



2406-1357

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION ORDER

No. 3, s.2025

2024 VIGAN CITY DIVISION RESEARCH MANAGEMENT GUIDELINES

- To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Elementary and Secondary Schools Heads
All Others Concerned
1. Pursuant to DepEd Order No. 16, s. 2017 titled "Research Management Guidelines" and Division Memorandum No. 135, s. 2023 titled "2023-2025 SDO Vigan City Research Agenda", the Schools Division of Vigan City through the Schools Division Research Committee (SDRC) issues the updated Vigan City Division Research Management Guidelines for 2024.
 2. The objectives of this Division Research Management Guidelines are the following:
 - a. To ensure the alignment of researches to the 2023-2025 Vigan City Research Agenda and the MATATAG Curriculum.
 - b. To clearly outline and streamline the research process for ensuring an understanding of the timeline and actions associated with each step, allowing for better planning and resource allocation.
 - c. To set clear criteria for research proposal evaluation and provide guidelines on actions to be taken if proposals meet or do not meet the specified requirements.
 - d. To set a culture of responsibility and professionalism between the persons involved in the research process.
 - e. To promote the submission of high-quality research proposals by providing clear guidelines and expectations for evaluation and implementation.
 3. This research management guidelines shall be implemented and monitored by the School Governance and Operations Division, specifically the Planning & Research Section and the Schools Division Research Committee (SDRC).
 4. Immediate dissemination of this Division Order is desired.

Encl.: As stated

References: DepEd Order No. 16, s. 2017
Division Memorandum No. 135, s. 2023

To be indicated in the Perpetual Index under the following subjects:

Basic Education Policy Research Schools

Aff/2024/planning&research

VILMA D. EDA, CESO V
Schools Division Superintendent



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2024 VIGAN CITY DIVISION RESEARCH MANAGEMENT GUIDELINES

I. RATIONALE

In accordance with Republic Act 9155, or the Governance of Basic Education Act of 2001, which mandates the Department of Education (DepEd) to continuously improve the delivery of quality basic education through policies and mechanisms, DepEd recognizes the essential role of educational research as stipulated in Chapter 1, Section 7 (5). This provision highlights that educational research and studies should serve as foundations for reforms and policy development across all levels of governance.

Further strengthening the importance of research-based policy-making, DepEd Order No. 13, s. 2015 established a systematic policy development process, promoting evidence-based policy formulation through research studies. In addition, Republic Act No. 10533, also known as the Enhanced Basic Education Act of 2013, calls for the improvement of the basic education system in the Philippines, underscoring the role of research in its management and administration.

In alignment with these legal mandates, and in adherence to DepEd Order No. 16, s. 2017, titled “Research Management Guidelines,” the Schools Division of Vigan City, through its Schools Division Research Committee (SDRC), hereby disseminates the updated Vigan City Division Research Management Guidelines for 2024.

These guidelines aim to enhance research alignment with both the Vigan City Research Agenda and the MATATAG Curriculum, ensuring clarity and efficiency throughout the research process. They provide a structured framework for timeline management, action steps, and resource allocation, while establishing robust criteria for proposal evaluation. These guidelines promote a professional and responsible approach, fostering a conducive environment for the submission of high-quality research proposals.

The School Governance and Operations Division, particularly the Planning & Research Section and the Schools Division Research Committee (SDRC), shall oversee the monitoring and evaluation of these guidelines, ensuring strict adherence to standards and fostering continuous improvement in educational research within Vigan City.

II. SCOPE OF THE POLICY

The SDO Vigan City Research Management Guidelines provide guidance in the management and conduct of research initiatives at the Schools Division of Vigan City to further promote and strengthen the culture of research in basic education. This policy applies to all research activities conducted by teaching and non-teaching personnel, including school-based and division-level research projects. It covers the full research cycle—from proposal development, ethical review, approval, implementation, and dissemination of findings. The policy also covers information for eligible DepEd employees in availing of research funds.

III. DEFINITION OF TERMS

To ensure clarity and consistency, the following commonly used terms and phrases in this policy are defined as follows:

1. **Research** – A systematic investigation designed to develop or contribute to knowledge, often aimed at solving specific problems or improving practice within the educational sector.
2. **Research Management** – The process of overseeing and guiding research activities, including the formulation, implementation, monitoring, and evaluation of research projects.
3. **Research Agenda** – A set of prioritized research areas aligned with the division's goals and objectives, guiding the focus of research activities.
4. **Research Ethics** – A set of principles ensuring that research is conducted in a manner that respects the rights, dignity, and welfare of participants, and complies with legal and ethical standards.
5. **Research Proposal** – A detailed plan that outlines the purpose, methodology, and expected outcomes of a research project, submitted for approval prior to implementation.
6. **Action Research** – is a process of systematic, reflective inquiry to improve educational practices or resolve problems in any operating unit (i.e. school, classroom, office).
7. **Basic Education Research Fund (BERF)** – is a grant provided by the Department of Education to support education research in aid of evidenced-based policy formulation.
8. **Conflict of Interest** – refers to situations in which financial or other personal considerations may compromise a researcher or research manager's professional judgment in evaluating, conducting or reporting research.
9. **Culture of Research** – is the regular exercise of systematic inquiry to improve program and policy development and implementation.
10. **Education Research** – is the “scientific field of study that examines education and learning processes and human attributes, interactions, organization and institutions that shape educational outcomes.
11. **Fraud** – is a deliberate form of deception intended to result in financial or personal gain.
12. **Lead Proponent** - refers to an individual who will directly coordinate with the secretariat on administrative and financial matters of the approved research.
13. **Plagiarism** – is intellectual theft, i.e. presenting and/or claiming another's work as your own without appropriate recognition by way of referencing and citation.
14. **Conflict of Interest** - occurs when a researcher's personal, financial, or professional interests could potentially influence or bias their research activities, outcomes, or decisions.

15. **Dissemination of Research** – The process of sharing research findings through various channels, such as presentations, publications, or division-initiated forums.

IV. POLICY STATEMENT

The Schools Division requires that all research proposals should be aligned with the Division's Research Agenda and be submitted to the Schools Division Research Committee (SDRC) for review and approval. Proposals should clearly outline the research questions, methodology, timeline, and expected outcomes. All researches must adhere to ethical standards, particularly in protecting participants, and proposals involving learners must undergo ethical review.

Research projects shall be monitored by the SDRC Secretariat to ensure compliance with approved protocols and timelines, with researchers required to submit regular progress updates. Completed research must be shared through division-wide research congress or other appropriate channels, and findings should be used to inform policy decisions, curriculum development, and teaching practices. All research outputs will be documented and archived to ensure they are accessible for future reference.

V. RESEARCH MANAGEMENT GUIDELINES

A. SDO Vigan City Research Framework

To foster a stronger research culture within the division, the SDO Vigan City Research Framework was established to manage research initiatives across all levels of governance. This framework aims to streamline the research process for both funded and non-funded studies, ensuring their alignment with educational priorities. It also strengthens the connection between research and educational practices through effective dissemination, utilization, and advocacy. In addition, the division has developed a comprehensive and well-defined research agenda to guide decision-making and strategic planning for future research activities. This agenda identifies key areas of inquiry that are critical to improving the quality of education, helping to prioritize research topics and allocate resources efficiently.

The SDO Vigan City Research Agenda for 2023 to 2025 outlines specific study areas that address pressing issues and close significant knowledge gaps. However, it does not limit researchers to these topics; instead, it encourages them to explore beyond the agenda, particularly in response to new and emerging educational challenges. Anchored in the United Nations' Sustainable Development Goals 2030, Philippine Development Plan 2023-2028, AmBisyon Natin 2040, Department of Education's MATATAG Agenda, Basic Education Development Plan 2030, and DepEd Region I Research Agenda, SDO Vigan City's Research Framework focuses on three key themes: 1) Curriculum and Teaching, 2) Governance, and 3) Operations Management. It is hoped that research in these areas will drive evidence-based actions that improve access to basic education, enhance its quality, and promote more effective, transparent, and engaging governance in the education sector.

