



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Cebu Province

**Office of the Schools  
Division Superintendent**

**November 30, 2023**

DIVISION MEMORANDUM  
No. 519, s. 2023

**RESEARCH MANAGEMENT GUIDELINES**

To: Assistant Schools Division Superintendents  
Division Chiefs, CID and SGOD  
Public Schools District Supervisors/OICs/Caretakers  
Public Elementary and Secondary School Heads  
All Others Concerned

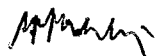
1. Pursuant to Department's goal to promote and strengthen the culture of research in basic education, this Office disseminates the **"Schools Division Research Management Guidelines"** based on DepEd Order no. 16, s. 2017.
2. The said guidelines shall cover **all Action Research Proposals and Basic Research Proposals**, both funded and non-funded by the Basic Education Research Fund (BERF) of the Department of Education.
3. Research proposals **not aligned** with DepEd Order no. 16, s. 2017 will **not** be accepted and evaluated. *Kindly see attached documents for some salient information and templates, for guidance and reference.*
4. Attached also is the Process Flow and Timeline from Call for Proposals, Submission, Acceptance to Evaluation and Approval.
5. All research proposals shall be submitted to the Schools Division Research Committee Secretariat through SGOD Office – Planning and Research Division (PRD). A separate Division Memorandum will be issued for the Call for Proposals for CY 2024.
6. For more details, kindly refer to the Official Google Drive <https://bit.ly/SDOCebuRMG> containing the DO 16, s. 2017, process flow, templates and other salient information relevant to Research.



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Website: [cebuprovince.deped.gov.ph](http://cebuprovince.deped.gov.ph)

7. For inquiries and further technical assistance, kindly contact the Schools Governance and Operations Division (SGOD) thru Planning and Research Division with this contact number 424-9000 loc. 105 or email address [cebuprovince.sgodpr23@gmail.com](mailto:cebuprovince.sgodpr23@gmail.com).

8. Wide dissemination of and strict compliance with this Memorandum are directed.

  
**SENEN PRISCOLO P. PAULIN, CESO V**  
Schools Division Superintendent

SPPP/LMD/FCL/VAY/SGOD/GSB/ams



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## Annex 1 – Salient Information of SDO Research Management Guidelines

### I. Definition of Terms

- a. **Action Research** – is a process of systematic, reflective inquiry to improve educational practices or resolve problems in any operating unit (i.e. school, classroom, office) Duration of Research: Maximum of 6 months. (DO 16, s. 2017, III. Definition of Terms)
- b. **Basic Research** – is a process of systematic, reflective inquiry to improve education practices or resolve problems in two or more schools, District and/ or School Division Office. Duration of Research: Maximum of 1 year.
- c. **Basic Education Research Fund (BERF)** – is a grant provided by the Department of Education to support education research in aid of evidence-based policy formulation. (DO 16, s. 2017, III. Definition of Terms)
- d. **Grant** – an amount provided by DepEd or any organization/government agency for the purpose of conducting a research project. (DO 16, s. 2017, III. Definition of Terms)
- e. **Grantee** – refers to an individual or group who has received a research grant and is conducting a research project. (DO 16, s. 2017, III. Definition of Terms)
- f. **Non-Basic Education Research Fund (NON-BERF) Research Proposals** – research proposals that will be accepted, evaluated and approved but not subject for any Basic Education Research Fund (BERF) of DepEd. However, approved research proposals may be given a grant, subject to any available funds from other government agencies.
- g. **Research Manager/s** – is an individual/office that oversees research initiatives (i.e. call for proposals, evaluation, tracking of progress) at their respective governance levels. (DO 16, s. 2017, III. Definition of Terms)
- h. **Research Proposal** – is a document which provides the details of a proposed study (i.e. research purpose and methodology, estimated cost, work plan). (DO 16, s. 2017, III. Definition of Terms)

### II. Scope of the SDO Research Management Guidelines

The SDO Research Management Guidelines (RMG) provide guidance in the management and conduct of research initiatives at the school, district and division levels to further promote and strengthen the culture of research in basic education. This policy also covers instructions for eligible DepEd employees in availing of research funds. It covers both BERF and Non-BERF Research Proposals of SDO Cebu Province, specifically in the processes and templates.

### III. Schools Division Research Committee (SDRC) and SORETWG Members

Sources: Division Memorandum no. 379, s. 2023 dated September 12, 2023

DepEd Order no. 16, s. 2017, Division Memoranda 445 and 439, s. 2023

The Committee will spearhead the call for proposals, evaluation, approval and grant of available funds for research proposals, partnerships, and dissemination of results.

The SDRC will assume the responsibilities of research management at the schools division level, particularly managing Research Proposals for possible funding of Basic Education Research Fund (BERF) and endorsing to Regional Research Committee (RRC).

