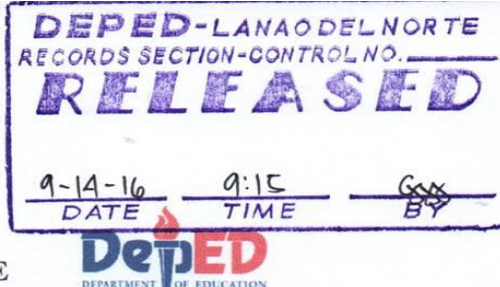




Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF LANA O DEL NORTE**  
Gov. A. Quibranza Prov'l. Gov't Compound  
Pigcarangan, Tubod, Lanao del Norte



**DIVISION MEMORANDUM**

No. 244 s. 2016

**TO: TEACHING AND NON-TEACHING PERSONNEL**  
This Division

**FROM: EMMALINDA E. DUHAYLUNGSOD, Ph.D., CESO V**  
Schools Division Superintendent

**SUBJECT: DIVISION RESEARCH POLICY**

**DATE: SEPTEMBER 13, 2016**

1. In line with DepEd's mandate to undertake "educational and research studies" as stipulated in **Republic Act No. 9155** (Chapter 1, Sec. 7), this office hereby disseminates the **Division Research Policy**.
2. This policy aims at providing guidance to all personnel of this division in the conduct of education research and in the utilization of research results to inform the **Division** and **School's** planning, policy, and program development.
3. All related issuances which are inconsistent with this policy are hereby repealed, rescinded or modified accordingly.
4. Immediate dissemination of and strict compliance with this Memorandum is directed.



Department of Education  
Region X  
**DIVISION OF LANA O DEL NORTE**  
Planning and Research Section



## **DIVISION RESEARCH POLICY**

### **I. RESEARCH AREA OF FOCUS**

The division of **Lanao del Norte** is adopting the **National Research Agenda for Basic Education** which aims at promoting evidence-based decision and policy making at various levels of the division. This **Research Agenda** identifies research topics that will fill in critical knowledge gaps and respond to pressing concerns in Philippine basic education, consistent with the Department's vision and mission and in line with local and international developments in the sector. With this, researches of this division should focus on the four (4) themes cited in the said agenda, namely, **teaching-learning process, child protection, human resource development and governance**.

#### **Theme 1: Teaching-learning process**

DepEd is mandated to provide quality basic education to all Filipinos, thus it seeks to ensure that learning outcomes are achieved through a process that maximizes the abilities of teachers and of all kinds of learners. In this theme, researchers are urged to look into **instruction, assessment and learning outcomes**.

#### **Theme 2: Child Protection**

DepEd's learner centered approach recognizes that a person's condition can significantly affect the achievement of learning outcomes. Thus it is committed to ensure learners' well-being particularly in situations where the possible harm can occur in school or can seriously disrupt their studies. The focus of this theme is on **bullying, teenage pregnancy, addictive behaviors and child labor**.

#### **Theme 3: Human Resource Development**

This theme centers on how the Department can nurture such vast human capital involved in delivering quality education. Key topics under this theme are **teacher qualification and hiring, career development and incentives**.





Department of Education  
Region X  
**DIVISION OF LANA DEL NORTE**  
Planning and Research Section



---

#### **Theme 4: Governance**

This theme underscores DepEd's commitment to ensure that its structure, systems and processes contribute to the successful achievement of basic education outcomes. Key topics under this theme are planning, finance, program management, transparency and accountability and evaluation of policies.

### **II. PERSONNEL WHO WILL UNDERTAKE RESEARCH**

1. All personnel both **teaching** and **non-teaching** are encouraged to undertake research which is anchored on the four (4) themes.
2. **Master Teachers, Head Teachers, School Heads, Education Program Specialists and Education Program Supervisors** are mandated to conduct at least **one action research in every school year**.
3. To ensure that this mandate is followed, the yearly conduct of research must be integrated in their **OPCRF/IPCRF**.

