



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

27 April 2026

DIVISION MEMORANDUM

No. **172**, s. 2026

**SUBMISSION OF BASIC AND ACTION RESEARCH PROPOSALS UNDER
PROJECT EDUCREATE 5.0 (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 March 19-21, 2026 for the research writeshop.

2. As such, the SDRC announces the **submission of the basic and action research proposals** on or before **3:00 PM, May 5, 2026** at the **SDO – Planning and Research Section**.

3. The following documents are to be submitted in two copies (ring-bound):
COPY 1: Regional Copy

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



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Action Research	Basic Research
10. Quality Assured Manuscript	10. MOA
11. MOA 12. Curriculum Vitae/Profile	11. Curriculum Vitae/Profile

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

Copy 2: SDO Copy/Researchers' Copy

Action Research	Basic Research
1. Cover Page	1. Cover Page
2. Indorsement Letter	2. Indorsement Letter
3. Edited Manuscript (with table of contents) 4. Quality Assured Manuscripts version 1 -2.	3. a. Edited Manuscript (with table of contents) 3. b. Quality Assured Manuscripts version 1 -2.
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11. Quality Assured Manuscript	10. MOA
12. MOA 13. Curriculum Vitae/Profile	11. Curriculum Vitae/Profile

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://tinyurl.com/yxnjhy43

5. Strict compliance and adherence to this memorandum is directed

ORLANDO E. MANUEL PhD, CESO V
 Schools Division Superintendent
 04-2026-275

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