The following are the members of the SRDC:

Chair: **Lorenzo M. Dizon, EdD, CESO VI**  
Asst. Schools Division Superintendent

Co-Chairs: **Gladys S. Balagtas, EdD**  
OIC – CES, Schools Governance and Operations (SGOD)

**Mary Ann P. Flores, EdD**  
CES, Curriculum Implementation Division (CID)

Adviser: **Senen Priscilo P. Paulin, EdD, CESO V**  
Schools Division Superintendent

Members: **Apple Maye A. Susvilla, JD**  
SREPS – Planning and Research Division

**CID Representative/s** based on requirement for the evaluation  
**Representative from Finance Unit**

**By invitation:** Focal Person of concerned division/learning  
area/section/program

Secretariat: **Aniel T. Loquellano**  
ADAS – III, Schools Governance and Operations (SGOD)

The SDRC will have the following roles and responsibilities:

1. Provide directions 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 related research initiatives from the schools and community learning center (CLCs) to be funded under BERF;

3. Evaluate and approve research proposals 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 estimates fall under the existing accounting and auditing rules and regulations; and
8. Endorse approved school level proposals to the Regional Office
9. for confirmation and release of funds under BERF.

On the other hand, the following are the members of the SORETWG:

	SUB-OFFICES RESEARCH TECHNICAL WORKING GROUP (Sub-Office ReTWG)					
	San Fernando	Dalaguete	Badian	Balamban	Medellin	Liloan
Members	Joel B. Umbay PSDS - San Fernando I	Maria Socorro Relacion, EdD PSDS - Dalaguete	Roderick T. Goles, PhD SEPS - M&E	Margarita A. Nierra, EdD PSDS - Barili II	Neciflora M. Rosales PSDS - Daanbantayan II	Margarita A. Nierra, EdD PSDS - Barili II
	Olga C. Fernandez SSP1, South Poblacion NHS	Maribeth A. Mier Principal, Lapay ES	Margarita A. Nierra, EdD PSDS - Barili II	Ronald C. Panugaling TIC/T3, San Rafael ES	Rodulfo A. Capangpangan T3/TIC, Tinubdan IS	Rogelio V. Mañanita HT IV, Calumbuyan NHS
	Maria Socorro Relacion, EdD PSDS - Dalaguete	Roldan C. Rosales P1, Mantalongon NHS	Ma. Elizabeth Q. Armamento PSDS - Dumanjug 1	Roderick T. Goles, PhD SEPS - M&E	Christian Rhee A. Bongo HT1, Libaong NHS	Venus C. Pepito Principal I, Lamac ES
	Dalisay C. Comediero, EdD PSDS - Sibonga	Cresente J. Piñol Principal II, Hilario PDSNHS	Nelizabeth M. Esplaguera SP1 - Tigbao ES	Chaney A. Gulfan, DevEdD PSDS - Tuburan 1	Annevieve G. Dela Torre HT1, Almacen TNHS	Ramil E. Agustinez Principal II, Sonog ES
	Gerardo S. Mantos, EdD EPS, SGOD	Gerardo S. Mantos, EdD EPS, SGOD	Gerardo S. Mantos, EdD EPS, SGOD	Gerardo S. Mantos, EdD EPS, SGOD	Gerardo S. Mantos, EdD EPS, SGOD	Gerardo S. Mantos, EdD EPS, SGOD
	Apple Maye A. Susvilla, JD SEPS - P&R	Apple Maye A. Susvilla, JD SEPS - P&R	Apple Maye A. Susvilla, JD SEPS - P&R	Apple Maye A. Susvilla, JD SEPS - P&R	Apple Maye A. Susvilla, JD SEPS - P&R	Apple Maye A. Susvilla, JD SEPS - P&R
Secretariat	Aniel T. Loquellano ADAS-III, SGOD	Aniel T. Loquellano ADAS-III, SGOD	Aniel T. Loquellano ADAS-III, SGOD	Aniel T. Loquellano ADAS-III, SGOD	Aniel T. Loquellano ADAS-III, SGOD	Aniel T. Loquellano ADAS-III, SGOD

The SORETWG will have the following roles and responsibilities:

1. Evaluate and approve research proposals and other related research initiatives from the schools and community learning center (CLCs) based on DO 16, s. 2017 or Research Management Guidelines, eligible for NON-BERF Research Proposals and to be funded by other available fund sources;
2. Prepare and submit reports to the SDRC on all evaluated and approved researches;
3. Resolve emerging issues on the management and conduct of research;
4. Ensure that cost estimates fall under the existing accounting and auditing rules and regulations, if there are funded NON-BERF Research Studies; and
5. Provide technical assistance to qualified NON-BERF Research Studies

## **IV. Research Management Cycle**

### **A. Call for Research Proposals**

The Regional Research Committee will spearhead the periodic call for research proposals **at least once a year**, or as deemed necessary by the committee and/or the funding source. Calls for proposals will be made in view of maximizing the efficiency of the process, and use of the funds. Typically, **every December of a given year**. A corresponding Division Memorandum shall be issued, annually.

Proponents will be given one (1) month after the posting of call for proposals to submit the intended study.

