



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

07 June 2024

**DIVISION MEMORANDUM**

No. **234**, s. 2024

**RESULTS OF THE QUALITY ASSURANCE OF RESEARCH PROPOSALS FOR  
THE PROJECT EDUCREATE 3.0 (Educational & Comprehensive  
Research Advancement for Teachers' Engagement 3.0)**

To: Assistant Schools Division Superintendent  
Chief - School Governance and Operations Division  
Chief - Curriculum Implementation Division  
Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
Schools Division Research Committee and Technical Working Group Members  
Teachers and Master Teachers  
All others concerned

1. DepEd Order No. 16, S. 2017 known as the "Research Management Guidelines" emphasizes the roles and duties of the Schools Division Research Committee (SDRC) in providing technical assistance to research proponents in the schools, district or division office. In line with this, the SDRC provided the research participants to attend Project EduCREATE 3.0 (**Educational & Comprehensive Research Advancement for Teachers' Engagement**) last **May 15-17, 2024** for research writeshop at the Nueva Vizcaya Teachers' Camp.
2. As such, the SDRC announces the results of the quality assurance of research proposals evaluated by the committee and the members of the Research Technical Working Group.
3. Research participants of the Project EduCREATE 3.0 are requested to incorporate the recommendations and suggestions for the improvement of the manuscripts and to upload them **on or before July 05, 2024** through this drive link:

[https://depedph-my.sharepoint.com/:f:/g/personal/clydinne\\_argueza\\_deped\\_gov\\_ph/EjUwHkbKrwVLkLMAPgD7eDoBHUs8N5psf0WflaF9tUj36g?e=FuSHmS](https://depedph-my.sharepoint.com/:f:/g/personal/clydinne_argueza_deped_gov_ph/EjUwHkbKrwVLkLMAPgD7eDoBHUs8N5psf0WflaF9tUj36g?e=FuSHmS)

4. Proponents are also requested to refer to the general findings/recommendations attached to this memorandum and to observe the given timeline for the implementation of the research projects (Annex A.1 and 2).



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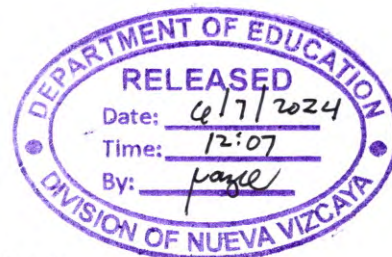
5. For the issuance of permit, research proponents shall submit the following documents to the SGOD- Planning and Research Section on or before July 05, 2024:

<b>Order of Documents</b>	
<b>BASIC RESEARCH</b>	<b>ACTION RESEARCH</b>
1. Edited Manuscript 2. Research Instruments	1. Edited Manuscript 2. Pre-Post Test with TOS 3. Lesson Logs (whole duration of the intervention) 4. Sample Intervention Activity Materials
<b>Appendices:</b> a. Quality Control Checklist b. Quality Assured Proposal c. Instrument Validation Sheets (3 Experts) d. Suggestions of the experts for the improvement of the instruments	<b>Appendices:</b> a. Quality Control Checklist b. Quality Assured Proposal c. Instrument Validation Sheets (3 Experts) d. Suggestions of the experts for the improvement of the tools

**Note: 1 copy only, A4 size Bond paper, ring bind with title page and indorsement**

6. Proponents are requested to follow the herein attached order of the research proposals and to observe calendar of activities for the implementation of the research projects.
7. For further queries, please contact through the Par SGOD NV or Project EduCREATE3.0 messenger accounts.
8. Strict compliance and adherence to this memorandum is directed.

**ORLANDO E. MANUEL PhD, CESO V**  
 Schools Division Superintendent  
 06-2024-158



Inclosure: As stated  
 Reference: D O No. 16, s. 2017, D O No 39, s. 2016  
 To be indicated in the perpetual index under the following subjects:  
 Basic/Applied Research      Research Management      Research Agenda



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**ANNEX A.1.: GENERAL RECOMMENDATIONS FOR THE BASIC RESEARCH PROPOSALS BASED ON THE SUBMITTED RESEARCH MANUSCRIPTS**

**I. Introduction and Rationale**

- Strengthen the rationale with local studies and support with evidence-based data like results of assessments from PISA, TIMSS, NAT or school-based context (like performance Indicators of schools/district) – ensure relevance to the variable of interests
- Include discussion and support from DepEd Policy Guidelines capturing benefits and implications.
- Indicate the research gaps based on studies presented and the gaps in the locale.

