



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

February 24, 2020

**OFFICE MEMORANDUM**

No. **1068**, s. 2020

To: Regional Office Division Chiefs  
All Others Concerned

**SUBMISSION OF RESEARCH PROPOSALS**

1. Pursuant to the agreements made during the Workshop on the Development of the 2020 Research Agenda conducted on February 12-13, 2020 at the NEAP-VIII Training Hall, this Office, through the Policy, Planning, and Research Division (PPRD) hereby requests all Education Program Supervisors (EPSvr) and Education Program Specialists II (EPS II) whose names are found in the attached list, to submit the following on deadlines specified below:

- a. **Draft Research Proposal** observing the Basic Research Proposal template enclosed in DepEd Memorandum No. 144, s. 2017, likewise attached herewith for reference, **on or before March 2, 2020**; and
- b. **Final Research Proposal** observing the enclosed format of a research proposal for approval of the Regional Director, **on or before March 30, 2020**.

2. The following personnel are assigned as focal persons who shall assist the researchers in ensuring the compliance with this Memorandum:

- a. Mr. Teodorico C. Pelino Jr. – CLMD
- b. Dr. Jimmy G. Gula – QAD
- c. Dr. Dandy G. Acuin – HRDD
- d. Mr. Mark Lito B. Gallano – PPRD and FTAD

3. Immediate dissemination of this Memorandum is desired.

*for: ramir b. uytico*  
**RAMIR B. UYTICO EdD, CESO IV**  
Director IV

PPRD-MBG



Enclosure to Office Memorandum No. 068, s. 2020

**LIST OF EDUCATION PROGRAM SUPERVISORS AND SPECIALISTS  
IN THE REGIONAL OFFICE**

Curriculum and Learning Management Division

**Dr. Amenia Aspa**, EPSvr  
**Mr. Joy Bihag**, EPSvr  
**Ms. Sarah Cabaluna**, EPSvr  
**Mr. Alfredo Cafe**, EPSvr  
**Mr. Dean Ric Endriano**, EPSvr  
**Dr. Rosemarie Guino**, EPSvr  
**Dr. Nova Jorge**, EPSvr  
**Dr. Gertrudes Mabutin**, EPSvr  
**Mr. Teodorico Peliño Jr.**, EPSvr  
**Dr. Ryan Tiu**, EPSvr  
**Dr. Rowena Vacal**, EPSvr

Field Technical Assistance Division

**Ms. Geraldine Mangaliman**, EPSvr-Designate  
**Dr. Reynaldo Nayre**, EPSvr

Quality Assurance Division

**Dr. Gerardo Adtoon**, EPSvr  
**Dr. Marlou Camposano**, EPSvr  
**Ms. Rachel Cuevas**, EPSvr  
**Dr. Jimmy Gula**, EPSvr  
**Mr. Melvin Chito Solis**, EPSvr  
**Mr. Sonny Tayum**, EPSvr

Human Resource Development Division

**Dr. Dandy Acuin**, EPSvr  
**Dr. Alejandra Lagumbay**, EPSvr  
**Dr. Josemilo Ruiz**, EPSvr  
**Mr. Clark Dave Arante**, EPS II  
**Ms. Maureen Charisse Maltos**, EPS II

Policy, Planning, and Research Division

**Dr. John Delorino**, EPSvr  
**Mr. Mark Lito Gallano**, EPS II

Expected Number of Research Proposals: **26**

Enclosure to Office Memorandum No. **068**, s. 2020

**FORMAT OF FINAL RESEARCH PROPOSAL COVER PAGE**

[ Office Header ]

**XXX PROPOSED TITLE OF RESEARCH XXX**

A Research Proposal  
Prepared and Submitted by:

**[ NAME OF RESEARCHER ]**

[ Position ]

[ Division]

Recommending Approval:

**[ NAME OF DIVISION CHIEF ]**

Chief Education Supervisor

[ Division ]

**ISIDRO C. CATUBIG EdD**

OIC-Chief

Policy, Planning, & Research Division

**ARNULFO M. BALANE, CESO V**

Director III

Chairman, Regional Research Committee

Approved for Implementation of Research:

**RAMIR B. UYTICO EdD, CESO IV**

Director IV

[ Office Footer ]



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**FORMAT OF FINAL RESEARCH PROPOSAL CONTENT**

Minimum Requirements of a Basic Research Proposal per DepEd Order No. 16, s. 2017

All texts must be in Ebrima font 11, 1.5 spacing, justified.

**Introduction and Rationale**

[ This part contains the purpose of the study. All bullet sentences written in the Action Research pro-forma should be converted into properly constructed paragraphs with elaborations as necessary. In text citation should use APA 6th Ed. ]

**Literature Review**

[ This part must completely discuss the intervention that will be used in the study, along with relevant research and readings. All bullet sentences written in the Action Research pro-forma should be converted into properly constructed paragraphs with elaborations as necessary. In text citation should use APA 6th Ed. ]

**Research Questions**

[ This part shows the questions which will guide the teacher throughout the process ]

**Scope and Limitation**

[ This part shows the problem or issue that the researcher wants to study with the project and the constraints that impact the researcher's ability to effectively study the scope of the project. ]

**Research Methodology**

**Sampling**

[ This part must completely discuss the participating learners, teachers, administrators, materials, and other relevant sources of information for this study. ]