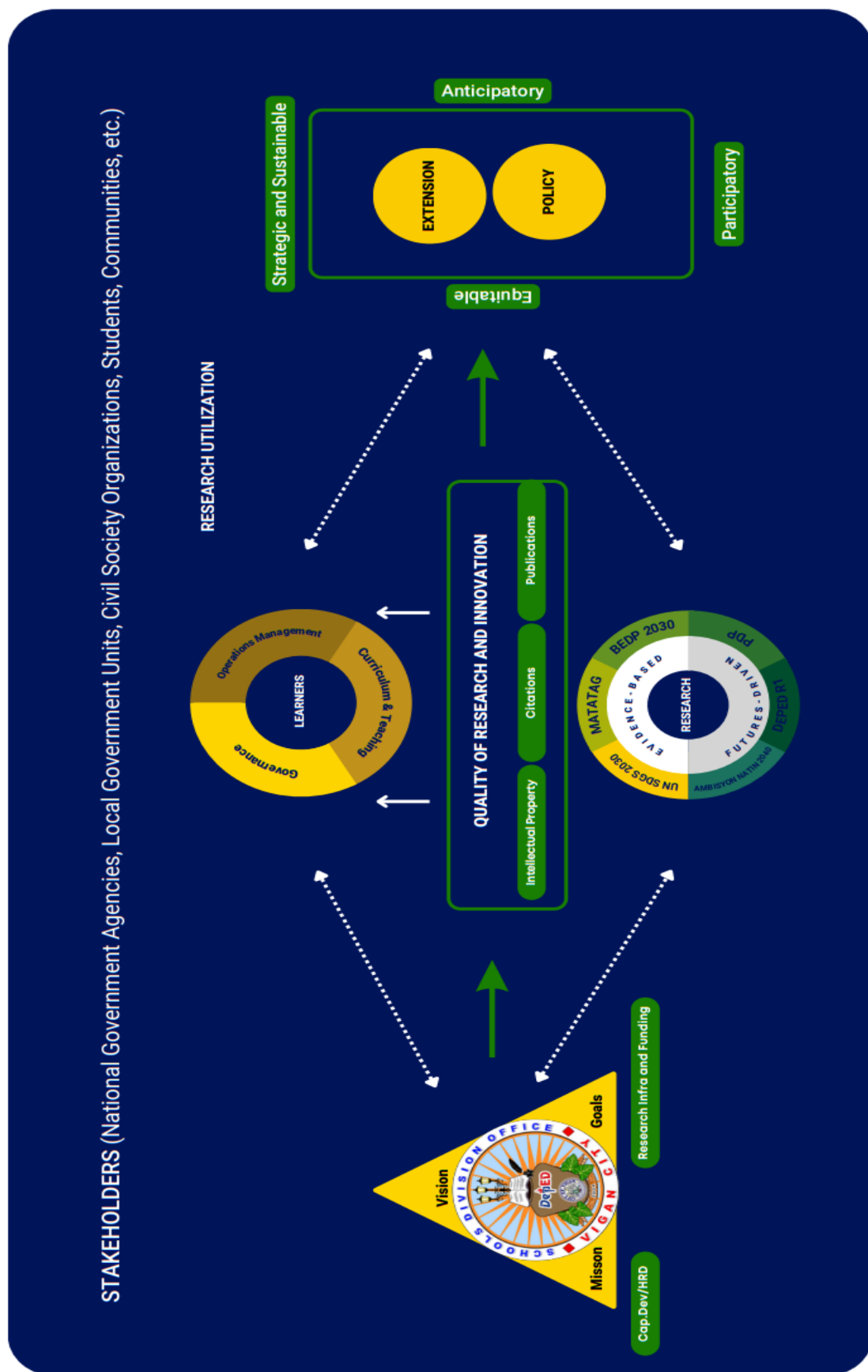


Figure 1: SDO Vigan City Research Framework

The research agenda will be reviewed and updated annually to ensure its alignment with evolving priorities and emerging needs within the division. This yearly update allows the Schools Division to address new educational challenges, trends, and issues by adjusting priority research areas accordingly. The revision process incorporates feedback from key stakeholders, ensuring that research efforts remain relevant, timely, and aligned with both local and national educational objectives. The updated agenda, which will reflect these changes, will be disseminated through a separate memorandum to ensure all personnel, researchers and stakeholders are informed and able to adjust their research plans accordingly. This process fosters transparency, collaboration, and ensures research remains a valuable tool for policy-making and educational improvements.

B. Schools Division Research Committee (SDRC)

In accordance with DepEd Order No. 16, s. 2017, below is the composition of the Schools Division Research Committee and their roles and responsibilities.

The composition of the SDRC is as follows:

- Chair:** Assistant Schools Division Superintendent (ASDS)
Co-Chairs: Chief, School Governance and Operations Division
 Chief, Curriculum Implementation Division
Adviser: Schools Division Superintendent (SDS)
Members: SEPS, Planning and Research
 CID Representative/s based on requirement for the evaluation
 Representative from Finance Unit
By Invitation:
 Focal person of concerned division/learning area/section/program

Secretariat: School Operations and Governance Division (SGOD)

The Schools Division Research Committee (SDRC) will assume the responsibilities of research management at the schools division level. The SDRC will have the following roles and responsibilities:

1. Provide directions on research initiatives through the national and local basic education research agenda, and other identified priority research areas in the division;
2. Evaluate and approve research proposals and other related research initiatives within the schools and community learning centers (CLCs) to be funded under BERF;
3. Evaluate and approve research proposals and other related research initiatives within the schools division to be funded by other fund sources;
4. Forge partnerships with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects;
5. Prepare and submit reports to the Regional Research Committee on all research initiatives conducted in the division from all fund sources;
6. Resolve emerging issues on the management and conduct of research;
7. Ensure that cost estimates (for funded researches) fall under the existing accounting and auditing rules and regulations; and
8. Endorse approved school level proposals to the Regional Office for confirmation and release of funds under BERF.

To facilitate the evaluation and approval of research proposals, Committee members may designate permanent alternates to represent them during SDRC meetings, in case of unavailability.

The SDRC Secretariat will deliver the following:

1. Organize, coordinate, and document meetings of the Committee;
2. Conduct initial screening of submitted proposals for compliance with submission guidelines;
3. Aid SDRC members in recommending proposals for approval as per the criteria and scoring template provided in **Enclosures 4-5**;
4. Liaise with academic and research institutions government agencies, and other DepEd offices in the conduct of the research;
5. Provide technical assistance to researchers on the conduct of their studies;
6. Conduct periodic monitoring on research initiatives in schools within the division;
7. Prepare periodic report on accomplishments related to division research initiatives; and
8. Prepare complete staff work in support of the Committee's functions as needed.

C. The Research Management Cycle

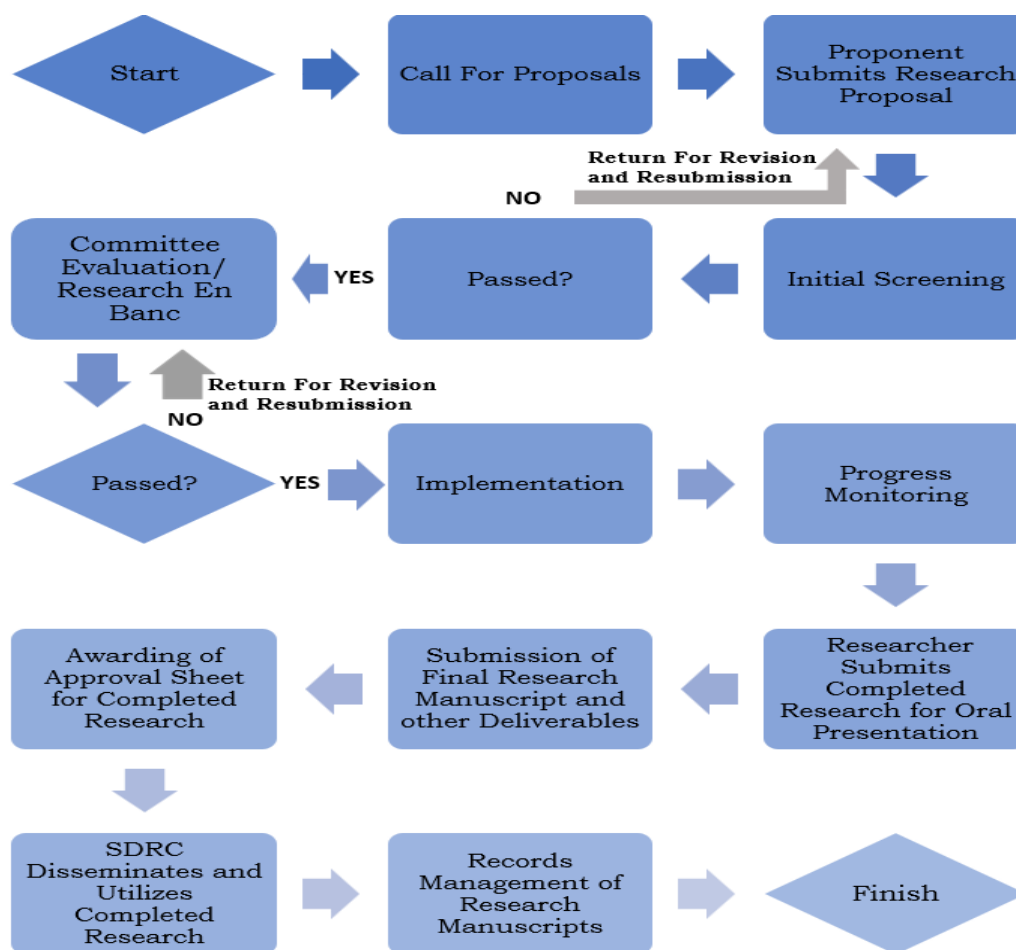


Figure 2. Research Management Cycle Flowchart

1. Call for Research Proposals

The Schools Division of Vigan City through the SDRC will spearhead the periodic call for research proposals in their respective areas every first working day of May of every year, or as deemed necessary by the SDRC. Call for proposals will be made in view of maximizing the efficiency of the process and use of the funds.

2. Submission of Research Proposals

Researchers will be given until the last working day of June of every year after the posting of call for proposals to submit the intended study which is in accordance with the division research agenda. The research proposal will be submitted in 4 copies in either hard or electronic copies which are recorded through a database system for progress tracking. This can be accessed through link: <https://shorturl.at/iKN8b>.

The basic requirements in submitting the research proposals are as follows:

1. Application Form and Endorsement and endorsement of immediate supervisor of the proponent (**Enclosure 1, pages 1-3**)
2. Research Proposal (**Follow template in Enclosure 2**)
3. Declaration of Anti-plagiarism and Absence of Conflict-of-Interest (**Enclosure 3, pages 1-2**)

3. Initial Screening

The SDRC Secretariat will conduct initial screening of submitted proposals against the eligibility requirements listed in **Enclosures 4-5**. Proposals falling under the following conditions will not be further evaluated and will be immediately returned, with technical inputs, to the proponents for completion, revision and resubmission:

1. Incomplete documentary requirements as prescribed during the call for proposals;
2. Conflict of interest in personal and professional aspects, which may influence the impartiality of the parties concerned, whether the proponent or the research manager;
3. Non-conformance to research ethics;
4. Exceeding the maximum amount of research grant with no provision for cost-sharing (BERF grantees);
5. Non-alignment of research topic with the national and local Basic Education Research Agenda; and
6. Cost estimates not within the existing accounting and auditing rules and regulations.

