Republic of the Philippines

Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

28 October 2024

DIVISION MEMORANDUM
No. 737 s. 2024

CALL FOR PAPER FOR THE 2025 TAYABAS CITY EDUCATIONAL RESEARCH CONFERENCE (TERCon)

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

1. Relative to the conduct of the proposed **Tayabas City Educational Research Conference and CALABARZON Educational Research Conference** tentatively scheduled on the first and second quarter of CY 2025, this Office through the School Governance Operations Division calls all interested teaching and non-teaching personnel on the submission of research proposal on or before **December 20, 2024.**

2. The topics shall be based on the four themes mentioned in D0 39 s. 2016 which 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 (Disaster Risk Reduction Management), Gender and Development, Inclusive Education, and other relevant topics.

3. Proponents are encouraged to focus on the mentioned themes as each is given a definite percentage of priority for approval.

Teaching and Learning	-	40%
Child Protection	-	25%
Human Resource Development	-	25%
Governance	-	10%

4. The submission of the research proposal must follow the guidelines stipulated in **Division Memorandum No. 457, s. 2024** titled, **Revised Division Research Management Guidelines**. Special attention is invited to **Part VII. Research Management Cycle, A. Call for and Submission of Research Proposals**. (See Enclosure 1- Revised Division Research Management Guidelines)

5. Please refer to Enclosure 2- Timeline of Activities for your guidance.

6. Immediate and widest dissemination of this Memorandum is desired.

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For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

IMELDA C. RAYMUNDO
Chief Education Supervisor-SGOD
Officer-in-Charge

Encl.: As stated
Reference: Division Memorandum No. 457, s. 2024
To be indicated in the Perpetual Index
under the following subjects:

EDUCATIONAL RESEARCH CONFERENCE

SGOD- call for paper for the 2025 tayabas city educational research conference (tercon)
SGOO2QI9-001848./October 28, 2024

Enclosure 1

REVISED DIVISION RESEARCH MANAGEMENT GUIDELINES

I – RATIONALE

SDO Tayabas City seeks to strengthen and institutionalize its research practices at the division and school level to enhance quality, access, equity, resilience, and well-being as well as governance of basic education through data driven decision making and research-based programs. It envisions to institutionalize 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 mandates all governance levels to undertake educational research to promote the culture of research. Successful implementation of research initiatives in the division necessitates clear policy guidelines to facilitate a clear understanding of the processes and the requirements in conducting research activities, hence the formulation of these guidelines.

These guidelines intend to provide an enhanced research management process and reinforce the link of research to education processes, by placing weight on research initiatives.

II – SCOPE

The SDO Tayabas City Revised Division Research Management Guidelines provide guidance in the management and conduct of research initiatives in all governance levels in the division. Researchers who plan to conduct studies in the division shall abide with the rules and regulations stipulated herein.

III- DEFINITION OF TERMS

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

Action research refers to 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 No.16, s. 2017)

Basic Research refers to 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 on the practical level. It is often purely theoretical with the intent of increasing one's understanding of certain phenomena or behavior but does not seek to solve or treat problems (DO No.16, s. 2017).

Conflict of interest refers to the situations in which financial or other personal considerations may compromise a researcher/s professional judgement in evaluating, conducting, or reporting research.

Culture of Research refers to the regular exercise of systematic inquiry to improve program and policy development and implementation.

Education Research refers to the scientific field of study that examines education and learning processes and the human attributes, interactions, organization and institutions that shape educational outcomes

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

Grant refers to 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 refers to 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.

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

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

Intervention refers to 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 directly coordinate with the secretariat on administrative and financial matters of the approved research.

Parental Consent refers to 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 refers to 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 refers to 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/s refers to an individual or group who submitted a research proposal.

Research Proposal refers to a document which provided the details of a proposed study (i.e. research purpose and methodology, estimated cost, work plan)

Referencing refers to the act of citing authors or documents used in the research.

IV – ACRONYMS

ART – Association of Researchers in SDO Tayabas City
BERA – Basic Education Research Agenda

Address: Brgy. Potol, Tayabas City
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Email Address: tayabas.city@deped.gov.ph
Website: https://www.sdotayabascity.ph

BERF – Basic Education Research Fund
CLCs – Community Learning Centers
CRC – Cluster Research Committee
LAC – Learning Action Cell
RRC- Regional Research Committee
SDRC – Schools Division Research Committee
SRC – School Research Committee
SDO – Schools Division Office

V – POLICY STATEMENT

DepEd Tayabas City establishes the Revised **Division Research Management Guidelines** to provide guidance on the research management processes and the roles and responsibilities of the Schools Division Research Committee in the SDO, clusters/schools/community learning centers (CLCs).