### **III. PAPER SUBMISSION, EVALUATION & APPROVAL GUIDELINES**

#### **1. Submission of Letter of Intent**

Teaching and non-teaching personnel who has the intention to conduct an action research shall submit a letter of intent to the Schools Division Superintendent (SDS). The proposed title, and statement of the problem shall be attached to the letter of intent for evaluation by the Division Research Council (DRC).

#### **2. Submission of Research Proposal**

Once the proposed title and research problems are approved, the researcher will be notified to proceed to proposal writing.

#### **3. Proposal Deliberation**

After the submission of the proposal, the DRC shall convene to review, evaluate and give recommendations to improve the proposal. After the deliberation, the DRC shall send a copy of their suggestions/recommendations to the researcher. Revised paper should be submitted by the researcher two (2) weeks after receipt of the



Department of Education  
Region X  
**DIVISION OF LANA DEL NORTE**  
Planning and Research Section



suggestions/recommendations.

**4. Project Implementation**

The DRC shall notify the researcher about his/her approved proposal through a letter. Upon receiving the letter, the researcher shall submit a **Time-Table** showing the duration of the project's implementation.

**5. Submission of the Final Paper**

Final paper is expected to be submitted to the **DRC** three **(3)** weeks after the end of the duration of the project's implementation incorporating the results and recommendation of the study.

**6. Evaluation**

The DRC shall again convene to review, evaluate and give recommendations to improve the final paper. The suggestions/recommendations shall be sent to the researcher. The researcher needs to revise the paper and submit it to the **DRC** for approval **two (2) weeks** after receipt of the suggestions/recommendations.

**7. Research Paper Approval**

Approval of the final paper shall take place after the researcher revises it based on the suggestions/recommendations of the **DRC**. The approved paper must be signed by at least **one member of the DRC, DRC chairman and the Schools Division Superintendent.**

Approved:

  
**EMMALINDA E. DUHAYLUNGSOD, Ph.D., CESO V**  
Schools Division Superintendent

**Date of Approval:** September 13, 2016





Department of Education  
Region X  
**DIVISION OF LANA DEL NORTE**  
Planning and Research Section



---

**RESEARCH PROPOSAL FORMAT**  
(Adapted from D.O. 43 s. 2015)

1. **Introduction** – includes the rationale for the research and relevant, social, policy, or practice context for the study. The introduction should explain why the research study is being undertaken and how the results could be used in action planning and/or policy formulation and development.
2. **Literature Review** – focuses on key issues which underlie the research, major findings, problems identified, recommendations, and questions raised in previous research; the main points of view and controversies; critical evaluation of these views, their strengths and weaknesses; general conclusions about the research papers; what research still needs to be done; and what knowledge gaps remain that the study will aim to fill.
3. **Research Questions** – involves investigating or testing an idea; trying out solutions to a problem; exploring and analyzing issues; creating a new procedure or system; creating a new procedure or system; explaining a phenomenon; or a combination of any of these.
4. **Scope and Limitation** – coverage of the research in terms of location, time, respondents, etc.; inherent design or methodology parameters that can restrict the scope of the research findings and are outside the control of the researcher.
5. **Research Methodology** – contains details of how the research will be conducted.
  - a. **Sampling** – details should be provided about who will participate in the research: number of people and characteristics of those who will participate in the research; and how will the sample be selected and recruited.
  - b. **Data Collection** – the various instruments and procedures for data collection should be outlined and extensively discussed.
  - c. **Ethical Issues** – identification of ethical concerns that could possibly emanate from the conduct of the research and an elaborate discussion on how to prevent these from taking place. It can include but not limited to the following: right to conduct a study or investigation to answer a question; securing free prior and informed consent from



Department of Education  
Region X  
**DIVISION OF LANA O DEL NORTE**  
Planning and Research Section



respondent; issues of confidentiality and anonymity; written approval for use of materials with copyright (e.g. secondary data sets, data collection tools).

- d. Data Analysis** – indicates how the data will be analyzed and reported; it should specify the qualitative and or the quantitative methods that will be used in analyzing the data gathered for the research.
- 6. Timetable/Gantt Chart** – contains research timelines- when will the project begin and how long will it take for it to be completed; include time estimates for each step in the research process (e.g. 5 days, 2 weeks).
- 7. References** – provide in text of work and reference list.