



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

16 Jan 2024

**DIVISION MEMORANDUM**

No. **016**, s. 2024

REITERATION OF THE MINIMUM REQUIREMENTS AND USE  
OF TEMPLATES/FORMATS FOR RESEARCH PROPOSAL  
AND COMPLETED RESEARCH REPORT

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Public Elementary and Secondary Schoolheads

1. Consistent with the Department of Education's (DepEd) policy development process and research agenda implementation, the School Governance and Operations Division – Planning and Research Section (SGOD-PRS) reiterates the Use of Prescribed Forms and Templates for Research Proposal and Completed Research Report as stipulated in DepEd Order No. 16, s. 2017 titled **Research Management Guidelines**.
2. Enclosed are the minimum research requirements and templates/format for easy reference.
3. For inquiries, contact Mr. Felipe B. Tuyogon Jr. at [felipe.tuyogon@deped.gov.ph](mailto:felipe.tuyogon@deped.gov.ph).
4. Widest dissemination of this Memorandum is desired.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

FORMS  
REPORTS  
REQUIREMENTS  
RESEARCH OR STUDIES

FBTJ/SGOD-PRS/DM – reiteration of the minimum requirements and use of templates/formats  
for research proposal and completed research report

0078/January 11, 2024

RESEARCH PROPOSAL APPLICATION FORM AND  
ENDORSEMENT OF IMMEDIATE SUPERVISOR

**A. RESEARCH INFORMATION**

<b>RESEARCH TITLE:</b>	
<b>SHORT DESCRIPTION OF THE RESEARCH:</b>	
<b>RESEARCH CATEGORY</b> <b>(check only one):</b> <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	<b>RESEARCH AGENDA CATEGORY</b> <b>(check only one main research theme):</b> <input type="radio"/> Teaching and Learning <input type="radio"/> Child Protection <input type="radio"/> Human Resource and 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): _____ _____
<b>FUND SOURCE (e.g., BERF, SEF, others)*</b>	<b>AMOUNT</b>
<b>TOTAL AMOUNT</b>	

\* indicate also if the proponent will use personal funds

**B. PROPONENT INFORMATION**

*LEAD PROPONENT/INDIVIDUAL PROPONENT (PROPONENT 2-3)*

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

**IMMEDIATE SUPERVISOR'S COMFORME**

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: \_\_\_\_\_

**DECLARATION OF ANTI-PLAGIARISM**

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.

I hereby attest to the originality of this research proposal and have cited properly all the references used. I further commit that all deliverables and the final research study emanating from the proposal shall be of original content. I shall use appropriate citations in referencing other works from various sources.

I understand that violation of the 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**

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

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 there is a conflict of interest during the initial screening as per (insert RMG provision).

Further, in case of any form of conflict of interest (possible or actual) that may inadvertently emerge during the conduct of my research. I will duly report it to the research committee for immediate action.

I understand that I may be held accountable by the Department of Education and (insert grant mechanism) for any conflict of interest that I have intentionally concealed.

Proponent: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Proponent: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Proponent: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

MINIMUM REQUIREMENTS OF THE RESEARCH PROPOSAL

**A. BASIC RESEARCH PROPOSAL TEMPLATE**

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

**B. ACTION RESEARCH TEMPLATE**

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

**(Enclosure to Division Memorandum No. 016, s. 2024)**

MINIMUM REQUIREMENTS OF COMPLETED RESEARCH REPORT

**A. COMPLETED BASIC RESEARCH TEMPLATE**

- I. Title Page
- II. Certificate of Acceptance
- III. Acknowledgement
- IV. Abstract
- V. Table of Contents
- VI. List of Tables
- VII. List of Figures
- VIII. Introduction of the Research
- IX. Literature Review
- X. Research Questions
- XI. Scope and Limitation
- XII. Research Methodology
  - a. Sampling
  - b. Data Gathering Methods (to include Data Analysis)
  - c. Ethical Issues
- XIII. Discussion of Results and Recommendations
  - a. Findings
  - b. Summary
  - c. Conclusion
  - d. Recommendations
- XIV. Dissemination and Advocacy Plan
- XV. References
- XVI. Appendices
  - a. Letters/Requests for Permission to Conduct Research
  - b. Research Instruments/Tools
  - c. Reliability Test Results (if applicable)
  - d. Statistical Computation/Results
  - e. Conclusion
- XVII. Financial Report
  - a. Summary of Expenses
  - b. Liquidation Report

