



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

29 January 2024

SCHOOLS DIVISION MEMORANDUM

No. 033 s. 2024

CALL FOR SUBMISSION OF RESEARCH AND INNOVATION PROPOSAL

TO: Assistant Schools Division Superintendent
Chief ES- CID and SGOD
Education Program Supervisors
Senior Education Program Specialists
Education Program Specialists
Unit/Section Heads
Schools Division Coordinators
All Others Concerned

1. To sustain the culture of research and innovation in the Schools Division Office, this Office through the School Governance and Operations Division-Planning and Research Section (SGOD-PRS) announces that all unit/functional divisions shall submit Basic Research and Innovation Project Proposals (Process and Product) for the fiscal year 2024.
2. Each unit/functional divisions shall submit two (2) Basic Research and two (2) innovation proposals per semester. All proposals should adhere to the guidelines stipulated in the DepEd Order No. 16, s. 2017 and RM No. 408, s. 2023.
3. Basic Research and Innovation Project Proposals (including all annexes) shall be submitted in hard copy by the proponent and e-copy (PDF) to be uploaded in the link below:

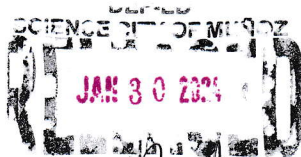
Basic Research Proposal: <https://bit.ly/basicresearch2024>
Innovation Project Proposal: <https://bit.ly/innovationproposals2024>

4. Schools Division Research Committee shall review and evaluate all Basic Research and Innovation Project Proposals.
5. Enclosed in this issuance are the following:
 - a. Enclosure 1: Schedule of Submission of each Functional Division
 - b. Enclosure 2: Research Proposal Application Form and Endorsement of Immediate Supervisor
 - c. Enclosure 3: Basic Research Proposal Template
 - d. Enclosure 4: Declaration of Anti-Plagiarism (Research Proposal)
 - e. Enclosure 5: Declaration of Absence of Conflict of Interest (Research Proposal)



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- f. Enclosure 6: Innovation Project Proposal Template
 - g. Enclosure 7: Declaration of Anti-Plagiarism (Innovation Project Proposal)
 - h. Enclosure 8: Declaration of Absence of Conflict of Interest (Innovation Project Proposal)
6. Relative to this, a meeting shall be conducted on February 9, 2024, 3:30 p.m. at MNHS-Annex SBM room. Participants in this activity are the Chief ES- CID and SGOD, Education Program Supervisors, Senior Education Program Specialists, Education Program Specialists, Unit/Section Heads, and Schools Division Coordinators.
 7. For queries and concerns, you may contact the project proponent MS. RONA MAY E. CRUZ, through her email address ronamay.esperanzate@deped.gov.ph or through her CP# 09656870931.
 8. Immediate and wide dissemination of this Memorandum is earnestly desired.



JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl. As stated

Reference: DepEd Order No. 16, s. 2017 and RM No. 408, s. 2023

To be indicated in the Perpetual Index
Under the following subjects:

RESEARCH AND INNOVATION PROPOSALS

SGOD/ RMEC/ *Call for submission of Research and Innovation Proposals*
02/ January 29, 2024



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Enclosure 1 to Division Memorandum No. 033 s. 2024

Schedule of Submission of Each Functional Division

Functional Division	Date of Submission
Curriculum Implementation Division	February 29, 2024
School Governance and Operations Division	March 29, 2024
Administrative Office	April 26, 2024
Finance Services	May 24, 2024
Information and Communication Technology Unit	June 14, 2024



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Enclosure 2 to Division Memorandum No. 033 s. 2024

ANNEX 1: Research Proposal Application Form and Endorsement of Immediate Supervisor

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH	
RESEARCH CATEGORY (check only one) <input type="radio"/> National <input type="radio"/> Region <input type="radio"/> Schools Division <input type="radio"/> District <input type="radio"/> School (check only one) <input type="radio"/> Action Research <input type="radio"/> Basic Research	RESEARCH AGENDA CATEGORY (check only one main research theme) <input type="radio"/> Teaching and Learning <input type="radio"/> Child Protection <input type="radio"/> Human Resource Development <input type="radio"/> Governance (check up to one cross-cutting theme, if applicable) <input type="radio"/> DRRM <input type="radio"/> Gender and Development <input type="radio"/> Inclusive Education <input type="radio"/> Others (please specify): _____
FUND SOURCE (e.g. BERF, SEF, others)*	AMOUNT
TOTAL AMOUNT	

**indicate also if proponent will use personal funds*



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B. PROPONENT INFORMATION

LEAD PROPONENT/INDIVIDUAL PROPONENT

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE : (MM/DD/YYYY)	SEX:	POSITION/DESIGNATION:
REGION/DIVISION/SCHOOL (whichever is applicable)		
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) enumerate from bachelor's degree up to doctorate degree	TITLE OF THESIS/RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		

PROponent 2

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE : (MM/DD/YYYY)	SEX:	POSITION/DESIGNATION:
REGION/DIVISION/SCHOOL (whichever is applicable)		
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE	TITLE OF THESIS/RELATED RESEARCH PROJECT	



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TITLE) enumerate from bachelor's degree up to doctorate degree	
SIGNATURE OF PROPONENT:	

PROPONENT 3

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE : (MM/DD/YYYY)	SEX:	POSITION/DESIGNATION:
REGION/DIVISION/SCHOOL (whichever is applicable)		
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) enumerate from bachelor's degree up to doctorate degree	TITLE OF THESIS/RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		



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IMMEDIATE SUPERVISOR'S CONFORME

I hereby endorse the attached research proposal. I certify that the proponent/s has/have the capacity to implement a research study without compromising his/her office functions.

