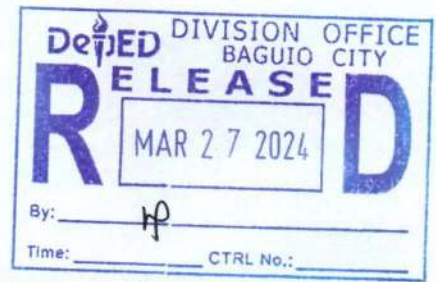




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



27 March 2024

DIVISION MEMORANDUM

No. **205-2024**

UPDATED INNOVATION MANAGEMENT SYSTEM AND PATAWID DI ADAL, RESEARCH MANUAL OF SDO BAGUIO CITY AS OF MARCH 2024

To : CID and SGOD Chief Education Supervisors
Schools Division Research Committee (SDRC) Members
Public Elementary and Secondary School Heads
School Research Coordinators
All Others Concerned

1. In Strengthening and sustaining the culture of research in the Division based on Department of Education (DepEd) Order No. 39, 2016 titled "Adoption of Basic Research Agenda"; DepEd Order No. 16, series of 2017 titled "Research Management Guidelines," this Office through the Schools Division Research Committee (SDRC) informs all teaching, teaching related and non-teaching personnel of the updated research management system as of March 2024.
2. All teaching, teaching related and non-teaching personnel are required to follow the contents of this Memorandum in the following Enclosures.

Enclosure 1: Updated Research Process Flow

Enclosure 2: *Patawid di Adal*: Research Manual of SDO Baguio City

3. School Heads may designate a School Research Coordinator (SRC) to review the research proposal of their teachers, this is in consonance with DepEd Memorandum 291, s. 2008 titled "Teaching Load and Assignment of Teachers," the remaining two (2) hours may be used for the conduct of research. Likewise, in compliance to DepEd Order 52, s. 2003 titled "Updated Guidelines on the grant of Vacation Service credit to Teachers," all School Research Coordinators will be given corresponding Service Credits depending on the number of researches reviewed.
4. For the complete quality forms, and other references on research management, please access through this link: tinyurl.com/BAGUIORMS2024
5. Immediate and wide dissemination of this Memorandum is required.

SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent



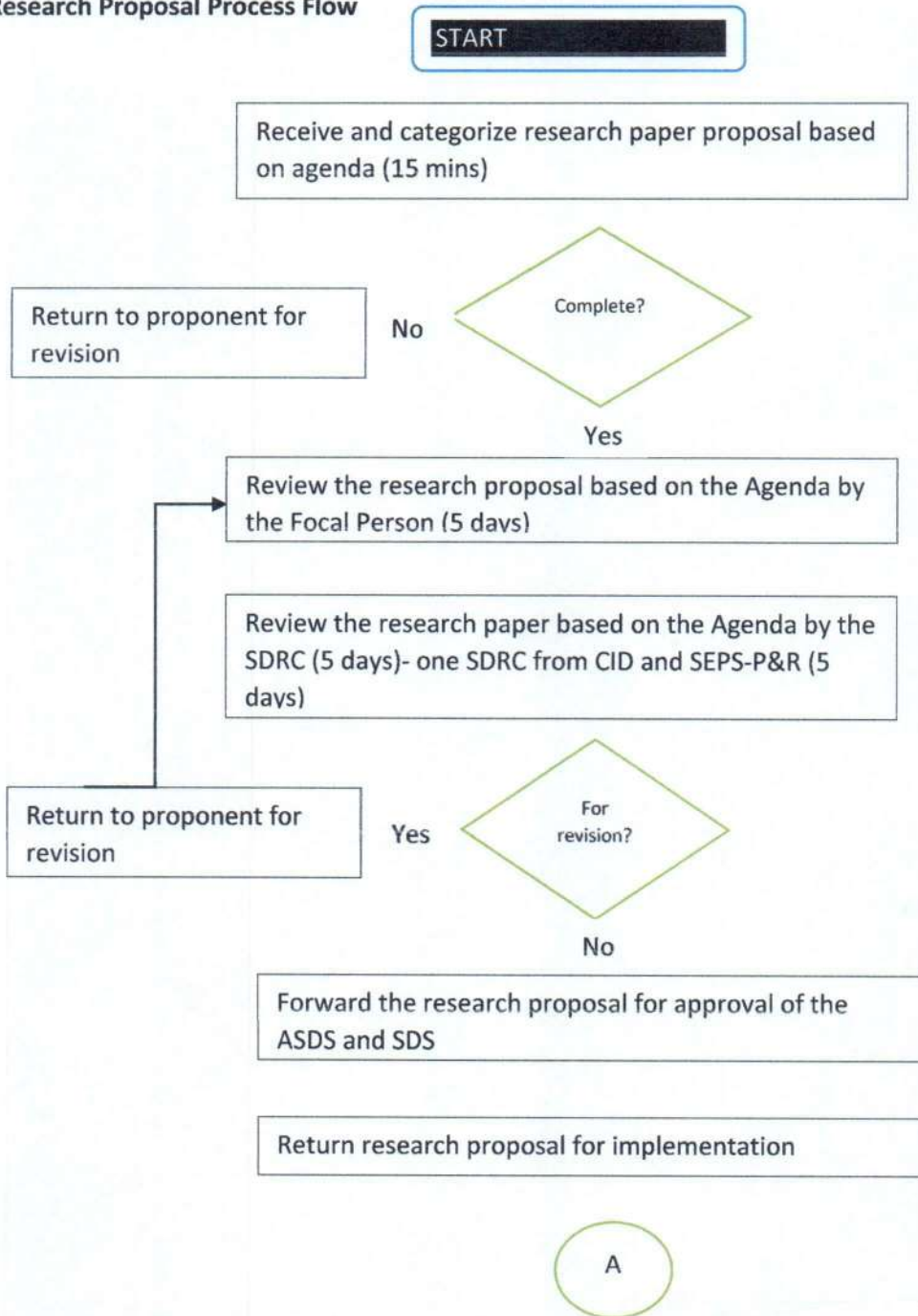
Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: baguio.city@deped.gov.ph
Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity

"DepEd SDO Baguio City:
*We Serve,
We Care.*"



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

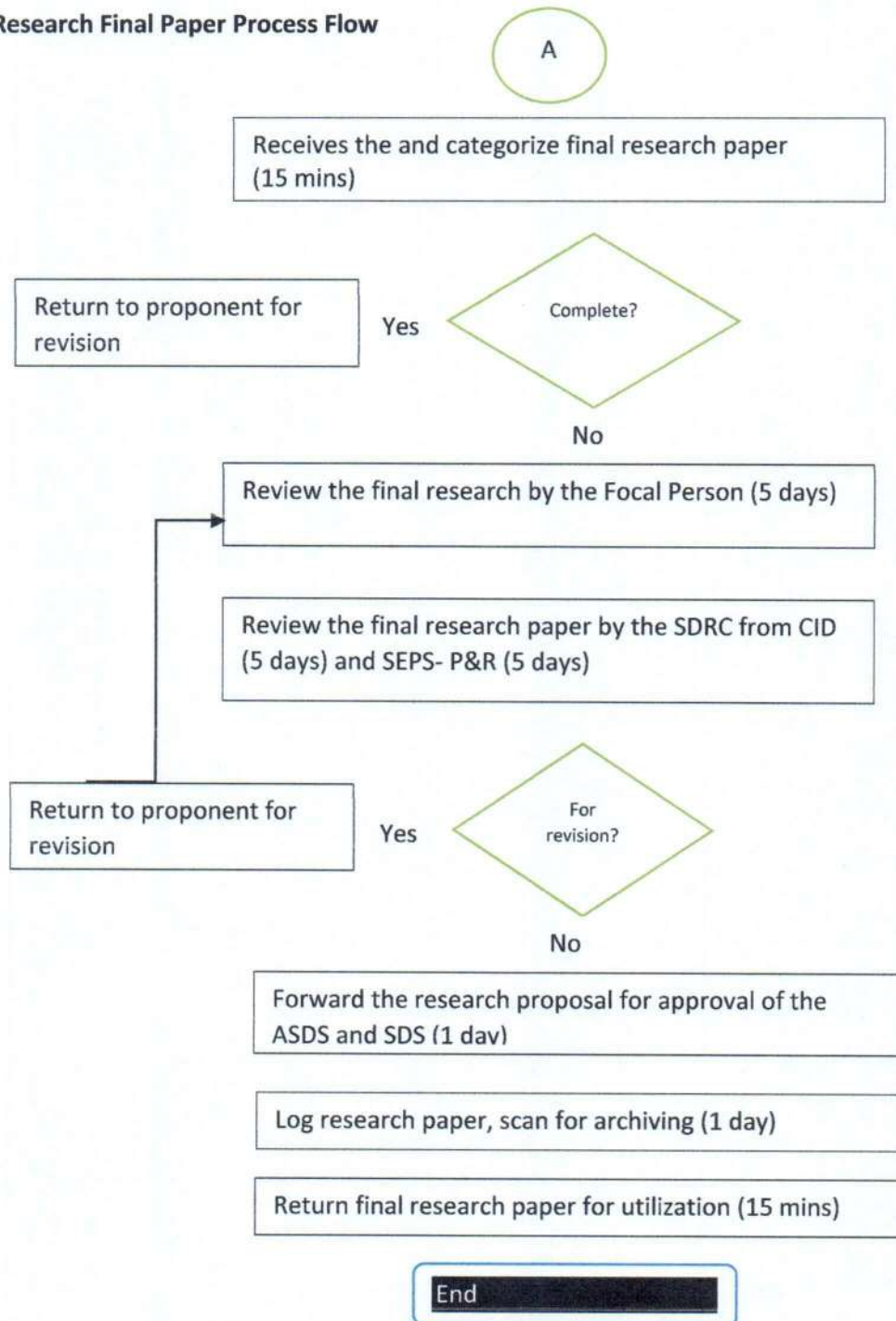
Research Proposal Process Flow





Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

Research Final Paper Process Flow





Republic of the Philippines
Department of Education
Cordillera Administrative Region

SCHOOLS DIVISION OFFICE OF BAGUIO CITY

QUALITY FORMS	Document Code: QF-SGOD-PR-012 Revision: 01 Effectivity date: 12 May 2022
Title: RESEARCH COVER PAGE (PROPOSAL)	Name of Office: Schools Governance and Operations Division- Planning and Research

Tracking Number: _____

NAME OF RESEARCHER: _____

RESEARCH TITLE: _____

IMPLEMENTATION SCHOOL YEAR: _____

Immediate Supervisor:

Reviewed and Endorsed by:

School Head/ Immediate Supervisor
(must have an initial from SRC)

Division Focal Person based on Agenda

Reviewed by:

Focal Person
Date:

Schools Division Research Committee:

Reviewed by:

Member
Date: _____

JIMMY S. SANTOS
Member

Date: _____

Co-chairperson
Date: _____

Recommending approval/ Chairperson:

CARMEL F. MERIS
Officer-in-Charge

Office of the Assistant Schools Division Superintendent

Date : _____

Approved:

SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent

Date: _____



Datawid



di

Adal



**SCHOOLS
DIVISION
OFFICE OF
BAGUIO CITY
RESEARCH
MANUAL**

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CULTURE OF RESEARCH IN BAGUIO CITY DIVISION

With the thrust of the Department of Education for evidence/research-based policies, processes and other mechanisms (DepEd Order [DO] No. 43, s. 2015; DO 4, s. 2016; DO No. 16, s. 2017; and other related issuances); the Schools Division of Baguio City has embraced and shifted its paradigm towards a deeper sense of research culture.