**B. COMPLETED ACTION RESEARCH TEMPLATE**

- I. Title Page
- II. Certificate of Acceptance
- III. Acknowledgement
- IV. Abstract
- V. Table of Contents
- VI. List of Tables
- VII. List of Figures
- VIII. Context and Rationale
- IX. Innovation, Intervention, and Strategy
- X. Action Research Questions
- XI. Action Research Methods
  - a. Participants and/or other Sources of Data and Information
  - b. Data Gathering Methods
  - c. Ethical Issues
- XII. Discussion of Results and Recommendations
  - a. Findings
  - b. Summary
  - c. Conclusion
  - d. Recommendations
  - e. Reflection
- XIII. Action Plan (for Dissemination and Advocacy)
- XIV. References
- XV. Appendices
  - a. Letters/Requests for Permission to Conduct Research
  - b. Research Instruments/Tools
  - c. Reliability Test Results (if applicable)
  - d. Statistical Computation/Results
- XVI. Financial Report
  - a. Summary of Expenses
  - b. Liquidation Report

**RESEARCH PROPOSAL EVALUATION AND REVIEW SHEET  
BASIC AND ACTION RESEARCH**

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(Title of Research)

Proponent/s

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**EVALUATED AND REVIEWED BY:**

SCHOOL RESEARCH COMMITTEE (SRC)

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(Name of School)

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(Name of Principal/Chairperson)

DISTRICT RESEARCH COMMITTEE (DRC)

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(Name of District)

---

(Name of District Head)

DIVISION RESEARCH COMMITTEE (DRC)

**FELIPE B. TUYOGON JR.**  
Senior Education Program Supervisor  
Planning and Research Section

**MA. SHIRLEY M. CARDINAL**  
Chief Education Supervisor  
School Governance & Operations Division

**NERISSA A. ALFAFARA, CESO VI**  
Assistant Schools Division Superintendent

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent



**COMPLETED RESEARCH REVIEW SHEET  
BASIC AND ACTION RESEARCH**

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(Title of Research)

Proponent/s

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**EDITED AND REVIEWED BY:**

SCHOOL RESEARCH COMMITTEE (SRC)

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(Name of School)

---

(Principal/Chairperson)

DISTRICT RESEARCH COMMITTEE (DRC)

---

(Name of District)

---

(Name of District Head)

DIVISION RESEARCH COMMITTEE (DRC)

**FELIPE B. TUYOGON JR.**  
Senior Education Program Supervisor  
Planning and Research Section

**MA. SHIRLEY M. CARDINAL**  
Chief Education Supervisor  
School Governance & Operations Division

**NERISSA A. ALFAFARA, CESO VI**  
Assistant Schools Division Superintendent

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

SAMPLE LETTER REQUESTS FOR PERMISSION TO CONDUCT RESEARCH

**- PRESCRIBED SCHOOL LETTERHEAD -**

January 16, 2024

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent  
DepEd – Schools Division of Sarangani

Dear **SDS Estacio**:

We are implementing a research study titled **Research Project Title**. The research aims to \_\_\_\_\_.

To achieve our objectives, we are respectfully requesting permission to conduct research at the \_\_\_\_\_ (location).

We have attached our documents for your reference.

Thank you very much.

Very truly yours,

**NAME OF RESEARCHER/S**  
Position Title

Noted by:

**NAME OF SCHOOLHEAD/DISTRICT HEAD**  
Position Title

Reviewed by:

**FELIPE B. TUYOGON JR.**  
Senior Education Program Specialist  
Planning and Research Section

**MA. SHIRLEY M. CARDINAL**  
Chief Education Supervisor  
School Governance and Operations Division

Recommending approval:

**NERISSA A. ALFAFARA, CESO VI**  
Assistant Schools Division Superintendent

Approved:

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

**- PRESCRIBED SCHOOL FOOTER -**