



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

November 3, 2023

**DIVISION MEMORANDUM**

No. 465, s. 2023

**CALL FOR RESEARCH PROPOSALS FOR SY 2023-2024**

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 Basic Education Research Agenda (DepEd Order No. 39, s. 2016) and the Harmonized Regional Basic Education Research Agenda (Regional Memorandum No. 185, s. 2020) on the following research themes: (1) Teaching and Learning; (2) Child protection; (3) Human Resource Development; and (4) Governance
2. Research that will be conducted should convey information on raising the quality of education in the division and be anchored on the **MATATAG** Agenda: (1) **MA**ke the curriculum relevant to produce competent and job-ready, active, and responsible citizens; (2) **TA**ke steps to accelerate delivery of basic education facilities and services; (3) **TA**ke good care of learners by promoting learner well-being, inclusive education, and a positive learning environment, and; (4) **GI**ve support to teachers to teach better.
3. Electronic copies of the letter of intent, research proposal, and other pertinent forms must be uploaded on the following links per educational district on or before December 10, 2023.

Educational District	Submission Link
EDDIS I	<a href="https://bit.ly/ProposalEddis1">https://bit.ly/ProposalEddis1</a>
EDDIS II	<a href="https://bit.ly/ProposalEddis2">https://bit.ly/ProposalEddis2</a>
EDDIS III	<a href="https://bit.ly/ProposalEddis3">https://bit.ly/ProposalEddis3</a>
EDDIS IV	<a href="https://bit.ly/ProposalEddis4">https://bit.ly/ProposalEddis4</a>
EDDIS V	<a href="https://bit.ly/ProposalEddis5">https://bit.ly/ProposalEddis5</a>
EDDIS VI	<a href="https://bit.ly/ProposalEddis6">https://bit.ly/ProposalEddis6</a>



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4. Research proposals should abide by 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
6. 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 (for Elementary) or Secondary Schools Research Coordinator (for Secondary)
7. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 465, s. 2023

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

**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 PRPF, SEF, others)*</b>	<b>AMOUNT</b>
<b>TOTAL AMOUNT</b>	



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**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 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>



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<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 ADDRESS:</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>		



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



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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. \_\_\_\_, s. 2023

**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. \_\_\_\_, s. 2023

**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



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Appendices

- 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. \_\_\_, s. 2023

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

**Researcher:** \_\_\_\_\_ **Designation:** \_\_\_\_\_  
**School/District:** \_\_\_\_\_ **District:** \_\_\_\_\_  
**Research Category:**  Action Research  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:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Text of the Manuscript           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Paper Size (8.5" x 11")</li> <li><input checked="" type="checkbox"/> Font Style (Times New Roman)</li> <li><input checked="" type="checkbox"/> Font Size (12)</li> <li><input checked="" type="checkbox"/> Running Head</li> <li><input checked="" type="checkbox"/> Text Spacing (Double Space)</li> </ul> </li> <li><input checked="" type="checkbox"/> Citing References (APA 6th Edition)</li> <li><input checked="" type="checkbox"/> Duly Accomplished Forms           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Research Proposal Application Form</li> <li><input checked="" type="checkbox"/> Immediate Supervisor's Conformance</li> <li><input checked="" type="checkbox"/> Declaration of Anti-Plagiarism</li> <li><input checked="" type="checkbox"/> Declaration of Absence of Conflict of Interest</li> <li><input checked="" type="checkbox"/> Letter of Intent</li> </ul> </li> <li><input checked="" type="checkbox"/> Detailed Discussion of the Conceptual Framework</li> <li><input checked="" type="checkbox"/> Instruments to be Used</li> <li><input checked="" type="checkbox"/> Innovation / Intervention / Strategy           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Development Procedure</li> <li><input checked="" type="checkbox"/> Clear Description of Parts</li> <li><input checked="" type="checkbox"/> Concept Map / Matrix of Content</li> <li><input checked="" type="checkbox"/> Implementation Plan</li> <li><input checked="" type="checkbox"/> Sample (at least 1 Lesson)</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Complete Parts (Applied Research)           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Title Page</li> <li><input checked="" type="checkbox"/> Table of Contents</li> <li><input checked="" type="checkbox"/> Introduction               <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Review of Related Literature and Studies</li> <li><input checked="" type="checkbox"/> Conceptual Framework</li> <li><input checked="" type="checkbox"/> Research Questions</li> <li><input checked="" type="checkbox"/> Hypothesis (if study requires only)</li> <li><input checked="" type="checkbox"/> Significance of the Study</li> <li><input checked="" type="checkbox"/> Scope and Limitations</li> </ul> </li> <li><input checked="" type="checkbox"/> Method               <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Type of Research</li> <li><input checked="" type="checkbox"/> Respondents</li> <li><input checked="" type="checkbox"/> Sampling Method</li> <li><input checked="" type="checkbox"/> Sources of Data</li> <li><input checked="" type="checkbox"/> Instrument/s</li> <li><input checked="" type="checkbox"/> Data Collection Procedure</li> <li><input checked="" type="checkbox"/> Ethical Considerations</li> <li><input checked="" type="checkbox"/> Data Analysis</li> <li><input checked="" type="checkbox"/> Timetable/Gantt Chart</li> <li><input checked="" type="checkbox"/> Plan for Dissemination and Utilization</li> </ul> </li> </ul> </li> <li><input checked="" type="checkbox"/> References</li> <li><input checked="" type="checkbox"/> Appendices           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Instrument/s</li> <li><input checked="" type="checkbox"/> Sample Intervention Material</li> <li><input checked="" type="checkbox"/> Consent and Assent Letters</li> <li><input checked="" type="checkbox"/> Declaration of Anti-Plagiarism and</li> <li><input checked="" type="checkbox"/> Absence of Conflict of Interest</li> </ul> </li> </ul> |
|--|--|