As SDO Tayabas City strengthens its research culture, this localized research guidelines 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 shall be organized at the division, cluster and school levels to provide guidance on research directions, particularly in aligning such initiatives with the national and local Basic Education Research Agenda, through technical assistance and quality assurance in respect of the Division research activities.

The Schools Division Research Committee (SDRC) shall lead in the call for proposals, evaluation, approval, publication, and archiving of research projects. The SDRC shall likewise monitor the conduct and implementation of research. The Cluster Research Committees (CRC) shall lead in the quality assurance and technical assistance of the conduct of research activities aligned with the existing research agenda.

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) shall assume the responsibilities of research management at the school, cluster 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

Chair: Assistant Schools Division Superintendent

Co -Chairs: Chief Education Supervisor, School Governance and Operations Division (SGOD)
Chief Education Supervisor, Curriculum Implementation Division (CID)

Members: Planning Officer III
Representative/s from Association of Researchers in Tayabas City (ART)
Education Program Supervisors
Representative from Finance Unit

By invitation:
Focal person/s of concerned division/learning area/section/program

Secretariat: EPS and SEPS from SGOD
Select EPS from CID (Research Experts)
EPS II and PDO I - Youth Formation

Adviser: Schools Division Superintendent

A.1.2 DUTIES AND RESPONSIBILITIES

1.1.2.1. The Schools Division Research Committee shall perform as follows:

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

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1.1.2.2. The Schools Division Research Committee Secretariat shall perform as follows:

- Organize, coordinate, and document meetings of the Committee;
- Conduct initial screening of submitted proposals in compliance with submission guidelines;
- Aid the SDRC members in recommending proposals for approval as per the criteria and scoring template set by the Committee;
- Liaise with academic and research institutions government agencies, and other DepEd offices in the conduct of the research;
- Provide technical assistance to researchers on the conduct of their studies;
- Conduct periodic monitoring on research initiatives in schools and Community Learning Centers (CLCs) within the division and submit monitoring report to the SDRC;
- Prepare periodic report on accomplishments related to division research initiatives;
- Prepare complete staff work in support of the Committee's functions as needed;
- Process the submission, acceptance and archival of the completed researches;
- Monitor the dissemination and utilization of the completed researches; and
- Organize research conference/plenum with the assistance of the whole committee for research dissemination.

A.2 CLUSTER/SCHOOL RESEARCH COMMITTEE (C/SRC)

The Cluster/School Research Committee (C/SRC) shall assume the responsibilities of research management at the school level and shall be mandated to perform the roles and responsibilities provided for in this guidelines anchored on DepEd Order No.16, s. 2017.

A.2.1 COMPOSITION

	Cluster Research Committee	**School Research Committee**
Chair	Cluster Supervisor	School Head
Members	➢ Research Coordinator ➢ Language teacher/s from the cluster ➢ Teacher/s versed in data analysis and interpretation	➢ Research Coordinator ➢ Language teacher/s from the cluster ➢ Teacher/s versed in data analysis and interpretation

A.2.2 DUTIES AND RESPONSIBILITIES

A.2.2.1 CHAIR

The Cluster/School Research Committee Chair shall perform as follows:

Cluster Research Committee Chair	**School Research Committee Chair**
Evaluates endorsed research proposals and/or completed research as to completeness and adherence to the research guidelines of the SDO	Ensures the alignment of research proposals (*school and classroom-based*) with the existing research agenda and school's priority improvement areas
Provides technical assistance to	Provides support to teacher-

research proponents on the completion of research projects	researchers on the preparation of research documents
Monitors the conduct and implementation of the research projects	Endorses all research proposals and/or completed research to CRC for quality assurance
Endorses quality assured research proposal and/or completed research	
Ensures that all endorsed research proposals and/or completed research adheres to research ethical standards	Ensures that all endorsed research proposals and/or completed research adheres to research ethical standards

A.2.2.2.MEMBERS

The Cluster/School Research Committee Members shall perform as follows:

Cluster Research Committee Members	**School Research Committee Members**
Assist in the evaluation of endorsed research proposals and/or completed research as to completeness and adherence to the research guidelines of the SDO	Provide a copy of school research agenda and priority improvement areas
Assist in the provision of technical assistance to research proponents on the completion of research projects	Ensure the availability of the required forms for research
Consolidate the monitoring report during the conduct and implementation of the research projects	Assist in the organization of school research committee meetings and other activities
Assist in the preparation of documents for endorsement to the SDRC	
Provide technical assistance and help edit submitted proposals and completed studies, for suitable language and grammar use.	Provide technical assistance and help edit submitted proposals and completed studies, for suitable language and grammar use.
Ensure that the submitted proposal and completed studies are compliant to the DepEd Manual of Style	Ensure that the submitted proposal and completed studies are compliant to the DepEd Manual of Style
Provide technical assistance on the statistical aspect of the study.	Provide technical assistance on the statistical aspect of the study.

VII. RESEARCH MANAGEMENT CYCLE

A. CALL FOR AND SUBMISSION OF RESEARCH PROPOSALS

1. SDO issues a Division Memorandum to call for research proposals. The topics shall be based on the four themes mentioned on DO 39 s. 2016 which 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 (Disaster Risk Reduction Management), Gender and Development, Inclusive Education, and other relevant topics.

2. The School Head/ALS Focal informs the teachers/non - teaching/ALS Mobile Teacher assigned in the CLCs on the call for research proposal and issues a memorandum for the submission of classroom-based or school-based research.

2.1 School research committee accepts the submitted research proposal.
2.2 Endorse the submitted research proposal to the cluster research committee.

3. The Cluster Research Committee shall endorse the research proposal received to the SDRC through the SDO Records Section. The proponent may submit one hard copy or soft copy through e-mail at records.tayabas@deped.gov.ph. Submission of the file shall follow the following format: Surname_School_AR/BR Proposal_Theme
e.g. Dalit_Dapdap IS_AR Proposal_Teaching and Learning

4. All SDO personnel who intend to submit a research proposal may directly submit it to the Records Section with the same requirements as those with the teaching/non - teaching personnel assigned in the school.

5. The research proposal (classroom-based, school-wide, and division-wide research) to be submitted to the SDRC must include the following requirements:

a. Application form and endorsement of immediate supervisor/Functional Chief (Annex 1);
b. Research proposal (Annex 2A/Annex 2B) in an ordinary folder;
c. Informed consent form for participants of legal age (Annexes 5A) and parental consent for participants less than 18 years old (Annexes 5B);
d. Declaration of Anti – Plagiarism and Absence of Conflict of Interest (Annex 3)

6. Classroom-based, school-wide, and division-wide research for Basic Education Research Fund (BERF):

a. Application form and endorsement of School Head and Cluster Supervisor / Functional Chief (Annex 1);
b. Research proposal (Annex 2) in an ordinary folder;(Annex 2A/B, Annex 2C
c. Declaration of anti-plagiarism, and absence of conflict of interest (Annex 3);
d. Informed consent form for participants of legal age (Annex 5A) or parental consent for participants less than 18 years old (Annex 5B);

e. BERF Cost Estimate Form (Annex 2D)

7.The research proposal should be typed and double-spaced on an A4-sized paper, with a 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.

8. Soft copies of the annexes can be accessed through https://tinyurl.com/2024researchtemplates.

B. EVALUATION OF RESEARCH PROPOSALS

B.1. INITIAL SCREENING AT SCHOOL AND CLUSTER LEVEL

1. All submitted classroom-based/CLCs or school-wide research shall be initially evaluated by the school research committee and endorsed to the cluster research committee for further evaluation. (Annex 4A&B)

2. The Cluster Research Committee shall endorse the evaluated research proposal with technical input for approval by the SDRC Same screening process will be done for research proposals submitted by the SDO personnel. (Annex 4A&B)

B.2 SDRC EVALUATION OF PROPOSALS

1. The SDRC Secretariat shall receive the proposal through the Records Section with the following documents arranged in this order.

a. Application form and endorsement of School Head and Cluster Supervisor/Functional Chief (Annex 1)
b. Research proposal in a separate ordinary folder;
c. Declaration of anti-plagiarism, and absence of conflict of interest;(Annex 3)
d. Guide for Appraisal (Action Research) (Annex 4A)/Guide for Appraisal Basic Research (Annex 4B);
e. Accomplished consent forms. (Annex5A/5B)

2.The SDRC Chair shall designate an evaluator, to evaluate research proposals as to content and technical aspects. (Annex 4A&B).

