



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **009**, s. 2026

**07 JAN 2026**

**LOCALIZED GUIDELINES IN RESEARCH MANAGEMENT OF THE  
SCHOOLS DIVISION OF THE CITY OF BATAC**

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

1. The Schools Division of the City of Batac issues the enclosed Localized Guidelines in Research Management.
2. These guidelines shall take effect immediately upon issuance and shall remain in force and in effect until revoked.
3. All Division Memoranda, and other related issuances, provisions, rules, and regulations, which are inconsistent with these guidelines are hereby replaced, repealed, or amended accordingly.
4. For information and guidance.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: As stated  
Reference: None  
To be included in the Perpetual Index  
Under the following subject:

BASIC EDUCATION      RESEARCH      GUIDELINES

26002/evt/DM-LocalizedRMG  
January 6, 2026



SDCB RECORDS UNIT

**260239**



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REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

**LOCALIZED GUIDELINES IN RESEARCH MANAGEMENT OF THE  
SCHOOLS DIVISION OF THE CITY OF BATAC**

**RATIONALE**

The Schools Division of the City of Batac (SDCB) was established in June 2008. It is the 14<sup>th</sup> schools division in Region I. Since its establishment as a separate division, it has gradually and conscientiously promoted research to advance its practice among the teachers and personnel of the division. Through strict compliance with DepEd research issuances, SDCB through the Planning and Research Section is gradually making research more prominent.

The Schools Division of the City of Batac recognizes the vital role of research in driving evidence-based decision-making and advancing continuous improvement in education. The Division is committed in its adherence to the policies enunciated in DepEd Order No. 39, s. 2016, known as the Basic Education Research Agenda, and DepEd Order No. 16, s. 2017, also known as the Research Management Guidelines. These issuances eased the efforts of the Division to promote research. Since then, these DepEd policies have become the main references of the Division in the implementation of research activities.

While national policies on research management provide a broad framework, the unique context, resources, and challenges faced by our schools call for a more designed approach. Localized guidelines in research management ensure that the specific needs of our schools, teachers, and learners are addressed, allowing for more effective and relevant research initiatives that would address contextual relevance, flexibility and adaptation, clarity and accessibility, and enhanced implementation. These details call for a localized research protocol that is more suited to the context of the Division and its personnel.

In view of the foregoing, the development of localized research guidelines while adopting and mirroring the provisions of the Research Management Guidelines and firmly adhering to the Basic Education Research Agenda is in alignment with the thrust of the Division to institutionalize research.

**SCOPE**

The Localized Guidelines on Research Management will serve as a guide of the Schools Division of the City of Batac in the management and conduct of research while providing guidance to all DepEd researchers in the schools and in the division.

Moreover, external researchers who intend to conduct their academic research in the division or considering the schools, teaching, and non-teaching personnel as their sample/respondents, are expected to adhere with the guidelines set herein.

**A. DIVISION RESEARCH GUIDELINES**

To strengthen the institutionalization and advancement of a research-oriented culture and enhance the implementation of research initiatives, the division outlines the following guidelines:

**1. Alignment with the Basic Education Research Agenda**

- a. The SDO and school researchers shall identify pressing issues and problems that could be addressed through research aligned with the



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

approved Division Research Agenda topics and in adherence to the themes stipulated under DepEd Order No. 39, series of 2016, otherwise known as the Basic Education Research Agenda (BERA).

- b. SDCB Personnel (teaching and non-teaching) taking graduate and post-graduate studies shall align their thesis/dissertation to the BERA.

**2. Research Management Among Educational Leaders and Non-School-based Personnel**

- a. The conduct of educational research among Education Program Supervisors (EPS), Public Schools District Supervisors (PSDS), School Heads (Principals, Head Teachers, Teacher-in-Charge/Officer-in-Charge), and Unit/Section Heads of functional divisions whose functions require the production of a research output is highly encouraged. They shall conduct at least one (1) action/basic research for every two school/calendar years.
- b. Top management officials are likewise encouraged to conduct research relevant to the emerging needs of the Schools Division.
- c. Top management officials, educational leaders, and non-school-based personnel who intend to conduct research shall subject their studies to the SDRC process in adherence to existing guidelines promulgated by the Central and Regional Offices.
- d. A capsule research proposal shall be submitted to the SDRC for review and approval prior to the submission of full-blown research proposal.