**II. Literature Review**

- Present the literature studies topically (based on the variables in the research questions) and embed recent and relevant local studies at least 15 (2015 onwards).
- Support with local studies, underlying philosophies/theories/frameworks to deepen the study. (Do not just copy from the internet. Do correct paraphrasing and in-text citation).
- Observe consistent citation and match with the list of references
- Synthesize the literatures by discussing the similarities and differences of the studies with the present study.

**III. Research Questions**

- Arrange research questions from descriptive to inferential or from quantitate to qualitative and the like.
- Indicate general scope of the objective of the study by stating the school year, school/district/division and respondents.

**IV. Scope and Limitations**

- Provide limitations of the study from the coverage of the respondents, tools to be used, locale of the study, methods to be used in the gathering.
- Indicate possible domains or subsets of the main variable of interest.

**V. Research Methodology**

**a. Research Design**

- Align the research design with the research questions and methods.
- explicitly define the design (from are reputable source) and qualify the design to be used based on the procedures of your study.

**b. Sampling Procedures**

- Discuss the selection processes of the respondents - those who will answer the survey and those who will be interviewed.
- Discuss possible profiles/qualifications of the respondents
- Define the sampling procedures from a reputable author and qualify your study based on that definition

**c. Data Gathering Procedures and research instruments**

- Capture the data gathering procedures/activities necessary to gather the data including the validation of instrument (discuss the qualifications of the validators without naming them).
- discuss the methods of data gathering including the tools to be used (adopted, researcher-made, modified, or adapted – specify)

**d. Ethical Issues or Research Ethics**

- Discuss protocols to be observed in the data gathering such as



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- \*permission to authorities through communication letters
- \*use of consent forms and voluntary participation of respondents
- \*observance of data privacy act, confidentiality and non-disclosure of data
- \*observance of absence of conflict of interest and anti-plagiarism

**e. Plan for Data Analysis**

- Align the plan for data analysis with the research questions.
- Be consistent on the use of terms that the research is measuring.
- Show tables to facilitate understanding of analyzing data and give possible discussions below the table aligned with the scale used in the tools.
- All research questions should have equivalent data analysis procedures

**VI. Timetable/Gantt Chart or Work plan**

- Ensure realistic timeline.
- Project the activities from proposal writing to the completion of research even to the dissemination.

**VII. Cost Estimates**

- Provide detailed and itemized cost estimates including sources of fund.
- Align the activities in your schedule of data gathering activities

**VIII. Plans for Dissemination/Advocacy Plan**

- Provide all possible media or platforms to disseminate your researches
- Use the template discuss during the training

**IX. References**

- Match all authors cited with the list of references
- Observe proper APA style of referencing (use the 7<sup>th</sup> Edition)



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**ANNEX A.2.: GENERAL RECOMMENDATIONS FOR THE ACTION RESEARCH PROPOSALS BASED ON THE SUBMITTED RESEARCH MANUSCRIPTS**

**I. Context and Rationale**

- Strengthen the rationale with local studies and support with evidence-based data like results of assessments from PISA, TIMMS, NAT or school-based context (like performance Indicators of schools).
- Integrate at least 15 relevant local studies from 2015 onwards (do not mention the titles in the rationale, discuss immediately their results or implications/recommendations).
- Discuss current scenario of the school about the variable of interest. Mention the status of the school about the variables and support with data.
- Include discussion on the experiences of the teachers in relation to the subject matter/variable of interest
- Discuss the research gaps in the last paragraph including the similarities and differences of the reviewed studies embedded with the current study.

**II. Proposed Intervention, Innovation and Strategy**

- Provide theories, frameworks, and approaches to support the proposed intervention
- Define the proposed intervention based on reputable author and provide the procedures.
- Explain if there will be modifications from the procedures and strategies incorporated.
- Discuss the elements of the intervention such as the materials, roles of the teacher and learners, schedule, strategy incorporated and the like.
- Explain analytically the proposed framework without explicitly mentioning what are found on the boxes.

**III. Action Research Questions**

- Arrange research questions from descriptive to inferential or from quantitate to qualitative and the like.
- Indicate general scope of the objective of the study by stating the school year, school /district/division and participants.