3. The SDRC secretariat shall record and compile the results of the evaluation conducted. A letter of approval/disapproval shall likewise be prepared and signed by the SDRC Chair to be issued to the research proponent. (Annex 6A/B)

C. PROGRESS MONITORING AND TECHNICAL ASSISTANCE

1. The SDRC Chair shall lead in monitoring of research through the SDRC Secretariat, in coordination with the Cluster Research Committee.

2. Monitoring the approved research shall be done during the conduct and implementation and in whatever modalities that may apply.

3. Technical assistance may be given anytime as the needs arise in any modality convenient for both the proponent and SDRC/CRC.

D. SUBMISSION AND ACCEPTANCE OF THE FULL MANUSCRIPT OF COMPLETED RESEARCH

1. Upon the research completion, the researcher shall submit the requirements for the completed research output (Annex 7) at the SDO Records section in soft copy (PDF format) to be emailed at records.tayabas@deped.gov.ph. with following format: Surname_School_Completed AR/BR_Theme

e.g. Dalit_Dapdap IS_CompletedAR _Teaching and Learning

2. The SDRC Secretariat shall ensure the acceptability of the completed research submitted. Outputs with lacking requirements will be returned for completion.

3. Final approved outputs will be submitted in soft (PDF format) and two hard copies to the SDRC Secretariat through the SDO Records Section.

4. SDRC Secretariat shall issue certificate of completion to the researcher for the completed research (Annex 8).

E. DISSEMINATION AND UTILIZATION

1. The SDRC, in collaboration with the Association of Researchers in SDO Tayabas City, 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.

2. The SDRC will provide avenues to disseminate results from completed research studies and encourage everyone to analyze, consider, and incorporate these results in their practices through the following:

   2.1 organize research conferences and/or research forum to gather educational researchers to share their research findings, gather new input, research ideas, and discuss policy options based on research results.

   2.2 publish one research journal every year for wider dissemination and as a potential archival mechanism for completed research.

   2.3. publication in SDO LRMDS portal

3. The division may utilize the completed research to improve learning outcomes and administrative processes.

4. School heads shall provide an avenue to teachers to disseminate and utilize their research through the existing mechanisms, such as Learning Action Cells (LACs), In-service Training (INSET), School Governance Council (SGC), Enhanced School Improvement Plan (E-SIP), Annual Implementation Plan (AIP), and School Report Card (SRC).

5. Completed research can also be disseminated through different web-based research platforms and other research invitations by local, national, international organizations, and other partner agencies.

F. ARCHIVAL

1. The SDRC secretariat upon acceptance of the final completed research shall accomplish the appropriate Quality Control Checklist for completed action or basic research. (Annex 9A/B) following the instruction guide for evaluators. On the decision in the score sheet, they shall accomplish both "For Acceptance" and "For Archiving". Completed research reports submitted for acceptance shall pass the technical evaluation only if they are marked as "Fully Evident" across all criteria. In accomplishing the decision box "For Archiving", evaluators shall refer to the tiers of disclosure namely: General

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Public Disclosure and Limited Public Disclosure in DepEd Order No. 14 s. 2022.

2. If the criteria were met, the secretariat shall endorse the completed research to the SDRC for their review If it has no other inputs/comments/recommendations, the SDRC shall accept the research.

3. If the criteria were not met, the completed research shall be returned to the researchers for revision and resubmission until it meets the minimum quality standards as per the QCC. The secretariat, in coordination with the concerned research coordinator is encouraged to provide the necessary technical assistance to researchers/grantees.

4. Hard copies shall be stored in the Division Library while the soft copies shall be uploaded to the LRMDS portal and SDO portal. They shall be classified as for general public disclosure and limited public disclosure.

5. SDRC Secretariat shall issue certificate of acceptance to the researcher for the completed research (Annex 10).

VIII. SPECIAL PROVISIONS

A. 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 obtain 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,

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-authors 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.

6. 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.

B. 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.

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 the 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 following:
    a. Full name of researcher
    b. HEI Affiliation and address (if applicable)
    c. Degree/Program (if applicable)
    d. School (if applicable)
    e. Title of research, research objectives, participants and data collection method
    f. Contact details (cellphone number and email)

2. Validated research instrument to be used in data collection;

3. Data Sharing Agreement (DSA) for signing of concerned officials, and;

4. Informed consent (Annexes 5A and 5B)

Submit all documents to the Records Section or email through records.tayabas@deped.gov.ph.