**3. School Research Management and Capacity Building**

- a. Schools shall create a School Research Committee (SRC) with the School Head as the Chairperson.
- b. The SDRC shall capacitate school heads and members of the School Research Committee. Schools with fewer than 7 teachers can be clustered to the neighboring school.
- c. Schools may conduct research-related programs, projects, and activities such as but not limited to research trainings/capacity-building, writeshops, conferences/fora.
- d. The SRC shall review and approve capsule research proposals before submission of the full-blown action/basic research proposals to the Division Office.
- e. Research proposals shall undergo the screening process through paper and oral evaluation to ensure quality. Proposals shall be endorsed by the SRC to the SDRC. The SDRC shall make the final evaluation of the research proposals. Research proposals that attained an average point of 70 shall be recommended for approval by the SDRC Adviser for the implementation of the study.
- f. Master Teachers shall conduct research in sole/single authorship for classroom-based study. However, they can conduct team research (maximum of 3 members) for studies of a wider scope, such as community-based, school/division-based studies.
- g. Schools, with or without Master Teacher shall conduct at least one (1) action or basic research for every two school years to be spearheaded by the School Head as the main proponent, together with one(1) or two (2) teachers of the school, with the collaboration of the Master Teacher to resolve problems and issues of their school. This shall be conducted aside from the research conducted by the Master Teacher.



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

- h. Submission of research among teachers and other non-teaching personnel shall be recommended by the immediate supervisor.
- i. School Heads and Master Teachers shall provide technical assistance (TA) to teachers and monitor the conduct of research in their respective schools.
- j. Schools shall maintain a record of all approved proposals and completed researches conducted by them and shall ensure that research protocols, ethics, and guidelines are strictly followed.

**4. Provision of Research Time as an Ancillary Teaching Task**

The Schools Division Office shall provide a 1-hour per day undisturbed time for research to all teachers with on-going research studies to be included in their teaching workload as teaching ancillary tasks. Teachers can only be granted undisturbed time upon approval of the capsule research proposal specifically within a period of three (3) months for action research and six (6) months for basic research.

**5. Research Dissemination, Utilization, and Archiving**

- a. Copies of duly approved research, including BERF-funded completed studies shall be submitted to the division at the end of each school year for research result dissemination, utilization, advocacy, policy formulation, decision-making, and archival.
- b. Full-blown research shall be allowed for presentation in division/regional/national conferences, fora, and even publication in the Division Research Journal if it has undergone screening and evaluation by the SDRC.

**6. Involvement of External Research Evaluators**

The SDRC may invite external research evaluators from the field/schools who are research experts to sit as members of the SDRC.

**7. Participation of Private Schools in Division Research Initiatives**

Private schools are encouraged to submit their researches aligned with the Division BERA however, such studies shall not be submitted nor recommended for funding under the BERF as stipulated under DO No. 16, series of 2017.

**8. Allocation of Research Funds**

The Division may allocate funds for research to support researchers complete their studies such as for internet subscription, bond papers, printer inks, and other allowable expenses in the conduct of research, subject to liquidations following existing auditing rules.

**9. Conduct of Research by External Researchers**

- a. Post-graduate and graduate students who will conduct their academic research in the division shall submit a letter of intent addressed to the Schools Division Superintendent (SDS) attached with a copy of the proposal, research instrument, and others as may be required to the Planning and Research Section of the division for recording and action prior to the approval of the request by the SDS.

The implementation of the request to conduct a study in the division shall only commence upon issuance of the SDS's approval letter.



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

Researchers shall be required to submit a copy of their completed research to the Planning and Research Section for archiving and for referencing future studies.

- c. No thesis or dissertation prepared as an academic requirement for graduate and post-graduate degrees is allowed for Basic Education Research Fund (BERF) funding. Moreover, it shall not be given credit when submitted for promotion purposes. Theses/dissertations, however, shall be allowed for presentations and dissemination of results purposes only and cannot be accepted as entries during division-initiated competitions such as during conferences or fora.

## **B. RESEARCH COMMITTEES**

### **1. Schools Division Research Committee (SDRC)**

There shall be an established SDRC, an authorized body to assume research management responsibilities at the division level and shall perform the roles and duties stipulated in DepEd Order No. 16, s. 2017.

