



012822-020

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

28 JAN 2022

DIVISION MEMORANDUM

No. 060 s. 2022

**CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS RESEARCH  
MANAGEMENT GUIDELINES (RMG) 2022-2023**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. To deliver quality service through evidence-based practice, the Department of Education (DepEd) provides an avenue to use research studies to be used as sources of quality and reliable information for local policymaking, improvement of practice, and further research. The DepEd Order (DO) No. 13, s. 2015, titled "Establishment of a Policy Development Process at the Department of Education," provides the framework for evidence-based policymaking cycle. Another key issuance, DO 16, s. 2017, titled "Research Management Guidelines," provides a comprehensive guide in the production of local studies. Both issuances were used as the foundations of the Division Research Management Guidelines.
2. In support of the Department's policy development process, research agenda, and policy and program development and implementation, the Schools Division of Tayabas City continues to promote and strengthen the culture of research in basic education. It hereby establishes the **City Schools Division of the City of Tayabas Research Management Guidelines (RMG)** to provide guidance in managing research initiatives in the division and school levels.
3. Attached is the copy of the RMG. Research Templates may be accessed from <https://tinyurl.com/sdoTayabas-research-forms-V1>.
4. This policy will remain in force and in effect unless sooner repealed, amended, or rescinded.
5. Widest dissemination of this Memorandum and strict compliance of the guidelines, is desired.

  
**GERLIE M. ILAGAN, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

To be indicated in the Perpetual Index under the following subject:  
Planning and Research



Brgy. Poto, Tayabas City



(042) 710-0329 or (042) 785-9615



[tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)



<https://depedtayabas.com/>





012722-033

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

**CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS RESEARCH  
MANAGEMENT GUIDELINES (RMG) 2022-2023**

**I. RATIONALE**

SDO Tayabas City seeks to strengthen and institutionalize its research practices at the division and school level to enhance quality, access, and governance of basic education through data-driven decision-making and research-based innovative programs.

It envisions to institutionalize a culture of research among its school leaders, teaching and non-teaching personnel in compliance with Chapter I, Section 7(5) of the Governance of Basic Education Act of 2001 (RA 9155) which mandate all governance levels to undertake educational research and studies to serve as the basis for necessary reforms and policy development.

DepEd Order (DO) No. 13, s. 2015 (Establishment of a Policy Development Process at the Department of Education), DO No. 16, s. 2017 (Research Management Guidelines), DO No. 39, s. 2016 (Adoption of the Basic Research Agenda), and DepEd Memorandum (DM) No. 144, s. 201 (Supplemental Research Guides and Tools), likewise are supplementary guidelines to make the culture of research possible.

Successful implementation of research initiatives in the division necessitates a clear policy guideline to facilitate a clear understanding of the processes to observe and the requirements to comply with when conducting research studies, hence the formulation of these guidelines.

This framework intends to improve the research management process, and reinforce the link of research to education processes, by placing weight on research initiatives.

**II. SCOPE**

The **SDO Tayabas City Research Management Guidelines** will provide guidance in the management and conduct of research initiatives in all governance levels in the division. Researchers who wish to conduct studies in the division are expected to abide with the rules and regulations stipulated herein.

**III. DEFINITION OF TERMS**

For clarity and consistency, the following terms and phrases are construed as follows:

**Action Research** - is a type of research initiated to improve existing practices, acquire knowledge to become better practitioners, or develop strategies to address problems in an operating unit (e.g. classroom, school, office) (Beaulieu, 2013). It is a process of systematic, reflective inquiry to improve educational practices or resolve problems in any operating unit (DO 16, s.2017).

**Assent for Minors** - is an affirmative agreement of a minor to participate in a study.

**Author** - is the researcher who has the major contribution in the proposal/manuscript. He/she drafts and revises the intellectual output and



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



approves the final version of the proposal/manuscript. Authorship should be based on the magnitude of contribution; hence, the author with the most contributions would be the senior (first mentioned) among the other authors, if there are any (Portus, Barrios, Conaco & Go, 2018).

**Basic Research** - is a type of research that focuses on the full understanding of a phenomenon, theory, law, or any scientific topic. It does not necessarily have immediate application in the practical level. It is often purely theoretical with the intent of increasing ones understanding of certain phenomena or behavior but does not seek to solve or treat problems (DO 16, s.2017).

**Certificate of Authorship** - is a document given to the author and co-author(s) of a completed research, after submitting their full manuscript, and approved by the Schools Division Research Committee (SDRC).

