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MALAYBALAY CITY DIVISION
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Republic of the Philippines
Department of Education
REGION X-NORTHERN MINDANAO
DIVISION OF MALAYBLAY CITY

DIVISION MEMORANDUM

No. 243 s. 2020

TO: Assistant Schools Division Superintendent
Chief Education Supervisors SGOD and CID
Elementary and Secondary Teacher in Charge
All Others Concerned
This Division

FROM: **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

DATE: June 22, 2020

**SUBJECT: CALL FOR SUBMISSION OF RESEARCH PROPOSALS FOR THE
TEACHER IN CHARGE**

1. Pursuant to DepEd Memorandum No. 16, s. 2017 *entitled: Research Management Guidelines*, this Office calls for research proposals for school year 2020-2021 for Teacher in Charge who attended the orientation and induction of newly designated Teacher in Charge.
2. Teacher in charge who attended the orientation and induction of newly designated Teacher in Charge must submit their research proposal outputs with their chosen dyads and topics based on the Basic Education Research Agenda. Attached are the names of the Teacher in charge.
3. Proponents shall submit their documents in electronic copy at vicente.sanmiguel@deped.gov.ph and in three hard copies on or before **July 3, 2020 (Friday)** containing the following:
 - a. Application form and endorsement of immediate supervisor of the proponent (Annex 1)
 - b. Research Proposal following the DepED no. 16, S. 2017 (Annex 2); and
 - c. Anti-plagiarism and absence of conflict of interest declaration (Annex 3)
4. Queries can be address to **Vicente G. Sanmiguel**, Senior Education Program Specialist, Planning and Research.

Encls.: As stated

Reference: DO No. 16, s. 2017

To be indicated in the Perpetual Index under the following subjects:

PROPOSAL RESEARCH

PRS/vince

TO BE POSTED IN THE WEBSITE



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: Malaybalay.city@deped.gov.ph



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Enclosure I of Division Memorandum 243 s. 2020

NEWLY DESIGNATED TEACHER IN-CHARGE

| CLASS MAKUGIHON | | |
|--------------------------|-------------------------|---------------------------------|
| School | School Head | Position |
| District I | | |
| Damitan ES | Jonathan G. Villaflores | Teacher I/Teacher In Charge |
| District II | | |
| Manalog ES | Fermar M. Montanez | Teacher III /Teacher In-Charge |
| Baganao ES | Danny S. Flores | Teacher III / Teacher In-Charge |
| Kilap-agan IS | Noemi V. Hisona | Teacher I / Teacher In-Charge |
| Tag-ilanao ES | Cresilda L. Nilles | Teacher III / Teacher In-Charge |
| Tintinaan ES | Paulina M. Miñao | Teacher III-Teacher In-Charge |
| District III | | |
| Imbayao NHS | Romulo L. Ongkiatco | Teacher III/Teacher In-Charge |
| District V | | |
| Panamucan ES | Nairobi Jose B. Baja | Teacher I / Teacher In-Charge |
| District VI | | |
| Balangbang ES | Brendo A. Bacul | Teacher III / Teacher In-Charge |
| Bendolan ES | Mark Douglas M. Tuquib | Teacher I / Teacher In-Charge |
| District VII | | |
| Luyungan IP HS | Edsel James R. Quemado | Teacher III / Teacher In-Charge |
| Calawag ES | Myrna C. Pullido | Teacher III / Teacher In-Charge |
| District VIII | | |
| Paiwaig ES | Nelita J. Caballero | Teacher I / Teacher In-Charge |
| CLASS MATINAHURON | | |
| School | School Head | Position |
| San Roque ES | Romel B. Leono | Teacher III / Teacher In-Charge |
| District IX | | |
| Langasihian ES | Maria Shiela E. Acasio | Teacher III / Teacher In-Charge |
| Lunokan ES | Genelyn G. Bello | Teacher I / Teacher In-Charge |
| Matangpatang ES | Lorna C. Alboroto | Teacher II/ Teacher In-Charge |





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| District X | | |
|-------------------|------------------------|---------------------------------|
| Mapulo ES | Caren James A. Baluran | Teacher I / Teacher In-Charge |
| Tuburan ES | Lester Dave G. Oludin | Teacher III / Teacher In-Charge |
| St Peter ES | Rene Aclub | Teacher III / Teacher In-Charge |
| Pigpamulahan ES | Jemma B. Ombayan | Teacher III / Teacher In-Charge |
| Kibalabag ES | Ariel J. Pataca | Teacher III / Teacher In-Charge |
| Silae ES | Venus Glinogo | Teacher III / Teacher In-Charge |
| Pighalugan ES | Dominel E. Plazos | Teacher I / Teacher In-Charge |
| Kulaman ES | Daniel H. Ocier | Teacher I / Teacher In-Charge |
| Busdi IS | Neri C. Pancho | Teacher I / Teacher In-Charge |

*****nothing follows*****





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Enclosure 2 of Division Memorandum 243 s. 2020

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

A. RESEARCH INFORMATION

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



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| | |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| 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: |
| | | |





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| | | |
|----------------------------------------------------------------------------------------------------------------|--------------------------------------------|----------------|
| 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: _____





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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





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Enclosure 3 of Division Memorandum 243 s. 2020

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: _____

