



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

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November 9, 2023

DIVISION MEMORANDUM
No. 455 2023

E-TAKWAT ken SUKISOK: 2ND CALL FOR THE SUBMISSION OF ACTION AND BASIC RESEARCH PROPOSALS

To: Asst. Schools Division Superintendent
CES CID & SGOD
All Research Proponents for SY 2021- 2023
Planning and Research Section
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 provides guidance in managing research initiatives in the school, division and regional levels. Thus, this office through the Planning and Research section informs that the submission of action and basic research proposals is **NOW OPEN**.
2. This activity aims to:
 - a. strengthen the culture of research in the Schools division of Abra
 - b. come up with innovations, interventions and strategies and processes to improve the performance of the teaching-learning process
3. In order to provide the Schools Division Research Committee (SDRC) sufficient time for evaluation, all research should be submitted in **printed copy** (1 copy) on or before **November 29, 2023** through the Records Section and a soft copy to be sent at
4. 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 pressing issues that needs to be addressed in the teaching and learning process.



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5. 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. 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. Action Research proposal template/ Basic Research Proposal Template
6. Research Proposals will be assessed and evaluated by the members of the SDRC. Only **APPROVED** proposals shall be implemented.
7. 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.
7. For further inquiries, please contact the Planning and Research section or communicate through cp number 09771044932.
8. Immediate dissemination of this memorandum is earnestly desired.

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

For the SDS:


SAMUEL T. EGSAEN JR. EdD
Asst. Schools Division Superintendent

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



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

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. • 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. • Part I will be the description of the intervention/innovatin/strategy. Cite



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	<p>the author if adapted and supported by a theory.</p> <ul style="list-style-type: none"> • 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
<p>IV. Action Research Methods</p>	<ul style="list-style-type: none"> • Appropriateness of the design to the research question • Describe the chosen research design and resulting research processes. • Experimental, mixed methods
<p>a. Participants and/or other sources of data</p>	<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?
<p>b. Data Gathering Methods</p>	<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
<p>c. Data Analysis Plan</p>	<ul style="list-style-type: none"> • Statistical tools to be used and what does each analyze? • Provide also the norms at least 4-5 scale with descriptive analysis



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	<ul style="list-style-type: none">• Alignment with the research question• Uses quantitative (statistical) and/or qualitative (thematic/content analysis, process tracing) tools that are appropriate to the 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 from the 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• At least 15 and above references
IX. Appendices	<ul style="list-style-type: none">• Data gathering instruments (test questions, questionnaire, interview guide questions)• Sample activities or worksheets



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	<ul style="list-style-type: none"> • Letters • Consent form • Assent form • Sample Intervention, Innovation or strategy
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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 • Limitation can ONLY be the methodology, data interpretation; scope of the study (any of these) Example Limited to BE coord then explain if purposive



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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? (sampling technique)
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.
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

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	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



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Enclosure No.2 to DM No. _____, s. 2023

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. Created 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 BARRM 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



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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 (PPSr).
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. M&e 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.



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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

Forms and Styles:

Font: Arial
Size: 11
Paper Size: A4
Margin: 1 in on all sides
Spacing: Double Space Except for tables
Folder: A4 Brown envelope



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