SDO Baguio City has institutionalized research guidelines, workflows, and other research mechanisms starting school year (SY) 2015-2016. This is proven by the submitted 57 with 45 approved researches for the SY 2015-2016. For SY 2016-2017, the submitted proposals increased to 213 proposals with 124 approved final researches by teaching, teaching-related, and non-teaching personnel. As of July 2022, there are 696 research papers being submitted for processing of the Schools Division Research Committee (SDRC) through the Schools Division Research Committee (SDRC) Secretariat at School Governance and Operations Division, Planning and Research. These researches significantly highlighted curriculum, classroom management, teaching techniques and strategies, learning environment, support services, educational planning, governance, and other educational research interests.

Positively, the shared commitment and support of all research advocates manifest proactive research endeavors in the future. Moreover, the created communal sense of accountability through research ensures that Baguio City learners may be able to receive the utmost level of quality education that they truly deserve. Indeed, it is hoped that the results of researches shall influence the policies being implemented in the Division.

RESEARCH FRAMEWORK

NATIONAL RESEARCH FRAMEWORK	BAGUIO RESEARCH FRAMEWORK PATAWID - Padsoyan, R. (2017)
Assess the situation	PAKAY (gaps/issues/concerns)
Ask a question Act to seek answers Acquire information	TANONG at PAMARAAN (research questions vis-à-vis research design)
Analyze and reflect	WARI at IMPLIKASYON ng DESIYON (discussion of results, corroboration, implication, new knowledge, and recommendation)

GENERAL FORMATTING

MECHANICS AND STYLE

- To ensure readability, maintain Arial font and 11 font size, page set-up is 1” margin on all sides of the paper using standard A4 paper (Regional Memorandum No. 145, s. 2017, Coaching and Assistance to Research Enthusiasts, 2022).
- The entire manuscript is double-spaced (except the Abstract) with aligned left margin.
- Adopting the general guidelines of the American Psychological Association (APA), 7th Edition (2020), pagination is at the upper right corner of the paper after the page header.
- Preferably, there should be six (6) to ten (10) pages (Title page to References) for the proposal. For the whole manuscript (including the proposal), the pages should be at least 15 to 20 pages (Title page to References). Please write with clarity and relevance focusing on your context of study at all times.
- Use third person point of view (the researcher/s).
- Proponent may use “participants” for action research and “respondents” for basic research.

- Do not impress by using linguistic devices that may lead to confusion of readers. Remember: the study is to answer problem(s)/gap(s)/issue(s).
- Operational terms should be integrated across the text of the paper. No need to enumerate.

CITATION AND REFENCING

- Citation and referencing: adopt the APA 7th Edition, or refer to www.apa.org for more information.

SCIENTIFIC NAMES

- The scientific nomenclature of biological species clearly identifies the organism named and the person who first named the species. The genus (always capitalized) and the species (not capitalized) are given in italics. For example, the Philippine brown deer is *Rusa marianna*, and the dove tree, found in parts of China, is *Davidia involucrate* (Fagen, R., nd).
- For others guidelines for the use of scientific names in research, refer to <http://www.aje.com/en/arc/editing-tip-scientific-names-species/>

ABBREVIATIONS

- Words like Department of Education shall be spelled-out the first time it is being used and can be abbreviated as DepEd in the succeeding text.
- For more guidelines on abbreviations, refer to <http://blog.apastyle.org/apastyle/abbreviations/>

DOCUMENTATIONS

- Attach 4-8 pictures as proof of the conduct of papers. When soft copy is requested, submit in jpeg format.

FOR BERF RESEARCHES

SUBMISSION OF DOCUMENTS

PROPOSAL	FINAL
Submit 1 copy for SDRC Review, once approved by SDS, submit 6 copies placed on an A4 size folder (color brown), research proposal paper fastened left (5 copies for Regional Office, 1 copy for Planning and Research Unit).	Submit 1 copy for SDRC Review, once approved by SDS, submit 3 copies placed on an A4 size folder (color brown), with the full research report, copy of MOA, and letter of acceptance from Regional Office fastened left.

SECTIONS OF THE RESEARCH PAPER

Below are the major contents/sections of the research manuscript with its specific content and formatting styles based on DepEd Order No. 16, s. 2017 entitled *Research Management Guidelines*; Regional Memorandum No. 145, s. 2016 entitled Adoption of the Forms and Styles of all Research Activities Conducted across All Governance Levels; Publication Manual of the American Psychological Association (APA), Seventh Edition (2020), and some contextualized formatting of the Schools Division of Baguio City.

BASIC RESEARCH

Title Page (separate page with running head)

Title

- Utmost 12 words; may include the 13th word to complete the thought/idea
- Reflect the general emphasis of the research
- Please do not use acronym.
- Coined words, if any, are allowed but these should be defined as contextualized in the study (e.g. as teaching technique, theory).
- Format: Title case (centered, boldface, uppercase and lowercase heading; use inverted triangle if necessary)

Researcher's/s' name

- First Name/ Middle Name/Last Name

Institutional affiliation

- Name of School/Office
- School Address/Office Address
- Schools Division Office

***Action/Basic Research Proposal/Final
Month and Year Conducted***

Abstract (separate page)

- It should be 150-250 words.
- This is a concise summary that enables readers to quickly assess the contents and direction of the paper. The abstract concisely describes the topic/purpose/scope, methods, principal findings and the conclusions.
- Include key words relative to the study.

Acknowledgment

Table of Contents

Table of Contents

Page

Introduction and Rationale.....	5
---------------------------------	---

Introduction and Rationale

- Include the rationale for the research and relevant social, policy, or practice context of 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.
- Set the tone of the paper by clearly narrating the problem(s)/gap(s)/issue(s)/ being identified or observed in the actual classroom setting or workplace.
- Likewise, present literature gaps (confirmed and negated results or recommendations) to validate that your topic is researchable.
- Communicate precisely the general purpose or significance of the research paper.

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 fulfill.
- Do not overstate literature as we are only given limited pages for the entire study. Hence, provide only sufficient literature necessary to support your study.

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.
- State the general and specific objectives of the study.
- State your problems in question form.
- Indicate the null hypothesis, as needed.

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.
- Contains details of how the research will be conducted.
- Disregard the introduction such as “This section describes the methods used in the study...”. Obviously it is implied with the heading and subheadings alone.

Research Methodology

- Contains details of how the research will be conducted.
- Disregard the introduction such as “This section describes the methods used in the study...”. Obviously it is implied with the heading and subheadings alone.

Research Design

- Present and discuss the specific research design
- Basic guidelines in determining the quantitative research design (use other designs as applicable to the research) :
 - Descriptive comparative – if you want to know the “difference” of variables
 - Descriptive correlation – if you want to know the “relationship” of variables
 - Descriptive predictive – if you want to know the “values or ranks” of each predictors/factors

- Basic guidelines in determining the qualitative research design (De Guzman, 2013). Use other designs as applicable to the research:
 - Narrative study – if focus of study is narrating an interesting story
 - Case study – if focus of study is exploring an in-depth issue
 - Grounded theory – if focus of the study is understanding a process
 - Phenomenology – if focus of the study is revealing the essence or meaning of a phenomenon
- Use of mixed method research design is also encouraged. Please choose appropriate type.

