



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF ABRA
Bangued, Abra



May 18, 2017

Division Memorandum
No. 81 s. 2017

**Adoption of the New Guidelines and Processes of All Research Activities Conducted
Across All Governance Levels**

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisor
Education Program Specialists
Elementary and Secondary School Heads
All Others Concerned

1. Relative to D.O No. 16, s. 2017, "Research Management Guidelines", and Regional Memorandum No. 145, s. 2017, "Adoption of the Forms and Styles of All Research Activities Conducted Across All Governance Levels, this Office issues the adoption of the new guidelines and processes of all research activities conducted in the Schools Division of Abra.
2. This is to ensure the alignment, uniformity, and common understanding in engaging research activities.
3. Attached herewith are the templates and flow chart for the new format and processes found in Annexes 1, 2, 3, and 4 for ready reference.
4. For concerns and further clarifications, you may contact **Mr. Jaeriel R. Bersamina**, SEPS for Planning and Research through direct line (074) 7525358 or email at jaeriel.bersamina@deped.gov.ph
5. Immediate dissemination of and strict compliance with this memorandum is earnestly desired.


RONALD B. CASTILLO, CESO VI
Schools Division Superintendent

Annex 1. REQUIREMENTS FOR RESEARCH PAPERS

- Research papers must be of Arial font and size of 11 pt. It must also be typed double-spaced on a standard A4 paper with 1.5" left margin and 1" on the other sides.
- **Title page** – includes the title of the study, name/s of proponent, school / office, Schools Division Office

RESEARCH PROPOSAL TEMPLATES

A. BASIC RESEARCH PROPOSAL

- Title Page
 - Table of Contents
- I. **Introduction and Rationale** – include the rationale for the research and relevant, social, policy, or practice context for the study. The introduction should explain why the research study is being undertaken (e.g. to answer a question about a specified problem in education) and how the results could be used in action planning and/or policy formulation and development.
 - II. **Literature Review** – focuses on key issues which underlie the research; major findings, problems identified, recommendations, and questions raised in previous research; the main points of view and controversies; critical evaluation of these views, their strengths and weaknesses; general conclusions about the research papers; what research still needs to be done; and what knowledge gaps remain that the study will aim to fill.
 - III. **Research Questions** – involves investigating or testing an idea; trying out solutions to a problem; exploring and analyzing issues; creating a new procedure or system; explaining a phenomenon; or a combination of any of these.
 - IV. **Scope and Limitation** – coverage of the research in terms of location, time, respondents, etc.; inherent design or methodology parameters that can restrict the scope of the research findings and are outside the control of the researcher.
 - V. **Research Methodology** – contains details of how the research will be conducted.
 - a. **Sampling** – details should be provided about who will participate in the research: number of people and characteristics of those who will participate in the research; and how will the sample be selected and recruited.
 - b. **Data collection** – the various instruments and procedures for data collection should be outlined and extensively discussed.
 - c. **Plan for Data Analysis** – indicates how the data will be analyzed and reported; it should specify the qualitative and/or quantitative methods that will be used in analyzing the data gathered for the research.
 - d. **Ethical issues** – identification of ethical concerns that could possibly emanate from the conduct of the research, and elaborate discussion on how to prevent these from taking place. It can include, but not limited to the following: right to conduct a study or investigation to answer a question; securing free prior and informed consent from respondents; issues of confidentiality and anonymity; written approval for use of materials with copyright (e.g. secondary data sets, data collection tools).
 - VI. **Timetable / Gantt chart** – contains the research timelines – when will the project begin and how long will it take for it to be completed; include time estimates for each step in the research process (e.g. 5 days, 2 weeks).

- VII. **Cost Estimates** – includes detailed research cost, broken down per research task, activity and/or deliverable. It can be further grouped by tranche for easier reference of the Evaluation Committee. Refer to the Availment Process for the activities falling under each tranche.
- VIII. **Plans for Dissemination and Advocacy** – indicate how the results of the research will be cascaded to the intended user of the research findings (i.e. presentation in conferences).
- IX. **References** – using APA referencing, provide in text of work and reference list consistently and accurately.

