



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

February 7, 2022

**DIVISION MEMORANDUM**

No. 050, s. 2022

**CALL FOR 2022 RESEARCH PROPOSALS**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors and Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. In accordance with **DepEd Order No. 16, s. 2017** entitled "Research Management Guidelines," this office through the School Governance and Operations Division invites teaching, teaching-related and non-teaching personnel from the schools, districts, and schools' division to submit research proposals anchored on the Harmonized Regional Basic Education Research Agenda (Regional Memorandum No. 185, s. 2020).
2. Research proposals that will be conducted should convey information on raising the quality of education in the division and be anchored on the Basic Education Learning Continuity Operational Plan (BE-LCOP) and on the four pillars of Sulong Edukalidad: (1) K to 12 Curriculum review and update; (2) Improvement of the learning environment; (3) Teachers' upskilling and reskilling; and (4) Engagement of stakeholders for support and collaboration. The study should also contribute to the effective delivery of the K-12 Curriculum through the expanded limited face-to-face classes, focusing on four critical interrelated areas: Access to education; Quality and inclusive learning, Well-being (mental and psychosocial support) and Safe schools.
3. Electronic copy of the letter of intent, research proposal and other pertinent forms must be submitted on or before February 24, 2022 using the following links per educational district.

Educational District	Submission Link
EDDIS I	<a href="https://tinyurl.com/2ndCallRPEddis1">https://tinyurl.com/2ndCallRPEddis1</a>
EDDIS II	<a href="https://tinyurl.com/2ndCallRPEddis2">https://tinyurl.com/2ndCallRPEddis2</a>
EDDIS III	<a href="https://tinyurl.com/2ndCallRPEddis3">https://tinyurl.com/2ndCallRPEddis3</a>
EDDIS IV	<a href="https://tinyurl.com/2ndCallRPEddis4">https://tinyurl.com/2ndCallRPEddis4</a>

4. Research proposals should abide with the provisions of Regional Memorandum No. 228, s. 2020 entitled *Policy Guidelines on the Adherence to Ethical Research Principles and Responsibilities in Studies Involving Teaching, Teaching-Related, Non-Teaching Personnel and*




Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
website: <https://bulacandeped.com> email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

*Learners.* The data gathering procedure should be in accordance with the departments' health protocols.

5. Proponents **applying for funding under the Policy and Research Program Fund (PRPF)** should ensure that the **Cost Estimate** is included in the proposal. In addition, kindly indicate in your letter of intent that you are applying for funding as well. Research proposals seeking for funding that will pass the evaluation of the Schools Division Research Committee will be endorsed to the Regional Research Committee for final evaluation.
6. The following enclosures articulate the division and regional policies in submitting research proposals:  
  
Enclosure No.1. Research Proposal Application Form and Endorsement of Immediate Supervisor  
Enclosure No. 2. Declaration of Anti-Plagiarism and Absence of Conflict of Interest  
Enclosure No. 3. Applied Research and Action Research Proposal Guidelines  
Enclosure No.4. Checklist for the District Research Coordinator/Adviser or Secondary Schools Research Coordinator
7. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.

  
**ZENIA G. MOSTOLES, EdD, CESO V**  
Schools Division Superintendent





Republic of the Philippines  
Department of Education  
Region III  
SCHOOLS DIVISION OF BULACAN

Enclosure No. 1 to Division Memorandum No. 050, s. 2022

I. RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT  
OF IMMEDIATE SUPERVISOR

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH	
<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 main research theme</u>)</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 PRPF, SEF, others)*</b>	<b>AMOUNT</b>
<b>TOTAL AMOUNT</b>	





Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

---

*Learners.* The data gathering procedure should be in accordance with the departments' health protocols.

