



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

DM 2020-09-375
 DEPED MALAYBALAY CITY DIVISION
 RELEASED

DATE: _____ TIME: 8:00
 SEP: 29 2020 *glain*

DIVISION MEMORANDUM

No. 375 s. 2020

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors SGOD and CID
 Education Program Supervisors SGOD and CID
 Public Schools District Supervisors
 All Others Concerned
 This Division

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

DATE: September 25, 2020

**SUBJECT: CALL FOR SUBMISSION OF RESEARCH PROPOSALS FOR THE
 EDUCATION PROGRAM SUPERVISORS AND PUBLIC SCHOOLS DISTRICT
 SUPERVISORS**

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 **Education Program Supervisors and Public Schools District Supervisors**.

2. **Education Program Supervisors and Public Schools District Supervisors** must submit their research proposals individually or with their chosen dyads and topics based on the Basic Education Research Agenda **realizing the Key Performance Indicators for Educational Supervisory positions** that is to conduct action research on curriculum implementation, needs and issues, appropriate interventions for assigned districts/ learning areas to identify best practices and recommendations for management action and policy formulation and to improve the implementation of Special Programs and Projects that support school governance in the delivery of basic educational services in times of pandemic.

3. Proponents shall submit their documents in electronic copy at vicente.sanmiguel@deped.gov.ph and in three hard copies on or before **October 30, 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)*





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4. Queries can be address to Vicente G. Sanmiguel, EdD 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 1 of Division Memorandum 375 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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Enclosure 2 of Division Memorandum 375 s. 2020

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 375 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: _____