The research proposal will be submitted in **3 hard copies (short size, short white folder) and electronic copy in pdf file to the SDRC** through the Secretariat (SGOD Office, Planning and Research Division). The requirements are as follows:

1. Application form and endorsement of immediate supervisor of the proponent (see Annex 2);
2. Research Proposal (see Annex 3); and
3. Anti-plagiarism and absence of conflict of interest declaration (Annex 4)

Research proposals may be proposed by only one proponent/researcher and/or more than one proponent but shall not exceed three(3) proponents.

**Please note that the number of proponents of every proposal shall not exceed three (3) researchers/proponents.**

### **B. Evaluation of Proposals**

#### **b.1. Initial Screening**

The SDRC through the Secretariat will conduct initial screening of submitted proposals against the eligibility requirements. Proposals falling under the following conditions will not be further evaluated, and will immediately be returned, with technical inputs, to the proponents:

- a. Incomplete documentary requirements as prescribed during the call for proposals;
- b. Conflict of interest in personal and professional aspects, which may influence the impartiality of the parties concerned, whether the proponent or the research manager;
- c. Non-conformance to research ethics;

- d. Exceeding the maximum amount of research grant with no provision for cost-sharing (**Action Research: max of Php 30,000; Basic Research: max of Php 150,000.00. However, there will be no call for proposals for Basic Researches, until further notice from the Regional Office).**
- e. Non-alignment of research topic with the national and local Basic Education Research Agenda; and
- f. Cost estimates not within the existing accounting and auditing rules and regulations. Kindly refer to DO 16, s. 2017 for the Eligible and Non-eligible Activities and Expenditures.

Note: For more details on eligible expenses and other accounting details, please refer to DO 16, s. 2017.

The Secretariat will duly inform the proponent of the results from the initial screening. The proponents who passed the initial screening shall then be endorsed to **Schools Division Research Committee (SDRC) for BERF qualified proposals**; and **Sub-Office Research Technical Working Group (SORETWG) for the NON-BERF Action Research Proposals**, for a more rigorous evaluation.

#### **b.1 Committee Evaluation**

The Research Committee shall evaluate the proposals using the criteria and scoring template based on DO 16, s. 2017.

**SDRC** shall evaluate for BERF-qualified research proposals, while, **SORETWG** shall evaluate for NON-BERF proposals.

To qualify for approval, the proponent must have a minimum score of 70%. The research committee shall provide comments, if any, to the proposals, for consideration of the proponent prior to the implementation of the research.

#### **b.2 Notification of Results**

Once the research committee has evaluated the proposal, the secretariat will send a notification letter of the results to the proponent., for the approved proposals.

For disapproved proposals, proponents are encouraged to resubmit their proposals for consideration once they incorporate the comments from the previous evaluation.

### **b.3 Progress Monitoring and Technical Assistance**

Once the proposal is approved, the proponent shall implement/ conduct the approved research proposal (Note: Maximum duration of research for Action and Basic Researches)

Technical assistance shall be provided to proponents by the Research Committee based on the feedback from the progress monitoring.

### **b.4 Provision on Changes and Extension**

Researchers may request for changes in the Research; and necessary Extensions to the SDRC/ SORETWG, provided a letter of request with justification shall be submitted to the committee.

For more details, kindly refer to DO 16, s. 2017.

### **b.5 Submission and Acceptance**

In consideration with the set timeline by the Regional Research Committee, researchers shall submit their Research Progress Reports and Manuscripts to the SDRC through the Secretariat.

### **b.6. Dissemination and Utilization**

Dissemination and utilization of research results are crucial in the achievement of learning outcomes, and improve teaching-learning and governance processes in schools, SDOs, ROs, and CO. Research managers, in collaboration with the researchers, will take measures to ensure the dissemination and utilization of research results in various settings across governance levels.

Researchers may disseminate their research results during SLAC, District LAC Sessions and other appropriate platforms. The SDRC may organize research conferences, research forums, and policy forums to gather education researchers to share their research findings, gather new inputs and research ideas, and discuss policy options based on research results.

Other suggested forums are discussed in DO 16, s. 2017.

### **b.7. Archival**

The committee will set up mechanisms to archive all completed education researches, along with other relevant documents, such as the data used during the study.

### **b.8. Monitoring and Evaluation**

The SDRC Secretariat and Division Research Coordinator shall conduct monitoring and evaluation of the entire research management cycle within their respective areas to continuously improve the management of research.



