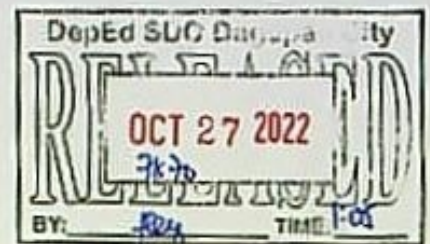




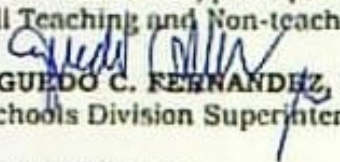
Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division Superintendent

No. 430, s. 2022

To: Asst. Schools Division Superintendent
Chiefs of the SGOD and CID
Education Program Supervisors
Public School District Supervisors
All School heads/principals
All Teaching and Non-teaching Personnel

From: 
AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent

Date: October 26 2022

Subject: SDO DAGUPAN CALL FOR THE SUBMISSION OF RESEARCH TITLE FROM
THE FIELD FOR SCHOOL YEAR 2022-2023 AND UPDATED GUIDELINES
with ENCLOSED ATTACHMENTS TO USE

1) The Schools Division Office issue this Call for the Submission of (3) Research Titles from teachers and other research enthusiasts for SY 2022-2023 following the attached guidelines and documentary requirements.

The new scheme is to allow for as many teachers both proficient and highly-proficient to be provided time to outline and draft their research proposal.

2) Deadline of submission is until November 15, 2022 through the SEPS for Planning and Research.

Notice of approval of title including, the previously submitted titles during the recent school year will be issued through another division memorandum for the information of concerned on November 31, 2022.

3. For widest dissemination and guidance.





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Office of the Schools Division Superintendent

Updated Guidelines on the Preparation and Submission of Research Proposals under the Full Face to Face Class Setting SY 2022 Onwards

- 1) *Research proposals will continue to focus on improving quality and the challenges of the implementation of full face to face classes in all aspects*
- 2) *Research proponents must attach Permit to Conduct Action/Basic Research on their AR/Basic research proposal and also, follow BERF format even if action research is only at the division level (see attached)*
- 3) *Teachers may consult their respective school heads/principals, EPS's/PSDS for any suggestions/advice in the preparation of their output without prejudice to their health and quarantine status and only if their/the condition permits*
- 4) *Research proposal will be submitted in 3 copies for the simultaneous review of the SEPS & EPS and the ASDS*
- 5) *Permit to Conduct an Action/Basic Research is to be attached on all copies with ticket number and forward to the Records Unit of the Schools Division Office for logging purpose and forwarding to the to the SEPS.*
- 6) *Proponent must include in the submitted AR/Basic research proposal validated pretest/posttest/TOS/SLM/and/or survey questionnaire/ video lessons by subject area supervisor or other experts/MTs or the team responsible in school with their endorsement attached on output.*
- 7) *An initial paper assessment/review of the content requirements will be performed by the SEPS for Planning and Research, supervisor or the MTs for Field Research using the Assessment Checklist.*
- 8) *All comments of the SDRC must be incorporated in the revised output (initial and/or findings) for resubmission by proponent in 3 copies with adjusted timeline and work plan, including revised permit if the panel found the proposal totally needing recasting of title.*



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone No: (075) 615-2645 | 615-2649
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph





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9) *Presentation of new proposal or of findings and recommendation must have the Sample video lessons/SLMs with TOS or any intervention ready for demo before the SDRC.*

10) *The presentation may be performed in -person or virtually based on the availability of the Schools Division Research Committee (SDRC), particularly its Chair in the person of the Asst. Schools Division Superintendent.*

11) *As approved by the SDRC Chair, the SEPS and concerned supervisor or any member of MTs for Field Research can pursue the oral presentation of title or the findings and recommendations by the proponent. SDRC Evaluation may be conducted in school or at the SDO.*

12) *Notice of presentation may be forwarded to the SDO Key Officials GC or SGOD-Principals GC both for proponent and supervisor panelist for facilitation of information*

13) *In any case the study/activities were not observed by the proponent due to pressing work, medical condition or other events such as re-emergence of pandemic or calamity, he/she will be advised to revise/recalibrate his schedule or the entire study. The proponent must inform the SEPS for the indirection of activities.*

Similarly, any expected and invited panellist of the SDRC who will not be available in the time of the actual conduct of evaluation due to simultaneous/overlapping activities in the SDO (official transaction such as meeting, or webinars/seminars/monitoring, TA, WFH) or personal matters (approved VL/SPL/SL or check-up, emergency, urgent situation, accident, or medical condition) may be exempt from the evaluation and his/her name in the SDRC can be given such remark or not available. The actual member who participated can be included in the SDRC to sign instead.

