



DIVISION MEMORANDUM

No. 130, s. 2017


New Research Manuscript Template and Timelines for School Year (SY) 2017-2018

**To : All Teaching, Teaching Related, and Non-Teaching Personnel
Division Research Technical Working Committee Members
Researchers**

1. Pursuant to DepEd Order No. 16, s. 2017 or the Research Management Guidelines and the anticipated regional memorandum as announced during the Research Management Guidelines Orientation at NEAP Hall, DepEd-CAR on 3 May 2017; please be informed of the new basic and action research manuscript templates effective school year (SY) 2017 - 2018. Please refer to Enclosure No. 1 of this Memorandum. Detailed components of each part of the templates will be disseminated to the field once available from the Regional Office.
2. Only the research templates have changed as to this date. Thus, all researchers are informed to adopt all formatting, citing, and referencing standards based on the American Psychological Association (APA) style, 6th edition as indicated in Division Memorandum No. 159, s. 2016 or the Baguio City Division Research Manual and Timelines for SY 2016-2017.
3. Research timelines are as follows:

Research Activities	Timelines	
	Start of Acceptance	Deadline of Acceptance
Proposal		
First semester	June 26, 2017	September 8, 2017
Second semester	September 25, 2017	December 8, 2017
Final	Once manuscript is ready.	March 10, 2018 *to avoid delay due to end of school year activities

4. This Office through the Planning and Research Section of the Schools Governance and Operations Division is tasks to facilitate all research advocacy and implementation mechanisms to the field and sustain the culture of research in the Division.
5. Immediate and wide dissemination of this Memorandum to all concerned is required.


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Enclosure No. 1 to Division Memorandum No. _____, s. 2017

BASIC RESEARCH PROPOSAL TEMPLATE	COMPLETED BASIC RESEARCH TEMPLATE
Introduction and Rationale Literature Review Research Questions Scope and Limitation Research Methodology Sampling Data Collection Ethical Issues Plan for Data Analysis Timetable/Gantt Chart Cost Estimates (if applying for Basic Education Research (BERF) Fund) Plans for Dissemination and Advocacy References	Title page Abstract Acknowledgement Introduction of the Research Literature Review Research Questions Scope and Limitation Research Methodology Sampling Data Collection Ethical Issues Data Analysis Results and Discussion Conclusion and Recommendation Dissemination and Advocacy Plans References Financial Report (for BERF research only)
ACTION RESEARCH PROPOSAL	COMPLETED ACTION RESEARCH TEMPLATE
Context and Rationale Action Research Questions Proposed Innovation, Intervention, and Strategy Action Research Methods Participants and/or Other Sources of Data and Information Data Gathering Methods Data Analysis Plan Action Research Work Plan and Timelines Cost Estimates (if applying for Basic Education Research (BERF) Fund) Plan for Dissemination and Utilization References	Title page Abstract Acknowledgment Context and Rationale Action Research Questions Innovation, Intervention, and Strategy Action Research Methods Participants and/or Other Sources of Data and Information Data Gathering Methods Data Analysis Discussion of Results and Reflection Conclusion and Recommendation Action Plan References Financial Report (for BERF research only)

Note: Template as of 3 May 2017 from the Policy, Planning, and Research Division; DedEd-CAR.