## Annex 2 – Application form and endorsement of immediate supervisor of the proponent

(Refer to the Google drive link <https://bit.ly/SDOCebuRMG> for the soft copies of the templates)

Source: DepEd Order no. 16, s. 2017

### RESEARCH MANAGEMENT: APPLICATION FORM AND ENDORSEMENT OF IMMEDIATE SUPERVISOR(S) OF THE PROPONENT(S) TEMPLATE

#### A. RESEARCH INFORMATION

<b>RESEARCH TITLE</b>	
<hr/> <hr/>	
<b>SHORT DESCRIPTION OF THE RESEARCH</b>	
<hr/> <hr/> <hr/>	
<b>RESEARCH AGENDA CATEGORY</b>	
<b>(Please check <u>only one</u>)</b> <b>Main Themes</b> <ol style="list-style-type: none"> <li>Teaching and Learning           <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Instruction</li> <li><input type="checkbox"/> b. Curriculum</li> <li><input type="checkbox"/> c. Learners</li> <li><input type="checkbox"/> d. Assessment</li> <li><input type="checkbox"/> e. Learning Outcomes</li> </ul> </li> <li>Child Protection           <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Bullying</li> <li><input type="checkbox"/> b. Teenage Pregnancy</li> <li><input type="checkbox"/> c. Child Abuse</li> <li><input type="checkbox"/> d. Addiction</li> <li><input type="checkbox"/> e. Media Consumption</li> </ul> </li> <li>Human Resource Development           <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Teaching and Non-Teaching Qualifications and Hiring</li> <li><input type="checkbox"/> b. Career Development</li> <li><input type="checkbox"/> c. Employee Welfare</li> </ul> </li> <li>Governance           <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Planning</li> <li><input type="checkbox"/> b. Finance</li> <li><input type="checkbox"/> c. Program Management</li> <li><input type="checkbox"/> d. Transparency and Accountability</li> <li><input type="checkbox"/> e. Evaluation</li> </ul> </li> </ol>	<b>(Please check any, if applicable)</b> <b>Cut-Across Themes</b> <ol style="list-style-type: none"> <li>Disaster Risk Reduction and Management (DRRM)           <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Prevention and Mitigation</li> <li><input type="checkbox"/> b. Preparedness</li> <li><input type="checkbox"/> c. Response</li> <li><input type="checkbox"/> d. Rehabilitation and Recovery</li> </ul> </li> <li>Gender and Development (GAD)</li> <li>Inclusive Education</li> <li>Others (please specify): _____</li> </ol>
	<b>RESEARCH SCOPE</b> <b>(please check <u>only one</u>)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> National</li> <li><input type="checkbox"/> Region</li> <li><input type="checkbox"/> Division</li> <li><input type="checkbox"/> District</li> <li><input type="checkbox"/> School</li> </ul>
	<b>RESEARCH CATEGORY</b> <b>(please check <u>only one</u>)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Action Research</li> <li><input type="checkbox"/> Basic Research</li> </ul>
<b>FUND SOURCE (e.g. BERF, SEF, others)*</b>	<b>AMOUNT</b>
<b>TOTAL AMOUNT</b>	

**B. PROPONENT INFORMATION****LEAD PROPONENT / INDIVIDUAL PROPONENT**

<b>LAST NAME:</b>		<b>FIRST NAME:</b>		<b>MIDDLE NAME:</b>	
<b>BIRTHDATE (MM/DD/YYYY)</b>		<b>SEX:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>POSITION:</b>		
□□ □□ □□□□			<b>DESIGNATION: (if applicable)</b>		
<b>CONTACT NUMBER 1:</b>		<b>CONTACT NUMBER 2:</b>		<b>EMAIL ADDRESS:</b>	
<b>NAME OF SCHOOL / DISTRICT / OFFICE ASSIGNED</b>				<b>CONTACT NUMBER OF SCHOOL / DISTRICT / OFFICE</b>	
<b>ADDRESS OF SCHOOL / DISTRICT / OFFICE ASSIGNED</b>				<b>DIVISION</b>	<b>REGION</b>
<b>EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i></b>		<b>TITLE OF THESIS / RELATED RESEARCH PROJECT</b>			
<b>SIGNATURE OF PROPONENT:</b>					

***For Approved Researches Only: (Regional Research Committee Approval)  
DepED Payroll Account Recommended***

<b>BANK ACCOUNT NO.:</b>	<b>BANK NAME:</b>	<b>BANK BRANCH:</b>
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**PROPONENT 2**

<b>LAST NAME:</b>		<b>FIRST NAME:</b>		<b>MIDDLE NAME:</b>	
<b>BIRTHDATE (MM/DD/YYYY)</b>		<b>SEX :</b>  <input type="checkbox"/> M <input type="checkbox"/> F	<b>POSITION:</b>		
□□ □□ □□□□			<b>DESIGNATION: (if applicable)</b>		
<b>CONTACT NUMBER 1:</b>		<b>CONTACT NUMBER 2:</b>		<b>EMAIL ADDRESS:</b>	
<b>NAME OF SCHOOL / DISTRICT / OFFICE ASSIGNED</b>				<b>CONTACT NUMBER OF SCHOOL / DISTRICT / OFFICE</b>	
<b>ADDRESS OF SCHOOL / DISTRICT / OFFICE ASSIGNED</b>				<b>DIVISION</b>	<b>REGION</b>
<b>EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i></b>		<b>TITLE OF THESIS / RELATED RESEARCH PROJECT</b>			
<b>SIGNATURE OF PROPONENT:</b>					

