



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OFFICE OF ABRA

RELEASED
 16 FEB 2024
 DEPED-ABRA TIME 2:50

February 14, 2024

DIVISION MEMORANDUM
 No. 08) a. 2024

E-TAKWAT ken SUKISOK: SUBMISSION, EVALUATION, AND RETRIEVAL OF ACTION AND BASIC RESEARCH PROPOSALS AND FINAL REPORTS

To: Asst. Schools Division Superintendent
 CES CID & SGOD
 All Elementary & Secondary School Heads
 All Teachers and Non- Teaching Personnel
 Planning and Research Section
 All Members of the SDRC
 Other Persons Concerned

1. Deped Order No. 16, s. 2017, otherwise known as the Research Management Guidelines (RMG) stipulates that the Department of Education continues to promote and strengthen the culture of research in basic education. In this regard, The Schools Division of Abra through its division research management, E-Takwat ken Sukisok guides in managing research initiatives at the school, division, and regional levels.
2. This activity aims to:
 - a. strengthen the culture of research in the Schools division of Abra
 - b. come up with innovations, intervention strategies, and processes to address issues and gaps and improve the performance of the teaching-learning process
3. The year round timeline for the submission,evaluation and retrieval of researches are as follows:

| Activity | Timeline | Persons Responsible |
|---|--|-----------------------------------|
| Submission of Proposals/ Reports of Final | Every last week of the month | Proponents, Records Section |
| Evaluation of Researches | Every 2 nd week of the month | SDRC Members |
| Posting and Retrieval of evaluated Researches | Every Friday of the 3 rd week of the month | Planning and Research, Proponents |
| Revision | 2 Weeks (Will follow the submission, Evaluation and Retrieval dates) | Proponents |



Address: Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra
 Telephone Nos.: 074) 614-6918
 Email Address: abra@deped.gov.ph
 Website: http://www.depedabra.com



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

4. Proposals and final reports should be pre- assessed by the School Head and/ or the School Research Committee before endorsing to the Division Office using the evaluation checklist.
5. All research proposals should adhere to the guidelines stipulated in the E-Takwat ken Sukisok Research Management guidelines (enclosure No. 1). In addition, research should be aligned to the **MATATAG** agenda of DepEd (enclosure No. 2) and the gaps/ issues that needs to be addressed in the teaching and learning process.
6. Researchers must ensure the **completeness** of the proposal as well as the attachments. **No actions shall be given to incomplete research proposals.** Downloadable forms and templates can be accessed from the E-Takwat ken Sukisok FB page google link. The following should be in the proposal:
 - a. Title Page following the proper template
 - b. Research application form
 - c. Declaration of Anti-plagiarism
 - d. Declaration of absence of conflict of interest
 - e. AR/ BR
 - f. Letter, Sample Activity, Research Tool
 - g. Accomplished Evaluation Checklist by the School Research Committee
7. Research Proposals will be assessed and evaluated by the members of the SDRC. Only **APPROVED** proposals shall be implemented.
8. Teaching and non-teaching personnel are encouraged to conduct research and undergo research orientations. The Planning and Research section provides technical assistance in the conduct of action and basic research through school/ district orientations, virtual orientation, through the E-Takwat ken Sukisok FB page, and the Takwat 12 O'clock Research.
9. For further inquiries, please contact the Planning and Research section or communicate through cp number 09771044932.
10. Immediate dissemination of this memorandum is earnestly desired.


AMADOR D. GARCIA SR. PhD, CESO VI
Schools Division Superintendent

Jur

Enclosures: As stated
DO 16, s. 2023
SGOD/PRS



Address: Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra
Telephone Nos.: 074) 614-6918
Email Address: abra@deped.gov.ph
Website: <http://www.depedabra.com>



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OFFICE OF ABRA

Enclosure No. 1 to the DM No. _____ s. 2024

E- TAKWAT KEN SUKISOK: GUIDES AND TEMPLATE IN WRITING A PROPOSAL

(based on DM No. 144, s. 2017)

A. ACTION RESEARCH

| PARTS | KEY ELEMENTS |
|---|---|
| I. Context and Rationale | <ul style="list-style-type: none"> • General description of the context of the problem identified. From International to Local • Identified the issue/ gap that leads to the conduct of the study. • Literature to support claims or statements provided in the rationale. At least 1 or 2 or more • Aims, objectives, subjects and those who will benefit from the study are included. |
| II. Action Research Questions | <ul style="list-style-type: none"> • With research general aim to be followed by the questions. • Alignment of the research questions to the research gap • Descriptive but correlate to give more meaningful result of the study • The integration of the intervention/innovation/strategy before and after will be taken as one question. <p>Example (for quasi- experimental study) <i>What is the level of reading comprehension of the learners in the control and experimental groups in their pretest and post- test?</i></p> <ul style="list-style-type: none"> • Significant difference in the control and experimental • Significant difference between the control and experimental • Provide the Null Hypothesis... There is no.... • Add qualitative questions (level up for those who already conducted researches twice or thrice) <p>Note: be specific with the design of authors. Utilize that of Creswell.</p> |
| III. Proposed Innovation, Intervention and Strategy | <ul style="list-style-type: none"> • Aligned to the problem. • It should address the problem. |



