



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

May 29, 2025

DIVISION MEMORANDUM

No. 481, s. 2025

**CALL FOR THE SUBMISSION OF 2ND SEMESTER CY 2025
RESEARCH AND INNOVATION PROPOSALS**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/ In-Charge of the Districts
Public School Heads
All Others Concerned

1. In support of the commitment of the Department of Education (DepEd) to deliver quality service through evidence-based practice as stated in DepEd Order (DO) No. 13, s. 2015 and to promote the culture of innovation and enhance the delivery of instruction and support at the different levels of governance in improving learning outcomes, this Office hereby announces the call for the submission of 2ND Semester CY 2025 Research and Innovation Proposals.

2. Pursuant to DO No. 16, s. 2017 and Division Memorandum No. 237, s. 2022, the following activities will be implemented relative to this call:

Date	Activity	Persons Involved
June 20, 2025	Deadline for Submission of Research/ Innovation Proposals	SDRC Secretariat
Until June 27, 2025	Initial Screening	SDRC Secretariat
July 8 – 9, 2025	Committee Evaluation (Oral Presentation)	SDRC
Until July 25, 2025	Notification of the Results	SDRC Secretariat

3. The following enclosures are attached for reference:

- Enclosure 1: Preparation and Inclusion in Research Proposal
- Enclosure 2: Preparation and Inclusion in Innovation Proposal
- Enclosure 3: Guidelines for Oral Presentation and Schools Division Research Committee

4. The submission of the research and innovation proposal requires one copy for initial screening and four copies for the committee evaluation.

5. The templates of the annexes necessary for the research proposal are downloadable through this link: <https://bit.ly/SDOCATRESEARCHLIBRARY>.

6. For information, guidance and compliance.

By Authority of the OIC – Schools Division Superintendent

DELFIN A. BONDAD

OIC – Assistant Schools Division Superintendent
Officer-in-Charge



San Roque, Virac, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



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Enclosure 1 of Division Memorandum No. 421, s. 2025

Preparation and Inclusion in Research Proposal

A. Action Research Proposal

English	Filipino
I. Title Page	I. Pahina ng Pamagat
II. Research Proposal Application Form and Endorsement of Immediate Supervisor	II. Research Proposal Application Form and Endorsement of Immediate Supervisor
III. Declaration of Anti-Plagiarism and Absence of Conflict of Interest	III. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
IV. Context and Rationale	IV. Konteksto at Rasyonal
V. Action Research Questions	V. Paglalahad ng mga Suliranin
VI. Proposed Innovation, Intervention, and Strategy	VI. Mungkahing Interbensiyon, Inobasyon, at Estratehiya
VII. Action Research Methods A. Participants and/or other Sources of Data and Information B. Data Gathering Methods C. Data Analysis Plan	VII. Pamamaraan/ Metodolohiya A. Mga Kalahok ng Pag-aaral at Iba pang Batayan ng Datos at Impormasyon B. Paraan ng Pangangalap ng Datos C. Plano sa Pagsusuri ng Datos
VIII. Action Research Work Plan and Timelines	VIII. Plano at Talatakdaan ng Gawain
IX. Cost Estimates	IX. Mga Tinatayang Gastos
X. Plans for Dissemination and Utilization	X. Plano para sa Pagpapalaganap at Paggamit
XI. References	XI. Mga Sanggunian

B. Basic Research Proposal

English	Filipino
I. Introduction and Rationale	I. Introduksiyon at Rasyonal
II. Literature Review	II. Kaugnay na Literatura
III. Research Questions	III. Paglalahad ng Suliranin
IV. Scope and Limitation	IV. Saklaw at Limitasyon
V. Research Methodology A. Sampling B. Data Collection C. Ethical Issues D. Plan for Data Analysis	V. Pamamaraan/ Metodolohiya A. Sampling B. Paraan ng Pangangalap ng Datos C. Isyung Etikal D. Pagsusuri ng mga Datos
VI. Timetable/ Gantt Chart	VI. Talatakdaan ng Gawain
VII. Cost Estimates	VII. Mga Tinatayang Gastos
VIII. Plans for Dissemination and Advocacy	VIII. Plano para sa Pagpapalaganap at Adbokasiya
IX. References	IX. Mga Sanggunian



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C. 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

D. Cost Estimates Format

Activity	Description	Quantity	Unit Price	Total Amount



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Enclosure 2 of Division Memorandum No. 481, s. 2025

Preparation and Inclusion of Innovation Proposals

A. Parts of Innovation Proposal

Title Page

Endorsement

I. General Information

- A. Project Title
- B. Office/ School
- C. Lead Proponent
- D. Project Contacts
- E. Total Project Costs and Sources
- F. Project Duration

II. Summary

III. Background

- A. Brief Summary
- B. Issues Being Addressed

IV. Objectives

- A. General Objectives
- B. Specific Objectives
- C. Outputs

V. Methodology

- A. Project Description
- B. Beneficiary Description
- C. Project Breakdown and Task Time
- D. Risk Management

VI. Cost

- A. Project Cost
- B. Fund Source

B. Technical Format of Innovation Proposal

Font	Bookman Old Style, 11 points Typeface should be regular Bold and italics may be used to emphasize words
Spacing	Single
Paper Size	A4 (8.27 x 11.69 inches)
Margins	1 – inch margin on all sides
Pagination	The body of the report should begin with the number 1 including the appendices
Annexes	Label each material as Annex A, B, C, etc.



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Enclosure 3 of Division Memorandum No. 48/, s. 2025

Guidelines for Oral Presentation and Schools Division Research Committee

A. Guidelines for Oral Presentation

1. The research/ innovation proposals which underwent initial screening will be notified for oral presentation through a division memorandum.
2. The prescribed template for the visual presentation is downloadable through the link: <https://bit.ly/SDOCATRESEARCHLIBRARY>.
3. The visual material should not be more than 15 slides, and include the title of the research/ innovation, name of proponent/s, school/ office, and email address. Succeeding slides will be composed of Background/ Introduction, Objectives, Methodology and Cost.
4. Each presenter is given 15 minutes for an oral presentation. There will be an academic exchange after each presentation.
5. The secretariat will prepare minutes of the oral presentation and provide the researcher with a copy upon the validation of the committee.

B. Schools Division Research Committee

Regular	Alternates
Adviser: Cecile C. Ferro – OIC - SDS	
Chairperson: Delfin A. Bondad – OIC – ASDS	
Co-Chairperson 1. Romel G. Petajen – CES – CID 2. Mary Jean S. Romero – CES – SGOD	1. Gina L. Custodio – EPS 2. Aroline T. Borja – EPS
Members 1. Liza R. Bernardo – AO V (Budget) 2. Floren P. Clavo – SEPS – PR	1. Angelo James O. Aguinalde – Accountant III
Invited Resource Person: EPS by learning area/ Program Focal Persons	
Secretariat: Rey C. Bonayon – Planning Officer III	
Support Staff: Dessa Nhie M. Matienzo – COS	