



Republic of the Philippines
Department of Education
 Region I
 SCHOOLS DIVISION OFFICE OF PANGASINAN II

Office of the Schools Division Superintendent

01 July 2024

DIVISION MEMORANDUM

NO.: 302, S. 2024

INSTITUTIONAL GUIDELINES AND PROCESSES IN WRITING MANUSCRIPTS AND RESEARCH

To: Office of the Schools Division Superintendent Personnel
 Curriculum Implementation Division (CID) Personnel
 School Governance and Operations Division (SGOD) Personnel
 Public Elementary and Secondary School Heads
 Teaching and Non-Teaching Personnel

1. Pursuant to the initiatives of the Department towards strengthening evidence-based policy formulation and decision making in all levels of governance and in response to the challenges and demands of the delivery of basic education, this Office notifies the field of the Institutional Guidelines and Processes in Writing Manuscripts and Research.
2. The attached Institutional Guidelines and Processes shall serve as the basis for all teaching and non-teaching personnel who plans to write a manuscript or research.
3. This is in line also with the SY 2024-2025 Call for Proposals for Manuscripts and Research on the following dates:

Manuscript Proposals - Module (M), Strategic Intervention Material (SIM), Instructional Material (Im), Innovative Project (IP), Community-Based Project (CBP), Income Generating Project (IGP)	September 16- October 16, 2024
Research Proposals – Action and Basic Research	October 11-November 11, 2024

4. Action and Basic Research Proposals submitted during the SY 2023-2024 Call for Proposals and Innovative Projects (IP) under Governance without Permit to Conduct shall be re-submitted on the forth coming Call for Proposals.
5. For information and strict compliance.

APPROVED FOR TRANSMISSION:

ARVIN R. PURISIMA
 ADMINISTRATIVE OFFICER V

VIVIAN LUZ S. PAGATPATAN, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent



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I. INTRODUCTION

The following guidelines and processes in writing manuscripts and research is an innovation of the Division to improve the management of such outputs. It is the first tranche of the stylebook being developed in consonance with the MATATAG Initiatives of the Department.

II. DIVISION TECHNICAL WORKING GROUP

Chairman:	VIVIAN LUZ S. PAGATPATAN PhD, CESO VI Schools Division Superintendent
Co-Chairmen:	RUSSEL JIM V. TAMAYO PhD, CESO VI Assistant Schools Division Superintendent
	MARCIANO U. SORIANO JR. PhD, CESO VI Assistant Schools Division Superintendent
Members:	CORNELIO R. AQUINO, EdD Chief Education Supervisor – CID
	REDENTOR B. AQUINO, PhD Chief Education Supervisor – SGOD
	MAYBELENE C. BAUTISTA EdD Education Program Supervisor, Learning Resources
	MIKE D. DACASIN EdD Education Program Supervisor, Mathematics
	VIRGILIO R. BARBA EdD Education Program Supervisor, Technology and Livelihood Education
	EUGENE M. TORALBA PhD Education Program Supervisor, Araling Panlipunan
	ATTY. MARIA CRISTINA B. DALIGCON Senior Education Program Specialist, Planning and Research
	HILARO M. OLIVO, JR., Senior Education Program Specialist, School Management, Monitoring and Evaluation
Secretariat:	BRENT S. CORONADO Information Technology Officer I
	EMHIL C. MEDRANO Education Program Specialist II
	JOEMAR M. PEREZ Administrative Aide I
	FRANCIS HENRY P. PALARUAN Project Development Officer, Learning Resources



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III. DEFINITION OF TERMS

The following terms are hereby defined operationally and based on DepEd Order No. 16, s. 2017 or the Research Management Guidelines.

1. Action Research – is a process of systematic, reflective inquiry to improve educational practices or resolve problems in any operating unit (i.e. school, classroom, office).
2. Basic Research – commonly known as Education Research is the scientific field of study that examines education and learning processes and the human attributes, interactions, organization and institutions that shape educational outcomes.
3. Conflict of Interest – refers to situations in which financial or other personal considerations may compromise a researcher/proponent or manuscript and research evaluator’s professional judgement in evaluating, conducting or reporting manuscript and research.
4. Culture of Research - is the regular exercise of systematic inquiry to improve program and policy development and implementation.
5. Fraud – is a deliberate form of deception intended to result in financial or personal gain.
6. Lead Proponent – refers to an individual who will directly coordinate with the secretariat on administrative and financial matters of approved research.
7. Manuscript – refers to Module, Strategic Intervention Material (SIM), Instructional Material, Innovative Project (IP), Community-Based Project (CBP), Income Generating Project (IGP).
8. Plagiarism – is intellectual theft, i.e., presenting and/or claiming another as your own without appropriate recognition by way of referencing and citation.
9. Proponent – refers to an individual or group who submitted a proposal.
10. Proposal – is a document which provides the details of a proposed manuscript or research.
11. Referencing – is citing the authors or documents used in the manuscript and research.

IV. GUIDELINES AND PROCESSES

A. MANUSCRIPTS

i. EDUCATION PROGRAM SUPERVISOR (EPS) AND SENIOR EDUCATION PROGRAM SPECIALIST IN-CHARGE OF THE MANUSCRIPTS:

1. Dr. Maybelene C. Bautista
 - a. Module (M)
 - b. Instructional Material (IM)
 - c. Strategic Intervention Material (SIM)
- 2.1. Dr. Mike D. Dacasin - Innovative Project (IP-Curriculum)
- 2.2. Mr. Hilario M. Olivo - Innovative Project (IP-Governance)
3. Dr. Virgilio R. Barba -Income Generating Project (IGP)
4. Dr. Eugene M. Toralba - Community-Based Project (CBP)

ii. COMMITTEES

Evaluation Committees shall be created in the Division and District levels to expedite the checking, processing and approval of the manuscripts. They shall also ensure the quality, veracity and originality of manuscripts.



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1. DISTRICT EVALUATION COMMITTEE (DEC)

The District Evaluation Committee (DEC) shall be the first level of evaluation of the manuscripts.

