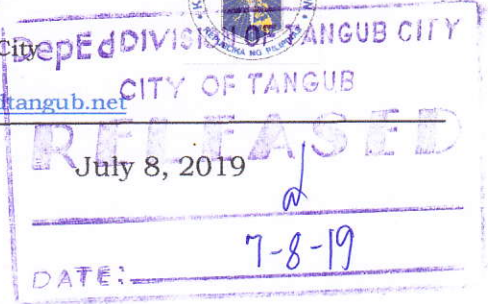




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**DIVISION MEMORANDUM**  
 No. 161, s. 2019

**RESEARCH MANAGEMENT GUIDELINES**

To: Curriculum Implementation Division (CID)  
 School Governance and Operations Division (SGOD)  
 School Heads, TICs and SICs  
 Teaching and Non-Teaching Personnel  
 This Division

1. In support of the Department’s policy development process, research agenda, and policy and program development and implementation, the Division of Tangub City continuously promotes and strengthens the culture of research in basic education. The Division hereby adopts and reiterates the **DepEd Order No. 16, s. 2017 re: Research Management Guidelines (RMG)** to provide guidance in managing research initiatives in the division and school levels.
2. Important provisions of the said Order is attached as annexes to this memorandum.
3. To properly carry-out this Research Guidelines, School heads are directed to organize School Research Committee (SRC). Furnish a copy of the composition of your SRC to the Division Research Coordinators, Mrs. Gina L. Mandawe or Mrs. Dorothy P. Neri, on or before July 12, 2019.
4. All previous Division issuances which are inconsistent with this D.O. No. 16, s. 2017 are hereby rescinded or modified accordingly.
5. Immediate dissemination of and strict compliance with this Order is directed.

*JGV*  
**JEAN G. VELOSO, CESO VI**  
 Asst. Schools Division Superintendent  
 OIC - Schools Division Superintendent

Reference:

DepEd Order # 16, s. 2017: Research Management Guidelines

To be indicated in the Perpetual Index

under the following subjects: RESEARCH PROPOSAL BERF  
 AGENDA GUIDELINES

/JGV/SGOD-Research and Planning Section/dpn



## **ANNEX 1: RESEARCH COMMITTEES**

- i. **SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC)**  
The School Division Research Committee (SDRC) will assume the responsibilities of research management at the schools division level. The SDRC will have the following roles and responsibilities:
1. Provide directions on research initiatives through the national and local Basic Education Research Agenda, and other identified priority research areas in the division;
  2. Evaluate and approve research proposals and other related research initiatives from the schools and community learner centers (CLCs) to be funded under BERF;
  3. Evaluate and approve research proposals and other related research initiatives within the schools division to be funded by other fund sources;
  4. Forge partnerships with academic and research institutions government agencies, and other DepEd offices on education research initiatives and projects.
  5. Prepare and submit reports to the Regional Research Committee (RRC) on all research initiatives conducted in the division from all fund sources;
  6. Resolve emerging issues on the management and conduct of research
  7. Ensure that cost estimates fall under the existing accounting and auditing rules and regulations; and
  8. Endorse approved school level proposals to the Regional Office for confirmation and release of funds under BERF.

The composition of the SDRC is as follows:

- Chair: **ROSEMARIE T. MACESAR**  
Assistant Schools Division Superintendent (ASDS)
- Co-Chairs: **MYRNA T. REGIDOR**  
Chief, Schools Governance and Operations Division  
*(For themes on Child Protection, Human Resource Development and Governance)*
- CARMELITA A. JUBAY**  
Chief, Curriculum Implementation Division  
*(For theme on Teaching and Learning)*
- Adviser: **JEAN G. VELOSO**  
Schools Division Superintendent (SDS)
- Members: **GINA L. MANDAWA**, EPS-1 in LRMDS  
**DOROTHY P. NERI**, Planning Officer-III  
**WILFREDO B. CANETE**, Physical Facilities Coordinator  
**SHIELDON F. HONCULADA**, District In-Charge

- ii. **SCHOOLS RESEARCH COMMITTEE (SRC)**  
Chair: **School Head**  
Members: **Minimum of two teachers, preferably, but not limited to:**
- **Master Teacher**
  - **Research Coordinator**
  - **SBM Coordinator**
  - **LRMDS Coordinator**



## **ANNEX 2: RESEARCH MANAGEMENT CYCLE**

### **i. RESEARCH MANAGEMENT CYCLE**

Research Management Cycle follows the following timelines:

<b>Activity</b>	<b>Timeline</b>	<b>Persons Involved</b>
Presentation of research proposals for the incoming School Year (SY)	May	Proponent; School Research Committee; Schools Division Research Committee
Evaluation of proposals for implementation in the incoming SY	May	Schools Division Research Committee
Conduct of research	June – January	Proponent
Submission of completed researches	February	Proponent; Schools Division Research Committee

