

### Department of Education Region III

### **DIVISION OF CITY SCHOOLS**

Angeles City
Jesus Street, Pulungbulu, Angeles City





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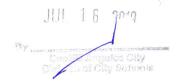
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July 15, 2019

DIVISION MEMORANDUM No.  $2\sqrt{2}$ , s. 2019



# 1st CALL FOR 2019 RESEARCH PROPOSALS FOR POLICY RESEARCH FUND

To: Assistant Schools Division Superintendent
Division Chiefs
Public Elementary and Secondary School Heads
Teacher-Researchers

- 1. Pursuant to Regional Memorandum No. 57, 2018, the Schools Division Research Committee is now accepting research proposals for Policy Research Fund (formerly BERF).
- 2. Submission of Action and Applied Research Proposals for the 1st call will be **on or before July 30, 2019**. Submit **two copies** in short white folder. Attach transmittal letter signed by the school head.
- 3. Follow Enclosure No. 4 of Regional Memorandum No. 57 s. 2018 for the outline in preparing the research proposals. (Pls. see attached)
- 4. Wide dissemination of this memorandum is highly enjoined.

LEILANI SAMSON-CUNANAN, CESO V Schools Division Superintendent

Sgod/par/seps

Cn # 2019-189

"SMILES BRIGHT, SERVES RIGHT"

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Enclosure No. 4 to Regional Memorandum No. 57, s.2018

## APPLIED AND ACTION RESEARCH PROPOSAL GUIDELINES

## Technical Guidelines in Preparing the Research proposal

1. The text of the manuscript must conform to the following:

Bond Paper Size

Letter Size 8.5" x 11'

Font Style

Times New Roman

Font Size

12

Running head

Title Page and Subsequent pages

**Text Spacing** 

**Double Space** 

- 2. The American Psychological Association (APA) 6th Edition style must be used in citing references.
- 3. Duly completed Research Proposal Application form, Endorsement of Immediate Supervisor, Declaration of Anti-Plagiarism and Absence of Conflict of Interest forms must be attached to the research proposal.

### Outline of APPLIED RESEARCH PROPOSAL

Title Page

**Table of Contents** 

Introduction

Review of Related Literature and Studies

Conceptual Framework

Research Questions

Hypothesis (if the study requires only)

Significance of the Study

Scope and Limitation

#### Method

Type of Research

Respondents

Sampling Method

Sources of Data

Instrument/s

Data Collection Procedure

**Ethical Considerations** 

Data Analysis

Timetable/Work plan

**Cost Estimates** 

Plan for Dissemination and Advocacy

#### References

#### Appendices

- A. Instrument/s
- B. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- C. Scanned copy of Landbank ATM Card (indicate branch, account number and 3 sample specimen signatures)

## Outline of ACTION RESEARCH PROPOSAL

Title Page

Table of Contents

Context and Rationale

Research Questions

Hypothesis (if the study requires only)

Significance of the Study

Scope and Delimitation

#### Method

Type of Research

Respondents

Sampling Method

Proposed Innovation/Intervention/Strategy

Instrument/s

Data Collection Procedure

**Ethical Considerations** 

Data Analysis

Gantt Chart/Work Plan

Cost Estimates

Plan for Dissemination and Utilization

#### References

### Appendices

- A. Instrument/s
- B. Consent and Assent Letters
- C. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- D. Scanned copy of Landbank ATM Card (indicate branch, account number and 3 sample specimen signatures)

#### Note:

Submit in white short folder fastened on top.

Attach Transmittal Letter initialed by the school research coordinator (SRC) and to be signed by the School Head