



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

January 8, 2024

**DIVISION MEMORANDUM**

No. 007 s. 2024

**RESEARCH INITIATIVES MANAGEMENT FOR CY 2024**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors and Division Coordinators  
Public Schools District Supervisors and OIC-PSDSs  
Public Elementary School Heads  
Public Secondary School Heads  
All others concerned

1. To further streamline the processing of research initiatives not being applied for funding, this Office hereby issues this management guidelines for Calendar Year 2024. This ensures that each research initiative will be processed accordingly, in compliance with DepEd Order no. 16, series 2017 – Research Management Guidelines (RMG).
2. These Research Initiatives Management guidelines shall cover only those that are not being applied for funding.
3. Processing and approval of research proposals, completed research, as well as issuance of certificate of utilization, shall follow a strict list of requirements, enclosed in the guidelines.
4. As a result of an assessment of the previous calendar year's implementation of the face-to-face Technical Assistance (TA) session, it has been agreed by the Schools Division Research Committee (SDRC) that processing of research proposals shall utilize document analysis as the main modality, instead of the face-to-face, quarterly TA sessions.



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5. Additionally, the implementation of DepEd Order No. 007 series 2023 which provides for the guidelines on recruitment, selection, and appointment in the department, have prompted the SDRC to issue an additional certification to qualified researchers who have successfully completed their studies, and facilitated their innovation/ intervention's adoption in other schools or offices. However, only the *Human Resource Merit Promotion & Selection Board* (HRMPSB) has the sole authority to grant appropriate points to such certifications during an actual assessment of documents for promotion of any DepEd personnel.
6. One of the key changes in the CY 2024 guidelines for research initiatives management is the adoption of the *Document Checklist for Research* as a requirement in the submission of research proposals, completed research, as well as requests for certification on the utilization of a completed action research's innovation or intervention.
7. The Document Checklist for Research shall be accomplished by the researcher and shall be attested by the immediate head or supervisor. Non-compliance with the checklist would entail immediate return of documents to the researcher.
8. Immediate & widest dissemination and compliance of this Memorandum are directed.

**WILLIAM E. GANDO, CESO VI**  
Schools Division Superintendent



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Enclosure to DM ~~004~~s. 2024

**RESEARCH INITIATIVES MANAGEMENT FOR CY 2024**

**I. RATIONALE**

Learning can take place anywhere, but education can only be delivered when the right systems are in place to facilitate accessible and quality learning experiences for the learners. As a learner-centered institution, the Department of Education (DepEd) ensures its progressive direction by providing policies that are relevant and research-based. With the advent of RA 10533 or the Enhanced Basic Education Act of 2013, research studies were given emphasis as stated in bullet (b.) of paragraph three under section 5. DepEd Order number 39 series of 2016 – Adoption of the Basic Education Research Agenda provided a direction for researchers in the department, as well as guidelines for the utilization of research results. Moreover, a clear policy on funded research was provided in DepEd Order number 16 series 2017 – Research Management Guidelines.

In the Schools Division level, implementation of these policies and guidelines can be reinforced, especially on the management of research initiatives which are personally funded by the researchers. As an ISO 9001:2015 certified government agency, it is imperative for SDO Sorsogon Province to put systems in place to ensure an efficient process of managing research studies within the division.

In calendar year (CY) 2023, SDO Sorsogon province implemented a contextualized research management guidelines through Division Memorandum No. 004 series 2023, where the research proponents were required to attend a scheduled face-to-face Technical Assistance (TA) session. Following the assessment of the implementation of the said guidelines, it has been agreed by the Schools Division Research Committee (SDRC) that the face-to-face modality will be replaced by document analysis, for providing Technical Assistance (TA) to the research proponents.

Additionally, the implementation of DepEd Order No. 007 series 2023 which provides for the guidelines on recruitment, selection, and appointment in the department, have prompted the SDRC to issue an



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additional certification to qualified researchers who have successfully completed their studies, and facilitated their innovation/ intervention's adoption in other schools or offices. This change hopes to encourage more research initiatives to improve teaching and learning.

The Research Initiatives Management guidelines for Calendar Year 2024 builds on the insights from the implementation of guidelines for CY 2023, while maintaining complete adherence to DepEd order 39 series of 2016 and DepEd Order 16 series 2017. It seeks to strengthen the culture of research in the division and build on the gains achieved from implementing the aforementioned policies of the department.

## II. SCOPE

The Research Initiatives Management guidelines for Calendar Year 2024 builds on the guidelines from DepEd Order 16 series of 2017 and provide guidance to managing personally funded research studies in the school, district, and division levels.