Research proposals will be submitted in hard copy to the Division Research Coordinators. The requirements are as follows:

1. Research Proposal Application Form and Endorsement of Immediate Supervisor/School Head of the proponent (**Annex 3**)
2. Research proposal (**Annex 4**)
3. Declaration of Anti-plagiarism (**Annex 5**)
4. Declaration of Absence of Conflict of Interest (**Annex 6**)

Proposals and completed studies must abide by this document style and formatting:

**Paper size: A4**  
**Margins: Left: 1.5"**  
**Right, top and bottom: 1"**  
**Font: Bookman Old style**  
**Font size: 12**  
**Spacing: Double**

### **ii. EVALUATION OF PROPOSALS**

#### **a. INITIAL SCREENING**

The Division Research Coordinators, Mrs. Gina L. Mandawe for Teaching and Learning theme and Mrs. Dorothy P. Neri for Child Protection, Human Resource Development and Governance themes, will conduct initial screening of submitted proposal against the eligibility requirements. Proposals falling under the following conditions will not be further evaluated, and will immediately be returned, with technical inputs, to the proponents:

1. Incomplete documentary requirements as prescribed;
2. Conflict of interest in personal and professional aspects, which may influence the impartiality of the parties concerned, whether the proponent or the research manager;



3. Non-conformance to research ethics;
4. Exceeding the maximum amount of research grant with no provision for cost-sharing;
5. Non-alignment of research topic with the national and local Basic Education Research Agenda; and
6. Cost estimates not within the existing accounting and auditing rules and regulations.

For researches that will involve Indigenous Peoples (IP) learners, Indigenous Cultural Communities (ICCs), Indigenous Knowledge Systems and Practices (IKSPs), and Indigenous Learning Systems (ILSs), the Division Research Coordinators shall conduct a discussion with the recognized community representatives or elders in IPEd implementation from the community/ies to be involved in the research to validate the proposal's compliance with the ethical requirements.

The Schools Division Research Committee shall evaluate the proposals using the criteria and scoring template attached. At any point in the evaluation process, the committee may contact the proponent for clarifications through the most cost-efficient means.

To qualify for approval, the proponent must have a minimum score of 70%. The research committee shall provide comments, if any, to the proposals, for consideration of the proponent prior to the implementation of the research.

**iii. NOTIFICATION OF RESULTS**

Once the SDRC has evaluated the proposal, the Division Research Coordinators will send a notification letter of the results (Annex 5 of D.O. 16, s. 2017) to the proponent.

For approved proposals, the secretariat will conduct an orientation to brief the proponents on the requirements, roles, and responsibilities of the both the researcher and the concerned committees.

For disapproved proposals, proponents are encouraged to resubmit their proposals for consideration once they incorporate the comments from the previous evaluation. Technical assistance may be provided by the secretariat.

**vi. SUBMISSION AND ACCEPTANCE**

Completed research (**Annex 7**) must be submitted to the SDRC. The SDRC will conduct technical evaluation to determine the acceptability of the output. Submitted outputs with additional requirements, comments, and recommendations will be returned for revision. This will be outside the research work plan.

In addition, for accountability and reproducibility of research, researchers will submit an executive data set in an accessible file format



(i.e. Microsoft Excel file). Final approved outputs will be submitted in soft (PDF copy) and hard copies to the committee.

**vii. DISSEMINATION AND UTILIZATION**

Dissemination and utilization of research results are crucial in the achievement of learning outcomes, and improve teaching-learning and governance processes in schools, SDOs, ROS, and CO. Division Research Coordinators, in collaboration with the researchers, will take measure to ensure the dissemination and utilization of research results in various setting across governance levels. Further, researchers will disseminate and discuss their research results and recommendations in the area/office/governance level where the study was conducted, preferable attended by the respondents. Division Research Coordinators will provide a venue to actively disseminate results from completed research studies, and encourage everyone to analyze, consider, and incorporate these results in their practices.

The Division may utilize completed researches to improve learning outcomes and governance processes in their respective areas. Evidence should be heavily used in the **development of policies, frameworks, programs, and projects; strategic, operational, and mid-term plans; training programs and instructional materials**, to mention a few governance strategies.

With full support of school heads, teachers will disseminate and utilize their research through existing mechanisms such as, but not limited to, the following venues:

- Learning Action Cells (LACs). The LAC sessions may be maximized by sharing the results of ongoing and/or completed research. These may serve as input for teachers in their respective teaching-learning strategies.
- In-Service Training (INSET). The training design may include discussions on research results and how these can be utilized
- School Governing Council (SGC). Research results and proposed actions can be presented during school planning and monitoring activities.
- Enhanced School Improvement Plan (eSIP)/Annual Implementation Plan (AIP). Research results may be incorporated in the SIP. School planning activities may bring forth possible research topics. These may also be plotted as research initiatives in the SIP and AIP.
- School Report Card (SRC). Interventions made as a result of action results may be included in the SRC.



