall provide guidance in the conduct of basic education research to ensure its alignment with the DepEd's vision, mission and goals, maximize existing resources and set up platforms for the sharing and use of results.
3. Two (2) hard copies of the research proposal (one copy shall be submitted to the SDO while the other one will be the proponent's received copy) and an electronic copy (in CD, with case and proper label), together with the other



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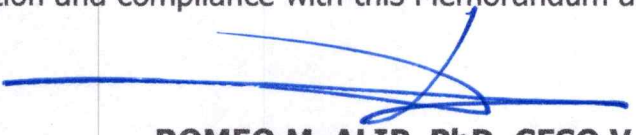
Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102  
Email Address: [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph) | Website: [www.depedbataan.com](http://www.depedbataan.com) | Facebook Page: [www.facebook.com/DepedBataan](https://www.facebook.com/DepedBataan)



ISO 9001: 2015 CERTIFIED

requirements must be submitted to the SDO Annex on the abovementioned dates.

4. The SDO Annex, through the District Research Committee, shall conduct initial screening of the research proposals to ensure the completeness of the requirements. Only proposals with complete requirements and parts shall be forwarded by the SDO Annex to the Planning and Research Unit of the SDO. Attached is the Checklist of Requirements for Research Proposals (Enclosure No. 1).
5. Considering the new normal, researchers are reminded of the following:
  - 5.1 Researchers are advised to utilize non-face to face, remote or virtual means of data gathering which should be clearly explained in the proposal under Data Collection Procedure. (Refer to RM No. 228, s.2020)
  - 5.2 Proposals that have been submitted during the previous call may still be resubmitted provided that the proposals are revised and adjusted to adapt to the new normal.
  - 5.3 Health and safety protocols should be strictly followed in the submission and evaluation of the research proposals.
6. Wide dissemination and compliance with this Memorandum are enjoined.

  
**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

References: DO 16, s. 2017  
RM 185, s. 2020  
RM 228, s. 2020  
DM 203, s. 2020

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

LEARNERS	NON-TEACHING
POLICY	RESEARCH
TEACHERS	TEACHING RELATED

## **Checklist of Requirements for Research Proposal**

### **New Proposal**

- \_\_\_\_\_ Endorsement by PSDS (2<sup>nd</sup> Endorsement )
- \_\_\_\_\_ Endorsement by School Head (1<sup>st</sup> Endorsement )
- \_\_\_\_\_ Certification of School Review Committee
- \_\_\_\_\_ Certification of District Research Committee
- \_\_\_\_\_ Application Form
- \_\_\_\_\_ Immediate Supervisor's Conforme
- \_\_\_\_\_ Two (2) hard copies of the Research Proposal  
(Complete parts and Appendices; Followed the technical guidelines stated in  
Regional Memorandum No. 57, s. 2018)
- \_\_\_\_\_ Electronic/ soft copy (in CD with case and proper label- Title, Researcher,  
Position, School, SDO Annex, Division)
- \_\_\_\_\_ Plagiarism Scan Report

### **Note:**

For Revised Proposals, same attachments are required including the original proposal with comments and Review Form

### **Technical Guidelines in Preparing the Research Proposal**

1. The text of the manuscript must conform to the following:
  - Bond Paper Size : Letter Size 8.5" X 11"
  - Font Style : Times New Roman
  - Font Size : 12
  - Text Spacing : Double Space
2. The American Psychological Association (APA) 6<sup>th</sup> Edition style must be used in citing references.

