
	Department of Education Region III <b>DIVISION OF CITY SCHOOLS</b> Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	<b>DIVISION MEMORANDUM</b>		Name of Office: <b>OSDS-SDS</b>

**RELEASED**

MAR 06 2019

March 6, 2019

**DIVISION MEMORANDUM**  
 No. 81, s. 2019

By Leilani Samson-Cunanan  
 DepEd Angeles City  
 Division of City Schools

**1<sup>st</sup> CALL FOR RESEARCH PROPOSALS FOR POLICY RESEARCH FUND**

To: Assistant Schools Division Superintendent  
 Division Chiefs  
 Public Elementary and Secondary School Heads  
 Teacher-Researchers

1. Pursuant to Regional Memorandum No. 57, 2018, the Schools Division Research Committee is now accepting research proposals for Policy Research Fund (formerly BERF).
2. Submission of Action and Applied Research Proposals for the 1st call will be **on or before April 5, 2019**. Submit **two copies** in white folder. Attach transmittal letter signed by the school head.
3. Follow Enclosure No. 4 of Regional Memorandum No. 57 s. 2018 for the outline in preparing the research proposals. (Pls. see attached)
4. Wide dissemination of this memorandum is highly enjoined.

**LEILANI SAMSON-CUNANAN, CESO VI**  
 Schools Division Superintendent  
 Office of the Schools Division Superintendent

Sgod/par/seps

CN#2019-067

**"SMILES BRIGHT, SERVES RIGHT"**

## **APPLIED AND ACTION RESEARCH PROPOSAL GUIDELINES**

### **Technical Guidelines in Preparing the Research proposal**

1. The text of the manuscript must conform to the following:

Bond Paper Size	:	Letter Size 8.5" x 11"
Font Style	:	Times New Roman
Font Size	:	12
Running head	:	Title Page and Subsequent pages
Text Spacing	:	Double Space

2. The American Psychological Association (APA) 6th Edition style must be used in citing references.

3. Duly completed Research Proposal Application form, Endorsement of Immediate Supervisor, Declaration of Anti-Plagiarism and Absence of Conflict of Interest forms must be attached to the research proposal.

### **Outline of APPLIED RESEARCH PROPOSAL**

Title Page

Table of Contents

Introduction

Review of Related Literature and Studies

Conceptual Framework

Research Questions

Hypothesis (if the study requires only)

Significance of the Study

Scope and Limitation

Method

Type of Research

Respondents

Sampling Method

Sources of Data

Instrument/s

Data Collection Procedure

Ethical Considerations

Data Analysis

Timetable/Work plan

Cost Estimates

Plan for Dissemination and Advocacy

References

Appendices

A. Instrument/s

B. Declaration of Anti-Plagiarism and Absence of Conflict of Interest

C. Scanned copy of Landbank ATM Card (indicate branch, account number and 3 sample specimen signatures)

## **Outline of ACTION RESEARCH PROPOSAL**

Title Page

Table of Contents

Context and Rationale

Research Questions

Hypothesis (if the study requires only)

Significance of the Study

Scope and Delimitation

Method

Type of Research

Respondents

Sampling Method

Proposed Innovation/Intervention/Strategy

Instrument/s

Data Collection Procedure

Ethical Considerations

Data Analysis

Gantt Chart/Work Plan

Cost Estimates

Plan for Dissemination and Utilization

References

Appendices

A. Instrument/s

B. Consent and Assent Letters

C. Declaration of Anti-Plagiarism and Absence of Conflict of Interest

D. Scanned copy of Landbank ATM Card (indicate branch, account number and 3 sample specimen signatures)

Note:

- Submit in white short folder fastened on top.
- Attach Transmittal Letter initialed by the school research coordinator (SRC) and to be signed by the School Head



I. RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT OF IMMEDIATE SUPERVISOR

A. RESEARCH INFORMATION

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

*\*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: FEMALE	POSITION/DESIGNATION:
REGION/DIVISION/SCHOOL (whichever is applicable)		
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) Enumerate from bachelor's degree up to doctoral degree	TITLE OF THESIS/RELATED RESEARCH PROJECT	
BSED		
MAED		
Doctor of Educational Management		
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: \_\_\_\_\_

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 acknowledgement 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 1:

\_\_\_\_\_  
PRINTED NAME:  
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.<sup>1</sup>
2. I hereby declare that I do not have any personal conflict of interest that may arise from the 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 1:

\_\_\_\_\_  
PRINTED NAME

SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

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



RESEARCH TOPIC: INVISIBLE WOUNDS: THE LIVED EXPERIENCES OF MARAWI CITY CHILDREN

Particular (s)	Unit	Quantity	Estimated Amount per Unit	Total Amount
1. Short Bond Paper	rim	1	Php. 180.00	Php. 180.00
2. Ballpen	Pcs	2	Php. 10.00	Php. 20.00
3. Canon 810 Ink (Black)	Pcs	2	Php 900.00	Php. 1,800.00
4.Canon 811 Ink (Colored)	Pcs	1	Php. 1,100.00	Php. 1,100.00
6. Food for FGD / KII	-	20	Php. 100.00	Php. 2,000.00
7. Photocopy of 2 pages (short bond paper)	Pcs	30	1	Php. 60.00
8. Sun Prepaid Load Card	Pcs	1	300.00	Php. 300.00
<b>SUBTOTAL:</b>				<b>Php. 5,460.00</b>
Place to be visited From station to	Purpose of Visit		Means of Transportation	Fare
City Schools Division of Angeles City	Submission of request letter to conduct the study		Trike, Jeep	Php. 100.00
ACNTS, Angeles ES, Angeles NHS	Conduct FGD & KII		Trike, Jeep	Php. 800.00
<b>SUBTOTAL:</b>				<b>Php. 900.00</b>
<b>GRAND TOTAL:</b>				<b>Php. 6,460.00</b>