Participants and/or other Sources of Data and Information

- Details should be provided about who will participate in the research: number of people and characteristics of those who will participate in the research; and how will the sample be selected and recruited.
- State actual acceptable sampling over total population in the locale of your study. If you intend to get overall population, so be it.
- Secondary data (e.g. grades, health records, anecdotal data)
- Include sampling scheme in table format (Refer to Table Presentation on page 28 for sampling scheme template)
- For qualitative, select your participants accordingly (De Guzman, 2013):
 - Narrative study: 1-2 only
 - Case study: 1 to multiple
 - Grounded theory: 20 or more
 - Phenomenology: 3-13

Sampling

- Details should be provided about who will participate in the research: number of people and characteristics of those who will participate in the research; and how will the sample be selected and recruited.
- State actual acceptable sampling over total population in the locale of your study. You may also use the total population.
- Include sampling scheme in table format (Refer to Table Presentations for sampling scheme template)
- Include the sampling technique used preferably scientific/probability sampling. For qualitative, select your participants accordingly (De Guzman, 2013):
 - Narrative study: 1-2 only
 - Case study: 1 to multiple
 - Grounded theory: 20 or more
 - Phenomenology: 3-13

Data Collection

- The various instruments and procedures for data collection should be outlined and extensively discussed.
- For the procedures, narrate explicitly what you will do in your research.
- For the instrumentation, describe your tool. What is the level of measurement (Nominal, Ordinal, Interval, Ratio)? Will you use Likert scale? Interview schedule?
- Describe the validity and reliability of your data gathering instrument/tool
- Attach data gathering tool

Plan for Data Analysis

- Indicate 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.
- If quantitative research using inferential statistics, include in the plan for data analysis (proposal paper) the discussion on possible use of parametric and non-parametric tests depending on the data which will be gathered. In the final paper, specify the actual treatment being employed in the research.
- Basic guidelines in determining the statistical treatment for quantitative research:
 - Descriptive comparative – use t-test if you want to measure “significant difference” of two (2) variables; analysis of variance (ANOVA) if three (3) variables where population is normally distributed, and its counterpart if normality assumption was not met. Choose appropriate mean comparison tests based on your variables
 - Descriptive correlation – use Pearson Product Moment Correlation (for normally distributed population) and Spearman Rank (if normality assumption was not met) if you want to measure the “relationship” of variables
 - Descriptive predictive – may use Regression if you want to determine the “predictive model” and to determine if your identified factors are contributory to your dependent variable/s
 - Descriptive – use mean, frequency distribution, etc. if you want to assess specific variables only
- Basic guidelines in the analysis of data for qualitative research (De Guzman, 2013):
 - Narrative study – story is presented through generalization
 - Case study – issue is presented with lessons learned
 - Grounded theory – process is presented with a theory
 - Phenomenology – essence or meaning of a phenomenon is presented with a collective description

Ethical Issues

- Identify ethical concerns that could possibly emanate from the conduct of the research, and elaborately discuss 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; secure free prior and informed consent from respondent; issues of confidentiality and anonymity; written approval for use of materials with copyright (e.g. secondary data sets, data collection tools).
- Likewise, include the briefing and debriefing mechanisms.

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).

Cost Estimates

- For BERF, include 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.

Results and Discussion

- For quantitative study, present as subheading the results of the study based on your statement of the problems.
- For qualitative study, present your themes (if any) as your subheadings.
- Observe the following major contents in this part: discussion (D), corroboration (C), and implication (I).
- Follow formatting of tables and figures of the APA (2010, pp. 127-167).

Conclusion and Recommendation

- For the conclusion: restate the overall findings/results of the research based on the research questions. State in paragraph form.
- For the recommendations, enumerate the recommendation/s based on the major implications of the study.

Plans for Dissemination and Advocacy/

Dissemination and Advocacy Plans

- Indicate how the results of the research will be cascaded to the intended user of the research findings (i.e. presentation in conferences, LAC sessions, INSET, brochures, publications).

References

- Using APA referencing, provide in text of work and reference list consistently and accurately

Financial Report

ACTION RESEARCH

Title Page (separate page with running head)

Title

- Utmost 12 words; may include the 13th word to complete the thought/idea
- Reflect the general emphasis of the research
- Please do not use acronym.
- Coined words, if any, are allowed but these should be defined as contextualized in the study (e.g. as teaching technique, theory).
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Researcher's/s' name

- First Name/ Middle Name/Last Name

Institutional affiliation

- Name of School/Office
- School Address/Office Address
- Schools Division Office

Action/Basic Research Proposal/Final *Month and Year Conducted*

Abstract (separate page)

- Italicized, single-spaced
- It should be of 150-250 words
- Concise summary that enables readers to quickly assess the contents and direction of the paper. The abstract concisely describes the topic/purpose/scope, methods, principal findings and the conclusions.
- Include key words relative to the study.
- Includes the following: title, researcher/s, school/office, and date.

Acknowledgment

Table of Contents

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.
- Set the tone of the paper by clearly narrating the problem(s)/gap(s)/issue(s)/ being identified or observed in the actual classroom setting or workplace.
- Likewise, present literature gaps (confirmed and negated results or recommendations) to validate that your topic is researchable.
- Communicate precisely the general purpose or significance of the research paper.

Action 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.
- State the general and specific objectives of the study.
- State your problems in question form.
- Indicate the null hypothesis, as needed.

Proposed Innovation, Intervention, and Strategy

- Introduction of new idea, device or method used/ introduction of something new; intervention or strategy
- Description, implementation and evaluation of the innovation, intervention or strategy used
- State the theoretical framework, support, or related literatures of the intervention

Action Research Methods

- Contains details of how the research will be conducted.
- Disregard the introduction such as “This section describes the methods used in the study...”. Obviously it is implied with the heading and subheadings alone.

Research Design

- Present and discuss the specific research design
- Basic guidelines in determining the quantitative research design (use other designs as applicable to the research) :
 - Descriptive comparative – if you want to know the “difference” of variables
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 - Phenomenology – if focus of the study is revealing the essence or meaning of a phenomenon
- Use of mixed method research design is also encouraged. Please choose appropriate type.

Participants and/or other Sources of Data and Information

- Details should be provided about who will participate in the research: number of people and characteristics of those who will participate in the research; and how will the sample be selected and recruited.
- State actual acceptable sampling over total population in the locale of your study. If you intend to get overall population, so be it.
- Secondary data (e.g. grades, health records, anecdotal data)
- Include sampling scheme in table format (Refer to Table Presentations for sampling scheme template)
- For qualitative, select your participants accordingly (De Guzman, 2013):
 - Narrative study: 1-2 only
 - Case study: 1 to multiple
 - Grounded theory: 20 or more
 - Phenomenology: 3-13

Data Gathering Methods

- The various instruments and procedures for data collection should be outlined and extensively discussed.
- For the procedures, narrate explicitly what you will do in your research.
- For the instrumentation, describe your tool. What is the level of measurement? Will you use Likert scale? Interview schedule?

Data Analysis Plan/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.
- If quantitative research using inferential statistics, include in the plan for data analysis (proposal paper) the discussion on possible use of parametric and non-parametric tests depending on the data which will be gathered. In the final paper, specify the actual treatment being employed in the research.
- Basic guidelines in determining the statistical treatment for quantitative research:
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- Descriptive correlation – use Pearson Product Moment Correlation (for normally distributed population) and Spearman Rank (if normality assumption was not met) if you want to measure the “relationship” of variables
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- Likewise, include the briefing and debriefing mechanisms.

Action Research Work Plan And Timelines

- Contains the research timelines — when will the project begin and how long will it take for it to be completed; includes time estimates for each step in the research process (e.g. 5 days, 2 weeks).

Cost Estimates

- For BERF, include 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.

Discussion of Results and Reflection

- For quantitative study, present as subheading the results of the study based on the statement of the problems.
- For qualitative study, present themes (if any) as subheadings.
- Observe the following major contents in this part: discussion (D), corroboration (C), and implication (I).
- Follow formatting of tables and figures of the APA (2010, pp. 127-167).

Conclusion and Recommendation

- For the conclusion: restates the overall findings/results of the research based on the research questions.
- For the recommendations, enumerate the recommendation/s based on the major implications of the study.

Plans for Dissemination and Utilization/Action Plan

- Indicate how the results of the action will be utilized.
- For action template, refer to Annex A

References

- Using APA referencing, provide in text of work and reference list consistently and accurately (APA (2010, pp. 180-224).

Financial Report

Appendices

SUMMARY TEMPLATE

BASIC RESEARCH	
PROPOSAL	FINAL PAPER
Title Page	Title Page
Table of Contents	Abstract
Introduction and Rationale	Acknowledgement
Literature Review	Table of Contents
Research Questions	Introduction of the Research
Scope and Limitations	Literature Review
Research Methodology	Research Questions
Research Design	
Sampling	
Data Collection	
Plan for Data Analysis	
Ethical Issues	
Time Table / Gantt Chart	
Cost Estimates	Research Methodology
	Research Design
	Sampling
	Data Collection
	Data Analysis
	Ethical Issues
Plans for Dissemination and Advocacy	Results and Discussion
References	Conclusion and Recommendation
	Dissemination and Advocacy Plans
	References
	Financial Report
	Appendices
Appendices	

ACTION RESEARCH	
PROPOSAL	FINAL PAPER
Title Page	Title Page
Table of Contents	Abstract
Context and Rationale	Acknowledgement
Action Research Questions	Table of Contents
Proposed Innovation, Intervention, and Strategy	Context and Rationale
Action Research Methods	Action Research Questions
Research Design	
Participants and/or other Sources of Data and Information	
Data Gathering Methods	
Data Analysis Plan	
Ethical Issues	
Action Research Work Plan and Timelines	Innovation, Intervention, and Strategy
Cost Estimates	Action Research Methods
	Participants and/or other Sources of Data and Information
	Data Gathering Methods
	Data Analysis
	Ethical Issues
Plans for Dissemination and Utilization	Discussion of Results and Reflection
References	Conclusion and Recommendation
	Action Plan
	References
	Financial Report
	Appendices
Appendices	

OVERVIEW OF HEADINGS AND SUBHEADINGS

Basic Research (Proposal)

Table of Contents

(First level, Centered, Boldface, Uppercase and Lowercase Heading)

Introduction and Rationale

Literature Review

Research Questions

Scope and Limitations

Research Methodology

Research Design (Flush Left, Boldface, Uppercase and Lowercase Heading)

Sampling

Data Collection

Plan for Data Analysis

Ethical Issues

Time Table/Gantt Chart

Cost Estimates

Plans for Dissemination and Advocacy

References

Appendices

Basic Research (Final)

Abstract

Acknowledgement

Table of Contents

(First level, Centered, Boldface, Uppercase and Lowercase Heading)

Introduction of the Research

Literature Review

Research Questions

Scope and Limitations

Research Methodology

Research Design (Flush Left, Boldface, Uppercase and Lowercase Heading)

Sampling

Data Collection

Plan for Data Analysis

Ethical Issues

Results and Discussion

Conclusion and Recommendation

Dissemination and Advocacy Plans

References

Financial Report

Appendices

Action Research (Proposal)

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(First level, Centered, Boldface, Uppercase and Lowercase Heading)

Context and Rationale

Action Research Questions

Proposed Innovation, Intervention, and Strategy

Action Research Methods

Research Design (Flush Left, Boldface, Uppercase and Lowercase Heading)

Participants and/or other Sources of Data and Information

Data Gathering Methods

Data Analysis Plan

Ethical Issues

Action Research Work Plan and Timelines

Cost Estimates

Plans for Dissemination and Utilization

References

Appendices

Action Research (Final)

Abstract

Acknowledgement

Table of Contents

(First level, Centered, Boldface, Uppercase and Lowercase Heading)

Context and Rationale

Action Research Questions

Innovation, Intervention, and Strategy

Action Research Methods

Research Design (Flush Left, Boldface, Uppercase and Lowercase Heading)

Participants and/or Other Sources of Data Information

Data Gathering Methods

Data Analysis

Ethical Issues

Discussion of Results and Reflection

Conclusion and Recommendation

Action Plan

References

Financial Report

Appendices

DISSEMINATION AND UTILIZATION

(DepEd Order 16, s. 2017)

Dissemination and utilization of research results are crucial in the achievement of learning outcomes, and improve teaching-learning and governance processes in schools, SDOs, ROS, and CO.

