



Republic of the Philippines  
**Department of Education**

REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

**June 22, 2020**

DIVISION MEMORANDUM

NO. 178, s. 2020

To: OIC, Assistant Schools Division Superintendent  
Chief, Curriculum and Implementation Division  
Chief, Schools Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Municipal and City Research Committees (MRCs)  
Division Cavite Association of Research Educators (CARE) Officers  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary Teachers  
All Concerned

**DIVISION RESEARCH MANAGEMENT GUIDELINES S.Y. 2020-2021**

1. In the exigency to deliver quality service through evidence-based practice, the Department of Education (DepEd) provides an avenue to use research studies to be used as sources of *quality and reliable information* for local policymaking, improvement of practice, and further research. The **DepEd Order (DO) No. 13, s. 2015**, titled “Establishment of a Policy Development Process at the Department of Education,” provides the framework for evidence-based policymaking cycle. Another key issuance, **DO 16, s. 2017**, titled “Research Management Guidelines,” provides a comprehensive guide in the production of local studies. Both issuances were used as the foundations of the Division Research Management Guidelines. Recommendations from a local research, titled “Analysis of Research Data in the Schools Division Office of Cavite Province,” (Romanes, 2020) were used in localizing some parts of the guidelines to ensure more researchers will be supported.
2. The Division Research Management Guidelines aim to:
  - a. provide support and directions for the research initiatives of the Division;
  - b. provide clarity on the steps to be undertaken by the Schools Division Research Committee (SDRC), Municipal/City Research Committees (MRC), and local researchers; and
  - c. ensure the quality of the produced researches.



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3. For more information, you may email Ms. May Anne Joy D. Romanes at [depedcavite.research@deped.gov.ph](mailto:depedcavite.research@deped.gov.ph).
4. Immediate dissemination of this Memorandum is earnestly desired.

**(SGD)ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

MDR/ DM No. 178 s. 2020  
BU-1633 06/19/2020



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**DIVISION RESEARCH MANAGEMENT GUIDELINES SY 2020-2021**

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**I. Rationale**

In the exigency to deliver quality service through evidence-based practice, the Department of Education (DepEd) provides an avenue to use research studies to be used as sources of *quality and reliable information* for local policymaking, improvement of practice, and further research. The **DepEd Order (DO) No. 13, s. 2015**, titled “Establishment of a Policy Development Process at the Department of Education,” provides the framework for evidence-based policymaking cycle. Another key issuance, **DO 16, s. 2017**, titled “Research Management Guidelines,” provides a comprehensive guide in the production of local studies. Both issuances were used as the foundations of the Division Research Management Guidelines. Recommendations from a local research, titled “Analysis of Research Data in the Schools Division Office of Cavite Province,” (Romanes, 2020) were used in localizing some parts of the guidelines to ensure more researchers will be supported.

**II. Definition of Terms**

For clarity and consistency, the following terms and phrases will be defined as follows:

1. Action Research – a kind of research conducted to address an existing problem through the use of an intervention. It aims to see if an intervention has helped to solve an existing problem.
2. Basic Research – a kind of research conducted to discover, explore, understand, or investigate a topic of interest.
3. Main Author – a researcher who have the major contribution in the writing the proposal or final manuscript.
4. Co-author – a researcher who plays supplementary role in writing the proposal or final manuscript. The number of coauthors is only limited to 2 for school, district, and division level researches.
5. Contributor – someone who helps in the supervision, technical assistance, funding, editing, or proofreading of the proposal.
6. Division Level Researches – research topic must compass a pressing need or an emerging issue that concerns the Division Office, and aligned with the specialization of the researcher(s).



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7. Specialization of the Researchers – determined by the subject areas taught, program/major taken during graduate studies, nature of work (Key Results Areas), and/or special assignments/coordinatorships.
8. External researches – studies by non-DepEd organizations/office, such as but not limited to Higher Education Institutions (HEIs) and private institutions.