The Public Schools District Supervisor (PSDS) shall serve as signatory for endorsement of all manuscripts to be submitted in the Division (Module, Strategic Intervention Material (SIM), Instructional Material, Innovative Project (IP), Community-Based Project (CBP), Income Generating Project (IGP) for both Elementary and Secondary Schools.

The endorsement should be signed by the PSDS within two (2) days after the District Evaluation Committee has recommended the manuscript to the Division Evaluation Committee. Otherwise, the manuscript is deemed endorsed to the Division Evaluation Committee.

The DEC shall have the following responsibilities:

1. Check the originality of the manuscript by subjecting it through a plagiarism checker by the proponent. A screenshot from the plagiarism checker application of certification of at least 90% originality of the manuscript proposal shall be submitted.
2. Assess the veracity of the manuscript by using the evaluation tool formulated by the Division Evaluation Committee.
3. Certify that there is no duplication of manuscript endorsed to the Division Evaluation Committee.
4. Endorse manuscript proposals to the Schools Division Evaluation Committee for final checking and approval.

The composition of the DEC Elementary will be as follows:

Consultant:	Public Schools District Supervisor (PSDS)
Chairman:	District Learning Resource Coordinator
Regular Members:	District Coordinator in English AND Filipino
Provisional Member:	Concerned Subject Area District Coordinator OR District SGOD Unit Coordinator

The composition of the DEC Secondary will be as follows:

Consultant:	Public Schools District Supervisor (PSDS)
Chairman:	School Head of Mother High School
Regular Members:	One (1) Department Head in English AND One (1) Department Head in Filipino from Mother High School
Provisional Member:	One (1) Head Teacher OR One (1) School Subject Area Coordinator OR School SGOD Unit Coordinator

2. SCHOOLS DIVISION EVALUATION COMMITTEE (SDEC)

The Division Evaluation Committee shall evaluate and approve manuscripts endorsed by the District Evaluation Committee. The composition of the DEC is as follows:

Chairmen:	RUSSEL JIM V. TAMAYO PhD, CESO VI Assistant Schools Division Superintendent
	MARCIANO U. SORIANO JR. PhD, CESO VI Assistant Schools Division Superintendent



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Co-Chairmen: CORNELIO R. AQUINO EdD
Chief Education Supervisor – CID

REDENTOR B. AQUINO PhD
Chief Education Supervisor - SGOD

Adviser: VIVIAN LUZ S. PAGATPATAN PhD CESO VI
Schools Division Superintendent

Members: MAYBELENE C. BAUTISTA EdD
Education Program Supervisor -Learning Resources

MIKE D. DACASIN EdD
Education Program Supervisor -Mathematics

VIRGILIO R. BARBA EdD
Education Program Supervisor – TLE

EUGENE M. TORALBA PhD
Education Program Supervisor, Araling Panlipunan

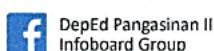
HILARO M. OLIVO, JR., Senior Education Program
Specialist - SMM&E

iii. EVALUATION OF MANUSCRIPTS

Manuscripts shall be checked, evaluated and approved using the following process flows.