The secretariat will duly inform the proponent of the results from the initial screening. Proponents of research proposals that do not pass the criteria shall be properly informed through an official indorsement to be signed by the Schools Division Superintendent. The proponents who passed the initial screening shall then be endorsed to the respective research committees for further evaluation.

4. Committee Evaluation

The SDRC Secretariat shall prepare the completed staff work for the research committees prior to the evaluation of proposals. The SDRC shall evaluate the proposals using a criterion and scoring template (**Enclosures 6-7**). The SDRC may also provide their observations, suggestions and recommendations (**Enclosures 8-9**) for revision and improvement of the research proposal. To qualify for approval, the proponent must have a minimum score of **70 points**. For disapproved proposal, the researcher is encouraged to revise and resubmit the proposal once the comments and suggestions from the appraisal were incorporated.

For proposals involving learners including those with special education needs (SNEDs), the researcher shall first secure parents or guardians permit before conducting the research. In addition, Indigenous Peoples (IP) learners, Indigenous Cultural Communities (ICCs), Indigenous Knowledge Systems and Practices (IKSPs), and Indigenous Learning Systems (ILS), elderlies, pregnant, homeless or patient with a terminal or incurable disease, or even powerless individual due to poverty and minors who were dependent to their parents, the Secretariat will discuss the proposal with recognized community representatives or elders to ensure it meets ethical requirements.

5. Notification of Results

Once the research committee has evaluated the proposal, the secretariat will send a notification letter of the results to the researcher through the school head by means of an official indorsement signed by the Schools Division Superintendent. For disapproved proposals, researchers are encouraged to resubmit their proposals for consideration once they incorporate the comments of the previous evaluation. Technical assistance shall be provided by the secretariat.

6. Implementation

When the researcher has complied with the requirements and recommendations of the SDRC, he/she will receive an indorsement letter signed by the SDS for the approval of the research for its implementation. Once approval is granted, the implementation phase begins, utilizing various data gathering and analysis tools, instructional materials (IMs), learning materials (LMs), and a workplan. Researchers are advised to use the Action Research Toolkit which can be accessed through link <https://bit.ly/ActionResearchToolkit> to guide them in the conduct of their study. The duration of this phase varies depending on the type of research: six months are allotted for action research, and twelve months for basic research.

7. Progress Monitoring

The Schools Division Research Committee (SDRC), School Governance and Operations Division (SGOD) particularly the Planning and Research (P&R) and Monitoring and Evaluation (M&E), are responsible in the progress monitoring of all researches approved for implementation based on the approved work plan. They will also conduct random visits to the locale of the studies and discuss with the researchers the status of their studies. School Heads and designated School Research Coordinators will help track the progress by providing technical assistance to teacher-researchers in their

respective schools as needed. A Progress Monitoring Tool (**Enclosure 12, pages 1-2**) can be used to track the researcher's progress.

a. Modification of Proposals

Any deviation from the original and approved research proposal must immediately be communicated to the secretariat.

For the modifications on the research design of the same research topic, the researchers must write a letter to the research committee detailing the modifications to be made. The research committee will evaluate said modifications for approval. The approved research topic cannot be modified by the researcher at any point during the study.

b. Request for Extension

If the researcher sees the need for an extension, a letter of request for extension with justification must be submitted to the chair of the SDRC. Valid reasons for extension such as, but not limited to, illness of the researcher, occurrence of disasters and other extenuating circumstances will be decided by the Committee. Once the request for extension is approved, the extension shall not exceed one (1) year and the researcher shall only be allowed one request for extension.

In cases where unforeseen circumstances force the cessation of the implementation of the research, the researcher shall write a letter to the SDRC with justification and documentary support.

8. Submission of Completed Research

Completed research (**Use template in Enclosure 13**) must be submitted to the SDRC in softcopy and hardcopy. The secretariat will conduct technical evaluation to determine the acceptability of the completed research using an evaluation tool for completed research (**Enclosures 14-15**). The completed research must be **100% plagiarism free**. The proponent shall be called for an en banc to present the completed research. Submitted completed research for revision will be returned to the proponent for the finalization of the manuscript. One copy of the finalized research manuscript, in softbound or hardbound, shall be submitted and shall undergo quality control using a checklist (**Enclosures 16-17**). If the completed research passed all the requirements needed, an approval sheet signed by the Schools Division Superintendent is awarded to the researcher.

9. Dissemination and Utilization

Dissemination and utilization of research results are essential for improving learning outcomes and school governance. The division, through the School Governance and Operations Division, shall organize research congress, fora, and policy discussions to share findings, gather new ideas, and discuss policy options. They may also publish research journals, pamphlets, flyers, brochures, and bulletins for wider distribution.

School heads and designated School Research Coordinators are expected to extend support in the dissemination and utilization of the research results through existing mechanisms such as Learning Action Cells (LACs), School In-service Training (INSET), School Governance Council (SGC), Enhanced School Improvement Plan (eSIP), Annual Implementation Plan (AIP) and School Report Card (SRC).

10. Records Management of Research Manuscripts

The Schools Division through the LRMS shall be responsible for the safekeeping and management of all printed copies of completed researches through appropriate storage. The completed researches shall be made available for reference and utilization of all personnel in the division.

D. RESEARCH PROCESS TIMELINE

Below is a table representing the steps, action, processing time and responsible persons in the submission to completion of research proposals:

STEPS/ACTION	PLATFORM/ DOCUMENT NEEDED	PROCESSING TIME	PERSON RESPONSIBLE
1. CALL FOR PROPOSALS			
SDO conducts Call for Proposals for the School Year	Division Memorandum	Periodic call for proposals shall be on the first working day of May of every year. Researchers are given until last working day of June to submit their proposals.	SDRC SDS
2. SUBMISSION OF RESEARCH PROPOSALS			
Submission of research proposal with DTS No. to the records office.	Research proposal with attached documents (See Enclosures 1-3), Database Recording System	5 minutes	Researcher School Head School AO II School Liason SDRC Secretariat
Receipt, recording and routing of research proposal to SDRC Secretariat	Logbook DTS	20 minutes	Records Officer
3. INITIAL SCREENING OF RESEARCH PROPOSALS			
Receipt of Research Proposal by the SDRC Secretariat	Research Proposal with DTS		SDRC Secretariat
Conduct of Initial Screening Checking for eligibility requirements (must pass all the eligibility requirements) <i>If failed:</i> Return the proposal to the researcher for revision	(See Enclosures 4-5) Endorsement Letter for revision (Attached Enclosures 4-9)	15 minutes per proposal Released a day after the research en banc	SDRC Secretariat SDRC SDS Records Office

4. COMMITTEE EVALUATION OF RESEARCH PROPOSALS AND NOTIFICATION OF RESULTS			
Release of Notice for Research En Banc (Oral Presentation by the proponent)	Notice of SDRC Meeting	Within a day	SDRC Secretariat ASDS SDS Records Office
Conduct of Research En Banc 1. SDRC Appraisal (must have a score of at least 70 points), Observations, Suggestions and Recommendations <i>If failed:</i> Return the proposal to the researcher for revision	(See Enclosures 6-9) Endorsement Letter for revision (Attached Enclosures 4-9)	30 minutes per oral presentation Released a day after the research en banc	SDRC Members Researchers SDRC SDS Records Office
Resubmission of Research Proposal	Revised research Proposal	Must be submitted 5 working days after receipt of endorsement letter for revision and resubmission	Researcher (TA should be provided by the School Head and appointed School Research Coordinator as per DO No.5. s. 2024 or the "Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload"
Re-evaluation of the submitted revised Research Proposal	Evaluation Tool for Appraising Revised Research Proposal (Enclosure 10)	One hour per proposal	SDRC
5. IMPLEMENTATION OF APPROVED RESEARCH PROPOSALS			
Approval for Implementation	Endorsement Letter for Approval of Implementation	A day after the orientation	SDRC SDS Records Office
Implementation of Approved Research Proposal	Data Gathering/Analysis Tools, IMs, LMs, Workplan, etc.	<ul style="list-style-type: none"> • 6 months for Action Research • 12 months for Basic Research 	Researcher
6. PROGRESS MONITORING			
Tracking of Progress	Progress Monitoring Tool- (Enclosure 12, pages 1-2)	<ul style="list-style-type: none"> • Pre-Implementation • Implementation • Post-Implementation 	Researcher SDRC SGOD (P&R, M&E) School Heads School Research Coordinator

		(Done within the 6 months for Action Research 12 months for Basic Research implementation period)	Division ALS Coordinators-(for CLCs)
7. SUBMISSION OF COMPLETED RESEARCH			
Submission of Completed Research	Submit 4 printed copies of the completed research (Follow format in Enclosure 13)	Not later than the last day of the prescribed implementation period. The researcher may request for an extension by submitting a letter to the Chair with justification and documentary support. Granted extension will not exceed one (1) year.	Researcher
Evaluation of Completed Research via En Banc	Notice of SDRC Meeting. Evaluation Tool for Completed Research (See Enclosures 14-15)	The researcher will be given 30 minutes for the oral presentation	Researcher SDRC
Submission of the Final Research Manuscript and other deliverables	Research Manuscript, Quality Control Checklist for Completed Research (See Enclosures 16-17)	60 minutes screening for quality control	SDRC
Issuance of Certificate of Approval for Completed Research	Approval Sheet (Enclosure 20)	Within the day after the completed research passed quality control	SDRC SDS Records Office
8. DISSEMINATION AND UTILIZATION			
Dissemination and Utilization of Completed Research	SDO: Research Congress/Forum, Research Journals, Pamphlets, Flyers, Brochures, Bulletins	At least once a year	SDRC Researchers
	SCHOOL: LAC Session, INSET, SGC, Esip, AIP, SRC	At least once per semester	School Heads Researcher School Research Committee
9. RECORDS MANAGEMENT OF RESEARCH MANUSCRIPTS			
Safekeeping and recording of all printed copies of Completed Researches	Storage Areas Records System	Once a year	SGOD EPS-LRMDS SDO Librarian

E. FUND SOURCES

1. Basic Education Research Fund (BERF)

The table below outlines the maximum amount of grants per research proposal in the division and school levels depending on the scope of the research.