**III. Research Committees**

Research Committees are set up at each governance level to support, supervise, and ensure the quality of the research studies produced.

**A. Schools Division Research Committee (SDRC)**

Pursuant to DO 16, s. 2017, SDRC shall assume the following responsibilities:

1. Provide directions on the research initiatives through the Basic Education Research Agenda;
2. Evaluate and approve research proposals, full manuscripts, and research-related documents and activities in the Division;
3. Forge partnerships with DepEd and non-DepEd offices and organizations on education research initiatives in the Division;
4. Prepare and submit reports to the Regional Research Committee (RRC) on all research initiatives conducted in the Division;
5. Resolve emerging issues on the management and conduct of research;
6. For researches funded by the Basic Education Research Fund, ensure that cost estimates fall under existing accounting and auditing rules and regulations; and
7. Endorse approved proposals for Basic Education Research Fund to the Regional Office.



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The composition of the SDRC is as follows:

- Adviser: *Rommel C. Bautista, CESO V*  
Schools Division Superintendent
- Chair: *Galileo L. Go, CESE*  
OIC-Assistant Schools Division Superintendent
- Co-chairs: *Elpidia B. Bergado*  
Chief of the Curriculum and Implementation Division  
*Diana P. Topacio*  
Chief of the Schools Governance and Operations Division
- Members: *May Anne Joy D. Romanes*  
Senior Education Program Specialist - Planning and Research  
*Gregoria S. Atas*  
OIC-EPS, SGOD  
Education Program Supervisors (EPSs)  
Public Schools District Supervisors (PSDSs)  
Division Cavite Association of Research Educators (DCARE)  
MRC Chairpersons and Secretariat
- Secretariat: *Ronalyn P. Salazar*  
Nurse II

**B. Municipal/City Research Committees (MRCs)**

The Municipal/City Research Committees (MRCs) shall be composed of the following:

- Advisers: Public School District Supervisor(s) and Parent Supervisor(s)
- Chair: Municipal/City Key Administrator in Research
- Secretariat: Municipal/City CARE President
- Members: School Heads (by appointment of the MRC Advisers preferably with Research Background)
- Elected Municipal/City CARE Officers (except the President)

The duties and responsibilities of the MRC Secretariat shall be discussed in detail in the next sections.



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**C. Cavite Association of Research Educators (CARE)**

The Cavite Association of Research Educators (CARE) in municipal/city (MCARE) and division (DCARE) levels, shall work hand-in-hand with the SDRC and the MRCs, to ensure the success of the research activities in the Division. They shall assist in the conduct of Division research-related activities, provision of technical assistance, and other functions assigned by the SDRC and/or their respective MRCs.

Incumbent MRCs shall facilitate the election of the following positions for MCARE:

President;  
Vice President;  
Secretary;  
Treasurer;  
Auditor;  
PRO; and  
Business Managers (2).

Incumbent DCARE Officers shall facilitate the election of following positions for DCARE:

President;  
Vice President;  
Assistant Vice President;  
Secretary;  
Assistant Secretary;  
Treasurer;  
Auditor;  
PRO;  
Business Managers (2); and  
Representatives (North, South, East, and West Clusters).



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The MCARE and DCARE officers shall be elected upon meeting the following qualifications:

*Qualifications for Electing Municipal/ City CARE (MCARE) Officers:*

1. Candidates for the position of the MCARE president must have a designation of at least a Head Teacher/Master Teacher. *Otherwise*, they must have served as MCARE President in the previous school year. School heads may also run for the this position, if they want to.
2. All candidates for the MCARE president and other positions must have:
  - a. Completed at least the required academic units in MA Education (CARMA);
  - b. At least 3 years' experience in writing a DepEd research;
  - c. Completed at least 3 DepEd researches; and
  - d. Participated in at least 3 Division Conferences and 1 International/National/Regional Conference.
3. Re-election is allowed, provided that they meet the above criteria.

