



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

January 3, 2023

DIVISION MEMORANDUM

No. 004 s. 2023

RESEARCH INITIATIVES MANAGEMENT FOR CY 2023

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 2023. 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, for calendar year 2023.
3. Processing and approval of research proposals shall follow a quarterly cycle, guided by a calendar of activities stipulated in the attached guidelines.
4. Research Proponents will be required to present and defend their proposals before the Schools Division Research Committee (SDRC), to give the necessary technical assistance and ensure the compliance to quality standards.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Email: sorsogon@deped.gov.ph
Website: deped.sorsogon.com.ph





CIP 5461/21/05/1163



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

5. Expenses incurred in the conduct of this activity shall be charged to the Division Local Funds/ MOOE/ SEF subject to the usual accounting and auditing rules and regulations.

6. Immediate & widest dissemination and compliance of this Memorandum are directed.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



CIP 5461/21/05/1163



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

Enclosure to DM 004 s. 2023

RESEARCH INITIATIVES MANAGEMENT FOR CY 2023

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.

The Research Initiatives Management guidelines for Calendar Year 2023 integrates division level processes 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 2023 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.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



CIP 5461/21/05/1163



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

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.

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)

TA Session – conducted quarterly where proponents present their research proposals and receive comments, suggestions, and reviews, as forms of Technical Assistance given by the SDRC.

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



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



CIP 5461/21/05/1163



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

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:	Jose L. Doncillo, CESO V	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 <i>By invitation: Supervisor/ Program head/ Focal person of concerned learning area/ program</i>	SEPS, Planning and Research
Secretariat: Schools Governance and Operations Division (SGOD)		

Learning Area/ Program	Supervisor/ Coordinator/ Focal Person	
Reading (1 st Cong. District)	Ryan H. Homan	Division Reading Coordinator
Reading (2 nd Cong. District)	Michelle D. Rubio	Division Reading Coordinator
Kindergarten	Libertine Joy G. Baldillo	Division Coordinator
MTB-MLE/ ELLN	Lilia Zita A. Pura	Division Coordinator
EPP/ TLE/ TVL/ SPTVE/ Senior HS	Rodel E. Pancho	Education Program Supervisor



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
 Email: sorsogon@deped.gov.ph
 Website: deped.sorsogon.com.ph



CIP 5461/21/05/1163



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

Filipino	Sharon A. Vito	Education Program Supervisor
English	Maricel M. Dineros	Education Program Supervisor
Edukasyon sa Pagpapakatao/ GAD	Alvin T. Rosare	Education Program Supervisor
Science	Michelle H. Guadamor	Education Program Supervisor
Mathematics (Elementary)	Jerry G. Firmanes	Education Program Supervisor
Mathematics (Secondary)		Division Coordinator
Aral. Pan./ IPED/ MADRASAH	Owen N. Castillo	Education Program Supervisor
MAPEH	Remus H. Zuñiga	Education Program Supervisor
LRMDS	Gilbert Ian Z. Apostol	Education Program Supervisor
ALS	Johny J. So/ Nicanor P. Bailon	Education Program Specialist II
SPED	Lani L. Perez	Division Coordinator
Governance	Rex T. Barbin	Education Program Supervisor
DRRM	Joseph John J. Perez	Project Development Officer II
SocMobNet/ Brigada Eskwela	Bernardino D. Estrada	SEPS, SocMobNet
School Health and Nutrition	Belardo G. Hadap, Jr.	Medical Officer III

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



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



CIP 5461/21/05/1163



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

B. Calendar of Activities

To facilitate the cycle of research management from approving of proposals to acceptance of completed research reports, the following calendar of activities shall be followed for Calendar Year (CY) 2023:

INCLUSIVE DATES	ACTIVITIES
Quarter 1 CY 2023	
January 3 – March 24, 2023	Acceptance and Initial Screening of Submitted Proposals for CY 2023 Q1
March 24, 2023	Last day of Submission of research proposals for CY 2023 Q1
March 28, 2023	Issuance of Advisory on the list of proponents who will attend and present their research proposals during the TA Session by the SDRC
March 31, 2023	Q1 Technical Assistance (TA) Session
Quarter 2 CY 2023	
April – June 2023	Random Monitoring of on-going approved action and basic research
March 25 – June 8, 2023	Acceptance and Initial Screening of Submitted Proposals for CY 2023 Q2
June 8, 2023	Last day of Submission of research proposals for CY 2023 Q2
June 13, 2023	Issuance of Advisory on the list of proponents who will attend and present their research proposals during the TA Session by the SDRC
June 16, 2023	Q2 Technical Assistance (TA) Session
Quarter 3 CY 2023	
July – September 2023	Random Monitoring of on-going approved action and basic research
June 9 – September 22, 2023	Acceptance and Initial Screening of Submitted Proposals for CY 2023 Q3
September 22, 2023	Last day of Submission of research proposals for CY 2023 Q3
September 26, 2023	Issuance of Advisory on the list of proponents who will attend and present