Research managers, in collaboration with the researchers, will take measures to ensure the dissemination and utilization of research results in various settings across governance levels. Further, researchers will disseminate and discuss their research results and recommendations in the area/office/governance level where the study was conducted, preferably attended by the respondents. Research managers will provide a venue to actively disseminate results from completed research studies, and encourage everyone to analyze, consider, and incorporate these results in their practices.

The region and division may organize research conferences, research forums, and policy forums to gather education researchers to share their research findings, gather new inputs and research ideas, and discuss policy options based on research results. Further, research managers may also publish research journals and bulletins for wider dissemination, and as a potential archival mechanism for completed research.

In addition, the region and division may utilize completed researches to improve learning outcomes and governance processes in their respective areas. Evidence should be heavily used in the development of policies, frameworks, programs, and projects; strategic, operational, and mid-term plans; training programs; and instructional materials, to mention a few governance strategies.

With full support of school heads, teachers will disseminate and utilize their research through existing mechanisms such as, but not limited to, the following venues: Learning Action Cells (LACs). The LAC sessions may be maximized by sharing the results of ongoing and/or completed research. These may serve as input for teachers in their respective teaching-learning strategies.

- In-Service Training (INSET). The training design may include discussions on research results and how these can be utilized School Governing Council (SGC). Research results and proposed actions can be presented during school planning and monitoring activities.
- Enhanced School Improvement Plan (eSIP) | Annual Implementation Plan (AIP) - research results may be incorporated in the SIP. School planning activities may bring forth possible research topics. These may also be plotted as research initiatives in the SIP and AIP.
- School Report Card (SRC). Interventions made as a result of action results may be included in the SRC.

CERTIFICATE OF UTILIZATION AND ADOPTION OF RESEARCH

Requirements in requesting for certificate of utilization and adoption of approved and conducted research papers for ranking, awards, and other purposes, please follow below instructions:

1. Submit to SGOD-PRS all means of verifications such as school/division memorandum, pictures, attendance sheets, list of teachers/personnel who utilized and adopted the research results/recommendations, and other documents for references.
2. Once verified, SGOD-PRS to prepare the Certificate of Utilization and Adoption to be signed by the Schools Division Superintendent.

CODE OF CONDUCT

A. RESEARCHERS

1. Observe confidentiality. Use codes/pseudonyms to safeguard the identities of your respondents.
2. Follow the research workflow.
3. Conduct your action/basic research not for compliance sake but as your contribution to sustain or elevate human dignity.
4. Remain objective. Never ever manipulate the data being gathered. Findings that are non-significant under p-value are significant in its sense.
5. No plagiarism nor self-plagiarism please! Craft an original manuscript. Remember: Integrity of research matters.
6. Believe in yourself! Go ahead, everyone can do research!

B. DIVISION RESEARCH TECHNICAL WORKING COMMITTEE (TWC) / SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC)

1. Respect the writer/researcher at all times.
2. Constructive feedbacks promote esteem while sarcasm over the paper possibly create ripple of discouragements to writers/researchers and the whole research environment.
3. Let us develop a positive sense of communal goal towards research-oriented educational practices and policies!

For other research ethics, please refer to DepEd Order No. 16, s. 2017.

FUNCTIONS OF THE KEY PERSONS INVOLVED

Division Research Coordinator

1. Receives the research proposal from the Researcher/School Head/School Research Coordinator
2. Reviews the paper
3. Countersigns before the recommending approval of the Chairman of the Schools Division Research Committee (SDRC).

Baguio City Division Research Technical Working Committee (TWC)

1. Facilitates the panel review sessions from the proposal to the final paper together with the SRC on official business.
2. The two (2) or more (depending of the research topic) TWC members shall sign in the Division level both on the cover and approval pages, respectively immediately after the panel review session.

Schools Division Research Committee (SDRC) for Basic Education Research Fund (BERF)

1. The Members shall review the paper.
2. The Co-chair (Chief, Schools Governance and Operations Division for governance and administrative matters or Chief, Curriculum Implementation Division for curriculum matters) shall assess the paper using the research rubrics as indicated in DepEd Order 16, s. 2017.
3. The Chair shall review the paper and recommend for approval to the Schools Division Superintendent (SDS).

TRACKING FORMS



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

QUALITY FORMS	Document Code: QF-SGOD-PR-018 Revision: 03 Effectivity date: 05-12-2022
Title: Research Tracking Form Proposal (Division Level)	Name of Office: Schools Governance and Operations Division-Planning and Research

Tracking Number: _____

Agenda: _____

Name: _____

Instructions: Please follow the steps stated in this form. Kindly indicate any comment under remarks.

STEP	ACTIVITY	KEY PERFORMANCE METRIC (KPM) (Number of days required to complete the step on ideal situation)	PERSON/S RESPONSIBLE/	SIGNATURE OVER PRINTED /DATE
1	Submit the research proposal to the Records Section, Division Office	5 minutes	Researcher/ Proponent	
2	Receive and categorize research Paper proposal based on agenda (Return to proponent, if not complete)	15 minutes	Schools Division Research Committee (SDRC) Secretariat	
3	Schedule for proposal presentation to panel across research agenda for evaluation	15 minutes	Schools Division Research Committee (SDRC) Secretariat	
4	Conduct of proposal presentation to panel across research agenda for evaluation (return to proponent, if for revision)	1 day	Schools Division Research Technical Working Group/ Panel	
5	Submit for approval of the research proposal paper	2 minutes	Schools Division Research Committee (SDRC) Secretariat	

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 Website: www.depedpaics.com | Facebook Page: [facebook.com/DepEdTayalBaguioCity](https://www.facebook.com/DepEdTayalBaguioCity)

ISO 9001:2015 Certified
 Quality Management System
 I-Net No. 15-2260-006
 Issued on 12/27/2019



Republic of the Philippines
Department of Education
Cordillera Administrative Region

SCHOOLS DIVISION OFFICE OF BAGUIO CITY

QUALITY FORMS	Document Code: QF-SGOD-PR-018 Revision: 03 Effectivity date: 05-12-2022
Title: Research Tracking Form Proposal (Division Level)	Name of Office: Schools Governance and Operations Division-Planning and Research

6	Return paper for research implementation	5 minutes	Schools Division Research Committee (SDRC) Secretariat
---	--	-----------	--

<p>Note: Please arrange according to the checklist of documentary requirements for submission at the SDO Proper as follows:</p> <p>For Non BERF</p> <ul style="list-style-type: none"> <input type="checkbox"/> Research Tracking Form <input type="checkbox"/> Cover Page (Proposal) <input type="checkbox"/> Research Proposal Application Form <input type="checkbox"/> Declaration of Anti-Plagiarism and Absence of Conflict of Interest <input type="checkbox"/> Basic/Action Research Review Form A (Proposal) <input type="checkbox"/> Research Manuscript 	<p>Note: Please arrange according to the checklist of documentary requirements for submission at the SDO Proper as follows:</p> <p>For BERF</p> <ul style="list-style-type: none"> <input type="checkbox"/> Certification (No pending administrative case) <input type="checkbox"/> Cover Page (Proposal) <input type="checkbox"/> Letter of Approval / Disapproval <input type="checkbox"/> Research Tracking Form <input type="checkbox"/> Research Proposal Application Form <input type="checkbox"/> Declaration of Anti-Plagiarism and Absence of Conflict of Interest <input type="checkbox"/> Basic/Action Research Review Form A (Proposal) <input type="checkbox"/> Research Manuscript
---	---



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

QUALITY FORMS	Document Code: QF-SGOD-PR-018 Revision: 03 Effectivity date: 05-12-2022
Title: Research Tracking Form Final (Division Level)	Name of Office: Schools Governance and Operations Division-Planning and Research

5	Submit for approval of the final research paper	2 mins	Schools Division Research Committee (SDRC) Secretariat	
6	Log research final paper, scan for archiving, and return to the proponent	15 mins	Schools Division Research Committee (SDRC) Secretariat	

<p>Note: Please arrange according to the checklist of documentary requirements for submission at the SDO Proper as follows:</p> <p>For Non BERE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Research Tracking Form <input type="checkbox"/> Cover Page (Final) <input type="checkbox"/> Research Proposal Application Form <input type="checkbox"/> Declaration of Anti-Plagiarism and Absence of Conflict of Interest <input type="checkbox"/> Action/ Basic Research Review Form A (Final) <input type="checkbox"/> Research Manuscript 	<p>Note: Please arrange according to the checklist of documentary requirements for submission at the SDO Proper as follows:</p> <p>For BERE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Certification (No pending administrative case) <input type="checkbox"/> Cover Page (Final) <input type="checkbox"/> Letter of Approval / Disapproval <input type="checkbox"/> Research Tracking Form <input type="checkbox"/> Research Proposal Application Form <input type="checkbox"/> Declaration of Anti-Plagiarism and Absence of Conflict of Interest <input type="checkbox"/> Action/ Basic Research Review Form A (Final) <input type="checkbox"/> Research Manuscript
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Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

QUALITY FORMS	Document Code: QF-SGOD-PR-018 Revision: 03 Effectivity date: 05-12-2022
Title: Research Tracking Form Final (Division Level)	Name of Office: Schools Governance and Operations Division Planning and Research

Tracking Number: _____ **Agenda:** _____
Name: _____

Instructions: Please follow the steps stated in this form. Kindly indicate any comment under remarks.



