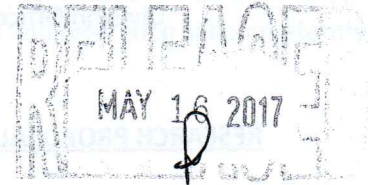Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet, 2601
Website: **www.depedcar.ph** | Email: **car@deped.gov.ph**

REGIONAL MEMORANDUM

No. 145·2017

MAY 16 2017

DEPED-CAR   Time:_____

TO: Regional Office Division Chiefs / Officers-In-charge
        Schools Division Superintendents
        All Schools Divisions
        Others Concerned

SUBJECT: **Adoption of the Forms and Styles of All Research Activities Conducted Across All Governance Levels**

DATE: MAY 1 5 2017

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1.   Relative to D.O. No. 16, s. 2017, "Research Management Guidelines", this Office issues the adoption of the forms and styles of all researches to be conducted across all governance levels as well as in writing the research abstract except for other grants specifying requirements for availment.

2.   This is to ensure the alignment, uniformity, and common understanding in engaging research activities.

3.   Hereto are templates found in Annexes 1, 2, and 3 for ready reference.

4.   For more inquiries, please contact the Policy, Planning, and Research Division (PPRD) at telephone no. 422-9590 or thru email address pprd.depedcar@gmail.com .

5.   Immediate and wide dissemination of this Memorandum is desired.

BEATRIZ G. TORNO, Ph.D., CESO IV
Assistant Regional Director
OIC, Office of the Regional Director

References: DO No. 16, s. 2017
DO No. 39, s. 2016

PPRD/PDE/cpp

Contact Numbers (Area Code: 074):

Office	Number	Division/Section	Number		Number		Number
Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

Annex 1. REQUIREMENTS FOR RESEARCH PAPERS

- Research papers must be of Arial font and size of 11 pt. It must also be typed double-spaced on a standard A4 paper with 1.5" left margin and 1" on the other sides.

- **Title page** – includes the title of the study, name/s of proponent, school / office, Schools Division Office

RESEARCH PROPOSAL TEMPLATES

A. *BASIC RESEARCH PROPOSAL*
   - Title Page
   - Table of Contents

I. **Introduction and Rationale** – include the rationale for the research and relevant, social, policy, or practice context for the study. The introduction should explain why the research study is being undertaken (e.g. to answer a question about a specified problem in education) and how the results could be used in action planning and/ or policy formulation and development.

II. **Literature Review** – focuses on key issues which underlie the research; major findings, problems identified, recommendations, and questions raised in previous research; the main points of view and controversies; critical evaluation of these views, their strengths and weaknesses; general conclusions about the research papers; what research still needs to be done; and what knowledge gaps remain that the study will aim to fill.

III. **Research Questions** – involves investigating or testing an idea; trying out solutions to a problem; exploring and analyzing issues; creating a new procedure or system; explaining a phenomenon; or a combination of any of these.

IV. **Scope and Limitation** – coverage of the research in terms of location, time, respondents, etc.; inherent design or methodology parameters that can restrict the scope of the research findings and are outside the control of the researcher.

V. **Research Methodology** – contains details of how the research will be conducted.
   a. **Sampling** – details should be provided about who will participate in the research: number of people and characteristics of those who will participate in the research; and how will the sample be selected and recruited.
   b. **Data collection** – the various instruments and procedures for data collection should be outlined and extensively discussed.
   c. **Plan for Data Analysis** – indicates how the data will be analyzed and reported; it should specify the qualitative and/or quantitative methods that will be used in analyzing the data gathered for the research.
   d. **Ethical issues** – identification of ethical concerns that could possibly emanate from the conduct of the research, and elaborate discussion on how to prevent these from taking place. It can include, but not limited to the following: right to conduct a study or investigation to answer a question; securing free prior and informed consent from respondents; issues of confidentiality and anonymity; written approval for use of materials with copyright (e.g. secondary data sets, data collection tools).

VI. **Timetable / Gantt chart** – contains the research timelines – when will the project begin and how long will it take for it to be completed; include time estimates for each step in the research process (e.g. 5 days, 2 weeks).