The SDRC is composed of the following:

Chairperson: Assistant Schools Division Superintendent (ASDS)

Co – Chairpersons: Chief, School Governance and Operations Division (SGOD)  
Chief, Curriculum Implementation Division (CID)

Adviser: Schools Division Superintendent (SDS)

Members: SEPS, Planning and Research

Education Program Supervisors from CID and SGOD based on requirement for evaluation

Representative from Finance Unit

**By invitation:** Focal person of concerned division/unit/section/learning area/program

Secretariat: School Governance and Operations Division

The SDRC shall designate a Research Adviser for every research submitted to provide support and technical assistance to the researcher on the conduct of the study considering the relevance to the research agenda of the division, suitable language and grammar used for the study, and the statistical aspect of the study.

A research adviser shall be from the Committee, a focal person or from the schools holding a position of school head/master teacher as may be appointed by the Chairperson who is an expert on the study submitted.

### **2. School Research Committee (SRC)**

At the school level, the School Research Committee shall be composed of the following:

Chairperson: School Head

Co-Chairperson: Master Teacher or School Research Coordinator in the absence of a Master Teacher

Members: 2 Teachers based on the area of focus of the study

The SRC shall have the following roles and responsibilities:



Republic of the Philippines  
**Department of Education**  
REGION I

**SCHOOLS DIVISION OF THE CITY OF BATAC**

- 2.1 Chairperson. Leads research initiatives at the school level to further the thrusts on research of the division and help develop a culture of research in the school. The chairperson shall also provide technical assistance to ensure the integrity and validity of the study before endorsing it to the division. The chairperson shall be the head of the school.
- 2.2 Co-Chairperson. Provides support and facilitates the submission, evaluation, and approval of the study from the school to the division. This shall be assigned to a Master Teacher, in the absence thereof, to a Department Head Teacher, or to the School Research Coordinator.
- 2.3 Members. Extend technical support to researchers throughout the different phases of the research process and also help in reviewing research outputs for accuracy, adherence to guidelines, and relevance to school and division priorities.

**C. RESEARCH CYCLE**

**1. Call for Research Proposals**

After the Regional Research Committee (RRC) had issued their call for the submission of research proposals, the SDRC, in close coordination with the RRC will assist in the wide dissemination of the call for proposals in the schools. The Secretariat shall conduct an information dissemination and capacity building activities on the preparation of proposals.

Proponents shall be given one (1) month after the call was posted to submit their proposed study. The topic of the research must be within the division research priorities aligned with the national and regional research agenda across four (4) identified themes and three (3) cross-cutting themes.

Prior to the submission of the full version of the proposal, the proponent shall submit a capsule research proposal to the SRC following the template found in Annex A. The SRC shall review and evaluate the capsule proposal and provide technical assistance to the proponent. The SRC may seek technical assistance to the SDRC in case of clarificatory matters on the capsule proposal submitted. The SRC shall approve the capsule research proposal if it addresses the research agenda of the division. In the case of Schools Division Office (SDO) personnel, the proponents have to submit the capsule research proposal to the SDRC duly endorsed by the functional division head.

The research proposal shall be submitted in hard and electronic copies. It must be endorsed by the SRC to the SDRC. Action and basic research proposals must comply with the minimum requirements set under DO No. 16, s. of 2017 (Annex B)).

Research which shall be funded under the Basic Education Research Fund (BERF) shall attach the following additional documents:

- a. Application form and endorsement of the immediate supervisor of the proponent (Annex C);
- b. Declaration of Anti-plagiarism and absence of conflict of interest (Annex D).

**2. Evaluation of Proposals**

- a. Initial Screening
  1. For Funding under BERF



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

The SDRC Secretariat shall conduct the initial screening of submitted research proposals against eligibility requirements. Proposals with the following conditions shall be returned with appropriate technical inputs:

- 1.1 Incomplete documentary requirements;
  - 1.2 Conflict of interest in personal and professional aspect;
  - 1.3 Non-conformance to research ethics;
  - 1.4 Exceeding the maximum amount of the research grant with no provision of cost-sharing;
  - 1.5 Non-alignment of research topic with the national and local Basic Education Research Agenda (BERA); and
  - 1.6 Cost estimates are not within the existing accounting and auditing rules and regulations.
2. For Non-BERF

The SDRC Secretariat will conduct the initial screening of submitted research proposals against completeness and adherence to the prescribed format. Proposals with the following conditions shall be returned to the proponents with appropriate technical inputs for revision, to wit:

- 2.1 Lacking required parts for a research proposal; and
- 2.2 Non-conformance to research ethics.