**Certificate of Participation** - is a document given to the attendees (e.g, presenters, observers) of the division conference, colloquium, or any research activity.

**Certificate of Recognition** - is a document given to the author and/or co-author(s) for the sake of recognizing their effort in presenting their research in a division conference, colloquium, or any research activity.

**Co-author** - is the researcher who plays a supplementary role in the development of the proposal/manuscript.

**Contributor** - helps in the supervision of research, funding, technical writing, editing, or proof reading. He/she does not qualify as an author/co-author.

**Data falsification** - includes any form of data presented that are not genuinely product of the research process (American Psychological Association [APA], 2017). This could either be totally fabricated, or manipulated, in order to meet one's own hypotheses, or expectations (APA, 2017).

**Executive Data Set** – refers to the Executive Summary of the study. It is a quick summary of the problem, the idea/innovation/intervention, and the benefits of the solution, for action research. For basic research, it is the summary of the key points of the study, restating its purpose, highlighting its major points, and describing any results, conclusions, or recommendations of the study.

**Fraud** - deliberate form of deception intended to result in financial and/or personal gain.

**Grant** - an amount provided by DepEd or an organization/government agency for the purpose of conducting research

**Grantee** - refers to an individual or group who has received a research grant and is conducting a research project.

**Immediate Supervisor** - is a person to whom the personnel concerned is directly reporting to. In the school setting, the school head is the immediate supervisor of the teacher.



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



**Informed Consent** - is agreement among the author, co-author(s), and the participant, who is 18 years old or above, to voluntarily participate after stating the key information about the study.

**Innovation** - a new idea, device, or method, or the act or process of introducing new ideas, devices, or methods.

**Intervention** -The systematic process of assessment and planning employed to remediate or prevent a social, educational, or developmental problem.

**Lead proponent** - refers to an individual who will directly coordinate for research.

**Parental Consent** - is the agreement among the author, co-author(s), and the parent/guardian of the participant, who is below 18 years old, to voluntarily allow the minor to participate in the research, after stating the key information about the study.

**Participant** - is the person who takes part in a research by being the target of observation or data collection. It is used synonymously with the terms: “respondent”, “subject”, and “informant”.

**Plagiarism** - is intellectual theft (APA, 2017). It involves deliberate/unintentional use of another person’s words or ideas, without proper attribution. It also includes self-plagiarism and cyber-plagiarism (APA, 2017).

**Proponent** - refers to the author/co-author who submitted a proposal.

**Referencing** - is citing the authors or documents used in the research proposal/report.

#### IV. ACRONYMS

- BERA** - Basic Education Research Agenda
- BERF** - Basic Education Research Funds
- CLCs** - Community Learning Centers
- EDS** - Executive Data Set
- ES** - Executive Summary
- LAC** - Learning Action Cells
- NRC** - National Research Committee
- PRIMER** - Program to Revitalize and Institutionalize Meritocracy and Excellence thru Research
- RRC** - Regional Research Committee
- SDRC** - Schools Division Research Committee
- SRC** - School Research Committee
- TRIn.C** - Teacher-Researcher’s Association in the Division of Tayabas City

#### V. DIVISION POLICY STATEMENT

This policy anchored on DepEd’s Research Management Guidelines (RMG) contained in D.O. 16, s. 2017, DM No. 144, s. 2017 shall help realize the aims of Program to Revitalize and Institutionalize Meritocracy and Excellence thru Research (PRIMER), as the research banner program of SDO Tayabas City, shall be known as **SDO TAYABAS CITY RESEARCH MANAGEMENT GUIDELINES**.



Brgy. Potol, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



As SDO Tayabas City strengthens its research culture, this localized policy seeks to establish a framework linked with promotion, learning and development, performance management and rewards and recognition.

## VI. RESEARCH MANAGEMENT

### A. RESEARCH COMMITTEES

Research Committees will be set up at the Schools Division and school level to supervise and monitor quality assurance and improvement measures in respect of the Division research activities, including the efficacy of research quality measures. They will provide guidance and make recommendations in the conduct of education research in alignment with the Basic Education Research Agenda (DO No. 39, s. 2016) and in the utilization of research results to inform the Division planning, policy, and program development aligned with its mission, vision, and core values.

The research committees will lead in the call for proposals, evaluation, approval, publication, consolidation of research reports, and full manuscript.

Below are the composition, roles, and responsibilities of the committees.

