



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

07 MAY 2025

DIVISION MEMORANDUM

No. **203**, s. 2025

**SUBMISSION OF BASIC AND ACTION RESEARCH PROPOSALS UNDER
PROJECT EDUCREATE 4.0 (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

1. In line with **DepEd Order 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. Anent this, the SDRC provided the teachers and school heads to participate in the Project EduCREATE 4.0 (**Educational & Comprehensive REsearch Advancement for Teachers' Engagement**) last April 3-5 and April 10-12, 2025 for research writeshop and mock defense, respectively.

2. As such, the SDRC announces the **submission of the completed basic and action researches** on or before **May 16, 2025**.

3. The following documents are to be submitted in two copies (ring-bound):

Action Research	Basic Research
1. Cover Page	1. Cover Page
2. Indorsement Letter	2. Indorsement Letter
3. Edited Manuscript (with table of contents)	3. Edited Manuscript (with table of contents)
4. Pre-post Test with TOS (edited)	4. Survey Instruments (edited)
5. Sample Activities in the Intervention/Formative assessments	5. Consent Forms
6. Consent Forms	6. Declaration of antiplagiarism and absence of conflict of interest
7. Declaration of antiplagiarism and absence of conflict of interest	7. Validation Instrument Tools (From experts)
8. Validation Instrument Tools	8. Quality Control Checklist (QCC)
9. Quality Control Checklist (QCC)	9. Quality Assured Manuscript
10. Quality Assured Manuscript	10. MOA



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Action Research	Basic Research
11. MOA 12. Curriculum Vitae/Profile	11. Curriculum Vitae/Profile

Note: A4 Size Bond Paper, ring-bound with title page and indorsement

4. Research proponents are also requested to upload the completed basic and action researches in a single file through this drive link:

Needed Document	Link
One File (in one word document)	https://shorturl.at/VSX9s

5. Refer to the attached calendar of activities and timelines for the implementation of research projects.

6. Strict compliance and adherence to this memorandum is directed

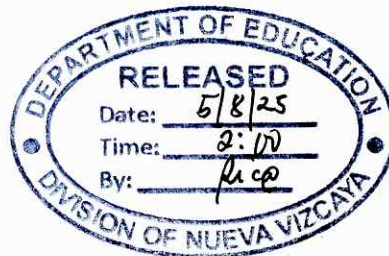
ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

Inclosure: As stated
Reference: D.O No. 16, s. 2017, D.O. No. 39, s. 2016, Div. Memo. No. 265, s. 2017
To be indicated in the perpetual index under the following subjects:

Basic/Applied Research

Research Management

Research Agenda





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Enclosure to Division Memorandum No. 203, s. 2025

TIMELINE FOR DATA GATHERING ACTIVITIES

Action Research Data Gathering Timeline

MAY				JUNE				JULY				AUGUST			
Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4
Development of Interventions, pre and post tests, interview guides, others															
Validation of instruments including pre-post tests				Revision and integration of QA											
				Conduct of Pretest											
				Implementation of the Intervention (capturing formative assessments/activities from the intervention)											
								Conduct of Interview		Conduct of Posttest		Data Summary			
												Data Analysis			



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Basic Research Data Gathering Timeline

MAY				JUNE				JULY				AUGUST			
Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4
Development of Research Instruments, Interview Guides and Protocols															
	Validation of instruments including pre-post tests			Pilot testing, if necessary											
					Floating of survey questionnaire (F2F, google forms)										
								Conduct of Interview (F2F, Online)							
											Data Summary		Data Analysis		