The SDRC Secretariat shall inform the proponents of the result of the initial screening of the proposals. Research proposals that passed the screening will be forwarded to the SDRC for a more thorough evaluation. The proposal shall be endorsed to the proponent in preparation for the oral presentation to the SDRC.

b. Committee Evaluation

The SDRC shall evaluate the proposals using the criteria and scoring provided in the Guide for Appraising Basic and Action Research Proposals. (Annexes E and F)

To qualify for endorsement for BERF Funding, the proponent must obtain a minimum score of 70%. Endorsed proposals by the SDRC to the RRC shall undergo further thorough evaluation.

For proposals not requested to be funded under BERF, the proponent must also obtain a minimum score of 70%.

The SDRC shall provide comments on the proposals for the proponent's consideration before the implementation of the research.

c. Notification of Results

The SDRC Secretariat shall issue the Certificate of Approval (Annex G) to the proponent once the Committee has evaluated the proposal.

The SDRC shall signify its approval for the implementation of the research through an indorsement by the SDRC Adviser (SDS).

d. Progress Monitoring

The Secretariat shall provide quarterly status of research, especially those with BERF Funding, based on the approved workplan. The SDRC shall conduct periodic monitoring visits to the researchers' respective schools to monitor the progress of ongoing studies and conduct consultative discussions on the status and development of the research projects.



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

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e. Technical Assistance

The SDRC and/or Research Advisers shall provide researchers with appropriate technical assistance based on the feedback of the progress monitoring (Annex H).

The SEPS for Planning and Research shall assist the researchers as necessary if requested, at any point during the research implementation.

f. Submission of Research and Acceptance

Researchers shall submit the completed researches to the SDRC. The Secretariat shall conduct a technical evaluation to determine the acceptability of the output. Submitted outputs with lacking requirements, comments, suggestions, and/or recommendations shall be returned to the researchers.

The final and approved completed research report containing the required parts specified under DO No. 16, s. 2017 (Annex I) shall be submitted in soft (PDF File) and hard copies to the SDRC Secretariat. A Certificate of Completion (Annex J) signed by the SDRC and approved by the Schools Division Superintendent shall be issued to the researchers.

3. Dissemination and Utilization

1. The SDRC in collaboration with the researchers shall take appropriate measures to ensure dissemination and utilization of the research to optimize the results of the studies conducted.
2. Researchers are required to utilize and disseminate the research conducted based on their plan for dissemination and utilization.
3. As part of the dissemination process, researchers shall share their findings through research conferences and fora.
4. For wider dissemination of research results, the SDRC shall publish research journals and bulletins. School heads and teachers shall also disseminate and utilize their research through Learning Action Cells (LACs), In-Service Training (INSET), Focused Group Discussions (FGDs), Enhanced School Improvement Plan (eSIP)/Annual Implementation Plan (AIP) and School Report Card.

**D. FORMAT**

Action/Basic Research proposals and completed researches for submission and approval to the division office, respectively shall observe and adhere to the following format:

1. Paper size: A4, bond paper
2. Margin: 1" on the top, bottom, and right, and 1.5" on the left
3. Font style/size: Bookman Old Style font size 11 throughout the paper
4. Spacing: Double-spaced
5. Alignment: Justified for the body paragraphs, centered for the main title and main headings, left for sub-headings.
6. Title Page: Entries are written single-spaced, and the parts are evenly spaced. (See Annex K)
7. Citations/References: APA Style
8. Tables and Figures Spacing: Single-spaced for tables and figures' heading and content
9. Pagination: Use the pagination embedded in the footer
10. Binding/Packaging: Soft-bound, with acetate/PVC cover



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

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Assistant Schools Division Superintendent  
SDRC Chair

APPROVED:

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SDRC Adviser



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

Annex A. Capsule Action/Basic Research Proposal



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

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

Title: *(Type Title of the Research)*

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

Doc. Ref. Code:	SDO SG00 1097	Rev.	04
Effectivity	01 08 2024	Page	1 of 2
Control No.	A14-35		

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Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