Address: Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra
 Telephone Nos.: 074) 614-6918
 Email Address: abra@deped.gov.ph
 Website: http://www.depedabra.com



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OFFICE OF ABRA

| | |
|--|---|
| | <ul style="list-style-type: none"> • Part 1 will be the description of the intervention/innovatin/strategy. Cite the author if adapted and supported by a theory • Presents what is new and modified. How will it address the problem? • Part 2 will be the step by step process. Includes the part of the learners, parents, timeframe. It can be implemented during class hours or after class hours. It depends on the study. • Discuss the impiementation of the intervention, procedure, activities, time frame • Presents the role of the researchr/s, learners, parents,e tc) • Provide sample in this part but the whole innovation should be placed in the appendices |
| IV Action Research Methods | <ul style="list-style-type: none"> • Appropriateness of the design to the research question • Describe the chosen research design and resulting research processes. And cite the author. Ex. Experimental, quantitative, qualitative, mixed methods, etc. |
| a. Participants and/or other sources of data | <ul style="list-style-type: none"> • Who are the participants? • Why choose these samples? specially if purposive • How many? • How did you select them? Sampling technique? |
| b. Data Gathering Methods | <ul style="list-style-type: none"> • Tool utilized • Alignment to the study. • Present first the tools per questions to show that the research questions are being addressed • Process/ Procedure • If tool is adapted or modified it is subjected for validity/ reliability. • No need to mention the names of those who will validate • Present the process/ procedure in collecting data |



Address: Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra
 Telephone Nos.: 074) 614-6918
 Email Address: abra@deped.gov.ph
 Website: http://www.depedabra.com



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OFFICE OF ABRA

| | |
|--|--|
| c. Data Analysis Plan | <ul style="list-style-type: none"> • Statistical tools to be used and which question is being analyzed? • Provide also the norms at least 5-Likert scale with descriptive analysis be used • Alignment with the research question • Uses quantitative (statistical) and/or qualitative (thematic/content analysis, process tracing) tools that are appropriate tot eh problem/ issue and research design to analyze data. |
| d. Ethical Issues | <ul style="list-style-type: none"> • Circumstances by which the respondent's/ samples participation will compromise their rights for privacy and confidentiality • • -do you need to get informed consent, assent, names, label your subjects? • Permission form the management • Voluntary participation • Informed consent • Anonymity • Confidentiality • Potential harm • Results communication |
| V. Action Research Work Plans and Timelines | <ul style="list-style-type: none"> • indicate the major milestones with specific activities of your proposed research. A Gantt chart offers an advantage in visualizing your timeline |
| VI. Cost Estimates | <ul style="list-style-type: none"> • Write a detailed breakdown of expense items with their corresponding costs |
| VII. Plans for Dissemination and Utilization | <ul style="list-style-type: none"> • Discuss how will you disseminate and utilize the outcomes of your proposed research in a wider community and for specific group of people, teachers, students, parents or other stakeholders that may benefit formt eh finding- accessible for key stakeholders. • Indicate utilization of research/ findings. |
| VIII. References | <ul style="list-style-type: none"> • Use APA Style 7th edition. • Cite references 5 years past |



Address: Actividad-Economia St., Zone 2(Consiltman), Bangued, Abra
 Telephone Nos.: 074) 614-6918
 Email Address: abra@deped.gov.ph
 Website: http://www.depedabra.com



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OFFICE OF ABRA

| | |
|----------------|---|
| IX. Appendices | <ul style="list-style-type: none"> • At least 15 and above references • Data gathering instruments (test questions, questionnaire, interview guide questions) • Sample activities or worksheets • Letters • Consent form • Assent form • Sample Intervention, Innovation or strategy |
|----------------|---|