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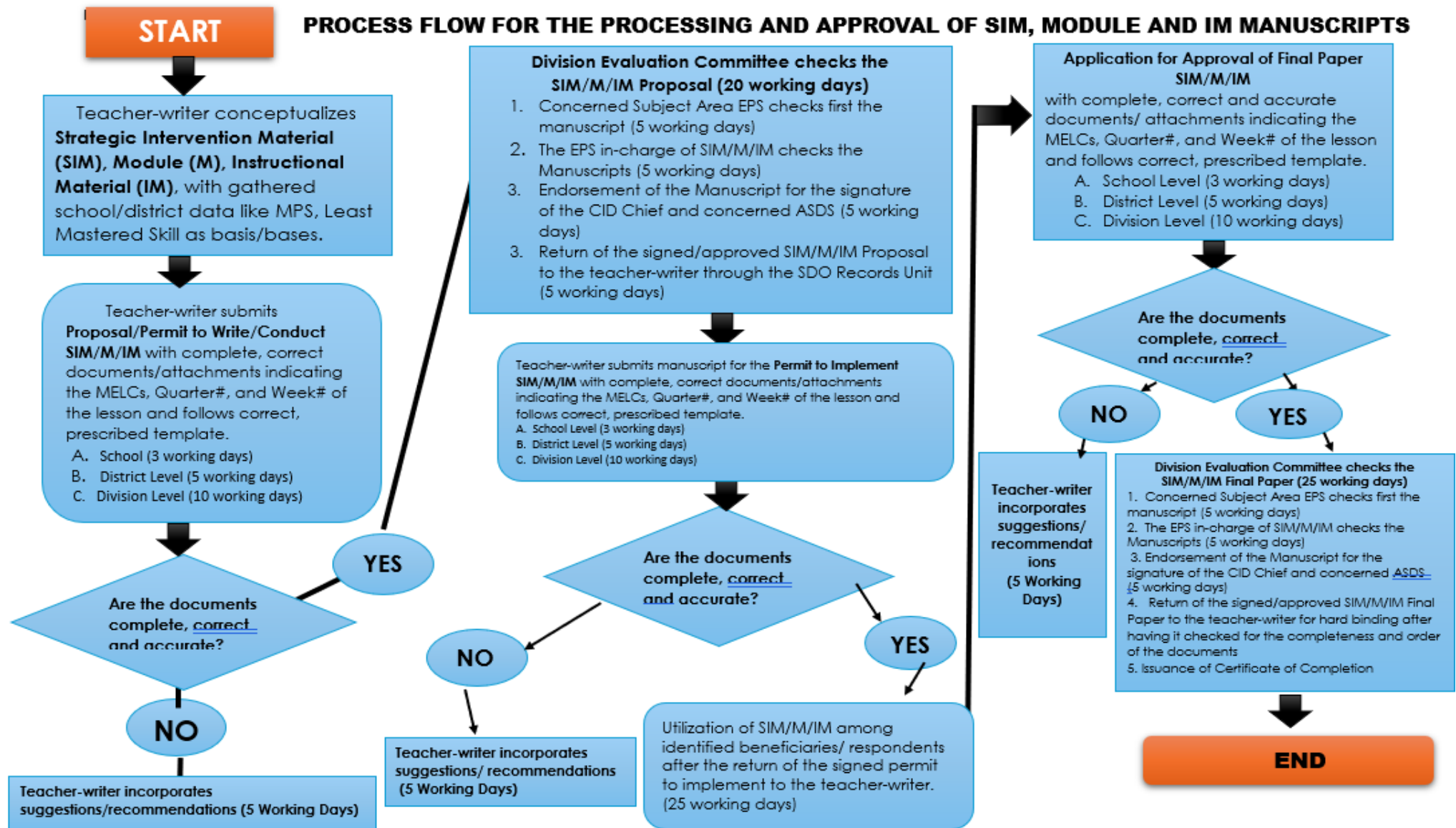
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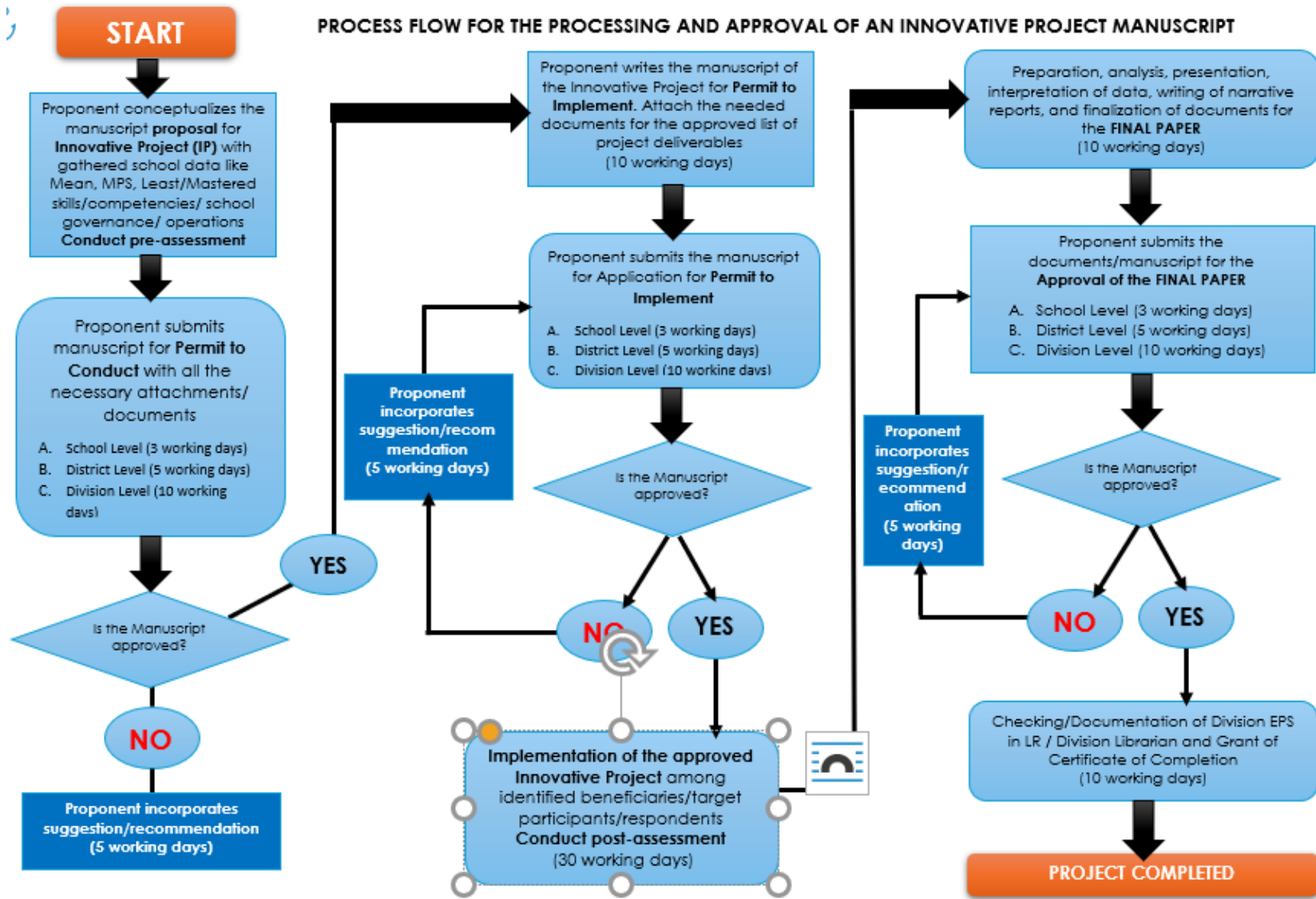