5. Proponents **applying for funding under the Policy and Research Program Fund (PRPF)** should ensure that the **Cost Estimate** is included in the proposal. In addition, kindly indicate in your letter of intent that you are applying for funding as well. Research proposals seeking for funding that will pass the evaluation of the Schools Division Research Committee will be endorsed to the Regional Research Committee for final evaluation.
6. The following enclosures articulate the division and regional policies in submitting research proposals:  
  
Enclosure No.1. Research Proposal Application Form and Endorsement of Immediate Supervisor  
Enclosure No. 2. Declaration of Anti-Plagiarism and Absence of Conflict of Interest  
Enclosure No. 3. Applied Research and Action Research Proposal Guidelines  
Enclosure No.4. Checklist for the District Research Coordinator/Adviser or Secondary Schools Research Coordinator
7. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.

**ZENIA G. MOSTOLES, EdD, CESO V**  
Schools Division Superintendent 





Republic of the Philippines  
Department of Education  
Region III  
SCHOOLS DIVISION OF BULACAN

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) Enumerate from bachelor's degree up to doctorate degree	TITLE OF THESIS/DISSERTATION/ RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		

PROPONENT 2 (if applicable only)

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



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
website: <https://bulacandeped.com> email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



Republic of the Philippines  
Department of Education  
Region III  
SCHOOLS DIVISION OF BULACAN

<b>EDUCATIONAL ATTAINMENT (DEGREE TITLE)</b> Enumerate from bachelor's degree up to doctorate degree	<b>TITLE OF THESIS/DISSERTATION/ RELATED RESEARCH PROJECT</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 (MM/DD/YYYY)</b>	<b>SEX:</b>	<b>POSITION/DESIGNATION</b>
<b>SCHOOL/OFFICE ADDERESS:</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 doctorate degree	<b>TITLE OF THESIS/DISSERTATION/ RELATED RESEARCH PROJECT</b>	
<b>SIGNATURE OF PROPONENT:</b>		





Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

---

**IMMEDIATE SUPERVISOR'S CONFORME**

I hereby endorse the attached research proposal. I certify that the proponent has the capacity to implement a research study without compromising his/her office functions.

\_\_\_\_\_  
Name and Signature of Immediate Supervisor

Position/Designation: \_\_\_\_\_

Date: \_\_\_\_\_



---

Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
website: <https://bulacandeped.com> email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

---

Enclosure No. 2 to Division Memorandum No. 050, s. 2022

**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 from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education and the Policy and Research Program Fund (formerly Basic Education Research Fund, BERF).

PROPONENT:

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

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

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



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
website: <https://bulacandeped.com> email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)





Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

---

**DECLARATION OF ABSENCE OF CONFLICT 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.
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 the Policy and Research Program Fund (formerly Basic Education Research Fund, BERF) for any conflict of interest which I have intentionally concealed.

PROPONENT:

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

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

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





Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

---

Enclosure No. 3 to Division Memorandum No. 05b, s. 2022

**APPLIED AND ACTION RESEARCH PROPOSAL GUIDELINES**

**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
  - Running head : Title Page and Subsequent pages
  - Text Spacing : Double Space
2. The American Psychological Association (APA) 6th Edition style must be used in citing references.
3. Duly completed Research Proposal Application form, Endorsement of Immediate Supervisor, Declaration of Anti-Plagiarism and Absence of Conflict of Interest forms must be attached to the research proposal.

**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 Limitations

Method

Type of Research  
Respondents  
Sampling Method  
Sources of Data  
Instrument/s  
Data Collection Procedure  
Ethical Considerations  
Data Analysis  
Timetable/Gantt Chart  
Cost Estimates (if applying for Policy and Research Program Fund)  
Plan for Dissemination and Advocacy





Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

Enclosure No. 4 to Division Memorandum No. 050, s. 2022

**Checklist for the District Research Coordinator/Adviser or Secondary Schools Research Coordinator  
(For Applied Research)**

<b>Researcher:</b> _____	<b>Designation:</b> _____
<b>School/District:</b> _____	<b>District:</b> _____
<b>Research Category:</b> <input checked="" type="checkbox"/> Action Research <input checked="" type="checkbox"/> Applied Research	
<b>Research Agenda Theme:</b> <input checked="" type="checkbox"/> Teaching and Learning <input checked="" type="checkbox"/> Child Protection	
<input checked="" type="checkbox"/> Governance <input checked="" type="checkbox"/> Human Resource Development	
<input checked="" type="checkbox"/> Gender and Development <input checked="" type="checkbox"/> Inclusive Education	
<input checked="" type="checkbox"/> Disaster Risk Reduction and Management	
<b>IPCR KRA:</b> _____	
<b>Research Title:</b> _____	