B. BASIC RESEARCH

| PARTS | KEY ELEMENTS |
|-------------------------------|---|
| I. Introduction and Rationale | <ul style="list-style-type: none"> • General situation • Importance/ significance of the research • Related studies -Include what has been done so far in this area (e.g., related studies, theories, policies) • Research gap. This is the gap in the literature • Aims • Potential Contribution • Who will be benefited? |
| II. Literature Review | <ul style="list-style-type: none"> • alignment to the literature review • Theoretical or conceptual framework based on the research questions • should end with the conceptual framework in a narrative form. • A summary of the literature. At least paragraph • can be used to corroborate and contradict the results of the study |
| III. Research Questions | <ul style="list-style-type: none"> • Addresses issues and challenges that are interesting, novel, and current to the group being studied • Clarity • Concise • Consistent • Measurable within the specific timeframe • Complex |
| IV. Scope and Limitation | <ul style="list-style-type: none"> • Cover in terms of data collection, data analysis, discussion |



Address: Actividad-Economia St., Zone 2(Consilman), Bangued, Abra
 Telephone Nos.: 074) 614-6918
 Email Address: abra@deped.gov.ph
 Website: http://www.depedabra.com



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OFFICE OF ABRA

| | |
|-----------------------------|--|
| | <ul style="list-style-type: none"> • Limitation can ONLY be the methodology, data interpretation, scope of the study (any of these) Example Limited to DE (word) then explain if purposive |
| IV. Research Methodology | <ul style="list-style-type: none"> • Describes the chosen research design and resulting research processes in a manner that is understandable to other teachers planning similar interventions and researchers conducting similar work • Appropriateness to answer the research questions |
| a. Sampling | <ul style="list-style-type: none"> • Who are the population/participant? • Why choose these population samples? • How many? • How did you select them? <p>(sampling technique)</p> |
| b. Data Collections | <ul style="list-style-type: none"> • What tool did you used • Process/Procedure • Validation and Reliability Test of instruments • Briefly describe your methods supported by references to research applying the methods in similar situations |
| c. Plan for Data Analysis | <ul style="list-style-type: none"> • describe data analysis technique supported by references to research applying analysis in similar situations |
| d. Ethical Issues | <ul style="list-style-type: none"> • Circumstances by which the respondent s/ samples participation will compromise their rights for privacy and confidentiality - <i>do you need to get informed consent, names, label your subjects?</i> |
| V. Timetable or Gantt Chart | <ul style="list-style-type: none"> • indicate the major milestones with specific activities of your proposed research At least 6 months form conceptualization to dissemination |
| VI. Cost Estimates | <ul style="list-style-type: none"> • Write a detailed breakdown of expense items with their corresponding costs. The items and costs should reasonably reflect the funding needs of the Action Research |



Address: Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra
 Telephone Nos.: 074) 614-6918
 Email Address: abra@deped.gov.ph
 Website: http://www.depedabra.com



"Sustain Integrity, Lead, and Nurture Abronics for Greater accomplishment."



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OFFICE OF ABRA

| | |
|---|---|
| VII. Plans for Dissemination and Advocacy | <ul style="list-style-type: none"> Indicate how will you disseminate the results of your study for a wider education community and for specific group of people, teachers, students, parents or other stakeholders that may benefit from your finding. The key here is to make your results and findings accessible for key stakeholders |
| VII. References | <ul style="list-style-type: none"> Use APA Style 7th edition IN-TEXT CITATION REFERENCE LIST Minimum 15 references Recent related studies 5 years past |
| VIII. Appendices | <ul style="list-style-type: none"> Data gathering instruments (test questions, questionnaire, interview guide questions)- Letters Consent form Assent form |

For Final Reports

| | |
|----------------------------------|--|
| Abstract | <ul style="list-style-type: none"> 200- 250 words, double space, single paragraph, IMRAD, left aligned (Introduction-1 sentence, Aim- 1 statement, Methodology- 2- 3 statements, Result & Findings- bulk of the study, Conclusion-1 statement, Final statement) |
| Acknowledgement | <ul style="list-style-type: none"> Statement of gratitude to all those who contributed in the conduct of the study including the SDRC and SRC members |
| Results and Discussion | <ul style="list-style-type: none"> With Explanation, Implication, Corroboratin, Contratradiction |
| Reflection (For Action Research) | <ul style="list-style-type: none"> Experiences, observations, learnings during the conduct of the study |
| Summary of Findings | <ul style="list-style-type: none"> Direct answer to the questions |
| Action Plan | <ul style="list-style-type: none"> Planning, Implementation, Dissemination, Utilization |
| Financial Report | <ul style="list-style-type: none"> Last part of the study |



Address: Actividad-Economia St., Zone 2(Consilman), Bangued, Abra
Telephone Nos.: 074) 614-6918
Email Address: abra@deped.gov.ph
Website: http://www.depedabra.com



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Enclosure No. 2 to DM No. _____, s. 2024

MATATAG AGENDA

MAke the curriculum relevant to produce competent, job-ready, active, and responsible citizens. **(M)**

