



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

APR 24 2024

DIVISION MEMORANDUM
No. 180 s. 2024

**REVIEW FORMS OF RESEARCH, INNOVATIONS, INCOME GENERATING
PROJECTS, AND APPLICATION PROJECTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals
School Review Committees
All Others Concerned

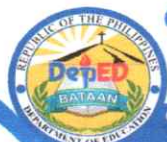
1. As another mechanism in ensuring compliance to the various guidelines for researches, innovation, application, and income generating projects, and in line with Division Memorandum No. 414, s. 2023, Division Memorandum No. 45, s. 2024, Division Memorandum No. 86, s. 2024 and Division Memorandum No. 115, s. 2024 which entail the guidelines for such, this Office, releases the various review forms, which shall be attached by proponents to their submitted documents, and shall serve as one of the tools in assessing the completeness of their submission.
2. It is emphasized that proponents must append a signed review form (*see Enclosure*) to the document that they've submitted. Further, the review forms enumerate the contents and required attachment of the respective documents, thus, proponents must ensure that all the enumerated requirements and processes are complete upon their submission to SDO Bataan.
3. Immediate and wide dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

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

RESEARCH INNOVATION IGP
APPLICATION PLANS





Kabukiran, Calaylayan, Abucay 2114 Bataan

www.depedbataan.com bataan@dep.gov.ph

www.facebook.com/DepedBataan

"We Mould Heroes"





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

Action and Applied Research Proposal Review Forms



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

Title: _____
 Researcher/s: _____ Position: _____
 School: _____ District: _____

REQUIRED ATTACHMENTS/PROCESSES:

- | | |
|---|---|
| <input type="checkbox"/> Endorsement by School Head (1 st Endorsement)
<input type="checkbox"/> Application Form
<input type="checkbox"/> Immediate Supervisor's Conformance
<input type="checkbox"/> Plagiarism Scan Report
<input type="checkbox"/> Intervention | <input type="checkbox"/> Certification of School Review Committee
<input type="checkbox"/> Alignment to DepEd Research Agenda
<input type="checkbox"/> Soft copy (https://bit.ly/softcopyofresearch)
<input type="checkbox"/> Original Proposal with Comments & Review Form (if Revised)
<input type="checkbox"/> Signed Action Research Proposal Review Form |
|---|---|

Action Research Proposal Review Form

PARTS	FINDINGS/RECOMMENDATIONS
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	
Respondents/ Participants and Sampling Method	
Proposed Innovation/ Intervention/ Strategy	
Instrument/s	
Data Collection Procedure	
Ethical Considerations	
Data Analysis	



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Work Plan	
Cost Estimates	
Plan for Dissemination and Utilization	
References	
Appendices A. Instrument/s	
B. Consent and Assent Letters	
C. Declaration of Anti-Plagiarism and Absence of Conflict of Interest	
Other Comments	

Submitted by:

Signature over Printed Name of the Proponent/s

Reviewed and Validated by:

Signature over Printed Name of Evaluator 1

Signature over Printed Name of Evaluator 2



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

Title: _____
 Researcher/s: _____ Position: _____
 School: _____ District: _____

REQUIRED ATTACHMENTS/PROCESSES:

- | | |
|--|--|
| <input type="checkbox"/> Endorsement by School Head (1 st Endorsement)
<input type="checkbox"/> Application Form
<input type="checkbox"/> Immediate Supervisor's Conforme
<input type="checkbox"/> Plagiarism Scan Report
<input type="checkbox"/> Intervention | <input type="checkbox"/> Certification of School Review Committee
<input type="checkbox"/> Alignment to DepEd Research Agenda
<input type="checkbox"/> Soft copy (https://bit.ly/softcopyofresearch)
<input type="checkbox"/> Original Proposal with Comments & Review Form (if Revised)
<input type="checkbox"/> Signed Applied Research Proposal Review Form |
|--|--|

Applied Research Proposal Review Form

PARTS	FINDINGS/RECOMMENDATIONS
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 and Sampling Method	
Sources of Data	
Instrument/s	
Data Collection Procedure	
Ethical Considerations	



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REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Data Analysis	
Time Table/Gantt Chart	
Cost Estimates	
Plan for Dissemination and Advocacy	
References	
Appendices D. Instrument/s	
E. Declaration of Anti-Plagiarism and Absence of Conflict of Interest	
Other Comments	

