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

14 FEB 2022

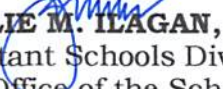
DIVISION MEMORANDUM

No. 041 s. 2022

**REITERATION: CALL FOR RESEARCH PROPOSAL, ROLLOUT OF RESEARCH
MANAGEMENT GUIDELINES AND RELATED MATTERS**

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

1. In support of the Department's policy development process, research agenda, and policy and program development and implementation, the Schools Division of Tayabas City reiterates DM 073, s. 2022 – Call for Research Proposal, and extends submission until **February 21, 2022**.
2. Furthermore, this office invites all School Research Committee (SRC) Chairpersons, Coordinators, Editors, Statisticians, and other SRC Members, and Teacher-Researchers Association in the Division of Tayabas City (TRAIIn.C) officers to attend the rollout of the SDO Tayabas Research Management Guidelines, and initial meeting for the revival of TRAIIn.C, on **February 17, 2022** at 3:00 – 5:00, via google meet.
3. Attached is Enclosure 1 – Guidelines in the Submission of the Research Proposal.
4. 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



tayabas.city@deped.gov.ph

<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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