STEP	ACTIVITY	KEY PERFORMANCE METRIC (KPM) (Number of days required to complete the step on ideal situation)	PERSON/S RESPONSIBLE/	SIGNATURE OVER PRINTED NAME/DATE/TIME
1	Submit the final research to Records Section, Division Office	5 minutes	Researcher / Proponent	
2	Received and categorize final research paper based on agenda (Return to proponent, if not complete)	15 minutes	Schools Division Research Committee (SDRC) Secretariat	
3	Schedule and coordinate for final research presentation to panel across research agenda for evaluation	15 minutes	Schools Division Research Committee (SDRC) Secretariat	
4	Conduct of final paper presentation to panel across research agenda for evaluation (return to proponent, if for revision)	1 day	Schools Division Research Technical Working Group/ Panel	



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 Issued on 12/27/2019

RESEARCH PROPOSAL APPLICATION FORM



Republic of the Philippines
Department of Education
Cordillera Administrative Region

SCHOOLS DIVISION OFFICE OF BAGUIO CITY

QUALITY FORMS	Document Code: QF-SGOD-PR-014 Revision: 01 Effectivity date: 11-25-2020
Title: Research Application Form	Name of Office: Schools Governance and Operations Division-Planning and Research

Tracking Number: _____

A. RESEARCH INFORMATION

TITLE: PLEASE WRITE YOUR RESEARCH TITLE HERE	
SHORT DESCRIPTION OF THE RESEARCH:	
RESEARCH CATEGORY (check only one) <input type="checkbox"/> National <input type="checkbox"/> Region <input type="checkbox"/> Schools Division <input type="checkbox"/> District <input type="checkbox"/> School (Check only one) <input type="checkbox"/> Action Research <input type="checkbox"/> Basic Research	RESEARCH AGENDA CATEGORY (check only one main research theme) <input type="checkbox"/> Teaching and Learning <input type="checkbox"/> Child Protection <input type="checkbox"/> Human Resource Development <input type="checkbox"/> Governance (Check up to one cross-cutting theme, if applicable) <input type="checkbox"/> DRRM <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education <input type="checkbox"/> Others (please specify): _____
FUND SOURCE (e.g. BERF, SEF, others)* PERSONAL	AMOUNT:
TOTAL AMOUNT	

**Indicate also if proponent will use personal funds*



Republic of the Philippines
Department of Education
Cordillera Administrative Region

SCHOOLS DIVISION OFFICE OF BAGUIO CITY

QUALITY FORMS	Document Code: QF-SGOD-PR-014 Revision: 01 Effectivity date: 11-25-2020
Title: Research Application Form	Name of Office: Schools Governance and Operations Division-Planning and Research

B. PROPONENT INFORMATION

LEAD PROPONENT / INDIVIDUAL PROPONENT

LAST NAME: MY LAST NAME	FIRST NAME: MY FIRST NAME	MIDDLE NAME: MY MIDDLE NAME
BIRTHDATE: 10/22/1990	SEX: MALE	POSITION/DESIGNATION: TEACHER III
REGION / DIVISION / SCHOOL (whichever is applicable) MY SCHOOL		
CONTACT NUMBER 1: 091XXXXXXX	CONTACT NUMBER 2: 090XXXXXXX	EMAIL ADDRESS: myemail@deped.gov.ph
EDUCATIONAL ATTAINMENT (DEGREE TITLE) enumerates from bachelor's degree up to doctorate degree	TITLE OF THESIS / RELATED RESEARCH PROJECT	
Bachelor in Elementary Education (BEEd)		
Master of Arts in Administration and Supervision (MAAS)		
SIGNATURE OF PROPONENT:		



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region

SCHOOLS DIVISION OFFICE OF BAGUIO CITY

QUALITY FORMS	Document Code: QF-SGOD-PR-014 Revision: 01 Effectivity date: 11-25-2020
Title: Research Application Form	Name of Office: Schools Governance and Operations Division-Planning and Research

IMMEDIATE SUPERVISOR'S CONFORME

I hereby endorse the attached research study. I certify that the proponent has the capacity to implement a research study without compromising his office functions.

 Name and Signature of Immediate Supervisor
 Position/Designation: PSDS- District X
 Date: _____

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COVER PAGES



Republic of the Philippines
Department of Education
Cordillera Administrative Region

SCHOOLS DIVISION OFFICE OF BAGUIO CITY

QUALITY FORMS	Document Code: QF-SGOD-PR-012 Revision: 01 Effectivity date: 12 May 2022
Title: RESEARCH COVER PAGE (FINAL)	Name of Office: Schools Governance and Operations Division-Planning and Research

Tracking Number: _____
NAME OF RESEARCHER: _____
RESEARCH TITLE: _____
IMPLEMENTATION SCHOOL YEAR: _____

Immediate Supervisor:
 Endorsed by:

_____ *School Head/Immediate Supervisor* Date: _____

Division Focal Person based on Agenda and Division Research Technical Working Committee (TWC):
 Reviewed by:

_____ *Focal Person* _____ *TWG Member*
 Date: _____ Date: _____

Schools Division Research Committee:
 Endorsed by:

_____ *Member* _____ *Member*
 Date: _____ Date: _____
Date: _____

_____ *Co-chairperson (CID Chief or SGOD Chief)*

Recommending approval/ Chairperson: _____ *Approved:* _____

CHRISTOPHER C. BENIGNO, PhD
Assistant Schools Division Superintendent
 Date: _____

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent
 Date: _____

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DECLARATIONS OF ANTI-PLAGIARISM AND ABSENCE OF CONFLICT OF INTEREST



Republic of the Philippines
Department of Education
Cordillera Administrative Region

SCHOOLS DIVISION OFFICE OF BAGUIO CITY

QUALITY FORMS	Document Code: QF-SGOD-PR-015 Revision: 01 Effectivity date: 11-25-2020
Title: Declaration of Anti-Plagiarism and Absence of Conflict of Interest	Name of Office: Schools Governance and Operations Division-Planning and Research

DECLARATION OF ANTI-PLAGIARISM

1. I, _____, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some part of their work without proper acknowledgment and referencing.
2. I hereby attest to the originality of this research proposal and has cited properly all the references used. I further commit that all deliverables and the final research study emanating from this proposal shall be of original content. I shall use appropriate citations in referencing other works from various sources.
3. I understand that violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education and (insert grant mechanism).

PROONENT: _____
SIGNATURE: _____
DATE: _____

(Add additional proponent, if any)

DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

1. I, _____, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my judgment in evaluating, conducting, or reporting research.
2. I hereby declare that I do not have any personal conflict of interest that may arise from my application and submission of my research proposal. I understand that my research proposal may be returned to me if found out that there is conflict of interest during the initial screening as per (insert RMG provision).
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my research, I will duly report it to the research committee for immediate action.
4. I understand that I may be held accountable by the Department of Education and (insert grant mechanism) for any conflict of interest which I have intentionally concealed.

PROPONENT: _____
SIGNATURE: _____
DATE: _____
(Add additional proponent, if any)

Note: Specified template based on DepEd Order No. 16, s. 2017

QF Page 2 of 2

SAMPLE TITLE PAGE

Inclusive Education in the Intermediate Grades

i

Running Head

Inclusive Education Practices in the Schools Division Office of Baguio City

Reynalyn Tayawa-Padsoyan
Senior Education Program Specialist
Schools Governance and Operations Division
Planning and Research Section
Schools Division Office of Baguio City

Action/Basic Research Proposal/Final

Please indicate whether
Action or Basic and
Proposal or Final

Month and year submitted to
Division Office

~~January 2018~~

*Note: Specified template from the Policy, Planning, and Research Division (PPRD)
Regional Office as of June 2022*

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Note: Specified template from the Policy, Planning, and Research Division (PPRD) Regional Office

SAMPLE ABSTRACT

Abstract

The universal widespread of literatures on inclusion indicates how extensive the recognition it has undergone as a significant educational framework. However, the lack of related studies in the Philippines prompted this research to find among intermediate pupils and teachers their perceived level of inclusive learning practices in the country along three factors, namely: learners, teachers, and process. The study significantly aimed to recommend an appropriate plan of actions to enhance the prevailing teaching and learning practices. It utilized the sequential explanatory design by initially employing the quantitative method using an adapted tool, the Index for Inclusive Practices towards developing learning and participation in schools. Findings of the quantitative phase were substantiated through the qualitative phase using the interview method to parents, administrators, and the division education supervisor in-charge in inclusive education. The overall findings of the study revealed that the inclusive learning practices are always practiced in championing learning as the core essence of teaching- learning processes. The onset of gaps from the study conveyed critical attention in the “hidden curriculum” by sensitively processing the lived experiences of each learner. This is unfolded with an emphasis on the teaching of critical thinking, discipline and mutual respect among learners of which the educational community should sustainably support.

Keywords: inclusive education, inclusive learning practices, teaching-learning process, critical thinking, educational community, hidden curriculum

*Note: Modified template from the Policy, Planning, and Research Division (PPRD)
Regional Office*

SAMPLE FORMATTING OF MAIN PARTS

Inclusive Education Practices

Running Head

1

Introduction and Rationale



1 double-spaced line

The universal widespread of literatures on inclusion indicates how extensive the recognition it has undergone as a significant educational framework. However, the lack of related studies in the Philippines prompted this research to find among intermediate pupils and teachers their perceived level of inclusive learning practices in the country along three factors, namely: learners, teachers, and process. The study significantly aimed to recommend an appropriate plan of actions to enhance the prevailing teaching and learning practices.