#### A.1 SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC) AND SECRETARIAT

The Schools Division Research Committee (SDRC) will assume the responsibilities of research management at the school and division level and shall be mandated to perform the roles and responsibilities provided for by DepEd Order No. 16, s. 2017.

##### A.1.1 COMPOSITION

**Chairperson:** *Assistant Schools Division Superintendent*

**Co-Chairpersons:** *Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division (CID)*

**Members:** *Planning Officer III*

*CID Research Focal Person*

*Education Program Supervisors*

*By invitation:*

*Representatives from Budget and Finance Unit*

*Representative/s from Teacher-Researcher's Association  
in the Division of Tayabas City (TRAIin.C)*

**Secretariat:**

*Division Research Coordinator*

**Adviser:**

*Schools Division Superintendent*



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



### **A.1.2 DUTIES AND RESPONSIBILITIES OF SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC)**

The Schools Division Research Committee shall perform as follows:

1. Provide directions on research initiatives of the division through the Division Research Agenda anchored on national and regional targets;
2. Evaluate and approve research proposals and other related research initiatives from the schools and Community Learning Centers (CLCs) to be funded under BERF;
3. Evaluate and approve research proposals and other related research initiatives within the school's division to be funded by other fund sources;
4. Forge partnerships with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects;
5. Prepare and submit reports to the Regional Research Committee (RRC) on all research initiatives conducted in the division from all fund sources;
6. Resolve emerging issues on the management and conduct of research;
7. Ensure that cost estimates for research initiatives fall under the existing accounting and auditing rules and regulations;
8. Endorse approved school level proposals to the Regional Office for confirmation and release of funds under Basic Education Research Fund (BERF);
9. Provide technical inputs to the researchers in their on-going research; and
10. Lead in the policy formulation, for localized adoption in the Division, based on findings of completed studies

### **A.1.3 DUTIES AND RESPONSIBILITIES OF SCHOOLS DIVISION RESEARCH COMMITTEE SECRETARIAT (SDRC Secretariat)**

The Schools Division Research Committee Secretariat shall perform as follows:

1. Organize, coordinate, and document meetings of the Committee;
2. Conduct initial screening of submitted proposals in compliance with submission guidelines;
3. Aid SDRC members in recommending proposals for approval as per the criteria and scoring template set by the Committee;
4. Liaise with academic and research institutions government agencies, and other DepEd offices in the conduct of the research;
5. Provide technical assistance to researchers on the conduct of their studies;
6. Conduct periodic monitoring on research initiatives in schools and Community Learning Centers (CLCs) within the division and present monitoring report to the SDRC;
7. Prepare periodic report on accomplishments related to division research initiatives;
8. Prepare complete staff work in support of the Committee's functions as needed; and
9. Prepare designation order for the SDRC, for approval of SDS.

### **A.2 SCHOOL RESEARCH COMMITTEE (SRC)**

The School Research Committee (SRC) will assume the responsibilities of research management at the school level and shall be mandated to perform the roles



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



and responsibilities provided for in this policy anchored on DepEd Order No.16,s. 2017.

### **A.2.1 COMPOSITION**

**Chairperson:** *School Head*

**Members:** *School Research Coordinator  
(preferably a Master Teacher, if any)*

*School Research Editor*

*School Research Statistician*

### **A.2.2 DUTIES AND RESPONSIBILITIES OF SCHOOL RESEARCH COMMITTEE (SRC)**

#### **A.2.2.1 CHAIRPERSON**

The School Research Committee Chairperson shall perform as follows:

1. Leads in the formulation, implementation and management of research initiatives at the school level;
2. Provides support and technical assistance to teachers to ensure integrity and validity of the research study;
3. Endorses research proposals / completed researches to SDRC for the certification of the Schools Division Superintendent;
4. Prepares Special Order for the designation of Research Committee for approval of SDS.

#### **A.2.2.2 SCHOOL RESEARCH COMMITTEE COORDINATOR**

The School Research Committee Coordinator shall perform as follows:

1. Provides support and technical inputs to facilitate submission, evaluation and approval of research study from school to division;
2. Conducts initial screening of submitted research proposals and final papers with the members of School Research Committee;
3. Develops strategies in managing school-based research;
4. Monitors the progress of the basic and action research activities through online and offline monitoring;
5. Facilitates the conduct of school-based research congress/ conference/ training/ seminar-workshop/forum; and
6. Coordinates with the school head relative to the school/ division/ regional/ national/international research conferences.