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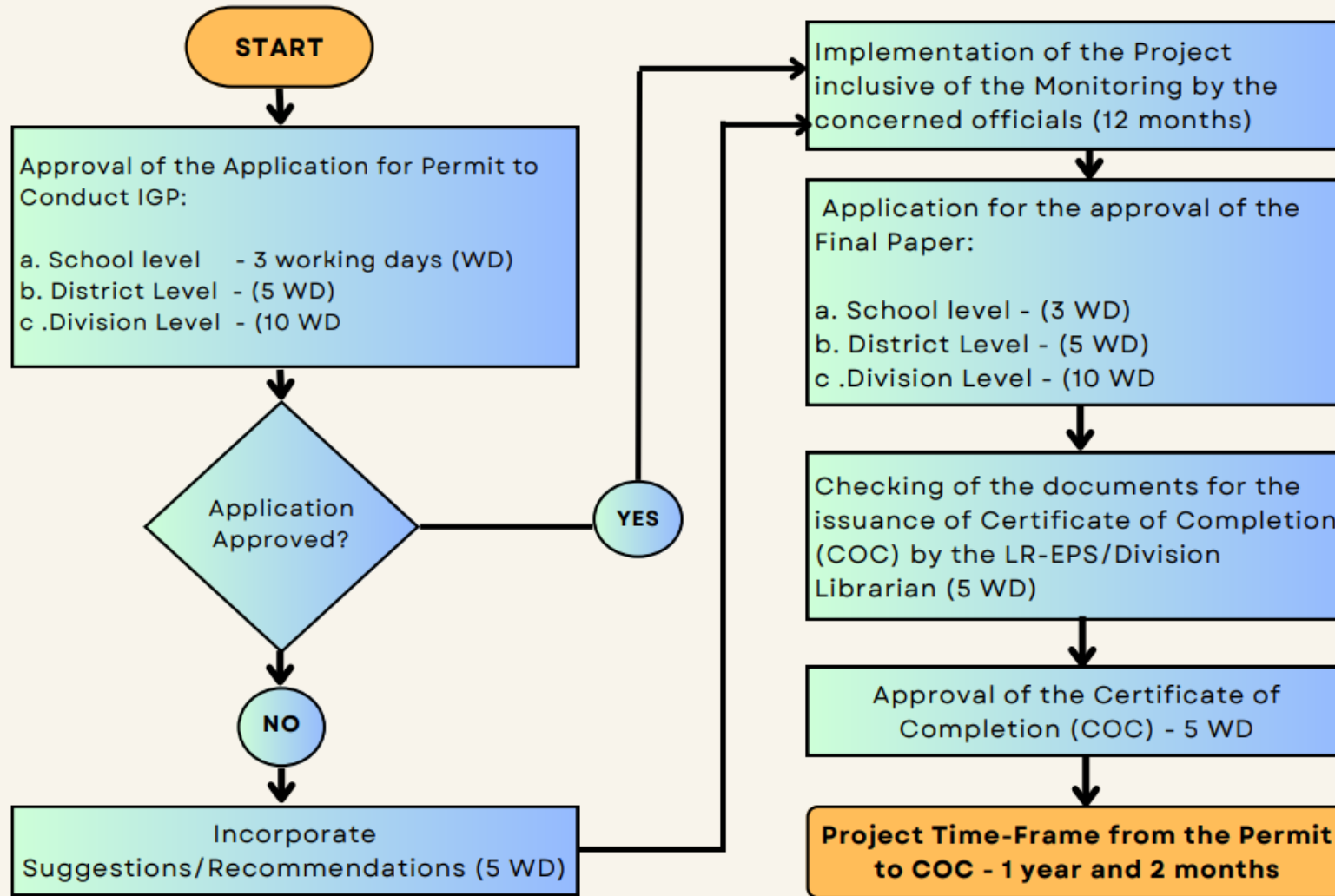


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**PROCESS FLOWCHART FOR THE CONDUCT OF
INCOME GENERATING PROJECT (IGP)**



Note: The date of submission of the application for Permit to Conduct IGP and the Final Paper shall be duly marked in each concerned office/level to determine the reckoning dates.

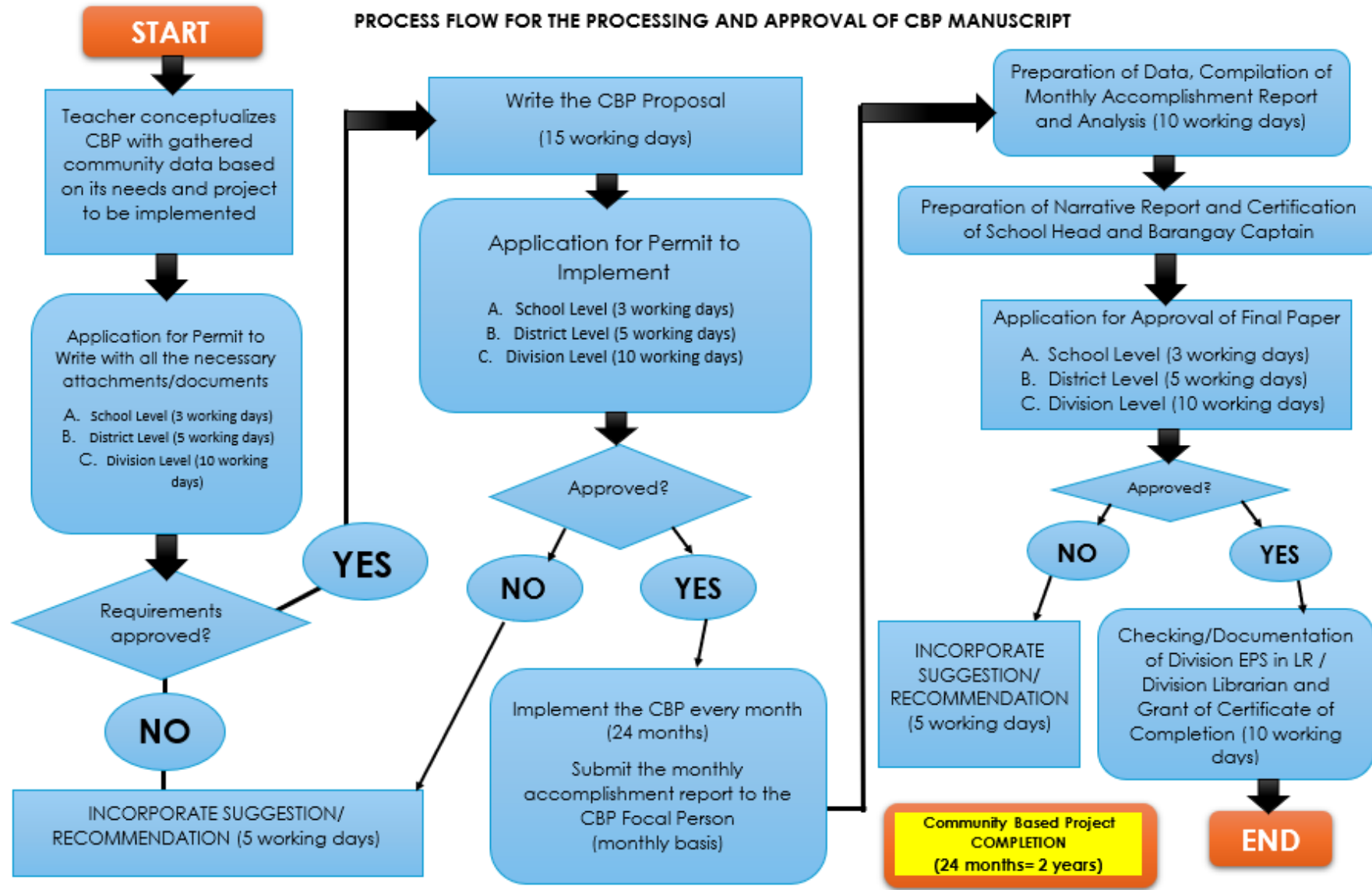


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PROCESS FLOW LEGEND:

A - FIRST NO IN THE PROCESS FLOW

The revised manuscript should be returned by the writer/proponent to the District Evaluation Committee on or before five (5) working days upon receipt.

