



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OFFICE OF ABRA

RELEASED
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 DEPED-ABRA TIME 2NF

August 6, 2021

DIVISION MEMORANDUM
 No. 252, s. 2021

**RECONSTITUTION OF THE SCHOOLS DIVISION RESEARCH COMMITTEE
 (SDRC) AND RESEARCH MANAGEMENT GUIDELINES**

To: Assistant Schools Division Superintendent
 Chief Education Supervisor (CID and SGOD)
 Education Programs Supervisors
 Public Schools District Supervisor
 Senior Education Program Specialist
 All Elementary and Secondary School Heads
 All Others Concerned

1. In support to the Department's policy development process, research agenda, and policy and program development and implementation, this Office continues to promote and strengthen the culture of research in basic education. Schools Division Office of Abra hereby reconstitutes the Schools Division Research Committee and reiterates the provisions of DepEd Order No. 16, s. 2017 entitled "Research Management Guidelines" and its amendment stipulated in DepEd Order No. 26, s. 2021 providing guidance in managing research initiatives and the use of virtual platforms in the conduct of research-related activities in the division.

2. The Schools Division Research Committee (SDRC) is hereby reconstituted effective immediately as follows:

Name/Position	SDRC
Soraya T. Faculo, ASDS	Chairperson
Lemuel B. Dickson, CES-SGOD	Co-Chairperson
Hedwig M. Belmes, CES-CID	Co-Chairperson
Benilda M. Daytaca, OIC-SDS	Adviser
Henrieta A. Bringas, Marlene C. Abaoag, Narciso Cannaoay, Ronald T. Marquez, Adelaida Bogayao, Pedro B. Talingdan Jr., Jun P. Aguyos, Mijurodel Rifareal, Bhenjo P. Agaloos, Emmanuel Bugtong	Member
Celia Bolante (Cost Estimate/Financial Report)	Member
By invitation: Focal person of concerned division/learning area/section/program	Member
Jaeriel R. Bersamina, SEPS-Planning and Research	Secretariat (SGOD)
Deo M. Ramos, EPS II-HRD	Secretariat (SGOD)



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3. To facilitate the evaluation and approval of research proposals, Committee members may designate permanent alternates to represent them during SDRC review and evaluation, in case of unavailability.

4. The following are the roles and responsibilities of the SDRC and the SDRC Secretariat:

4.1 The **Schools Division Research Committee** (SDRC), as stated in DepEd Order No. 16, s. 2017 has the following roles and responsibilities.

4.1.1 Provide the directions on research initiatives through the national and local Basic Education Research Agenda, and other identified priority research areas in the division;

4.1.2 Evaluate and approve research proposals and other related research initiatives from schools and community learning centers (CLCs) to be funded under BERF;

4.1.3 Evaluate and approve research proposals and other related research initiatives within the schools division to be funded by other fund sources;

4.1.4 Forge partnership with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects;

4.1.5 Prepare and submit reports to the Regional Research Committee (RRC) on all research initiatives conducted in the division from all fund sources;

4.1.6 Resolve emerging issues on the management and conduct of research;

4.1.7 Ensure that cost estimates fall under the existing accounting and auditing rules and regulations;

4.1.8 Endorse approved school level proposal to the Regional Office for confirmation and release of funds under BERF.

4.2 The SDRC Secretariat will deliver the following:

4.2.1 Organize, coordinate, and document meetings of the Committee;

4.2.2 Conduct initial screening of submitted proposals for compliance with submission guidelines;



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4.2.3 Aid SDRC members in recommending proposals for approval per criteria and scoring template provided in Annex 4 of DO No. 16, s. 2017

4.2.4 Liaise with academic and research institutions, government agencies, and other DepEd offices in the conduct of the research;

4.2.5 Provide technical assistance to researchers on the conduct of their studies;

4.2.6 Conduct periodic monitoring on research initiatives in schools and community learning centers (CLCs) within the division;

4.2.7 Prepare periodic report on accomplishments related to division research initiatives; and

4.2.8 Prepare complete staff work in support of the Committee's functions as needed.

5. This Office starts the research management cycle through the call for submission of research proposals at least once a year. Proponents will be given one (1) month after the posting of call for proposals to submit the intended study. This will be followed by evaluation of the proposals including the initial screening and committee evaluation. Other processes and activities related to the research management cycle of the division is stated on the attached flow chart (Enclosure 1).

