



Republic of the Philippines
Department of Education
Region VI-Western Visayas
DIVISION OF CAPIZ
Banica, Roxas, City



April 18, 2017

DIVISION MEMORADUM
No. 38, s. 2017

COMPOSITION OF THE SCHOOLS DIVISION RESEARCH COMMITTEE

To: Acting Assistant Schools Division Superintendent
Chiefs, School Governance & Operations Division and
Curriculum Implementation Division
Education Program Supervisors
Senior Education Program Specialists
Section Heads
Public School District Supervisors
Heads of Public Elementary/Secondary/Integrated School

1. Pursuant to DepEd Order No. 16, s. 2017 titled "Research Management Guidelines," this office has created the Schools Division Research Committee (SDRC) to evaluate research proposals to be recommended for funding by the Basic Education Research Fund (BERF). This aims to build on the gains in evidence-based decision making from various education reforms or initiatives to strengthen the culture of research in the Department.
2. Attached are the following enclosures:
 - Enclosure No. 1. Composition of the Schools Division Research Committee (SDRC)
 - Enclosure No. 2. Duties and Responsibilities of the SDRC
 - Enclosure No. 3. Required outline/format on basic/applied/action research
 - Enclosure No.4. Other required documents
3. In this connection, interested proponents should submit their research proposal to the Schools Division Research Committee (SDRC) for evaluation on or before April 25, 2017.
4. Wide dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN, Ed.D., CESO V
Schools Division Superintendent

COMPOSITION OF SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC)

- Chair** Nicasio S. Frio
Assistant Schools Division Superintendent
- Co-Chair** Marlon P. Destreza, Ed.D.
Chief, School Governance and Operations Division
- Segundina F. Dollete, Ed.D.
Chief, Curriculum Implementation Division
- Adviser:** Miguel Mac D. Aposin, Ed.D., CESO V
Schools Division Superintendent
- Members:** Marggie A. Obligacion, Ph.D.
Senior Education Program Specialist
Planning & Research

CID Representatives: (On-call/upon invitation depending on the research)

Concepcion A. Dela Cruz
Education Program Supervisor (English)

Sephora M. Roldan
Education Program Supervisor (AP/Hekasi)

Elenia P. Baranda
Education Program Supervisor (Math)

Andres Quiachon
Education Program Supervisor (Science)

Alan Vincent Altamia
Education Program Supervisor (EsP)

Wilfredo Reoyo
Education Program Supervisor (TLE)

Merlie J. Rubio, Ed.D.
Education Program Supervisor (Filipino)

Shirley A. De Juan
Education program Supervisor (LDRMS)

Edna Azcarraga, Ed.D.
Education Program Supervisor (SGOD)

Ruth C. Gervero, Ed.D.
Education Program Supervisor (ALS/SPED)

Ronie Reteracion
Education Program Supervisor (Mapeh)

Atty. Joseph Ituralde
Legal Officer

Finance Unit Representative:

Benjie Doce, CPA
Accountant

Secretariat: School Governance & Operations Division (SGOD)

Jamie Rose Magsila

**Duties and Responsibilities
of
Schools Division Research Committee (SDRC)**

1. Provide direction on research initiatives through the national and local Basic Education Research Agenda and other identified priority research areas in the division;
2. Evaluate and approve research proposals and other research initiatives from the schools and community learning centers (CLSs) to be funded under BERF;
3. Evaluate and approve research proposal and other related research initiatives within the schools division to be funded by other fund sources;
4. Forge partnerships with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects;
5. Prepare and submit reports to the RRC on all research initiatives conducted in the division from all fund sources;
6. Resolve emerging issues on the management and conduct of research
7. Ensure that cost estimate fall under the existing accounting and auditing rules and regulations; and
8. Endorse approved school level proposals to the regional office for confirmation and release of funds under BERF.

**Requirements of Basic/Applied Research Proposal
(For 2017 Research proposals to be funded by BERF)**

- I. Introduction and Rationale
- II. Literature Review
- III. Research Questions
- IV. Scope Limitation
- V. Research Methodology
 - a. Sampling
 - b. Data Collection
 - c. Ethical Issues
 - d. Data Analysis Plan
- VI. Timetable/Gant Chart
- VII. Cost estimates
- VIII. Plans for Dissemination and Advocacy
- IX. References
- X. Appendices

**Requirements of Action Research Proposal
(For 2017 Research proposals to be funded by BERF)**

- I. Context Rationale
- II. Action Research Questions
- III. Proposed Innovation, Intervention and Strategy
- IV. Action Research Methods
 - a. Participants and/or other Sources of Data and Information
 - b. Data Gathering Methods
 - c. Ethical Issues
 - d. Data Analysis Plan
- V. Action Research Work Plan and Timelines
- VI. Cost Estimates
- VII. Plans for Dissemination and Advocacy
- VIII. References
- IX. Appendices

**Requirements of Completed Action Research Report
(For 2017 Research Proposals to be funded by BERF)**

- I. Title Page
- II. Certificate of Acceptance
- III. Abstract
- IV. Table of Contents
- V. Acknowledgement
- VI. Context and Rationale
- VII. Innovation, Intervention and Strategy
- VIII. Action Research Questions
- IX. Action Research Methods
 - a. Participants and/or other Sources of Data and Information
 - b. Data Gathering Methods
 - c. Ethical Issues
 - d. Data Analysis
- X. Discussion of Results and Reflection
- XI. Action Plan
- XII. References
- XIII. Appendices
- XIV. Financial Report

