



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

January 21, 2025

DIVISION MEMORANDUM
No. 047, s. 2025

CALL FOR THE SUBMISSION OF CY 2025 RESEARCH PAPER PROPOSALS

TO: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Schools Division Research Committee
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In support to the commitment of the Department of Education to deliver quality service through evidence-based practice as stated in DepEd Order (DO) No. 13, s. 2015, it is necessary to provide an avenue to use research studies as sources of quality and reliable information for local policymaking, improvement of practice, and further research.

2. Pursuant to the Research Management Cycle stated in DepEd Order (DO) No. 16, s. 2017 (*Research Management Guidelines*), this Office hereby announces the Call for the submission of CY 2025 Research Paper Proposals to all interested and qualified researchers in the Schools Division.

3. Relative to this call, the following activities will be implemented:

Date	Activity	Persons Involved
February 21, 2025	Deadline of Submission of Research Proposals	SDRC Secretariat
Until March 7, 2025	Initial Screening	SDRC Secretariat
March 20 - 21, 2025	Committee Evaluation (Oral Presentation)	SDRC Members
Until April 4, 2025	Notification of Results will be provided to the Proponents	SDRC Secretariat

4. The following enclosures are attached for reference and guidance:
- Enclosure 1: Preparation and Inclusion in Research Paper Proposal
 - Enclosure 2: Format for the Cost Estimates and Guidelines for Oral Presentation
5. The submission of the Research Paper Proposal requires one copy for initial screening and five copies for the committee evaluation.
6. The templates of the annexes necessary for the research proposal can be downloaded through this link: <https://bit.ly/SDOCATRESEARCHLIBRARY>.
7. The widest dissemination of this memorandum to all concerned is desired.

By Authority of the OIC - Schools Division Superintendent

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Enclosure 1 to Division Memorandum No. 047, s. 2025

PREPARATION AND INCLUSION IN RESEARCH PAPER PROPOSAL

ACTION RESEARCH	BASIC RESEARCH
Title Page	
Annex 1: Research Proposal Application Form and Endorsement of Immediate Supervisor	
Annex 3: Declaration of Anti-Plagiarism and Absence of Conflict of Interest	
Body of Research	
Context and Rationale	Introduction and Rationale
Action Research Questions	Literature Review
Proposed Innovation, Intervention, and Strategy	Research Questions
Action Research Methods a. Participants and/ or Sources of Data and Information b. Data Gathering Methods c. Data Analysis Plan	Scope and Limitation
Action Research Work Plan and Timelines	Research Methodology a. Sampling b. Data Collection c. Ethical Issues d. Plan for Data Analysis
Cost Estimates	Timetable/ Gantt Chart
Plans for Dissemination and Utilization	Cost Estimates
References	Plans for Dissemination and Advocacy
Appendices	References
	Appendices
FORMATTING	
Margin	Left Side: 1.5 in Right Side, Top and Bottom: 1.0 in
Font and Size	Arial, 12
Number of lines per page	22 - 23 lines
Paper size	Short bond paper



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Enclosure 2 of Division Memorandum No. 077, s. 2025

FORMAT FOR THE COST ESTIMATES AND GUIDELINES FOR ORAL PRESENTATION

A. Format for the Cost Estimates

ACTIVITY	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT

Descriptions:

1. **ACTIVITY:** List of specific activities to conduct in the entire duration of the research activity implementation as reflected in the Work Plan/ Gantt Chart/ Timeline
2. **DESCRIPTION:** Write/ List the actual purchase/s (supplies and materials, foods, fare for domestic travel, etc.)
3. **QUANTITY:** Refers to the needed actual number of purchase/s.
4. **UNIT PRICE:** The actual market price per piece of the purchased item/s.

B. Guidelines For Oral Presentation

1. The research proposals which underwent initial screening will be notified for oral presentation through a memorandum.
2. The prescribed template for the visual presentation is downloadable to this link: <https://bit.ly/SDOCATRESEARCHLIBRARY>.
3. The visual material should not be more than 15 slides, and include the title of the study, name of author/s, school/ office, and email address. Succeeding slides will be composed of Introduction, Objectives of the study, and comprehensive methodology.
4. Each presenter is given 15 minutes for an oral presentation. There will be academic exchange after each presentation.
5. The secretariat will prepare minutes of the oral presentation and provide the researcher with a copy upon the validation of the SDRC.
6. The secretariat will conduct orientation to the proponents as to the way forward or the next steps of the proponents.



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