These guidelines, however, do not cover any guidelines on the recruitment, selection, and appointment of DepEd personnel. Only the *Human Resource Merit Promotion & Selection Board* (HRMPSB), not the Schools Division Research Committee (SDRC), has the sole authority to grant appropriate points to such certifications during an actual assessment of documents for promotion of any DepEd personnel.

## III. DEFINITION OF TERMS

The following terms are defined in the context of this document, for clarity and consistency:

**Action Research** – is a process of systematic, reflective inquiry to improve educational practices or resolve problems in any operating unit (DepEd, 2017). It focuses on the impacts of an intervention/ innovation/ or strategy.

**Basic Research** – is a type of research that is mainly focused on understanding better a subject. It is aimed at the advancement of knowledge rather than the application of an intervention/ innovation/ or strategy.



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**Research Proponent/s** – refers to an individual or a group of individuals who seeking approval for the conduct of a proposed research.

**Research Proposal** – is a document which provides the details of a proposed study (DepEd 2017). A research manuscript containing the minimum requirements listed on Annex 1.

**Schools Division Research Committee (SDRC)** – the research committee responsible for managing research initiatives from the school to the Division levels.

**Technical Assistance (TA)** – any form of professional help, guidance, or support to be more effective in the performance of their functions (Niepes, 2016)

**Terminal Report** – A completed research report containing the minimum requirements set on Annex 4.

**IV. RESEARCH INITIATIVES MANAGEMENT GUIDELINES**

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

As adopted from DepEd Order no. 16, series of 2017 of the “Research Management Guidelines,” the Schools Division Research Committee (SDRC) will assume the responsibilities of research management at the Schools Division level.

The following is the composition of the SDRC:

Adviser:	William E. Gando, CESO VI	Schools Division Superintendent
Chairperson:	Bernie C. Despabiladero, EdD	Asst. Schools Division Superintendent
Co-Chairs:	Florencio P. Bermundo Gina Q. Tarog	Chief ES, SGOD Chief ES, CID
Members:	Roman B. Jebulan	SEPS, Planning and Research



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	<i>By invitation: Supervisor/ Program head/ Focal person of concerned learning area/ program</i>	
Secretariat: Schools Governance and Operations Division (SGOD)		

*Other concerned Division personnel not listed above may be invited to be part of the SDRC, as needed.*

**B. Processing and Approval of Proposals**

For CY 2024, document analysis shall be the main modality for the provision of Technical Assistance (TA) instead of the quarterly, face-to-face TA sessions.

All research proposals must be aligned with the DepEd Order 39 s. 2016 – Basic Education Research Agenda and DepEd Regional Office V Regional Memorandum number 60, s. 2021 – Adoption of the Basic Education Regional Research Agenda or any official issuance on the research agenda of the department that may be issued after the publication of these guidelines.

One of the key changes in the CY 2024 guidelines for research initiatives management is the adoption of the *Document Checklist for Research* as a requirement in the submission of research proposals, completed research, as well as requests for certification on the utilization of a completed action research's innovation or intervention.

The Document Checklist for Research shall be accomplished by the researcher and will be attested by the immediate head or supervisor. Non-compliance with the checklist would entail immediate return of documents to the researcher.

The following documents are needed for the approval of research proposals:

- ✓ Accomplished *Document Checklist for Research*, signed by the immediate head/ supervisor (1 copy, see Annex 5)



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- ✓ Research Proposal/ Manuscript (2 copies, see *Annex 1*)
- ✓ Application Form and Endorsement of Immediate Head (1 copy, see *Annex 2*)
- ✓ Declaration of Anti-Plagiarism (1 copy, see *Annex 3*)
- ✓ Copy of *LR Evaluation Summary Tool for Locally Developed Learning Resources* indicating that the LR to be used in the proposed study “Passed” the evaluation and signed by appropriate SDO official/s. (1 copy, available at the LRMDS, Curriculum Implementation Division office)

Research proposals, specially Action Research (AR) proposals, which involves the use of any Learning Resources (LR) are required submit their LRs first for evaluation prior to the submission of the AR proposal. Learning Resource evaluation is a separate process handled by the Curriculum Implementation Division and is covered by separate guidelines such as DepEd Memorandum 82 s. 2017 and Division Memorandum 142 s. 2018. Concerned AR proponents shall secure first the evaluation from the LRMDS of the Curriculum Implementation Division (CID) before submitting the AR proposal.