6. Attached are the documentary requirements as provided by the Research Management Guidelines stated in DepEd Order No. 16, s. 2017

7. The above-mentioned guidelines shall be applicable to Basic Education Research Fund (BERF) proposals and non-BERF research proposals.

8. Immediate dissemination of and strict compliance with this Memorandum is directed.

BENILDA M. DANTACA EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

SGOD/PRS/Jae/DM-SDRC

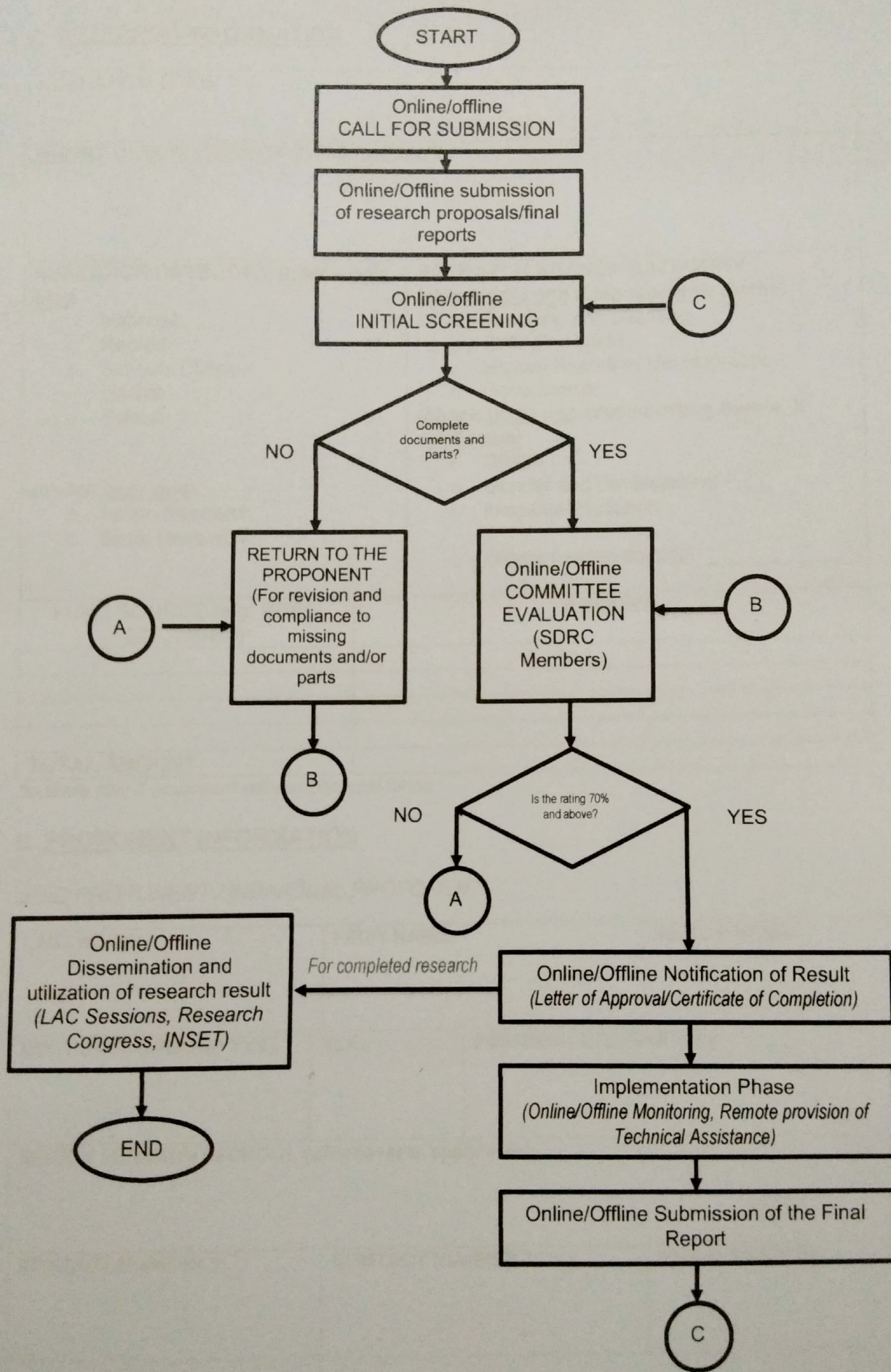


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RESEARCH MANAGEMENT CYCLE FLOW CHART