**PROPONENT 3**

<b>LAST NAME:</b>		<b>FIRST NAME:</b>		<b>MIDDLE NAME:</b>	
<b>BIRTHDATE</b> (MM/DD/YYYY)		<b>SEX:</b>  <input type="checkbox"/> M  <input type="checkbox"/> F	<b>POSITION:</b>		
□ □ □ □ □ □ □ □			<b>DESIGNATION: (if applicable)</b>		
<b>CONTACT NUMBER 1:</b>		<b>CONTACT NUMBER 2:</b>		<b>EMAIL ADDRESS:</b>	
<b>NAME OF SCHOOL / DISTRICT / OFFICE ASSIGNED</b>				<b>CONTACT NUMBER OF SCHOOL / DISTRICT / OFFICE</b>	
<b>ADDRESS OF SCHOOL / DISTRICT / OFFICE ASSIGNED</b>				<b>DIVISION</b>	<b>REGION</b>
<b>EDUCATIONAL ATTAINMENT</b>  (DEGREE TITLE)  <i>enumerate from bachelor's degree up to doctorate degree</i>		<b>TITLE OF THESIS / RELATED RESEARCH PROJECT</b>			
<b>SIGNATURE OF PROPONENT:</b>					

## IMMEDIATE SUPERVISOR'S CONFORME

I/We hereby endorse the attached **RESEARCH PROPOSAL**. I/We certify that the proponent/s has/have the capacity to conduct a research study without compromising his/her/their office functions.

	<i>Lead Proponent's Immediate Supervisor</i>	<i>Second Proponent's Immediate Supervisor</i>	<i>Third Proponent's Immediate Supervisor</i>
<b>Full Name</b>			
<b>Position / Designation</b>			
<b>School / District / Office (SDO/FD)</b>			
<b>Date</b>			
<b>Signature</b>			

### **Annex 3 – Minimum Requirements of the Research Proposal**

(Refer to the Google drive link <https://bit.ly/SDOCebuRMG> for the soft copies of the templates)

Source: DepEd Order no. 16, s. 2017

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#### **ACTION RESEARCH PROPOSAL TEMPLATE**

Title Page (see template)

Table of Contents

#### **Chapter 1: INTRODUCTION**

Context and Rationale

Action Research Question

Proposed Innovation, Intervention, and Strategy

#### **Chapter 2: ACTION RESEARCH METHODS**

Research Design

Sampling/ Participants and/or

Other Sources of Data/ Information

Data Gathering Procedure/Methods

Data Analysis Plan

Ethical Considerations

#### **REFERENCES**

#### **APPENDICES**

Action Research Questionnaire/ Tool

Action Research Work Plans and Timelines/ Gantt Chart

Cost Estimates

Plans for Dissemination and Utilization

Transmittal Letter

Application Form and Endorsement of Immediate Supervisor(s) of the Proponent(s)

Declaration of Anti-Plagiarism

Declaration of Absence of Conflict of Interest

Research Proponent/s' Profile



Address: DepEd Cebu Province, Sudlon, Lahug, Cebu City  
Telephone Nos.: 424-9000  
Email Address: [cebu.province@deped.gov.ph](mailto:cebu.province@deped.gov.ph)  
Website: [www.cebuprovince.deped.gov.ph](http://www.cebuprovince.deped.gov.ph)

## **BASIC RESEARCH PROPOSAL TEMPLATE**

Title Page (see template)

Table of Contents

### **Chapter 1: INTRODUCTION**

Rationale of the Research

Literature Review

Research Questions

Scope and Limitation

### **Chapter 2: RESEARCH METHODOLOGY**

Design

Sampling

Data Collection

Data Analysis

Ethical Considerations

### **REFERENCES**

### **APPENDICES**

Transmittal Letter

Research Instrument

Cost Estimates

Research Work Plans and Timelines

Plans for Dissemination and Utilization

Application Form and Endorsement of Immediate Supervisor(s)  
of the Proponent(s)

Declaration of Anti-Plagiarism

Declaration of Absence of Conflict of Interest

Research Proponent/s' Profile

**Annex 4 - Anti-plagiarism and absence of conflict of interest declaration**

(Refer to the Google drive link <https://bit.ly/SDOCebuRMG> for the soft copies of the templates)

Source: DepEd Order no. 16, s. 2017

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**RESEARCH MANAGEMENT:  
DECLARATION OF ANTI-PLAGIARISM FORM**

1. I/We, \_\_\_\_\_,  
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 such work without proper acknowledgement and referencing
2. I/We hereby attest to the originality of this research proposal and has/ have cited properly all the references used. I/We further commit that all deliverables and the final research study emanating from this proposal shall be of original content. I/We shall use appropriate citations in referencing other works from various sources.
3. I/We understand that violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education, as stipulated in DO. No. 16, s 2017 entitled "Research Management Guidelines (RMG)."