### **C. Technical Assistance**

As a result of the assessment of the implementation of face-to-face, quarterly Technical Assistance (TA) session implemented last CY 2023, the SDRC agreed to change the modality of the provision of TA to document analysis, instead of the quarterly face-to-face scheme.

New internal evaluation and endorsement forms shall be utilized by the members of the SDRC to facilitate the efficient processing of research documents.

Members of the SDRC may directly contact the researchers through the contact details (email or mobile number) provided in the application form.



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**D. Progress Monitoring**

The SDRC shall track the progress of all on-going research proposals based on the work plan and timeline, as approved. The SDRC may conduct random visits or scheduled online meetings to give additional technical assistance to the researchers.

**E. Issuance of Certifications**

*Certification of Approved Research Proposal*

The SDRC shall issue this certification upon review of the submitted research proposal. Internal evaluation forms and endorsements from the different SDRC members shall determine whether a research proposal is recommended for approval. Aside from the usual information contained, the certification shall also reflect the timeframe in which the study should be completed, depending on the nature of the study: 6 months for Action Research while 12 months for Basic Research.

*Certification of Completed Research*

The SDRC will conduct a review of the completed research report. Researchers will be notified of any revisions warranted if there are any. This certification will be issued upon the recommendation of the SDRC members.

The following documents are required for the issuance of this certification:

- ✓ Accomplished *Document Checklist for Research*, signed by the immediate head/ supervisor (1 copy, see *Annex 5*)
- ✓ Completed Research/ Terminal Report (2 copies, see *Annex 4*)
- ✓ Copy of duly signed *Certification of Approved Research Proposal* (1 copy)



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*Certification of Research Utilization (for completed Action Research only)*

Action Research involves the use of an intervention or an innovation which may be utilized by other schools or offices. This certification will be issued once the SDRC validates the utilization through two (2) key documents: (a) Approved request for utilization; and (b) accomplishment report on the utilization of the intervention or innovation.

The approved request for the utilization or adoption of the intervention or innovation from the completed action research must be prepared and signed by both the author/s of the completed AR, and the head of the adopting school or office. It must be approved at the level of the SDO. The approved request shall reflect the following minimum details:

1. Rationale and Background
2. Objectives
3. Time Frame
4. Activities on the Utilization
5. Budgetary Requirements (if any)

The accomplishment report shall be corroborated by the head of school or office which adopted the intervention or innovation from the action research. The accomplishment report shall reflect the following minimum parts:

1. Rationale and Background
2. Time Frame
3. Narrative details of Utilization
4. Photo Documentation

The following documents are required for the issuance of this certification:

- ✓ Accomplished *Document Checklist for Research*, signed by the immediate head/ supervisor (1 copy, see Annex 5)
- ✓ Copy of duly signed *Certification of Completed Research* (1 copy)
- ✓ Copy of SDO-approved request for utilization (1 copy)



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- ✓ Accomplishment Report on the Utilization of innovation or intervention from the completed action research. (1 copy)

**F. Archival**

All completed research reports, with signed certifications, must be submitted online for archival purposes. The link can be accessed through: [https://bit.ly/completed\\_deperesearch](https://bit.ly/completed_deperesearch)

**V. SPECIAL PROVISIONS**

**A. Plagiarism and Fraud**

As provided in DO 16, s.2017, any act of Fraud and Plagiarism will be dealt with accordingly. The researchers are required to uphold the highest standards of ethics during the preparation and implementation of the research proposals. All proponents are hereby required to submit a signed Declaration of Anti-Plagiarism.

**B. Failure to Complete the Research Proposal**

Action research studies must be completed within six (6) months while basic research studies must be completed within (12) months from the issuance of the certification of approved proposal. Likewise, the research may be completed ahead of the said period if it is reflected on the work plan and timeline of the approved proposal.

However, if the researchers cannot complete the study in the approved timeline but still within 6 months after the expected date of completion, a letter explaining the deviation must be attached upon submission of the completed report.

If the deviation will be 6 months or more from the expected time, permission must be sought from the SDRC to allow the extension of the period of completion.



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Any research proposal not completed even after 6 months of the expected period of completion, without any approved request for extension, will be declared as 'not completed.'

**VI. EFFECTIVITY**

These guidelines for Research Initiatives Management for CY 2024 shall take effect immediately upon publication and shall expire at the end of the year.

