



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

February 22, 2023

**DIVISION MEMORANDUM**

No. 102, s. 2023

To: Assistant Schools Division Superintendent  
Chiefs, SDO Functional Divisions  
School Heads (Elementary and Secondary)  
Unit Heads  
All Others Concerned

**2023 CALL FOR RESEARCH AND INNOVATION PROPOSALS**

1. Pursuant to DepEd Order no. 16, s. 2017 re: *Research Management Guidelines* and RM. 620 s. 2022 re: *2022 Education Innovation Conference (IEC)* this Office, through the School Governance Operation Division (SGOD) in collaboration with the Schools Division Research Committee (SDRC) hereby calls for the submission of BERF/Non-BERF 2023 research proposals starting March 20, 2023 to April 20, 2023.
2. The following are required to submit their research and innovation proposal:
  - a. Education Program Supervisors
  - b. Unit Heads
  - c. Division PPA Focal Persons
  - d. School Heads
  - e. Master Teachers
  - f. Teachers I to III (optional)
3. The Schools Division Research Committee (SDRC) through the Schools Division Research Coordinator (SDRC) shall ensure that the research and innovation proposals to be submitted in the region have been pre-evaluated pursuant to Research Management Guidelines (RMG) and Innovation Guidelines.
4. The deadline for submission of the research proposals to the division office by the proponents shall be on April 20, 2023.
5. Please be guided with DepEd Order No. 16 s. 2017 "*Research Management Guidelines*" and DepEd Order No. 39 s. 2016 "*Adoption of the Basic Education Research Agenda*" for your research proposals and RM. 620 s. 2022 "*2022 Education Innovation Conference (EIC)*".



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-010 Rev.08 (09.23.22)

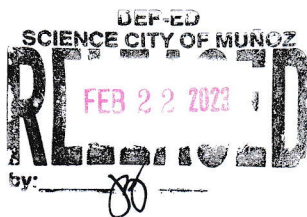


Certificate No. 50500731 QM15



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6. Attached are the enclosures for your information and guidance: (a) basic research proposal template (b) action research proposal template, and (c) innovation template.
7. For queries and clarifications, please contact the Division Research/Innovation focal person Dr. Angelica M. Burayag through this email: [angelica.mangawang@deped.gov.ph](mailto:angelica.mangawang@deped.gov.ph).
8. For information and compliance.



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



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Enclosure No. 1 DM No. 102, s.2023

**A. BASIC RESEARCH PROPOSAL TEMPLATE**

- I. Introduction and Rationale
- II. Literature Review
- III. Research Questions
- IV. Scope and Limitation
- V. Research Methodology
  - a. Sampling
  - b. Data Collection
  - c. Ethical Issues
  - d. Plan for Data Analysis
- VI. Timetable/Gant Chart
- VII. Cost Estimates
- VIII. Plans for Dissemination and Advocacy
- IX. References



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Enclosure No. 2 DM No. 102, s.2023

**B. ACTION RESEARCH PROPOSAL TEMPLATE**

- I. Context and Rationale
- II. Action Research Questions
- III. Proposed Innovation, Intervention, and Strategy
- IV. Action Research Methods
  - a. Participants and/or other Sources of Data and Information
  - b. Data Gathering Methods
  - c. Data Analysis Plan
- V. Action Research Work Plan and Timelines
- VI. Cost Estimates
- VII. Plans for Dissemination and Utilization
- VIII. References

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Enclosure No. 3 DM No. 102, s.2023

**C. INNOVATION PROPOSAL TEMPLATE**

- I. **Project Background:** Explain what needs/problems did you try to solve, and why these needs/problems were worth solving. Provide a brief setting and history behind the innovation project. This part should not be more than 250 words. Include references to supporting documentation such as project design or layout.
- II. **Project Objectives:** State explicitly what goals the project aimed to achieve.
- III. **Project Methodology;** Explain the details of the plan for how the project objectives were achieved. Describe the overall approach.
  - a. **Work Breakdown and Task Estimates-** Create a detailed project schedule. Make a list of tasks that were performed for this project. Make sure the list is complete enough and the tasks are broken down.
  - b. **Project Deliverables-** Make a list of deliverables such as products/services delivered to the clients. Include a short description of the deliverables
  - c. **Project Risk Management-** Describe significant project risks and delineate the plan to alleviate or control them. make sure to address each risk's likelihood of occurring as well as the impact on the project and the school/office.
- IV. **Project Costs:** Estimate the overall cost of the project in terms of budget and the source fund.



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