	<i>Lead Proponent</i>	<i>Second Proponent</i>	<i>Third Proponent</i>
<b>Full Name</b>			
<b>Position / Designation</b>			
<b>School / District / Office</b>			
<b>Date</b>			
<b>Signature</b>			



**RESEARCH MANAGEMENT:  
DECLARATION OF ABSENCE OF CONFLICT OF INTEREST FORM**

1. I/We, \_\_\_\_\_, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my/our judgement in evaluating, conducting, or reporting research.<sup>1</sup>
2. I/We hereby declare that I/We do not have any personal conflict of interest that may arise from my/our application and submission of my/our research proposal. I/We understand that my/our research proposal may be returned to me/us if found out that there is conflict of interest during the initial screening as per item A(ii), Section V(B) of the Research Management Guidelines.
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my/our research. I/We will duly report it to the research committee for immediate action.
4. I/We understand that I/We may be held accountable by the Department of Education and (insert grant mechanism) for any conflict of interest which I/We have intentionally concealed.

	<b><i>Lead Proponent'</i></b>	<b><i>Second Proponent</i></b>	<b><i>Third Proponent</i></b>
<b>Full Name</b>			
<b>Position / Designation</b>			
<b>School / District/ Office</b>			

## **Annex 5 – Minimum Requirements of Completed Research Report**

(Refer to the Google drive link <https://bit.ly/SDOCebuRMG> for the soft copies of the templates)

Source: DepEd Order no. 16, s. 2017

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### **ACTION RESEARCH REPORT TEMPLATE**

Title Page

Abstract

Acknowledgment

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Context and Rationale

Action Research Question

Proposed Innovation, Intervention, and Strategy

Chapter 2: ACTION RESEARCH METHODS

Research Design

Sampling/ Participants and/or  
Other Sources of Data/ Information

Data Gathering Procedure/Methods

Data Analysis

Ethical Considerations

Chapter 3: ACTION DISCUSSION OF RESULTS AND REFLECTION

Presentation, Analysis, and Interpretation of Data

## Chapter 4: ACTION PLAN

### Dissemination and Utilization Report

## REFERENCES

## APPENDICES

Action Research Questionnaire/ Tool

Approved Transmittal Letter for Research Implementation

Certification of Research Implementation

Certification of Research Results' Dissemination

Certification of Research Results' Utilization

Certification of Similarity Index or Turnitin

Financial Report (Liquidation Documents)

Photo Documentation and Other Relevant Research Documents

## **BASIC RESEARCH REPORT TEMPLATE**

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Financial Report (Liquidation Documents)

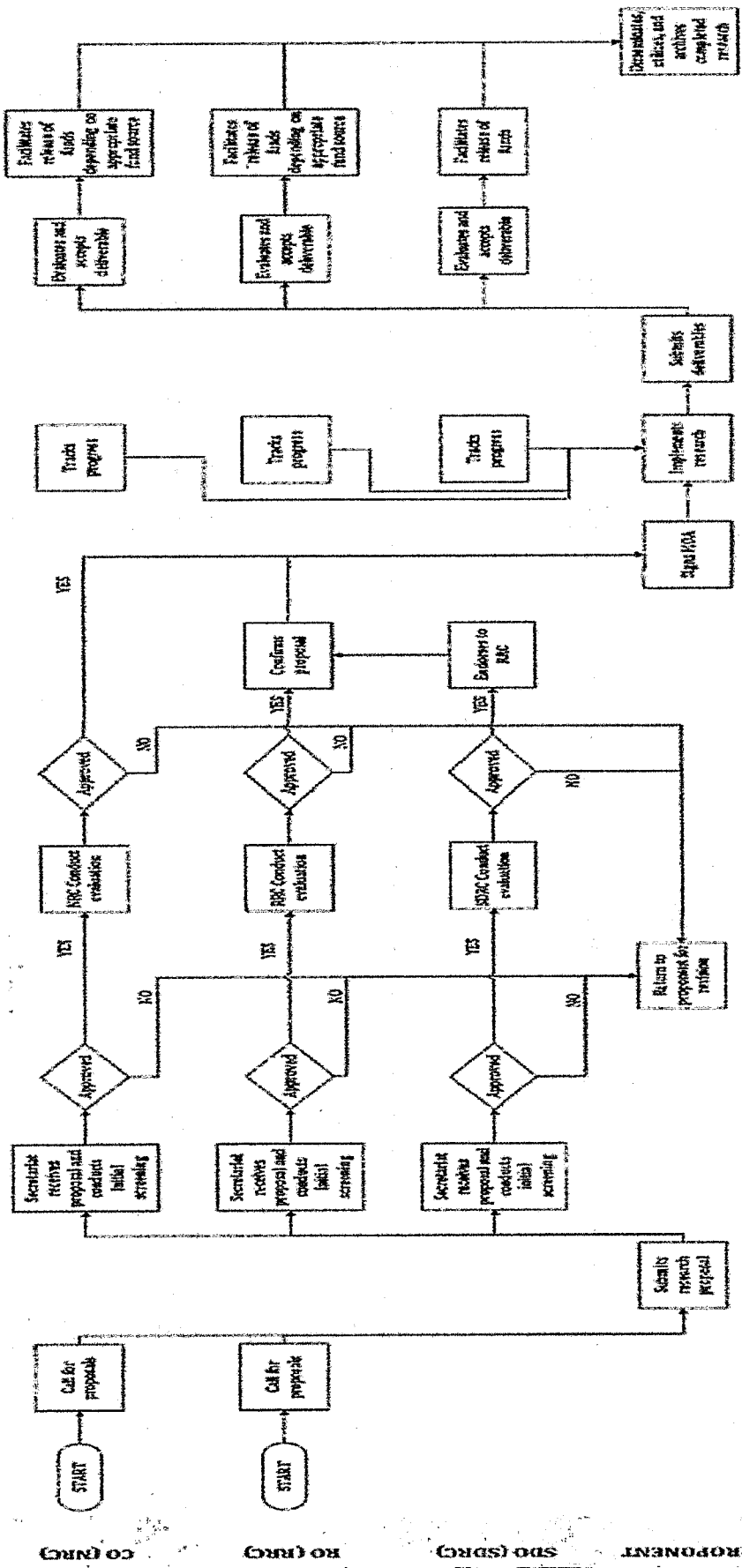
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## Annex 6 – Research Management Cycle Flowchart