B - SECOND NO IN THE PROCESS FLOW

The revised manuscript should be returned to the Division Evaluation Committee (CID-EPSs Office) thru the SDO Records Section to have it stamped received on or before (7) working days upon receipt.

The writer/proponent of the manuscript should have incorporated the corrections the first time it was given back to him/her for RESUBMISSION to the Division Evaluation Committee. Revision of proposal shall be good for THREE (3) CONSECUTIVE REVISIONS ONLY AND IT SHOULD BE WITHIN THE REQUIRED TIME FRAME. Otherwise, the manuscript shall be recommended for submission on the next call.

C - THIRD NO IN THE PROCESS FLOW

The revised manuscript should be returned to the Division Evaluation Committee for final approval on or before (3) working days upon receipt.

B. RESEARCH

The checking, evaluation and approval of research, both action and basic research in the Division shall conform to the provisions of DepEd Order No. 16, s. 2017 or the Research Management Guidelines.

i. COMMITTEES

1. DISTRICT RESEARCH COMMITTEE (DRC)

The Division introduces the creation of the District Research Committee which shall help the Schools Division Research Committee in screening research proposals to be approved and implemented within the school year. The creation of the DRC aims to expedite the evaluation and approval of research outputs.

The DRC shall have the following responsibilities:

1. Check the completeness of the annexes of the research proposal based from DepEd Order No. 16, s. 2017
2. Check the originality of the proposal by subjecting it through a plagiarism checker by the proponent. A screenshot from the plagiarism checker application of certification of at least 90% originality of the manuscript proposal shall be submitted.
3. Assess the veracity of the research proposal by using the evaluation tools formulated by the Schools Division Research Committee.
4. Certify that there is no duplication of research proposal endorsed to the Division Evaluation Committee
5. Endorse proposals to the Schools Division Research Committee for final checking and approval.

Further, the Public Schools District Supervisor shall be the signatory for endorsement of research proposals to be submitted in the Division Office.

The endorsement should be signed by the PSDS within two (2) days after the District Evaluation Committee has recommended the manuscript to the Division Evaluation Committee. Otherwise, the manuscript is deemed endorsed to the Division Evaluation Committee.

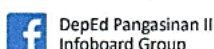
The composition of the DRC will be as follows:

Consultant: Public Schools District Supervisor (PSDS)

Chairman: School Head/Department Head/Master Teacher/Teacher with published AND completed BERF/Division research.



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Members: One (1) Statistician AND three (3) or four (4) School Heads/Department Heads/Master Teachers/Teachers with published OR completed BERF/Division Research OR Approved Research Proposal.

2. SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC)

The SDRC will assume the responsibilities of research management at the schools division level. It will assume the responsibilities cited in DepEd Order No. 16. s. 2017.

The SDRC composition is as follows:

Chairpersons: MARCIANO U. SORIANO JR., PhD, CESO VI
Assistant Schools Division Superintendent

RUSSEL JIM V. TAMAYO, PhD, CESO VI
Assistant Schools Division Superintendent

Co – Chairpersons: REDENTOR B. AQUINO, PhD
Chief Education Supervisor
Schools Governance and Operations Division

CORNELIO R. AQUINO, EdD
Chief Education Supervisor
Curriculum Implementation Division

Adviser: VIVIAN LUZ S. PAGATPATAN, PhD, CESO VI
Schools Division Superintendent

Members: ATTY. MARIA CRISTINA B. DALIGCON
SEPS, Planning and Research

CID/SGOD/OSDS Representative/s based on
requirement for the evaluation

ATTY. MAUREEN M. TORRES
Accountant III



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PANGASINAN DIVISION II SDRC SECRETARIAT

HILARIO M. OLIVO, JR.
SEPS, SMM&E

EMHIL C. MEDRANO
EPS II – HRD

MARLIE S. JIMENEZ
PDO I-Youth Formation

JOEMAR M. PEREZ
ADA I

JOHN ERIC C. TARADEL
ADA I

PANGASINAN DIVISION II RESEARCH COORDINATORS

ESTER C. GARCIA EdD
PIV-Alipangpang ES

RODA D. JOHNSON EdD
PIV-Nama NHS

LEODY S. TAGULAO EdD,
PIII-A. Diaz Sr. ES

DENTON N. CABALLERO EdD
MTIII, East Central ES

SALVADOR C. LAVARIAS EdD,
MTIII-San Jacinto NHS

REMELYN A. NOCASA EdD
HTI-Diaz ES

ii. EVALUATION OF RESEARCH PROPOSALS

Research proposals shall be evaluated using the guidelines provided in DepEd Order 16, s. 2017. The Division introduces a process flow of evaluating and approving research proposals in the Division including the number of days to check research proposals and the number of days to return them for evaluation of the SDRC. A Division Evaluation Tool was also formulated to serve as basis of the DRC in evaluating proposals submitted by the proponents.