**VII. REFERENCES**

- DepEd Order number 39, series 2016. Basic Education Research Agenda  
DepEd Order number 16, series 2017. Research Management Guidelines  
DepEd Regional Office V Regional Memorandum number 60, series 2021. Adoption of the Basic Education Regional Research Agenda  
Niepes, Carolina (2016). "Technical Assistance: Its New Paradigm"  
Retrieved last December 21, 2022 from <https://www.deped.gov.ph/2016/01/29/technical-assistance-its-new-paradigm/>



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Annex 1

**PARTS OF A RESEARCH PROPOSAL**

Basic Research		Action Research	
<b>I</b>	Introduction and Rationale	<b>I</b>	Context and Rationale
<b>II</b>	Literature Review	<b>II</b>	Action Research Questions
<b>III</b>	Research Questions	<b>III</b>	Proposed Innovation, Intervention & Strategy
<b>IV</b>	Scope and Limitations	<b>IV</b>	Action Research Method
<b>V</b>	Research Methodology	<b>A</b>	• Participants and Other Sources of Data & Other Info
<b>A</b>	• Sampling	<b>B</b>	• Data Gathering Methods
<b>B</b>	• Data Collection	<b>C</b>	• Data Analysis Plan
<b>C</b>	• Ethical issues	<b>V</b>	Action Research Work Plan & Timeline
<b>D</b>	• Plan for Data Analysis	<b>VI</b>	Cost Estimates
<b>VI</b>	Timetable/ Gantt Chart	<b>VII</b>	Plan for Dissemination & Utilization -Training Design -Work Plan -M&E
<b>VII</b>	Cost Estimates	<b>VIII</b>	Reference/s
<b>VIII</b>	Plan for Dissemination & Advocacy -Training Design -Work Plan -M&E		Sample Research Instrument
<b>IX</b>	Reference/s		
	Sample Research Instrument		

Resources may be downloaded from the link: <https://bit.ly/PRSdownload>



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**FORMAT:**

<b>Font</b>	<b>Arial</b>
<b>Title / Heading Font Size</b>	12-14
<b>Body Text Font Size</b>	11-12
<b>Captions (Pictures/ Graphs) Font Size and Format</b>	<i>Arial Narrow – Italic size 10</i>
<b>Spacing</b>	1.5
<b>Margins</b>	Normal (1" top, bottom, left, right)
<b>Paper Size</b>	A4
<b>Orientation</b>	Portrait



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Annex 2

**RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT OF IMMEDIATE SUPERVISOR**

**A. RESEARCH INFORMATION**

RESEARCH TITLE		
SHORT DESCRIPTION OF RESEARCH		
Research Category (Check only <u>One</u> ) <input type="radio"/> Schools Division <input type="radio"/> District <input type="radio"/> School (Check only <u>One</u> ) <input type="radio"/> Basic Research <input type="radio"/> Action Research	Research Agenda (DepEd Order 39, s. 2016) Check only <u>one</u> theme: <input type="radio"/> Teaching and Learning <input type="radio"/> Child Protection <input type="radio"/> Human Resource Development <input type="radio"/> Governance <input type="radio"/> Others: _____	
Check <u>up to one</u> cross-cutting theme, if any: <input type="radio"/> DRRM <input type="radio"/> Gender and Development <input type="radio"/> Inclusive Education		
Basic Education Regional Research Agenda – STARSS (RM 60, s. 2021) Check <u>one</u> : <input type="radio"/> Students <input type="radio"/> Teachers <input type="radio"/> Administrators <input type="radio"/> Resources <input type="radio"/> Stakeholders <input type="radio"/> School Personnel		

**B. PROPONENT INFORMATION**

Lead Proponent/ Individual Proponent

NAME	FULL NAME (Last, First, M.I.):	
BIRTHDAY (MM/DD/YYYY)	SEX:	POSITION/ DESIGNATION:



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REGION/ DIVISION/ SCHOOL WITH SCHOOL ID (Whichever is applicable)		
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL:
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

NAME	FULL NAME (Last, First, M.I.):	
BIRTHDAY (MM/DD/YYYY)	SEX:	POSITION/ DESIGNATION:
REGION/ DIVISION/ SCHOOL WITH SCHOOL ID (Whichever is applicable)		
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>Enumerate from Bachelor's degree up to Doctorate Degree</i>	TITLE OF THESIS/ RELATED RESEARCH PROJECT	
Signature of Proponent:		



