



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

September 27, 2022

DIVISION MEMORANDUM

No. 338 , s. 2022

CALL FOR RESEARCH PROPOSALS FOR SY 2022-2023

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 the Department's goal to promote and strengthen the culture of research in basic education, this office through the School Governance and Operations Division invites teaching, teaching-related and non-teaching personnel from the schools, districts and school's division to submit research proposals anchored on the Harmonized Regional Basic Education Research Agenda (Regional Memorandum No. 185, s. 2020) and on the following emerging research themes: (1) impact of COVID-19 on learning participation and completion; (2) supply and demand of human resources; (3) language of instruction; (4) academic achievement; (5) public finance; (6) continuity and resiliency; (7) teacher quality; and (8) technology in education.
2. Research 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 Plan, Basic Education Development Plan 2030, 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. Correspondingly, the study should contribute to learning recovery and on topics and areas of interest that lacked data such as, but is not limited to learning loss and learning gaps in the time of COVID-19; effectiveness of distance learning modalities, teachers' needs analysis conducted at the school level, tracking of Senior High School graduates, evaluation of the quality of learning resources, and others to fully understand their impact on education.





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3. Electronic copy of the letter of intent, research proposal and other pertinent forms must be submitted on or before October 28, 2022 using the following links per educational district.

Educational District	Submission Link
EDDIS I	https://tinyurl.com/CallforRPEddis1-2022
EDDIS II	https://tinyurl.com/CallforRPEddis2-2022
EDDIS III	https://tinyurl.com/CallforRPEddis3-2022
EDDIS IV	https://tinyurl.com/CallforRPEddis4-2022
EDDIS V	https://tinyurl.com/CallforRPEddis5-2022
EDDIS VI	https://tinyurl.com/CallforRPEddis6-2022

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

5. 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

6. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.


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





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Enclosure No. 1 to Division Memorandum No. 334, s. 2022

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

A. RESEARCH INFORMATION

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





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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:





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

PROPONENT 3 (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:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) Enumerate from bachelor's degree up to doctorate degree	TITLE OF THESIS/DISSERTATION/ RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		





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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: _____





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Enclosure No. 2 to Division Memorandum No. 334, 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: _____





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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: _____





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Enclosure No. 3 to Division Memorandum No. 338, 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

References
Appendices





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- A. Instrument/s
- B. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- C. Scanned copy of Landbank ATM card (indicate branch, account number and 3 sample specimen signatures) – for proponents applying for funding under PRPF

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 Limitations

Method

Type of Research

Respondents

Sampling Method

Proposed Innovation/Intervention/Strategy

Instrument/s

Data Collection Procedure

Ethical Considerations

Data Analysis

Work plan

Cost Estimates (if applying for Policy and Research Program Fund)

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

D. Scanned copy of Landbank ATM card (indicate branch, account number and 3 sample specimen signatures) - for proponents applying for funding under PRPF





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Enclosure No. 4 to Division Memorandum No. 338, s. 2022

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

Researcher: _____	Designation: _____
School/District: _____	District: _____
Research Category: <input checked="" type="checkbox"/> Action Research <input checked="" type="checkbox"/> Applied Research	
Research Agenda Theme:	
<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	
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 (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 Conforme	<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"/> Sample (at least 1 Lesson)	<input checked="" type="checkbox"/> Plan for Dissemination and Utilization
	<input checked="" type="checkbox"/> References
	<input checked="" type="checkbox"/> Appendices
	<input checked="" type="checkbox"/> Instrument/s
	<input checked="" type="checkbox"/> Sample Intervention Material
	<input checked="" type="checkbox"/> Consent and Assent Letters
	<input checked="" type="checkbox"/> Declaration of Anti-Plagiarism and
	<input checked="" type="checkbox"/> Absence of Conflict of Interest

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

Date :





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

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