**IV. Action Research Methods**

**a. Research Design**

- Define the design to be used based on authors and explain how the study will carry the same procedures based on the definition.
- Align the research design with the research questions and methods, explicitly define the design and qualify the design to be used.
- Discuss that the study is an action research and explain why.
- Specify the use of experimental design such as one-group pre-posttest design, two-group pre-posttest/Quasi-experimental, post-test design only.
- Need to define the design and explain how the proposed action research will undergo such process and align to the research questions

**b. Participants and other sources of data Information**

- Discuss the selection processes of the participants those who will undergo the pre-posttest, the intervention and interview process.
- Discuss possible profiles/qualifications of the participants -Discuss the qualifications also of the teachers to validate your instruments or to conduct observations (do not name them).
- Provide discussions on the other sources of data information (tools or activities to be used, forms, questionnaires and the like)

**c. Data Gathering Procedures**



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- Define the data gathering method to be used and explain how you will carry out the procedures in your study.
- Capture the data gathering procedures/activities necessary to gather the data including the validation of instrument (discuss the qualifications of the validators without naming them).
- Provide table for schedule of data gathering activities.

**d. Ethical Issues or Research Ethics**

- Discuss protocols to be observed in the data gathering such as
  - \*permission to authorities through communication letters
  - \*use of consent forms and voluntary participation of respondents
  - \*observance of data privacy act, confidentiality and non-disclosure of data
  - \*observance of absence of conflict of interest and anti-plagiarism

**e. Plan for Data Analysis**

- Align the plan for data analysis with the research questions.
- Be consistent on the use of terms that the research is measuring.
- Show tables to facilitate understanding of analyzing data and give possible discussions below the table.

**VI. Timetable/Gantt Chart or Work plan**

- Ensure realistic timeline.
- Project the activities from proposal writing to the completion of research even to the dissemination.
- Specific activities be captured here.

**VII. Cost Estimates**

- Provide detailed and itemized cost estimates including fund source.

**VIII. Plans for Dissemination/Advocacy Plan**

- Provide all possible media or platforms to disseminate your researches
- Use the template discussed during the training (refer to the drive)

**IX. References**

- Match all authors cited with the list of references
- Observe proper APA style of referencing (use the 7<sup>th</sup> Edition or Style)



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**Annex B.1: Timeline in the Implementation of Action Research Projects**

Activities	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan
1. Participation to the Project EduCREATE for research proposal writing										
2. Improvement of research proposal based on the training										
3. Conduct of mock defense										
4. Integration of recommendations/suggestions based on QCC										
5. Uploading of the improved research proposal										
6. Development of tools/pre-post test/ interventions, interview guides										
7. Validation of research instruments (interventions, pre-post test)										
8. Integration of the results of validation in the manuscript										
9. Revision of instruments, if necessary										
10. Submission of complete manuscript for permit to conduct										
11. Conduct of the pre-testing or pilot testing for basic research										
12. Implementation of the intervention, strategy or innovation (for action)										
13. Conduct of post-testing / conduct of data gathering through survey										
14. Conduct of interview, if necessary										
15. Consolidation of gathered data										
16. Initial analysis of data										
17. Participation to Data analysis training										
18. Completion of manuscript										
19. Finalization of research project										
20. Submission of research project for acceptance										

*\*schedule may vary depending on the nature and scope of research study*



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**Annex B.2: Timeline in the Implementation of Basic Research Projects**

Activities	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan
1. Participation to the Project EduCREATE for research proposal writing										
2. Improvement of research proposal based on the training										
3. Conduct of mock defense										
4. Integration of recommendations/suggestions based on QCC										
5. Uploading of the improved research proposal										
6. Development of research tools and interview guides										
7. Validation of research instruments										
8. Integration of the results of validation in the manuscript										
9. Revision of instruments, if necessary										
10. Submission of complete manuscript for permit to conduct										
11. Conduct of pilot testing										
12. Conduct of interview, if necessary										
13. Consolidation of gathered data										
14. Initial analysis of data										
15. Participation to Data analysis training										
16. Presentation in the Conference										
17. Completion of manuscript										
18. Finalization of research project										
19. Submission of research project for acceptance										

*\*schedule may vary depending on the nature and scope of research study*