



Republic of the Philippines  
**Department of Education**  
REGION III - CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 14, 2023

**DIVISION MEMORANDUM**

No. 84, s. 2023

To: Asst. Schools Division Superintendents  
Chief Education Program Supervisors  
All Others Concerned

**SUBMISSION OF FY 2022 POLICY AND RESEARCH PROGRAM FUND (PRFF)  
COMPLETED RESEARCH OUTPUTS**

1. To promote an environment of evidence-based decision-making. DepEd has made strides in instituting research and its utilization in policy and program development. Relative to this, DepEd Science City of Munoz through the School Governance Operations Division (SGOD) requests the schools with the concerned Policy Research Program Fund (PRPF) grantees to submit soft copies of completed research outputs to SGOD not later than February 20, 2023.
2. The following are the PRPF grantees:
  - a. Lawrence N. Labitad – Maragol Integrated School
  - b. Haidee O. Pajarito - DepED CLSU
  - c. Maricor V. Santos and Felerna Urbano - Munoz National High School Main - JHS
  - d. Dominador M. Orpilla- Palusapis Integrated School
  - e. Marichelle Mercculio - Munoz National High School Main - SHS  
Marivic P. Rayos and Milany S. Jacinto Munoz North Elem. School
3. Per DepEd Order 14, s. 2022, Known as Adoption of E- Saliksik. The DepEd Research Portal and DepEd Memorandum 28 s. 22, entitled Adopting Tools to Improve Quality Management of Completed Research at the Department of Education, all completed Applied and Action research outputs shall follow the prescribed minimum requirements, outline, and format of the completed research report indicated in enclosure No. 1 of Regional Memorandum No. 062, s. 2023 dated February 9, 2023. Soft copies are requested to be uploaded to this link: <https://drive.google.com/drive/folders/1UgYRxeOpDQDs45niMgdImXYvpKukmlVX>.



*Loyal, Excellent, Accountable and Dedicated to Service*

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)

DSCM-QMS-QMR-QSF-008 Rev.05 (09.23.22)




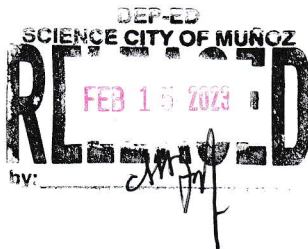
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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

4. Further, to create the file name for each complete research, the format Division\_2022\_Surname\_Title shall be used (Use a semi-colon after the last name if there are two or three authors e.g ScienceCityofMunoz\_2022\_Mangawang; Burayag; Cacho\_Status of SDO Munoz Functional Division Systems). For any queries or questions, please send an email to [angelica.mangawang@deped.gov.ph](mailto:angelica.mangawang@deped.gov.ph).
5. Attached to this memorandum is Regional Memorandum No. 062, s. 2023 dated February 9, 2023, for your reference.
6. Immediate and wide dissemination of this memorandum is desired.

  
**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent



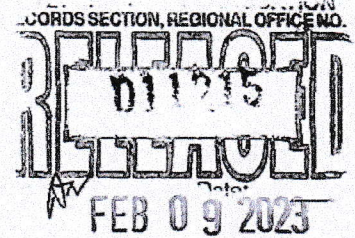
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Oval, Excellent, Accountable and Dedicated to Service  
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Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)  
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Republic of the Philippines  
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REGION III-CENTRAL LUZON



**REGIONAL MEMORANDUM**

No. 062, s. 2023

**SUBMISSION OF FY 2022 POLICY AND RESEARCH PROGRAM FUND (PRPF)  
COMPLETED RESEARCH OUTPUTS**

To: Schools Division Superintendents

1. To promote an environment of evidence-based decision-making, DepEd has made strides in instituting research and its utilization in policy and program development. Relative to this, DepEd Regional Office 3 through the Policy, Planning and Research Division (PPRD) requests the Schools Division Offices through the School Governance and Operations Division (SGOD) to consolidate and submit soft copies of completed research outputs to PPRD not later than **February 28, 2023**.


2. Per DepEd Order 14, s. 2022, known as Adoption of E-Saliksik: The DepEd Research Portal and DepEd Memorandum 28 s. 2022, entitled Adopting Tools to Improve Quality Management of Completed Research at the Department of Education, all completed Applied and Action Research outputs shall follow the prescribed minimum requirements, outline and format of the completed research report indicated in Enclosure No. 1. Soft copy files are requested to be uploaded to the following links:

<https://bit.ly/FY2022ResearchPDF> for Research Outputs in PDF format

<https://bit.ly/FY2022ResearchWORD> for Research Outputs in MS Word file

3. Further, to create the file name for each complete research, the format **Division\_2022\_Surname\_Title** shall be used. (Use a semi-colon after the last name if there are two or three authors e.g. Angeles City\_2022\_David; Delos Trinos; Guevarra\_ Status of DepEd Region III's Functional Division Systems). For any queries or questions, please send an email to [research.ro3@deped.gov.ph](mailto:research.ro3@deped.gov.ph)

4. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
Digitally signed by Eclar  
May Batanga  
Date: 2023.02.08 16:56:27  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

PPRD 1/PPRD 2  
February 8, 2023

Encl.: As stated



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
Telephone Number: (045) 598-8580 to 89; Email Address: [region3@deped.gov.ph](mailto:region3@deped.gov.ph)





Republic of the Philippines  
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***Minimum Requirements and Prescribed Outline and Format of the Completed Research Report***

**A. Completed Basic Research Template**

1. E-Saliksik Cover Page  
(Please download the template at [bit.ly/TemplateforCoverPage](http://bit.ly/TemplateforCoverPage) )
2. Title Page
3. Table of Contents
4. Acknowledgement
5. Abstract
6. Introduction of the Research
7. Literature Review
8. Research Questions
9. Scope and Limitation
10. Research Methodology
  - a. Sampling
  - b. Data Collection
11. Discussion of Results and Recommendations
12. References
13. Appendix
  - a. Instrument/s

**B. Completed Action Research**

1. E-Saliksik Cover Page  
(Please download the template at [bit.ly/TemplateforCoverPage](http://bit.ly/TemplateforCoverPage) )
2. Title Page
3. Table of Contents
4. Acknowledgement
5. Abstract
6. Context and Rationale
7. Innovation, Intervention, and Strategy
8. Action Research Questions
9. Action Research Methods
  - a. Participants and/or other Sources of Data and Information
  - b. Data Gathering Methods
10. Discussion of Results and Reflections
11. Action Plan
12. References
13. Appendix
  - a. Instrument/s