SCOPE		Maximum Amount	Duration of Research
Division	Research that is division-wide, district-wide or covering at least two schools.	Not more than Php150,000.00 per research	Maximum of 1 year
Schools	(Action) research that is classroom-based or school-based	Not more than Php 30,000.00	Maximum of 6 months

Submitted proposals under the BERF shall undergo comprehensive screening by the Regional Office. In addition, BERF fund shall be utilized for the following activities:

- a. Expenses related to the implementation of the approved research proposals which include, but are not limited to, the following:
 - Supplies and materials;
 - Domestic travel expenses;
 - Communication expenses;
 - Reproduction, printing, and binding costs;
 - Food and other incurred expenses during conduct of research (surveys, FGDs); and
 - Other expenses related to the conduct of research not listed in the non-eligible expenditures
- b. Expenses related to research dissemination
 - Specifically, the research fund will not be used for the following expenses:
 - Equipment
 - Software;
 - Salary, overtime pay or honorarium for resource persons, statisticians, and other service providers
 - Utilities;
 - Office rental; and
 - All overseas travel and all items not included in the approved research proposal

2. Other Fund Sources (Non-BERF)

Research initiatives using other fund sources will follow the research management procedures in evaluating and approving research proposals. This will follow the usual government accounting and auditing rules and regulations. Other fund sources include, but are not limited to, local funds and the **Special Education Fund (SEF)**, as stipulated in Section 4.1.4.1 of the Joint Circular (JC) No. 1, s. 2017 of DepEd, DBM, and DILG.

F. Special Provisions

1. Execution of Memorandum of Agreement

To ensure accountability, all researches receiving funding from DepEd or other sources must execute a Memorandum of Agreement (MOA) which contains the conditions and details of the grant as agreed between the grantee and the funding source/s (**Enclosure 18, pages 1-3**) is a sample template of the MOA. The cost for travel for such appearances may be changed to the approved budget for the research proposal.

The research must commence within five working days upon the signing of the MOA.

2. Ownership and Authorship of the Research Paper

The researcher shall be the sole author of the research. However, the study conducted within the division shall be co-owned by the author/s and SDO Vigan City. Written permission from the Schools Division Research Committee is required if the research shall be presented in research congress, fora, and other related events, or be published in research journals and bulletins. Also, in these presentations or publications, the researcher/s must duly acknowledge the funding source/s for the study. This condition is also applicable to non-funded, but SDRC approved and implemented researches.

G. Research Ethics

Researchers shall observe the highest ethical standards. Similarly, the SDRC shall uphold ethical principles in evaluating and implementing research proposals to protect learners and communities. This includes ensuring confidentiality in handling data of respondents and providing consent forms when necessary. Further, anyone found to have violated research ethics will be blacklisted from availing of any other research grant mechanism in the division.

In the interim, researchers will refer to the DepEd Child Protection Policy (DO 40, s. 2012) as reference for interacting with learners. Further, for researches that will involve IP learners, ICCs, IKSPs, and ILSS, researchers will adhere to the rights-based approach and the principles of inclusion, participation, and empowerment as stipulated in the National IPED Policy Framework (DO No. 62, s. 2011). Should the research directly focus on the IP community's IKSPS and ILS with information directly generated from the community, the study shall properly recognize the community/ies where the research was undertaken as co-author and co-owner of the research. Permission from the concerned community, through its recognized community representatives or elders involved in IPED implementation, needs to be sought if the research will be presented in research conferences, forums, and other related events, or be published in research journals and bulletins. A copy and subsequent publications featuring the study shall be given to the said community representatives.

The principles of free, prior and informed consent, and the recognition and protections of communal intellectual and cultural property rights (**Enclosure 19**) will also be meaningfully considered and adhered to throughout the research process.

H. Plagiarism and Fraud

The research proponent/s are required to observe the highest standard of ethics during the preparation and implementation of the research proposals. They will ensure that the research proposal and final report submitted are original works.

Appropriate referencing and citation must be included in the research proposal and final report.

The proponent/s are required to submit a declaration of anti-plagiarism and absence of conflict of interest (**Enclosures 3a-b**) attesting to the originality of the research. Any act of fraud and plagiarism will be dealt with accordingly.

I. Failure to Complete the Research (BERF and Non-BERF)

For BERF funded researches, the letter of approval and MOA includes a provision that, in the event that the researcher failed to complete and submit the deliverables, he/she shall be required to return the total amount of the research grant s/he received during the course of implementation.

Similarly, for SEF funded researches, failure of the researchers to submit the necessary requirements shall not entitle him/her for the financial assistance.

V. MONITORING AND EVALUATION

The SGOD Planning and Research Section and SDRC shall initiate the review and updating of this research management guidelines whenever the need arises. Monitoring of this research management guidelines shall be done annually to assess yearly progress and accomplishment of the priority research areas and its implementation strategy. Monitoring tools such as but not limited to organizational research management performance measures, among others are to be used to collect data. Results of the monitoring shall be used to adjust strategies in promoting the conduct of research and to plan technical assistance to be given to the field.

VI. REFERENCES

- 2022 Vigan City Division Research Management Guidelines
- DepEd Memorandum No. 28, s. 2022 or “Adopting Tools to Improve Quality Management of Completed Research at the Department of Education”
- DepEd Order 62, s. 2011 or the “National IPED Policy Framework”
- DepEd Order 40, s. 2012 or the “DepEd Child Protection Policy”
- DepEd Order 4, s. 2016 or “Amendment to DepEd Order 43, s. 2015 (Revised Guidelines for the Basic Education Research Fund)”
- DepEd Order No. 5, s. 2024 or “Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload”
- DepEd Order No. 16, s. 2017 or “Research Management Guidelines”
- DepEd Order 39, s. 2016 or “Adoption of the Basic Education Research Agenda”
- DepEd Order No. 43, s. 2015 or “Revised Guidelines for the Basic Education Research Fund (BERF)”
- Division Memorandum No. 135, s. 2023 or “2023-2025 SDO Vigan City Research Agenda”
- Regional Memorandum No. 850, s. 2024: Dissemination of Action Research Toolkit



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**RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT OF
IMMEDIATE SUPERVISOR**

A. Research Information

Research Title:
Short Description of the Research:
Research Type: <input type="checkbox"/> Action Research <input type="checkbox"/> Basic Research
Research Agenda Category: <i>(Refer to SDO Vigan City Research Agenda):</i> Research Topic: _____ Research Theme: _____ Research Area: _____
Funding: Source: _____ Total Amount: _____

B. Proponent Information

Lead Proponent/ Individual Proponent

Last Name:	First Name:	Middle Name:
Birthdate: (mm/dd/yyyy)	Sex:	Position/Designation:
Highest Educational Attainment:		
School/Office:		
Cellphone Number:	Landline:	Email Address:
Signature of Proponent:		

Proponent 2

Last Name:	First Name:	Middle Name:
Birthdate: (mm/dd/yyyy)	Sex:	Position/Designation:
Highest Educational Attainment:		
School/Office:		
Cellphone Number:	Landline:	Email Address:
Signature of Proponent:		

Enclosure 1-page2 to Division Order No. ____s. 2024*Source: Annex 1 of DepEd Order No. 16, s. 2017***Proponent 3**

Last Name:	First Name:	Middle Name:
Birthdate: (mm/dd/yyyy)	Sex:	Position/Designation:
Highest Educational Attainment:		
School/Office:		
Cellphone Number:	Landline:	Email Address:
Signature of Proponent:		

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: _____



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

MINIMUM REQUIREMENTS OF THE RESEARCH PROPOSAL

A. BASIC RESEARCH PROPOSAL TEMPLATE

- I. Introduction and Rationale
- II. Literature Review
- III. Research Questions
- IV. Scope Limitation
- V. Research Methodology
 - A. Research Design
 - B. Sampling
 - C. Instrumentation and Data Collection
 - D. Ethical Issues
 - E. Plan for Data Analysis
- VI. Timetable/GANTT Chart
- VII. Cost Estimates
- VIII. Plans for Dissemination and Advocacy
- IX. References
- X. Appendices

B. ACTION RESEARCH TEMPLATE

- I. Context and Rationale
- II. Action Research Questions
- III. Proposed Innovation, Intervention and Strategy
- IV. Action Research Methods
 - A. Research Design
 - B. Participants and/or other Sources of Information
 - C. Data Gathering Methods
 - D. Ethical Issues
 - E. Data Analysis Plan
- V. Action research Work Plan and Timeline
- VI. Cost Estimates
- VII. Plans for Dissemination and Advocacy
- VIII. References
- IX. Appendices



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

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.

