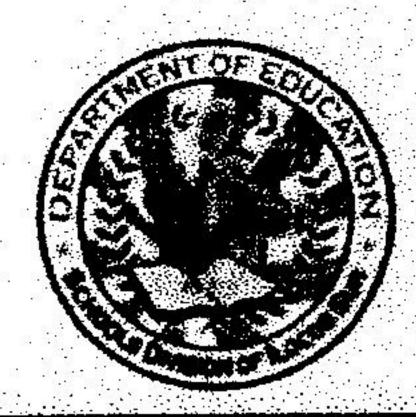


Republic of the Philippines Department of Education Region I SCHOOLS DIVISION OF ILOCOS SUR Bantay, Ilocos Sur



August 5,2019

DIVISION MEMORANDUM No. 255, s. 2019

CALL FOR BASIC EDUCATION RESEARCH PROPOSALS

OIC - Office of the Asst. Schools Division Superintendent To: Chief Education Supervisor, CID OIC - Office of the Chief Education Supervisor, SGOD **Education Program Supervisors Public Schools District Supervisors** Public Elementary and Secondary School Heads All others concerned

- The Department of Education has made strides in instituting a strong culture of research among all the employees in the Department across all governance levels to promote evidence-based decision making, policy formulation and program development. In order to solidify the Department's thrusts towards a strong culture of research and bring about a renewed vigor in the conduct of research, the DepEd Order No. 39, s. 2016, otherwise known as the Basic Education Research Agenda was promulgated.
- In order to contextualize the priority research areas in Region I, the Regional Office I cascaded its Regional Research Agenda to the Schools Division Office(SDO) of Ilocos Sur thru the Regional Memorandum No. 198, s. 2019 re: Adoption of the DepEd Region I Research Agenda issued by Regional Director Malcolm S. Garma on July 9, 2019.
- As a response to these initiatives of the two governance levels, the SDO llocos Sur, particularly the Schools Governance and Operations Division(SGOD) - Planning and Research Section(PRS) announces the submission of basic education research proposals at the Office (attention: Planning and Research Section) not later than September 5, 2019 (Monday) or one (1) month after the posting of call for proposals for initial evaluation of the Schools Division Research Committee(SDRC).
- All research proposals must be aligned with the following content specifications, research 4. evaluation process, schedule of activities and technical specifications:

Priority Researches Enclosure 1

Guidelines in the Evaluation of Research Proposals and Enclosure 2

Completed Research

Tentative Schedule of Research Activities for SY 2019-2020 Enclosure 3

Annex 1,2,3,4a and 4b,5a,5b,6,7,9 Enclosure 4

For information and guidance of all concerned.

References:

DepEd Order 16, s. 2017 Regional Memorandum No. 50, s. 20 p Regional Memorandum No. 198, s. 20 To be indicated in the Perpetual Index

under the following subjects:

BASIC EDUCATION RESEARCH AGENDA DOCUMENT CODE: SDO-ILS-SGOD-PRS-QF-008

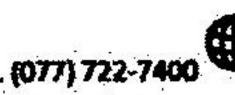
CHUSION OF ILDEOS SUR GEMMA Q. TACUYCUY, CESO V Schools Division Superintendent NUG 13 2019

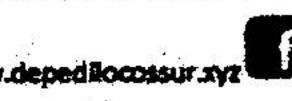
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EFFECTIVITY DATE: 09-10-2018

Quirino Boulevard, Zone V, Bantay, 2727 flocos Sur

Tel. No.: (077) 722-2055 Fax No. (077) 722-7400 Www.depedilocossur.xyz

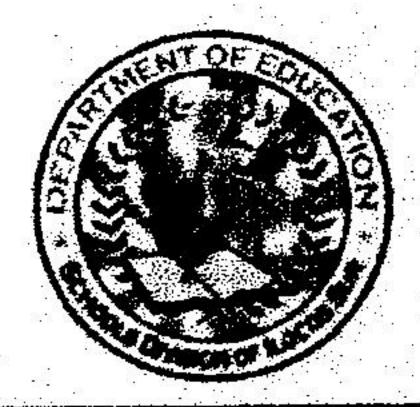




"SMILE AND SERVE WITH A HAPPY HEART"