Submitted by:

Signature over Printed Name of the Proponent/s

Reviewed and Validated by:

Signature over Printed Name of Evaluator 1

Signature over Printed Name of Evaluator 2



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

Action and Applied Research Final Research Output Review Forms



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

Title: _____

Researcher/s: _____

Position: _____

School: _____

District: _____

REQUIRED ATTACHMENTS/PROCESSES:

- ____ Endorsement by School Head (1st Endorsement) ____ Certification of School Review Committee
____ Application Form ____ Signed Action Research Proposal Final Research Output Review Form
____ Immediate Supervisor's Conformance ____ Soft copy (<https://bit.ly/softcopyofresearch>)
____ Plagiarism Scan Report ____ Intervention (if applicable)
____ Copy of Approved Action Research Proposal (with Endorsement and Cert. of Acceptance)

Action Research Final Research Output Review Form

PARTS	FINDINGS/RECOMMENDATIONS
Title Page	
Abstract	
Acknowledgement	
Table of Contents	
List of Tables	
Context and Rationale	
Research Questions	
Hypothesis (if the study requires only)	
Significance of the Study	
Scope and Limitation	
Method -Type of Research	
Respondents/ Participants and Sampling Method	
Proposed Innovation/ Intervention/ Strategy	
Instrument/s	



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Data Collection Procedure	
Ethical Considerations	
Data Analysis	
Discussion of Results	
Conclusion	
Recommendation	
Plan for Dissemination and Utilization	
Financial Report	
References	
Appendices	
F. Instrument/s	
G. Consent and Assent Letters	
H. Declaration of Anti-Plagiarism and Absence of Conflict of Interest	
Other Comments	

Submitted by:

Signature over Printed Name of the Proponent/s

Reviewed and Validated by:

Signature over Printed Name of Evaluator 1

Signature over Printed Name of Evaluator 2



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

Title: _____
 Researcher/s: _____ Position: _____
 School: _____ District: _____

REQUIRED ATTACHMENTS/PROCESSES:

- _____ Endorsement by School Head (1st Endorsement) _____ Certification of School Review Committee
- _____ Application Form _____ Signed Applied Research Proposal Final Research Output Review Form
- _____ Immediate Supervisor's Conformance _____ Soft copy (<https://bit.ly/softcopyofresearch>)
- _____ Plagiarism Scan Report _____ Intervention (if applicable)
- _____ Copy of Approved Applied Research Proposal (with Endorsement and Cert. of Acceptance)

Applied Research Final Research Output Review Form

PARTS	FINDINGS/RECOMMENDATIONS
Title Page	
Abstract	
Acknowledgement	
Table of Contents	
List of Tables	
Context and Rationale	
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Respondents/ Participants and Sampling Method	
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Data Collection Procedure	



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Ethical Considerations	
Data Analysis	
Discussion of Results	
Conclusion	
Recommendation	
Plan for Dissemination and Utilization	
Financial Report	
References	
Appendices	
I. Instrument/s	
J. Consent and Assent Letters	
K. Declaration of Anti-Plagiarism and Absence of Conflict of Interest	
Other Comments	

Submitted by:

Signature over Printed Name of the Proponent/s

Reviewed and Validated by:

Signature over Printed Name of Evaluator 1

Signature over Printed Name of Evaluator 2



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

Innovation Proposal and Completed Innovation Project Report Review Forms



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

Title: _____

Lead Proponent: _____

Position: _____

School: _____

District: _____

REQUIRED ATTACHMENTS/PROCESSES:

- ____ Endorsement by School Head (1st Endorsement) ____ Certification of School Review Committee
____ Original Proposal with Comments & Review Form (if Revised) ____ Signed Innovation Proposal Review Form
____ Immediate Supervisor's Conformance ____ Soft copy (<https://bit.ly/softcopyofresearch>)
____ Plagiarism Scan Report ____ Innovation

Innovation Proposal Review Form

PARTS	FINDINGS/RECOMMENDATIONS
I. Proponents	
II. Implementing Entity	
III. Type of Innovation	
IV. Brief Description of the Proposal	
V. Scope of Implementation	
VI. Total Funding Requirement	
VII. Implementation Period	
VIII. Background	
IX. Rationale	
X. Project Description	
Methodology	
XI. Method	