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

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 research¹
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 DepEd Order No. 16, s. 2017.
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 for any conflict of interest which I have intentionally concealed.

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

ELIGIBILITY REQUIREMENTS CHECKLIST FOR BASIC RESEARCH PROPOSAL

Title of Research:		
Proponent/Position:		
School:		
ELIGIBILITY REQUIREMENTS	Complied?	
	YES	NO
A. Proponent/s		
<i>The research proponent/s...</i>		
1. Is/are regular/permanent teaching or non-teaching personnel of SDO Vigan City		
2. Has/Have no pending administrative case/s		
3. Has/Have not yet availed of the BERF grant for the given year		
4. Has/Have a maximum of three (3) research team members for group proposals		
B. Content		
<i>The research proposal...</i>		
1. Is based on the Research Agenda		
2. Conforms with Research Ethics		
3. Does not exceed the maximum amount of research grant with no provision for cost-sharing		
4. Cost estimates are within existing accounting and auditing rules and regulations		
C. Attachments		
1. Application Form and endorsement of School Head of the proponent/s. (Annex 1 of DO. #16, s. 2017)		
2. Research Proposal		
3. Research Instrument, Learning or Instructional Materials if applicable		
4. Anti-Plagiarism and Absence of Conflict-of-Interest Declaration (Annex 3 of DO. #16, s. 2017)		
D. Template (Annex 6 of DO. #16, s. 2017)		
I. Introduction and Rationale		
II. Literature Review		
III. Research Questions		
IV. Scope and Limitation		
V. Research Methodology		
1. Research Design		
2. Sampling		
3. Instrumentation and Data Collection		
4. Ethical Issues		
5. Plan for Data Analysis		
VI. Timetable/GANTT Chart		
VII. Cost Estimates		
VIII. Plans for Dissemination and Advocacy		
IX. References		
X. Appendices		

REMARKS:

- ☐ To be returned
☐ Proceed for En Banc

Evaluated by:

SDRC Secretariat

Enclosure 5 to Division Order No. ____ s. 2024

Source: Based on DepEd Order No. 16, s. 2017



Republic of the Philippines
Department of Education
 REGION I
SCHOOLS DIVISION OF VIGAN CITY

ELIGIBILITY REQUIREMENTS CHECKLIST FOR ACTION RESEARCH PROPOSAL

Title of Research:		
Proponent/Position:		
School:		
ELIGIBILITY REQUIREMENTS	Complied?	
	YES	NO
A. Proponent/s		
<i>The research proponent/s...</i>		
1. Is/are regular/permanent teaching or non-teaching personnel of SDO Vigan City		
2. Has/Have no pending administrative case/s		
3. Has/Have not yet availed of the BERF grant for the given year		
4. Has/Have a maximum of three (3) research team members for group proposals		
B. Content		
<i>The research proposal...</i>		
1. Is based on the Research Agenda		
2. Conforms with Research Ethics		
3. Does not exceed the maximum amount of research grant with no provision for cost-sharing		
4. Cost estimates are within existing accounting and auditing rules and regulations		
C. Attachments		
1. Application Form and endorsement of School Head of the proponent/s. (Annex 1 of DO. #16, s. 2017)		
2. Research Proposal		
3. Research Instrument, Learning or Instructional Materials if applicable		
4. Anti-Plagiarism and Absence of Conflict-of-Interest Declaration (Annex 3 of DO. #16, s. 2017)		
D. Template (Annex 6 of DO. #16, s. 2017)		
I. Context and Rationale		
II. Action Research Questions		
III. Proposed Innovation, Intervention and Strategy		
IV. Action Research Methods		
A. Research Design		
B. Participants and/or other sources of Data and Information		
C. Data Gathering Methods		
D. Data Analysis Plan		
V. Action Research Work Plan and Timelines		
VI. Cost Estimates		
VII. Plans for Dissemination and Utilization		
VIII. References		
IX. Appendices		

REMARKS:

- ☐ To be returned
☐ Proceed for En Banc

Evaluated by: _____

SDRC Secretariat



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

GUIDE FOR APPRAISING BASIC RESEARCH PROPOSALS

Main Criteria	Increasing Level of Quality and Their Descriptions				Score
	Low			High	
Rationale of the Research 10 points	Not Described (no points)	The research proposal presents a general description of the topic or focus of inquiry. (5 points)	The educational relevance and timeliness of the research topic are shown. It explains the need to conduct research to understand a phenomenon, advance or validate knowledge, improve a situation, or address an issue or problem. (8 points)	The nature, extent and salience of the research topic are comprehensively discussed. Different aspects of the research setting are elaborated showing in depth and critical analysis of the situation. Policy implications, benefits and limitations of the study are stated. (10 points)	
Research Questions 20 points	Not Stated (no points)	The research proposal has a stated aim, objective or general research questions. (10 points)	The research questions specify the variables or the focus of inquiry. Key elements of the research questions are reflected in the title of the proposal. (15 points)	The research questions logically proceed from the context of the study. They are formulated to clearly show the extent and different angles of inquiry (ex. Different variables of interest, relationships to be probed, geographical and temporal scope) (20 points)	
Use of Related Literature and Proper Citation	Not Provided (no points)	The research proposal cites theories and/or previous studies related to the present research. Sources are properly acknowledged. (5 points)	Viewpoints and issues underlying the present research are discussed and synthesized. They are critically evaluated to identify inconsistencies or gaps in current knowledge or educational policy that the study intends to address. Constructs are defined and presented in a conceptual framework. Citation of literature sources is consistent. (10 points)		

Enclosure 6-page2 to Division Order No. ____s. 2024

Source: Annex 4.a of DepEd Order No. 16, s. 2017

Main Criteria	Sub-Criteria	Increasing Level of Quality and Their Descriptions			Score
		Low		High	
Research Methods 40 points	Participants and/or Other Sources of Data and Information (10)	Not Stated (no points)	The research proposal states the study's target participants and/or other sources of data and information (ex. Division, districts, offices, schools learners, teachers, parents, documents, secondary data, others) (5 points)		Details are provided about the target participants (ex. Number, characteristics, sampling procedure, if any) and/or other sources of data and information. Clear rationale for their inclusion in the study is given. (10 points)
	Data Gathering Method/s and Research Instruments (20)	Not Described (no points)	The research proposal presents a general description of the methods to be employed for gathering data. (10 points)	Details of data gathering methods are provided: the specific kinds of data, how and when they will be collected. It describes any research instruments (ex. Test, scale, survey questionnaire, checklist, interview guide) to be developed or adopted (15 points)	The proposal explains why the data gathering methods are suited to then nature and purpose of the study. The data gathering methods are aligned with the research questions. Details about research instruments are presented such as their sources or how they will be developed and by whom, and their appropriateness for obtaining the desired kind of data/information. (20 points)
	Data Analysis Plan (10)	Not Stated (no points)	The research proposal presents a general description of how the gathered data/information will be analyzed. (5 points)	Details of the methods of data analysis are given. Techniques (ex. Quantitative/statistical, qualitative, or both methods), as well as tools (ex. Software) to be employed are specified. (8 points)	The selected methods of data analysis are shown to be appropriate to the nature of the data/information to be gathered and for addressing the research questions. (10 points)
Work Plan and Timelines 10 points		Not Included (no points)	The research proposal includes a list of major activities and their timelines. (5 points)	A detailed workplan is provided covering start to completion of the research. Timelines are realistic and show concretely how the research will unfold over the allowed period. The overall plan reflects the proponent's capacity to concretize ideas into clear and sequential steps to be undertaken. (10 points)	
Cost Estimates 10 points		Not Included (no points)	The research proposal includes a list of major items and their estimated costs. The total cost is shown. (5 points)	A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs of the research and adhere to BERF guidelines. The overall plan reflects the proponent's capacity to project specific expenses that she or he will be accountable for. (10 points)	
TOTAL SCORE					
REMARKS:					
EVALUATED BY: _____ SDRC					



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

GUIDE FOR APPRAISING ACTION RESEARCH PROPOSALS

Main Criteria	Sub-Criteria	Increasing Level of Quality and Their Descriptions <div> Low High </div>				Score
		Not Described (no points)	The action research proposal presents a general description of the problem or issue as its topic or focus of inquiry. (8 points)	The educational relevance and timeliness of the problem or issue are shownThe need to conduct action research as a way to address or improve the situation is explained. (12 points)	The nature, extent and salience of the identified problem or issue are comprehensively discussed. Different aspects of the action research setting are elaborated showing in depth and critical analysis of the situation. (15 points)	
Rationale of the Action Research 30 points	Context (15)					
	Proposed Intervention, Innovation, Strategy (15)	Not Presented (no points)	The action research proposal mentions an intervention, innovation, strategy to be tried out to address the problem or issue. (8 points)	The proposal outlines when and where the intervention, innovation or strategy will be undertaken, and who will be involved. Activities to be undertaken are stated. (12 points)	The rationale, extent and limitation of the intervention, innovation or strategy are explained in detail. Its plausibility as a way to address the problem or issue is given support. (15 points)	
Action Research Questions 30 points		Not Stated (no points)	The action research proposal has a stated aim, objective, or general research question/s. (15 points)	The research question/s specifies the action research variable/s or the focus of inquiry. Key elements of the research question/s are reflected in the title of the proposal. (25 points)	The research question/s logically proceeds from the context of the inquiry. It clearly relates to the identified problem or issue and conveys the desired change or improvement. (30 points)	

