



Republic of the Philippines
Department of Education
Region XII
CITY SCHOOLS DIVISION OF TACURONG
City of Tacurong

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DIVISION MEMORANDUM

No. 95, s. 2016

TO: **Curriculum Implementation and Implementation Division**
School Governance and Operations Divisions
Cluster Heads
Section Heads
Public/Private/SUC Elementary and Secondary Principals/OICs
This Division

FROM: **ROMELITO G. FLORES, CESO VI**
OIC – Schools Division Superintendent

SUBJECT: **2016 SUBMISSION OF ACTION RESEARCH PROPOSAL**

DATE: December 28, 2016

1. Pursuant to DepEd Order No. 43, s. 2015 entitled Revised Guidelines for the Basic Education Research Fund (BERF) and DepEd Order No. 4, s. 2016 entitled Amendment to DepEd Order No. 43, s. 2015, which state the policies in the application of grant, this Division hereby enjoins all schools to strengthen research activities.
2. Relative to this, all schools are required to submit action research based on 4 themes: Teaching and Learning, Child Protection, Human Resource Development; and Governance. Aside from the four (4) themes, the researcher may as well work on: Disaster Risk Reduction and Management (DRRM), Gender and Development (GAD) and Inclusive Education.
3. The number of proposals to be submitted is based on the following category of schools:
4 Proposals- Small / Medium Schools (less than 25 teachers)
8 Proposals- Large Schools (26-50 Teachers)
16 Proposals- Very Large (51 and above Teachers)
4. The Evaluation and Approval of the Proposal will be done by the Division Technical Working Group. Entries which pass the initial assessment will be recommended to the regional level. Refer to annex 1a & 1b for the outline of Research Proposal and Action Research.
5. Deadline of submission will be on January 31, 2017
5. Immediate dissemination of and strict compliance with this Memorandum is directed.



Annex 1a: Outline Research Proposal

1. The research proponent shall use the DepEd prescribed outline below for research proposal. The number of pages of research proposals shall be a maximum of twenty (20) pages, double-spaced using an Arial font of 11.
2. The research proposal should contain the following:
 - I. **Introduction of the Research** – includes the rationale for the research and relevant, social policy, or practice context for the study. The introduction should explain why the research study is being undertaken (e.g. to answer a question about a specified problem in education) and how the results could be used in action planning and/or policy formulation and development.
 - II. **Literature Review** – focuses on key issues which underlie the research; major findings, problems identified, recommendations, and questions raised in previous research; the main points of view and controversies; critical evaluation of these views, their strengths and weaknesses; general conclusions about the research papers; what research still needs to be done; and what knowledge gaps remain that the study will aim to fill.
 - III. **Research Questions** - involves investigating or testing an idea; trying out solutions to a problem; exploring and analyzing issues; creating a new procedure or system; explaining a phenomenon; or a combination of any of these.
 - IV. **Scope and Limitation** –coverage of the research in terms of location, time, respondents, etc. inherent design or methodology parameters that can restrict the scope of the research findings and are outside the control of the researcher.
 - V. **Research Methodology** – contains details of how the research will be conducted
 - a. **Sampling** – details should be provided about who will participate in the research: number of people and the characteristics of those who will participate in the research; and how will the sample be selected and recruited.
 - b. **Data collection**- the various instruments and procedures for data collection should be outlined and extensively discussed.
 - c. **Ethical issues** –Identification of ethical concerns that could possibly emanate from the conduct of the research, and an elaborate discussion on how to prevent these from taking place. It can include, but not limited to the following: right to conduct a study or investigation to answer a question; securing free prior and informed consent from respondents; issues of confidentiality and anonymity; written approval for use of materials with copyright (e.g. secondary data sets, data collection tools).
 - d. **Plan for Data analysis** – indicates how the data will be analyzed and reported; it should specify the qualitative and/or quantitative methods that will be used in analyzing the data gathered for the research.
 - VI. **Timetable / Gantt chart** – contains the research timelines - when will the project begin and how long will it take for it to be completed; include time estimates for each step in the research process (e.g. 5 days, 2 weeks).
 - VII. **Cost Estimates** – includes detailed research cost, broken down per research task, activity and/or deliverable. It can be further grouped by tranche for easier reference of the Evaluation Committee. Refer to the Availment Process for the activities falling under each tranche.
 - VIII. **Plans for Dissemination/Advocacy** – Indicate how the results of the research will be cascaded to the intended user of the research findings (i.e. presentation in conferences etc.).
 - IX. **References** - using APA referencing, provide in text of work and reference list consistently and accurately

Annex 1b: Outline for Action Research

1. The research proponent shall use the DepEd prescribed outline for action research described below. The research proposal shall be double-spaced, using an Arial font of 11.
2. The research proposal should contain the following:
 - I. **Context and Rationale**– includes the description and context of the study and the reason for conducting it; how the results could be used in action planning.
 - II. **Review of Related Literature**–focuses on key issues which underlie the action research; general conclusions about related action research papers; what research still needs to be done; and what knowledge gaps remain that the study will aim to fill.
 - III. **Research Questions** – identifies the problem/s which will be addressed by the research in terms of investigating or testing an idea; trying out solutions to a problem; creating a new procedure or system; explaining a phenomenon; or a combination of any of these.
 - IV. **Scope and Limitation** –coverage of the research in terms of location, time, respondents, etc.; inherent design or methodology parameters that can restrict the scope of the research findings and are outside the control of the researcher.
 - V. **Methodology** – contains details of how the research will be conducted
 - a. **Sampling** – details should be provided about who will participate in the research: number of people and the characteristics of those who will participate in the research; and how will the sample be selected and recruited.
 - b. **Data collection**- the various instruments and procedures for data collection should be outlined and extensively discussed.
 - c. **Ethical issues** – Identification of ethical concerns that could possibly emanate from the conduct of the research, and discussion on how to prevent these from taking place. It can include, but not limited to the following: right to conduct a study or investigation to answer a question; securing free prior and informed consent from respondents and/or parents and guardians of learners; issues of confidentiality and anonymity;
 - d. **Plan for Data analysis** – indicates how the data will be analyzed and reported; it should specify the qualitative and/or quantitative methods that will be used in analyzing the data gathered for the research.
 - VI. **Workplan** – contains the research timelines - when will the project begin and how long will it take for it to be completed; include time estimates for each step in the research process (e.g. 5 days, 2 weeks).
 - VII. **Cost Estimates** – includes detailed research cost, broken down per research task, activity and/or deliverable. It can be further grouped by tranche for easier reference of the Evaluation Committee. Refer to the Availment Process for the activities falling under each tranche.
 - VIII. **Action Plan**– Indicate how the results of the action research will be utilized.
 - IX. **List of References** - provide in text of work and reference list