14) *Only upon the presentation of findings and soft bound copies with all the MOVs and evidences and abstract attached will a Certification be issued to the proponent.*

SDRC signatories must be attached in the completed final report/output together with the Permit to Conduct at the final pages.

15) *Recommendations proposed will be monitored by the SEPS and/or with concerned supervisor or member/s of the Master Teachers for Field Research based on the coordination with the SH/principal, community quarantine status in the city or any alert level issued.*

In case the region called for entries for BERF, the SDO can exercise prerogative to submit research outputs as entries to the selection.



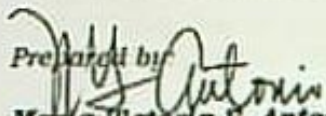
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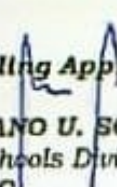
Prepared by:


Maria Victoria S. Antonio
SEPS Planning and Research

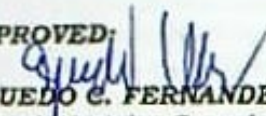
Noted by:


EDILBERTO R. ABALOS
Chief Education Supervisor - SGOD

Recommending Approval:


DR. MARCIANO U. SORIANO, JR., CESO VI
Assistant Schools Division Superintendent
Chair, SDRC

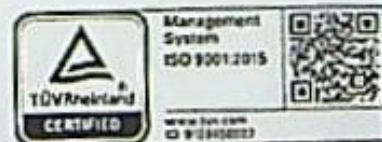
APPROVED:


AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent

cc: CID-CES/EPSSGOD-CES



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PERMIT TO CONDUCT ACTION/BASIC RESEARCH

Date

AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent
SDO Dagupan City

Thru: MARCIANO U. SORIANO JR., PhD, CESO VI
Chair, Schools Division Research Committee

Sir:

I am writing to seek permission to conduct a research study entitled: (insert title here). This is in relation to my observation (state observation on a specific gap, issue or challenge with regards literacy/learning outcomes and now the New Normal that you wish to address as a classroom teacher/Master teacher/school head/principal/supervisor)). I am a (specify position e.g. Teacher I /Master I or II) at the (specify school name) and has been with DEPED for the last (state years of service as teacher/MT/school head/principal/supervisor).

Thank you very much.

Very respectfully yours,

Name of proponent

Noted by:

School head/principal/Immediate Supervisor for SDO



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SCHOOLS DIVISION RESEARCH COMMITTEE

Reviewed by:

MARIA VICTORIA S. ANTONIO
SEPS Planning and Research

Education Program Supervisor

MARIA LINDA R. VENTENILLA
Chief Education Program Supervisor
Curriculum Instruction Division
Division

EDILBERTO R. ABALOS
Chief Education Program Supervisor
School Governance and Operations

RECOMMENDING APPROVAL:

MARCIANO U. SORIANO JR., PhD, CESO VI
Assistant Schools Division Superintendent

APPROVED:

AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent



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ANNEX 2: Minimum Requirements of the Research Proposal

A. BASIC RESEARCH PROPOSAL TEMPLATE

- I. Introduction and Rationale
- II. Literature Review
- III. Research Questions
- IV. Scope and Limitation
- V. Research Methodology
 - a. Sampling
 - b. Data Collection
 - c. Ethical Issues
 - d. Plan for Data Analysis
- VI. Timetable / Gantt Chart
- VII. Cost Estimates
- VIII. Plans for Dissemination and Advocacy
- IX. References

B. ACTION RESEARCH TEMPLATE

- I. Context and Rationale
- II. Action Research Questions
- III. Proposed Innovation, Intervention, and Strategy
- IV. Action Research Methods
 - a. Participants and/or other Sources of Data and Information
 - b. Data Gathering Methods
 - c. Data Analysis Plan
- V. Action Research Work Plan and Timelines
- VI. Cost Estimates
- VII. Plans for Dissemination and Utilization
- VIII. References

ANNEX 6: Minimum Requirements of Completed Research Report

A. COMPLETED BASIC RESEARCH TEMPLATE

- I. Title
- II. Abstract
- III. Acknowledgement
- IV. Introduction of the Research
- V. Literature Review
- VI. Research Questions
- VII. Scope and Limitation
- VIII. Research Methodology
 - a. Sampling
 - b. Data Collection
- IX. Discussion of Results and Recommendations
- X. Dissemination and Advocacy Plans
- XI. References
- XII. Financial Report

B. COMPLETED ACTION RESEARCH

- I. Title Page
- II. Abstract
- III. Acknowledgment
- IV. Context and Rationale
- V. Innovation, Intervention and Strategy
- VI. Action Research Questions
- VII. Action Research Methods
 - a. Participants and/or other Sources of Data and Information
 - b. Data Gathering Methods
- VIII. Discussion of Results and Reflection
- IX. Action Plan
- X. References
- XI. Financial Report