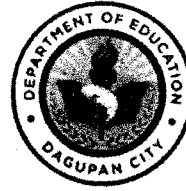




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



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DATE: 07/12/2018
BY: [Signature]
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Division Memorandum No. 261 s, 2018

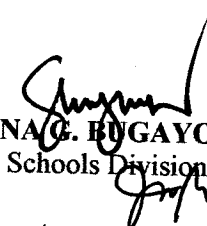
To: **Asst. Schools Division Superintendent
Chief, SGOD and CID (Officer-in-Charge)
All Education Program Supervisors
All Public School District Supervisors
School heads/principals**

From: **Office of the Schools Division Superintendent**

Re: **Call for Basic/Action Research Proposals**

Date: **July 11, 2018**

- 1) Relative to the timeline of the regional office in its initiative towards strengthening the implementation of research outputs vis a vis the Schools Division Office move to institutionalize research, all schools and others are instructed to advise their respective teachers (particularly those with 5 and above years of service) /Master Teachers to submit proposals for either Action or Basic/Full Research outputs as embodied in the revised Philippine Professional Standards for Teachers.
- 2) Research themes are on any of the following:
 - Teaching and Learning
 - Child protection
 - Human Resource Development
 - Governance
 - Disaster Risk Reduction and Management
 - Gender and Development
 - Inclusive Education
- 3) As per the consultative meeting held last January 19, 2018 with the different school heads and research coordinators, the following had been agreed as number of outputs to submit:
 - Small school – 1
 - Medium school – 2
 - Large school – 4 – 6
- 4) Below is the schedule to follow:
 - *Submission of research proposals is on or before September 10, 2018.*
 - *Division Research Evaluation - September 27-28, 2018*
 - *Submission of revised output as per DRC – October 12, 2018*
- 5) For your information, guidance and compliance.


DR. LORNA C. FOGAYONG, CESO VI
Schools Division Superintendent
[Signature] [Initials]

Basic Guidelines for the Preparation and Submission of Research Proposals:

- 1) Research outputs are to give emphasis on the themes under the Basic Education Research Agenda (BERA) namely:
 - Teaching and Learning
 - Child Protection
 - Human Resource Development
 - Governance
 - Disaster Risk Reduction and Management
 - Gender and Development
 - Inclusive Education
- 2) Research proponents can consult their respective school heads/principals, EPS's/PSDS for any suggestion/advice before, during and after the preparation of their output.
- 3) Research coordinators shall ensure the BERF format is followed and w/ attached RMG Annexes including specificity of titles, ethical issues concerning subject and condition and other related matters to comply to the Research Management Guidelines before submitting outputs to the division office.
- 4) When output shall have been completed as per#'s 1, 2 & 3, teacher or respective proponents shall submit outputs to the SEPS for Planning and Research for initial review of the content requirements.
- 5) Revision of output as the need arises will be integrated and prepared by the proponent in time for the Division Research Evaluation.
- 6) All comments of the panel during the Division Research Evaluation will be incorporated in the modified output for submission to the regional office.
- 7) Activities outlined in the Gantt Chart by the proponent must be followed and subsequent findings be presented during the call for presentation of research findings. Only when the full cycle have been observed will a Certification be issued to the proponent for promotion purposes.
- 8) If research output qualified for the Basic Education Research Fund (BERF) prior to the full implementation of the activities, a final output must be submitted to the division office c/o Planning and Research for record.
- 9) In any case the activities were not observed due to exigency of work, medical condition or other similar events, the proponent is advised to revise/recalibrate his schedule or the entire study for full credit of proposal.
- 10) Recommendations proposed especially, after the presentation to the Division Research Committee will be monitored during ensuing quarters.