D. PLAGIARISM AND FRAUD

The research proponents must 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 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.

IX. EFFECTIVITY AND TRANSITORY PROVISION

This guidelines shall take effect after 5 days prior to the uploading to the official DepED Tayo Page of SDO Tayabas City.

X. LIST OF TEMPLATES

Annex 1- APPLICATION FORM AND ENDORSEMENT OF IMMEDIATE SUPERVISOR
Annex 2A- ACTION RESEARCH PROPOSAL GUIDE
Annex 2B - BASIC RESEARCH PROPOSAL GUIDE
Annex 2C - RESEARCH WORK PLAN AND TIMELINE
Annex 2D - COST ESTIMATES
Annex 3 - DECLARATION OF ANTI-PLAGIARISM AND ABSENCE OF CONFLICT OF INTEREST
Annex 4A – GUIDE FOR APPRAISAL (ACTION RESEARCH)
Annex 4B - GUIDE FOR APPRAISAL (BASIC RESEARCH)
Annex 4C- SUMMARY OF SCORES AND FEEDBACK (ACTION RESEARCH PROPOSAL)
Annex 4D - SUMMARY OF SCORES AND FEEDBACK (BASIC RESEARCH

PROPOSAL)
Annex 5A- INFORMED CONSENT FORM (FOR PARTICIPANTS OF 18 YEARS OLD AND ABOVE)
Annex 5B-PARENTAL CONSENT FOR THE PARENTS/GUARDIANS OF RESPONDENTS UNDER 18 YEARS OLD)
Annex 6A - SAMPLE LETTER OF APPROVAL
Annex 6B- SAMPLE LETTER OF DISAPPROVAL
Annex 7- PARTS OF COMPLETED RESEARCH
Annex 8 - CERTIFICATE OF COMPLETION
Annex 9A – QUALITY CONTROL CHECKLIST FOR COMPLETED BASIC RESEARCH
Annex 9B – QUALITY CONTROL CHECKLIST FOR COMPLETED ACTION RESEARCH
Annex 10 - SAMPLE LETTER OF APPROVAL OF MANUSCRIPT FOR ARCHIVAL
Annex 11 – CERTIFICATE OF ACCEPTANCE

XI. REFERENCES

American Psychological Association, (2017). Ethical principles of psychologists and code of conduct Retrieved from https:/ /www.apa.org/ethics/code/index Beaulieu

DepEd Order No. 43, s. 2015 - Revised Guidelines for the BERF Implementation

DepEd Order No. 39, s. 2016. - Adoption of the Basic Research Education Agenda

DepEd Order No. 16, s. 2017 – Research Management Guidelines

DepEd Memorandum No.144, S.2017 - Supplemental Research Guides and Tools

DepEd Order No. 28 s. 2022 – Adopting Tools to Improve Quality Management of Completed Research at the Department of Education

Division Memorandum No.060 s.2022 - City Schools of the City of Tayabas Research Management Guidelines (RMG) 2022 - 2023

Enclosure No. 2

Tayabas City Educational Research Conference (TERCon) Timeline

Activity	**Date**	**Remarks**
Submission of Research Proposal	October 22 – November 22,	Late submission of the documents will not be accepted

	2024	
Initial Screening at School/Cluster Level	November 25-29, 2024	Cluster Research Committee shall endorse the evaluated proposal for approval by the SDRC
SDRC Evaluation of Proposals	December 2 - 13, 2024	Proposals shall be evaluated by the SDRC designated evaluator as to content and technical aspects
Capacity Building on Research Writing	December 12 – 13, 2024	Participants are School Research Committee and Schools Division Research Committee
Issuance of Approval/Disapproval to the research proponents	December 16 - 18	A letter of approval/disapproval signed by the SDRC Chair shall be issued to the research proponent
Conduct of Research Progress Monitoring and Technical Assistance	January 2 – March 14	Relevant TA shall be provided by the School Research Committee/Cluster Research Committee, Schools Division Research Committee and Association of Researchers in SDO Tayabas City (ART) elected officers
Submission and Acceptance of the Full Manuscript of Completed Research	March 17-28	SDRC Secretariat shall issue certificate of completion for the completed research
Conduct of Tayabas City Educational Research Conference (TERCon)	April 2- 4	Tentative Schedule