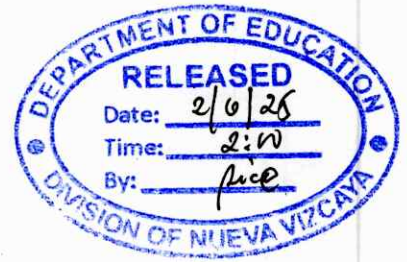




Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA



04 February 2025

DIVISION MEMORANDUM

No. **63**, s. 2025

SUBMISSION OF COMPLETED ACTION AND BASIC RESEARCHES UNDER PROJECT EDUCREATE 3.0 (Educational & Comprehensive Research Advancement for Teachers' Engagement)

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
 All others concerned

- In support to the implementation of **DepEd Order Number 16, s. 2017** known as **Research Management Guidelines**, the Schools Division Research Committee (SDRC) announces the submission of completed action and basic researches from the recipients of the Project EDUCREATE 3.0 on or before March 31, 2025.
- Recipients of the project EduCREATE have to observe the following scheduled activities for the submission of required research documents:

Activity	Date
1. Submission of Completed Researches (Soft copies) in word document using a link to be shared in the GC.	Until February 28, 2025
2. Quality Assurance of the Researches of the submitted completed researches.	March 3-7, 2025
3. Conduct of Project EduCREATE 3.0: Phase 2 (Finalization Phase)	March 13-15, 2025
4. Submission of AIMRAD and Research Bulletin (Soft Copies)	March 20, 2025
5. Submission of Finalized Researches (Hard and Soft)	March 20-21, 2025
6. Submission of Researches with reports on utilization and dissemination (Hard and Soft)	April 25, 2025

- Lists of teachers, master teachers and school heads who are recipients of the Project EduCREATE 3.0 are attached to this memorandum for reference.
- Participants during the March 13-15, 2025 research learning and development activity are hereby expected to bring the following:
 - laptop, charger and extension cords;



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com>



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- b. approved action research proposals including data gathered– for teachers; and, (or initially analyzed manuscript)
 - c. approved basic research proposals including data gathered– for school heads(or initially analyzed manuscript);
 - d. completed researches;
5. The order of completed research documents is attached to this memorandum for your reference (refer to annex 1).
 6. The SGOD-Planning & Research Section will be monitoring the submission of the document through the given link.
 7. Strict compliance and adherence to this memorandum is directed.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

Encl. As stated
References: DepEd Order 16, s. 2017
Regional Memorandum No. 411, s. 2024



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Annex 1: Order of Documents for Completed Researches

A. Basic Research

- I. Title Page
 - II. Abstract
 - III. Acknowledgement
 - IV. Introduction of Research
 - V. Literature Review
 - VI. Research Questions
 - VII. Scope and Limitations
 - VIII. Research Methodology
 - a. Research Design
 - b. Sampling Procedures
 - c. Data Gathering Procedures
 - d. Data Analysis Procedures
 - e. Ethics in Research
 - IX. Discussion of Results and Recommendations
 - X. Dissemination and Advocacy Plans
 - XI. References
 - XII. Financial Reports
- Appendices*
Research Tools (Questionnaires, Interview Guides)
Modified output such as Plans, LAS, Modules and others
Profile of the Researchers

B. Action Research

- I. Title Page
 - II. Abstract
 - III. Acknowledgement
 - IV. Context and Rationale
 - V. Innovation, Intervention and Strategy
 - VI. Action Research Questions
 - VII. Research Methodology
 - a. Research Design
 - b. Participants and/or Sources of Data Information
 - c. Data Collection Procedures
 - d. Data Analysis Procedures
 - e. Ethics in Research
 - VIII. Discussion of Results and Recommendations
 - IX. Reflection
 - X. Dissemination and Advocacy Plans
 - XI. References
 - XII. Financial Reports
- Appendices*
Research Tools (Questionnaires, Interview Guides)
Modified output such as Plans, LAS, Modules and others
Profile of the Researchers