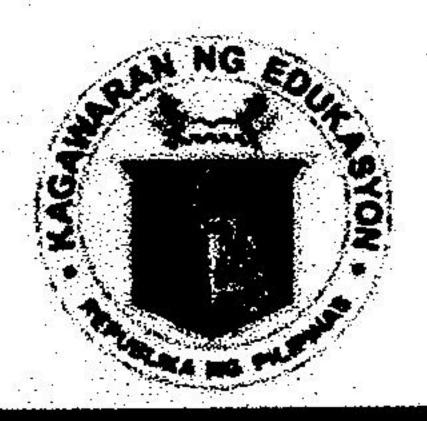


Republic of the Philippines Department of Education Region I SCHOOLS DIVISION OF ILOCOS SUR



Bantay, Ilocos Sur

- 14. Separation Anxiety (SEPSNX) in Early Childhood Education
- 15. Study on the Effect of Overpopuation of Schools to the Academic Performance of Learners
- 16. Analysis on the Significant Relationship between the School Preference and the Learner's Performance
- 17. Readiness of School Administrators and Teachers on Inclusive Education
- 18. Expansion and Improvement of ECCE especially in DDU Areas
- 19. Effectiveness of School Head Development Program among School Managers
- 20. Relevance of the ALS Program
- 21. Success Stories of the ALS Graduates
- 22. Inclusivity in the Classrooms: Perception of teachers
- On Improving Governance
 - 1. Financial Management Capability of School Heads in Managing School Funds
 - 2. Assessment of SBM Practices of Schools
 - 3. DRRM Preparedness of Schools Division Offices
 - 4. DRRM School Situational Analysis: Basis for Localized Intervention
 - 5. Effectiveness of the School Council in the Governance of Schools
 - 6. Relevance of the NEDA Indicators in Determining the Performance of the DO Personnel (ALS Performance)
 - 7. Gender Responsiveness of Teachers
 - 8. Mental Health Status of DepEd Personnel along Depression and Burn-Out
 - 9. Preparedness of a Generalist in becoming an Education Program Supervisor
 - 10. Impact of the Implementation of RPMS-PPST on Teacher's Performance
 - 11. Work Ethics of Teaching and Non-Teaching Personnel
 - 12. Human Resource Development Programs in the schools of Region 1
 - 13. Job Satisfaction of Teaching and Non-Teaching Personnel
 - 14. Management Styles of School Administrators
 - 15. Research Management Capabilities of Teachers and School Heads
 - 16. Studies of the Impact of LAC Sessions to Teacher's Competence
 - 17. The Effectiveness of Happy Schools Movement Activities
 - 18. Policy Analysis on the Research Management Guidelines
 - 19. Analysis of the Teacher Induction Program
 - 20. Canteen Management of Schools in Region 1
 - 21. Wellness Programs for DepEd Personnel
 - 22. Work Motivation of Teaching and Non-Teaching Employees
 - 23. Assessment of Process Flow in the Offices of SDOs and RO
 - 24. Assessment of Challenges and the Coping Mechanisms of School Heads in Integrated Schools
 - 25. Handling of Administrative Cases



Republic of the Philippines Department of Education Region I SCHOOLS DIVISION OF ILOCOS SUR



Bantay, Ilocos Sur

To qualify for the approval, the proponent must have a minimum score of 70%. The research committee shall provide comments, if any, to the proposals, for consideration of the proponent prior to the implementation of the research.

C. NOTIFICATION OF RESULTS

Once the research committee has evaluated the proposal, the secretariat will send a notification letter of the results (Annex 5) to the proponent.

For approved proposals, the secretariat will conduct an orientation to brief the proponents on the requirements, roles, and responsibilities of both the researcher and the concerned committees.

For disapproved proposals, proponents are encouraged to resubmit their proposals for reconsideration once they incorporate the comments from the previous evaluation. Technical assistance may be provided by the secretariat.

D. PROGRESS MONITORING

The Secretariat shall track the progress of all approved researches based on the approved work plan, and provide technical assistance as needed. As research managers, the SDRC will conduct random visits to the locations of research, and discuss with the researchers the status of their studies.

School heads and Division ALS coordinators will track the progress of approved researches in their respective schools and CLSs.

E. TECHNICAL ASSISTANCE

Technical assistance will be provided by the research managers to the researchers based on the feedback from the progress monitoring. SGOD will assist the researchers, if needed or as requested, at any point during the research implementation.

