



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

23 February 2024

SCHOOLS DIVISION MEMORANDUM

No. 077 s. 2024

**CALL FOR SUBMISSION OF RESEARCH AND INNOVATION PROJECT PROPOSALS
OF MASTER TEACHERS, DEPARTMENT HEADS, SCHOOLHEADS, TEACHING,
AND NON-TEACHING PERSONNEL**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. Pursuant to DepEd Order No. 16, s. 2017 known as the Research Management Guidelines (RMG), RM No. 408, s. 2023 or the Implementation Guidelines on Innovation Management, and in support with DepEd's New MATATAG Agenda, this Office, through the School Governance and Operations Division, hereby calls for the submission and resubmission of research and innovation project proposals on March 1, 2024.
2. New submissions shall be accepted provided that the proposals adhere to the stipulated guidelines. All proponents who have already submitted their proposals are requested to revise and resubmit their proposals following the requirements below for compliance:
 - a. submit in triplicate copies printed on A4 sized paper and enclosed in a long brown folder;
 - b. e-copy (PDF) to be uploaded in the link below;
Basic Research Proposal: <https://bit.ly/basicresearch2024>
Innovation Project Proposal: <https://bit.ly/innovationproposals2024>
 - c. font style and size are Bookman Old Style, 11, justified, and double-spaced;
 - d. margins and Header and Footer Settings (all pages): Left: 1 inch or 2.54 cm, Right: 1 inch or 2.54 cm, Top: 1 inch or 2.54 cm, Bottom: 1 inch or 2.54 cm
 - e. similarity index of less than 95% (for articles) and 85% (for innovation and research) is not allowed, and below 20% AI detection writing report using Turnitin tool;
3. The call is open to all Schoolheads, Department Heads, Master Teachers, Teaching and Non-teaching personnel.



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4. Schools Division Research Committee shall review and evaluate all Basic/Action Research and Innovation Project Proposals during Buwanang Salikisik every third Friday of the month.
5. Enclosed in this issuance are the following:
 - a. Enclosure 1: List of Proponents with submitted innovation and research proposals
 - b. Enclosure 2: Format of Title Page
 - c. Enclosure 3: Research Proposal Application Form and Endorsement of Immediate Supervisor
 - d. Enclosure 4: Basic Research Proposal Template
 - e. Enclosure 5: Declaration of Anti-Plagiarism (Research Proposal)
 - f. Enclosure 6: Declaration of Absence of Conflict of Interest (Research Proposal)
 - g. Enclosure 7: Innovation Project Proposal Template
 - h. Enclosure 8: Declaration of Anti-Plagiarism (Innovation Project Proposal)
 - i. Enclosure 9: Declaration of Absence of Conflict of Interest (Innovation Project Proposal)
6. For queries and concerns, you may contact the project proponent MS. RONA MAY E. CRUZ, through her email address ronamay.esperanzate@deped.gov.ph or through her CP# 09656870931.
7. Immediate and wide dissemination of this Memorandum is earnestly desired.



JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl. As stated

Reference: DepEd Order No. 16, s. 2017 and RM No. 408, s. 2023

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

RESEARCH AND INNOVATION PROPOSALS

SGOD/ RMEC/ Call for submission of Research and Innovation Proposals
04/ February 07, 2024



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Enclosure 1 to Division Memorandum No. 077s. 2024

