

August 19, 2024

DIVISION MEMORANDUM
No. 391, s. 2024

**CALL FOR THE SUBMISSION OF CY 2024 NON - POLICY RESEARCH
PROGRAM RESEARCH PAPER PROPOSALS AND CY 2023
COMPLETED RESEARCH REPORTS NOT FUNDED BY
POLICY RESEARCH PROGRAM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Schools Division Research Committee
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In support to the commitment of the Department of Education to deliver quality service through evidence-based practice as stipulated in DepEd Order (DO) No. 13, s. 2015, it is necessary to provide an avenue to use research studies to be used as sources of quality and reliable information for local policymaking, improvement of practice, and further research.
2. In compliance with DepEd Order (DO) No. 16, s. 2017, titled "Research Management Guidelines" and DM No. 28, s. 2022, instituting the use of Quality Control Checklist (QCC) for Completed Basic and Action Research, this Office hereby announces the Call for the submission of CY 2024 Research Paper Proposals not to be funded by Policy Research Program (Formerly BERF) to all interested and qualified researchers in this Division and submission of Completed Research Report of approved researches in CY 2023 not funded by Policy Research Program (Formerly BERF).
3. The submissions of the Research Paper Proposals and Completed Research Report are open until September 20, 2024.
4. The submission of the Research Paper Proposal requires 1 copy for initial screening and 5 copies for the committee evaluation, while the submission of the Completed Research Report requires 5 copies for the committee evaluation.





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5. The schedule of activities for CY 2024 Non – Policy Research Program Research Paper Proposals is as follows:

Activity	Timeline
Deadline of the Call for Submission of Research Proposals	September 20, 2024
Initial Screening of the Research Proposals	Until September 23, 2024
Notification of Participants for Committee Evaluation	September 27, 2024
Online Orientation of the Participants	September 30, 2024
Committee Evaluation (Research Proposal Oral Presentation)	October 2, 2024
Notification of Results	October 4, 2024
Progress Monitoring and Technical Assistance	October 4 to December 6, 2025
Deadline of Submission of the Completed Research Report	December 27, 2025
Committee Evaluation (Completed Research Report Oral Presentation)	January 6, 2025
Submission of Proposals for Dissemination and Advocacy	January 7 to 10, 2025
Conduct of Dissemination and Advocacy	January 13 to 24, 2025
Deadline of Submission of Final Research Report and Narrative Report of the Dissemination and Advocacy	January 31, 2025

6. The schedule of activities for CY 2023 Completed Research Reports not Funded by Policy Research Program (Formerly BERF) is as follows:

Activity	Timeline
Deadline of the Call for Submission of Completed Research Report	September 20, 2024
Notification of Participants for Committee Evaluation	September 27, 2024
Online Orientation of the Participants	September 30, 2024
Committee Evaluation (Completed Research Report Oral Presentation)	October 3, 2024
Notification of Results	October 4, 2024
Submission of Proposals for Dissemination and Advocacy	October 7 to 11, 2024
Conduct of Dissemination and Advocacy	October 14 to 18, 2024
Deadline of Submission of Final Research Report and Narrative Report of the Dissemination and Advocacy	October 25, 2024

7. The guidelines for research proposal oral presentation are as follows:
- a. The prescribed template for the visual presentation is the MATATAG Powerpoint.
 - b. The visual material should not be more than 15 slides, and include the title of the study, name of author/s, school/ office, and email address. Succeeding




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- slides will be composed of Introduction, Objectives of the study, and comprehensive methodology.
- c. Each presenter is given 10 minutes for an oral presentation. There will be 15 minutes of academic exchange after each presentation.
 - d. The secretariat will prepare minutes of the oral presentation and provide the researcher with a copy upon the validation of the SDRC.
 - e. The secretariat will conduct orientation to the proponents as to the ways forward or the next steps of the proponents.
8. The guidelines for completed research report oral presentation are as follows:
- a. The prescribed template for the visual presentation is the Matatag Powerpoint. The visual material should not be more than 15 slides, and include the title of the study, name of author/s, school/ office, and email address. Succeeding slides will be composed of Introduction, Objectives of the study, comprehensive methodology, major findings (in tables, graphs, images, and/ or texts in bullets), and acknowledgments.
 - b. Each presenter is given 10 minutes for an oral presentation. There will be 15 minutes of academic exchange after each presentation.
 - c. The secretariat will prepare minutes of the oral presentation and provide the researcher with a copy upon the validation of the SDRC.
 - d. The secretariat will conduct orientation to the proponents as to the way forward or the next steps of the researcher.
9. Enclosures 1, 2 and 3 are provided for information and reference purposes. Annexes and templates can be found in this link: <https://bit.ly/SDOCATRESEARCHLIBRARY>.
10. For further details and other concerns relative to this activity, please send an email to planning.ctd@deped.gov.ph.
11. The widest dissemination of this memorandum to all concerned is desired.