*Qualifications for Electing Division CARE (DCARE) Officers:*

Candidates must be:

1. Presidents of MCARE in their districts; and
2. Has an experience as Technical Working Group in a Division Conference and Division research-related activities.

CARE Elections must be conducted in the presence of at least 1 SDRC official.

**IV. Research Management Cycle**

**A. Call for Research Proposals**

Any DepEd Cavite personnel may conduct a basic or action research. Master Teachers and Head Teachers shall conduct action research as part of their Key Result Areas in their Individual Performance Commitment and Review Form and Results-based Performance Management System.

Research proposals, that fall under any of the 7 themes of the Basic Education Research Agenda (DO 39, s. 2016), shall be submitted to the MRC. The only time that a researcher will submit their research proposal directly to the SDRC is when if the scope of research involves a pressing need or an emerging issue that concerns the Division Office.



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The research proposal should be typed and double-spaced on A4-sized paper, with 1-inch margin on all sides. Text should be in 12 pt. Arial font. In-text citation and reference list must follow the APA citation style 7th edition.

To facilitate the continuity of the previous researches, increase the use of local findings, and encourage evidence-based practice, **all researchers shall use at least 2 researches conducted in SY 2019-2020**. For basic research, at least 2 local researches must appear anywhere in the first 5 sections of the proposal (Introduction to Methodology). For action research, at least 2 local researches must appear anywhere in the first 4 sections of the proposal (Context to Methods). Researches conducted in SY 2019-2020 can be accessed using the Book of Abstracts (printed and e-copy) and the DepEd Cavite Research YouTube channel ([tinyurl.com/CARECONYT](http://tinyurl.com/CARECONYT)).

The documents to be submitted to the MRC Secretariat are:

1. Research proposal following the template in Annex 1;
2. Research Instrument; and
3. Sample Consent Form(s).

The documents above must be submitted to the MRC Secretariat and merged into **1 MS Word document**. The file name to be used must be the research code to be determined by the researcher(s). The MRC Chair shall give the link, where the researchers will upload their proposals.

Research code will be determined using this guide:

1<sup>st</sup> part: first 3 letters of the District (except GEA, GMA, & TMC)

2<sup>nd</sup> part: BR – Basic Research

AR – Action Research

3<sup>rd</sup> part: TL – Teaching and Learning

CP – Child Protection

HR – Human Resource

GO – Governance

DR – Disaster Risk and Reduction Management

IE – Inclusive Education

GAD – Gender and Development



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4<sup>th</sup> part (for Teaching and Learning only): Mathematics – MA; English – EN; Mother Tongue– MT; Filipino – FI; Science – SC; Edukasyon sa Pagpapakatao – ESP; Araling Panlipunan – AP; Music – MU; Arts – AR; Physical Education – PE; Health – HE; Edukasyong Pantahanan at Pangkabuhayan – EPP; Technology and Livelihood Education – TLE; Senior High School – SHS

5<sup>th</sup> part (for SHS only):

*For Core Curriculum Subjects:* Languages – LA; Literature – LIT; Communication – COM; Mathematics – MA; Philosophy – PHI; Natural Sciences – NS; Social Sciences – SS

*For Applied Track Subjects:* English for academic and professional purposes – EN; Practical Research – PR; Filipino sa piling larangan– FI; Empowerment technologies – ET; Entrepreneurship – ENT; Inquiries, investigatories and immersion – IN

*For Specialized Subjects:* Accountancy, business, and management strand – ABM; Humanities and social sciences strand – HUMSS; Science, technology, engineering, and mathematics strand – STEM; General academic strand – GAS

Example:

1. Research Title: Story Reading Approach: An Intervention for the Slow Learners in English

Code: IND-AR-TL-EN

2. Research Title: Pouring the Ink: Exploring the Motivation and State of Flow of SHS Students in Creative Writing

Code: TAN-BR-TL-SHS-HUMSS

3. Research Title: Assessment of the Canteen Management System of Selected Public Secondary Schools from the South Cluster, Division of Cavite

Code: MAG-BR-GO

The coding for the research studies conducted within the **previous school year**, which were recorded by the MRCs, but not presented in at least 1 district colloquium shall be as follows:

1. If the study was either not conducted or conducted partially, a new code shall be determined by the researchers following the guidelines above. They shall undergo the process stipulated in this document.



