
	<p>Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF ABRA Bangued, Abra</p>		<p>Document Code: SDOABRA-QF-OSDS-SDS-001 Revision: 00 Effectivity date: 01-14-2019</p>
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June 17, 2019

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DIVISION MEMORANDUM
No. 158 s. 2019

CALL FOR SUBMISSION OF RESEARCH PROPOSALS FOR SCHOOL YEAR 2019-2020

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Senior Education Program Specialists
All Public Elementary and Secondary School Heads
All Public Elementary and Secondary Master Teachers
All others concerned

1. Cognizant to the efforts of the Department of Education in improving the culture of research as stated in DepEd Order No. 16, s. 2017 entitled "Research Management Guidelines" and in compliance with the requirement of 2019 Office Performance, Commitment and Review Form (OPCRF) KRA 1.7 - Managed the Conduct of Action and Basic Research, this Office calls for the submission of research proposals (action research and basic research) on or before August 16, 2019.

2. All master teachers are expected to submit their research proposals to comply with KRA 1, Objective 2 of their IPCR – Collaborated with colleagues in the conduct and application of research to enrich knowledge of content and pedagogy.

3. All research proposals must follow the requirements as stated in the following enclosures:

- Enclosure 1 – Parts of an Action Research Proposal
- Enclosure 2 – Parts of a Basic Research Proposal
- Enclosure 3 – Research Application Form and Endorsement of Immediate Supervisor
- Enclosure 4 – Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- Enclosure 5 – Flow Chart of Submission Process
- Enclosure 6 – Other Templates and Standards

4. Soft copies of the enclosures and other templates can be downloaded through deped.in/abrarsearch

5. For further information, please contact Jaeriel R. Bersamina through the email address jaeriel.bersamina@deped.gov.ph or you may visit the Planning and Research Section Office.

6. Immediate dissemination of and strict compliance with this Order is directed


AMADOR D. GARCIA, SR., Ph.D.
OIC-Schools Division Superintendent

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PARTS OF AN ACTION RESEARCH PROPOSAL

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.

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.

PROPOSED INNOVATION, INTERVENTION, and STRATEGY - discussion on how the proposed intervention, innovation, and strategy will be incorporated in the teaching-learning process. Discuss the step by step procedure how it is implemented. Highlight where it will be used, is it in the motivation part? or is it used as an enrichment activity?

ACTION RESEARCH METHODS – contains details of how the research will be conducted.

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.

Data Gathering Methods – the various instruments and procedures for data collection should be outlined and extensively discussed.

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.

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).

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).

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.

PLANS FOR DISSEMINATION AND UTILIZATION – indicate how the results of the action will be utilized.

REFERENCES – using APA referencing, provide in text of work and reference list consistently and accurately.

PARTS OF A BASIC RESEARCH PROPOSAL

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.

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.

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.

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. **RESEARCH METHODOLOGY** – contains details of how the research will be conducted.

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.

Data collection – the various instruments and procedures for data collection should be outlined and extensively discussed.

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.

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).

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).

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.

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).

REFERENCES – using APA referencing, provide in text of work and reference list consistently and accurately.

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>) <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>) <input type="radio"/> Action Research <input type="radio"/> Basic Research	RESEARCH AGENDA CATEGORY (check <u>only one</u> main research theme) <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) <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:		

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 School Head

Position / Designation: _____

Date: _____

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 Basic Education Research Fund.

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 Research Management Cycle item ii. a.
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 Basic Education Research Fund for any conflict of interest which I have intentionally concealed.

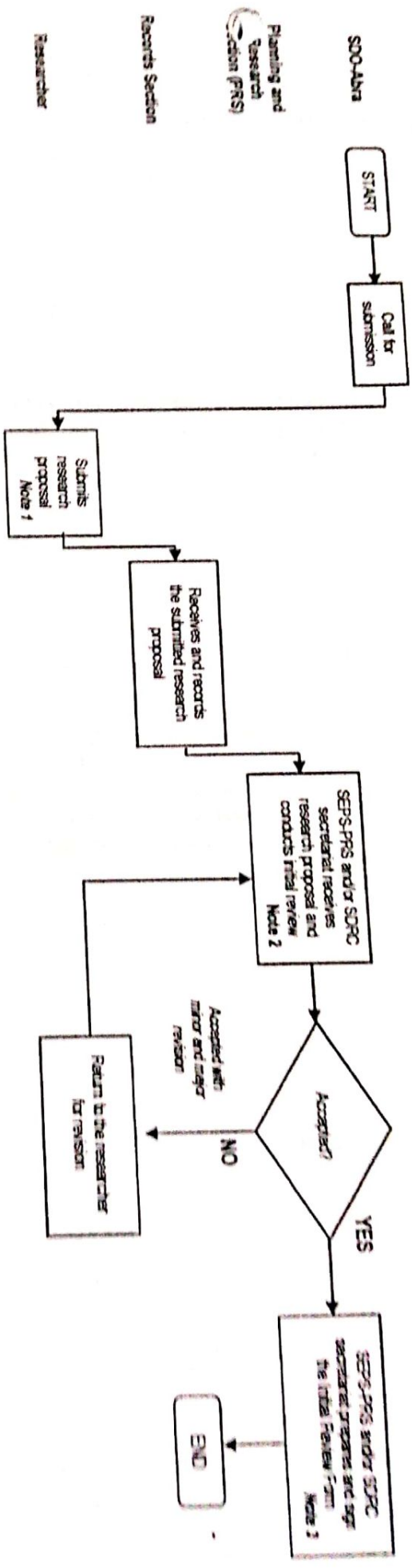
PROPONENT: _____

SIGNATURE: _____

DATE: _____

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

FLOW CHART OF SUBMISSION



Note 1 - Only one (1) copy of research proposal is required for the initial review.
 Note 2 - For better provision of technical assistance, it is advised that proposals be submitted personally to the Planning and Research Section after receipt at the Records Section.
 Note 3 - If accepted, submit three (3) copies for the review and evaluation of the SDRC.

Enclosure 6 of Division Memorandum No. 152 s. 2019

DRIVE IN THE COMMUNICATION ARENA: A TASK-BASED MODULE TO UPLIFT
TSHI-MAIN GRADE 11 AUTOMOTIVE SERVICING STUDENTS' ORAL
COMPETENCE

An Action Research Proposal Submitted to the Department of
Education Cordillera Administrative Region for
Basic Education Research Fund School
Year 2017-2018

Submitted by:

MARK ALJON E. VALENCIANO
Teacher III
Tublay School of Home Industries (TSHI)- Main
Acop, Caponga, Tublay, Benguet
Benguet Division

JUNE 25, 2017
(date of submission at the division office)

CONTEXT AND RATIONALE

} 2 single space

Education imbues an individual with the needed knowledge and skills he/she needs to become a functional member of a society. Besides, education can also be one investments must be made (Oteyza, 2012).....

} 2 single space
ACTION RESEARCH METHODS

} 2 single space

Participants and/or other Sources of Data and Information

} 2 single space

This study generally aims to find out if task-based language teaching and learning in which Task- Based Module will be utilized can improve the English speaking proficiency the following questions:.....

REFERENCES

Abu-Ayyash, E. & Assaf, M. (2016). The Impact of Learning-Style and Task-Based Teaching of Language on Learners' Achievement. Retrieved from <https://jebbs.ibsu.edu.ge/jms/index.php/jebbs/article/download/36/39>

Ellis, R. (2009). Task-Based Language Teaching: Sorting Out the Misunderstandings. Retrieved from <http://unacunningham.com/tecs351/misunderstandings.pdf>

APPENDIX A

PRETEST.....

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