**Data Collection**

[ This part must completely discuss the process of the research from the start to the end, including permissions and ethical considerations. ]

### **Ethical Issues**

[ This part must completely discuss the moral principles that the researcher must follow, irrespective of the place or time, especially for vulnerable sectors of the society. ]

### **Plan for Data Analysis**

[ This part must completely discuss the data treatment that will be used after the data has been collected and prepared for analysis. ]

### **Timetable / Gantt Chart**

[ This part shows details of the research activities and timeline using a Gantt Chart. ]

### **Cost Estimates**

[ This part shows details of necessary resources that will require cost and expenses. ]

### **Plans for Dissemination and Advocacy**

[ This part must completely discuss the participating learners, teachers, administrators, materials, and other relevant sources of information for this study. ]

### **References**

[ Referencing style should use APA 6th Ed. ]

# WRITING a RESEARCH PROPOSAL



This form aims to help you develop the structure of your research proposal and to ensure alignment of your overall approach to your research problem.

**DIRECTIONS:** Answer the questions in bullet form. Once you have a clear outline of your research proposal, convert each row into paragraph/s to serve as one subheading in your research proposal. Not that the parts of the research proposal indicated in the Research Management Guidelines (RMG) (DepEd Order No. 16, s. 2017) should not be taken as chapters like in thesis or dissertation, but rather as just subsections of the research proposal.

GUIDE QUESTION	RESPONSE
	<b>TITLE</b>
What is the title of your research? - Answer this later. - Be creative with your title. Make it catchy and interesting.	
What is the issue / problem / relationship you want to solve / establish / explore?	
<b>INTRODUCTION AND RATIONALE</b>	
- What is the general situation / circumstance that makes you develop your research proposal?  - Why is this situation / circumstance important?	
- What do you intend to do? o <i>This is the aim of your study. This should also be embedded in your main arguments above.</i>	
- Significance of your research o Why is your study important? o Who or what industry will benefit? How?	
- What would be the potential contribution or insight of my research?	



GUIDE QUESTION	RESPONSE
<ul style="list-style-type: none"> <li>○ Will it solve a particular problem?</li> <li>○ Will it offer a new way of thinking?</li> <li>○ Will it give a new direction towards enhancement of practice?</li> <li>○ Will it prove / disprove something?</li> <li>○ Will it solve / contribute to a certain debate?</li> <li>○ Will it add evidence to a developing body of knowledge?</li> <li>○ Will it develop a new theory, prototype, model, process, tool, etc.?</li> </ul>	
LITERATURE REVIEW	
<ul style="list-style-type: none"> <li>- What are the current / relevant topics and literature related to this situation / circumstance?</li> <li>- What are the gaps in the existing literature?</li> <li>- What makes your study different from previous studies?</li> <li>○ <i>These arguments will demonstrate that you made an extensive literature review, and you have made a critical analysis of the literature in relation to your proposed research topic.</i></li> <li>○ <i>The more gaps you have identified, the stronger your paper is.</i></li> </ul>	

GUIDE QUESTION	RESPONSE
<b>RESEARCH QUESTIONS</b>	
What questions would you answer?	

<b>SCOPE AND LIMITATION</b>	
<ul style="list-style-type: none"> <li>- This section sets the restrictions of you study due to time, budgetary requirements and your capability.</li> <li>o What are the parameters of your study (data collection method, analysis, discussion, etc.)?</li> </ul>	

## **METHODS**

GUIDE QUESTION	RESPONSE
<b>RESEARCH METHODOLOGY</b>	
What is the design of your study? <ul style="list-style-type: none"> <li>- Descriptive</li> <li>- Evaluative</li> <li>- Theoretical / Philosophical?</li> <li>- Etc.</li> </ul>	
<b>SAMPLING</b>	
<ul style="list-style-type: none"> <li>- Who or what will be the sample for your study?</li> <li>- Why did you choose this / these sample/s?</li> <li>- How many?</li> <li>- How will you select your sample?</li> </ul>	



GUIDE QUESTION	RESPONSE
<b>DATA GATHERING METHOD</b>	
<p>What tool will you use in gathering your data?</p> <ul style="list-style-type: none"> <li>- Document analysis</li> <li>- Interviews / focus group discussions</li> <li>- Assessments</li> <li>- Surveys</li> <li>- Case studies</li> <li>- Observations</li> <li>- Statistical datasets</li> <li>- Etc.</li> </ul> <p><i>Briefly describe your methods supported by references to research applying the methods in similar situations.</i></p>	
<b>ETHICAL ISSUES</b>	
<p>Think of the circumstances in which your respondents/samples' participation will compromise their rights to privacy and confidentiality. Also, consider the data gathering method. Avoid intrusion and do not put them at risk.</p> <p>Consider your respondents:</p> <ul style="list-style-type: none"> <li>- Do you need to obtain informed consent from the parents, DSWD, and other agencies?</li> <li>- Do you need to get the name of your respondents?</li> <li>- Do you need to label your subjects (schools, barangays, region, etc.)?</li> </ul>	
<b>DATA ANALYSIS</b>	
<p>How would you analyze your data?</p> <p><i>Briefly describe your data analysis technique supported by references to research applying the analysis in similar situations.</i></p>	