#### **A.2.2.3 SCHOOL RESEARCH COMMITTEE EDITOR**

1. Provides technical assistance and helps edit submitted proposals and completed studies, for suitable language and grammar use.

#### **A.2.2.4 SCHOOL RESEARCH COMMITTEE STATISTICIAN**

1. Provides technical assistance on the statistical aspect of the study.

## **VII. RESEARCH MANAGEMENT CYCLE**



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



## **A. CALL FOR RESEARCH PROPOSALS**

1. Proposals must be submitted for approval to SDRC, through the Records Section, endorsed by the SRC. The SDRC will screen and evaluate the research proposals in the Division level.
2. The proposal to be submitted to the SDRC must include the following requirements:
  - a. Application form and endorsement of immediate supervisor (Annex 1);
  - b. Research proposal (Annex 2) in an ordinary folder;
  - c. Declaration of anti-plagiarism, and absence of conflict of interest (Annex 3);
  - d. Request for SDRC Feedback (Annex 4);
  - e. SDRC feedback forms (5 copies) (Annex 5);
  - f. Informed consent form for participants of legal age (Annexes 6a and 6b), and/or assent for minors (Annexes 7a and 7b) and parental consent for participants less than 18 years old (Annexes 7c and 7d);
  - g. 2 Title Pages (1 without the name(s) of researcher(s), 1 with name) (Annexes 4a and 4b); and Expanded Envelope

The research proposal should be typed and double-spaced on an A4-sized paper, with 1-inch margin on all sides. Texts should be in 12 pt. Arial font. In-text citation and reference list must follow the APA citation style 6th edition format.

## **B. EVALUATION OF RESEARCH PROPOSALS**

### **B.1. INITIAL SCREENING**

The SDRC secretariat shall conduct initial screening of submitted proposals against the eligibility requirements.

Proposals falling under the following conditions will not be further evaluated, and will immediately be returned, with technical inputs, to the proponent/s:

- a. Incomplete documentary requirements as prescribed in the call for proposals;
- b. Conflict of interest in personal and professional aspects, which may influence the impartiality of the parties concerned, whether the proponent or the research manager;
- c. Non-conformance to research ethics;
- d. Non-alignment of research topic with the national and local basic Education Research Agenda (DO No. 39, s. 2016);
- e. Failure to meet prescribed standards and criteria. (Annexes 5a for action researches, and 5b for basic researches)
- f. Non-alignment of research topic with the national RMG (DO No. 16, s. 2017); and
- g. Plagiarized proposals.

The SDRC Secretariat shall encode all the pertinent details of the research proposals in the designated online spreadsheet. He/she shall only forward the research proposals, to the SDRC, with the Title Pages without the names of researcher/s.

Soft copies of aforementioned documents and other documents included in the annexes can be accessed and downloaded from the link



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



<https://tinyurl.com/sdoTayabas-research-forms-V1>

## **B.2 SDRC EVALUATION OF PROPOSALS**

The SDRC Secretariat shall receive the documents, through the Records Section. She shall check if the documents submitted are complete. If not, she shall contact the researcher for the submission of the lacking document(s).

The SDRC shall evaluate the proposals using the criteria and scoring template (Annex 5a for action research and 5b for action research) to be used as guide for the SDRC feedback. The scores garnered using the aforementioned templates shall not be a basis for the rejection of the proposals; however, to be recommended for Basic Education Research Fund (BERF), proposals must score at least 70 points. The proposal score sheet form (Annex 5c and Annex 5d) shall be used by the SDRC.

The SDRC Chair shall designate SDRC Members and other SDRC Flexi-Members, who will evaluate the research proposals. The evaluator(s) shall be determined through their expertise on the research topic. The number of evaluators shall be determined through the number of research proposals submitted in the Division:

- 10 Proposals – 3-5 SDRC evaluators each proposal;
- 11 -20 proposals – 2-4 SDRC evaluators each proposal;
- 21- 30 proposals – 1-3 SDRC evaluators each proposal; and
- 31 proposals and more – 1-2 SDRC evaluators each proposal.

In addition, the evaluators shall be determined by the area/topic of the research and the expertise of the evaluators. The SDRC Secretariat shall keep the record of the assigned evaluators by encoding in the designated online spreadsheet.

At any point in the evaluation process, the committee may contact the proponent for clarifications through the most cost-efficient means.

Green and/or blue pens shall be used in checking/evaluating the proposals.