Respectfully submitted to the Schools Division Research Evaluation Committee for further evaluation. I have read and screened the research proposal of **(Name of Researcher/s)** entitled **(Title of Research)**. The proposal followed the prescribed guidelines on:

<input checked="" type="checkbox"/> Text of the Manuscript	<input checked="" type="checkbox"/> Complete Parts (Applied Research)
<input checked="" type="checkbox"/> Paper Size (8.5" x 11")	<input checked="" type="checkbox"/> Title Page
<input checked="" type="checkbox"/> Font Style (Times New Roman)	<input checked="" type="checkbox"/> Table of Contents
<input checked="" type="checkbox"/> Font Size (12)	<input checked="" type="checkbox"/> Introduction
<input checked="" type="checkbox"/> Running Head	<input checked="" type="checkbox"/> Review of Related Literature and Studies
<input checked="" type="checkbox"/> Text Spacing (Double Space)	<input checked="" type="checkbox"/> Conceptual Framework
<input checked="" type="checkbox"/> Citing References (APA 6th Edition)	<input checked="" type="checkbox"/> Research Questions
<input checked="" type="checkbox"/> Duly Accomplished Forms	<input checked="" type="checkbox"/> Hypothesis (if study requires only)
<input checked="" type="checkbox"/> Research Proposal Application Form	<input checked="" type="checkbox"/> Significance of the Study
<input checked="" type="checkbox"/> Immediate Supervisor's Conformance	<input checked="" type="checkbox"/> Scope and Limitations
<input checked="" type="checkbox"/> Declaration of Anti-Plagiarism	<input checked="" type="checkbox"/> Method
<input checked="" type="checkbox"/> Declaration of Absence of Conflict of Interest	<input checked="" type="checkbox"/> Type of Research
<input checked="" type="checkbox"/> Letter of Intent	<input checked="" type="checkbox"/> Respondents
<input checked="" type="checkbox"/> Detailed Discussion of the Conceptual Framework	<input checked="" type="checkbox"/> Sampling Method
<input checked="" type="checkbox"/> Instruments to be Used	<input checked="" type="checkbox"/> Sources of Data
<input checked="" type="checkbox"/> Innovation / Intervention / Strategy	<input checked="" type="checkbox"/> Instrument/s
<input checked="" type="checkbox"/> Development Procedure	<input checked="" type="checkbox"/> Data Collection Procedure
<input checked="" type="checkbox"/> Clear Description of Parts	<input checked="" type="checkbox"/> Ethical Considerations
<input checked="" type="checkbox"/> Concept Map / Matrix of Content	<input checked="" type="checkbox"/> Data Analysis
<input checked="" type="checkbox"/> Implementation Plan	<input checked="" type="checkbox"/> Timetable/Gantt Chart
	<input checked="" type="checkbox"/> Plan for Dissemination and Utilization
	<input checked="" type="checkbox"/> References



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
website: <https://bulacandeped.com> email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

☒ Sample (at least 1 Lesson)

☒ Appendices

- ☒ Instrument/s
- ☒ Sample Intervention Material
- ☒ Consent and Assent Letters
- ☒ Declaration of Anti-Plagiarism and
- ☒ Absence of Conflict of Interest

*Signature Over Printed Name of Secondary  
Research Coordinator / District Research  
Coordinator / District Research Adviser*  
Date:



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
website: <https://bulacandeped.com> email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



Republic of the Philippines  
Department of Education  
Region III  
SCHOOLS DIVISION OF BULACAN

Checklist for the District Research Coordinator/Adviser or Secondary Schools Research  
Coordinator  
(For Action Research)