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2. If the research proposal was presented last year and conducted, but results were not presented during the final district colloquium, please refer to Section V.

3. If the research study was presented in the final colloquium, but was not presented in the Division Conference, kindly wait for further announcement. A separate issuance shall be released prior to the Conference.

**B. Initial Screening**

The MRC Chair, with the help of MCARE Officers, shall spearhead in the screening of the research proposals. MRCs may reject a research proposal if it falls under any of the following conditions:

1. Incomplete documents requirements as prescribed during the call for proposals;
2. Conflict of interest in personal and professional aspects, which may influence the impartiality of the parties concerned;
3. Non-conformance to research ethics;
4. Non-alignment of the research topic to the Basic Education Research Agenda themes; and
5. Evident plagiarism.

The MRC Chair shall get the inform their Adviser(s) about the rejected proposals. Once approved, the MRC Secretariat shall notify the researcher(s) concerned.

If the research proposal is accepted, the MRC Secretariat shall check the accuracy of the code and will add a number after the code based on their order of checking. Zeros before the number should be omitted, unless the research study is from the previous school year.

Example:        ROS-BR-GO-1  
                      ROS-AR-TL-EN-2  
                      ROS-AR-CP-3

The MRC Chair shall update the file names of the documents according to the new code. For easy retrieval of data in the future, the MRC Chair shall ensure that all proposals and codes submitted are encoded via <https://tinyurl.com/DCResearch2020>.



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**C. Evaluation of the Proposals Content**

The MRC Chair, with the help of the MRC Adviser(s), shall determine the evaluators of the proposals from MCARE. In evaluation, the whole paper is read, with emphasis given to the following parts:

1. Introduction/context/rationale – The research must give substantial reason on the need to conduct such research;
2. Research Questions – Are the research questions consistent with the title?
3. Methodology – Does the methodology answer the research questions?
4. In-Citations/References – Did the researcher used APA Style, 7<sup>th</sup> edition format?
5. Research Instrument – Are the questions helpful in answering the research questions?

The evaluators may use the Review>New Comment function in MS Word to insert their comments and suggestions for each part, or they may opt to send a Word document with the summary of their suggestions.

A research proposal must be read by at least 2 evaluators. After reading, the evaluators shall upload the research proposals with comments to the designated Google Folder. The MRC shall provide the Google Folder link to the evaluators.





The researchers shall download 2 research files with comments from their evaluators.

Evaluated proposals will be scheduled for online research presentation.

**D. Research Proposal Presentation**

The MRC Chair shall schedule the presentation of research proposals on a date(s) approved by SDRC and the Division Human Resource and Development Unit. They must abide by the current Division Memorandum specifically set by the said Unit.



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The presenters shall prepare the following:

1. Revised research proposal (Word format);
2. PowerPoint presentation (good for 10 minutes); and
3. Research instrument.

The proposal presentation shall be attended by at least 1 SDRC member. MRCs may invite panel members from other districts.

**E. Progress Monitoring and Technical Assistance**

The MRC Chair shall schedule a date to monitor the conduct of the research and to attend to the queries and concerns of the researchers. This may be done through online conferencing, text messaging, or using any social media platform. They may invite an SDRC member.

**F. Final Paper Presentation**

The MRC Chair shall schedule the presentation of the full paper on a date(s) approved by SDRC and the Division Human Resource and Development Unit. They must abide by the current Division Memorandum specifically set by the said Unit.