VII.   **Cost Estimates** – includes detailed research cost, broken down per research task, activity and/or deliverable. It can be further grouped by tranche for easier reference of the Evaluation Committee. Refer to the Availment Process for the activities falling under each tranche.

VIII.   **Plans for Dissemination and Advocacy** – indicate how the results of the research will be cascaded to the intended user of the research findings (i.e. presentation in conferences).

IX.   **References** – using APA referencing, provide in text of work and reference list consistently and accurately.

B. *ACTION RESEARCH PROPOSAL*

- Title Page
- Table of Contents

I.   **Context and Rationale** – includes the description and context of the study and the reason for conducting it; how the results could be used in action planning.

II.   **Action Research Questions** – identifies the problem/s which will be addressed by the research in terms of investigating or testing an idea; trying out solutions to a problem; creating a new procedure or system; explaining a phenomenon; or a combination of any of these.

III.   **Proposed Innovation, Intervention, and Strategy**

IV.   **Action Research Methods** – contains details of how the research will be conducted.

      a. **Participants and/or other Sources of Data and Information** – details should be provided about who will participate in the research: number of people and characteristics of those who will participate in the research; and how will the sample be selected and recruited.

      b. **Data Gathering Methods** – the various instruments and procedures for data collection should be outlined and extensively discussed.

      c. **Data Analysis Plan** – indicates how the data will be analyzed and reported; it should specify the qualitative and/or quantitative methods that will be used in analyzing the data gathered for the research.

      d. **Ethical issues** – identification of ethical concerns that could possibly emanate from the conduct of the research, and elaborate discussion on how to prevent these from taking place. It can include, but not limited to the following: right to conduct a study or investigation to answer a question; securing free prior and informed consent from respondents; issues of confidentiality and anonymity; written approval for use of materials with copyright (e.g. secondary data sets, data collection tools).

V.   **Action Research Work Plan and Timelines** – contains the research timelines – when will the project begin and how long will it take for it to be completed; include time estimates for each step in the research process (e.g. 5 days, 2 weeks).

VI.   **Cost Estimates** – includes detailed research cost, broken down per research task, activity and/or deliverable. It can be further grouped by tranche for easier reference of the Evaluation Committee. Refer to the Availment Process for the activities falling under each tranche.

VII.   **Plans for Dissemination and Utilization** – indicate how the results of the action will be utilized.

VIII.   **References** – using APA referencing, provide in text of work and reference list consistently and accurately.

Annex 2.   COMPLETED RESEARCH REPORT TEMPLATES

A. BASIC RESEARCH REPORT

I.   Title page
II.   Abstract
III.   Acknowledgement
IV.   Table of Contents
V.   Introduction of the Research
VI.   Literature Review
VII.   Research Questions
VIII.   Scope and Limitation
IX.   Research Methodology
          a.   Sampling
          b.   Data Collection
          c.   Data Analysis
          d.   Ethical Issues
X.   Results and Discussion
XI.   Conclusion and Recommendation
XII.   Dissemination and Advocacy Plans
XIII.   References
XIII.   Financial Report

B. ACTION RESEARCH REPORT

I.   Title Page
II.   Abstract
III.   Acknowledgement
IV.   Table of Contents
V.   Context and Rationale
VI.   Action Research Questions
VII.   Innovation, Intervention, and Strategy
VIII.   Action Research Methods
          a.   Participants and / or other Sources of Data and Information
          b.   Data Gathering Methods
          c.   Data Analysis
          d.   Ethical Issues
IX.   Discussion of Results and Reflection
X.   Conclusion and Recommendation
XI.   Action Plan
XII.   References
XIII.   Financial Report

Annex 3. **REQUIREMENTS FOR RESEARCH ABSTRACT**

- An abstract is a concise summary that enables readers to quickly assess the contents and direction of the paper. The abstract concisely describes the topic/ purpose/scope, methods, principal findings and the conclusions.
- It should be of 150 – 250 words, in Arial font and size of 11 pt. It must also be typed single-spaced on a standard A4 paper with 1.5" left margin and 1" on the other sides.

RESEARCH ABSTRACT TEMPLATE

<div align="center">ABSTRACT</div>

Title: _____

Researcher/s: _____ (Team Leader) _____
_____ (Member) _____
_____ (Member) _____

School/ Office: _____

Date: _____

_____

_____

_____

_____

_____

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