



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

October 31, 2024

DIVISION MEMORANDUM
No. 478 , s. 2024

CALL FOR SY 2024-2025 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 line with **DepEd Order No. 16, s. 2017** entitled “Research Management Guidelines,” and in accordance with the Department’s goal to promote and strengthen the culture of research, 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. Moreover, research proposals must adhere to the provisions of Regional Memorandum No. 228, 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 following the departments’ health protocols.
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 2, 2024.



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Educational District	Submission Link
EDDIS I	https://bit.ly/2024ProposalEddis1
EDDIS II	https://bit.ly/2024ProposalEddis2
EDDIS III	https://bit.ly/2024ProposalEddis3
EDDIS IV	https://bit.ly/2024ProposalEddis4
EDDIS V	https://bit.ly/2024ProposalEddis5
EDDIS VI	https://bit.ly/2024ProposalEddis6

4. The following enclosures outline the division and regional policies for 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)

5. 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. ____, s. 2024

I. RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT OF IMMEDIATE SUPERVISOR

A. RESEARCH INFORMATION

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



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

Website: <https://bulacandeped.com>

Email: bulacan@deped.gov.ph



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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:		



Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
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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. 2024

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. 2024

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. 2024

**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: 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"> <input checked="" type="checkbox"/> Text of the Manuscript <ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Research Proposal Application Form <input checked="" type="checkbox"/> Immediate Supervisor's Conformance <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 <ul style="list-style-type: none"> <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) | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Complete Parts (Applied Research) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Title Page <input checked="" type="checkbox"/> Table of Contents <input checked="" type="checkbox"/> Introduction <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Review of Related Literature and Studies <input checked="" type="checkbox"/> Conceptual Framework <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 <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Type of Research <input checked="" type="checkbox"/> Respondents <input checked="" type="checkbox"/> Sampling Method <input checked="" type="checkbox"/> Sources of Data <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"/> Timetable/Gantt Chart <input checked="" type="checkbox"/> Plan for Dissemination and Utilization <input checked="" type="checkbox"/> References <input checked="" type="checkbox"/> Appendices <ul style="list-style-type: none"> <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:



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan
Website: <https://bulacandeped.com>
Email: 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"> <input checked="" type="checkbox"/> Text of the Manuscript <ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <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) | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Complete Parts (Action Research) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Title Page <input checked="" type="checkbox"/> Table of Contents <input checked="" type="checkbox"/> Context and Rationale <ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <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: _____



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