

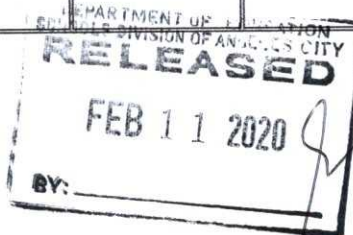


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|  | Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City |  | Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018 |
| | DIVISION MEMORANDUM | | Name of Office: OSDS-SDS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



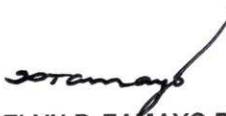
February 10, 2020

DIVISION MEMORANDUM
 No. 58, s. 2020

1st CALL FOR 2020 RESEARCH PROPOSALS FOR POLICY RESEARCH PROGRAM 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 March 16, 2020**. Submit **two copies** in short 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.


MA. IRELYN P. TAMAYO PhD, CESE
 Asst. Schools Division Superintendent
 Officer-In-Charge
 Schools Division Superintendent

Mlev/seps/par

Control No. 2020 - 112

"SMILES BRIGHT, SERVES RIGHT"

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Enclosure No. 4 to Regional Memorandum No. 57, s.2018

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

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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

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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**