(Refer to the Google drive link <https://bit.ly/SDOCebuRMG> for the soft copy of the flowchart)

Source: DepEd Order no. 16, s. 2017

ANNEX 8 Research Management Cycle Flowchart



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**Annex 7 – Indicative Calendar for Research Activities (BERF and NON-BERF)**

Research Activities	Sub-Activities	Schedule of Implementation	Responsibilities (Persons Involved)	Output Controls
<b>i. Call for Proposals</b>				
Call for Research Proposals (BERF and Non-BERF)	<ul style="list-style-type: none"> <li>- Facilitate meeting with the SDRC/SORETWG for the commencement and planning of Research Management Activities</li> <li>- Prepare and Issue Division Memorandum for the submission of Action Research (AR) Proposals</li> </ul>	December of previous year <b>to</b> 1 <sup>st</sup> – 2 <sup>nd</sup> week of January	Schools Division Research Committee (SDRC) Members and Sub-Office Research Technical Working Group (SORETWG)	<ul style="list-style-type: none"> <li>-Unnumbered Memorandum</li> <li>- Minutes of the Meeting</li> <li>-Calendar of Activities</li> <li>-Division Memorandum</li> </ul>
Submission of Proposals <ul style="list-style-type: none"> <li>- SDRC Level (BERF)</li> <li>- SOReTWG (Non-BERF)</li> </ul>	- Receive submitted AR Proposals	1 <sup>st</sup> – 2 <sup>nd</sup> week of February		-List of Received AR Proposals
Submission of Proposals <ul style="list-style-type: none"> <li>- To Regional Office (BERF)</li> </ul>	-Indorse shortlisted AR Proposals to Regional Office	February <i>(to be arranged depends on RO's timeline)</i>	SEPS – Planning and Research and SDRC Secretariat	<ul style="list-style-type: none"> <li>- Endorsement to RO</li> <li>-List of Shortlisted AR Proposals for BERF Funding</li> </ul>
Consolidation of AR Proposals for Non-BERF Screening by the SOReTWG	-Indorse shortlisted AR Proposals to SOReTWG	February	SORETWG	<ul style="list-style-type: none"> <li>- Endorsement to SOReTWG</li> <li>-List of Shortlisted AR Proposals for Non-BERF</li> </ul>
<b>ii. Evaluation of Proposals</b>				
Initial Screening and Committee Evaluation of ARPs <ul style="list-style-type: none"> <li>- SDRC Level (BERF)</li> <li>- SOReTWG (Non-BERF)</li> </ul>	-Conduct initial screening	February	SDRC Members – Secretariat and SREPS	<ul style="list-style-type: none"> <li>-List of Submitted/ Shortlisted ARPs</li> <li>-Evaluation Reports/ RMG Filled-up Rubric or Tool</li> </ul>
	-Conduct committee evaluation  SDRC, for BERF SOReTWG, for Non-BERF	February to March	SDRC and SOReTWG	<ul style="list-style-type: none"> <li>-List of Submitted/ Shortlisted ARPs</li> <li>-Evaluation Reports/ RMG Filled-up Rubric or Tool</li> </ul>

Indorsement to RRC for the shortlisted ARPs	-Facilitate and assist endorsed ARPs/Researchers to Regional Level Initial Screening	February – March (depends on Ros Timeline)	SEPS – Planning and Research and SDRC Secretariat	-Endorsed ARPs to Regional Office
Committee Evaluation - RRC Level	-Facilitate in evaluating submitted ARPs (Pre-Oral Presentation) - Facilitate and assist endorsed ARPs/Researchers to Regional Level Initial Screening - Assist and provide technical assistance to indorsed ARPs to RRC	February – March (depends on Ros Timeline)	SEPS – Planning and Research and SDRC Secretariat	-Evaluation reports -List of Shortlisted ARPs for Indorsement to RO -Endorsement to RO for the Shortlisted ARPs for BERF Funding - Final Copy of AR Proposals for RO Level – Pre - Oral Presentations