B. ACTION RESEARCH PROPOSAL

- Title Page
 - Table of Contents
- I. **Context and Rationale** – includes the description and context of the study and the reason for conducting it; how the results could be used in action planning.
 - II. **Action Research Questions** – identifies the problem/s which will be addressed by the research in terms of investigating or testing an idea; trying out solutions to a problem; creating a new procedure or system; explaining a phenomenon; or a combination of any of these.
 - III. **Proposed innovation, Intervention, and Strategy**
 - IV. **Action Research Methods** – contains details of how the research will be conducted.
 - a. **Participants and/or other Sources of Data and Information** – details should be provided about who will participate in the research: number of people and characteristics of those who will participate in the research; and how will the sample be selected and recruited.
 - b. **Data Gathering Methods** – the various instruments and procedures for data collection should be outlined and extensively discussed.
 - c. **Data Analysis Plan** – indicates how the data will be analyzed and reported; it should specify the qualitative and/or quantitative methods that will be used in analyzing the data gathered for the research.
 - d. **Ethical issues** – identification of ethical concerns that could possibly emanate from the conduct of the research, and elaborate discussion on how to prevent these from taking place. It can include, but not limited to the following: right to conduct a study or investigation to answer a question; securing free prior and informed consent from respondents; issues of confidentiality and anonymity; written approval for use of materials with copyright (e.g. secondary data sets, data collection tools).
 - V. **Action Research Work Plan and Timelines** – contains the research timelines – when will the project begin and how long will it take for it to be completed; include time estimates for each step in the research process (e.g. 5 days, 2 weeks).
 - VI. **Cost Estimates** – includes detailed research cost, broken down per research task, activity and/or deliverable. It can be further grouped by tranche for easier reference of the Evaluation Committee. Refer to the Availment Process for the activities falling under each tranche.
 - VII. **Plans for Dissemination and Utilization** – indicate how the results of the action will be utilized.
 - VIII. **References** – using APA referencing, provide in text of work and reference list consistently and accurately.

Annex 2. COMPLETED RESEARCH REPORT TEMPLATES

A. BASIC RESEARCH REPORT

- I. Title page
- II. Abstract
- III. Acknowledgement
- IV. Table of Contents
- V. Introduction of the Research
- VI. Literature Review
- VII. Research Questions
- VIII. Scope and Limitation
- IX. Research Methodology
 - a. Sampling
 - b. Data Collection
 - c. Data Analysis
 - d. Ethical Issues
- X. Results and Discussion
- XI. Conclusion and Recommendation
- XII. Dissemination and Advocacy Plans
- XIII. References
- XIII. Financial Report

B. ACTION RESEARCH REPORT

- I. Title Page
- II. Abstract
- III. Acknowledgement
- IV. Table of Contents
- V. Context and Rationale
- VI. Action Research Questions
- VII. Innovation, Intervention, and Strategy
- VIII. Action Research Methods
 - a. Participants and / or other Sources of Data and Information
 - b. Data Gathering Methods
 - c. Data Analysis
 - d. Ethical Issues
- IX. Discussion of Results and Reflection
- X. Conclusion and Recommendation
- XI. Action Plan
- XII. References
- XIII. Financial Report

Annex 3. REQUIREMENTS FOR RESEARCH ABSTRACT

- An abstract is a concise summary that enables readers to quickly assess the contents and direction of the paper. The abstract concisely describes the topic/ purpose/scope, methods, principal findings and the conclusions.
- It should be of 150 – 250 words, in Arial font and size of 11 pt. It must also be typed single-spaced on a standard A4 paper with 1.5" left margin and 1" on the other sides.

RESEARCH ABSTRACT TEMPLATE

ABSTRACT

Title: _____
Researcher/s: _____

School/ Office: _____
Date: _____

ANNEX 4. Research Management Cycle Flow Chart