Note: *The documents will be submitted following prescribed format:*

- *Paper size- 8.5" x 11" (letter size)*
- *Font – Arial*
- *Font size- 11"*
- *Margin – left(1.5"); right(1"); top (1"); and bottom(1")*
- *Pagination (upper right corner in Arabic Numbers)*
- *For Final Action Research:*
 - *Submit in three(3) copies;*
 - *hard-bound*
 - *with maroon colored cover*
 - *letterings/text in arial font*
 - *Gold-print*

ANNEX 1: Research Proposal Application Form and Endorsement of Immediate Supervisor

A. RESEARCH INFORMATION

| | |
|---|---|
| RESEARCH TITLE | |
| SHORT DESCRIPTION OF THE RESEARCH | |
| RESEARCH CATEGORY (check only one) <input type="radio"/> National <input type="radio"/> Region <input type="radio"/> Schools Division <input type="radio"/> District <input type="radio"/> School (check only one) <input type="radio"/> Action Research <input type="radio"/> Basic Research | RESEARCH AGENDA CATEGORY (check only one main research theme) <input type="radio"/> Teaching and Learning <input type="radio"/> Child Protection <input type="radio"/> Human Resource Development <input type="radio"/> Governance (check up to one cross-cutting theme, if applicable) <input type="radio"/> DRRM <input type="radio"/> Gender and Development <input type="radio"/> Inclusive Education <input type="radio"/> Others (please specify): _____ |
| FUND SOURCE (e.g. BERF, SEF, others)* | AMOUNT |
| | |
| | |
| | |
| TOTAL AMOUNT | |

**indicate also if proponent will use personal funds*

B. PROPONENT INFORMATION

LEAD PROPONENT / INDIVIDUAL PROPONENT

| | | |
|---|--------------------------|--------------------------------|
| LAST NAME: | FIRST NAME: | MIDDLE NAME: |
| | | |
| BIRTHDATE (MM/DD/YYYY) | SEX: | POSITION / DESIGNATION: |
| | | |
| REGION / DIVISION / SCHOOL (whichever is applicable) | | |
| | | |
| CONTACT NUMBER 1: | CONTACT NUMBER 2: | EMAIL ADDRESS: |
| | | |

| | |
|--|--|
| EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i> | TITLE OF THESIS / RELATED RESEARCH PROJECT |
| | |
| | |
| SIGNATURE OF PROPONENT: | |

PROPONENT 2

| | | |
|--|--|-------------------------|
| LAST NAME: | FIRST NAME: | MIDDLE NAME: |
| BIRTHDATE (MM/DD/YYYY) | SEX: | POSITION / DESIGNATION: |
| SCHOOL / OFFICE ADDRESS: | | |
| CONTACT NUMBER 1: | CONTACT NUMBER 2: | EMAIL ADDRESS: |
| EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i> | TITLE OF THESIS / RELATED RESEARCH PROJECT | |
| | | |
| | | |
| SIGNATURE OF PROPONENT: | | |

PROPONENT 3

| | | |
|--------------------------|-------------|-------------------------|
| LAST NAME: | FIRST NAME: | MIDDLE NAME: |
| BIRTHDATE (MM/DD/YYYY) | SEX: | POSITION / DESIGNATION: |
| SCHOOL / OFFICE ADDRESS: | | DIVISION / REGION: |

| | | |
|--|--|----------------|
| CONTACT NUMBER 1: | CONTACT NUMBER 2: | EMAIL ADDRESS: |
| EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i> | TITLE OF THESIS / RELATED RESEARCH PROJECT | |
| | | |
| | | |
| | | |
| SIGNATURE OF PROPONENT: | | |

IMMEDIATE SUPERVISOR'S CONFORME

I hereby endorse the attached research proposal. I certify that the proponent/s has/have the capacity to implement a research study without compromising his/her office functions.

Name and Signature of Immediate Supervisor

Position / Designation : _____

Date: _____

Name and Signature of Immediate Supervisor

Position / Designation : _____

Date: _____

Name and Signature of Immediate Supervisor

Position / Designation : _____

Date: _____

ANNEX 3: Declaration of Anti-Plagiarism and Absence of Conflict of Interest

DECLARATION OF ANTI-PLAGIARISM

1. I, _____, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some parts of their work without proper acknowledgment and referencing.
2. I hereby attest to the originality of this research proposal and has cited properly all the references used. I further commit that all deliverables and the final research study emanating from this proposal shall be of original content. I shall use appropriate citations in referencing other works from various sources.
3. I understand that violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education and (insert grant mechanism).

PROPONENT: _____

SIGNATURE: _____

DATE: _____

PROPONENT: _____

SIGNATURE: _____

DATE: _____

PROPONENT: _____

SIGNATURE: _____

DATE: _____

DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

1. I, _____, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my judgment in evaluating, conducting, or reporting research.¹
2. I hereby declare that I do not have any personal conflict of interest that may arise from my application and submission of my research proposal. I understand that my research proposal may be returned to me if found out that there is conflict of interest during the initial screening as per (insert RMG provision).
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my research, I will duly report it to the research committee for immediate action.
4. I understand that I may be held accountable by the Department of Education and (insert grant mechanism) for any conflict of interest which I have intentionally concealed.

PROPONENT: _____

SIGNATURE: _____

DATE: _____

PROPONENT: _____

SIGNATURE: _____

DATE: _____

PROPONENT: _____

SIGNATURE: _____

DATE: _____

¹ Office of Ethics and Compliance, University of California, San Francisco, retrieved from <http://coi.ucsf.edu/>