1. Revise the K to 12 Curriculum to make them more responsive to our aspiration as a nation
2. Reduce the number of learning areas to focus on foundational skills
3. Strengthen our literacy and numeracy programs
4. Revitalize our Reading, Science, and Technology, and Math programs
5. Improve English proficiency while recognizing linguistic diversity
6. Review the implementation of the Mother Tongue-based Multilingual Education Policy
7. Intensify the values formation of learners in curriculum and teaching
8. Embed the culture of peace in our curriculum
9. Be transparent with curriculum guides and test scores
10. Share these items with schools and teachers to strengthen the use of assessment
11. Engage with CHED and TESDA, and various industry partners to address the issue of skills mismatch

TAke steps to accelerate the delivery of basic education facilities and services. **(TI)**

1. Create the School Infrastructure and Facilities Strand
2. Build more resilient schools and classrooms
3. Close the remaining gaps in school infrastructure with policies to eliminate corruption
4. Establish fully functional library hubs
5. Provide schools with electricity
6. Provide e-classroom packages for teaching and learning
7. Digitize our essential processes, including our national assessments
8. Launch our National Education Portal
9. Strengthen the complementarity between public and private schools
10. Work closely with Congress in pushing for the expansion of GASTPE coverage to include kindergarten and elementary learners
11. Support BARMM School Building Program and GASTPE direction
12. Creation of the Procurement Strand.

TAke good care of learners by promoting learner well-being, inclusive education, and a positive learning environment. **(T2)**

1. Provide education to children and youth in situations of disadvantage
2. Strengthen and institutionalize the reintegration program for adolescent mothers, children at Risk (cAR), and children in conflict with the Law (cicL)
3. Strengthen the mechanism in safeguarding our learners against all forms of discrimination and dangers
4. Seek out mental wellness experts to form interventions at the school level



Address: Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra
Telephone Nos.: 074) 814-6918
Email Address: abra@deped.gov.ph
Website: <http://www.depedabra.com>



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

5. Strengthen inclusive education programs, including the alternative learning system, last mile schools, and programs for IP learners and learners with disabilities
6. Establish of Inclusive Learning Resource Centers
7. Provide assessment assistive mechanisms to students with disabilities
8. Eradicate illiteracy through relevant policy issuances and community literary program interventions.
9. Involve our parents and guardians in the education of our children.

Give support to teachers to teach better. (G)

1. Provide professional development programs
2. Provide support in terms of innovative, responsive, and inclusive teaching approaches following the Philippine Professional Standards for Teachers (PPST).
3. Capacitate our teachers and learners in utilizing technology in remote learning to maximize the benefits of digital learning.
4. Provide training and other learning and development interventions for school leaders
5. Fast-track the implementation of the career progression policy
6. Implement the Merit Selection Policy
7. Make the new Teacher Education Council and Secretariat fully functional
8. Advocate for additional benefits for our teachers
9. Implement the policy on the distribution of teacher workload and payment of teaching overload
10. Expand the coverage for the grant of Special Hardship Allowances
11. Address issues affecting the net take-home pay of teachers
12. Work with DOH for free annual physical examinations for teachers
13. Coordinate with the GSIS for an improved and superior benefits package for all DepEd personnel
14. Provide a free legal assistance facility for teachers on matters concerning loan contracts and obligations.



Address: Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra
Telephone Nos.: (074) 614-6918
Email Address: abra@deped.gov.ph
Website: <http://www.depedabra.com>



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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



Address: Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra
Telephone Nos.: 074) 614-6918
Email Address: abra@deped.gov.ph
Website: <http://www.depedabra.com>



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OFFICE OF ABRA

FORMS AND STYLES

| Forms and Styles | Evident |
|-------------------|--|
| Font | Anal Size 11 |
| Spacing | Double Space except tables |
| Margins | Normal (1 inch in all sides) |
| Pagination | Upper right corner |
| Alignment | Left Aligned |
| Paper | A4 bond paper |
| Running Head | <ul style="list-style-type: none"> The running head is an abbreviated version of the title of the paper All capital letters No more than 50 characters, including spaces and punctuation Avoid using abbreviations; however, the ampersand symbol (&) may be used rather than "and" Appears in the same format on every page, including the first page Do not use the label "Running Head" before the running head. Align the running head to the left margin of the page header, across from the right-aligned page number |
| Table of Contents | Downloadable from the google sheet in the E-Takwat ken Sukisok FB Page |
| Headings | Level 1 Heading Level 2 Heading Level 3 Heading Level 4 Heading Level 5 Heading |
| Tables | |
| Figures | |



Address: Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra
 Telephone Nos.: 074) 814-6918
 Email Address: abra@deped.gov.ph
 Website: http://www.depedabra.com



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."