

Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA



August 3, 2023

DIVISION MEMORANDUM No. 304 s. 2023

E-TAKWAT KEN SUKISOK: 2nd CALL FOR THE SUBMISSION OF RESEARCH PROPOSALS FOR FUNDING UNDER THE BASIC EDUCATION RESEARCH FUND (BERF) AND NON- BERF

To: Asst. Schools Division Superintendent CES CID, SGOD, AOV Admin SEPS P&R
All School Heads
All Persons Concerned

- 1. Relative to DepEd Order No. 16, s. 2017 entitled "Research Management guidelines", and RM No. 421, this office through the Planning and Research Section, calls for the online submission of research proposals on or before **August** 18, 2023, through the email address sdoabra.research2022@gmail.com.
- 2. The research proposals in *MS Word* to be submitted should include a scanned copy of the following:
 - a. Application form and endorsement of Immediate Supervisor (Enclosure 1)
 b. Anti- plagiarism and Absence of Conflict- of- Interest Declarations (Enclosure 2)

These can also be accessed in the *E-Takwat ken Sukisok* FB page

There shall be two documents only from each proponent, one for the proposal and one for the proposal in mS Word and one for the scanned copies using the format below:

ASENCIO, R. abra high school action research proposal.docx ASENCIO, R. abra high school required documents.pdf

- 3. All proposals submitted will be reviewed and screened by the Schools Division Research Committee (SDRC) using the evaluation tools (Enclosure 3). Only proposals with the approval of the chairman of the SDRC will be implemented. No approval, no implementation.
- 4. BERF applications that passed the screening by the Schools Division Research Committee (SDRC) will be endorsed to the Regional Office on or before **September 1, 2023.** Proponents will be notified.
- 5. The absence of one fo the required documents and/ or an incomplete research proposal based on the required forms and styles as stipulated in the Guidelines will be disapproved without further evaluation. Refer to the guidelines in the enclosures.

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- 6. The target implementation of the research proposals shall be at least October 2023 onwards giving ample time for evaluation and approval of the SDRC for Non- BERF and the RRC for BERF proposals.
- Proponents of evaluated proposals will be notified for coaching and/ or orientation through memo or posting throught the E-Takwat ken Sukisok FB page.
- 6. For inquiries, please contact the Planning and Research at cp number 09771044932 or email address sdoabra.research2022@gmail.com
- 7. Immediate and wide dissemination of this memorandum is earnestly desired.

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

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Reference: DO 16, 2. 2017; RM 421.2023 Encl: As stated SGOD/P&R August 2023

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Enclosure No.	1	to the DM No.	s. 2023

RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT FROM THE IMMEDIATE SUPERVISOR (based from DO No. 16, s. 2017)

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

A. RESEARCH INFORMATION

SHORT DESCRIPTION OF THE RES	EARCH
RESEARCH CATEGORY (check onlone) National Region Schools Division District School (check only one) Action Research Basic Research	RESEARCH AGENDA CATEGORY (check only one main research theme) Teaching and Learning Child Protection Human Resource Development Governance (check up to one cross-cutting theme, if applicable) DRRM Gender and Development Inclusive Education Others (please specify):
FUND SOURCE (e.g. BERF, SEF, others)*	AMOUNT

B. PROPONENT INFORMATION

LEAD PROPONENT / INDIVIDUAL PROPONENT

LAST NAME:	FIRST NA	ME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION / D	ESIGNATION:
REGION / DIVISION / SCHOO	L (whichever is	applicable)	

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(DEGREE TITLE) enumerate from bachelor's degree up to doctorate degree	IIILL OF TH	ESIS / RELATED RI	SEARCH PROJECT
And the same of th			
SIGNATURE OF PROPONENT:			
PROPONENT 2			
LAST NAME:	FIRST NAME:		MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION / DESI	GNATION:
SCHOOL / OFFICE ADDRESS:		20 C 5.22 3 2 Hard	
CONTACT NUMBER 1:	CONTACT NU	MBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) enumerate from bachelor's degree up to doctorate degree	TITLE OF THE	ESIS / RELATED RE	SEARCH PROJECT
SIGNATURE OF PROPONENT:			
PROPONENT 3			
LAST NAME:	FIRST NAME:	ett. Despekterspreichten und die einstelle der Einstelle der Einstelle der Stelle der Stelle der Stelle der Ste	MIDDLE NAME:
	SEX:	POSITION / DESIG	SNATION:
BIRTHDATE (MM/DD/YYYY)	SEX:		

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CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) enumerate from bachelor's degree up to doctorate degree	TITLE OF THESIS / RELATE	D 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 Supervi	50					
Position / Designation :	_					
Date:						
Name and Signature of Immediate Supervi	so					
Position / Designation :						
Date:						