The presenters shall prepare the following:

1. PowerPoint presentation (good for 10 minutes); and
2. Research instrument.

The full paper presentation shall be attended by at least 1 SDRC member. MRCs may invite panel members from other districts.

**G. Division Conference**

With the approval of the SDRC Officials, a Division Conference may be conducted to disseminate research findings. A separate issuance shall be released on the guidelines for the conduct of the Division Conference.

**H. Submission of Full Paper**



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All researchers shall submit the soft copies of their full papers to their MRCs following the completed research format in Annex 2. The research code shall be used as the file name of the full paper.

**V. Research Studies from SY 2019-2020**

There were completed research studies from SY 2019-2020, but were not presented in the district colloquium.

For these research studies, new coding system in Section IV-A shall be adopted by the researchers. They shall add hyphen, then zero (-0) to denote the previous SY.

Example: ROS-BR-GO-0

The MRC Secretariat shall determine the number to follow the code depending on the order of submission.

Since these research studies are already finished, the researchers shall submit the full papers to their MRCs following the completed research format in Annex 2 on or before the schedule of the first District colloquium (Research Proposal Presentation) in SY 2020-2021. They shall only be allowed to present during the said colloquium to the MRC and SDRC officers, along with the research proposal presenters in the district.

**VI. Special Provisions**

**A. Ownership and Authorship of the Research Paper**

A research may be done individually, with a partner, or in a group of 3. The name of the main author shall be written first. The name of the co-authors shall be arranged based on the magnitude of their contribution in writing their paper.

The number of co-authors shall be limited to 2 for school, district, and division-level researches.

**B. Research Ethics**

SDRC and MRCs shall adhere to the highest ethical standards. MRCs and researchers are expected to uphold ethical principles in implementing research procedures and activities to protect our learners and communities.



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The following shall be observe to ensure the adherence to integrity in the conduct of research (Portus, et al., 2018):

1. Apply statistical methodologies suited to the data and to obtaining valid results;
2. Avoid slanting quantitative analysis or qualitative interpretations to favor predetermined outcomes;
3. Avoid drawing conclusions based on faulty or insufficient evidence that will unduly favor a sector;
4. Preserve and honor the integrity of a historical record or document;
5. Avoid fabrication, destruction, or distortion of evidence, especially in qualitative researches; and
6. Observe consistency between the current policies and rules of professional ethics and the handling of research data.

To ensure confidentiality, the following shall be observed Portus, et al., 2018):

1. The participants' identities must not be revealed unless permission is obtained, or such data is available from public documents;
2. The researchers must make explicit to the participants how their data will be collected, how will their data be safeguarded and how will their data be used;
3. The participants have the right to privacy, and to be free from unwanted observation, disturbance, and interference. They also have the right to control the access to their personal and private information; and
4. Participants should be assured of anonymity. Their identities must be concealed in the research reports and public presentations of the research outputs.

Anyone found to violate the research ethics will be reprimanded, depending on the magnitude of misconduct, and may be banned from participating from research-related activities of the Division.

DO 40, s. 2012 shall be the reference of the researchers for interacting with their learners.



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**VII. Procedure for the Endorsement of External Researches**

Individuals who intend to conduct non-DepEd researches within the Division shall submit the following documents via <https://tinyurl.com/EndorseMyResearch>:

1. Letter of Request
  - must be addressed to the Schools Division Superintendent
  - must contain the official letter head of the non-DepEd organization/office
  - must be signed by the requestee, and the adviser (or Dean if the research adviser is unavailable)
2. Consent Forms (can be downloaded via [tinyurl.com/CaviteResearchFiles](https://tinyurl.com/CaviteResearchFiles))
  - For respondents who are 18 years old and above, Informed Consent will be used.
  - For respondents below 18 years old, Assent for Minors and Parental Consent must be provided.
3. Objectives of the Study/Statement of the Problem
4. Research Instrument

**VIII. Plagiarism and Fraud**

All researchers are required to observe the highest standard of ethics. They shall ensure that the research outputs presented are original works. A Declaration of Originality shall be submitted by the researcher as an annex in the final paper.