SDRC evaluators shall accomplish a summary of their scores feedback for each paper. The Summary of Scores and Feedback (Annex 5e and 5f), along with the proposal and other submitted documents shall be enclosed in each expanded envelope. The following documents shall be completed and submitted to the SDRC Secretariat, in this order:

1. Application form and endorsement of immediate supervisor;
2. Research proposal in a separate ordinary folder;
3. Declaration of anti-plagiarism, and absence of conflict of interest;
4. Proposal score sheet;
5. Accomplished SDRC feedback forms;
7. Accomplished Request for SDRC Feedback;
8. Accomplished Summary of Scores and Feedback;
8. Accomplished consent forms; and
9. Title Page without the name(s) of researchers).

## **B.3 REVISIONS AND IMPROVEMENT OF PROPOSALS**

The SDRC Secretariat shall be tasked to release the proposal, other documents and the SDRC feedback to the researchers, as soon as possible.

## **C. COMMENCEMENT AND ORIENTATION**

SDRC Chair shall schedule the presentation of research proposals on a date



Brgy. Potol, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



approved by SDRC. He/she shall assign/invite internal and external panel members. TRAI.n.C Officers shall be assigned to collaborate with the SDRC, in the different Technical Working Committees (TWCs).

Each researcher shall be given 1 Certificate of Recognition and 1 Certificate of Participation.

SDRC Secretariat will recommend the technical advisers; however, the SDRC Chair shall have the final say on the number and designation of technical advisers, according to the area/topic, and expertise and willingness of the SDRC members and TRAI.n.C Officers to serve such assignment.

SDRC Chair shall lead in the orientation of the researchers. He/she shall announce the name(s) of Technical Advisers(s) assigned to each research.

The SDRC Secretariat shall submit the following to the SDRC:

1. Narrative Report of the Activity;
2. List of Actual Research Presenters with the names of the members of the Technical Panel; and
3. Photo documentation.

#### **D. PROGRESS MONITORING AND TECHNICAL ASSISTANCE**

The SDRC Secretariat shall schedule and monitor the implementation and conduct of approved research proposals and provide input on the progress of the research to the SDRC. She shall provide all the necessary tools and forms. The SDRC Chair shall lead in the monitoring of research. He/she shall choose the composition of the monitoring team, provided that no classes shall be disrupted. The composition of the monitoring team shall be

Technical assistance may be given anytime convenient to both the researcher(s) and the designated SDRC. Assistance may be given using any form of communication, including digital means, provided that the choice of platform or means supports the immediate and convenient relay of information and feedback.

#### **E. SUBMISSION OF THE FULL MANUSCRIPT**

Upon the completion of the research, the researcher(s) shall submit the following to the SDRC Secretariat, through the Records Section.

1. Application form and endorsement from immediate supervisor;
2. Declaration of anti-plagiarism;
3. Signed SDRC Summary of Feedback sheet;
4. SDRC Feedback Form;
5. Full Manuscript; and
6. Executive Data Set/Executive Summary



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



The SDRC Secretariat shall screen the completeness of the documents submitted. She shall also check the Executive Data Set (EDS) or the Executive Summary (ES) if it reflects the results and findings in the study.

The EDS or ES should quickly summarize: the problem, the idea/innovation/intervention, and the benefits of the solution, for action research. For basic research, the EDS or the ES should summarize the key points of the study. It should restate its purpose, highlight its major points, and describe any results, conclusions, or recommendations from the study.

Should the executive data set show huge evidence of discrepancies with the findings, the SDRC through the SDRC Secretariat shall recommend to the researcher to conduct the study again.

#### **F. SDRC EVALUATION OF THE FULL MANUSCRIPT**

The SDRC shall designate at least 2 SDRC Members or TRAI.C Officers to give feedback to the content of the full manuscript. The designated reviewers shall accomplish the SDRC Feedback Form.

The SDRC Secretariat shall release the documents, including the SDRC Feedback form to the researchers. The researcher/s shall revise, as needed, and improve their full manuscripts based on the feedback of SDRC.

#### **G. REVISIONS AND IMPROVEMENT OF FULL MANUSCRIPTS**

The researcher/s shall revise and improve their full manuscripts based on the feedback of the SDRC and TRAI.C Officers.