F. PROVISION ON CHANGES AND EXTENSION

Request for Changes in the research – Any deviation from the original and approved research proposal must immediately be communicated to the Secretariat.

For modifications on the research design of the same research topic, the researcher must write a letter to the relevant research committee detailing the changes made. The research committee will evaluate the changes for their approval. The approved research topic cannot be changed by the researcher at any point during the study.

Request for Extension – In the event that the grantee sees the need for an extension, a letter of request for extension with justification must be submitted to the chair of the relevant research committee. Valid reasons for extension such as, but not limited to, illness of the researcher, occurrence of disasters, and other extenuating circumstances will be decided by the Committee. The request for extension will be approved, provided there will be no additional cost to DepEd. The researcher will be allowed only one request for extension. The duration of the extension will be assessed and decided by the research Committee. Granted extensions will not exceed one (1) year.

In cases where unforeseen circumstances force the cessation of the implementation of the research, the researcher shall write a letter to the research Committee with justification and documentary support.

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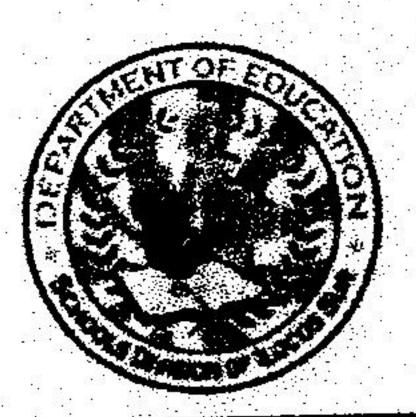
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Republic of the Philippines Department of Education Region I

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Bantay, Ilocos Sur



capacity building research dissemination and utilization, policy development, technical support, and monitoring and evaluation.

outlines the maximum amount

proposal depending on the scope of the research.

SCOPE	n the scope of the res	MAXIMUM AMOUNT	DURATION OF RESEARCH
Division	Research that is division-wide, district-wide, or covering at least two schools	Not more than P 150,000.00 per research	Maximum of 1 year
Schools/CLCs	(Action) Research that is classroom-based or school/CLC-wide in scope		Maximum of 6 months

Eligible and Non-Eligible Activities and Expenditures

The research fund will be utilized for the following activities:

Expenses related to the implementation of the approved research proposals which include, but are not limited to, the following:

- Supplies and materials;
- Domestic travel expenses;
- Communication expenses;
- Reproduction, printing, and binding costs;
- Food and other incurred expenses during conduct of research (surveys, FGDs); and
- Other expenses related to the conduct of research not listed in the non-eligible expenditures
- Expenses related to research dissemination Specifically, the research fund will not be used for the following expenses:
 - Equipment
 - Software:
 - Salary, overtime pay or honorarium for resource persons, statisticians, and other service providers
 - Utilities;
 - Office rental; and
 - All overseas travel and all items not included in the approved research proposal
- OTHER FUND SOURCES

Research initiatives using other fund sources will follow the research management procedures in evaluating and approving research proposals. This will follow the usual government accounting and auditing rules and regulations. Other fund sources include, but are not limited to, local funds and the Special Education Fund (SEF), as stipulated in Section 4.1.4.1 of the Joint Circular 9JC) No. 1, s. 2017 of DepEd, DBM, and DILG.

SPECIAL PROVISIONS

EXECUTION OF MEMORNDUM OF AGREEMENT

To ensure accountability, all researches receiving funding from DepEd or other sources must execute a Memorandum of Agreement (MOA) which contains the

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EFFECTIVITY DATE: 09-10-2018





Republic of the Philippines Department of Education Region I

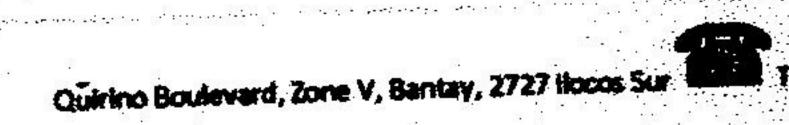
SCHOOLS DIVISION OF ILOCOS SUR

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accordingly. Further, anyone found to have committed plagiarism will be blacklisted from availing of any other research grant mechanism in the Department.

FAILURE TO COMPLETE THE RESEARCH PROPOSAL The letter of approval and MOA will include a provision that, in the event that the research proponent/s fail to complete and submit the deliverables, the research proponent/s will be required to return the total amount of the research grant s/he received during the course of implementation.







