



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM  
No. **452** s. 2025

**09 JUL 2025**

**CALL FOR SUBMISSION OF BASIC EDUCATION RESEARCH  
PROPOSALS FOR FY 2025 (BATCH 2)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public, Private, SUC School Heads  
Unit and Section Heads  
All Others Concerned

1. In adherence with DepEd Order No. 16, s. 2017, also known as Research Management Guidelines, which seeks to promote and strengthen an enduring culture of research in basic education, the Schools Division Research Committee, through the Planning and Research Section of the School Governance and Operations Division, hereby announces the call for the submission of basic education research proposals for School Year 2025-2026.
2. Relative to this, all teaching and non-teaching personnel of the Division are highly encouraged to actively engage in research aligned with the approved Division Basic Education Research Agenda 2024-2027. Participation will not only enhance educational practices but also contribute significantly to intensify the culture of research in the Division. The deadline for the submission of capsule research proposals is July 31, 2025.
3. Attached are the capsule action/basic research proposal template and the prescribed parts of an action/basic research proposal based on the Research Management Guidelines.
4. For information and guidance.

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: As stated  
Reference: DO 16, s. 2017  
To be included in the Perpetual Index  
Under the following subject:

BASIC EDUCATION      POLICY      RESEARCH/STUDIES

25016/EVT/DM-2025ResearchProposal  
July 2, 2025



SDCB RECORDS UNIT

**2510016**



DepEd Batac City



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# Enclosure 1. Capsule Action/Basic Research Proposal Template



## Republic of the Philippines Department of Education

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### CAPSULE ACTION/BASIC (Choose 1 only) RESEARCH PROPOSAL

Title: *(Type Title of the Research)*

PROBLEM	ACTION	TARGET RESULT OF THE ACTION
<p>(provide brief background)</p> <p><b>ASSUMPTION:</b></p> <p><b>THEORY:</b></p>	<p>• (provide actions to be taken)</p> <p><b>DESIGN:</b></p> <p><b>SAMPLING:</b></p> <p><b>INSTRUMENTATION:</b></p>	<p>At the end of _____ the _____ will be able to:</p> <p>1. _____; and</p> <p>2. _____.</p> <p>The following specific questions shall have been answered:</p> <p>1. ?</p> <p>2. ?</p> <p>3. ?</p>

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PROBLEM	ACTION	TARGET RESULT OF THE ACTION
General Statement of the Problem:	DATA ANALYSIS:  TIME FRAME:	

Prepared by:

Reviewed by:

Noted:

**NAME OF THE RESEARCHER**

Position

**NAME OF THE SRC**

School Research Coordinator

**NAME OF THE SCHOOL HEAD**

Position

Recommending Approval:

Approved:

**NAME OF SDRC CHAIRPERSON**

Assistant Schools Division Superintendent

**NAME OF SDRC ADVISER**

Schools Division Superintendent



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## Enclosure 2. Minimum Requirements of the Action/Basic 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 Proposal 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