



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

November 5, 2021

**DIVISION MEMORANDUM**

No. 349, s. 2021



**CALL FOR THE SUBMISSION OF RESEARCH PROPOSALS  
FOR POLICY RESEARCH PROGRAM FUND FY 2022**

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

1. Please be informed that the Schools Division of Angeles City, through the Planning and Research Unit, is now accepting research proposals for Policy Research Program Fund for FY 2022.
2. The submission of research proposals for review and evaluation of the Schools Division Research Committee is **on or before December 3, 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**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent *ch*

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Control No. 2021 - \_\_\_\_

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Republic of the Philippines  
**Department of Education**  
Region III

**SCHOOLS DIVISION OF ANGELES CITY**

Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_, 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, master teachers, head teachers, school heads, non-teaching and teaching-related personnel)*

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

Gantt Chart/Timetable

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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, teachers I to III, non-teaching personnel)*

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 the SRC's recommendation (Encl. No. 2)**
- **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. \_\_\_\_\_, s.2021

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

Name of the Proponent: Designation: Station/School:		
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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