PROBLEM	ACTION	TARGET RESULT OF THE ACTION
<b>General Statement of the Problem:</b>	<b>DATA ANALYSIS:</b>	
<b>TIME FRAME:</b>		
Prepared by:	Reviewed by:	Noted:
<b>NAME OF THE RESEARCHER</b> Position	<b>NAME OF THE SRC</b> School Research Coordinator	<b>NAME OF THE SCHOOL HEAD</b> Position
Recommending Approval:	Approved:	
<b>NAME OF SDRS CHAIRPERSON</b> Assistant Schools Division Superintendent		<b>NAME OF SDRS ADVISER</b> Schools Division Superintendent

Doc. Ref. Code:	SDO 5200-1097	Rev.:	04
Effectivity	01/08/2024	Page	2 of 2
Control No.	414 15		

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Republic of the Philippines  
**Department of Education**

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

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Annex B. 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 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



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

Annex C. Research Proposal Application Form and Endorsement of Immediate Supervisor

**A. RESEARCH INFORMATION**

<b>RESEARCH TITLE</b>	
<b>SHORT DESCRIPTION OF THE RESEARCH</b>	
<b>RESEARCH CATEGORY (check only one)</b> <input type="radio"/> National <input type="radio"/> Region <input type="radio"/> Schools Division <input type="radio"/> District <input type="radio"/> School  <b>(check only one)</b> <input type="radio"/> Action Research <input type="radio"/> Basic Research	<b>RESEARCH AGENDA CATEGORY (check <u>only one</u> main research theme)</b> <input type="radio"/> Teaching and Learning <input type="radio"/> Child Protection <input type="radio"/> Human Resource Development <input type="radio"/> Governance  <b>(check up to one cross-cutting theme, if applicable)</b> <input type="radio"/> DRRM <input type="radio"/> Gender and Development <input type="radio"/> Inclusive Education <input type="radio"/> Other (please specify) _____
<b>FUND SOURCE 9e.g. BERF, SEF, others)*</b>	<b>ESTIMATED AMOUNT</b>
BERF	
<b>TOTAL AMOUNT</b>	

\*indicate also if proponent will use personal funds

**B. PROPONENT INFORMATION**

**LEAD PROPONENT/INDIVIDUAL PROPONENT**

<b>LAST NAME:</b>	<b>FIRST NAME:</b>	<b>MIDDLE NAME:</b>
<b>BIRTHDATE(MM/DD/YYYY)</b>	<b>SEX:</b>	<b>POSITION/DESIGNATION:</b>
<b>REGION/DIVISION/SCHOOL: (whichever is applicable)</b> REGION I/SDO BATAC CITY/		
<b>CONTACT NUMBER 1:</b>	<b>CONTACT NUMBER 2:</b>	<b>EMAIL ADDRESS:</b>



Republic of the Philippines  
**Department of Education**  
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

<b>EDUCATIONAL ATTAINMENT</b> (enumerate from bachelor's degree to doctorate degree)	<b>TITLE OF THESIS/RELATED RESEARCH PROJECT:</b>
<b>SIGNATURE OF PROPONENT:</b>	

*PROPONENT 2*

<b>LAST NAME:</b>	<b>FIRST NAME:</b>	<b>MIDDLE NAME:</b>
<b>BIRTHDATE(MM/DD/YYYY)</b>	<b>SEX:</b>	<b>POSITION/DESIGNATION:</b>
<b>REGION/DIVISION/SCHOOL: (whichever is applicable)</b> REGION I/SDO BATAK CITY/		
<b>CONTACT NUMBER 1:</b>	<b>CONTACT NUMBER 2:</b>	<b>EMAIL ADDRESS:</b>
<b>EDUCATIONAL ATTAINMENT</b> (enumerate from bachelor's degree to doctorate degree)	<b>TITLE OF THESIS/RELATED RESEARCH PROJECT:</b>	
<b>SIGNATURE OF PROPONENT:</b>		

*PROPONENT 3*

<b>LAST NAME:</b>	<b>FIRST NAME:</b>	<b>MIDDLE NAME:</b>
<b>BIRTHDATE(MM/DD/YYYY)</b>	<b>SEX:</b>	<b>POSITION/DESIGNATION:</b>
<b>REGION/DIVISION/SCHOOL: (whichever is applicable)</b> REGION I/SDO BATAK CITY/		
<b>CONTACT NUMBER 1:</b>	<b>CONTACT NUMBER 2:</b>	<b>EMAIL ADDRESS:</b>
<b>EDUCATIONAL ATTAINMENT</b> (enumerate from bachelor's degree to doctorate degree)	<b>TITLE OF THESIS/RELATED RESEARCH PROJECT:</b>	
<b>SIGNATURE OF PROPONENT:</b>		



Republic of the Philippines  
**Department of Education**  
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

Annex D. Declaration of Anti-Plagiarism and Absence of Conflict of Interest

**DECLARATION OF ANTI-PLAGIARISM**

1. I, \_\_\_\_\_, understanding 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 parts of their work without proper acknowledgement and referencing.