References must be cited in the texts, and in the References Section, using APA Style Format 7<sup>th</sup> Edition.



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**IX. References**

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**ANNEX 1. Minimum Requirements of a Research Proposal (adapted from DO 16, s. 2017)**

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**Basic Research Proposal**

- I. Introduction and Rationale
- II. Literature Review
- III. Research Questions
- IV. Scope and Limitations
- V. Research Methodology
  - a. Sampling
  - b. Data Collection
  - c. Ethical Issues
  - d. Data Analysis
- VI. Time Table/Gantt Chart
- VII. Plans for Dissemination and Advocacy
- VIII. References
- IX. Annexes
  - a. Research Instrument
  - b. Consent Forms

**Action Research Proposal**

- 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 Method
  - c. Data Analysis Plan
- V. Action Research Work Plan and Timelines
- VI. Plans for Dissemination and Utilization
- VII. References
- VIII. Annexes
  - a. Research Instrument
  - b. Consent Forms



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**ANNEX 2. Minimum Requirements of a Complete Research Report (adapted from DO 16, s. 2017)**

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**Completed Basic Research**

- I. Title Page
- II. Abstract
- III. Acknowledgment
- IV. Introduction and Rationale
- V. Literature Review
- VI. Research Questions
- VII. Scope and Limitations
- VIII. Research Methodology
  - a. Sampling
  - b. Data Collection
  - c. Ethical Issues
  - d. Data Analysis
- IX. Discussion of Results and Recommendation
- X. Dissemination and Advocacy
- XI. References
- XII. Annexes
  - a. Research Instrument
  - b. Declaration of Originality

**Completed Action Research**

- I. Title Page
- II. Abstract
- III. Acknowledgment
- IV. Context and Rationale
- V. Action Research Questions
- VI. Proposed Innovation, Intervention, and Strategy
- VII. Action Research Methods
  - a. Participants and/or Other Sources of Data and Information
  - b. Data Gathering Method
  - c. Data Analysis Plan
- VIII. Discussion of Results and Reflection
- IX. Action Plan
- X. References
- XI. Annexes
  - a. Research Instrument
  - b. Consent Forms



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**ANNEX 3. Declaration of Originality, Anti-Plagiarism, and Absence of Conflict Of Interest**

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1. I/We, \_\_\_\_\_, understand that plagiarism is an act of taking and using another person's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person or using some parts of their work without proper acknowledgment and referencing.
2. I hereby attest to the originality of this research proposal and have 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.

Proponent: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Proponent: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Proponent: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



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**ANNEX 4. Proposed Research Timeline SY 2020-2021.**

<b>Activities</b>	<b>Time to be Allotted this SY</b>	<b>Schedule</b>
Election of MCARE/DCARE Officers	2 weeks	3 <sup>rd</sup> -4 <sup>th</sup> week of June 2020
Production of Research Proposal/Call for Research Proposals	5 weeks	4 <sup>th</sup> week August – 2 <sup>nd</sup> week October 2020
Submission of Proposal to MRCs	2 weeks	3 <sup>rd</sup> -4 <sup>th</sup> week of October 2020
Evaluation of Proposals by MRCs	4 weeks	1 <sup>st</sup> week – 4 <sup>th</sup> week November 2020
Research Proposal Presentation	4 weeks	1 <sup>st</sup> - 2 <sup>nd</sup> week December 2020, 1 <sup>st</sup> - 2 <sup>nd</sup> week January 2021
Progress Monitoring and Technical Assistance (Conduct Proper)	4 weeks	3 <sup>rd</sup> week of January - 2 <sup>nd</sup> week February 2021
Final Paper Presentation	4 weeks	3 <sup>rd</sup> week of March – 2 <sup>nd</sup> week April 2021
Division Conference	4 weeks preparation	around May or June 2021



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