ANNEX 1: Research Proposal Application Form and Endorsement of Immediate Supervisor

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH	
<p>RESEARCH CATEGORY (check <u>only one</u>)</p> <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 <p>(check <u>only one</u>)</p> <ul style="list-style-type: none"> <input type="radio"/> Action Research <input type="radio"/> Basic Research 	<p>RESEARCH AGENDA CATEGORY (check <u>only one</u> main research theme)</p> <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 <p>(check <u>up to one</u> cross-cutting theme, if applicable)</p> <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.
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: _____

ANNEX 4.a: GUIDE FOR APPRAISING BASIC RESEARCH PROPOSALS

Main Criteria		Increasing Levels of Quality and their Descriptions				Score
low						high
Rationale of the Research 10 points	not described (no points)	The research proposal presents a general description of the topic or focus of inquiry. (5 points)	The educational relevance and timeliness of the research topic are shown. It explains the need to conduct research to understand a phenomenon, advance or validate knowledge, improve a situation, or address an issue / problem. (8 points)	The nature, extent and salience of the research topic are comprehensively discussed. Different aspects of the research setting are elaborated showing in depth and critical analysis of the situation. Policy implications, benefits and limitations of the study are stated. (10 points)		
Research Questions 20 points	not stated (no points)	The research proposal has a stated aim, objective, or general research questions. (10 points)	The research questions specify the variables or the focus of inquiry. Key elements of the research questions are reflected in the title of the proposal. (15 points)	The research questions logically proceed from the context of the study. They are formulated to clearly show the extent and different angles of inquiry (ex: different variables of interest, relationships to be probed, geographical and temporal scope). (20 points)		
Use of Related Literature and Proper Citation 10 points	not provided (no points)	The research proposal cites theories and/or previous studies related to the present research. Sources are properly acknowledged. (5 points)		Viewpoints and issues underlying the present research are discussed and synthesized. They are critically evaluated to identify inconsistencies or gaps in current knowledge or educational policy that the study intends to address. Constructs are defined and presented in a conceptual framework. Citation of literature sources is consistent. (10 points)		

ANNEX 4. a: GUIDE FOR APPRAISING BASIC RESEARCH PROPOSALS

Main Criteria	Increasing Levels of Quality and their Descriptions				Score
	low			high	
Rationale of the Research 10 points	not described (no points)	The research proposal presents a general description of the topic or focus of inquiry. (5 points)	The educational relevance and timeliness of the research topic are shown. It explains the need to conduct research to understand a phenomenon, advance or validate knowledge, improve a situation, or address an issue / problem. (8 points)	The nature, extent and salience of the research topic are comprehensively discussed. Different aspects of the research setting are elaborated showing in depth and critical analysis of the situation. Policy implications, benefits and limitations of the study are stated. (10 points)	
Research Questions 20 points	not stated (no points)	The research proposal has a stated aim, objective, or general research questions. (10 points)	The research questions specify the variables or the focus of inquiry. Key elements of the research questions are reflected in the title of the proposal. (15 points)	The research questions logically proceed from the context of the study. They are formulated to clearly show the extent and different angles of inquiry (ex: different variables of interest, relationships to be probed, geographical and temporal scope). (20 points)	
Use of Related Literature and Proper Citation 10 points	not provided (no points)	The research proposal cites theories and/or previous studies related to the present research. Sources are properly acknowledged. (5 points)		Viewpoints and issues underlying the present research are discussed and synthesized. They are critically evaluated to identify inconsistencies or gaps in current knowledge or educational policy that the study intends to address. Constructs are defined and presented in a conceptual framework. Citation of literature sources is consistent. (10 points)	