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



CIP 5461/21/05/1163



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

	their research proposals during the TA Session by the SDRC
September 30, 2023	Q3 Technical Assistance (TA) Session
September 30, 2023	Last day of submission of Terminal reports for Action Research proposals approved for Q1
Quarter 4 CY 2023	
October – December 2023	Random Monitoring of on-going approved action and basic research
September 23 – December 7, 2023	Acceptance and Initial Screening of Submitted Proposals for CY 2023 Q4
December 7, 2023	Last day of Submission of research proposals for CY 2023 Q4
December 9, 2023	Issuance of Advisory on the list of proponents who will attend and present their research proposals during the TA Session by the SDRC
<i>To be Announced</i>	Division Education Research Forum
December 12, 2023	Q4 Technical Assistance (TA) Session
December 29, 2023	Last day of submission of Terminal reports for Action Research proposals approved for Q2

C. Processing and Approval of Proposals

For CY 2023, a quarterly cycle of processing and approval of research proposals shall take place. A cutoff date for submission of proposals for each quarter is reflected on the calendar of activities. All proposals received by the SDRC beyond the cutoff date will be processed on the next quarter.

Only One (1) copy of the Research Proposal shall be submitted to the SDRC through the Records Section for transaction-logging in the Document Tracking System. Proponents shall explicitly indicate that the document being submitted is a **Research Proposal** and not a project proposal.

An initial review will be conducted prior to the Technical Assistance (TA) session and proponents will be notified through their contact information provided in the accomplished annex 1.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



CIP 5461/21/05/1163



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

Revisions warranted from the initial review shall be checked for compliance during the TA Session.

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.

D. Technical Assistance

To ensure that each proposal will be compliant with quality standards of research and is aligned with the research agenda of the department, proponents will be required to present their proposed studies.

Research Presentations may range from 5 to 15 mins, depending on the volume of proposals to be evaluated for each quarter. The SDRC may allot 10-20 minutes for comments and giving of technical assistance for each proposal every after a presentation. An advisory, containing the list and details of proponents, invited SDRC Members, presentation mechanics, and final schedule shall be issued prior to the conduct of the TA Session.

E. 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.

F. Submission and Acceptance

Upon completion of the research study, the researcher/s may submit a completed research report, in accordance with the approved timeline.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



CIP 5461/21/05/1163



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

The SDRC will conduct a review of the completed research report. Researchers will be notified of any revisions warranted if there are any. A Certification shall be issued by the SDRC stating that the research has been completed.

G. 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_depresearch

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.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



CIP 5461/21/05/1163



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

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 2023 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/>



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Email: sorsogon@deped.gov.ph
Website: deped.sorsogon.com.ph



CIP 5461/21/05/1163



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

Annex 1

PARTS OF A RESEARCH PROPOSAL

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

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



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
 Email: sorsogon@deped.gov.ph
 Website: depedsorsogon.com.ph



CIP 5461/21/05/1163



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

FORMAT:

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



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



CIP 5461/21/05/1163



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

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 up to <u>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:	



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
 Email: sorsogon@deped.gov.ph
 Website: depedsorsogon.com.ph



CIP 5461/21/05/1163



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

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:		



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



CIP 5461/21/05/1163



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

Proponent 3

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:			

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 functions.

 Name and Signature
 Position/ Designation
 Date

 Name and Signature
 Position/ Designation
 Date

 Name and Signature
 Position/ Designation
 Date



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
 Email: sorsogon@deped.gov.ph
 Website: depedsorsogon.com.ph



CIP 5461/21/05/1163



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

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 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.

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____

*Note: This must be included in the submission of the research proposal



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



CIP 5461/21/05/1163



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

Annex 4

PARTS OF THE COMPLETED RESEARCH PAPER

Basic Research		Action Research	
	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
I	Introduction of the Research	I	Context and Rationale
II	Literature Review	II	Innovation, Intervention & Strategy
III	Research Questions	III	Action Research Questions
IV	Scope and Limitations	IV	Action Research Methods
V	Research Methodology	A	• Participants and Other Sources of Data & Other Info
A	• Sampling	B	• Data Gathering Methods
B	• Data Collection	V	Discussion of Results and Reflection
VI	Discussion of Results and Recommendations	VI	Action Plan
VII	Dissemination and Advocacy Plans	VII	Cost Estimates
VIII	Reference/s	VIII	Reference/s
	Financial Report		Financial Report



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
 Email: sorsogon@deped.gov.ph
 Website: depedsorsogon.com.ph



CIP 5461/21/05/1163