Name and Signature of Immediate Supervisor

Position/Designation: _____

Date: _____

Name and Signature of Immediate Supervisor

Position/Designation: _____

Date: _____

Name and Signature of Immediate Supervisor

Position/Designation: _____

Date: _____



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Enclosure 3 to Division Memorandum No. 033 s. 2024

ANNEX 2: Minimum Requirements of the Research Proposal

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/ Gantt Chart
- VII. Cost Estimates
- VIII. Plans for Dissemination and Advocacy
- IX. References



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Enclosure 4 to Division Memorandum No. 033 s. 2024

DECLARATION OF ANTI-PLAGIARISM
(Research Proposal)

1. I _____, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some parts of their work without proper acknowledgement and referencing.
2. I/We hereby attest to the originality of this research proposal and has cited properly all the references used. I further commit that all deliverables and the final research study emanating from this proposal shall be original content. I shall use appropriate citations in referencing others works from various sources.
3. I understand that validation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education and anyone found to have committed plagiarism will be blacklisted from availing of any other research grant mechanism in the Department.

PROPONENT : _____

SIGNATURE : _____

DATE : _____

PROPONENT : _____

SIGNATURE : _____

DATE : _____

PROPONENT : _____

SIGNATURE : _____

DATE : _____



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Enclosure 5 to Division Memorandum No. 633 s. 2024

DECLARATION OF ABSENCE OF CONFLICT OF INTEREST
(Research Proposal)

1. I, _____, understand that conflict of interest refers to situation in situation in which financial or other personal considerations may compromise my judgement in evaluating, conducting, or reporting research.
2. I hereby declare that I do not have any personal conflict of interest that may arise from my application and submission of my research proposal. I understand that my research proposal may be returned to me if found out that there is conflict of interest during the initial screening as per (insert RMG provision)
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my research, I will duly report it to the research committee for immediate action.
4. I understand that I may be held accountable by the Department of Education and (inset grant mechanism) for any conflict of interest which I have intentionally concealed.

PROPONENT : _____

SIGNATURE : _____

DATE : _____



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Enclosure 6 to Division Memorandum No. 033 s. 2024

INNOVATION PROJECT PROPOSAL TEMPLATE

- A. Endorsement from the Head of Office
- B. General Information
 - I. Implementing Identity (Division/Unit/Section)
 - II. Project Proposal Title
 - III. Type of Innovation
 - IV. Brief Description of the Proposal
 - V. Scope of Implementation
 - VI. Implementation Period
 - VII. Total Funding Requirement
- C. Background and Rationale
- D. Project Description
 - I. Goal
 - II. Outcome
 - III. Objectives
 - IV. Inputs
 - V. Expected Outputs
 - VI. Logical Framework
- E. Methodology
 - I. Method
 - II. Project Beneficiaries
 - III. Impact Estimation
 - IV. Work and Budget Plan
 - V. Monitoring and Evaluation Plan
 - VI. Exit Plan
- F. References



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Enclosure 7 to Division Memorandum No. 033 s. 2024

DECLARATION OF ANTI-PLAGIARISM
(Innovation Project Proposal)

1. I/We _____, _____, _____, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some parts of their work without proper acknowledgement and referencing.
2. I/We hereby attest to the originality of this research proposal and has cited properly all the references used. I/We further commit that all deliverables and the final innovation project emanating from this proposal shall be original content. I/We shall use appropriate citations in referencing others works from various sources.
3. I/We understand that validation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education.

Signature over Proponent's Name
Date: _____

Signature over Proponent's Name
Date: _____

Signature over Proponent's Name
Date: _____



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Enclosure 8 to Division Memorandum No. 033 s. 2024

DECLARATION OF ABSENCE OF CONFLICT OF INTEREST
(Innovation Project Proposal)

1. I/We, _____, _____, _____, understand that conflict of interest refers to situation in situation in which financial or other personal considerations may compromise my judgement in evaluating, conducting, or reporting research.
2. I/ We hereby declare that I/ we do not have any personal conflict of interest that may arise from my application and submission of my/our innovation proposal. I/We understand that my/our innovation proposal may be returned to me/us if found out that there is conflict of interest during the initial screening.
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my/our innovation, I/we will duly report it to the innovation committee for immediate action.
4. I/We understand that I/we may be held accountable by the Department of Education for any conflict of interest which I/we have intentionally concealed.

Signature over Proponent's Name
Date: _____

Signature over Proponent's Name
Date: _____

Signature over Proponent's Name
Date: _____