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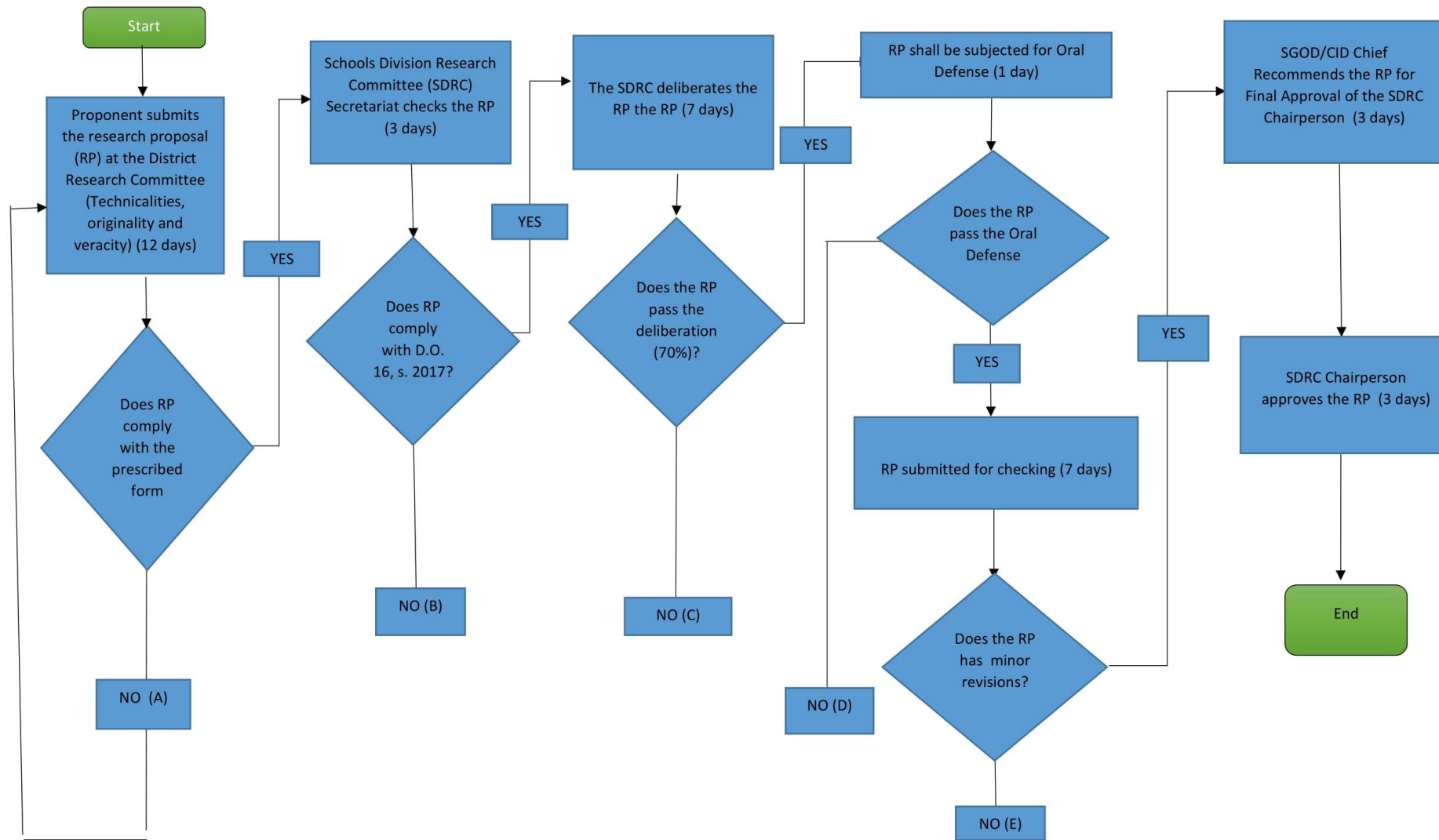
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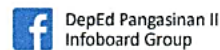
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Process Flow for the Processing and Approval of Research Proposal



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PROCESS FLOW LEGEND:

A -FIRST NO

The revised proposal should be returned by the writer/proponent to the District Research Committee on or before five (5) working days upon receipt.

B- SECOND NO

The revised proposal should be returned to the Schools Division Research Committee (Planning and Research Unit) thru the SDO Records Section to have it stamped received on or before (3) working days upon receipt.

THIRD NO

The revised research proposal should be returned to the Schools Division Research Committee (SDRC) on or before (7) working days upon receipt.

The writer/proponent of the proposal should have incorporated the corrections the first time it was given back to him/her for RESUBMISSION to the SDRC. Revision of proposal shall be good for THREE (3) CONSECUTIVE REVISIONS ONLY AND IT SHOULD BE WITHIN THE REQUIRED TIME FRAME. Otherwise, the proposal shall be recommended for submission on the next call.

D- FOURTH NO

The revised research proposal should be returned to the SDRC on or before (3) working days upon receipt.

E- FIFTH NO

The revised research proposal should be returned to the SDRC on or before (3) working days upon receipt.



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Appendix I

MANUSCRIPT EVALUATION TOOL

Name of the Writer/Proponent:
 School:
 Congressional District:
 Title:

MANUSCRIPT EVALUATION TOOL

DIRECTIONS: Tick/Check the appropriate box.

A. PERMIT TO WRITE/CONDUCT	
B. PERMIT TO IMPLEMENT	
C. FINAL PAPER	

Criteria	Yes	No	Remarks
1. Grammatical structure			
Is the manuscript free from grammatical errors?			
2. Illustrations			
1. Are the illustrations contextualized (Are they based on Philippine Setting)?			
2. Are the illustrations not plagiarized or free from copyright issues?			
3. Objectives of the Study			
3.1 Are the objectives aligned with the perceived problem or learning gap?			
3.2. Are the objectives SMART-based?			
3.3. Are the objectives categorized as general and specific?			
4. Background of the Study			
Is the background of the study supported by school-based baseline data (e.g. MPS, Least Mastered Competency/Skill) to show the problem or the learning gap?			
5. Timetable/Gantt Chart			
1. Does the Gantt Chart present list of activities that are achievable, workable and time-bound?			
2. Are the activities enumerated categorized into stages (planning, pre-implementation, implementation and post implementation)?			
6. Respondents/Beneficiaries of the Manuscript			
Are the respondents/beneficiaries properly identified with correct and complete information?			
7. Project Budget			
1. Is there a project budget identified in the manuscript?			
2. Is the presented project budget itemized with estimated cost?			
8. Format and Layout			



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1. Does the manuscript follow the correct template?			
8.1.a. Coupon bond - A4			
8.1.b. Font Style - Calibre			
8.1.c. Font size - 12			
8.1.d. Margin - 1.5" in left side; 1" in all other sides			
8.1.e. Page - Bottom Center (Page 1 is			
9. Curriculum Vitae (CV)			
9.1. Does the CV follow the prescribed template?			
9.2. Does the CV have picture and signature over printed name of the writer/proponent?			
10. References (M, IM, SIM only)			
10.1. Is the APA style used in the manuscript?			
10.2. Are the entries alphabetically arranged?			
10.3. Is the 2nd line onwards of each entry indented to the right?			
11. Originality of the Manuscript			
11.1. Is the manuscript free from plagiarism?			
11.2. Is the manuscript free from duplication?			