Align left



1 double-spaced line

Literature Review



1 double-spaced line

Note: Specified template from the Policy, Planning, and Research Division (PPRD)

Regional Office

SAMPLE COST ESTIMATES

A. Supplies and Materials					
Activity	Item	Unit	Quantity	Estimated Cost	Total
Preparation of Research Papers, Instructional Materials/Worksheets, and other documents	A4 Bond Paper	ream	5	150.00	750.00
	A4 Folder Tagboard with fastener	pc	20	10.00	200.00
	Printer Ink Black	bottle	6	300.00	1,800.00
	Printer Ink Cyan	bottle	2	300.00	600.00
	Printer Ink Magenta	bottle	2	300.00	600.00
	Printer Ink Yellow	bottle	2	300.00	600.00
	Cartolina	pc	10	10.00	100.00
	Colored pens	packs	5	30.00	150.00
	Colored paper short	ream	3	150.00	450.00
	Oil pastel	box	5	150.00	750.00
B. Domestic Travel Expenses					
Coaching / TA for the finalization of the research paper	Aguid ES, Sagada Mt. Province to RO	Back & Forth	1	440.00	440.00
Orientation and Signing of MOA	Aguid ES, Sagada Mt. Province to RO	Back & Forth	1	440.00	440.00
Submission of deliverables	Aguid ES, Sagada Mt. Province to RO	Back & Forth			
	1st deliverables		1	440.00	440.00
	last deliverables		1	440.00	440.00
C. Food and other incurred expenses during the conduct of research					
Coaching / TA for the finalization of the research paper	Aguid ES, Sagada Mt. Province to RO	meal/s	3	100.00	300.00
Orientation and Signing of MOA	Aguid ES, Sagada Mt. Province to RO	meal/s	3	100.00	300.00
Submission of deliverables	Aguid ES, Sagada Mt. Province to RO	meal/s	3	100.00	300.00
Snacks of learners during implementation of the study	Snacks	pax	25	50.00	1,250.00
D. Reproduction, Printing, and Binding Cost					
Photocopy of worksheets / pretest	5 pages x .50 cents	set	25	2.50	62.50
E. Communication Expenses					
During Implimentation and Preparation of Research papers and other documents	Cellphone Load		3	300.00	900.00
	Internet Load		3	300.00	900.00
F. Other Expenses					
Coaching / TA for the finalization of the research paper	Accomodation		1	400.00	400.00
Orientation and Signing of MOA	Accomodation		1	400.00	400.00
Submission of deliverables (2)	Accomodation		2	400.00	800.00
Total Amount:					13,372.50

Note: Specified template from the Policy, Planning, and Research Division (PPRD) Regional Office. Actual file will be shared to schools.

SAMPLE FINANCIAL REPORT

A. Supplies and Materials						
Activity	Item	Unit	Quantity	Estimated Cost	Total estimated cost	ACTUAL COST
Implementation of the study and Preparation of Research Papers, Instructional Materials/Worksheets, and other documents	A4 Bond Paper	ream	10	150.00	1,500.00	
	A4 Folder Tagboard with fastener	pc	20	10.00	200.00	
	Printer Ink Black	bottle	6	300.00	1,800.00	
	Printer Ink Cyan	bottle	3	300.00	900.00	
	Printer Ink Magenta	bottle	3	300.00	900.00	
	Printer Ink Yellow	bottle	3	300.00	900.00	
	Cartolina	pc	10	10.00	100.00	
	Colored pens	packs	5	30.00	150.00	
	Colored paper short	ream	3	150.00	450.00	
	Oil pastel	box	5	150.00	750.00	
B. Domestic Travel Expenses						
Coaching / TA for the finalization of the research paper	Aguid ES, Sagada Mt. Province to RO	Back & Forth	1	440.00	440.00	
Orientation and Signing of MOA	Aguid ES, Sagada Mt. Province to RO	Back & Forth	1	440.00	440.00	
Submission of deliverables	Aguid ES, Sagada Mt. Province to RO	Back & Forth				
	1st deliverables		1	440.00	440.00	
	last deliverables		1	440.00	440.00	
C. Food and other incurred expenses during the conduct of research						
Coaching / TA for the finalization of the research paper	Aguid ES, Sagada Mt. Province to RO	meal/s	3	100.00	300.00	
Orientation and Signing of MOA	Aguid ES, Sagada Mt. Province to RO	meal/s	3	100.00	300.00	
Submission of 1st deliverables	Aguid ES, Sagada Mt. Province to RO	meal/s	3	100.00	300.00	
Submission of last deliverables	Aguid ES, Sagada Mt. Province to RO	meal/s	3	100.00	300.00	
Snacks of learners during implementation of the study	Snacks	pax	25	50.00	1,250.00	
D. Reproduction, Printing, and Binding Cost						
Photocopy of worksheets / pretest	5 pages x .50 cents	set	25	2.50	62.50	
E. Communication Expenses						
During Implimentation and Preparation of Research papers and other documents	Cellphone Load		3	300.00	900.00	
	Internet Load		3	300.00	900.00	
F. Other Expenses						
Coaching / TA for the finalization of the research paper	Accomodation		1	400.00	400.00	
Orientation and Signing of MOA	Accomodation		1	400.00	400.00	
Submission of deliverables (2)	Accomodation		2	400.00	800.00	
Total Amount:					15,322.50	

SAMPLE WORK FINANCIAL PLAN

Department of Education
COPILIP ADMINISTRATIVE REGION
 Schools Division Office - **EE-QUESET**
WORK AND FINANCIAL PLAN FOR ACTION RESEARCH
 July 2017 - May 2018

Title of Research Proposal: _____

Activity	Objectives	Indicator	Target	Key Persons Involved	AMOUNT												Total	Remarks
					2017													
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec		
Acquisition of Supplies and Materials needed for the conduct of study	Purchase of supplies and materials	Package of materials	1	Researcher									1,523				1,523	Printer ink, A4 bond paper, talipon
Reproduction of the Data Gathering Instruments	Reproduction of data gathering instruments	Photocopying of IMs	10sets	Researcher								977.00					977	47 pages of PPT, paper, Pp 25.25/ea
	Coaching at the Classroom	Incidental travels	1	Researcher								40					40	
Submission of documents and other	Orientation and Signing of MOA of approved research proposal	Incidental travels	1	Researcher								40					40	
	Submission of deliverables (1st tranche)	Incidental travels	1	Researcher								40					40	1 copies of research proposal, MOA, IRP and Data Gathering Instruments
	Submission of deliverables (2nd tranche)	Incidental travels	1	Researcher										440			440	Final Report
Implementation of Intervention	Search of learners during the conduct of the study	Snacks	60	Researcher and learners								3,150					3,150	60 snacks @50
Inquiries and/or follow-ups regarding the conduct of research (Communication Expenses during the conduct of the study)	Answer queries regarding the research	answered queries	all queries, if there are any	Researcher									1,800				1,800	Communication expenses
SUB-TOTAL																	9,210.00	

Prepared by: _____
 Researcher

REVIEWED AND APPROVED: Regional Research Review and Evaluation Committee

EDGARDO T. ALOS CAO, Admin	EMILIA M. FAUSTINO CES, CIMD	AGUSTINO B. GUMIPANG, Ph.D. CES, ESSO	LILIA B. GOC-OSAN, Ed.D. CES, ITAD	JENNIFER P. ANDE OIC, HRDO	AIDA L. PAYANG, Ed.D. CES, QAD
ATTY. SEBASTIAN G. TRYABAN CAO, Finance	PRO D. ECUAN, Ed.D. Co-Chairman, CES-PPRD	BETTINA D. AQUINO, CESO IV Chairman, Assistant Regional Director			

Note: Specified template from the Policy, Planning, and Research Division (PPRD) Regional Office. Actual file will be shared to schools.

TABLE PRESENTATIONS

Templates in the Manuscript

A. Sampling Scheme (for multiple samples)

Table 1

(Title)

Respondents	N	n
Grand Total		

B. Likert Scale

Table 1

(Title)

Scale	Descriptive Rating	Descriptive Equivalent

C. Descriptive Research Results (two decimal-point)

Choice 1: Using frequency

Table 1

(Title)

Factors	Frequency (F)
Total	

Choice 2: Using rank

Table 1

(Title)

Factors	Rank (R)

Choice 3: Using mean

Table 1

(Title)

Factors	Mean (M)
Legend :	Descriptive Rating 3.25 – 4.00 2.50 – 3.24 1.75 – 2.49 1.00 – 1.74 Descriptive Equivalence Outstanding Good Needs Improvement Poor

D. Inferential Research Results

Choice 1: Using both the t-computed value and p-value

Table 1

(Title)

Factors	n	Mean	SD	df	t-critical value	t-computed value	p-value
Sex							
Male	2	82.5	1.36	16	2.12	0.79 (absolute value)	0.44 ^{ns}
Female	16	91.25	2.5				

**** significant at 1% level of significance**

*** significant at 5% level of significance**

^{ns} not significant

Table 1

(Title)

Factors	N	Mean	SD	df	critical values	computed values	p-value
Sex							
Male							
Female							
Educational Attainment							
Bachelors							
Masters							
Doctorate							
** significant at 1% level of significance							
* significant at 5% level of significance							
<i>ns</i> not significant							

Table 1

(Title)

Factors	Experiment	Control Group	t-critical values	t-computed values	p-values
	Mean	Mean			
Defining and Identifying Variables					
Relating Variables					
Formulating Sci Questions					
Formulating Hypothesis					
And so on					
** significant at 1% level of significance					
* significant at 5% level of significance					
<i>ns</i> not significant					

Choice 2: Using the t-computed value

Table 1

(Title)

Factors	N	Mean	SD	df	t-critical value	t-computed value
Sex						
Male	2	82.5	1.36	16	2.12	0.785 ^{ns}
Female	16	91.25	2.5			(absolute value)

** significant at 1% level of significance

* significant at 5% level of significance

^{ns} not significant

Choice 3: Using the p – value

Table 1

(Title)

Factors	N	Mean	SD	p-value
Sex	2			
Male	16	82.5	2.25	0.444 ^{ns}
Female		91.25	3.6	

** significant at 1% level of significance

* significant at 5% level of significance

^{ns} not significance

E. Correlation

Table 1

(Title)

Factors	Df	r-critical value	r-computed value	p-value
Aptitude Level vs Stress Level				
gend:				
1.0				Perfect (Positive/Negative) Correlation
0.80 – 0.99				Very Strong (Positive/Negative) Correlation
0.60 – 0.79				Strong (Positive/Negative) Correlation
0.40 – 0.59				Moderate (Positive/Negative) Correlation
0.20 – 0.39				Weak (Positive/Negative) Correlation
0.01 – 0.19				Very Weak (Positive/Negative) Correlation



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QUALITY FORMS	Document Code: QF-SGOD-PR-018 Revision: 03 Effectivity date: 05-12-2022
Title: Research Tracking Form Proposal (Division Level)	Name of Office: Schools Governance and Operations Division-Planning and Research

Tracking Number: _____

Agenda: _____

Name: _____

Instructions: Please follow the steps stated in this form. Kindly indicate any comment under remarks.

