



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY

August 9, 2023

DIVISION MEMORANDUM

No. 29, s. 2023

Division of Angeles City Streamlined Guidelines on Basic Research, Action Research and Innovation

To: Assistant Schools Division Superintendent
Division Chiefs
Public Elementary and Secondary School Heads
Assistant Principals

1. DepEd Order 7, s. 2023 or the Guidelines on Recruitment, Selection, and Appointment in the Department of Education, upholds the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit and Selection Plan.
2. Regional Memorandum No. 408, s 2023, Implementation Guidelines on Innovation Management, provides directions in managing innovation projects.
3. In view of the new Point System for the Evaluative Assessment of different jobs groups under teaching, non-teaching, and school administrative positions, this office issues the attached **Division of Angeles City Streamlined Guidelines on Basic Research, Action Research, and Innovation** to propagate research and innovation and invigorate futures thinking and foresight, knowledge creation and aligned with MATATAG agenda, BEDP, DEDP, and SIPs.
4. All issuances relative to this Division Memorandum, which are inconsistent are deemed superseded or modified accordingly.
5. Immediate dissemination to this memorandum is highly encouraged.

RONALDO A. POZON PhD, CESO V *nm*
Schools Division Superintendent

Encl: As stated:
Reference: As indicated
To be indicated in the perpetual index
under the following subjects:

POLICY RESEARCH

AMOjr / Aug. 9, 2023

Jesus St., Brgy. Pulungbulu, Angeles City 2009 / (045) 322-4106 / angeles.city@deped.gov.ph

Department of Education Division of Angeles City Streamlined Guidelines on Basic Research, Action Research and Innovation

I. Rationale

The Department of Education with the issuance of DepEd Order No.007, s. 2023, Guidelines on Recruitment, Selection, and Appointment in the Department of Education, upholds the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan.

In view of the selection criteria and point system stipulated in DepEd Order No. 007, s. 2023, the Division of Angeles City provides this streamlined guideline on basic research, action research and innovation for uniformity from preparation, completion, utilization to adoption. These guidelines promote and adhere to fair and objective appreciation of work during ranking and promotion.

Furthermore, the issuance of DepEd Order No. 016, s. 2017, Research Management Guidelines, strengthen the promotion of research in order to establish an environment of evidence-based decision making.

The Division of Angeles City encourages all non-teaching and teaching personnel to develop the culture of research and innovation in improving delivery of quality education to all the learners and for their professional growth.

II. Definition of Terms

1. **Action Research** – classroom or school based systematic inquiry and reflection specifically to improve educational practices or resolve problems in classrooms and school. 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** – systematic inquiry aimed to improve educational theories and practices for an enhanced understanding or prediction of phenomena and observable facts without specific applications towards educational processes or products (Cornell Law School)
3. **Culture of Research** – is the regular exercise of systematic inquiry to improve program and policy development and implementation
4. **Innovation** - refers to the process of translating an idea, concept or invention into an output, practice, policy, or system that creates value to the organization and its clientele; and results in workplace improvement through efficiency in operation, increased production, improved working standards, and/or savings in government spending

5. **Research** – is an organized, systematic and logical process of inquiry, using empirical information or data, to answer questions, solve problems, and guide actions, in aid of workplace improvement through efficiency in operation, increased production, improved working standards, and/or savings in government spending

III. Templates on Basic Research, Action Research and Innovation

A. Basic Research, Action Research and Innovation Templates

BASIC RESEARCH TEMPLATE

Title Page (includes name of the proponent, research title, designation/position, and school/unit)

Table of Contents

Introduction

Review of Related Literature and Studies

Conceptual Framework

Research Questions

Hypothesis

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

Gantt Chart

Cost Estimates

Plan for Dissemination and Advocacy

Include when Basic Research is completed

Abstract

Result

Discussion

Recommendation

References

Appendices

A. Instrument/s

B. Letter of Proposal to conduct basic research signed by school head/immediate supervisor

C. Approval of proposal to conduct basic research signed by Head of Office

- D. Certification of Statistical Treatment
- E. Certificate of Plagiarism and Grammar Check
- F. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- G. Research Proposal Application Form and Endorsement of Immediate Head/Supervisor
- H. Scanned copy of Landbank ATM Card (indicate branch, account number and 3 sample specimen signatures)
- I. Accomplishment Report signed by the school head/immediate supervisor
- J. Certificate of Completion signed by Head of Office

ACTION RESEARCH TEMPLATE

Title Page (includes name of the proponent, research title, designation/position, and school/unit)