ANNEX 1: Research Proposal Application Form and Endorsement of Immediate Supervisor

A. RESEARCH INFORMATION

ARCH	
RESEARCH AGENDA CATEGORY (check only one main research theme) Teaching and Learning Child Protection Human Resource Development Governance (check up to one cross-cutting theme, if applicable) DRRM Gender and Development Inclusive Education	
AMOUNT	
	RESEARCH AGENDA CATEGORY (check only one main research theme) Teaching and Learning Child Protection Human Resource Development Governance (check up to one cross-cutting theme, if applicable) DRRM Gender and Development Inclusive Education Others (please specify):

B. PROPONENT INFORMATION

LEAD PROPONENT / INDIVIDUAL PROPONENT

LAST NAME:	FIRST NAME:		MIDDLE NAME	
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION / DI	ESIGNATION:	
REGION / DIVISION / SCHOOL	(whichever is app	licable)		
CONTACT NUMBER 1:	CONTACT NU	MBER 2:	EMAIL ADDRE	SS:

CONTACT N	JMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATION/	AL ATTAINMENT	TITLE OF THESIS / RELATED	RESEARCH PROJECT
(DEGREE TIT	LE)		
그 집 기원에 되었는데 이번 이번 사람들은 전에서 전혀 없다. 이번 사람들은 사람들은 사람들은 이번 사람들은 이번 사람들이 되었다면 하나 사람들이 되었다.	om bachelor's		
degree up to	doctorate degree		
			
	AF ABARANCHT.		
SIGNATURE	OF PROPONENT:		
	IMMED	ATE SUPERVISOR'S CONFO	ORME
			the proponent/s has/have the
capacity to in	plement a researc	h study without compromising	his/her office functions.
		Name and Sign	ature of Immediate Supervisor
		Position /	Designation:
)ate:
			-turn of Immediate Supervient
		Name and Sign	ature of Immediate Supervisor
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		PUSILIUI!	Designation.
			Date:
			Jaco.
		Name and Sign	nature of Immediate Supervisor
		Haine and Oign	
		Position /	Designation:
		i vanuti	

Date:

ANNEX 3: <u>Declaration of Anti-Plagiarism and Absence of</u> <u>Conflict of Interest</u>

DECLARATION OF ANTI-PLAGIARISM

includes expli- of their work v	ing another's ideas and works and citly copying the whole work of an vithout proper acknowledgment art to the originality of this research	other person and/one of the contract of the co	as one's own. This rusing some parts
references us emanating from	ed. I further commit that all deligon this proposal shall be of original delignments of the state of the stat	verables and the fill ginal content. I sha	nal research study
consequence	that violation from this declarations and shall be dealt with according nechanism).	n and commitment ly by the Departmen	shall be subject to nt of Education and
	PROPONENT:		
	SIGNATURE:		
		DATE:	
	PROPONENT:		
	SIGNATURE:		
		DATE:	

	PROPONENT:		
	SIGNATURE:		
		DATE:	

NNEX 4.8: GUIDE FOR APPRAISING BASIC RESEARCH PROPOSALS

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Sco			
	The nature, extent and salience of the research topic are comprehensively discussed. Different aspects of the research setting are elaborated showing in depth and critical analysis of the situation. Policy implications, benefits and limitations of the study are stated. (10 points)	The research questions logically proceed from the context of the study. They are formulated to clearly show the extent and different angles of inquiry (ex. different variables of interest, relationships to be probed, geographical and temporal scope). (20 points)	Viewpoints and issues underlying the present research are discussed and synthesized. They are critically evaluated to identify inconsistencies or gaps in current knowledge or educational policy that the study intends to address. Constructs are defined and presented in a conceptual framework. Citation of literature sources is consistent.
evels of Quality and their Descriptions	The educational relevance and timeliness of the research topic are shown. It explains the reed to conduct research to understand a phenomenon, advance or validate knowledge, improve a situation, or address an issue / problem. (8 points)	The research questions specify the variables or the focus of inquiry. Key elements of the research questions are reflected in the title of the proposal. (15 points)	ind/or previous fn. Sources are
Increasing Le	The research proposal presents a general description of the topic or focus of inquiry. (5 points)	The research proposal has a stated aim, objective, or general research questions. (10 points)	The research proposal cites theories an studies related to the present research properly acknowledged. (5 points)
3	described (no points)	not stated (no points)	provided (no points)