ATTY. NORLITO JR. P. AGUNDAY
Attorney III/ Legal Office
Officer-In-Charge
Office of the Schools Division Superintendent

SGOD-PRU/fpc/research paper proposals & completed research report
August 19, 2024



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Enclosure 1: PREPARATION AND INCLUSION FOR RESEARCH PAPER PROPOSAL

ACTION RESEARCH		BASIC RESEARCH	
Title Page			
Annex 1: Research Proposal Application Form and Endorsement of Immediate Supervisor			
Annex 3: Declaration of Anti-Plagiarism and Absence of Conflict of Interest			
Body of Research			
Context and Rationale		Introduction and Rationale	
Action Research Questions		Literature Review	
Proposed Innovation, Intervention, and Strategy		Research Questions	
Action Research Methods a. Participants and/ or other Sources of Data and Information b. Data Gathering Methods c. Data Analysis Plan		Scope and Limitation	
Action Research Work Plan and Timelines		Research Methodology a. Sampling b. Data Collection c. Ethical Issues d. Plan for Data Analysis	
Cost Estimates		Timetable/ Gantt Chart	
Plans for Dissemination and Utilization		Cost Estimates	
References		Plans for Dissemination and Advocacy	
Appendices		References	
		Appendices	
FORMATTING			
Margin	Left Side: 1.5 in Right Side, Top and Bottom: 1.0 in		
Font and Size	Arial, 12		
Number of lines per page	22 - 23 lines		
Paper size	Short bond paper		



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Enclosure 2: PARTS OF THE COMPLETED RESEARCH REPORT

	ACTION RESEARCH	BASIC RESEARCH
Title Page	✓	✓
Abstract	a. Research Title b. Name of Researcher c. Summary d. Conclusion e. Recommendations	
Acknowledgment	✓	✓
Table of Contents	✓	✓
List of Figures	✓	✓
List of Tables	✓	✓
Body of the Research Paper	a. Context and Rationale b. Innovation, Intervention, and Strategy c. Action Research Questions d. Action Research Methods 1. Participants and/ or Other Sources of data and Information 2. Data Gathering Methods e. Discussion of Results and Reflections f. Action Plan g. References h. Financial Report i. Appendices	a. Introduction of the Research b. Literature Review c. Research Questions d. Scope and Limitation e. Research Methodology 1. Sampling 2. Data Collection 3. Ethical Issues 4. Data Analysis f. Discussion of Results and Recommendations g. Dissemination and Advocacy Plans h. References i. Financial Report j. Appendices
FORMATTING		
Margin	Left Side: 1.5 in Right Side, Top and Bottom: 1.0 in	
Font and Size	Arial, 12	
Number of lines per page	22 – 23 lines	
Paper size	Short bond paper	



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Enclosure 3: **FORMAT FOR THE COST ESTIMATES AND FINANCIAL REPORT**

A. COST ESTIMATE FORMAT

ACTIVITY	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT

Descriptions:

1. **ACTIVITY:** List of specific activities to conduct in the entire duration of the research activity implementation as reflected in the Work Plan/ Gantt Chart/ Timeline
2. **DESCRIPTION:** Write/ List the actual purchase/s (supplies and materials, foods, fare for domestic travel, etc.)
3. **QUANTITY:** Refers to the needed actual number of purchase/s.
4. **UNIT PRICE:** The actual market price per piece of the purchased item/s.

B. FINANCIAL REPORT FORMAT

ACTIVITY	CASH-OUT	BALANCE
Sample Computation		PhP 15,000.00
1. Crafting and preparation of the research paper proposal	PhP 2,500.00	PhP 12,500.00
2. Travel to DO for the submission of the revised research paper for evaluation	PhP 500.00	PhP 12,000.00



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