BASIS FOR RECOMMENDING THE MANUSCRIPT TO THE DIVISION EVALUATION COMMITTEE:	100% YES=PASSED 1 NO=FAILED
--	--

Recommendation of the District/School Evaluation Committee:

Recommending Approval:

Signature Over Printed Name
 Member, District Evaluation Committee

Signature Over Printed Name
 Member, District Evaluation Committee

Signature Over Printed Name
 Member, District Evaluation Committee

Signature Over Printed Name
 Member, District Evaluation Committee

Signature Over Printed Name
 Chairman, District Evaluation Committee



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Appendix B

BASIC RESEARCH PROPOSAL EVALUATION TOOL

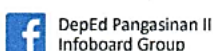
Name/s:
 School:
 Congressional District:
 Title:

BASIC RESEARCH PROPOSAL EVALUATION TOOL

Criteria	Yes	No	Remarks
1. Research Title			
The title clearly states the topic of the study			
2. Introduction and Rationale			
a. The research proposal presents a general description of the topic			
b. The proposal has a comprehensive discussion of locale of the study			
c. The proposal discussed the main issue of the study			
d. The arguments presented are supported by relevant data			
3. Research Questions			
a. Main and specific questions are present			
b. Main question reflects the research topic and is in consonance with the research title			
c. Main question is written as a declarative sentence			
d. The specific questions are relevant to the main topic of the study			
e. Specific questions are written as interrogative sentences			
f. Specific questions are not answerable by yes or no.			
4. Scope and Limitation of the Study			
a. The scope of the study presented is in consonance with the main problem of the study			
b. There is a brief discussion on the design to be used, the number of respondents and the inclusion criteria for their selection, research instrument, statistical tool to be used and time frame of the study.			
c. There is a discussion of what is beyond the scope of the study			
5. Methodology			
5.1. Sampling			
a. The number of participants is specified			
b. The inclusion criteria for the selection of the participants is discussed thoroughly			
c. There is a discussion of the sampling method to be used in the study.			
5.2. Data Collection			
a. The main instrument/s to be used is/are specified			
b. The mechanism to validate the instrument is present			



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c. The instrument to be used in the study is attached			
5.3. Ethical Issues (Optional)			
a. There is a detailed discussion on the process of securing the approval or consent to conduct the study			
5.4. Data Analysis Plan			
a. The statistical tools that shall be used to process and analyze data per specific problem are indicated			
b. The tools are defined with their corresponding formula			
5.4. Timetable/Gantt Chart			
a. The timeline presented is within 12 months period			
b. The activities to be conducted are clearly stated			
5.5. Cost Estimates			
a. The estimated cost to be incurred is specified			
b. The items constituting the cost are identified and discussed			
5.6. Plans for Dessimination and Advocacy			
a. There is a detailed discussion on how to dessiminate the output of the study			
b. There is a detailed discussion on how to utilize the output of the study			
5.7. References			
a. APA style was used			
b. The entries are alphabetically arranged			
c. The 2nd line onwards of each entry were indented to the right.			

BASIS FOR RECOMMENDING THE PROPOSAL TO THE SDRC:		100% YES=PASSED 1 NO=FAILED
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Recommendation of the District Research Committee:

Checker:

**Signature over Printed Name
Designation/Position**

Approved:

**Signature over Printed Name
Chairperson, District Research Committee**



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Appendix C

ACTION RESEARCH PROPOSAL EVALUATION TOOL

Name of Writer/Proponent:
 Title of Action Research
 School:
 Congressional District:
 Learning Area:

ACTION RESEARCH EVALUATION TOOL

Criteria	Yes	No	Remarks
1. Research Title			
The title clearly states the topic of the study			
2. Rationale of the Study			
a. The research proposal presents a general description of the topic			
b. The proposal has a comprehensive discussion of school situater			
c. The proposal discussed the main issue of the study			
d. The arguments presented are supported by relevant data			
3. Research Questions			
a. Main and specific questions are present			
b. Main question reflects the research topic and is in consonance with the research title			
c. Main question is written as a declarative sentence			
d. The specific questions include the pre and post assessments of the intervention			
e. Specific questions are written as interrogative sentences			
f. Specific questions are not answerable by yes or no.			
4. Proposed Innovation, Interventiona and Strategy			
a. An updated/new innovation, intervention or strategy is presented			
b. The proposed innovation, intervention or strategy is supported by detailed discussion of the activities to be done within the 4th Quarter			
c. The innovation, intervention or strategy will be implemented for at least eight (8) weeks			
5. Methodology			
5.1. Participants			
a. The number of participants is specified			
b. The inclusion criteria for the selection of the participants is discussed thoroughly			
5.2. Data Gathering Methods			
a. The main instrument/s to be used is/are specified			
b. The mechanism to validate the instrument is present			
c. The instrument to be used in the study is attached as annex			
5.3. Data Analysis Plan			
a. The statistical tools that shall be used to process and analyze data per specific problem are indicated			
b. The tools are defined with their corresponding formula			
5.4. Action Research Work Plan and Timelines			
a. The timeline presented is within 6 months period			
b. The activities to be conducted are clearly stated			



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5.5. Cost Estimate			
a. The estimated cost to be incurred is specified			
b. The items constituting the cost are identified			
5.6. Plans for Dessimination and Utilization			
a. There is a detailed discussion on how to dessiminate the output of the study			
b. There is a detailed discussion on how to utilize the output of the study			
5.7. References			
a. APA style was used			
b. The entries are alphabetically arranged			
c. The 2nd line onwards of each entry were indented to the right.			
BASIS FOR RECOMMENDING THE MANUSCRIPT TO THE DIVISION EVALUATION COMMITTEE:	100% YES=PASSED 1 NO=FAILED		

