



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

13 August 2025

SCHOOLS DIVISION MEMORANDUM

No. 255

s. 2025

**CALL FOR SUBMISSION OF RESEARCH AND INNOVATION PROJECT PROPOSALS
OF MASTER TEACHERS, DEPARTMENT HEADS, SCHOOLHEADS, TEACHING,
AND NON-TEACHING PERSONNEL FOR FY 2025 AND 2026**

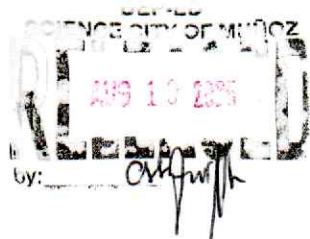
TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

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 of the Department of Education's Five - Point Agenda, this Office, through the School Governance and Operations Division, calls for the submission of research and innovation project proposals on or before **AUGUST 22, 2025**.
2. Basic Research and Innovation Project Proposals (including all annexes) shall be submitted in hard copy by the proponent and e-copy (PDF format) to be uploaded to the link below:
Basic Research Proposal: <https://bit.ly/researchprop2025>
Innovation Project Proposal: <https://bit.ly/innovprop2025>
3. All Research and Innovation Project proposals shall comply with the following requirements:
 - a. font style and size are Bookman Old Style, 11, justified, and double-spaced;
 - b. 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;
 - c. similarity index of less than 5% and below, and 0% AI detection writing report; and
 - d. timeline should be from FY 2025 to 2026.
4. The call is open to all Schoolheads, Department Heads, Master Teachers, Teaching and Non-teaching personnel.
5. Schools Division Research Committee shall review and evaluate all Basic / Action Research and Innovation Project Proposals during Buwanang Saliksik every third Friday of the month.



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6. Enclosed with this issuance are the research and innovation forms which can be downloaded at <https://bit.ly/DivisionResearchandInnovForms>.
 - a. Enclosure 1: Research and Innovation Compliance Evaluation Checklist
 - b. Enclosure 2: Format of Title Page
 - c. Enclosure 3: Minimum Requirements of the Research Proposal
 - d. Enclosure 4: Research Proposal Application Form and Endorsement of Immediate Supervisor
 - 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)
7. For queries and concerns, you may contact the Division Research Coordinator MS. RONA MAY E. CRUZ, through her email address ronamay.esperanzate@deped.gov.ph, or her cellphone number 09656870931.
8. Immediate and wide dissemination of this Memorandum is earnestly desired.



For:
JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

RONILO E. HILARIO
Assistant 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
02/ August 12, 2025



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

Enclosure No.1 to Schools Division Memorandum No. 21s. 2025

RESEARCH AND INNOVATION COMPLIANCE EVALUATION CHECKLIST

<input checked="" type="checkbox"/> Proposal			
Title:			
Lead Proponent:		Date submitted:	
DepEd email address:		No. of TA session received:	
Mobile number:		School:	
To be filled out by the SDRIC Secretariat			
Classification	Level of implementation	Research Approach	
<input type="checkbox"/> Action Research <input type="checkbox"/> Basic Research <input type="checkbox"/> Innovation Project	<input type="checkbox"/> Division <input type="checkbox"/> Cluster <input type="checkbox"/> School	<input type="checkbox"/> Qualitative <input type="checkbox"/> Quantitative <input type="checkbox"/> Mixed Method <input type="checkbox"/> Others: _____	
Thematic Area	Length of implementation	Fund Source and Amount	
<input type="checkbox"/> Teaching and Learning <input type="checkbox"/> Child Protection <input type="checkbox"/> Human Resource Development <input type="checkbox"/> Governance <input type="checkbox"/> DRRM <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education <input type="checkbox"/> Others (please specify): _____	<input type="checkbox"/> Less than 6 months <input type="checkbox"/> 6-11 months <input type="checkbox"/> 12 months and above	<input type="checkbox"/> BERF, _____ <input type="checkbox"/> SEF, _____ <input type="checkbox"/> Private, _____ <input type="checkbox"/> Others, _____, _____	
Documentary Requirements			
<input type="checkbox"/> Research Proposal Application Form and Endorsement of Immediate Supervisor <input type="checkbox"/> Research and Innovation Template <input type="checkbox"/> Declaration of Anti-Plagiarism <input type="checkbox"/> Declaration of Absence of Conflict of Interest			
MATATAG Priorities			
<input type="checkbox"/> MA – Make the curriculum relevant to produce job-ready, active and responsible citizens.	<input type="checkbox"/> TA – Take steps to accelerate delivery of basic education facilities and services.	<input type="checkbox"/> TA – Take good care of learners by promoting learner well-being, inclusive education, and a positive learning environment.	<input type="checkbox"/> G – Give support to teachers to teach better.
INITIAL ASSESSMENT			
<i>Research Compliance Requirements (to be filled out by the SDRIC secretariat)</i>		YES	NO
1. Complete documentary requirements		<input type="checkbox"/>	<input type="checkbox"/>
2. Aligned to the Basic Education Research Agenda		<input type="checkbox"/>	<input type="checkbox"/>
3. Objectives align with the Division's goals or strategic priorities.		<input type="checkbox"/>	<input type="checkbox"/>
4. Conformance to Research Ethics		<input type="checkbox"/>	<input type="checkbox"/>
5. Cost estimates with existing accounting and auditing rules and regulations		<input type="checkbox"/>	<input type="checkbox"/>
6. Absence of any potential conflicts of interest.		<input type="checkbox"/>	<input type="checkbox"/>
7. Research/innovation methods are clearly defined, with timelines, tools, and resources specified.		<input type="checkbox"/>	<input type="checkbox"/>
8. Data collection, storage, and sharing practices adhere to data protection policies.		<input type="checkbox"/>	<input type="checkbox"/>
<i>Innovation Compliance Requirements (to be filled out by the SDRIC secretariat)</i>			
1. The project introduces new methods, strategies, or tools to improve school processes or learning outcomes.		<input type="checkbox"/>	<input type="checkbox"/>
2. The project is feasible in terms of time, resources, and support required.		<input type="checkbox"/>	<input type="checkbox"/>
3. Plans for sustaining the innovation post-project are included.		<input type="checkbox"/>	<input type="checkbox"/>
4. Clearly defined project milestones and estimated completion dates.		<input type="checkbox"/>	<input type="checkbox"/>
5. Defined metrics for assessing progress and impact.		<input type="checkbox"/>	<input type="checkbox"/>
Assessment Result:			
<input type="checkbox"/> Compliant <input type="checkbox"/> For resubmission		Assessed by: <div style="text-align: right;">RONA MAY E. CRUZ SDRIC Secretariat</div>	



