



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



April 1, 2022

DIVISION MEMORANDUM

No. 137, s. 2022

**TECHNICAL GUIDELINES IN PREPARING THE RESEARCH PROPOSAL OF THE TEACHING,
NON-TEACHING, AND TEACHING-RELATED PERSONNEL IN SCHOOLS,
DIVISION FUNCTIONAL UNITS, AND OFFICES**

To: Assistant Schools Division Superintendent
Division Chiefs
Heads of Public Elementary and Secondary Schools

1. Please be informed of the Technical Guidelines in Preparing the Research Proposal of the Teaching, Non-Teaching, and Teaching-Related Personnel in schools, division functional units, and offices.
2. All research proponents and enthusiasts are expected to conform to the guidelines in crafting their research manuscripts either individual or collaborative research.
3. Enclosed are the Basic and Action Research Proposal Guidelines, *Balangkas Ng Mungkahing Aksyong Pananaliksik*, and Template for the SRCs Recommendation for reference and guidance.
4. Wide dissemination of the contents of this Memorandum is highly enjoined.


MA. IRELYN P. TAMAYO PhD, CESO V
Schools Division Superintendent

References: DepEd Order No. 16 S. 2017
Regional Memorandum No. 57, s. 2018

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Republic of the Philippines
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Enclosure No. 1 to Division Memorandum No. 137, s. 2022

RESEARCH PROPOSAL GUIDELINES

1. The manuscript's text must adhere to the following guidelines:

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.

BASIC RESEARCH PROPOSAL TEMPLATE

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

Title Page (includes name of the proponent, research title, designation/position, and school/unit)

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

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Data Analysis
Gantt Chart
Cost Estimates
Plan for Dissemination and Advocacy
Action Plan for 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
- E. Scanned copy of Landbank ATM Card (indicate branch, account number and 3 sample specimen

signatures)

Note:

- Submit in short white folder fastened on top.
- Attach the SRC's recommendation (Encl. No. 4)
- Attach Transmittal Letter to be signed by the School Head

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Enclosure No. 2 to Division Memorandum No. 137, s. 2022

ACTION RESEARCH PROPOSAL TEMPLATE
(teaching and non-teaching personnel)

Title Page (includes name of the proponent, research title, designation/position, and school/unit)

Table of Contents

Context and Rationale

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

Proposed Intervention / Innovation / Strategy

Instrument/s

Data Collection Procedure

Ethical Considerations

Data Analysis

Work Plan and Timelines

Cost Estimates

Plan for Dissemination

Action Plan for 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

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

signatures)

Note:

- Submit in short white folder fastened on top.
- Attach the SRC's recommendation (Encl. No. 4)
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Enclosure No. 3 to Division Memorandum No. 137, s. 2022

BALANGKAS NG MUNGKAHING AKSYONG PANANALIKSIK

Pahinang Pamagat

Talaan ng mga Nilalaman

Konteksto at Rasyonale

Balangkas Konseptwal

Paglalahad ng mga Suliranin

Hipotesis

Kahalagahan ng Pag-aaral

Saklaw at Limitasyon ng Pag-aaral

Metodo

Uri ng Pananaliksik

Mga Respondyente

Teknik sa Pagtukoy sa mga Kalahok ng Pag-aaral

Mungkahing Inobasyon/ Interbensyon/ Estratehiya

Instrumento

Hakbang sa Pagtipon ng Datos

Etikal na Konsiderasyon

Pagsusuri ng mga Datos

Plano ng Gawain

Tinatayang Gastusin

Plano para sa Pagpapabatid/Pagpapakalat ng Resulta

Plano sa Pagpapagamit ng Resulta

Talasanggunian

Apendiks

A. Instrumento

B. Liham ng Paghingi ng Pahintulot

C. Deklarasyon ng Kawalan ng Gawaing Pangongopya at Kawalan ng Pansariling

Kapakinabangan sa Pag-aaral

D. Aplikasyon para sa Mungkahing Pananaliksik at Pag-endorso ng Punong-guro/ Superbisor

E. Scanned na Kopya ng Landbank ATM Card (pakisulat ang sangay, bilang ng account at tatlong lagda)

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Enclosure No. 4 to Division Memorandum No. 137, s. 2022

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. 1. 2.		

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:

SRC, Chair

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