### **Outline of Applied Research Proposal**

Title Page  
Table of Contents  
Introduction  
Review of Related Literature and Studies

- Conceptual Framework
- Research Questions
- Hypothesis (if the study requires only)
- Significance of the Study
- Scope and Limitation

Method

- Type of Research
- Respondents
- Sampling Method
- Sources of Data
- Instrument/s

- Data Collection Procedure
- Ethical Considerations
- Data Analysis
- Timetable/ Gantt Chart
- Cost Estimates
- Plan for Dissemination and Advocacy
- References
- Appendices
  - Appendix A- Instrument/s
  - Appendix B- Informed Consent Form, Assent Letters, Informed consent form for Recording Interview (in case interview is a part of data gathering procedure)
  - Appendix C-Declaration of Anti-Plagiarism and Absence of Conflict of Interest

### **Outline of Action Research Proposal**

- Title Page
- Table of Contents
- Context and Rationale
  - Research Questions
  - Hypothesis (if the study requires only)
  - Significance of the Study
  - Scope and Limitation
- Method
  - Type of Research
  - Participants
  - Sampling Method
  - Proposed Innovation/ Intervention/ Strategy
  - Instrument/s
  - Data Collection Procedure
  - Ethical Considerations
  - Data Analysis
- Work Plan
- Cost Estimates
- Plan for Dissemination and Utilization
- References
- Appendices
  - Appendix A- Instrument/s
  - Appendix B- Informed Consent Form, Assent Letters, Informed consent form for Recording Interview (in case interview is a part of data gathering procedure)
  - Appendix C-Declaration of Anti-Plagiarism and Absence of Conflict of Interest

***\*Refer to RM No. 228 s, 2020 (Policy Guidelines on the Adherence to Ethical Research Principles and Responsibilities in Studies Involving Teaching, Teaching-Related, Non-Teaching Personnel and Learners) for the discussion of Data Collection Procedures and Ethical considerations***

# **I. RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT OF IMMEDIATE SUPERVISOR**

Please, make sure that all required fields are properly filled out prior to submission of the form.

## **A. RESEARCH INFORMATION**

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

*\*Indicate also if proponent will use personal funds*

**B. PROPONENT INFORMATION****LEAD PROPONENT/INDIVIDUAL PROPONENT**

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

**PROPONENT 2 (if applicable only)**

<b>LAST NAME:</b>	<b>FIRST NAME:</b>	<b>MIDDLE NAME:</b>
<b>BIRTHDATE (MM/DD/YYYY)</b>	<b>SEX:</b>	<b>POSITION/DESIGNATION:</b>
<b>SCHOOL/OFFICE ADDRESS:</b>		
<b>CONTACT NUMBER 1:</b>	<b>CONTACT NUMBER 2:</b>	<b>EMAIL ADDRESS:</b>

<b>EDUCATIONAL ATTAINMENT (DEGREE TITLE)</b> <i>Enumerate from bachelor's degree up to the doctorate degree</i>	<b>TITLE OF THESIS/DISSERTATION/RELATED RESEARCH PROJECT (Required to be filled out)</b>
<b>SIGNATURE OF PROPONENT:</b>	

**PROPONENT 3 (if applicable only)**

<b>LAST NAME:</b>		<b>FIRST NAME:</b>		<b>MIDDLE NAME:</b>	
<b>BIRTHDATE</b> (MM/DD/YYYY)		<b>SEX:</b>		<b>POSITION/DESIGNATION:</b>	
<b>SCHOOL/OFFICE ADDRESS</b>				<b>DIVISION/REGION:</b>	
<b>CONTACT NUMBER 1:</b>			<b>CONTACT NUMBER 2:</b>		<b>EMAIL ADDRESS:</b>
<b>EDUCATIONAL ATTAINMENT</b> <b>(DEGREE TITLE)</b> <i>Enumerate from bachelor's degree up to the doctorate degree</i>			<b>TITLE OF THESIS/DISSERTATION/RELATED RESEARCH PROJECT</b>		
<b>SIGNATURE OF THE PROPONENT:</b>					

**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: \_\_\_\_\_



## **II. 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 acknowledgement 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 of 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 1:**

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PROPONENT 2:**

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PROPONENT 3:**

PRINTED NAME: \_\_\_\_\_

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.<sup>1</sup>
2. I hereby declare that I do not have any personal conflict of interest that may arise from the application and submission of my research proposal. I understand that my research proposal may be returned to me if found out that there is a 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 1:**

PRINTED NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**PROPONENT 2:**

PRINTED NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**PROPONENT 3:**

PRINTED NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_