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Proponent 3

<b>NAME</b>		<b>FULL NAME (Last, First, M.I.):</b>	
<b>BIRTHDAY (MM/DD/YYYY)</b>		<b>SEX:</b>	<b>POSITION/ DESIGNATION:</b>
<b>REGION/ DIVISION/ SCHOOL WITH SCHOOL ID (Whichever is applicable)</b>			
<b>CONTACT NUMBER 1:</b>	<b>CONTACT NUMBER 2:</b>	<b>EMAIL:</b>	
<b>EDUCATIONAL ATTAINMENT (DEGREE TITLE)</b> <i>Enumerate from Bachelor's degree up to Doctorate Degree</i>		<b>TITLE OF THESIS/ RELATED RESEARCH PROJECT</b>	
<b>Signature of Proponent:</b>			

**IMMEDIATE HEAD'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 functions.

\_\_\_\_\_  
 Name and Signature  
 Position/ Designation  
 Date

\_\_\_\_\_  
 Name and Signature  
 Position/ Designation  
 Date

\_\_\_\_\_  
 Name and Signature  
 Position/ Designation  
 Date



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Annex 3

**DECLARATION OF ANTI-PLAGIARISM**

(Reference: Annex 3 of DepEd Order 16 s. 2017)

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 acknowledgement 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 should be of original content. I shall use appropriate citations in referencing other works from various sources.
3. I understand that violation of 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: \_\_\_\_\_



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Annex 4

**PARTS OF THE COMPLETED RESEARCH PAPER**

<b>Basic Research</b>		<b>Action Research</b>	
	Title Page		Title Page
	Abstract: a. Research Title b. Name of Researcher/s c. Summary d. Conclusion e. Recommendations		Abstract: a. Research Title b. Name of Researcher/s c. Summary d. Conclusion e. Recommendations
	Table of Contents		Table of Contents
	List of Figures		List of Figures
	List of Tables		List of Tables
	Acknowledgement		Acknowledgement
<b>I</b>	Introduction of the Research	<b>I</b>	Context and Rationale
<b>II</b>	Literature Review	<b>II</b>	Innovation, Intervention & Strategy
<b>III</b>	Research Questions	<b>III</b>	Action Research Questions
<b>IV</b>	Scope and Limitations	<b>IV</b>	Action Research Methods
<b>V</b>	Research Methodology	<b>A</b>	<ul style="list-style-type: none"> <li>• Participants and Other Sources of Data &amp; Other Info</li> </ul>
<b>A</b>	<ul style="list-style-type: none"> <li>• Sampling</li> </ul>	<b>B</b>	<ul style="list-style-type: none"> <li>• Data Gathering Methods</li> </ul>
<b>B</b>	<ul style="list-style-type: none"> <li>• Data Collection</li> </ul>	<b>V</b>	Discussion of Results and Reflection
<b>VI</b>	Discussion of Results and Recommendations	<b>VI</b>	Action Plan
<b>VII</b>	Dissemination and Advocacy Plans	<b>VII</b>	Cost Estimates
<b>VIII</b>	Reference/s	<b>VIII</b>	Reference/s
	Financial Report		Financial Report



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CIP 5461/21/05/1163





Republic of the Philippines  
**Department of Education**  
 Region V  
**SCHOOLS DIVISION OF SORSOGON**

Annex 5

**DOCUMENT CHECKLIST FOR RESEARCH**

(To be Accomplished by the Proponent/s and signed by the Immediate head/ supervisor)  
 Please check only ONE (1) set:

**Research Proposal Requirements:**

- Accomplished *Document Checklist for Research*, signed by the immediate head/ supervisor (1 copy)
- Research Proposal/ Manuscript (2 copies)
- Application Form and Endorsement of Immediate Head (1 copy)
- Declaration of Anti-Plagiarism (1 copy)
- Copy of *LR Evaluation Summary Tool for Locally Developed Learning Resources* indicating that the LR to be used in the proposed study “Passed” the evaluation and signed by appropriate SDO official/s. (1 copy) – *applicable only for research proposals which will utilize LRs*

**“Certification of Completed Research” Requirements:**

- Accomplished *Document Checklist for Research*, signed by the immediate head/ supervisor (1 copy)
- Completed Research/ Terminal Report (2 copies)
- Copy of duly signed *Certification of Approved Research Proposal* (1 copy)

**“Certification of Research Utilization” Requirements (For completed Action Research Only):**

- Accomplished *Document Checklist for Research*, signed by the immediate head/ supervisor (1 copy)
- Copy of duly signed *Certification of Completed Research* (1 copy)
- Copy of SDO-approved request for utilization (1 copy)
- Accomplishment Report on the Utilization of innovation or intervention from the completed action research. (1 copy)

Lead Proponent’s Name & Signature : \_\_\_\_\_

**Attested by the Immediate Head/ Supervisor:**

Name & Signature : \_\_\_\_\_  
 Date : \_\_\_\_\_



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