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



**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan

**Website:** <https://bulacandeped.com>

**Email:** [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



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

Researcher: \_\_\_\_\_ Designation: \_\_\_\_\_

School/District: \_\_\_\_\_ 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:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Text of the Manuscript             <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Paper Size (8.5" x 11")</li> <li><input checked="" type="checkbox"/> Font Style (Times New Roman)</li> <li><input checked="" type="checkbox"/> Font Size (12)</li> <li><input checked="" type="checkbox"/> Running Head</li> <li><input checked="" type="checkbox"/> Text Spacing (Double Space)</li> </ul> </li> <li><input checked="" type="checkbox"/> Citing References (APA 6th Edition)</li> <li><input checked="" type="checkbox"/> Duly Accomplished Forms             <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Research Proposal Application Form</li> <li><input checked="" type="checkbox"/> Immediate Supervisor's Conforme</li> <li><input checked="" type="checkbox"/> Declaration of Anti-Plagiarism</li> <li><input checked="" type="checkbox"/> Declaration of Absence of Conflict of Interest</li> <li><input checked="" type="checkbox"/> Letter of Intent</li> </ul> </li> <li><input checked="" type="checkbox"/> Detailed Discussion of the Conceptual Framework</li> <li><input checked="" type="checkbox"/> Instruments to be Used</li> <li><input checked="" type="checkbox"/> Innovation / Intervention / Strategy             <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Development Procedure</li> <li><input checked="" type="checkbox"/> Clear Description of Parts</li> <li><input checked="" type="checkbox"/> Concept Map / Matrix of Content</li> <li><input checked="" type="checkbox"/> Implementation Plan</li> <li><input checked="" type="checkbox"/> Sample (at least 1 Lesson)</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Complete Parts (Action Research)             <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Title Page</li> <li><input checked="" type="checkbox"/> Table of Contents</li> <li><input checked="" type="checkbox"/> Context and Rationale                 <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Research Questions</li> <li><input checked="" type="checkbox"/> Hypothesis (if study requires only)</li> <li><input checked="" type="checkbox"/> Significance of the Study</li> <li><input checked="" type="checkbox"/> Scope and Limitations</li> </ul> </li> <li><input checked="" type="checkbox"/> Method                 <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Type of Research</li> <li><input checked="" type="checkbox"/> Respondents/Participants</li> <li><input checked="" type="checkbox"/> Sampling Method</li> <li><input checked="" type="checkbox"/> Proposed Innovation/Intervention/Strategy</li> <li><input checked="" type="checkbox"/> Instrument/s</li> <li><input checked="" type="checkbox"/> Data Collection Procedure</li> <li><input checked="" type="checkbox"/> Ethical Considerations</li> <li><input checked="" type="checkbox"/> Data Analysis</li> <li><input checked="" type="checkbox"/> Workplan</li> <li><input checked="" type="checkbox"/> Plan for Dissemination and Utilization</li> </ul> </li> <li><input checked="" type="checkbox"/> References</li> <li><input checked="" type="checkbox"/> Appendices                 <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Instrument/s</li> <li><input checked="" type="checkbox"/> Sample Intervention Material</li> <li><input checked="" type="checkbox"/> Consent and Assent Letters</li> <li><input checked="" type="checkbox"/> Declaration of Anti-Plagiarism and Absence of Conflict of Interest</li> </ul> </li> </ul> </li> </ul> |
|---|---|

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