Main Criteria		Increasing Levels of Quality and their Descriptions				Score
Sub-Criteria		low			high	
Research Methods 40 points	Participants and/or other Sources of Data and Information (10)	not stated (no points)	The research proposal states the study's target participants and/or other sources of data and information (ex: divisions, districts, offices, schools, learners, teachers, parents, documents, secondary data, others) (5 points)	Details are provided about the target participants (ex: number, characteristics, sampling procedure, if any) and/or other sources of data and information. Clear rationale for their inclusion in the study is given. (10 points)		
	Data Gathering Method(s) and Research Instruments (20)	not described (no points)	The research proposal presents a general description of the methods to be employed for gathering data. (10 points)	Details of data gathering methods are provided: the specific kinds of data, how and when they will be collected. It describes any research instruments (ex: test, scale, survey questionnaire, checklist, interview guide) to be developed or adopted. (15 points)	The proposal explains why the data gathering methods are suited to the nature and purpose of the study. The data gathering methods are aligned with the research questions. Details about research instruments are presented such as their sources or how they will be developed and by whom, and their appropriateness for obtaining the desired kind of data / information. (20 points)	
	Data Analysis Plan (10)	not stated (no points)	The research proposal presents a general description of how the gathered data / information will be analyzed. (5 points)	Details of the methods of data analysis are given. Techniques (ex: quantitative/statistical, qualitative, or both methods), as well as tools (ex: software) to be employed are specified. (8 points)	The selected methods of data analysis are shown to be appropriate to the nature of the data / information to be gathered and for addressing the research questions. (10 points)	

Increasing levels of Quality and their Descriptions

Low  High

<p>Mean Criteria</p>	<p>not included (no points)</p>	<p>The research proposal includes a list of major activities and their timelines. (5 points)</p>	<p>A detailed work plan is provided covering start to completion of the research. Timelines are realistic and show concisely how the research will unfold over the allowed period. The overall plan reflects the program's capacity to concierge ideas into clear and sequential steps to be undertaken. (10 points)</p>	<p>Score</p>
<p>Major Plan and Timelines 10 points</p>	<p>not included (no points)</p>	<p>The research proposal includes a list of major items and their estimated costs. The total cost is shown. (5 points)</p>	<p>A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs of the research, and adhere to BERN guidelines. The overall plan reflects the program's capacity to project specific expenses that she or he will be accountable for. (10 points)</p>	
<p>Cost Estimation 20 points</p>				
<p>Total Score</p>				

Remarks

ANNEX 4.b: GUIDE FOR APPRAISING ACTION RESEARCH PROPOSALS

Main Criteria		Increasing Levels of Quality and their Descriptions			Score	
Sub-Criteria		low		high		
Rationale of the Action Research 30 points	Context (15)	not described (no points)	The action research proposal presents a general description of the problem or issue as its focus of inquiry. (8 points)	The educational relevance and timeliness of the problem or issue are shown. The need to conduct action research as a way to address or improve the situation is explained. (12 points)	The nature, extent and salience of the identified problem or issue are comprehensively discussed. Different aspects of the action research setting are elaborated showing in depth and critical analysis of the situation. (15 points)	
	Proposed Intervention, Innovation, Strategy (15)	not presented (no points)	The action research proposal mentions an intervention, innovation or strategy to be tried out to address the problem or issue. (8 points)	The proposal outlines when and where the intervention, innovation or strategy will be undertaken, and who will be involved. Activities to be undertaken are stated. (12 points)	The rationale, extent and limitation of the intervention, innovation or strategy are explained in detail. Its plausibility as a way to address the problem or issue is given support. (15 points)	
Action Research Question(s) 30 points		not stated (no points)	The action research proposal has a stated aim, objective, or general research question(s). (15 points)	The research question(s) specifies the action research variable(s) or the focus of inquiry. Key elements of the research question(s) are reflected in the title of the proposal. (25 points)	The research question(s) logically proceeds from the context of the inquiry. It clearly relates to the identified problem or issue, and conveys the desired change or improvement. (30 points)	

