



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



Office of the Schools Division Superintendent

January 20, 2025

DIVISION MEMORANDUM

No. 01-012s, 2025

CALL FOR RESEARCH PROPOSALS FOR CALENDAR YEAR 2025

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Curriculum Implementation Division (CID) Personnel
School Governance and Operations Division (SGOD) Personnel
Office of the Schools Division Superintendent (OSDS) Personnel
Elementary and Secondary School Heads
All concerned
This Division

1. In support of the policy development process, research agenda, and policy and program development and implementation of Department of Education (DepEd), this office, through the Planning and Research Section (PRS) as the Schools Division Research Committee (SDRC) secretariat, hereby calls for the submission of research proposals for Calendar Year 2025.
2. The research proposals shall align with the research agenda of the department as stipulated in the DepEd Order 039, s. 2016 and with the key initiatives focused on **teaching and learning, governance, human resources, child protection, disaster risk reduction, inclusive education, and gender development**. Other suggested areas and interests are specified in the Basic Education Development Plan 2030 (DO 24, s. 2022) of the department.
3. To facilitate the swift and systematic evaluation of research proposals, the following timeline shall be observed:

Activity	Responsible Person/s	Date
Submission of Research Proposals to PRS/SDRC Secretariat	Proponents	February 7, 2025
Initial Evaluation of submitted Research Proposals	PRS/SDRC Secretariat	February 10-14, 2025
Proposal Hearing and SDRC Research Proposal Evaluation	SDRC	February 17-21, 2025
Submission of Revised Manuscript of Research Proposal	PRS/SDRC Secretariat	February 26, 2025



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4. Every district is required to submit two (2) research proposals for possible implementation. Proponents of a proposed research shall not exceed to three (3) and shall consist of Public Schools District Supervisors (PSDSs), School Heads, teaching and or other nonteaching personnel, as the case may be.
5. In addition, the Education Program Supervisors (EPSs) and Senior Education Program Specialists (SEPSs) whose KRAs involve research development are required to submit one (1) research proposal. Further, other personnel who intend to conduct research are encouraged to submit their proposals as well.
6. The research proposals shall contain a maximum of 2,000 words and should abide with the provisions in DO 16, s. 2017 titled **Research Management Guidelines (RMG)**. For research proposal inclusions of documentary requirements, the proponents shall comply with and accomplish the attached Annexes (**Annexes 1-3**).
7. All proponents shall submit three (3) sets of printed copies of the research proposals to PRS and send the MS Word file of the same to siargaopru@gmail.com on or before **February 7, 2025**.
8. The Schools Division Research Committee (SDRC) shall prepare for the evaluation of the anticipated submission of the research proposals in adherence to the process in the RMG.
9. This shall serve as the Official Travel Order of the research proponents and SDRC members for the scheduled Proposal Hearing and SDRC Research Evaluation.
10. All concerns relative to this directive shall be directed to Mr. Reiner S. Oraliza, SEPS/Division Research Coordinator.
11. For immediate dissemination to, guidance, and strict compliance of all concerned.

MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

RESEARCH POLICY DEVELOPMENT RMG

SGOD/rsoraliza

01/20/25

ANNEX 1: 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>) <ul style="list-style-type: none"> <input type="radio"/> National <input type="radio"/> Region <input type="radio"/> Schools Division <input type="radio"/> District <input type="radio"/> School (check <u>only one</u>) <ul style="list-style-type: none"> <input type="radio"/> Action Research <input type="radio"/> Basic Research 	RESEARCH AGENDA CATEGORY (check <u>only one</u> main research theme) <ul style="list-style-type: none"> <input type="radio"/> Teaching and Learning <input type="radio"/> Child Protection <input type="radio"/> Human Resource Development <input type="radio"/> Governance (check <u>up to one</u> cross-cutting theme, if applicable) <ul style="list-style-type: none"> <input type="radio"/> DRRM <input type="radio"/> Gender and Development <input type="radio"/> Inclusive Education <input type="radio"/> Others (please specify): _____
FUND SOURCE (e.g. BERF, SEF, others)*	AMOUNT
TOTAL AMOUNT	

**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:
REGION / 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:		
SCHOOL / OFFICE ADDRESS:				
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 3

LAST NAME:		FIRST NAME:		MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION / DESIGNATION:		
SCHOOL / OFFICE ADDRESS:				DIVISION / REGION:

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 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 his/her office functions.

Name and Signature of Immediate Supervisor

Position / Designation : _____

Date: _____

Name and Signature of Immediate Supervisor

Position / Designation : _____

Date: _____

Name and Signature of Immediate Supervisor

Position / Designation : _____

Date: _____

ANNEX 2: Minimum Requirements of the Research Proposal

A. BASIC RESEARCH PROPOSAL TEMPLATE

- I. Introduction and Rationale
- II. Literature Review
- III. Research Questions
- IV. Scope and Limitation
- V. Research Methodology
 - a. Sampling
 - b. Data Collection
 - c. Ethical Issues
 - d. Plan for Data Analysis
- VI. Timetable / Gantt Chart
- VII. Cost Estimates
- VIII. Plans for Dissemination and Advocacy
- IX. References

B. ACTION RESEARCH TEMPLATE

- I. Context and Rationale
- II. Action Research Questions
- III. Proposed Innovation, Intervention, and Strategy
- IV. Action Research Methods
 - a. Participants and/or other Sources of Data and Information
 - b. Data Gathering Methods
 - c. Data Analysis Plan
- V. Action Research Work Plan and Timelines
- VI. Cost Estimates
- VII. Plans for Dissemination and Utilization
- VIII. References

ANNEX 3: Declaration of Anti-Plagiarism and Absence of Conflict of Interest

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 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 (insert grant mechanism).

PROPONENT: _____

SIGNATURE: _____

DATE: _____

PROPONENT: _____

SIGNATURE: _____

DATE: _____

PROPONENT: _____

SIGNATURE: _____

DATE: _____

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 evaluating, conducting, or reporting research.¹
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 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 (insert grant mechanism) for any conflict of interest which I have intentionally concealed.

PROPONENT: _____

SIGNATURE: _____

DATE: _____

PROPONENT: _____

SIGNATURE: _____

DATE: _____

PROPONENT: _____

SIGNATURE: _____

DATE: _____

¹ Office of Ethics and Compliance, University of California, San Francisco, retrieved from <http://coi.ucsf.edu/>