



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF TACLOBAN CITY

05 June 2024

DIVISIONAL MEMORANDUM

No. 400, s. 2024

**DIVISION BASIC AND ACTION RESEARCH
PROPOSAL DESIGN HEARING FOR THE 2ND QUARTER 2024**

To : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Division Office Unit/Section Heads
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All others concerned

- 1) The Department of Education (DepEd) is committed to fostering a culture of research excellence within the education sector. The conduct of research within DepEd serves as a cornerstone for evidence-based decision-making, policy formulation, and continuous improvement in the delivery of quality education to all Filipino learners. By prioritizing research initiatives, DepEd aims to address the diverse challenges and opportunities present in the education landscape, ultimately striving towards the enhancement of teaching and learning practices, the development of innovative educational strategies, and the empowerment of educators and students alike.
- 2) Through the systematic and rigorous conduct of research, DepEd endeavors to generate valuable insights, data-driven solutions, and best practices that can inform educational policies, programs, and interventions. By investing in research endeavors, DepEd demonstrates its unwavering commitment to promoting educational excellence, equity, and inclusivity across all levels of the education system. The conduct of research within DepEd not only enriches the knowledge base of the education sector but also reinforces the department's dedication to fostering a dynamic and responsive educational environment that nurtures the holistic development of every Filipino learner.
- 3) In line with this, the Schools Division of Tacloban City thru the Planning and Research Section of the School Governance and Operations Division calls for **BASIC AND ACTION RESEARCH: PROPOSAL DESIGN HEARING FOR THE 2nd QUARTER 2024**. The deadline for submission of proposal manuscript will be on July 5, 2024.
- 4) The objectives of conducting proposal hearings for DepEd researches are multifaceted and pivotal in ensuring the quality, relevance, and feasibility of research projects within the education sector:
 - i) It provides a platform for expert reviewers to assess the quality, significance, and methodological rigor of research proposals submitted. Through this evaluation process, the suitability of proposed research projects for addressing key educational issues and contributing to the advancement of knowledge in the field is determined;
 - ii) It offers researchers the opportunity to receive constructive feedback and suggestions from a panel of experts. This feedback can help researchers refine their research questions, methodologies, and objectives, ultimately enhancing the overall quality and effectiveness of the proposed research projects;

- iii) Provide opportunities among researchers to present their plans and projects in at least the division level.
- iv) Provide technical inputs and suggestions for enhancement and improvement of the study.

5) Specific Guidelines during the project proposal hearing:

- Researcher/s shall submit on/before July 5, 2024, one (1) hardcopy and softcopy of the proposal manuscript using the prescribed template/parts

ACTION RESEARCH PROPOSAL

- ✓ Context and Rationale
- ✓ Proposed Innovation, Intervention and Strategy
- ✓ Action Research Questions
- ✓ Action Research Methods
 - Participants and Other Sources of Data and Information
 - Data Gathering Methods
 - Data Analysis Plan
- ✓ Action Research Work Plan and Timelines
- ✓ Cost Estimates
- ✓ Plans for Dissemination and Utilization
- ✓ References

BASIC RESEARCH PROPOSAL

- ✓ Introduction and Rationale
- ✓ Literature Review
- ✓ Research Questions
- ✓ Scope and Limitation
- ✓ Research Methodology
 - Sampling
 - Data Collection
 - Ethical Issues
 - Plan for Data Analysis
- ✓ Timeline/Ghantt Chart
- ✓ Cost Estimates
- ✓ Plans for Dissemination and Utilization
- ✓ References

- Each research shall be presented by the lead proponent supported by other members of the group.
- Presenters are advised to prepare a presentation (power point) that shall last for 10 minutes per research. The slide deck should be composed of the following:

BASIC AND RESEARCH PROPOSAL

Project Title, Name of Proponent/s
 Rationale
 Research Question
 Research Methodology
 Timeline

- There will be a panel of evaluators in every presentation. The role of the evaluator is to provide professional and constructive criticism and to raise questions, especially on hazy parts of the study. Evaluator/s may also share their viewpoints based on their expertise and experience.
- Successful and approved research shall be given **NOTICE TO PROCEED** with the study.

- 6) Expenses such as Meals/Snacks, Supplies and Materials shall be charged to local/Division MOOE, subject to the usual accounting and auditing rules and regulations.
- 7) For further inquiries and clarifications, please coordinate with *Jade Bautista Calleja*, Senior Education Program Specialist, Planning & Research Section (Cellphone No. 0977-320-5469).
- 8) Immediate dissemination and compliance of this memorandum to all concerned are earnestly desired.

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SHERLITA A. PALMA EdD, CESO VI
OIC-Schools Division Superintendent *f*

Enclosure: None
Reference: None

