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

18 November 2026

SCHOOLS DIVISION MEMORANDUM
No. 412 s. 2026

CALL FOR SUBMISSION OF RESEARCH PROPOSALS OF MASTER TEACHERS, DEPARTMENT HEADS, SCHOOLHEADS, TEACHING, EDUCATION PROGRAM SUPERVISORS AND OTHER NON-TEACHING PERSONNEL FOR FY 2027

TO: 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) and in support of the Department of Education's New MATATAG Agenda, this Office, through the School Governance and Operations Division, calls for the submission of research proposals on or before **DECEMBER 4, 2026**.

2. Basic and Action Research 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://tinyurl.com/2027BASICRESEARCH
   Action Research Proposal: https://tinyurl.com/2027ACTIONRESEARCH

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 SY 2027-2028.

4. The call is open to all Schoolheads, Department Heads, Master Teachers, Education Program Supervisors, Teaching and Non-teaching personnel.

5. All School Heads, Master Teachers, and Education Program Supervisors are **encourage to submit at least one (1) research proposal**, either individually or collaboratively, with a maximum of three (3) proponents per group.

6. Schools Division Research Committee shall review and evaluate all Basic/ Action Research Proposals on **DECEMBER 7-11, 2026.**

6. Schools Division Research Committee shall review and evaluate all Basic/ Action Research Proposals on **DECEMBER 7-11, 2026.**

7. 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)

8. 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.

9. 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

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

RESEARCH PROPOSALS

SGOD/ RMEC/ Call for submission of Research Proposals
09/November 18, 2026

DEP-ED
SCIENCE CITY OF MUÑOZ
RECEIVED
NOV 19 2026

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. 412 s. 2026

RESEARCH AND INNOVATION COMPLIANCE EVALUATION CHECKLIST

☑ 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
☐Action Research ☐ Basic Research ☐Innovation Project	☐Division ☐ Cluster ☐School	☐Qualitative ☐Quantitative ☐Mixed Method ☐Others: _____
Thematic Area	**Length of implementation**	**Fund Source and Amount**
☐Teaching and Learning ☐Child Protection ☐Human Resource Development ☐Governance ☐DRRM ☐Gender and Development ☐Inclusive Education ☐Others (please specify): _____	☐Less than 6 months ☐6-11 months ☐12 months and above	☐BERF, _____ ☐SEF, _____ ☐Private, _____ ☐Others, _____, _____

Documentary Requirements

☐Research Proposal Application Form and Endorsement of Immediate Supervisor

☐Research and Innovation Template

☐Declaration of Anti-Plagiarism

☐Declaration of Absence of Conflict of Interest

MATATAG Priorities

☐ MA – Make the curriculum relevant to produce job-ready, active and responsible citizens.	☐ TA – Take steps to accelerate delivery of basic education facilities and services.	☐ TA – Take good care of learners by promoting learner well-being, inclusive education, and a positive learning environment.	☐ G – Give support to teachers to teach better.

INITIAL ASSESSMENT

Research Compliance Requirements (to be filled out by the SDRIC secretariat)	YES	NO
1. Complete documentary requirements	☐	☐
2. Aligned to the Basic Education Research Agenda	☐	☐
3. Objectives align with the Division's goals or strategic priorities.	☐	☐
4. Conformance to Research Ethics	☐	☐
5. Cost estimates with existing accounting and auditing rules and regulations	☐	☐
6. Absence of any potential conflicts of interest.	☐	☐
7. Research/innovation methods are clearly defined, with timelines, tools, and resources specified.	☐	☐
8. Data collection, storage, and sharing practices adhere to data protection policies.	☐	☐
Innovation Compliance Requirements (to be filled out by the SDRIC secretariat)		
1. The project introduces new methods, strategies, or tools to improve school processes or learning outcomes.	☐	☐
2. The project is feasible in terms of time, resources, and support required.	☐	☐
3. Plans for sustaining the innovation post-project are included.	☐	☐
4. Clearly defined project milestones and estimated completion dates.	☐	☐
5. Defined metrics for assessing progress and impact.	☐	☐

Assessment Result:

☐ Compliant ☐ For resubmission	Assessed by: **RONA MAY E. CRUZ**

Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; **Email Address:** munozscience.city@deped.gov.ph

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	SDRIC Secretariat	
COMMITTEE EVALUATION		
Action Research Appraisal Tool (to be filled out by the evaluator (EPS, Program Coordinator)	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	
Basic Research Appraisal Tool (to be filled out by the evaluator (EPS, Program Coordinator)		
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	
Innovation Project Appraisal Tool (to be filled out by the evaluator (EPS, Program Coordinator)		
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:		
☐ Passed (Minimum of 70 points) ☐ For acceptance and implementation ☐ For revision	Evaluated by: _____ SDRIC Evaluator, Date: ____	

Enclosure No. 2 to Schools Division Memorandum No. 412 s. 2026

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

Enclosure No. 3 to Schools Division Memorandum No. 412 s. 2026

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

Enclosure No. 4 to Schools Division Memorandum No. 412 s. 2026

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) o National o Region o Schools Division o District o School **(check only one)** o Action Research o Basic Research	**RESEARCH AGENDA CATEGORY (check only one main research theme)** o Teaching and Learning o Child Protection o Human Resource Development o Governance **(check up to one cross-cutting theme, if applicable)** o DRRM o Gender and Development o Inclusive Education o 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:**

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

PROPONENT 3

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) ***enumerate from bachelor's degree up to doctorate degree***	**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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REGION III – CENTRAL LUZON
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Enclosure No. 5 to Schools Division Memorandum No. 412 s. 2026

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 : _____

Enclosure No. 6 to Schools Division Memorandum No. 412 s. 2026

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 : _____