



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



May 3, 2021

DIVISION MEMORANDUM

No. 110, s. 2021

CALL FOR THE SUBMISSION OF RESEARCH PROPOSALS FOR FY 2021

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

1. With the mandate of the Department of Education in promoting and strengthening the culture of research in basic education, the Schools Division of Angeles City consistently strives to sustain the intensive advocacy of research.
2. In this light, the Call for the Submission of Research Proposals for FY 2021 for review and evaluation of the Schools Division Research Committee is **on or before May 31, 2021**.
3. Submit **one copy** in a short white folder with the attached recommendation of the School Research Coordinator (see encl.2).
4. Enclosed are the Technical Guidelines in Preparing a Research Proposal, Outline for Applied Research Proposal and Outline for Action Research Proposal for your reference and guidance.
5. Wide dissemination of the contents 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. 2021 - _____

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Republic of the Philippines
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Enclosure No. 1 to Division Memorandum No. 110, s.2021

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

(for the school coordinators in-charge of special programs, school heads, non-teaching personnel, supervisors, and master teachers)

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

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Gantt Chart/Timetable
Cost Estimates
Plan for Dissemination and Advocacy

References

Appendices

- A. Instrument/s
- B. Letter of request
- C. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- D. Research Proposal Application Form and Endorsement of Immediate Head/Supervisor
- E. Scanned copy of Landbank ATM Card (indicate branch, account number and 3 sample specimen signatures)

Outline of ACTION RESEARCH PROPOSAL
(for master teachers, and teachers I to III)

Title Page

Table of Contents

Context and Rationale

Conceptual Framework

Research Questions

Hypothesis

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

Work Plan/timetable

Cost Estimates

Plan for Dissemination and Utilization

References

Appendices

A. Instrument/s

B. Letter of request

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

D. Research Proposal Application Form and Endorsement of Immediate Head/Supervisor

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E. 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.

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Enclosure No. 2 to Division Memorandum No. 110, s.2021

Template for the SRCs Recommendation
(To be issued by the School Research Coordinator)

Name of the Proponent:		Station/School:		
Designation:				
Research Title:				
Category:	<input type="checkbox"/> Action Research <input type="checkbox"/> Applied Research	Status:	<input type="checkbox"/> Proposal <input type="checkbox"/> Completion	Reviewed Date:
Remarks: Kindly incorporate the following recommendations in the revision of your paper.				

Note: Thank you for your intent to propose and eventually conduct the research. In your revision, pls see to it that you incorporate the recommendations of the SRC (school-based) and SDRC (Division Office) to improve the quality of your paper.

Let us be united in Research! Happy researching!!!

Prepared:

_____ (Name of the SRC)

_____ (Designation)

SRC, Chair

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