2. I, hereby attest to the originality of this completed research 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 citation referencing other works from sources.

3. I understand the violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education and the Basic Education Research Fund.

PROPONENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPONENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPONENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

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**IMMEDIATE SUPERVISOR'S CONFORME**

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

\_\_\_\_\_  
Name and Signature of Immediate Supervisor

Position/Designation: \_\_\_\_\_

Date : \_\_\_\_\_



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

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**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 may be returned to me if found out that there is conflict of interest during the initial screening and evaluation of the SDRC/RRC/BCD.
3. Further, in case of any forms of conflict of interest (possible or actual) which may inadvertently emerge, 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 and will automatically disqualify my research from the BASIC EDUCATIONAL RESEARCH FUND.

PROPOSER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



Republic of the Philippines  
Department of Education

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

Annex E. Guide for Appraising Basic Research Proposals

Main Criteria	Increasing Levels of Quality and their Descriptions			Score
	low		high	
<b>Rationale of the Research</b> 10 points	not described (no points)	The research proposal presents a general description of the topic or focus of inquiry. (5 points)	The educational relevance and timeliness of the research topic are shown. It explains the need to conduct research to understand a phenomenon, advance or validate knowledge, improve a situation, or address an issue / problem (8 points)	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)
<b>Research Questions</b> 20 points	not stated (no points)	The research proposal has a stated aim, objective, or general research questions. (10 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)	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)
<b>Use of Related Literature and Proper Citation</b> 10 points	not provided (no points)	The research proposal cites theories and/or previous studies related to the present research. Sources are properly acknowledged. (5 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. (10 points)	



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**Department of Education**  
 REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

Main Criteria	Sub-Criteria	Increasing Levels of Quality and their Descriptions			Score
		low		high	
Research Methods 40 points	Participants and/or other Sources of Data and Information (10)	not stated (no points)	The research proposal states the study's 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. Clear rationale for their inclusion in the study is given. (10 points)	
	Data Gathering Method(s) and Research Instruments (20)	not described (no points)	The research proposal presents a general description of the methods to be employed for gathering data. (10 points)	Details of data gathering methods are provided: the specific kinds of data, how and when they will be collected; it describes any research instruments (ex. test, scale, survey questionnaire, checklist, interview guide) to be developed or adopted. (15 points)	The proposal explains why the data gathering methods are suited to the nature and purpose of the study. The data gathering methods are aligned with the research questions. Details about research instruments are presented such as their sources or how they will be developed and by whom, and their appropriateness for obtaining the desired kind of data / information. (20 points)
	Data Analysis Plan (10)	not stated (no points)	The research proposal presents a general description of how the gathered data / information will be analyzed. (5 points)	Details of the methods of data analysis are given. Techniques (ex. quantitative/statistical, qualitative, or both methods), as well as tools (ex. software) to be employed are specified. (8 points)	The selected methods of data analysis are shown to be appropriate to the nature of the data / information to be gathered and for addressing the research questions. (10 points)



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**Department of Education**

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

Main Criteria	Increasing Levels of Quality and their Descriptions			Score
	low		high	
Work Plan and Timelines 10 points	not included (no points)	The research proposal includes a list of major activities and their timelines. (5 points)	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)	
Cost Estimates 10 points	not included (no points)	The research proposal includes a list of major items and their estimated costs. The total cost is shown (5 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				
Remarks:				



Republic of the Philippines  
**Department of Education**  
 REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

Annex F. Guide for Appraising Action Research Proposals

Increasing Levels of Quality and their Descriptions			Score	
			low	high
Main Criteria	Sub-Criteria			
	Context (15)	The action research proposal presents a general description of the problem or issue as its focus of inquiry (8 points)	not described (no points)	The nature, extent and salience of the identified problem or issue are comprehensively discussed. Different aspects of the action research setting are elaborated showing in depth and critical analysis of the situation (15 points)
Rationale of the Action Research 30 points	Proposed Intervention, Innovation, Strategy (15)	The action research proposal mentions an intervention, innovation or strategy to be tried out to address the problem or issue (8 points)	not presented (no points)	The rationale, extent and limitation of the 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 Question(s) 30 points	The action research proposal has a stated aim, objective, or general research question(s) (15 points)	not stated (no points)	The research question(s) logically proceeds from the context of the inquiry. It clearly relates to the identified problem or issue, and conveys the desired change or improvement (30 points)