#### **H. COMMENCEMENT**

The SDRC shall organize Division colloquia/fora/conferences. Committees shall be created through the leadership of the SDRC Chair. The SDRC Secretariat shall submit the following documents to SDRC:

1. Narrative Report of the Activity;
2. List of Actual Research Presenters;
3. Photo documentation.

#### **I. SUBMISSION, ACCEPTANCE, AND ARCHIVAL**

Full manuscript shall be submitted to the SDRC Secretariat. The SDRC shall determine the fitness of the manuscript for archival based on the technicalities such as but not limited to:

1. format; and
2. grammar.



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



The SDRC Secretariat shall release the signed SDRC Letter of Approval for Archival (Annex Annex 9 or Annex 9a). Should the full manuscript be unfit for archival, the SDRC Secretariat shall provide the reasons to the researcher through a formal letter. The researcher shall do the appropriate revisions as advised.

Once approved, researchers shall submit 1 hard copy of the full paper, to be archived in the SDO Library and another 1 for their School Library, and 1 soft copy, all in pdf format, for upload in the SDO Tayabas E-Research Site.

Certificate of Completion shall be issued by the SDRC upon the receipt of the soft copy of the full manuscript. Researchers retain ownership of their studies.

## **J. DISSEMINATION AND UTILIZATION**

Dissemination and utilization of research results are crucial in the achievement of learning outcomes and improve the teaching-learning, access, and governance processes in schools, and the SDO. The SDRC, in collaboration with the researchers, will take measures to ensure the dissemination and utilization of research results and recommendations in the area/office/governance level where the study was conducted, preferably attended by the respondents. The SDRC will provide venues to disseminate results from completed research studies and encourage everyone to analyze, consider, and incorporate these results in their practices.

In addition, the Division may utilize the completed research to improve learning outcomes and administrative processes. Evidences may be used in the development of policies, frameworks, programs and projects; strategic, operational, and midterm plans; training programs; and instructional materials, to mention few governance strategies.

With the support of the school heads, teachers can disseminate and utilize their research through the existing mechanisms, such as Learning Action Cells (LACs), In-service Training (INSET), School Governing Council (SGC), Enhanced School Improvement Plan (e-SIP), Annual Implementation Plan (AIP), and School Report Card (SRC).

Finished research can also be disseminated through different web-based research platforms. Another possible venue for disseminating the research findings are the international and local (non-DepEd) conferences. However, because of the prevalence of predatory conferences, careful review of the background, contact details, office address, reviews and reputation of the organizers and the conference itself must be taken into consideration, before submitting research abstracts.

Once the paper is accepted, the author must submit the following to the Office of the Schools Division Superintendent for recognition:

1. Letter addressed to SDS, informing him/her of participation in any research activity, such as, conferences or fora outside the SDO;
2. Notice of acceptance from the conference organizer;



Brgy. Poto, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



3. Leaflets, or any promotional material containing relevant details about the conference; and
4. Research abstract submitted.

Upon the submission of the documents to the Division Office, SDRC shall check the legitimacy of the conference. If proven to be legitimate, or in the absence of “red flags”, the approval to present the research shall be released within 5 working days.

Researchers may download <https://guides.himmelfarb.gwu.edu/PredatoryPublishing/Conferences> to spot a predatory conference.

## **VIII. SPECIAL PROVISIONS**

### **A. OWNERSHIP AND AUTHORSHIP OF THE RESEARCH PAPER**

Research can be individual, or group. The name of the author in the research paper shall be written first, while the names of the co-authors shall be arranged according to the magnitude of their contributions. Contributors shall not be included in the list of authors.

The number of co-authors is limited to two for school action and basic research; for division, regional, or national research, the number of co-authors is limited to 4. The number of co-authors for GAD and Continuous Improvement research shall be determined by the Division GAD and CIP Coordinators.

### **B. RESEARCH ETHICS**

The SDRC and the researchers shall observe the highest ethical standards. The SDRC shall uphold the ethical principles in evaluating and implementing research proposals to protect our learners and communities.

Integrity in research is a commitment to accuracy. The following guidelines, as adapted from Portus et al. (2018), shall be observed to make sure integrity shall be upheld in the conduct of the research:

1. Apply only the statistical methodologies suitable to data and to obtaining valid results.
2. Avoid tendencies to slant quantitative analysis or qualitative interpretations towards predetermined outcomes, or draw conclusions based on faulty or insufficient evidence, that will unduly favor the sector, the research sponsor, or the researcher.
3. Preserve and honor the integrity of the historical record or document. Fabricating, destroying, distorting or hiding sources or evidence, especially in documentary, will be subjected to disciplinary action,



Brgy. Potol, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



4. The recording, disclosure, and preservation of research data, ethnographic, or historical evidence, should be consistent with laws, policies, global covenants, and rules of professional ethics.