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XII. Target Beneficiary	
XIII. Impact Estimation	
XIV. Work and Budget Plan	
XV. Monitoring and Evaluation	
XVI. Exit Plan	
XVII. Declaration of Anti-Plagiarism	
XVIII. Absence of Conflict of Interest	
XIX. Other Comments	

Submitted by:

Signature over Printed Name of the Proponent/s

Reviewed and Validated by:

Signature over Printed Name of Evaluator 1

Signature over Printed Name of Evaluator 2



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

Title: _____
 Lead Proponent: _____ Position: _____
 School: _____ District: _____

REQUIRED ATTACHMENTS/PROCESSES:

- Endorsement by School Head (1st Endorsement) Certification of School Review Committee
 Innovation Innovation Project Report Signed Review Form
 Copy of Approved Innovation Proposal Soft copy (<https://bit.ly/softcopyofresearch>)
 Plagiarism Scan Report Innovation

Completed Innovation Project Report Review Form

PARTS	FINDINGS/RECOMMENDATIONS
I. Cover Page	
II. Table of Contents	
III. Executive Summary	
IV. General Objective of the Innovation	
V. Description of the Innovation	
VI. Activities Undertaken during the Implementation	
VII. Highlight Accomplishments/ Improvements made by the Innovation	
VIII. Budget Utilization	
IX. Sustainability	
Appendices	
X. Approved Innovation Proposal	



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SCHOOLS DIVISION OFFICE OF BATAAN

XI. Certificate of Utilization	
XII. Certificate of Adoption (if applicable)	
XIII. Data Analysis Report	
XIV. Pictorials	
XV. Minutes of the Meetings (if applicable)	
XVI. Attendance logs (if necessary)	
XVII. Other significant/ relevant supporting document	
XVIII. Other Comments	

Submitted by:

Signature over Printed Name of the Proponent/s

Reviewed and Validated by:

Signature over Printed Name of Evaluator 1

Signature over Printed Name of Evaluator 2



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

Income Generating Project Proposal and Accomplishment Report Review Forms



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

Title: _____

Proponent/s: _____

Position: _____

School: _____

District: _____

REQUIRED ATTACHMENTS/PROCESSES:

- | | |
|---|--|
| <input type="checkbox"/> Endorsement by School Head (1 st Endorsement) | <input type="checkbox"/> Certification of School Review Committee |
| <input type="checkbox"/> Copy of Income Generating Project | <input type="checkbox"/> Soft copy (https://bit.ly/softcopyofresearch) |
| <input type="checkbox"/> Immediate Supervisor's Conformance | <input type="checkbox"/> Signed Income Generating Project Proposal Review Form |

Income Generating Project Proposal Review Form

Parts of Income Generating Project	Comments/Suggestions and Recommendations
Cover Page	
Table of Contents	
A. Title	
B. Proponents	
C. Project Site	
D. Participants	
E. Time Frame	
Objectives	
Source of Capital and Materials	
Budgetary Outlay: <ul style="list-style-type: none"> ➤ Initial Capital ➤ Expenses (Detailed/Itemized) ➤ Project Income for (1) year 	
Marketing Plan: <ul style="list-style-type: none"> ➤ Target Market ➤ Where the product will be sold ➤ Marketing Strategies 	



Republic of the Philippines
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REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Strategies for Implementation: A. Planning Stage B. Preparation Stage C. Implementation Stage D. Evaluation/ Assessment	
Sharing of Income	
Overall Comments/ Impressions of the Panel Member	

Submitted by:

Signature over Printed Name of the Proponent/s

Reviewed and Validated by:

Education Program Supervisor - TLE

Senior Education Program Specialist – Planning and Research



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

Title: _____
Proponent/s: _____ Position: _____
School: _____ District: _____

REQUIRED ATTACHMENTS/PROCESSES:

- _____ Endorsement by School Head (1st Endorsement) _____ Certification of School Review Committee
_____ Copy of Approved Income Generating Project Proposal _____ Soft copy (<https://bit.ly/softcopyofresearch>)
_____ Signed Income Generating Project Proposal Review Form

Accomplishment Report of Income Generating Project Review Form

Copy of the Approved IGP	
Activity Completion Report (with pictures)	
Financial Statement:	
Expenditure	
Sales	
Cash Flow	
Sharing of Income	
Findings and Recommendations	
Comments	

Submitted by:

Signature over Printed Name of the Proponent/s

Reviewed and Validated by:

Education Program Supervisor - TLE

Senior Education Program Specialist – Planning and Research



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

Action Plan for Application of Learning and Development and Education



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

Title: _____

Proponent: _____

Position: _____

School: _____

District: _____

REQUIRED ATTACHMENTS/PROCESSES:

_____ Endorsement by School Head (1st Endorsement)

_____ Certification of School Review Committee

_____ Action Plan

_____ Copy of Certificate of Participation

_____ Signed Application of Learning and Development Review Form

Application of Learning and Development

Parts of Application for Education	Comments/Suggestions and Recommendations
Employee Information <ul style="list-style-type: none"> • Name • Position • Date of Last Promotion • Workstation • Job Summary / KRA • Workplace Development Objectives • Target Competency 	
Background Information on Learning and Development <ul style="list-style-type: none"> • Title of L & D Attended • Inclusive Dates of Attendance • Key Topics • Type of L & D • Service Provider 	
Background on the Action Plan <ul style="list-style-type: none"> • Plan Title • Situationer • Plan Objectives • Timeframe • Target Outputs • Beneficiaries • Success Indicators 	
Action Plan	



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

Overall Comments/Impressions of the Panel Member (Curriculum Implementation Division)	
Overall Comments/Impressions of the Panel Member (School Governance and Operations Division)	

Submitted by:

Signature over Printed Name of the Proponent

Reviewed and Validated by:

Signature over Printed Name of Evaluator 1

Signature over Printed Name of Evaluator 2



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

Title: _____

Proponent: _____

Position: _____

School: _____

District: _____

REQUIRED ATTACHMENTS/PROCESSES:

_____ Endorsement by School Head (1st Endorsement)

_____ Certification of School Review Committee

_____ Action Plan

_____ Copy of Prospectus/Syllabus

_____ Signed Application of Education Review Form

Application of Education

Parts of Application for Education	Comments/Suggestions and Recommendations
Employee Information <ul style="list-style-type: none"> • Name • Position • Date of Last Promotion • Workstation • Job Summary / KRA • Workplace Development Objectives • Target Competency 	
Background Information on Education <ul style="list-style-type: none"> • Graduate Course • Inclusive Dates of Attendance • Highest Attainment • Prospectus • School Attended 	
Background on the Action Plan <ul style="list-style-type: none"> • Plan Title • Situationer • Plan Objectives • Timeframe • Target Outputs • Beneficiaries • Success Indicators 	
Action Plan	
Overall Comments/Impressions of the Panel Member (Curriculum Implementation Division)	



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

Overall Comments/Impressions of the Panel Member (School Governance and Operations Division)	
---	--

Submitted by:

Signature over Printed Name of the Proponent

Reviewed and Validated by:

Signature over Printed Name of Evaluator 1

Signature over Printed Name of Evaluator 2



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

Title: _____

Proponent: _____

Position: _____

School: _____

District: _____

REQUIRED ATTACHMENTS/PROCESSES:

_____ Endorsement by School Head

_____ Certification of School Review Committee

_____ Copy of Approved Action Plan

_____ Signed Application of Learning and Development AR Review Form

Application of Learning and Development Accomplishment Report

Parts of Application of Learning and Development AR	Comments/Suggestions and Recommendations
Approved Action Plan	
Accomplishment Report	
Overall Comments/Impressions of the Panel Member (Curriculum Implementation Division)	
Overall Comments/Impressions of the Panel Member (School Governance and Operations Division)	

Submitted by:

Signature over Printed Name of the Proponent

Reviewed and Validated by:

Signature over Printed Name of Evaluator 1

Signature over Printed Name of Evaluator 2



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

Title: _____

Proponent: _____

Position: _____

School: _____

District: _____

REQUIRED ATTACHMENTS/PROCESSES:

_____ Endorsement by School Head

_____ Certification of School Review Committee

_____ Copy of Approved Action Plan

_____ Signed Application of Education AR Review Form

Application of Education Accomplishment Report

Parts of Application of Education AR	Comments/Suggestions and Recommendations
Approved Action Plan	
Accomplishment Report	
Overall Comments/Impressions of the Panel Member (Curriculum Implementation Division)	
Overall Comments/Impressions of the Panel Member (School Governance and Operations Division)	

Submitted by:

Signature over Printed Name of the Proponent

Reviewed and Validated by:

Signature over Printed Name of Evaluator 1

Signature over Printed Name of Evaluator 2