Table of Contents

Context and Rationale

Action Research Questions

Proposed Intervention and Strategy

Action Research Methods

- a) Participants
- b) Problem Tree
- c) Data Gathering Methods
- d) Data Analysis Plan

Action Research Work Plan and Timelines

Cost Estimates

Plans for Dissemination

Include when Action Research is completed

Abstract

Result

Discussion

Recommendation

References

Appendices

- A. Instrument/s
- B. Letter of Proposal to conduct action research signed by school head/immediate supervisor
- C. Approval of proposal to conduct action research signed by Head of Office
- D. Certification of Statistical Treatment
- E. Certificate of Plagiarism and Grammar Check
- F. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- G. Research Proposal Application Form and Endorsement of Immediate Head/Supervisor
- H. Scanned copy of Landbank ATM Card (indicate branch, account number and 3 sample specimen signatures)
- I. Accomplishment Report signed by the school head/immediate supervisor
- J. Certificate of Completion signed by Head of Office

INNOVATION TEMPLATE

Title of the innovative project
The rationale of the innovation project
Objectives of the innovation
Description of the Innovation
Expected Outcome/Output
Implementation Plan
Monitoring and Evaluation

Include when Innovation is completed

Result
Discussion
Recommendation
References

Appendices

- A. Instrument/s
- B. Letter of Proposal to conduct innovation signed by school head/immediate supervisor
- C. Approval of proposal to conduct innovation signed by Head of Office
- D. Certification of Statistical Treatment
- E. Certificate of Plagiarism and Grammar Check
- F. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- G. Research Proposal Application Form and Endorsement of Immediate Head/Supervisor
- H. Scanned copy of Landbank ATM Card (indicate branch, account number and 3 sample specimen signatures)
- I. Accomplishment Report signed by the school head/immediate supervisor
- J. Certificate of Completion signed by Head of Office

IV. Utilization and Adoption of Completed Basic Research, Action Research and Innovation

UTILIZATION PROPOSAL TEMPLATE

1. Title of the Basic Research, Action Research or Innovation to be utilized
2. Rationale
3. Description of the Basic Research, Action Research or Innovation to be utilized
4. Objective
5. Expected Outcome/Output
6. Methods
 - a) Participants
 - b) Data Gathering Methods
 - c) Data Analysis Plan
8. Work Plan and Timeline
9. Cost Estimates

Include when utilization is completed

10. Abstract
11. Result
12. Discussion
13. Recommendation
14. References

Appendices

- A. Proposal letter to utilize a Basic Research, Action Research or Innovation signed by the school head/immediate supervisor.
- B. Approval Letter to Utilize Completed Action Research, Basic Research or Innovation
- C. Accomplishment Report signed by the school head/immediate supervisor
- D. Certificate of Utilization Completion (to be given by the Division Office)
- E. Certification of Statistical Treatment
- F. Certificate of Plagiarism and Grammar Check
- G. Declaration of Anti-Plagiarism and Absence of Conflict of Interest

V. Adoption of Completed Basic Research, Action Research and Innovation

ADOPTION PROPOSAL TEMPLATE

1. Title of the Basic Research, Action Research or Innovation to be adopted
2. Rationale
3. Description of the Basic Research, Action Research or Innovation to be adopted
4. Objective
5. Expected Outcome/Output
6. Methods
 - a) Participants
 - b) Data Gathering Methods
 - c) Data Analysis Plan
8. Work Plan and Timeline
9. Cost Estimates

Include when Adoption is completed

10. Abstract
11. Result
12. Discussion
13. Recommendation
14. References

Appendices

- A. Letter of Request to the school head/s of other school/s requesting for the adoption of the research or innovation to be implemented in their school/s
- B. Approval letter by the concerned school head/s.
- C. Proposal to be submitted to the Division Office

- D. Approval for the adoption signed by Head of Office (to be given by Division Office)
- E. Letter of Completion signed by the head of school that adopted
- F. Certificate of Adoption signed by the Head of Office
- G. Certification of Statistical Treatment
- H. Certificate of Plagiarism and Grammar Check
- I. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- J. Accomplishment Report signed by the school head/immediate supervisor
- K. Certificate of Adoption Completion (to be given by the Division Office)

VI. Citation of Completed Basic Research, Action Research and Innovation

CITATION TEMPLATE

- a) Title of Basic Research, Action Research or Innovation cited
- b) Description of the completed Basic Research, Action Research or Innovation cited
- c) Letter coming from the researcher/author who cited the Basic Research, Action Research or Innovation
- d) Certificate of Citation signed by Head Office (to be given by DO)