The principle of confidentiality is the protective handling of information revealed in the relationship of trust and with the expectation that it will not be divulged to anyone without permission. The following guidelines, as adapted from Portus et al. (2018), must be observed to ensure the confidentiality, anonymity, and privacy, in handling data of the participants.

1. The participants' identity should not be revealed unless permission has been obtained, or such data are available from public documents.
2. The author/co-author(s) must make explicit to the participants how the data will be collected; how the information they provided will be safeguarded; and who may and will use this data.
3. The participants have the right to privacy, and to be free from unwanted observation, disturbance, and interference. They also have the right to control the access to their personal and private information.
4. Participants should be assured of anonymity. Their identities must be concealed in the research reports and public presentations of research output.

Anyone found to have violated the research ethics shall be blacklisted from availing any research grant mechanism and from presenting in any conference organized by the Department.

5. The researchers will refer to the DepEd Child Protection Policy (DO No. 40, s. 2012) as reference, in relation to interaction with the learners.

**N.B.**

No thesis and dissertation prepared as an academic requirement for graduate and postgraduate degrees are eligible for Basic Education Research Fund (BERF) funding. Likewise, it shall not be given credit (under innovation and research) when submitted for promotion purposes. Thesis and dissertation, however, shall be allowed *for presentation of results purposes only* and cannot be accepted as entries during division-initiated competitions during conferences.

**C. RESEARCH OUTPUTS FOR PROMOTION, LEARNING AND DEVELOPMENT, PERFORMANCE MANAGEMENT AND REWARDS AND RECOGNITION**

Research innovations and interventions shall be articulated with appropriate weight in the IPCRF/OPCRF, during commitment, mentoring and coaching, and in the final rating.

Research which has been duly certified and recognized by the SDRC Chairperson shall be accorded in the application for promotion, and in the computation for rewards and recognition.



Brgy. Potol, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



Research initiatives, results of research needs assessment, and or recommendations from research, must be integrated in the Learning and Development Sessions, such as the School-Based Learning Action Cell (SLAC).

### **C. PROCEDURE FOR THE ENDORSEMENT OF EXTERNAL RESEARCH**

External research refers to study of non-DepEd organizations, such as but not limited to Higher Education Institutions (HEIs) and private institutions. Proponents, who intend to conduct their external research within the Division shall submit the following to the Division Office:

1. Letter of intent to conduct the research addressed to the Schools Division Superintendent (SDS). The letter must contain the official letter head of the organization, and must be signed by the proponent(s) and the research adviser/Dean;
2. Research proposal/objectives/statement of the problem;
3. Research instrument; and
4. Informed consent (Annexes 6a and 6b), and/or assent for minors (Annexes 7a and 7b) and parental consent (Annexes 7c and 7d).

### **D. PLAGIARISM AND FRAUD**

The research proponents are required to observe the highest standard of ethics during the preparation and implementation of the research proposals. They shall ensure that the research proposal and final report submitted are the original works. Appropriate referencing and citation must be included in the research proposal and the final report. The American Psychological Association (6th edition) format shall be used in citing the references.

The proponent/s is/are required to submit an anti-plagiarism declaration (Annex 3) attesting to the originality of the research study. Any act of fraud and plagiarism shall be dealt with accordingly. Further, anyone found to have committed plagiarism will be blacklisted from availing of any other research grant mechanism in the Department.

### **E. BASIC EDUCATION RESEARCH AGENDA (as per DO 39, s. 2016)**

Based on reviews of the DepEd policies and programs, survey of literature, and nationwide consultations with representatives of its central and field offices, four research themes or basic education topics were identified.

The four themes include: (1) Teaching and Learning; (2) Child Protection; (3) Human Resource Development; and (4) Governance.

Cross-cutting themes may also be explored, such as DRRM, Gender and Development, Inclusive Education, and other relevant topics.



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



It is expected that the findings generated from each theme will fuel evidence-based actions that strategically support the attainment of the Department's vision and mission, as well as target outcomes of ensuring: (1) access to complete basic education; (2) quality education; and (3) effective, transparent, and engaging governance of basic education.

