



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

04 FEB 2022

DIVISION MEMORANDUM

No. 073 s. 2022

CALL FOR RESEARCH PROPOSAL

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 **calls for research proposal**, as it continues to promote and strengthen the culture of research in basic education.
3. School Heads, teachers, and non-teaching personnel are encouraged to submit action or basic research proposal, on or before **February 11, 2022**, using the given guidelines, lifted from DM 060, s. 2022, titled City Schools Division of the City of Tayabas Research Management Guidelines (RMG) 2022-2023.
4. Attached is Enclosure 1 – Guidelines in the Submission of the Research Proposal.
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. PotoI, Tayabas City



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



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<https://depedtayabas.com/>

Enclosure 1

GUIDELINES IN THE SUBMISSION OF THE RESEARCH PROPOSAL

1. Proposals must be submitted for approval to SDRC, through the Records Section, endorsed by the School Research Committee Chair, when proponent/s are from the school, while by the Unit Head for proponents from the SDO Proper.
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
3. 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.
4. Prescribed standards and criteria in the evaluation are in Annexes 5a for action research, and 5b for basic research.
5. Research proposals should be aligned with any one or combination of the following themes: (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 and timely topics.

Note:

The RMG, templates and forms can be downloaded from <https://tinyurl.com/sdoTayabas-research-forms-V1>.



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