Appendix:

Complete work of the researcher/author who cited the Basic Research, Action Research or Innovation

VII. Format

- 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
- References : The American Psychological Association (APA)
6th Edition style must be used in citing references

VIII. Basic Research, Action Research and Innovation Agenda

Sub-Theme	
Teaching and Learning	Teaching, School Heads, SEPS, Chief
Governance	School Heads, SEPS, EPS, Supervisors, Chief
Human Resource Development	School Heads, SEPS, EPS, Supervisors, Chief
Special Programs (Child Protection, GAD, DRRM, Inclusive Education)	Coordinators, EPS, SEPS

The Division Localized Research agenda and Priorities are based on the results of the conducted research, M&E results, current condition/solution, priority improvement areas under the School Based Management System (SBM) research reports, research agenda, and evaluation results

within the context of the Schools Division of Angeles City. The identified themes are anchored with the Department's Basic Education Research Agenda, namely: Teaching and Learning, Child Protection Policy, Human Resource Development, and Governance.

Theme 1 Teaching and Learning: DepEd tries to guarantee that learning outcomes are reached by maximizing the capabilities of teachers and the potential of all types of learners. DepEd is the national institution authorized to offer quality basic education to all Filipinos. Thus, this theme covers the key players, activities, and fundamental aspects of teaching and learning in various contexts. Specifically, the research agenda investigates the strategies, best practices, and facilitating and hindering factors relative to five sub-themes, namely: instruction, curriculum, learners, assessment, and learning outcomes.

Teaching and Learning

- Learning Loss and Learning Gains
- Analysis of Learners' Performance during Covid-19 Pandemic
- Individualized Intervention addressing non-reading difficulties
- Numeracy
- Trend Analysis in the Reading and Numeracy Performance of the Elementary Graders
- Learning Retention
- Quality Learning Outcomes
- Revisitation on Most Essential Learning Competencies
- Content-Based Integration (CBI) implementation: A Solution to ease the heavy workload of students?
- Effectiveness of MTB-MLE to learner's level of understanding
- Implementation of Special Programs Towards Achieving Inclusive Education
- School Education Innovation
- Educational Resource Portal
- Self-Learning Modules and Learning Activity Sheets
- Video Exemplars
- Digital Modules
- Interactive Teacher-Made Video Lessons
- Quality of Learning Resources
- Multimedia Instructional Materials
- Technology and Online Education
- Impact of OTG and LAS in the learning delivery of instruction
- 21st Century skills vis-à-vis Poor Internet Connectivity
- Digital Learning Scale-Up
- Distance Learning Modalities
- Blended Learning
- Performance Tests and Assessment
- Classroom Observation vis-a-vis Instructional Supervision: Leading to Increase Students Achievement
- Tracer Study
- Analysis of SHS Tracks

- Senior High School Track Preferences
- SHS students' marketability as future employees or entrepreneurs in the TVL industry
- Impact of Career Guidance Programs on Learners' track/course preference
- Work Immersion Scheme
- Communication Arts
- Self-Care Capabilities of High School Students
- Students' Engagement and Motivation
- Students' Interest
- Students' Attitude
- Zero-Waste Management Practices in School
- Environmental Preservation Awareness
- Gulayan sa Paaralan Program: a Competition for School Beautification or Contribution to Students' Participation?
- DRRM Integration
- Parental Involvement in school activities and initiatives
- Integration of Socio-Emotional Learning
- Impact of Guidance and Counselling Programs on Students and Teachers Amidst Pandemic
- Impact of feeding programs on learner's achievement
- Impact of piecemeal interventions on learners
- Impact of Leadership Training among Pupil / Student Leaders and learners
- Effect of Programs, Projects, and Activities on teachers and learners
- Feasibility Study on the Track Offerings to IPED learners
- Impact of Arabic Classrooms on Madrasah Education
- Assessment of learners with special needs
- Mapping of ALS learners

Theme 2 Child Protection: DepEd's learner centered approach recognizes that a child's condition can significantly affect the achievement of learning outcomes. While the Department may not have the direct mandate and resources to address many of the social, economic, and personal issues of learners, it is committed to ensuring their well-being, particularly in situations where harm can occur in school or disrupt their studies. The Department's commitment warrants a separate section on child protection, particularly to address reported incidents of bullying, teen pregnancy, addictive behaviors, and child labor. While laws and policies are in place to address these, there is a need for in-depth studies on their prevalence and effects. There is also a need to assess the effectiveness of previous interventions and the potential of new approaches to better protect learners in schools. Main topics under "Child Protection" include, but are not limited to, the following:

Child Protection

- Anti-Cyber-Bullying
- Digital Well-Being
- Youth Engagement
- Health and Wellness Concepts of Teeners

- Potential Threats of Social Media / Digital Technologies
- Child Welfare and Protection
- Online Counselling
- Resiliency and Well-being
- Mental and Psychosocial Wellbeing
- Prevalence
- Student Manual Policy Implementation

Theme 3 Human Resource Development: As DepEd is the nation's largest bureaucracy, it is imperative that various strategies are developed to nurture the vast human capital involved in delivering basic education. Research questions will delve into three subthemes: (1) teaching and non-teaching qualifications and hiring; (2) career development; and (3) employee welfare. A primary focus is given to teachers due to their frontline role in reaching out to learners. Research questions probe into the teachers' existing qualifications and competency requirements vis-à-vis the needs of grades K-12 and special education programs such as ALS. The topics extend to teacher education institutions, particularly on ways to upgrade pre-service preparation and DepEd's role in providing continuous quality training. Similarly, developing the support structure of DEP through its nonteaching personnel is an important area of inquiry. Key topics under Teaching and Non-Teaching Qualifications and Hiring include, but are not limited to, the following:

Human Resource Development

- Financial Literacy
- Teachers' Literacy Instruction
- Teaching Strategy and Content Pedagogy
- Career Pathing and Professional Development of Teachers
- Teachers' Attitude and Performance
- Research Skills and Competencies
- Skills Performance of Teachers
- Teachers' Needs Assessment
- Adversity Quotient of Public School Teachers
- Development Needs vs. Development Plans: Towards Achieving Employees' Outstanding Work Performance
- Impact of Training on Teachers' Proficiency
- Research Engagement of Teaching and Non-Teaching Personnel
- The capability of designated program coordinators
- Teacher Development Plan as Basis for Training
- Conducting Research vs. Teaching Research
- Impact of GAD on the teaching and non-teaching welfare and well-being

Theme 4 Governance: Managing the largest bureaucracy toward educating the nation's future requires efficient and effective operations. The Governance theme of the Research Agenda, which covers planning, finance, program management, transparency and accountability, and evaluation, underscores DepEd's commitment to ensure that its structure,

systems, and processes contribute to the achievement of basic education outcomes. The Department has already provided internal guidance (DepEd Order 13, s. 2015) for the development of effective and efficient policies. With this in place, DepEd's next concern is to ensure that these policies are implemented and translated into appropriate programs. Because it governs a very large sector with complex interrelationships, the Department often encounters challenges in its Planning process. This section deals with standards and policies that ensure the achievement of the Department's goals. Key topics under Planning include, but are not limited to, the following:

Governance

- Coaching and Mentoring Support Scheme
- Principal and Peer Evaluation
- Work Productivity of Teachers in the New Normal Setting
- Parental Engagement Assessment
- Research Dissemination Practices
- Customer's Delight
- Parents and Learners' Readiness toward full face modality
- Teachers' Burnout
- Alternative Work Arrangement
- School Management Practices
- Inventory Management Systems
- Partnership Building
- Teachers' Needs
- Supply and Demand of Teachers
- Impact of Technical Assistance on School Improvement
- Level of Satisfaction of Teachers / School Heads in the Provision of Technical Assistance
- Effect of Instructional Supervision on Improved Teachers' Proficiency
- Impact of Classroom Observations on the Teaching-Learning Process
- Quality Assurance of Varied Learning Resources
- Utilization of Feedback Mechanism in the Improvement of Basic Education Services
- DRRM Safety Procedures
- The Impact of School Improvement Plans in the community and other key stakeholders
- Impact of SBM on the Quality of School Performance
- Public Expenditure Review
- Education System's Resilience
- Community Involvement in DepEd programs
- Research and Innovation Towards the Quality of School Performance
- Research Management of Schools towards research productivity of teachers
- Dissemination and Utilization of Research Results
- Role of SIP addressing identified school gaps
- School Data Management System
- Resource Management System
- Scalability of school innovation practices