Republic of the Philippines  
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

Main Criteria	Sub-Criteria	Increasing Levels of Quality and their Descriptions			Score
		low		high	
Action Research Methods 30 points	Participants and/or other Sources of Data and Information (10)	The action research proposal states the target participants and/or other sources of data and information (ex. learners, teachers, documents, realia, learners' products, 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. Clear rationale for their inclusion in the study is given. (10 points)		
	Data Gathering Method(s) (10)	The action research proposal presents a general description of the method(s) to be employed for gathering data. (5 points)	Details of the data gathering method(s) are provided: the specific kinds of data, how and when 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)	The proposal explains why the selected data gathering method(s) is 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 Plan (10)	The action research proposal presents a general description of how the gathered data / information will be analyzed (5 points)	Details of the method(s) of data analysis are given. Techniques (ex. quantitative/statistical, qualitative, or both methods), as well as tools (ex. software) to be employed are specified (8 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)	



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REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

Annex G. Certificate of Approval



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REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

**CERTIFICATE OF APPROVAL**

This [Action/Basic] Research Proposal titled "[title of research]" of [name & position of researcher], which addresses [specific topic in the research agenda being addressed] of the approved Division Research Agenda has been reviewed and recommended for approval by the Schools Division Research Committee this \_\_\_\_\_ day of \_\_\_\_\_.

Prepared by:

Reviewed by:

[Signature over printed name]

SDRC Member/Secretariat

[Signature over printed name]

Research Adviser/SDRC Member

Certified Correct:

[Signature over printed name]

SDRC Vice-Chairperson

[Signature over printed name]

SDRC Vice-Chairperson

Recommending Approval:

[Signature over printed name]

SDRC Chairperson

Approved:

[Signature over printed name]

SDRC Adviser



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Doc. Ref Code:	SDO SGOD #136	Rev.:	00
Effectivity:	11-04-2024	Page:	1 of 1
Control #	A1435		



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Annex H. Research Implementation Monitoring and Evaluation Tool



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**RESEARCH IMPLEMENTATION MONITORING & EVALUATION TOOL**

Title: \_\_\_\_\_

Proponent(s): \_\_\_\_\_

School/Office: \_\_\_\_\_

Date of Monitoring: \_\_\_\_\_ Locale of the Study: \_\_\_\_\_

**Part I. Monitoring**

Indicators	Completion Status (/)		
	Yes	No	N/A
• <b>Research instruments</b>			
• If adopted, used as proposed			
• If new or adapted/ modified			
• validity results presented			
• reliability results presented			
• pilot testing completed			
• <b>Sampling</b>			
• Sampling frame documented			
• Participants/ subjects recruited/identified according to design			
• <b>Data collection procedure</b>			
• Informed consent/assent form collected			
• For Action Research:			
• Pre-test conducted			
• Innovation/ Intervention/ Strategy implemented			
• Post-test conducted			
• For Basic Research:			
• Research instrument administered			
• Research instrument retrieved			
• Interviews conducted			
• Other activities:			
• Research data storage and organization			
• hard copy (consolidated)			
• soft copy (MS Excel file)			
• <b>Research Report</b>			
• Results and Discussion completed			
• Action Plan/ Dissemination and Advocacy Plan drafted			
• Conclusion			
• Recommendation			
• Abstract			
• References			
• Activities conducted on time based on Gantt Chart			
• <b>Financial Report</b>			
• Expenses charged from Funding Source (other than personal)			
• Cost sharing observed (personal)			
• Supporting documents for liquidation presented			



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Doc. Ref Code:	SDO SG00 1021	Rev.:	04
Effectivity:	01.08.2024	Page:	1 of 2
Control #	A14 JS		



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**Part II. Evaluation** [To be accomplished only when data collection has been completed]