List of Proponents with Submitted Innovation and Research Proposals

INNOVATION PROJECT PROPOSALS			
Proponent/s	Title	Status	Action
Rona May E. Cruz, Arlene C. Castañeda, Eden Rose L. Gonzales	Project FLIP: Learning From the Future	For incorporation of comments and suggestions	Resubmit (First endorsement)
Ma. Theresa M. Sudly, Jordan T. Nicodemus	Project NICE: Innovation Nurturing Interactive Concepts Through Educational Cups	For incorporation of comments and suggestions	Resubmit (First endorsement)
Rene L. Iringan	Project Chatbot: Easy Access to Learning Materials		Resubmit (First endorsement)
Sybelle Clyde B. Fronda, Jocelyn DC. Inigo, Marivic C. Umagat	Project CHILD: Collaborative Honing of Identified Learning Difficulties	For incorporation of comments and suggestions	Resubmit (First endorsement)
Francisco M. Pelagio, Rafael Q. Natividad, Sally S. Feria	Project IVM: Integration of Vedic Math in Teaching Some Competencies in Math	For incorporation of comments and suggestions	Resubmit (First endorsement)
James Patrick S. Barias	New Normal E-Class Record	For incorporation of comments and suggestions	Resubmit (First endorsement)
Leilani D. Tidalgo, Sally S. Feria, Albert C. Papalis	Project EDGE: Educational Digital Games Empowerment	For incorporation of comments and suggestions	Resubmit (First endorsement)
Ginalyn S. Oneza PhD	Manipulative Portfolio-Marker in Improving Reading Comprehension Skills of Grade 5 Learners	For incorporation of comments and suggestions	Resubmit (First endorsement)
Michael M. Castañeda	Project E-Click: Empowering Learners Through Computer Literacy Skills	For incorporation of comments and suggestions	Resubmit (First endorsement)
April V. Eugenio	Project LiNK: Lihim ng Karunungan	For incorporation of comments and suggestions	Resubmit (First endorsement)
Rhodora S. Rivera	MELC-based Short Stories for Formal Theme	For incorporation of comments and suggestions	Resubmit (First endorsement)
Princess Catherine Zambale	Global Citizenship Education as a Tool for Transforming CICL	For incorporation of comments and suggestions	Resubmit (First endorsement)
John A. Ocampo	Project LARO: Learners Active Response to Operant	For incorporation of comments and suggestions	Resubmit (First endorsement)



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Veronica M. Aquino	Scien-Saya sa bahay Kuboos	For incorporation of comments and suggestions	Resubmit (First endorsement)
Margarie D. Lucero, Jean A. Acosta, Rommel A. Balanon	Comprehensive Remediation on Pupils' Performance Through Tracking and Appraising Reading Progress (CROP TARP)	For incorporation of comments and suggestions	Resubmit (First endorsement)
Diana Joy Alanzalon	Puso para sa Malalim na Pagkatuto	For incorporation of comments and suggestions	Resubmit (First endorsement)
Margarie D. Lucero, Maricel B. Soriano, Elena M. Saludez, Tata C. Caritativo	Learner's Affection and Passion Through Tracking and Appraising Reading Progress (LAP-TARP)	For incorporation of comments and suggestions	Resubmit (First endorsement)
Sheila M. Angel	Project SAGIP (Suporta, Agapay at Gabay sa Instruksiyunal na Pagbasa)	For incorporation of comments and suggestions	Resubmit (First endorsement)
Francisco M. Pelagio, Sally S. Feria	Project POLI (Positive Outcomes in Learning Integers)	For incorporation of comments and suggestions	Resubmit (First endorsement)
Michelle T. Jayme	PROJECT MARKA: Making Assessment Relevant and Key to Eradicate the Adversity in Science Learning	For incorporation of comments and suggestions	Resubmit (First endorsement)
Donabelle G. Licudan	Computer?... Basic! Teaching Basic Computer in Enhancing their Skills for the Academic Achievement of Incoming Grade 7 Students	For incorporation of comments and suggestions	Resubmit (First endorsement)
Allen Jhay C. Luquias	Project GSIMS or Google Sheet Inventory Management System	For incorporation of comments and suggestions	Resubmit (First endorsement)
Jemalyn A. Aguiran, Aiza D. Lazo	Modified Flashcards Based on Claveria's Technique	For incorporation of comments and suggestions	Resubmit (First endorsement)
Abegail B. Bautista	PROJECT LIRRI: Learning Remediation in Reading Through ICT	For incorporation of comments and suggestions	Resubmit (First endorsement)
Marinela D. Serna	Project CARGO: Cumulation of Academic Achievements and Retention of Concepts through Graphic Organizers among Grade 8 Science Learners	For incorporation of comments and suggestions	Resubmit (First endorsement)



