* **Guidelines**
* **When writing proposals and completed basic and action research, the following are required:**
* 1**.** Use a **short white folder.** Below is the cover page:
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* Header
* (with DepEd Logo and Division Logo on both sides of the header)
* An Action Research Proposal

 Title of Research

 Prepared by:

 Maria De la Cruz

 Master Teacher-I

**Note:** **Do not sign above your name. No border or design. Must use the paper with a water mark.**

1. **Use the research format with a water mark and a bar code**. **Short bond paper must be use**. (The format is editable)

3. The proponent **must submit the hard and soft copy of the research when it is complete.**

* 3. **Research Proposal** must be **20 pages only** excluding curriculum vitae. 3. 3.

4. **First page** in the research manuscript is a **Letter of Intent address to the Schools Division Superintendent.** (The letter must be signed by the proponent of the study and noted by the immediate superior).

5. **Second page is the approval sheet**. **(Please be aware of the spelling of the names in the signatories).**

6. Third page and so on, is the research paper. (Please follow the format).

* 7. **Must use Aerial font style and 10 font size., spacing is double space and page number must be bottom right.**
* 8. **Include in the proposal and completed research paper, the Curriculum Vitae with 2x2 picture.**
* 9. In the **Curriculum Vitae**, please include your **cell number and present station (school).**

 7.

 6.

 Title of

 An Action Research

 Header

**How and when to submit? (For those who want to be funded)**

1. DepEd Central Office releases a DepEd memo for some guidelines,

the PPRD Regional Office will release a regional memo for Call-ups.

1. The Division office will then announced and release a division memo

for research call-up.

3. Interested proponents from the field are welcome to submit a copy of his/her proposal to the division office through the Research Specialist for review/evaluation of requirements and for some revisions.

4. The research specialist will then sit with the Schools Division

Research Committee (SDRC) headed by the ASDS as Chairman for deliberation/evaluation of proposals.

5. The SDRC will give scores on the research proposals basing on the template, in consonance to the DepEd Order No. 49, s. 2017 titled “ Revised Guidelines on Research Management.”

6. Research proposals that can have a score of 70% above will be submitted to the Regional Office.

7. At the Regional Office, the RRC secretariat will then evaluate as to the requirements of proposals.

8. The PPRD RO6 will call the TWC (Technical Working Committee for a thorough evaluation of the submitted proposals from the division offices all over Region 6.

9. The proposals will be turned over to the Regional Committee headed by the Asst. Regional Director for deliberation and giving of scores.

 10. The research proposals approved by the RRC will get a BERF funding.

 11. The proponent who has the approved research proposal ill personally

 receive a letter from the Regional Director informing his/her approved

 research proposal.

 13. The Division Research Specialist will call-up the proponents with

 approved researches for some briefing on the next step plan/activities.