STEP	ACTIVITY	KEY PERFORMANCE METRIC (KPM) (Number of days required to complete the step on ideal situation)	PERSON/S RESPONSIBLE/	SIGNATURE OVER PRINTED /DATE
1	Submit the research proposal to the Records Section, Division Office	5 minutes	Researcher/ Proponent	
2	Receive and categorize research Paper proposal based on agenda (Return to proponent, if not complete)	15 minutes	Schools Division Research Committee (SDRC) Secretariat	
3	Reviews the research paper proposal	5 days	Focal Person based on agenda	
4	Reviews the research paper proposal	5 days	Schools Division Research Committee (SDRC) from CID	
5	Reviews the research paper proposal		Schools Division Research Committee (SDRC)- SEPS P&R	





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6	Return research paper proposal for revision	30 days	Researcher	
7	Receive the revised research paper proposal	5 mins	Schools Division Research Committee (SDRC) Secretariat	
5	Submit for approval of the research proposal paper	2 minutes	Schools Division Research Committee (SDRC) Secretariat	
6	Return paper for research implementation	5 minutes	Schools Division Research Committee (SDRC) Secretariat	





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Note: Please arrange according to the checklist of documentary requirements for submission at the SDO Proper as follows:

For Non BERF

- Research Tracking Form
- Cover Page (Proposal)
- Research Proposal Application Form
- Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- Basic/Action Research Review Form A (Proposal)
- Research Manuscript

Note: Please arrange according to the checklist of documentary requirements for submission at the SDO Proper as follows:

For BERF

- Certification (No pending administrative case)
- Cover Page (Proposal)
- Letter of Approval / Disapproval
- Research Tracking Form
- Research Proposal Application Form
- Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- Basic/Action Research Review Form A (Proposal)
- Research Manuscript





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EVALUATION CHECKLIST – BASIC RESEARCH PROPOSAL

Proponent:

Title of proposal:

SDO: _____

Key Elements	Evident	Partially Evident	NOT Evident	Remarks (Comment/Suggestion)
Introduction and Rationale				
- General situation				
- Importance				
- Aim				
- Related Studies				
- Research Gap (literature)				
- Potential Contribution				
Literature Review				
- Aligned with the research question (variables)				
-theoretical/conceptual framework				
Research Questions				
- General aim				
- Specific questions				
Scope and limitation				
- Scope				
- Limitation /s <i>Methodological limitation</i> <i>Data interpretation</i> <i>Scope of the study</i>				
Research Methodology				
Research Design				
- Appropriateness				
Population and/or Sampling				
- <i>Who are the population/ participant?</i>				
- <i>Why choose these population/ samples</i>				
- <i>How many?</i>				





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- How did you select them? – sampling technique				
Data Collection				
- What tool is to be used? Content aligned with the research question.				
- Validation				
- Reliability test				
- Process/ procedure in collecting data				
Plan for Data Analysis				
- Alignment with the research question - Uses quantitative (statistical) and/or qualitative (thematic/content analysis, process tracing) tools that are appropriate to the problem/issue and research design to analyze data.				
Ethical Issues - Permission from management - Voluntary participation - Informed consent - Anonymity - Confidentiality - Potential harm - Results communication				
Timetable / Gantt Chart - sensible timeline indicating plans from commencement right through to submission. - major milestones with specific activities				
Cost Estimates - follow the accounting and auditing rules				
Plans for Dissemination and Advocacy - indicate how the results will be disseminated in a wider community and for a specific group of people, teachers, students, parents, or other stakeholders that may benefit from the findings. - accessible for key stakeholders.				





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- Indicate utilization of research/findings				
References APA 7 th edition				
Appendices				
- data collection instrument				
- letter/s to management				
- consent form				
- assent form				
Others: Specify				

Remarks:

For revision: _____

For approval: _____ (All key elements are evident.)

Note:

Evaluator:

Date: _____

Forms and Styles

Forms and Styles	Evident	Remarks (Comment/Suggestion)
Font		
- Arial		
- Size 11		
Spacing		
- Double space except for tables		
Margins		
- Normal (1 inch - all sides)		
Pagination		
- Upper right corner		
Alignment		
- Left		
Paper		
- A4 bond paper		
Running Head		
Title page		
Table of Contents		





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Headings		
Tables		
Figures		

Running Head: The running head is an abbreviated version of the title of your paper (or the full title if the title is already short).

- all-capital letters.
- no more than 50 characters, including spaces and punctuation.
- Avoid using abbreviations; however, the ampersand symbol (&) may be used rather than “and”
- appears in the same format on every page, including the first page.
- Do not use the label “Running head:” before the running head.
- Align the running head to the left margin of the page header, across from the right-aligned page number.

Headings:

Level 1 Heading

Level 2 Heading

Level 3 Heading

Level 4 Heading.

Level 5 Heading.



DECLARATION OF ANTI-PLAGIARISM

1. I, _____, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some part of their work without proper acknowledgment and referencing.
2. I hereby attest to the originality of this research proposal and has cited properly all the references used. I further commit that all deliverables and the final research study emanating from this proposal shall be of original content. I shall use appropriate citations in referencing other works from various sources.
3. I understand that violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education and (insert grant mechanism).

PROPONENT: _____
SIGNATURE: _____
DATE: _____

(add additional proponent, if any)



DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

1. I _____, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my judgment in evaluating, conducting, or reporting research.
2. I hereby declare that I do not have any personal conflict of interest that may arise from my application and submission of my research proposal. I understand that my research proposal may be returned to me if found out that there is conflict of interest during the initial screening as per (insert RMG provision).
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my research, I will duly report it to the research committee for immediate action.
4. I understand that I may be held accountable by the Department of Education and (insert grant mechanism) for any conflict of interest which I have intentionally concealed.

PROPONENT: _____
SIGNATURE: _____
DATE: _____





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QUALITY FORMS	Document Code: QF-SGOD-PR-019 Revision: 01 Effectivity date: 12/3/2023
Title: ACTION RESEARCH MANUSCRIPT REVIEW FORM A: PROPOSAL (Adapted from DepEd Order 16, s. 2017)	Name of Office: SGOD - PLANNING AND RESEARCH

Tracking Number: _____ Research Proponent: _____
 School: DAHBES Title of Research: Effectiveness of School Management and Leadership in times of Crisis

<i>Main Criteria</i>	<i>Sub-Criteria</i>	<i>Increasing Levels of Quality and Descriptions</i>				<i>Score</i>			
		<i>Low</i>			<i>High</i>	<i>FOCAL Reviewer 1</i>	<i>TWG Reviewer 2</i>	<i>SDRC Reviewer 3</i>	<i>SDRC Reviewer 4</i>
Rationale the Action (30 points)	Context (15 points)	Not described (0 points)	The action research proposal presents a general description of the problem or issue as its focus or of inquiry (8 points)	The educational relevance and timeliness of the problem or issue are shown. The need to conduct action research as a way to address or improve the situation is explained. (12 points)	The nature, extent, salience of identified problems or issues are comprehensively discussed. Different aspects of the action research setting are elaborated showing in depth and critical analysis of the situation. (15 points)				





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	Proposed Intervention, Strategy (15 points)	Not presented (0 points)	The action research proposal mentions an intervention, innovation or strategy to be tried out to address the problem or issue. (8 points)	The proposal outlines when and where the intervention, innovation or strategy will be involved. Activities to be undertaken are tested. (12 points)	The rationale, extent and limitation intervention, innovation or strategy are explained in detail. Its plausibility as a way to address the problem or issue is given support. (15 points)				
Action Research Questions (30 points)		Not stated (0 points)	The action research proposal has a stated aim, objective or general research question(s). (15 points)	The research question(s) specifies the action research variable(s) or the focus of inquiry. Key elements of the research question(s) are reflected in the title of the proposal.	The research question(s) logically proceeds from the context of the inquiry. It clearly relates to the identified problem or issue, and conveys the				





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				(25 points)	desired change or improvement. (30 points)			
Research Methods (40 points)	Participants and/or other Sources of Data and Information (10 points)	Not stated (0 points)	The action research proposal states the target participants and/or other sources of data and information (ex: divisions, districts, offices, schools, learners, teachers, parents, documents, secondary data, others). (5 points)		Details are provided about the target participants (ex: number, characteristics, Sampling procedure, if any) and/or other sources of data and Information. A clear rationale for their inclusion in the study is given. (10 points)			
	Data Gathering Method(s) (10 points)	Not described (0 points)	The action research presents a general description of	Details of the data gathering method(s) are provided: the specific kinds of data, how and when	The proposal explains why the selected data gathering method(s) is			





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			the methods to be employed for gathering data. (5 points)	they will be collected (ex: pretest and posttest scores). Research instruments, if any, are described (ex: test, scale, survey questionnaire, checklist, interview guide, others). (8 points)	suited to the nature and purpose of the action research. The data gathering method(s) is aligned with the research question(s). Research instruments, if any, are appropriate for obtaining the desired kind of data/information. (10 points)				
	Data Analysis (10 points)	Not stated (0 points)	The action research proposal presents a general description of	Details of the method(s) of data analysis are given. Techniques (ex: quantitative/statistical, qualitative, or	The selected method of data analysis is shown to be appropriate to the nature of the data/				





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			how the gathered data/ information will be analyzed. (5 points)	both methods), as well as tools (ex: software) to be employed are specified. (8 points)	information to be gathered and for addressing the research question(s). (10 points)			
Action Research Work Plan Timelines (5 points)	Not included (0 points)	The action research proposal includes a list of major activities and their timelines. (3 points)	A detailed work plan is provided covering start to completion of the action research. Timelines are realistic and show concretely how the action research will unfold over the allowed period. The overall plan reflects the proponent's capacity to concretize ideas into clear and sequential steps to be undertaken. (5 points)					





