



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM

No. 38 s. 2017

**TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
DIVISION UNIT HEADS
HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED**

FOR : CATHERINE P. TALAVERA, Ph. D.
OIC-Schools Division Superintendent

BY : IMELDA C. RAYMUNDO
Chief-CID / Officer-of- the-Day

SUBJECT : CALL FOR RESEARCH PROPOSALS

DATE : February 10, 2017

This is to inform the field that the Regional Office through Policy, Planning and Research Division (PPRD) calls for the third batch of research proposals on or before February 14, 2017.

In line with this, research proponents are required to submit their proposals three (3) sets of hard copy to this office c/o Ms. Claribel Conde of CID until 5:00 p.m. of February 13, 2017.

Please see attached Outline of Research Proposal for your reference.

For the information and guidance of all concerned.

SGOD-Planning/Call for Research Proposals
DM- 38 /02/10/17

where excellence is a habit and allegiance for quality is a pledge.

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Annex 3.a. Outline of Research Proposal

1. The research proponent shall use the DepEd prescribed outline below for research proposal. The number of pages of research proposals shall be a maximum of twenty (20) pages, double-spaced, using an Arial font of 11.
2. The research proposal should contain the following:
 - I. **Introduction of the Research** – includes the rationale for the research and relevant, social, policy, or practice context for the study. The introduction should explain why the research study is being undertaken (e.g. to answer a question about a specified problem in education) and how the results could be used in action planning and/or policy formulation and development.
 - II. **Literature Review** – focuses on key issues which underlie the research; major findings, problems identified, recommendations, and questions raised in previous research; the main points of view and controversies; critical evaluation of these views, their strengths and weaknesses; general conclusions about the research papers; what research still needs to be done; and what knowledge gaps remain that the study will aim to fill.
 - III. **Research Questions** - involves investigating or testing an idea; trying out solutions to a problem; exploring and analyzing issues; creating a new procedure or system; explaining a phenomenon; or a combination of any of these.
 - IV. **Scope and Limitation** –coverage of the research in terms of location, time, respondents, etc.; inherent design or methodology parameters that can restrict the scope of the research findings and are outside the control of the researcher.
 - V. **Research Methodology** – contains details of how the research will be conducted
 - a. **Sampling** – details should be provided about who will participate in the research: number of people and the characteristics of those who will participate in the research; and how will the sample be selected and recruited.
 - b. **Data collection**- the various instruments and procedures for data collection should be outlined and extensively discussed.
 - c. **Ethical issues** –Identification of ethical concerns that could possibly emanate from the conduct of the research, and an elaborate discussion on how to prevent these from taking place. It can include, but not limited to the following: right to conduct a study or investigation to answer a question; securing free prior and informed consent from respondents; issues of confidentiality and anonymity; written approval for use of materials with copyright (e.g. secondary data sets, data collection tools).
 - d. **Plan for Data analysis** – indicates how the data will be analyzed and reported; it should specify the qualitative and/or quantitative methods that will be used in analyzing the data gathered for the research.
 - VI. **Timetable / Gantt chart** – contains the research timelines - when will the project begin and how long will it take for it to be completed; include time estimates for each step in the research process (e.g. 5 days, 2 weeks).

Annex 3.b. Outline for Action Research

1. The research proponent shall use the DepEd prescribed outline for action research described below.
The research proposal shall be double-spaced, using an Arial font of 11.
2. The research proposal should contain the following:
 - I. **Context and Rationale**— includes the description and context of the study and the reason for conducting it; how the results could be used in action planning.
 - II. **Review of Related Literature**—focuses on key issues which underlie the action research; general conclusions about related action research papers; what research still needs to be done; and what knowledge gaps remain that the study will aim to fill.
 - III. **Research Questions** – identifies the problem/s which will be addressed by the research in terms of investigating or testing an idea; trying out solutions to a problem; creating a new procedure or system; explaining a phenomenon; or a combination of any of these.
 - IV. **Scope and Limitation** –coverage of the research in terms of location, time, respondents, etc.; inherent design or methodology parameters that can restrict the scope of the research findings and are outside the control of the researcher.
 - V. **Methodology** – contains details of how the research will be conducted
 - a. **Sampling** – details should be provided about who will participate in the research: number of people and the characteristics of those who will participate in the research; and how will the sample be selected and recruited.
 - b. **Data collection**- the various instruments and procedures for data collection should be outlined and extensively discussed.
 - c. **Ethical issues** – Identification of ethical concerns that could possibly emanate from the conduct of the research, and discussion on how to prevent these from taking place. It can include, but not limited to the following: right to conduct a study or investigation to answer a question; securing free prior and informed consent from respondents and/or parents and guardians of learners; issues of confidentiality and anonymity;
 - d. **Plan for Data analysis** – indicates how the data will be analyzed and reported; it should specify the qualitative and/or quantitative methods that will be used in analyzing the data gathered for the research.
 - VI. **Workplan** – contains the research timelines - when will the project begin and how long will it take for it to be completed; include time estimates for each step in the research process (e.g. 5 days, 2 weeks).
 - VII. **Cost Estimates** – includes detailed research cost, broken down per research task, activity and/or deliverable. It can be further grouped by tranche for easier reference of the Evaluation Committee. Refer to the Availment Process for the activities falling under each tranche.
 - VIII. **Action Plan**— Indicate how the results of the action research will be utilized.
 - IX. **List of References** - provide in text of work and reference list