### iii. Notification of Results

Notice of Approval/Disapproval (BERF and Non-BERF)	-Notification of Results thru Division Memorandum and Letter of Approval to Shortlisted ARPs/ Researchers (SDO Level) -Issue Division Memorandum on Approved AR Proposals for BERF Funding and assist in sending the Letter of Approvals from RRC	March	SDRC Members/ SORETWG	-Letter of Approval -Corrected AR Proposals -Division Memorandum (BERF and Non-BERF)
MOA Execution and Proponents' Orientation	-Assist in BERF Approval (RO Level) and Signing of MOA	March to April	SEPS – Planning and Research and SDRC Secretariat	-Memorandum of Agreement (MOA)
Submission and Acceptance of Deliverables	-Facilitate on the submission of Corrected/Approved ARPs with Compliance Checklist to RO			-Corrected ARPs with Compliance Checklist -Transmittal from SDO to RO
Release and Liquidation of Funds	-Assist in complying the documentary requirements on the release of BERF funds and in liquidating thereof	April to June		--Financial Deliverables/ Liquidation Report with endorsements/tr ansmittal (1 <sup>st</sup> Tranche)



<b>iv. Progress Monitoring</b>				
Tracking the Progress of All Approved Researches based on the Approved Timelines and Work Plans (BERF and NON-BERF)	-Conduct of periodic monitoring of research implementation	April to September	SEPS – Planning and Research and SDRC Secretariat	-Unnumbered Memorandum re Monitoring of Research Implementation -Monitoring Report/Accomplishment Report -Progress Reports of BERF Grantees and NON-BERF Grantees
<b>v. Technical Assistance</b>				
Provision of Technical Guidance based on the feedbacks from the progress monitoring	-Provide technical assistance to BERF and NON-BERF Grantees on their research implementation	April to September	SEPS – Planning and Research and SDRC Secretariat	-Monitoring Report/ Technical Assistance Plan and Report -TA Accomplishment Report - Progress Reports of BERF and NON-BERF Grantees -Unnumbered Memorandum re Monitoring and Provision of Technical Assistance
<b>vi. Provision on Changes and Extension (BERF and NON-BERF)</b>				
Request for Changes	-Issue Unnumbered Memorandum re RMG and Templates of the said requests -Assist in submitting and requesting the said requests to RRC	April to September	SEPS – Planning and Research and SDRC Secretariat	- Unnumbered Memorandum -Indorsement and Letter of Requests, if any
Request for Extension				
<b>vii. Submission and Acceptance</b>				
Submission of Liquidation Reports	-Assist in complying and submitting of Liquidation Reports/ Research Deliverables to RRC/SORETWG -Provide technical assistance to BERF/NON-BERF Grantees in completing their AR Papers	September to October	SEPS – Planning and Research and SDRC Secretariat	- Liquidation Reports with endorsements/tr ansmittal (2 <sup>nd</sup> Tranche) - Action research Reports with endorsements/tr ansmittal
Submission of Research Reports				

	-Prepare Endorsements together with AR Reports for submission to RRC/SDS for Non-BERF			
Final Oral Presentation (BERF and NON-BERF)	-Assist and provide technical assistance to BERF/NON-BERF Grantees in preparing their Final Oral Presentations and during presentation thereof	October to November	SDRC Members and SORETWG	-Unnumbered Memorandum -Activity Design -Corrected Completed AR Papers
	-Initiate and conduct SDO Level Final Oral Presentation for TA purposes before RO Final Oral Presentation			
	-Conduct of Face-To-Face Final Presentation cum Research Summit/ Forum			
viii. Dissemination and Utilization				
Research Presentations	-Assist in any Research Presentations/Utilization of Completed BERF – Funded Action Research Papers -Conduct Division-wide Research Congress for BERF and NON-BERF	November to December	SDRC Members and SORETWG	-Activity Completion Report -Activity design and completion report re Research Congress -Division Memoranda
Results' Utilization				
ix. Archival Adoption (BERF and NON-BERF)				
Archival of Articles	- Prepare and initiate Google Drive/Online Portal/Website for Archival	December	SEPS – Planning and Research  SDO IT Coordinators	-Research Portal

**x. Monitoring and Evaluation (BERF and NON-BERF)**

Monitoring and evaluation of the entire research management cycle	-Monitor, evaluate and provide necessary technical assistance on Research Implementations	Year Round	SDRC thru SEPS Planning and Research and SDRC Secretariat	-Monitoring and Evaluation Tool and Accomplishment Reports -TA Plan and Accomplishment Reports
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