
	Department of Education Region III <b>DIVISION OF CITY SCHOOLS</b> Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	<b>DIVISION MEMORANDUM</b>		Name of Office: <b>OSDS-SDS</b>

RELEASED

July 15, 2019

**DIVISION MEMORANDUM**  
 No. 218, s. 2019

JUL 16 2019  
 BY \_\_\_\_\_  
 Division of Angeles City  
 Division of City Schools

**1<sup>st</sup> 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"**

## 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**