Ð					
	A detailed work plan is provided covering start to completion of the research. Timelines are realistic and show concretely how the 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. (10 points)	A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs of the research, and adhere to BERF guidelines. The overall plan reflects the proponent's capacity to project specific expenses that she or he will be accountable for. (10 points)	Total Score		
easing Levels of Quality and their Descriptions	The research proposal includes a list of major activities and their timelines. (5 points)	The research proposal includes a list of major items and their estimated costs. The total cost is shown. (5 points)			
	(no points)	(no points)			
				Remarks:	

Score			
	Details are provided about the target participants (ex: number, characteristics, sampling procedure, if any) and/or other sources of data and information. Clear rationale for their inclusion in the study is given. (10 points)	The proposal explains why the selected data gathering method(s) is suited to the nature and purpose of the action research. The data gothering 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)	The selected method of data analysis is shown to be appropriate to the nature of the data / information to be gathered and for addressing the research question(s). (10 points)
Increasing Levels of Quality and their Descriptions The action research proposal states the target participants and/or other sources of data and information (ex: learners, teachers, documents, information. Clearedlia, learners' products, others) (5 points)	Details are if amy importantion imformation	Details of the data gathering method(s) are provided: the specific kinds of data, how and pretest and posttest scores). Research instruments, if any, are questionnaire, checklist, interview guide, others). (8 points)	Details of the method(s) of data analysis are given. Techniques (ex. quantitative/statistical, uell as tools (ex. software) to be employed are specified. (8 points)
	12 0 E	Details of method(s) specific king when they when they pretest an pretest an described (see auestic) auestical intervient	Details of the analysis a analysis a qualitative, well as too emplo
	re action articipant reali	The action research proposal presents a general description of the method(s) to be employed for gathering data. (5 points)	The action research proposal presents a general description of how the gathered data / information will be analyzed. (5 points)
3 0 0	not stated (no points)	described (no points)	not stated (no points)

Score	detailed work plan is provided covering tart 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 apacity to concretize ideas into clear and sequential steps to be undertaken. (5 points)	A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the unding needs of the action research, and adhere to the BERF guidelines. The overall plan reflects the proponent's capacity to project specific expenses that she or he be accountable for. (5 points)	Total Score	
easing Levels of Quality and their Descriptions	The action research proposal includes a A detailed w list of major activities and their timelines. Start to compline (3 points) concretely unfold overall place overall place overall place sequenti	The action research proposal includes a A detailed to list of major items and their estimated costs. The total cost is shown. (3 points) adhere to the project specifical costs.		
low in the state of the state o	(no points)	(no points)		
				Remarks:

ANNEX 5.B: Sample Letter of Disapproval

RESEARCH COMMITTEE CHAIR

[insert date]	69
	€
Mr. / Ms.	
Dear Mr. / Ms:	
Greetings!	
This refers to the research proposal you submitted to the [insert governossible funding under [insert fund source].	ernance level] for
The Research Committee has carefully evaluated the final research	proposal entitled based on
the said research proposal did not pass the evaluation due to the following	
We thank you for your interest in availing of the [insert research fund]. Ke you can still resubmit this research proposal once all the comments and recincorporated.	indly take note that commendations are
For clarifications and any concerns, kindly contact [insert contact office, contact details].	focal person, and
Contact actansj.	
We look forward to future collaborations with you. Thank you very much!	
Very truly yours,	

ANNEX 6: Minimum Requirements of Completed Research Report

A. COMPLETED BASIC RESEARCH TEMPLATE

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				3
	500 100			

- II. Abstract
- III. Acknowledgment
- 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

ANNEX 7: Sample Template for Memorandum of Agreement¹

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) is entered into in the [insert location], Philippines by and between:

[NAME OF GRANTEE] of [SCHOOL / OFFICE / DIVISION / REGION] from [ADDRESS], hereinafter referred to as GRANTEE.

and

DEPARTMENT OF EDUCATION [INSERT GOVERNANCE LEVEL] with office address at [INSERT OFFICE ADDRESS], represented by the chairman of the Research Committee, [INSERT NAME AND POSITION OF RESEARCH COMMITTEE CHAIR], hereinafter referred to as DEPED [INSERT GOVERNANCE LEVEL].