Researcher: \_\_\_\_\_ Designation: \_\_\_\_\_  
School/District: Masagana High School District: \_\_\_\_\_  
Research Category: ☒ Action Research ☒ Applied Research  
Research Agenda Theme: ☒ Teaching and Learning ☒ Child Protection  
☒ Governance ☒ Human Resource Development  
☒ Gender and Development ☒ Inclusive Education  
☒ Disaster Risk Reduction and Management

IPCR KRA: \_\_\_\_\_  
Research Title: \_\_\_\_\_  
\_\_\_\_\_

Respectfully submitted to the Schools Division Research Evaluation Committee for further evaluation. I have read and screened the research proposal of (Name of Researcher/s) entitled (Title of Research). The proposal followed the prescribed guidelines on:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Text of the Manuscript                          | <input checked="" type="checkbox"/> Complete Parts (Action Research)          |
| <input checked="" type="checkbox"/> Paper Size (8.5" x 11")                         | <input checked="" type="checkbox"/> Title Page                                |
| <input checked="" type="checkbox"/> Font Style (Times New Roman)                    | <input checked="" type="checkbox"/> Table of Contents                         |
| <input checked="" type="checkbox"/> Font Size (12)                                  | <input checked="" type="checkbox"/> Context and Rationale                     |
| <input checked="" type="checkbox"/> Running Head                                    | <input checked="" type="checkbox"/> Research Questions                        |
| <input checked="" type="checkbox"/> Text Spacing (Double Space)                     | <input checked="" type="checkbox"/> Hypothesis (if study requires only)       |
| <input checked="" type="checkbox"/> Citing References (APA 6th Edition)             | <input checked="" type="checkbox"/> Significance of the Study                 |
| <input checked="" type="checkbox"/> Duly Accomplished Forms                         | <input checked="" type="checkbox"/> Scope and Limitations                     |
| <input checked="" type="checkbox"/> Research Proposal Application Form              | <input checked="" type="checkbox"/> Method                                    |
| <input checked="" type="checkbox"/> Immediate Supervisor's Conformance              | <input checked="" type="checkbox"/> Type of Research                          |
| <input checked="" type="checkbox"/> Declaration of Anti-Plagiarism                  | <input checked="" type="checkbox"/> Respondents/Participants                  |
| <input checked="" type="checkbox"/> Declaration of Absence of Conflict of Interest  | <input checked="" type="checkbox"/> Sampling Method                           |
| <input checked="" type="checkbox"/> Letter of Intent                                | <input checked="" type="checkbox"/> Proposed Innovation/Intervention/Strategy |
| <input checked="" type="checkbox"/> Detailed Discussion of the Conceptual Framework | <input checked="" type="checkbox"/> Instrument/s                              |
| <input checked="" type="checkbox"/> Instruments to be Used                          | <input checked="" type="checkbox"/> Data Collection procedure                 |
| <input checked="" type="checkbox"/> Innovation / Intervention / Strategy            | <input checked="" type="checkbox"/> Ethical Considerations                    |
| <input checked="" type="checkbox"/> Development Procedure                           | <input checked="" type="checkbox"/> Data Analysis                             |
| <input checked="" type="checkbox"/> Clear Description of Parts                      | <input checked="" type="checkbox"/> Workplan                                  |
| <input checked="" type="checkbox"/> Concept Map / Matrix of Content                 | <input checked="" type="checkbox"/> Plan for Dissemination and Utilization    |
| <input checked="" type="checkbox"/> Implementation Plan                             | <input checked="" type="checkbox"/> References                                |
| <input checked="" type="checkbox"/> Sample (at least 1 Lesson)                      | <input checked="" type="checkbox"/> Appendices                                |
|   | <input checked="" type="checkbox"/> Instrument/s                              |
|   | <input checked="" type="checkbox"/> Sample Intervention Material              |





Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

---

- ☒ Consent and Assent Letters
- ☒ Declaration of Anti-Plagiarism and  
Absence of Conflict of Interest

*Signature Over Printed Name of Secondary  
Research Coordinator / District Research  
Coordinator / District Research Adviser*  
Date:



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
website: <https://bulacandeped.com> email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)