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RESEARCH PROPOSALS			
Proponent/s	Title	Status	Action
Leilani D. Tidalgo	The Level of Stress Among Grade 9 Students: Its Relationship to their Math Performance	For incorporation of comments and suggestions	Resubmit (First endorsement)
Eva E. Garcia, Edna D. Martin	Factors Related to Reading Comprehension Level of Grade Five Learners: Input for Remedial Reading Instruction Program	For incorporation of comments and suggestions	Resubmit (First endorsement)
Joanna Marie D. Torda	Assessing the Research Competence and Attitudes of Teachers: Basis for Continuing Professional Development	For incorporation of comments and suggestions	Resubmit (First endorsement)
Teresita Ventura, Mary Jane De Vera	Utilization of Book Widgets Enhancing Pupil's Performance in English Grade 3	For incorporation of comments and suggestions	Resubmit (First endorsement)
Jennifer V. Mangahas	Project HELP: Heightening Educational Assistance for Learners Improved Academic Performance and Well-Being	For incorporation of comments and suggestions	Resubmit (First endorsement)
Josephine S. Quintit, Shekinah Abigail G. Corpuz	A Phenomenological Study Exploring the Effect of Parental Factors to the Reading Performance of Grade 7 Struggling Readers: A Basis for Innovation	For incorporation of comments and suggestions	Resubmit (First endorsement)
Imelda V. Sirot	Perceptions on Teachers Burnout and Coping Mechanism of MNHS-Main JHS on Class Observation	For incorporation of comments and suggestions	Resubmit (First endorsement)
Sally S. Feria	Demographic Profile and Performance of Mathematics Teachers through Classroom Observation in Munoz National High School – Main	For incorporation of comments and suggestions	Resubmit (First endorsement)
Emily I. Fernandez, Veronica M. AquinoLiezete, Joy F. Miranda	Learners After the Modular Distance Learning: Embracing ICT and Science Laboratory as Instructional Support for Hands-on Activities	For incorporation of comments and suggestions	Resubmit (First endorsement)
Eric P. Padilla, EdD	Socio – Emotional Competence and Teachers Performance of Secondary TLE Teachers	For incorporation of comments and suggestions	Resubmit (First endorsement)



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Pedro J. De Guzman	Correlation of Teachers Demographic Profile and Student's Academic Performance	For incorporation of comments and suggestions	Resubmit (First endorsement)
Eufemia Cuaresma, May Ann M. Amar	Laro ng Lahi as Play-Based Approach in Teaching Reading	For incorporation of comments and suggestions	Resubmit (First endorsement)
Jocelyn C. Regpala, Ma. Eloisa Pagay, Lalaine D. Valdez	Senior High School Tracer as Basis for Curriculum Exit Program for Intervention	For incorporation of comments and suggestions	Resubmit (First endorsement)
Helen P. Dolormente, Hederlyn L. Ferrer	MATHics: Its Effect in Enhancing Performance of Grade III Pupils in Mathematics	For incorporation of comments and suggestions	Resubmit (First endorsement)
Michelle T. Jayme	Teachers' Experiences in the Preparation and Execution of Daily Lesson Log: Basis for Instructional Enhancement	For incorporation of comments and suggestions	Resubmit (First endorsement)
Rea S. Santiago	Learning Motivation of Alternative Learning System (ALS) Learners during Post Covid 19 Pandemic in the Division of Science City of Munoz	For incorporation of comments and suggestions	Resubmit (First endorsement)
Rolly A. Valdez	INAkong Responsibilidad: A Qualitative Exploration on the Lived Experiences of Student Mothers Enrolled in Alternative Learning System in the Division of Science City of Munoz	For incorporation of comments and suggestions	Resubmit (First endorsement)



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Enclosure 2 to Division Memorandum No. 077s. 2024

Format of Title Page

- 1 TITLE LINE 1 (SET IN INVERTED PYRAMID FORMAT)
- 2 TITLE LINE 2 (MAX OF THREE LINES)
- 3 TITLE LINE 3

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JUAN A. DELA CRUZ
Division of Science City of Muñoz



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Enclosure 3 to Division Memorandum No. 077s. 2024

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

A. RESEARCH INFORMATION

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

**indicate also if proponent will use personal funds*

B. PROPONENT INFORMATION

LEAD PROPONENT/INDIVIDUAL PROPONENT

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



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806-2192; Email Address: munozsciencecity@dened.gov.ph



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

PROPONENT 2

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE : (MM/DD/YYYY)	SEX:	POSITION/DESIGNATION:
REGION/DIVISION/SCHOOL (whichever is applicable)		
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i>	TITLE OF THESIS/RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		

PROPONENT 3

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE : (MM/DD/YYYY)	SEX:	POSITION/DESIGNATION:





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REGION/DIVISION/SCHOOL (whichever is applicable)		
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i>	TITLE OF THESIS/RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		





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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: _____



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Enclosure 4 to Division Memorandum No. 077s. 2024

ANNEX 2: Minimum Requirements of the Research Proposal

A. BASIC RESEARCH PROPOSAL TEMPLATE

- I. Introduction and Rationale
- II. Literature Review
- III. Research Questions
- IV. Scope and Limitation
- V. Research Methodology
 - a. Sampling
 - b. Data Collection
 - c. Ethical Issues
 - d. Plan for Data Analysis
- VI. Timetable/ Gantt Chart
- VII. Cost Estimates
- VIII. Plans for Dissemination and Advocacy
- IX. References