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Cost Estimates (5 points)	Not included (0 points)	The action research proposal includes a list of major items and their estimated costs. The total cost is shown. (3 points)	A detailed breakdown of items with their corresponding costs is furnished. The overall plan reflects the proponent's capacity to project specific expenses that she or he will be accountable for. For BERF Research: The items and costs reasonably reflect the funding needs of the action research, and adhere to the BERF guidelines. (5 points)				
TOTAL Score:							

Other comments for improvement of the paper:





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Score: 0 to 20 - not accepted; 21 to 40 – needs major revision; 41 to 60 – needs minor revision; 61 to 80 – accepted but with improvement; 81 to 100 - accepted

FOCAL Reviewer:

Signature Over Printed Name
Date:





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SDRC Reviewer:

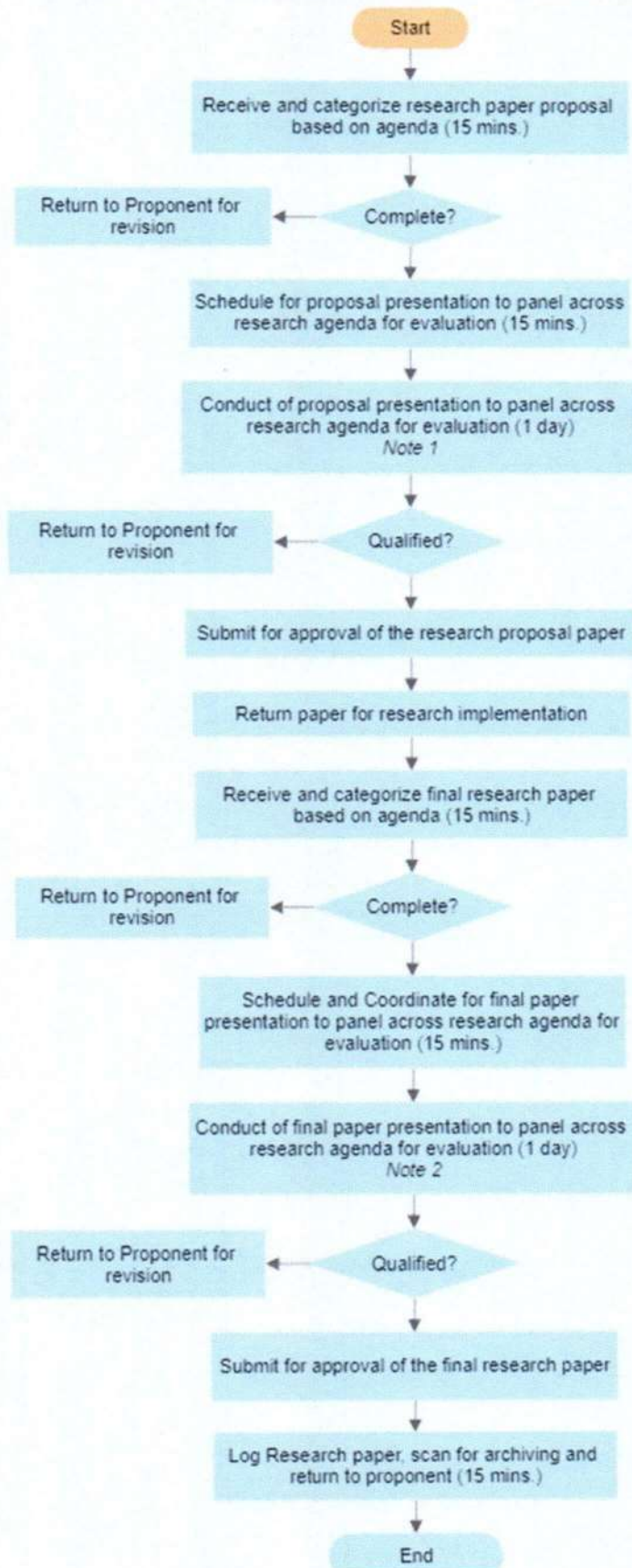
SDRC Reviewer:

Signature Over Printed Name
Date:

Signature Over Printed Name
Date:



DIVISION RESEARCH WORKFLOW (CONTINUOUS IMPROVEMENT (CI) PROJECT)

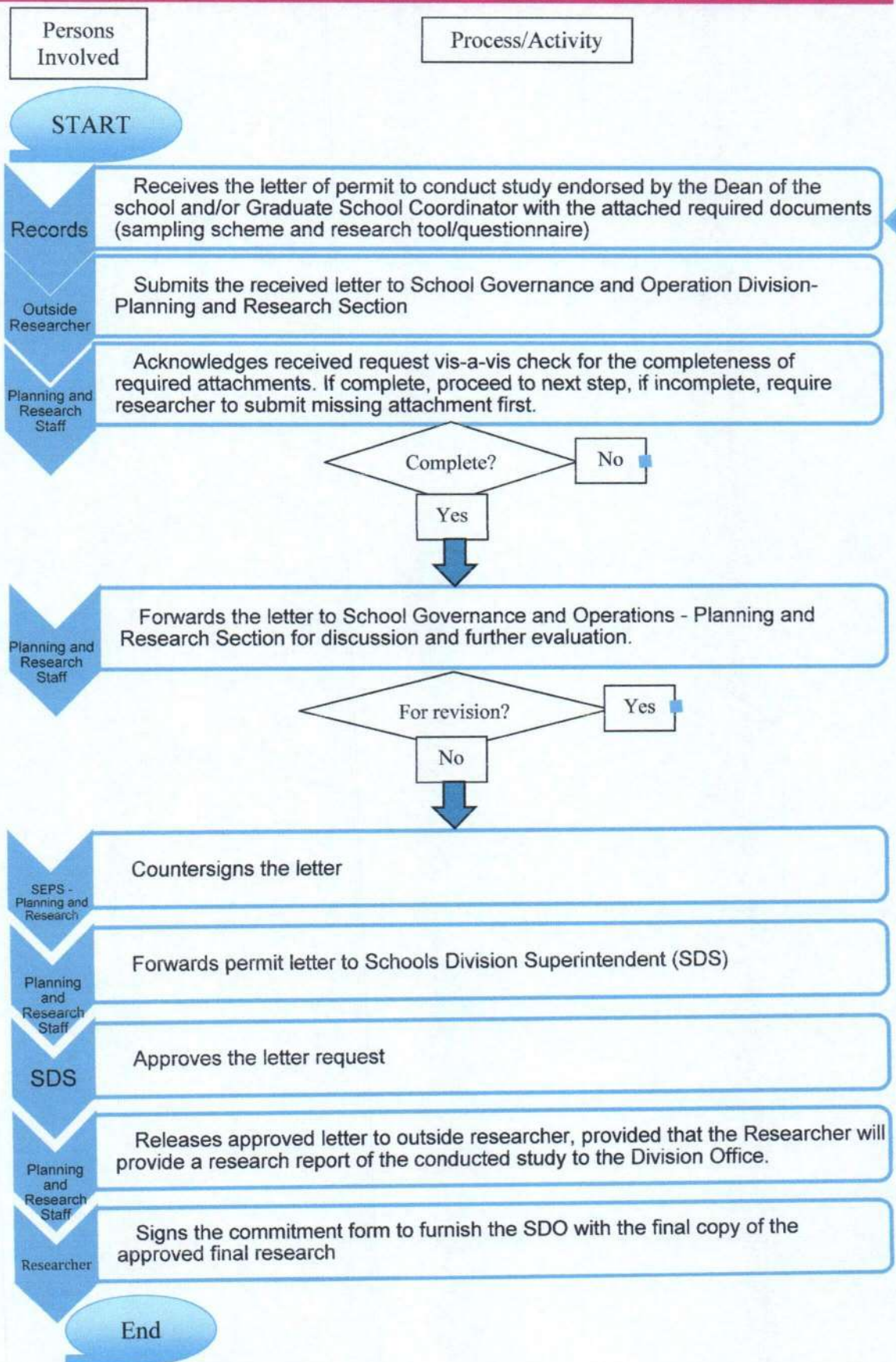


POLICY ON UNFINISHED RESEARCH PAPERS

All unfinished researches prior to the update of this manual will still follow the updated format.

All approved research proposals which are not conducted within the specified school year shall re-submit the research proposal on the following school year.

OUTSIDE RESEARCH WORKFLOW



References

- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.) [Kindle ed.]. Retrieved from <http://www.amazon.com/Publication-Manual-American-Psychological-Association-ebook/dp/B00CPU>
- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.)
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- Department of Education (DepEd), Cordillera Administrative Region, Division of Baguio City (2013). *Division personnel selection guidelines*
- Department of Education (DepEd), Cordillera Administrative Region, Division of Baguio City (2013). *Adoption of the forms and styles of all research activities conducted across all governance levels (Regional Memorandum No. 145, s. 2017)*. Retrieved from <http://www.depedcar.ph/regional-memorandum/rm-no-145-s-2017>

According to United Nations Educational, Scientifics and Cultural Organization (UNESCO) [2015]:

There is general consensus that there are many ways of conducting and using action research because it has to fit the people involved, the question to be addressed, etc. The experienced action researcher Herbert Altrichter reconfirms that: “What we need to look for is NOT whose version of action research is THE correct one, but rather, what it is that needs to be done, and how action research can further those aims” (as cited, Noffke in Hollingsworth, 1997, p. 312; quoted in Altrichter, 1999, pp. 1–2).

We, in the Schools Division of Baguio City embrace the culture of research as we aim to develop evidence-based strategic policies, programs, and other mechanisms toward maximizing the teaching-learning processes.

TO GOD BE THE GLORY!

Recommending Approval:

CARMEL F. MERIS
OIC-Assistant Schools Division Superintendent
Chair, Schools Division Research Committee (SDRC)

Approved:

SORAYA T. FACULO PhD, CESO V
Assistant Schools Division Superintendent
OIC- Schools Division Superintendent