## **IX. LIST OF TEMPLATES**

Annex 1 - APPLICATION FORM AND ENDORSEMENT OF IMMEDIATE SUPERVISOR

Annex 1a - ACTION RESEARCH PROPOSAL GUIDE

Annex 1b - BASIC RESEARCH PROPOSAL GUIDE

Annex 2 - RESEARCH PROPOSAL

Annex 2a - RESEARCH WORK PLAN AND TIMELINE

Annex 2b - COST ESTIMATES

Annex 2c - PLAN FOR DISSEMINATION AND UTILIZATION

Annex 3 - DECLARATION OF ANTI-PLAGIARISM AND ABSENCE OF CONFLICT OF INTEREST

Annex 4 - REQUEST FOR SDRC FEEDBACK

Annex 4a - TITLE PAGE, WITH THE NAME(S) OF RESEARCHER(S)

Annex 4b - TITLE PAGE, WITHOUT THE NAME(S) OF RESEARCHER(S)

Annex 5 - SDRC FEEDBACK FORM

Annex 5a - SCORING CRITERIA (ACTION RESEARCH)

Annex 5b - SCORING CRITERIA (BASIC RESEARCH)

Annex 5c - PROPOSAL SCORE SHEET (ACTION RESEARCH)

Annex 5d - PROPOSAL SCORE SHEET (BASIC RESEARCH)

Annex 5e - SUMMARY OF SCORES AND FEEDBACK (ACTION RESEARCH PROPOSAL)

Annex 5f - SUMMARY OF SCORES AND FEEDBACK (BASIC RESEARCH PROPOSAL)

Annex 5g-1 - SAMPLE LETTER OF APPROVAL – RESEARCH WITHOUT FUNDING

Annex 5g-2 - SAMPLE LETTER OF APPROVAL – RESEARCH WITH FUNDING

Annex 5h-1 - SAMPLE LETTER FOR REVISION – RESEARCH WITHOUT FUNDING

Annex 5h-2 - SAMPLE LETTER FOR REVISION – RESEARCH WITH FUNDING



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



Annex 6a/6b - INFORMED CONSENT FORM (FOR PARTICIPANTS OF 18 YEARS OLD AND ABOVE)

Annex 7a/7b - ASSENT FOR MINORS (FOR RESPONDENTS UNDER 18 YEARS OLD)

Annex 7c/7d - PARENTAL CONSENT (FOR THE PARENTS/GUARDIANS OF RESPONDENTS UNDER 18 YEARS OLD)

Annex 8 - CERTIFICATE OF COMPLETION

Annex 9 - SAMPLE LETTER OF APPROVAL OF MANUSCRIPT FOR ARCHIVAL

Annex 9a - SAMPLE LETTER FOR REVISION OF MANUSCRIPT FOR ARCHIVAL

Annex 10 - RESEARCH MANAGEMENT PROCESS FLOW

Annex 11 - INDICATIVE TIMELINE OF RESEARCH ACTIVITIES FOR 2022-2024

## **X. REFERENCES**

American Psychological Association. (2017). Ethical principles of psychologists and code of conduct Retrieved from <https://www.apa.org/ethics/code/index> Beaulieu, R. (2013). Action research: Trends and variations. Canadian Journal of Action Research, 14(3), 29-39.

<https://journals.nipissingu.ca/index.php/cjar/artide/download/99/61>

Department of Education (DepEd) Order No. 16, s. 2017. Retrieved from

[http://www.deped.gov.ph/wp-content/uploads/2017/03/DO\\_s2017\\_016.pdf](http://www.deped.gov.ph/wp-content/uploads/2017/03/DO_s2017_016.pdf)

DepEd Order No. 39, s. 2016. Retrieved from [http://www.deped.gov.ph/wp-content/uploads/2016/06/DO\\_s2016\\_039.pdf](http://www.deped.gov.ph/wp-content/uploads/2016/06/DO_s2016_039.pdf)

DepEd Memorandum No. 144, s. 2017. Retrieved from [http://www.deped.gov.ph/wp-content/uploads/2017/08/DM-s2017\\_144.pdf](http://www.deped.gov.ph/wp-content/uploads/2017/08/DM-s2017_144.pdf)

Portus, L., Barrios, E., Conaco, M. & Go, S. (2018). Doing social science research: A guidebook. Diliman, Quezon City: Philippine Social Science Council.

APPROVED:

  
**GERLIE M. ILAGAN, CESO VI**

Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

Date: JAN 27 2022



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



[tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)



<https://depeditayabas.com/>