



November 7, 2025

**DIVISION MEMORANDUM**

No. 704, s. 2025

**CALL FOR SUBMISSION OF RESEARCH PROPOSALS FROM ALL  
SCHOOL HEADS FOR CY 2026 IMPLEMENTATION**

To: Assistant Schools Division Superintendent  
Chief ES-Curriculum Implementation Division  
Chief ES-School Governance and Operations Division  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In line with the continuous promotion of evidence-based decision-making and the enhancement of school practices through research, all school heads are hereby directed to submit their respective Research Proposals for implementation during Calendar Year (CY) 2026 on or before January 9, 2026.

2. The proposals should align with the priority research areas identified by the Division and/or the Department of Education, focusing on improving teachers' strategies in the teaching and learning process, instructional leadership and supervision, governance, human resource development, and school management practices.

3. All school heads are required to submit one(1) copy of the following, which shall be attached to the letter of intent to the Schools Division Superintendent (SDS):

- Application Form and Endorsement of Immediate Supervisor of the Proponent (Annex 1);
- Research Proposal (Annex 2); and
- Anti-plagiarism & Absence of Conflict-of-Interest Declaration (Annex 3).

4. All proposals will be evaluated using the Assessment tools attached to DepEd Order No. 16, s. 2017. Proposals with incomplete requirements/attachments will not be considered for presentation and evaluation.



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Telephone No.: (063) 227-6150  
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**Republic of the Philippines**  
**Department of Education**  
**REGION X**  
**SCHOOLS DIVISION OF LANAO DEL NORTE**

5. The following are the research activities for CY 2026 implementation, to wit:

<b>Activity</b>	<b>Date</b>	<b>Personnel Involved</b>
Call for Research Proposals	November 7, 2025	Schools Division Research Committee (SDRC)
Submission of Research Proposals	November 7, 2025 to January 9, 2026	School Heads
Conduct of Initial Screening	January 12-16, 2026	SDRC
Presentation, Evaluation, and Approval of Research Proposals	January 26, 2026 to May 29, 2026	School Heads SDRC
Implementation of the Approved Research Proposal		
Submission of Research Reports/Completed Research		
Evaluation and Approval of Research Reports/Completed Research		

6. Immediate dissemination of this Memorandum is desired.

**EDWIN R. MARIBOJOC, EdD, CESO V**  
 Schools Division Superintendent 

Encl: As stated.  
 Reference: DO 16, s. 2017  
 To be indicated in the Perpetual Index  
 under the following subjects:

RESEARCH PROPOSALS

RESEARCH MANAGEMENT GUIDELINES

BEA/DM CALL FOR SUBMISSION OF RESEARCH PROPOSALS FROM ALL SCHOOL HEADS FOR SY 2025-2026 IMPLEMENTATION  
 November 7, 2025



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

**A. RESEARCH INFORMATION**

<b>RESEARCH TITLE</b>		
<b>SHORT DESCRIPTION OF THE RESEARCH</b>		
<b>RESEARCH CATEGORY (check <u>only one</u>)</b> <input type="checkbox"/> National <input type="checkbox"/> Region <input type="checkbox"/> Schools Division <input type="checkbox"/> District <input type="checkbox"/> School  <b>(check <u>only one</u>)</b> <input type="checkbox"/> Action Research <input type="checkbox"/> Basic Research	<b>RESEARCH AGENDA CATEGORY (check <u>only one main research theme</u>)</b> <input type="checkbox"/> Teaching and Learning <input type="checkbox"/> Child Protection <input type="checkbox"/> Human Resource Development <input type="checkbox"/> Governance  <b>(check <u>up to one</u> cross-cutting theme, if applicable)</b> <input type="checkbox"/> DRRM <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education  <input type="checkbox"/> Others (please specify): _____	
<b>FUND SOURCE (e.g. BERF, SEF, others)*</b>	<b>AMOUNT</b>	
<b>TOTAL AMOUNT</b>		

\*indicate also if proponent will use personal funds

**B. PROPONENT INFORMATION**

**LEAD PROPONENT / INDIVIDUAL PROPONENT**

<b>LAST NAME:</b>	<b>FIRST NAME:</b>	<b>MIDDLE NAME:</b>
<b>BIRTHDATE (MM/DD/YYYY)</b>	<b>SEX:</b>	<b>POSITION / DESIGNATION:</b>
<b>REGION / DIVISION / SCHOOL (whichever is applicable)</b>		
<b>CONTACT NUMBER 1:</b>	<b>CONTACT NUMBER 2:</b>	<b>EMAIL ADDRESS:</b>

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

PROPOSER 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 PROPOSER:		

PROPOSER 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 PROPOSER:		

#### 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: \_\_\_\_\_

## **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

## **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).

PROPOSER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

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.<sup>1</sup>
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.

PROPOSER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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<sup>1</sup> Office of Ethics and Compliance, University of California, San Francisco, retrieved from <http://coi.ucsf.edu/>