Recommendation of the School Research Committee:

Checker:

Signature over Printed Name
Designation/Position

Approved:

Signature over Printed Name
Chairperson, District Research Committee



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Appendix D

SIGNATORIES IN M, SIM, IM



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE OF PANGASINAN II

APPROVAL SHEET

PERMIT TO WRITE/CONDUCT MODULE/STRATEGIC INTERVENTION MATERIAL/ IM

MELCs, QUARTER #, WEEK #

This Module/ Strategic Intervention Material/ Instructional Material titled _____, SY: 2024=2025, is to be prepared and developed by NAME OF TEACHER-WRITER, POSITION, SCHOOL, SCHOOL ADDRESS.

It is being forwarded to the Office of the Schools Division Superintendent for approval.

DIVISION EVALUATION COMMITTEE:

Checked by:

Concerned Subject Area EPS
Member

EPS In-charge in SIM/M/IM
Member

Recommending Approval:

CORNELIO R. AQUINO EdD
Chief Education Supervisor, CID
Vice-Chair

APPROVED:

VIVIAN LUZ S. PAGTAPATAN PhD, CESO VI
Schools Division Superintendent

FOR THE SDS:

RUSSEL JIM V. TAMAYO PhD, CESO VI
Assistant Schools Division Superintendent In-charge of the Elementary/CID
Chair

OR

MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent In-charge of the Secondary/SGOD
Chair



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Appendix E

SIGNATORIES IN CBP AND IGP



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE OF PANGASINAN II

APPROVAL SHEET

PERMIT TO WRITE/CONDUCT COMMUNITY-BASED PROJECT /
INCOME GENERATING PROJECT

This Community-Based Project / Income Generating Project titled _____, SY: 2024=2025, is to be prepared and developed by NAME OF TEACHER-WRITER, POSITION, SCHOOL, SCHOOL ADDRESS.

It is being forwarded to the Office of the Schools Division Superintendent for approval.

DIVISION EVALUATION COMMITTEE:

Checked by:

EPS In-charge in Learning Resources/QA
Member

EPS In-charge in CBP / IGP
Member

Recommending Approval:

CORNELIO R. AQUINO EdD
Chief Education Supervisor, CID
Vice-Chair

APPROVED:

VIVIAN LUZ S. PAGTAPATAN PhD, CESO VI
Schools Division Superintendent

FOR THE SDS:

RUSSEL JIM V. TAMAYO PhD, CESO VI
Assistant Schools Division Superintendent In-charge of the Elementary/CID
Chair

OR

MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent In-charge of the Secondary/SGOD
Chair



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Appendix F

SIGNATORIES IN IP



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE OF PANGASINAN II

APPROVAL SHEET

PERMIT TO WRITE/CONDUCT INNOVATIVE PROJECT (FOR CID AND SGOD)

This Innovative Project titled _____, SY: 2024-2025, is to be prepared and developed by NAME OF TEACHER-WRITER/SCHOOL HEAD-WRITER, POSITION, SCHOOL, SCHOOL ADDRESS.

It is being forwarded to the Office of the Schools Division Superintendent for approval.

DIVISION EVALUATION COMMITTEE:

Checked by:

Concerned Subject Area EPS/Unit Head
Member

EPS/SEPS-SMME In-charge in IP
~~Member~~

Recommending Approval:

CORNELIO R. AQUINO EdD
Chief Education Supervisor, CID
Vice-Chairman

OR

REDENTOR B. AQUINO EdD
Chief Education Supervisor, SGOD
~~Vice-Chairman~~

APPROVED:

VIVIAN LUZ S. PAGTAPATAN PhD, CESO VI
Schools Division Superintendent

FOR THE SDS:

RUSSEL JIM V. TAMAYO PhD, CESO VI
Assistant Schools Division Superintendent In-charge of the Elementary/CID
Chairman

OR

MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent In-charge of the Secondary/SGOD
Chairman



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Appendix G

Research Proposal Application Form and Endorsement of Immediate Supervisor

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

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH	
RESEARCH CATEGORY (check <u>only one</u>) <input type="radio"/> National <input type="radio"/> Region <input type="radio"/> Schools Division <input type="radio"/> District <input type="radio"/> School (check <u>only one</u>) <input type="radio"/> Action Research <input type="radio"/> Basic Research	RESEARCH AGENDA CATEGORY (check <u>only one</u> 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 <u>up to one</u> 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*

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:



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EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i>	TITLE OF THESIS / RELATED RESEARCH PROJECT
SIGNATURE OF PROPONENT:	

PROPONENT 2

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

PROPONENT 3

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION / DESIGNATION:
SCHOOL / OFFICE ADDRESS:		DIVISION / REGION:

CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i>	TITLE OF THESIS / RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		

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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Appendix H

Minimum Requirements of the Research Proposal

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

B. ACTION RESEARCH 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

Declaration of Anti-Plagiarism and Absence of Conflict of Interest

ANNEX 3: Declaration of Anti-Plagiarism and Absence of Conflict of Interest

DECLARATION OF ANTI-PLAGIARISM

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 acknowledgment and referencing.
2. I 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 of original content. I shall use appropriate citations in referencing other works from various sources.
3. I understand that violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education and (insert grant mechanism).

PROPONENT: _____

SIGNATURE: _____

DATE: _____

PROPONENT: _____

SIGNATURE: _____

DATE: _____

PROPONENT: _____

SIGNATURE: _____

DATE: _____



DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

1. I, _____, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my judgment in evaluating, conducting, or reporting research.¹
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 (insert grant mechanism) for any conflict of interest which I have intentionally concealed.

PROPONENT: _____

SIGNATURE: _____

DATE: _____

PROPONENT: _____

SIGNATURE: _____

DATE: _____

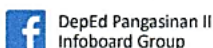
PROPONENT: _____

SIGNATURE: _____

DATE: _____



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