B. ACTION RESEARCH PROPOSAL TEMPLATE

- I. Context and Rationale
- II. Action Research Questions
- III. Proposed Innovation, Intervention, and Strategy
- IV. Action Research Methods
 - a. Participants and/or other sources of data information
 - b. Data Gathering Methods
 - c. Data Analysis Plan
- V. Action Research Work Plan and Timeliness
- VI. Cost Estimates
- VII. Plans for Dissemination and Utilization
- VIII. References



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Enclosure 5 to Division Memorandum No. 077 s. 2024

DECLARATION OF ANTI-PLAGIARISM
 (Research Proposal)

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 acknowledgement and referencing.
2. I/We 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 original content. I shall use appropriate citations in referencing others works from various sources.
3. I understand that validation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education and anyone found to have committed plagiarism will be blacklisted from availing of any other research grant mechanism in the Department.

PROPONENT : _____

SIGNATURE : _____

DATE : _____

PROPONENT : _____

SIGNATURE : _____

DATE : _____

PROPONENT : _____

SIGNATURE : _____

DATE : _____





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Enclosure 6 to Division Memorandum No. 077 s. 2024

DECLARATION OF ABSENCE OF CONFLICT OF INTEREST
(Research Proposal)

1. I, _____, understand that conflict of interest refers to situation in situation in which financial or other personal considerations may compromise my judgement in evaluating, conducting, or reporting research.
2. I hereby declare that I do not have any personal conflict of interest that may arise from my application and submission of my research proposal. I understand that my research proposal may be returned to me if found out that there is conflict of interest during the initial screening as per (insert RMG provision)
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my research, I will duly report it to the research committee for immediate action.
4. I understand that I may be held accountable by the Department of Education and (inset grant mechanism) for any conflict of interest which I have intentionally concealed.

PROPONENT : _____

SIGNATURE : _____

DATE : _____





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Enclosure 7 to Division Memorandum No. ~~111~~ s. 2024

INNOVATION PROJECT PROPOSAL TEMPLATE

- A. Endorsement from the Head of Office
- B. General Information
 - I. Implementing Identity (Division/Unit/Section)
 - II. Project Proposal Title
 - III. Type of Innovation
 - IV. Brief Description of the Proposal
 - V. Scope of Implementation
 - VI. Implementation Period
 - VII. Total Funding Requirement
- C. Background and Rationale
- D. Project Description
 - I. Goal
 - II. Outcome
 - III. Objectives
 - IV. Inputs
 - V. Expected Outputs
 - VI. Logical Framework
- E. Methodology
 - I. Method
 - II. Project Beneficiaries
 - III. Impact Estimation
 - IV. Work and Budget Plan
 - V. Monitoring and Evaluation Plan
 - VI. Exit Plan
- F. References



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Enclosure 8 to Division Memorandum No. 037s. 2024

DECLARATION OF ANTI-PLAGIARISM
(Innovation Project Proposal)

1. I/We _____, _____, _____, 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 acknowledgement and referencing.
2. I/We hereby attest to the originality of this research proposal and has cited properly all the references used. I/We further commit that all deliverables and the final innovation project emanating from this proposal shall be original content. I/We shall use appropriate citations in referencing others works from various sources.
3. I/We understand that validation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education.

Signature over Proponent's Name

Date: _____

Signature over Proponent's Name

Date: _____

Signature over Proponent's Name

Date: _____



Republic of the Philippines
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Enclosure 9 to Division Memorandum No. 077s. 2024

DECLARATION OF ABSENCE OF CONFLICT OF INTEREST
(Innovation Project Proposal)

1. I/We, _____, _____, _____, understand that conflict of interest refers to situation in situation in which financial or other personal considerations may compromise my judgement in evaluating, conducting, or reporting research.
2. I/ We hereby declare that I/ we do not have any personal conflict of interest that may arise from my application and submission of my/our innovation proposal. I/We understand that my/our innovation proposal may be returned to me/us if found out that there is conflict of interest during the initial screening.
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my/our innovation, I/we will duly report it to the innovation committee for immediate action.
4. I/We understand that I/we may be held accountable by the Department of Education for any conflict of interest which I/we have intentionally concealed.

Signature over Proponent's Name
Date: _____

Signature over Proponent's Name
Date: _____

Signature over Proponent's Name
Date: _____