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July 30, 2019

DIVISION MEMORANDUM
No. 292, s. 2019

CALL FOR RESEARCH PROPOSALS FOR DIVISION PERSONNEL

To: Assistant Schools Division Superintendent
OIC, Assistant Schools Division Superintendent
Chief, Curriculum and Implementation Division
OIC Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
All concerned

1. Consistent with DepEd Order (DO) No. 13, s. 2015, titled "Establishment of a Policy Development Process at the Department of Education," which aims to establish evidence-based mechanisms and procedures for the formulation, adoption and review of policies, and DO No. 39, s. 2015, titled "Adoption of the Basic Education Research Agenda," which provides guidance to the Department and its stakeholders in the conduct of education research and in the utilization of research results to inform the Department's planning, policy, and program development, this Office announces that the Division Planning and Research Unit will be accepting research proposals from Division personnel for review and evaluation until **August 16, 2019**.

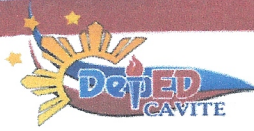
2. Aside from the research proposals, proponents shall submit the following documents: (1) Application Form and Endorsement of Immediate Supervisor; (2) Declaration of originality, anti-plagiarism, and absence of conflict of interest; (3) Consent Forms (see Division Memorandum No. 236, s. 2019); and (4) 2 Title Pages (1 without the name(s) of researcher(s), and 1 with the name(s) of researcher(s)). Soft copies of the forms can be accessed via this link: tinyurl.com/CaviteResearchFiles.

3. Researches proposed by the Division personnel shall follow the Division Research Management Guidelines (Division Memorandum No. 236, s. 2019), except in the parts where Municipal Research Committees participate in the screening, evaluation, progress monitoring, and technical assistance of the submitted studies.

4. Attached is the timeline of activities, and the basic and action research template.

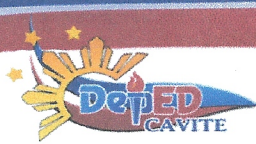
5. Immediate dissemination of this Memorandum is earnestly desired.


CHERRYLOU D. REPIA
Schools Division Superintendent



Timeline of Activities for Division Researches

Activities	Timeline
Submission of Proposals	August 16, 2019 (deadline)
Screening and SDRC Evaluation	August 19-22, 2019
Release of Proposals	August 23, 2019
Revision of Proposals	4 th Week of Aug 2019
Conference of Proposals	1 st Week of Sept 2019
Progress Monitoring and Technical Assistance	2 nd Week of Sept – 4 th Week of October 2019
Conference for Final Paper	2 nd Week of Oct 2019
Call for Papers for the Division Conference	3 rd Week of Oct 2019
Announcement of the Selected Research Presenters for Division Conference	4 th Week of Oct 2019
Submission of Full Manuscript to SDRC	1 st Week of Nov 2019
Screening and Evaluation of Full Manuscript	2 nd Week of Nov 2019 – 2 nd Week of Dec 2019
Division Conference	December 2019



Minimum Requirements of the Research Proposal (DO No. 16, s. 2017)

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