Main Criteria		Increasing Levels of Quality and their Descriptions				Score
Sub-Criteria		low	→		high	
Action Research Methods 30 points	Participants and/or other Sources of Data and Information (10)	not stated (no points)	The action research proposal states the target participants and/or other sources of data and information (ex: learners, teachers, documents, realia, learners' products, others) (5 points)	Details are provided about the target participants (ex: number, characteristics, sampling procedure, if any) and/or other sources of data and information. Clear rationale for their inclusion in the study is given. (10 points)		
	Data Gathering Method(s) (10)	not described (no points)	The action research proposal presents a general description of the method(s) to be employed for gathering data. (5 points)	Details of the data gathering method(s) are provided: the specific kinds of data, how and when they will be collected (ex: pretest and posttest scores). Research instruments, if any, are described (ex: test, scale, survey questionnaire, checklist, interview guide, others). (8 points)	The proposal explains why the selected data gathering method(s) is suited to the nature and purpose of the action research. The data gathering method(s) is aligned with the research question(s). Research instruments, if any, are appropriate for obtaining the desired kind of data / information. (10 points)	
	Data Analysis Plan (10)	not stated (no points)	The action research proposal presents a general description of how the gathered data / information will be analyzed. (5 points)	Details of the method(s) of data analysis are given. Techniques (ex: quantitative/statistical, qualitative, or both methods), as well as tools (ex: software) to be employed are specified. (8 points)	The selected method of data analysis is shown to be appropriate to the nature of the data / information to be gathered and for addressing the research question(s). (10 points)	

Increasing Levels of Quality and their Descriptions



Main Criteria	low		high	Score
Action Research Work Plan and Timelines 5 points	not included (no points)	The action research proposal includes a list of major activities and their timelines. (3 points)	A detailed work plan is provided covering start to completion of the action research. Timelines are realistic and show concretely how the action research will unfold over the allowed period. The overall plan reflects the proponent's capacity to concretize ideas into clear and sequential steps to be undertaken. (5 points)	
Cost Estimates 5 points	not included (no points)	The action research proposal includes a list of major items and their estimated costs. The total cost is shown. (3 points)	A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs of the action research, and adhere to the BERF guidelines. The overall plan reflects the proponent's capacity to project specific expenses that she or he be accountable for. (5 points)	
Total Score				
Remarks:				

ANNEX 5.A: Sample Letter of Approval

[insert date]

Mr. / Ms. _____

Dear Mr. / Ms. _____:

Greetings!

This refers to the research proposal you submitted to the **[insert governance level]** for possible funding under **[insert fund source]**.

The Research Committee has carefully evaluated the final research proposal entitled _____ based on the criteria prescribed in the Research Management Guidelines and we are pleased to inform you that the said research proposal was **approved for implementation**.

In this regard, may we invite you to the **[insert name of office / venue of orientation]** on **[insert orientation date]** for an orientation regarding the implementation of your research proposal. Further, this will also be a venue for the signing of the Memorandum of Agreement (MOA) which will contain the details of your engagement.

For clarifications and any concerns, kindly contact **[insert contact office, focal person, and contact details]**.

We look forward to the successful implementation of your research. Thank you very much!

Very truly yours,

RESEARCH COMMITTEE CHAIR

ANNEX 5.B: Sample Letter of Disapproval

[insert date]

Mr. / Ms. _____

Dear Mr. / Ms. _____:

Greetings!

This refers to the research proposal you submitted to the *[insert governance level]* for possible funding under *[insert fund source]*.

The Research Committee has carefully evaluated the final research proposal entitled _____ based on the criteria prescribed in the Research Management Guidelines. We regret to inform you that the said research proposal did not pass the evaluation due to the following reasons:

We thank you for your interest in availing of the *[insert research fund]*. Kindly take note that you can still resubmit this research proposal once all the comments and recommendations are incorporated.

For clarifications and any concerns, kindly contact *[insert contact office, focal person, and contact details]*.

We look forward to future collaborations with you. Thank you very much!

Very truly yours,

RESEARCH COMMITTEE CHAIR

ANNEX 6: Minimum Requirements of Completed Research Report

A. COMPLETED BASIC RESEARCH TEMPLATE

- I. Title Page
- II. Abstract
- III. Acknowledgment
- IV. Introduction of the Research
- V. Literature Review
- VI. Research Questions
- VII. Scope and Limitation
- VIII. Research Methodology
 - a. Sampling
 - b. Data Collection
- IX. Discussion of Results and Recommendations
- X. Dissemination and Advocacy Plans
- XI. References
- XII. Financial Report

B. COMPLETED ACTION RESEARCH

- I. Title Page
- II. Abstract
- III. Acknowledgment
- IV. Context and Rationale
- V. Innovation, Intervention, and Strategy
- VI. Action Research Questions
- VII. Action Research Methods
 - a. Participants and/or other Sources of Data and Information
 - b. Data Gathering Methods
- VIII. Discussion of Results and Reflection
- IX. Action Plan
- X. References
- XI. Financial Report