



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

DM 2021-01-013
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 11-17-
JAN 13 2021 TIME: 11:17
JAN 13 2021

DIVISION MEMORANDUM

No. 013 s. 2021

TO: Assistant Schools Division Superintendent
Chief Education Supervisors SGOD and CID
Elementary and Secondary School Heads and Teachers
All Others Concerned
This Division

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

DATE: January 13, 2021

SUBJECT: CALL FOR SUBMISSION OF RESEARCH PROPOSALS FOR THE SCHOOL HEADS AND TEACHERS IN TIMES OF PANDEMIC

1. Pursuant to DepEd Memorandum No. 16, s. 2017 entitled: *Research Management Guidelines*, this Office calls for research proposals for school year 2020-2021 in times of pandemic.
2. **Schools Heads and Master Teachers** must submit their proposals while Teachers from Elementary, Secondary and Integrated Schools in this Division are encouraged to submit proposals especially the **participants of the Action Research workshops conducted in different Districts during In Service Training**. Research proposals should be based on the Basic Education Research Agenda emphasizing the Basic Education delivery using various modalities 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 **February 12, 2021 (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, EdD, Public Schools District Supervisor** and concurrent 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





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Enclosure 1 of Division Memorandum 013 s. 2021

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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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: _____