- Programmatic approaches addressing the nationwide dilemma in reading and numeracy
- Increasing local government spending on basic education
- Expanding the scope of LGU spending in Division Research Initiatives
- Cost Effectiveness of Basic Education Service Purchasing
- Improving SDO's internal efficiency
- Improvement of existing systems and procedures of DepEd Programs and other operations
- Automation of SDO processes and operations
- Stakeholders' Significant Participation and Contribution
- Gains and Benefits of DepEd and Industry Partnerships
- Program Evaluation of PPAs
- Impact of SMEA on monitoring the implementation of PPAs
- Work-Life Balance of Teaching and Non-Teaching Personnel
- Delegation of Ancillary Services: An Advantage or Additional Workload?
- Potential Threats of Digital Technology in the Mental and Emotional Wellbeing of Teachers and Learners
- Use of Technology in the Efficiency of Work Performance
- Document Tracking System: Towards Achieving Client Satisfaction
- The Impact of Supply Market Pricing Movements on Efficient Procurement
- Data Management: Leading to Accurate Basic Education Information System and Report Generation
- The Level of Satisfaction of the Teaching and Non-Teaching Personnel in the Monitoring and Health Services Provided by the Internal and External Medical Support Groups
- Textbooks: How Useful Are They in This Time of Pandemic?
- Accessibility of library facility for students' research undertakings
- Data Management of Schools and Division
- Presence and Accessibility of Division Data Archives
- Data Collection: Basis for Decision-Making or Additional Task?

IX. Required signatories:

- a) **For elementary schools without master teachers** - reviewed and approved by the school head
- b) **For elementary schools with master teachers** - reviewed by the master teacher and approved by the school head
- c.) **For junior high schools** - reviewed by the head teacher and approved by the school head

- d.) **For senior high schools**-reviewed by the subject group head and approved by the school head
- e.) **For master teachers and head teachers**- reviewed by the school head and approved by the EPS
- f.) **For school heads**- reviewed by the PSDS, recommended by ASDS and approved by the SDS
- g.) **For Non- teaching personnel deployed in schools**- reviewed by the school head and approved by the Administrative Officer V (AOV)
- h.) **For division office personnel**
 - i.1. Unit Heads/Chiefs- reviewed and recommended by the ASDS and approved by the SDS
 - i.2. OSDS- reviewed by the unit head and approved by AO V
 - i.3 CID Personnel- reviewed by the CID Chief, recommended by the ASDS and approved by the SDS
 - i.4 SGOD personnel- reviewed by the SGOD chief, recommended by the ASDS and approved by the SDS

X. Point System for Evaluative Assessment of Research and Innovation

HIRING and PROMOTION TO SCHOOL ADMINISTRATION POSITIONS (Means of Verification) (Enclosure No. 3 to DepEd Order No. 7, s. 2023)

- a) Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
- b) Accomplishment Report verified by the Head of Office
- c) Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- d) Certification of Adoption of the innovation or research by another school/office duly signed by the Head of Office
- e) Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research

MOVs Submitted	Points (Innovation/Research)
A, B, C & D	4 points
A, B, C & E	4 points
Only A, B & C	3 points
Only A & B	2 points
Only A	1 point

**HIRING and PROMOTION TO RELATED-TEACHING POSITIONS
(Means of Verification)
(Enclosure No.4 to DepEd Order No. 007, s. 2023)**

- a) Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
- b) Accomplishment Report verified by the Head of Office
- c) Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- d) Certification of Adoption of the innovation or research by another school/office duly signed by the Head of Office
- e) Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research

MOVs Submitted	Points (Innovation/Research)
A, B, C & D	5 points
A, B, C & E	5 points
Only A, B & C	4 points
Only A & B	3 points
Only A	2 point

**HIRING and PROMOTION TO NON-TEACHING POSITIONS
(Means of Verification)
(Enclosure No.5 to DepEd Order No. 007, s. 2023)**

- a) Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
- b) Accomplishment Report verified by the Head of Office
- c) Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- d) Certification of Adoption of the innovation or research by another school/office duly signed by the Head of Office
- e) Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research

MOVs Submitted	Points (Innovation/Research)
A, B, C & D	4 points
A, B, C & E	4 points
Only A , B & C	3 points
Only A & B	2 points
Only A	1 point

Note: For collaborative research studies/innovation, the total points shall be divided by the number of authors/researchers indicated in the copyright page.

XI. References

- DepEd Order No. 007, s. 2023
- DepEd Memorandum No. 028, s. 2023
- DepEd memorandum No. 144, s. 2017
- DepEd Order No. 16, s. 2017
- DepEd Memorandum No. 097, s. 2018
- Division Memorandum No. 039, s. 2021
- Division Memorandum No. 157, s. 2022
- Division Memorandum No. 048, s. 2022
- Division memorandum No. 137, s. 2022
- Division Memorandum No. 446, s. 2022