**ANNEX 3: RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT OF IMMEDIATE SUPERVISOR/SCHOOL HEAD**

**A. RESEARCH INFORMATION**

<b>RESEARCH TITLE</b>	
<b>SHORT DESCRIPTION OF THE RESEARCH</b>	
<b>RESEARCH CATEGORY</b> (check <u>only one</u> ) <ul style="list-style-type: none"> <li><input type="radio"/> National</li> <li><input type="radio"/> Region</li> <li><input type="radio"/> Schools Division</li> <li><input type="radio"/> District</li> <li><input type="radio"/> School</li> </ul> (check <u>only one</u> ) <ul style="list-style-type: none"> <li><input type="radio"/> Action Research</li> <li><input type="radio"/> Basic Research</li> </ul>	<b>RESEARCH AGENDA CATEGORY</b> (check <u>only one</u> main research theme) <ul style="list-style-type: none"> <li><input type="radio"/> Teaching and Learning</li> <li><input type="radio"/> Child Protection</li> <li><input type="radio"/> Human Resource Development</li> <li><input type="radio"/> Governance</li> </ul> (check <u>up to one</u> cross-cutting theme, if applicable) <ul style="list-style-type: none"> <li><input type="radio"/> DRRM</li> <li><input type="radio"/> Gender and Development</li> <li><input type="radio"/> Inclusive Education</li> <li><input type="radio"/> Others (please specify):            _____            _____</li> </ul>
<b>FUND SOURCE (e.g. BERF, SEF, others)*</b> _____ _____ _____	<b>AMOUNT</b> _____ _____ _____

\*indicate also if proponent will use personal funds

**B. PROPONENT INFORMATION**

**LEAD PROPONENT/INDIVIDUAL PROPONENT**

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY):	SEX:	POSITION/DESIGNATION:
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:
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/SCHOOL HEAD'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 hi/her office/school functions.

\_\_\_\_\_  
 (Signature over Name)  
 \_\_\_\_\_  
 (Position/Designation)  
 \_\_\_\_\_  
 (Date)



#### **ANNEX 4: MINIMUM REQUIREMENT OF THE RESEARCH PROPOSAL**

<b>Basic Research Proposal Template</b>	<b>Action Research Proposal Template</b>
I. Introduction and Rationale	I. Context and Rationale
II. Literature Review	II. Action Research Questions
III. Research Questions	III. Proposed Innovation, Intervention, and Strategy
IV. Scope and Limitation	IV. Action Research Methods a. Participants and/or other Sources of Data and Information b. Data Gathering Methods c. Data Analysis Plan
V. Research Methodology a. Sampling b. Data Collection c. Ethical Issues d. Plan for Data Analysis	V. Action Research Work Plan and Timelines
VI. Timetable/Gantt Chart	VI. Cost Estimates
VII. Cost Estimates	VII. Plans for Dissemination and Utilization
VIII. Plans for Dissemination and Advocacy	VIII. References
IX. References	





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## **ANNEX 5: DECLARATION OF ANTI-PLAGIARISM**

### **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 has cited properly all 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 from this declaration and commitment shall be subjected to consequences and shall be dealt with accordingly by the Department of Education.

\_\_\_\_\_  
(Proponent)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



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**ANNEX 6: DECLARATION OF ABSENCE OF CONFLICT OF INTEREST**

**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 evaluation, conducting, or reporting research.
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.
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 for any conflict of interest which I have intentionally concealed.

\_\_\_\_\_  
(Proponent)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



### **ANNEX 7: MINIMUM REQUIREMENTS OF COMPLETED RESEARCH REPORT**

Completed Basic Research Template	Completed Action Research
I. Title Page	I. Title Page
II. Abstract	II. Abstract
III. Acknowledgment	III. Acknowledgement
IV. Introduction of the Research	IV. Context and Rationale
V. Literature Review	V. Innovation, Intervention, and Strategy
VI. Research Questions	VI. Action Research Questions
VII. Scope and Limitation	VII. Action Research Methods a. Participants and/or other Sources of Data and Information b. Data Gathering Methods
VIII. Research Methodology a. Sampling b. Data Collection	VIII. Discussion of Results and Reflection
IX. Discussion of Results and Recommendations	IX. Action Plan
X. Dissemination and Advocacy Plans	X. References
XI. References	XI. Financial Report
XII. Financial Report	