Enclosure 7-page2 to Division Order No. ____ s. 2024

Source: Annex 4.b of DepEd Order No. 16, s. 2017

Main Criteria	Sub-Criteria	Increasing Level of Quality and Their Descriptions				Score	
		Low	High				
Action Research Methods 30 points	Participants and/or Other Sources of Data and Information (10)	Not Stated (no points)	The action research proposal states the target participants and/or other sources of data and information (ex. learners, teachers, documents, realia, learner's products, others) (5 points)		Details are provided about the target participants (ex. number, characteristics, sampling procedure, if any) and/or other sources of data and information. Clear rationale for their inclusion in the study is given. (10 points)		
	Data Gathering Method/s (10)	Not Described (no points)	The action research proposal presents a general description of the method/s to be employed for gathering data. (5 points)	Details of data gathering method/s are provided: the specific kinds of data, how and when they will be collected (ex. Pretest and post-test scores. Research instruments, if any, are described (ex. test, scale, survey questionnaire, checklist, interview guide, others). (8 points)		The proposal explains why the selected data gathering method/s is suited to the nature and purpose of the action research. The data gathering method/s is aligned with the research questions. Research instruments, if any, are appropriate for obtaining the desired kind of data/information. (10 points)	
	Data Analysis Plan (10)	Not Stated (no points)	The action research proposal presents a general description of how the gathered data/information will be analyzed. (5 points)	Details of the method/s of data analysis are given. Techniques (ex. quantitative/statistical, qualitative, or both methods), as well as tools (ex. software) to be employed are specified. (8 points)		The selected methods of data analysis is shown to be appropriate to the nature of the data/information to be gathered and for addressing the research questions. (10 points)	
Action Research Work Plan and Timelines 5 points		Not Included (no points)	The action research proposal includes a list of major activities and their timelines. (3 points)		A detailed workplan is provided covering start to completion of the action research. Timelines are realistic and show concretely how the action research will unfold over the allowed period. The overall plan reflects the proponent's capacity to concretize ideas into clear and sequential steps to be undertaken. (10 points)		
Cost Estimates 5 points		Not Included (no points)	The action research proposal includes a list of major items and their estimated costs. The total cost is shown. (3 points)		A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs of the action research and adhere to BERF guidelines. The overall plan reflects the proponent's capacity to project specific expenses that she or he be accountable for. (10 points)		
TOTAL SCORE							
REMARKS:							
EVALUATED BY: _____ SDRC							



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

EVALUATION TOOL FOR BASIC RESEARCH PROPOSALS

Research Title: _____
Proponent/Position: _____
School: _____
Date of Evaluation: _____

Research Part/s	Observations/ Findings	Suggestions/ Recommendations
1. Research Title		
2. Research Parts:		
I. Introduction and Rationale		
II. Literature Review		
III. Research Questions		
IV. Scope and Limitation		
V. Research Methodology		
A. Research Design		
B. Sampling		
C. Instrumentation and Data Collection		
D. Ethical Issues		
E. Plan for Data Analysis		
VI. Timetable/ Gantt Chart		
VII. Cost Estimates		
VIII. Plans for Dissemination and Advocacy		
IX. References		
X. Appendices		

Prepared by:

SDRC Secretariat

Deliberated by:

SDRC Members

Noted:

Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

EVALUATION TOOL FOR ACTION RESEARCH PROPOSALS

Research Title: _____
Proponent/Position: _____
School _____
Date of Evaluation: _____

Research Part/s	Observations/ Findings	Suggestions/ Recommendations
1. Research Title		
2. Research Parts:		
I. Context and Rationale		
II. Action Research Questions		
III. Proposed Innovation, Intervention and Strategy		
IV. Action Research Methods		
A. Research Design		
B. Participants and/or Other Sources of Data and Information		
C. Data Gathering Methods		
D. Data Analysis Plan		
V. Action Research Work Plan and Timeline		
VI. Cost Estimates		
VII. Plans for Dissemination and Utilization		
VIII. References		
IX. Appendices		

Prepared by:

SDRC Secretariat

Deliberated by:

SDRC Members

Noted:

Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

EVALUATION TOOL FOR REVISED BASIC RESEARCH PROPOSALS

Research Title: _____
Proponent/Position: _____
School: _____
Date of Evaluation: _____

Research Part/s	Observations/ Findings	Suggestions/ Recommendations	Action Taken by the Researcher		Remarks
			Complied	Not Complied	
1. Research Title					
2. Research Parts:					
I. Introduction and Rationale					
II. Literature Review					
III. Research Questions					
IV. Scope and Limitations					
V. Research Methodology					
A. Research Design					
B. Sampling					
C. Instrumentation and Data Collection					
D. Ethical Issues					
E. Plan for Data Analysis					
VI. Timetable/ Gantt Chart					
VII. Cost Estimates					
VIII. Plans for Dissemination and Advocacy					
IX. References					
X. Appendices					

Prepared by:

SDRC Secretariat

Deliberated by:

SDRC Members

Noted:

Schools Division Superintendent



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🌐 www.depdedvigancity.com

Enclosure 11 to Division Order No. ____ s. 2024

Source: Based on DepEd Order No. 16, s. 2017



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

EVALUATION TOOL FOR REVISED ACTION RESEARCH PROPOSALS

Research Title: _____
Proponent/Position: _____
School: _____
Date of Evaluation: _____

Research Part/s	Observations/ Findings	Suggestions/ Recommendations	Action Taken by the Researcher		Remarks
			Complied	Not Complied	
1. Research Title					
2. Research Parts:					
I. Content and Rationale					
II. Action Research Questions					
III. Proposed Innovation, Intervention and Strategy					
IV. Action Research Methods					
A. Research Design					
B. Participants and/or Other Sources of Data and Information					
C. Data Gathering Methods					
D. Ethical Issues					
E. Data Analysis Plan					
V. Action Research Work Plan and Timelines					
VI. Cost Estimates					
VII. Plans for Dissemination and Utilization					
VIII. References					
IX. Appendices					

Prepared by: _____

SDRC Secretariat

Deliberated by: _____

SDRC Members

Noted: _____

Schools Division Superintendent



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 ✉ vigan.city@depd.gov.ph
 🌐 www.depdivigancity.com

Enclosure 12-page1 to Division Order No. ____ s. 2024

Source: Based on DepEd Order No. 16, s. 2017



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

PROGRESS MONITORING REPORT IN RESEARCH

Research Title: _____
Research Type: _____
Proponent/Position: _____
School: _____

Indicators	Evident	Not Evident	MOVs	Remarks
PRE-IMPLEMENTATION ACTIVITIES				
1. Facilitate the conduct of content validation of the research instruments (e.g. LR, TOS, teacher-made test, questionnaire).				
2. Incorporate the suggestions and recommendations on the research instruments.				
3. Reproduce the research instruments based on the target respondents.				
4. Secure parent's accent/consent prior to the conduct of the study.				
5. Coordinate with the school head/ department head/ subject group head on the conduct of the study.				
IMPLEMENTATION ACTIVITIES				
Action Research				
1. Administer the pretest based on the research design.				
2. Implement the intervention to be used in the study.				
3. Administer the posttest based on the research design.				
4. Consolidate and tally the data gathered in the study.				
5. Analyze and interpret the data to answer the questions raised in the study.				
Basic Research				
1. Float the questionnaire/ conduct interviews to the target respondents/ participants.				
2. Consolidate and tally the data gathered in the study.				
3. Analyze and interpret the data to answer the questions raised in the study.				
4. Formulate the output based on the findings of the study.				
5. Facilitate the conduct of content validation of the research output.				

POST-IMPLEMENTATION ACTIVITIES				
1. Corroborate the findings of the study with recent studies.				
2. Summarize the results/ findings of the study.				
3. Draw conclusions and recommendations of the study.				
4. Facilitate the language review of the manuscript.				
5. Submit the completed research to the SDO.				

Lags, Issues and Challenges

Prepared by:

SDRC Secretariat



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

MINIMUM REQUIREMENTS OF COMPLETED RESEARCH REPORT

A. Completed Basic Research Template

- I. Title Page
- II. Table of Contents
- III. Abstract
- IV. Acknowledgment
- V. Introduction of the Research
- VI. Literature Review
- VII. Research Questions
- VIII. Scope and Limitation
- IX. Research Methodology
 - A. Research Design
 - B. Sampling
 - C. Instrumentation and Data Collection
 - D. Ethical issues
 - E. Data Analysis
- X. Discussion of Results and Recommendations
- XI. Dissemination and Advocacy Plans
- XII. References
- XIII. Financial Report
- XIV. Appendices

B. Completed Action Research Template

- I. Title Page
- II. Table of Contents
- III. Abstract
- IV. Acknowledgment
- V. Context and Rationale
- VI. Innovation, Intervention and Strategy
- VII. Action Research Questions
- VIII. Action Research Methods
 - A. Participants and/or Other Sources of Data and Information
 - B. Data Gathering Methods
- IX. Discussions of Results and Reflection
- X. Action Plan
- XI. References
- XII. Financial Report
- XIII. Appendices



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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

EVALUATION TOOL FOR COMPLETED BASIC RESEARCH

Research Title: _____
Proponent/Position: _____
School: _____
Date of Evaluation: _____

Research Part/s	Observations/Findings	Suggestions/ Recommendations
I. Title Page		
II. Table of Contents		
III. Abstract		
IV. Acknowledgment		
V. Introduction of the Research		
VI. Literature Review		
VII. Research Questions		
VIII. Scope and Limitation		
IX. Research Methodology		
A. Research Design		
B. Sampling		
C. Instrumentation and Data Collection		
D. Ethical Issues		
E. Data Analysis		
X. Discussion of Results and Recommendations		
XI. Dissemination and Advocacy Plans		
XII. References		
XIII. Financial Report		
XIV. Appendices		

Prepared by:

SDRC Secretariat

Deliberated by:

SDRC Members

Noted:

Schools Division Superintendent



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Enclosure 15 to Division Order No. ____s. 2024

Source: Based on DepEd Order No. 16, s. 2017



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

EVALUATION TOOL FOR COMPLETED ACTION RESEARCH

Research Title: _____
Proponent/Position: _____
School: _____
Date of Evaluation: _____

Research Part/s	Observations/Findings	Suggestions/ Recommendations
I. Title Page		
II. Table of Contents		
III. Abstract		
IV. Acknowledgment		
V. Context and Rationale		
VI. Innovation, Intervention and Strategy		
VII. Action Research Questions		
VIII. Action Research Methods		
a. Participants and/or Other Sources of Data and Information		
b. Data Gathering Methods		
IX. Discussion of Results and Reflection		
X. Action Plan		
XI. References		
XII. Financial Report		
XIII. Appendices		

Prepared by:

SDRC Secretariat

Deliberated by:

SDRC Members

Noted:

Schools Division Superintendent



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

Annex 1 – Quality Control Checklist for Completed Basic Research

INFORMATION SHEET

Instructions: Write N/A in the fields if information is Not Applicable. Ensure that the information indicated in this checklist is properly filled out.