Indicators	Score
<b>A. Quality 50% (1- evident/ 0- not evident)</b> • Research instruments If adopted instrument was used as proposed If new or adapted instruments or tools have been validated and/ or tested for reliability • Research is participated in by those identified participants in the proposal (refer to sampling design) • Approved intervention (action research) and/or tool (basic) have been utilized as proposed and observed proper procedure and ethics • Informed consent/assent form were accomplished by participants and are filed by the researcher • Research data gathered were properly kept and organized Total for Part A	
<b>B. Timeliness 30% (Refer to the following point system)</b> 5- research activities are conducted based on research timelines 4- research activities are delayed by 1-5 working days 3- research activities are delayed by 6-10 working days 2- research activities are delayed by 11-15 working days 1- research activities are delayed by more than 15 working days *Delays due to valid reasons such as force majeure shall be given consideration provided, adjusted timeline is approved by the SDRC.	
<b>C. Cost-effectiveness 20% (Refer to the following point system)</b> 5- research expenses are within proposed cost estimates 4- research expenses exceed up to 20% of total cost estimates 3- research expenses exceed 21%-30% of total cost estimates 2- research expenses exceed 31%-40% of total cost estimates 1- research expenses exceed 40% or more of total cost estimates Total Weighted Score (0.5A+0.3B+0.2C)	

**Descriptive Interpretation:**

4.1 - 5.0	Well implemented
3.1 - 4.0	Acceptable
2.1 - 3.0	Needs improvement
1.0 - 2.0	Not acceptable

**Part II. Other Significant Findings/Issues/ Concerns**

Provision of Technical Assistance: Please see TA Form and Report

Prepared by:

Conforme:

**NAME & SIGNATURE OF MONITOR**  
Position Designation

**NAME & SIGNATURE RESEARCHER**  
Position Designation



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Annex I. Minimum Requirement of a Completed Research Report

A. Completed Basic Research Template:

- I. Title Page
- II. Approval Sheet
- III. Abstract
- IV. Acknowledgment
- V. Table of Contents
- VI. Introduction of the Research
- VII. Literature Review
- VIII. Research Questions
- IX. Scope and Limitation
- X. Research Methodology
  - a. Sampling
  - b. Data Collection
  - c. Data Analysis
  - d. Ethical Consideration
- XI. Discussion of Results and Recommendations
- XII. Dissemination and Advocacy Plans
- XIII. References
- XIV. Financial Report (for BERF funded research only)
- XV. Appendices
- XVI. Researcher/s' Information

B. Completed Action Research Template:

- I. Title Page
- II. Approval Sheet
- III. Abstract
- IV. Acknowledgment
- V. Table of Contents
- VI. Context and Rationale
- VII. Innovation, Intervention, and Strategy
- VIII. Action Research Questions
- IX. Action Research Methods
  - a. Participants and/or other Sources of Data and Information
  - b. Data Gathering Methods
- IX. Discussion of Results and Reflection
- X. Action Plan
- XI. References
- XII. Financial Report (for BERF funded research only)
- XIII. Appendices
- XIV. Researcher/s' Information



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REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

Annex J. Certificate of Acceptance



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**CERTIFICATE OF ACCEPTANCE**

This research proposal/report titled: \_\_\_\_\_,  
prepared and submitted by \_\_\_\_\_ of \_\_\_\_\_, has been  
reviewed and recommended for acceptance by the Schools Division Research  
Committee this \_\_\_\_\_ Day of Month, Year.

**NAME & SIGNATURE**  
SDRC Member

**NAME & SIGNATURE**  
SDRC Member

**NAME & SIGNATURE**  
SDRC Member

**NAME & SIGNATURE**  
SDRC Co-Chairperson

**NAME & SIGNATURE**  
SDRC Co-Chairperson

**NAME & SIGNATURE**  
SDRC Chairperson

Approved:

**NAME & SIGNATURE**  
SDRC Adviser



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Doc. Ref Code	SDO-MGDD-1026	Rev	04
Effectivity	01-08-2024	Page	1 of 1
Control #	A14-35		



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Annex K. Title Page



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SCHOOLS DIVISION OF THE CITY OF BATAC

**Localized Guidelines in Research Management of the  
Schools Division of the City of Batac**

Edwin V. Tangonan

School Governance and Operations Division  
Schools Division of the City of Batac  
Department of Education

**Author Note**

The author declares no potential conflicts of interest concerning the research, authorship, and/or publication of this report.

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Doc. Ref Code	SOO-SGDO-FC11	Rev.	02
Effectivity	01.08.2024	Page	1 of 78
Control #	A14-15		

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