WITNESSETH

WHEREAS, DEPED aims to promote an environment conducive to the ideal of evidence-based decision-making through the conduct of various research initiatives across all governance levels;

WHEREAS, DEPED has instituted the Basic Education Research Fund (BERF) as a funding facility for potential research studies to be conducted by eligible DepEd personnel;

WHEREAS, DEPED has evaluated and approved all submitted research proposals to ensure the quality and relevance of potential research studies and has informed the research proponents of the results of the evaluation;

WHEREAS, the research proponent, now known as the "GRANTEE", has been oriented on the systems and processes of the BERF facility.

NOW, THEREFORE, DEPED AND the GRANTEE (collectively known as the PARTIES) agree as follows:

ARTICLE I SCOPE AND DURATION OF THE AGREEMENT

- Section 1.1 All the activities in the approved research proposal to be conducted will be [national / regional / division / district / school] in scope. The work plan of the approved research proposal is attached as Annex 1 of this agreement.
- Section 1.2 The implementation of the research study will last for [insert six months to one year depending on the scope and the approved timeline] as approved.
- Section 1.3 Any deviation from the original and approved research proposal will be immediately communicated to the [insert Research Committee] by the GRANTEE. All major changes warrant the approval of the Research Committee. The approved research topic cannot be changed by the GRANTEE at any point during the study.

¹ This is just a sample MOA. The NRC and RRC may customize this MOA based on agreements between the GRANTEE and DEPED or standards on MOA execution within the office.

that there will be no conflict of interest during the conduct of the research. The GRANTEE has submitted declarations of anti-plagiarism and absence of conflict of interest (please see attached).

Any act of fraud and plagiarism will be dealt with accordingly. Further, if the GRANTEE committed plagiarism or any form of fraud, s/he will be blacklisted from availing any other research grant mechanism in the Department.

Section 3.3 Failure to Complete Research Proposal. In the event that the GRANTEE failed to complete and submit the deliverables, the research proponent will be required to return the total amount of research fund s/he has received during the course of the implementation.

Section 3.4 Effectivity and Termination of MOA. The MOA will take effect on the date of signature of both the GRANTEE and DEPED and will end upon the submission of all deliverables and release of the funds. This MOA shall also be terminated under sections 1.5, 3.2, and 3.3 or any circumstances that will lead to the non-completion of the research.

IN WITNESS WHEREOF, the parties have affixed their signatures on [insert date] at [insert location]

GRANTEE	DEPED	
[position of the grantee]	[Research Committee Chair]	
WITNESSED BY:	WITNESSED BY:	
[Secretariat member]	[any Research Committee members]	er]

ANNEX 9: Free, Prior, and Informed Consent and Recognition and Protection of Communal Intellectual and Cultural Property Rights for ICCs and IPs

1. Free, prior and informed consent

Recognizing the right of ICCs and indigenous peoples to exercise free, prior and informed consent, researchers shall conduct the needed consent-seeking process in the ICCs or communities to be involved in the research prior to the planning of the research. Consent-seeking shall be undertaken in accordance with the community's customary governance processes. Should such a process not be possible in its customary expression (e.g., those involved in the study are only several households outside their traditional ancestral domain or migrants in another area), the families or communities involved shall be consulted regarding the appropriate process to be undertaken for consent-seeking purposes.

Consultations for consent-seeking shall be conducted in a manner free of coercion, nor should favors, benefits or profit be implied in exchange for the community's approval of the research. The coverage of the discussions for the consent-seeking process shall be determined with the community and shall include, but not limited to, the following:

rationale and purpose of the research in relation to IPEd implementation;

research's relevance for all parties involved;

 impact on the community including possible risks and unintended adverse effects;

proposed research processes and tools to be used;

 an analysis based on the rights-based approach (i.e., evaluation of the research based on the rights-based principles of participation, accountability, non-discrimination, transparency, human dignity, empowerment, and rule of law);

benefit sharing;

- expected role and contribution of the community to the research;
 and
- · concerns related to authorship and ownership of the research.

The expression or form of consent-giving shall be determined by the community. The giving of consent for the research shall not imply consent for any other activities to be done by the requesting party/ies.

While consent may have been given by the community, this does not preclude succeeding consultations that may be conducted for the refinement of the research process and tools. At any time that the community feels its rights are being violated, the consent for the research may be revoked and the researchers shall abide by the community's decision for the research to be discontinued.