Research Title: _____

Funding Year: _____

Region: _____

Schools Division Office: _____

School and/or Functional Division Conducted: _____

Authors: _____

[Lead Proponent] Name: _____

Position: _____

Contact Details: _____

[Author 2] Name: _____

Position: _____

Contact Details: _____

[Author 3] Name: _____

Position: _____

Contact details: _____

SCORE SHEET

Instructions: Fill out the fields below based on the results of the evaluation of the research report. For research for acceptance, check the "Accept" box only if the completed research has received **ALL** Fully Evident "FE" marks; check the "Return to Proponent" box otherwise.

For research for archiving, check the "General public disclosure" box only if the completed research has received **ALL** "FE" marks and does not fall under the category of research for limited public disclosure; check the "Limited Public Disclosure" box otherwise.

Date of Evaluation: _____ No. of Times Evaluated (including this one): ☐ 1st ☐ 2nd ☐ 3rd ☐ Other: _____

DECISION:

(a) For Acceptance: ☐ **ACCEPT** ☐ **RETURN TO PROPONENT**

(b) For Archiving: ☐ **GENERAL PUBLIC DISCLOSURE** ☐ **LIMITED PUBLIC DISCLOSURE**

	Full Score	NE (Not Evident)	PE (Partially Evident)	FE (Fully Evident)
Credible	6			
Contributory	5			
Communicable	2			
Conforming	3			
TOTAL	16			

COMMENTS:

Prepared by: _____

Approved by: _____

(Name/Position/Office)

(Name/Position/Office)

Enclosure 16-page2 to Division Order No. ____s. 2024

Source: Annex 1 of DepEd Memorandum No. 28, s. 2022

Annex 1 – Quality Control Checklist for Completed Basic Research

CHECKLIST

Completed Basic Research

Directions: Put a check (☑) mark in the box under the appropriate column (**NE** = “not evident”; **PE** = “partially evident”; and **FE** = “fully evident”) if the conditions indicated in each criterion below were satisfied by the completed basic research report. Consult the **Instruction Guide for Evaluators** for additional guidance in evaluating each criterion. **(IMPORTANT: The completed basic research must receive all FE marks to be eligible for acceptance/archiving.)**

A. Credible

The completed basic research...

No.	Criterion	Relevant Sections	NE	PE	FE	Remarks
1	Participates in a scholarly and/or policy discussion by citing relevant theories and/or studies.	Check entire paper but especially the Literature Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Utilizes a research design that is correct and appropriate for the research questions and context.	Research Methodology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Describes the chosen research design and resulting research processes in a manner that is understandable to other researchers conducting similar work.	Research Methodology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is written in a way that is indicative of coherent research planning.	Whole paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Uses quantitative (statistical) and/or qualitative (thematic / content analysis, process tracing) tools that are appropriate to the research question and design to analyze data.	Research Methodology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Presents its findings in a manner that is accurate and in line with the results of its data analysis and is situated with the reviewed and cited literature and studies	Discussion of Results and Recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Annex 1 – Quality Control Checklist for Completed Basic Research

B. Contributory

The completed basic research...

No.	Criterion	Relevant Sections	NE	PE	FE	Remarks
7	Addresses issues and challenges that are interesting, novel, and current to the group being studied.	Introduction of the Research and Research Questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Reports results that can be utilized by at least one of the following groups: decision-makers, practitioners, and members of the group being studied.	Discussion of Results and Recommendations but also watch for findings cited in the Abstract, and Introduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Reports new results, knowledge, and/or conclusions that are falsifiable.	Discussion of Results and Recommendations but also watch for findings cited in the Abstract, and Introduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Reports results or findings that are applicable to a broader population, and/or useful in contexts other than the one studied.	Discussion of Results and Recommendations but also watch for findings cited in the Abstract, and Introduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Contributes to theory and/or the knowledge base for enhancing future practice.	Discussion of Results and Recommendations but also watch for findings cited in the Abstract, and Introduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Annex 1 – Quality Control Checklist for Completed Basic Research

C. Communicable

The completed basic research...

No.	Criterion	Relevant Sections	NE	PE	FE	Remarks
12	Documents the research process and results in accordance with the prescribed rules.	Whole paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Utilizes language that is appropriate and understandable to the group being studied.	Whole paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D. Conforming

The completed basic research...

No.	Criterion	Relevant Sections	NE	PE	FE	Remarks
14	Cites and acknowledges sources per the guidelines of ONLY one style guide, whether required by another authority or chosen by the researcher, throughout the research paper.	Whole paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Secures the free, prior, and informed assent/consent of research participants (and their parents/legal guardians if the participants are children).	Research Methodology; Also check consent forms in supporting documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Includes a clear and feasible advocacy plan (only for BERF-funded research), a discussion of recommendations for future research, and a set of policy and/or program recommendations.	Dissemination and Advocacy Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Annex 2 – Quality Control Checklist for Completed Action Research

INFORMATION SHEET

Instructions: Write N/A in the fields if information is Not Applicable. Ensure that the information indicated in this checklist is properly filled out.

Research Title: _____

Funding Year: _____

Region: _____

Schools Division Office: _____

School and/or Functional Division Conducted: _____

Authors: _____

[Lead Proponent] Name: _____
Position: _____
Contact Details: _____

[Author 2] Name: _____
Position: _____
Contact Details: _____

[Author 3] Name: _____
Position: _____
Contact details: _____

SCORE SHEET

Instructions: Fill out the fields below based on the results of the evaluation of the research report. For research for acceptance, check the "Accept" box only if the completed research has received **ALL** Fully Evident "FE" marks; check the "Return to Proponent" box otherwise.

For research for archiving, check the "General public disclosure" box only if the completed research has received **ALL** "FE" marks and does not fall under the category of research for limited public disclosure; check the "Limited Public Disclosure" box otherwise.

Date of Evaluation: _____ No. of Times Evaluated (including this one): ☐ 1st ☐ 2nd ☐ 3rd ☐ Other: _____

DECISION:

(a) For Acceptance: ☐ **ACCEPT** ☐ **RETURN TO PROPONENT**

(b) For Archiving: ☐ **GENERAL PUBLIC DISCLOSURE** ☐ **LIMITED PUBLIC DISCLOSURE**

	Full Score	NE (Not Evident)	PE (Partially Evident)	FE (Fully Evident)
Credible	6			
Contributory	3			
Communicable	2			
Conforming	3			
TOTAL	14			

COMMENTS:

Prepared by: _____

(Name/Position/Office)

Approved by: _____

(Name/Position/Office)

Annex 2 – Quality Control Checklist for Completed Action Research

CHECKLIST

Completed Action Research

Directions: Put a check (☑) mark in the box under the appropriate column (NE = “not evident”; PE = “partially evident”; and FE = “fully evident”) if the conditions indicated in each criterion below were satisfied by the completed action research. Consult the **Instruction Guide for Evaluators** for additional guidance in evaluating each criterion. **(IMPORTANT:** The completed action research must receive all FE marks to be eligible for acceptance.)

A. Credible

The completed action research...

No.	Criterion	Relevant Sections	NE	PE	FE	Remarks
1	Uses personal reflection to make a compelling case for investigation and intervention.	Check entire paper but especially the Context and Rationale, Innovation, Intervention, and Strategy, and Action Research Questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Utilizes a research design that is correct and appropriate for investigating the chosen area of focus, problem, or issue.	Action Research Methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Describes the chosen research design and resulting research processes in a manner that is understandable to other teachers planning similar interventions and researchers conducting similar work.	Action Research Methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Shows that the researcher/s have followed the Reflect-Plan-Act-Observe approach in their research.	Whole paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Uses quantitative (statistical) and/or qualitative (thematic/content analysis, process tracing) tools that are appropriate to the problem/issue and research design to analyze data.	Action Research Methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Annex 2 – Quality Control Checklist for Completed Action Research

6	Reflects on its own findings in a manner that is accurate and consistent with the results of the researcher/s' data analysis and engages with the researcher/s' understanding of the area of focus.	Discussion of Results and Reflection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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B. Contributory

The completed action research...