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Enclosure No. 2 to the DM No s.	2023
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	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:
	DATE:
	PROPONENT:

Add Tel Em We

Address: Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra

SIGNATURE:___

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DATE: _____



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DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

1.	I,, understand that conflict of interest refers
	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:
	OLONIATUDE:



DATE: ____

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Enclosure No. 3 to the DM No. s. 2023

PARTS OF AN ACTION AND BASIC RESEARCH PROPOSALS

ANNEX 2: Minimum Requirements of the Research Proposal

A. BASIC RESEARCH PROPOSAL TEMPLATE

- 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

Technical Guidelines:

Font: Arial Size: 11

Paper Size: A4

Margin: 1 in on all sides

Spacing: Double Space Except for tables Folder: White for Action; Brown for Basic

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Title page Sample for Basic Research:

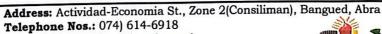
Comprehensive School Safety Management Towards Emergency Planning Perspective of the Schools Division of Abra

A Basic Research Final Report Submitted to the Department of Education Cordillera Administrative Region for Basic Education Research Fund School Year 2020-2021

Submitted by:

Rhoda P. Asencio Senior Education Program Specialist Planning and Research Schools Division Office of Abra

November 2021



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- a. Letter to the Schools Division Superintendent
- b. Letter to the School Heads
- c. Questionnaire



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TIME TABLE/ GANTT CHART

			er 202	3	November 2023			23
Milestones and Activities	Wk 1	Wk 2	Wk 3	Wk 4	Wk	Wk 2	Wk 3	Wk
Milestone 1: Planning and Design	Y					-		-
Approval of the research for implementation								
Communication on the conduct of the study to the principal								
Orientation of the participants and their parents on their participation in the study								
Signing of Informed Consent Forms	377					Tiesting.		
	No	vemb	er 20	23	D	December 2023		
Milestones and Activities	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4
Milestone 2: Data Collection	Andrew L		L To contact					
Distribution of Questionnaires								A. e.
Retrieval of Questionnaires					BIRD			
		lanua	ry 202	1	E	ebrua	D/ 201	24
Milestones and Activities	Wk 1	Wk 2	Wk 3	Wk 4	Wk	Wk 2	Wk 3	Wk 4
Milestone 3: Data Analysis		Base						
Gathering needed data and application of appropriate statistical treatment	1000							uže Tlau
Arranging collected data in tabular form		6.2		9000			2	
Interpreting results			Jaka J	新型		To Marie	Y.L.	
Milestone 4: Finalizing and Disseminating the Research Paper								
Revising the proposal/Editing/Proofreading			15 15/8/1	The state of		TO NOT THE	W. T.	
Discussing and interpreting collected data	J. Ver	178			1. (1)	The same	TO SHOW	- 1
Formulating conclusions and recommendations			4					
Submission of Final Results	1							TOTAL
Conducting focus group discussions with school head and teachers			S 19	P				

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COST ESTIMATES

Activity	Item	Unit	Quantity	Estimated Cost	Total	ACTUAL COST	TOTAL
	A4 Bond Paper	ream	10	250.00	2,500.00	280.00	2,800.0
Implementation of the study and Preparation of Research Papers,	A4 Folder Tagboard with fastener	рс	20	10.00	200.00	14.00	280.0
Instructional Materials/Worksheets,	Printer Ink Black	bottle	10	300.00	3,000.00	330.00	3,300.0
and other documents	Printer Ink Cyan	bottle	2	300.00	600.00	330.00	660.0
	Printer Ink Magenta	bottle	2	300.00	600.00	330.00	660.0
	Printer Ink Yellow	bottle	2	300.00	600.00	330.00	660.0
	USB Flash Drive	рс	1	1,000.00	1,000.00	950.00	950.0
B. Domestic Travel Expenses		Market Market					
Submission of First Tranche Deliverables	Courier/ Private Vehicle		1	300.00	300.00	300	300.0
Submission of Last Tranche Deliverables	Courier/ Private Vehicle		1	300.00	300.00	300	300.0
D. Reproduction, Printing, and Bind	Experts and Proponent/s ling Cost		T				
E. Communication Expenses for the	Implementation / Condu	ct of the	Study	-			
Data gathering: reliability test of questionnaire - Online Survey (to be given through pasaload)	Load of respondents (37.50 / hour)	1 hour	30	37.50	1,125.00	37.50	1,125.0
Data gathering: quantitative data (Online Survey) (to be given through pasaload)	Load of respondents (37.50 / hour)	1 hour	50	37.50	1,875.00	37.50	1,875.0
(Online Survey) (to be given through pasaload) Data gathering: qualitative data (Focus Group Discussion) (to be given through pasaload)	(37.50 / hour)	1 hour 1 hour	50	37.50	1,875.00 375.00	37.50	
(Online Survey) (to be given through pasaload) Data gathering: qualitative data (Focus Group Discussion) (to be given through pasaload) Implimentation of the study - Data Gathering /Collection, Preparation and submission of research papers and	(37.50 / hour) Load of respondents (37.50 / hour)	1 hour				37.50 37.50	1,875. 375.
(Online Survey) (to be given through pasaload) Data gathering: qualitative data (Focus Group Discussion) (to be given through pasaload) Implimentation of the study - Data Gathering /Collection, Preparation and submission of research papers and other documents	(37.50 / hour) Load of respondents (37.50 / hour) Load of proponent (Smart	1 hour	10	37.50	375.00	37.50 37.50	375.
(Online Survey) (to be given through pasaload) Data gathering: qualitative data (Focus Group Discussion) (to be given through pasaload) Implimentation of the study - Data Gathering /Collection, Preparation and submission of research papers and	(37.50 / hour) Load of respondents (37.50 / hour) Load of proponent (Smart	1 hour	10	37.50	375.00	37.50 37.50	375.

