DIVISION MEMORANDUM
No. 01-020 s, 2025

To: Assistant Schools Division Superintendent
        Division Chiefs
        Public Schools District Supervisors
        Public School Heads
        All others concerned
        This Division

CALL FOR RESEARCH PROPOSALS FOR CALENDAR YEAR 2026

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) and the Schools Division Research Committee (SDRC), hereby calls for the submission of basic and action research proposals for Calendar Year 2026.

2. This directive is anchored on DepEd Order 039, s. 2016, titled *"Adoption of the Basic Education Research Agenda"* and DepEd Order 16, s. 2017, titled *"Research Management Guidelines"*, which institutionalizes research as a vital mechanism in improving the quality, relevance, and responsiveness of basic education programs and services.

3. For CY 2026, the division shall adopt the research agenda themes stipulated in the said policy, namely:
   a. Teaching and Learning
   b. Child Protection
   c. Human Resource Development
   d. Governance

   Cutting across the four (4) major research themes are the following concerns, which must be integrated where applicable in all proposed studies. These are *Disaster Risk Reduction and Management (DRRM), Gender and Development (GAD),* and *Inclusive Education.*

4. Further, all research proposals shall be aligned with and anchored on the current 5-point priority agenda of the Department, as follows:

   a. High-Performing Teachers
   b. Improved Learning Environment that Safeguards Students' Physical and Mental Well-being
   c. Enhanced Governance Structures to Ensure an Efficient and Supportive Education System

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d. Improved Education Quality through an Upgraded Curriculum, Modernized Assessment, and Digitally-Enabled Schools

e. Empowered Graduates Fit for Employment, Entrepreneurship, or Higher Education

5. To facilitate swift and systematic evaluation of research proposals, the following timeline shall be observed:

Activity	Responsible Person/s	Date
Submission of Research Proposals, in three (3) sets of hard copies, to PRS/SDRC Secretariat through the Records Office Online submission to https://tinyurl.com/ResearchProposalsCY2026 File Name: TYPE OF RESEARCH_DISTRICT_SCHOOL_Surname,First Name, MI (*example:* BASIC_SANISIDRO_TAMBACANES_DelaCruz,Juan,K.)	Proponents	February 13, 2026
Initial Evaluation of submitted Research Proposals	PRS/SDRC Secretariat	February 16, 2026
Proposal Hearing and Research Proposal Evaluation	SDRC	February 17-20, 2026
Submission of Revised Manuscript of Research Proposal and Release of the List of Approved Research Proposals for Implementation for CY 2026	PRS/SDRC Secretariat	March 6, 2026

6. All proposals shall have a maximum of three (3) research proponents as stipulated in DO 16, s. 2017. The research proposals shall contain a maximum of 2,000 words and should abide with the provisions in the Research Management Guidelines. For research proposal inclusions of documentary requirements, the proponents shall comply with and accomplish the attached Annexes **(Annexes 1-3).**

7. Every district is required to submit two (2) research proposals (basic and

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action research). All district supervisors are directed to ensure and facilitate the submission of the required number of the research proposals from their respective districts.

8. Teachers, school heads, and other personnel are also encouraged to develop and submit research proposals that respond to identified gaps, challenges, and emerging needs at the school, district, and division levels, and that can meaningfully contribute to policy enhancement and improved education outcomes.

9. 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. An official advisory shall be released separately for the schedule for the proposal hearing and research evaluation.

10. The research proponents and the SDRC members shall prepare and bring an accomplished Locator Slip duly approved by their immediate heads during their schedules. All participating research proponents shall be on *Official Business*.

11. Travelling Expenses and meal allowance/per diem of the participants shall be charged against local funds/MOOE subject to usual accounting rules and regulations.

12. All concerns relative to this directive shall be directed to Mr. Reiner S. Oraliza, SEPS/Division Research Coordinator.

13. For immediate dissemination to, guidance, and strict compliance of all concerned.

MANUEL O. CABERTE
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects:
POLICY   RESARCH   RMG   BERA
SGOD/rsoraliza
01/19/25

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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>)	RESEARCH AGENDA CATEGORY (check <u>only one</u> main research theme)
o National o Region o Schools Division o District o School **(check <u>only one</u>)** o Action Research o Basic Research	o Teaching and Learning o Child Protection o Human Resource Development o Governance **(check <u>up to one</u> cross-cutting theme, if applicable)** o DRRM o Gender and Development o Inclusive Education o 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) *enumerate from bachelor's degree up to doctorate degree*	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) *enumerate from bachelor's degree up to doctorate degree*	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) *enumerate from bachelor's degree up to doctorate degree*	**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: _____