No.	Criterion	Relevant Sections	NE	PE	FE	Remarks
7	Addresses "real" and "existing" issues and challenges identified by its stakeholders.	Context and Rationale, Innovation, Intervention, and Strategy, and Action Research Questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Reports new results, knowledge, and/or conclusions that are falsifiable.	Discussion of Results and Reflections but also watch for findings cited in the Abstract, and Context and Rationale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Reports results that contribute to the professional development of its proponents/researchers or their peers; decision-makers; or the welfare of stakeholders.	Discussion of Results and Reflections but also watch for findings cited in the Abstract, Context and Rationale, and Conclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Annex 2 – Quality Control Checklist for Completed Action Research

C. Communicable

The completed action research...

No.	Criterion	Sections to Consider	NE	PE	FE	Remarks
10	Documents the research process and results in accordance with the prescribed rules.	Whole paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Utilizes language that is appropriate and understandable to the group being studied.	Whole paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D. Conforming

The completed action research...

No.	Criterion	Relevant Sections	NE	PE	FE	Remarks
12	Cites and acknowledges sources per the guidelines of ONLY one style guide, whether required by another authority or chosen by the researcher, throughout the research paper.	Whole paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Secures the free, prior, and informed assent/consent of research participants (and their parents/legal guardians if the participants are children).	Action Research Methods; Consent forms in supporting documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Includes a clear and feasible action plan (only for BERF-funded research), and points to opportunities for future interventions and studies.	Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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SAMPLE TEMPLATE ON MEMORANDUM OF AGREEMENT FOR BERF GRANTEES

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) is entered into in the [insert location], Philippines by and between:

[NAME OF GRANTEE] of [SCHOOL / OFFICE / DIVISION / REGION] from [ADDRESS], hereinafter referred to as GRANTEE.

and

DEPARTMENT OF EDUCATION [INSERT GOVERNANCE LEVEL] with office address at [INSERT OFFICE ADDRESS], represented by the chairman of the Research Committee, [INSERT NAME AND POSITION OF RESEARCH COMMITTEE CHAIR], hereinafter referred to as DEPED [INSERT GOVERNANCE LEVEL].

WITNESSETH

WHEREAS, DEPED aims to promote an environment conducive to the ideal of evidence-based decision-making through the conduct of various research initiatives across all governance levels;

WHEREAS, DEPED has instituted the Basic Education Research Fund (BERF) as a funding facility for potential research studies to be conducted by eligible DepEd personnel;

WHEREAS, DEPED has evaluated and approved all submitted research proposals to ensure the quality and relevance of potential research studies and has informed the research proponents of the results of the evaluation;

WHEREAS, the research proponent, now known as the "GRANTEE", has been oriented on the systems and processes of the BERF facility.

NOW, THEREFORE, DEPED AND the GRANTEE (collectively known as the PARTIES) agree as follows:

**ARTICLE I
SCOPE AND DURATION OF THE AGREEMENT**

Section 1.1 All the activities in the approved research proposal to be conducted will be [national / regional / division / district / school] in scope. The work plan of the approved research proposal is attached as Annex 1 of this agreement.

Section 1.2 The implementation of the research study will last for [insert six months to one year depending on the scope and the approved timeline] as approved.

Section 1.3 Any deviation from the original and approved research proposal will be immediately communicated to the [insert Research Committee] by the GRANTEE. All major changes warrant the approval of the Research Committee. The approved research topic cannot be changed by the GRANTEE at any point during the study.

¹ This is just a sample MOA. The NRC and RRC may customize this MOA based on agreements between the GRANTEE and DEPED or standards on MOA execution within the office.

Section 1.4 In the event that the GRANTEE sees the need for an extension, a letter of request for extension with justification will be submitted to the [insert research committee]. Valid reasons for extension which will be decided by the [insert research committee] include illness of the grantee, calamities, disasters, and other extenuating circumstances. The request of extension will be approved provided there will be no additional cost to DEPED. The GRANTEE will be allowed [insert maximum period of extension as per Research Management Guidelines].

Section 1.5 In cases where unforeseen circumstances force the cessation of the implementation of the research, the GRANTEE shall write a letter to the Research Committee with justification and documentary support.

ARTICLE II OBLIGATIONS OF THE PARTIES

Section 2.1 The total cost of the approved research proposal is [insert total cost of research proposal]. DEPED will release payment to the GRANTEE in [insert number] tranches provided that the GRANTEE will submit all the expected outputs. The table of deliverables per tranches is outline in Annex ____ of this MOA.

Section 2.2 The GRANTEE will be responsible for the following:

- (a) conduct the research as approved in his/her research proposal;
- (b) submit all the required outputs to DEPED as per approved timeline;
- (c) ensure that the conduct of research will follow the highest standards of ethics to protect our learners and the community;
- (d) disclose any conflict of interest (possible or actual) that may arise during the conduct of the research;
- (e) ensure that all funds provided will be spent as per approved cost estimates; and
- (f) disseminate completed research on appropriate venues

Section 2.3 DEPED will be responsible for the following:

- (a) ensure the timely release of research funds for the GRANTEE;
- (b) evaluate thoroughly the submitted deliverables of the GRANTEE;
- (c) provide technical assistance to the GRANTEE as per monitoring and evaluation results and as requested by the GRANTEE;
- (d) monitor the progress of the research proposal;
- (e) conduct due diligence in evaluating and approving deliverables; and
- (f) assist in providing venues for dissemination of the completed research

ARTICLE III SPECIAL PROVISIONS

Section 3.1 Authorship and Ownership. The GRANTEE will be the sole author of the research. *(The study funded under BERF will be co-owned by the author/s and DepEd.)* Written permission from the [insert Research Committee] is required when the research will be presented in research conferences, forums, and other related events, or be published in research journals and bulletins. Also, in these presentations or publications, the GRANTEE must duly acknowledge the funding source/s for the study.

Section 3.2 Plagiarism, Fraud, and Conflict of Interest. The GRANTEE will ensure that the research proposal and final report submitted are original works. Appropriate referencing and citation must be included in the submitted deliverables. Further, the GRANTEE will ensure

that there will be no conflict of interest during the conduct of the research. The GRANTEE has submitted declarations of anti-plagiarism and absence of conflict of interest (please see attached).

Any act of fraud and plagiarism will be dealt with accordingly. Further, if the GRANTEE committed plagiarism or any form of fraud, s/he will be blacklisted from availing any other research grant mechanism in the Department.

Section 3.3 Failure to Complete Research Proposal. In the event that the GRANTEE failed to complete and submit the deliverables, the research proponent will be required to return the total amount of research fund s/he has received during the course of the implementation.

Section 3.4 Effectivity and Termination of MOA. The MOA will take effect on the date of signature of both the GRANTEE and DEPED and will end upon the submission of all deliverables and release of the funds. This MOA shall also be terminated under sections 1.5, 3.2, and 3.3 or any circumstances that will lead to the non-completion of the research.

IN WITNESS WHEREOF, the parties have affixed their signatures on [Insert date] at [insert location]

GRANTEE

DEPED

[position of the grantee]

[Research Committee Chair]

WITNESSED BY:

WITNESSED BY:

[Secretariat member]

[any Research Committee member]



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ANNEX 9: Free, Prior, and Informed Consent and Recognition and Protection of Communal Intellectual and Cultural Property Rights for ICCs and IPs

1. Free, prior and informed consent

Recognizing the right of ICCs and indigenous peoples to exercise free, prior and informed consent, researchers shall conduct the needed consent-seeking process in the ICCs or communities to be involved in the research prior to the planning of the research. Consent-seeking shall be undertaken in accordance with the community's customary governance processes. Should such a process not be possible in its customary expression (e.g., those involved in the study are only several households outside their traditional ancestral domain or migrants in another area), the families or communities involved shall be consulted regarding the appropriate process to be undertaken for consent-seeking purposes.

Consultations for consent-seeking shall be conducted in a manner free of coercion, nor should favors, benefits or profit be implied in exchange for the community's approval of the research. The coverage of the discussions for the consent-seeking process shall be determined with the community and shall include, but not limited to, the following:

- rationale and purpose of the research in relation to IPED implementation;
- research's relevance for all parties involved;
- impact on the community including possible risks and unintended adverse effects;
- proposed research processes and tools to be used;
- an analysis based on the rights-based approach (i.e., evaluation of the research based on the rights-based principles of participation, accountability, non-discrimination, transparency, human dignity, empowerment, and rule of law);
- benefit sharing;
- expected role and contribution of the community to the research; and
- concerns related to authorship and ownership of the research.

The expression or form of consent-giving shall be determined by the community. The giving of consent for the research shall not imply consent for any other activities to be done by the requesting party/ies.

While consent may have been given by the community, this does not preclude succeeding consultations that may be conducted for the refinement of the research process and tools. At any time that the community feels its rights are being violated, the consent for the research may be revoked and the researchers shall abide by the community's decision for the research to be discontinued.

2. Recognition and protection of communal intellectual and cultural property rights

DepEd commits to uphold and protect the intellectual and cultural property rights of ICCs, as stipulated in DO No. 62, s. 2011. In line with this commitment, the Department recognizes that the IKSPs and ILS and its elements (e.g., practices, technologies, artifacts, beliefs) including innovations on these which may be included or may be the main object or focus in the research shall remain as the communal property of the ICCs and shall not be owned or patented by the researchers or the Department of Education.



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APPROVAL SHEET FOR COMPLETED RESEARCHES

APPROVAL SHEET

This completed research of **NAME/S OF PROPONENT/S** of **SCHOOL OF THE PROPONENT/S** titled **TITLE OF THE PROPOSAL**, in the Schools Division of Vigan City, has been reviewed and accepted by the Schools Division Research Committee and is hereby approved for utilization.

Done this ____ day of Month,Year.

NAME OF THE SDS
Schools Division Superintendent