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COMMITTEE EVALUATION

<i>Action Research Appraisal Tool (to be filled out by the evaluator (EPS, Program Coordinator))</i>	Highest Possible Score	SCORE
1. Context	15	
2. Proposed Intervention, Innovation, Strategy	15	
3. Research Questions	30	
4. Participants and/ or other Sources of Data and Information	10	
5. Data Gathering Methods	10	
6. Data Analysis Plan	10	
7. Action Research Work Plan and Timelines	5	
8. Cost Estimates	5	
TOTAL:	100	
<i>Basic Research Appraisal Tool (to be filled out by the evaluator (EPS, Program Coordinator))</i>		
1. Rationale of the Research	10	
2. Research Questions	20	
3. Use of Related Literature	10	
4. Participants and/ or other Sources of Data and Information	10	
5. Data Gathering Methods and Research Instruments	20	
6. Data Analysis Plan	10	
7. Work Plan and Timelines	10	
8. Cost Estimates	10	
TOTAL:	100	
<i>Innovation Project Appraisal Tool (to be filled out by the evaluator (EPS, Program Coordinator))</i>		
1. Rationale	30	
2. Alignment of the Proposed Innovation to the Rationale	10	
3. Feasibility of the innovation	10	
4. Potential impact of the innovation to improve the concerned area	30	
5. Completeness of the innovation proposal	20	
Evaluation Result:		
<input type="checkbox"/> Passed (Minimum of 70 points) <input type="checkbox"/> For acceptance and implementation <input type="checkbox"/> For revision	Evaluated by: _____ <div style="text-align: right;">SDRIC Evaluator, Date: _____</div>	



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Enclosure No. 2 to Schools Division Memorandum No. 18 s. 2025

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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SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 3 to Schools Division Memorandum No. 255 s. 2025

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 No. 4 to Schools Division Memorandum No. 25 s. 2025

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) <ul style="list-style-type: none"><input type="radio"/> National<input type="radio"/> Region<input type="radio"/> Schools Division<input type="radio"/> District<input type="radio"/> School (check only one) <ul style="list-style-type: none"><input type="radio"/> Action Research<input type="radio"/> Basic Research	RESEARCH AGENDA CATEGORY (check only one main research theme) <ul style="list-style-type: none"><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) <ul style="list-style-type: none"><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:



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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 No. 5 to Schools Division Memorandum No. 25 s. 2025

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 No. 6 to Schools Division Memorandum No. 21s. 2025

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 No. 7 to Schools Division Memorandum No. 25 s. 2025

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 No. 8 to Schools Division Memorandum No. 24s. 2025

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 No. 9 to Schools Division Memorandum No. 20 s. 2025

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

1. I/We, _____, _____, _____, understand that conflict of interest refers to 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: _____