Prepared by

Research Proponent (Name and Signature)



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 Manchester, UK: Center for Education Research and Quality

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Enclosure No.	3	to the DM No.	s. 2023

GUIDES AND TEMPLATE IN WRITING A PROPOSAL

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

A. ACTION RESEARCH

	PARTS	KEY ELEMENTS
l.	Context and Rationale	 General description of the context of the problem identified. 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.
11.	Action Research Questions	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. Example: (for quasi- experimental study) What is the level of reading comprehension of the learners in the control and experimental groups in their pretest and post- test? 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) Note: be specific with the design of authors. Utilize that of Creswell.
III.	Proposed Innovation, Intervention and Strategy	Aligned to the problem. It should address the problem. Part I will be the description of the intervention/innovatin/strategy. Cite



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	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 implementation 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	Appropriateness of the design to the research question Describe the chosen research design and resulting research processes. Experimental, mixed methods
a. Participants and/or other sources of data	 Who are the participants? Why choose these samples? specially if purposive How many? How did you select them? Sampling technique?
b. Data Gathering Methods	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
c. Data Analysis Plan	 Statistical tools to be used and what does each analyze?



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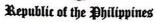
	 Provide also the norms at least 4-5 scale with descriptive analysis Alignment with the research question Uses quantitative (statistical) and/or qualitative (thematic/content analysis, process tracing) tools that are appropriate tot eh problem/ issue and research design to analyze data.
d. Ethical Issues	 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	 indicate the major milestones with specific activities of your proposed research. A Gantt chart offers an advantage in visualizing your timeline.
VI. Cost Estimates	 Write a detailed breakdown of expense items with their corresponding costs
VII. Plans for Dissemination and Utilization	 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	 Use APA Style 7th edition. Cite references 5 years past At least 15 and above references



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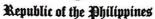
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IX. Appendices	 Data gathering instruments (test questions, questionnaire, interview guide questions) Sample activities or worksheets
	LettersConsent form
	 Assent form
	 Sample Intervention, Innovation or strategy

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B. BASIC RESEARCH

PARTS	KEY ELEMENTS
I. Introduction and Rationale	 General situation Importance/ significance of theresearch 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	 alingment 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	 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	 Cover in terms of data collection, data analysis, discussion Limitation can ONLY be the methodology; data interpretation; scope of the study (any of these) Example.Limited to BE coord then explain if purposive
IV. Research Methodology	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



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	 Appropriateness to answer the research questions
a. Sampling	 Who are the population/participant? Why choose these population samples? How many? How did you select them? (sampling technique)
b. Data Collections	 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	 describe data analysis technique supported by references to research applying analysis in similar situations
d. Ethical Issues	 Circumstances by which the respondent's/ samples participation will compromise their rights for privacy and confidentiality • -do you need to get informed consent; names; label your subjects?
V. Timetable or Gantt Chart	 indicate the major milestones with specific activities of your proposed research.At least 6 months form conceptualization to dissemination
VI. Cost Estimates	 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.
VII. Plans for Dissemination and Advocacy VII. References	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.

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	Use APA Style 7 th edition
	IN-TEXT CITATION
	REFERENCE LIST
	Minimum 15 references
	 Recent related studies
	5 years past
VIII. Appendices	Data gathering instruments (test questions, questionnaire, interview guide questions)
	• Letters
	Consent form
	Assent form

Technical Guidelines:

Font: Arial

Size: 11

Paper Size: A4

Margin: 1 in on all sides

Spacing: Double Space Except for tables Folder: White for Action; Brown for Basic



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