November 19, 2026

DIVISION MEMORANDUM
No. 501, s. 2026

RECONSTITUTION OF THE SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC)

To: Assistant Schools Division Superintendent
Chiefs (SGOD and CID); Education Program Supervisors and Specialists
Public Schools District Supervisors and School Heads
Teaching and Non-Teaching Personnel; Finance Section
All Others Concerned

1. Pursuant to DepEd Order No. 16, s. 2017 (Research Management Guidelines), as amended, and in view of personnel changes, this Office hereby reconstitutes the Schools Division Research Committee (SDRC) to oversee research management in the division.
2. The reconstituted SDRC shall be composed of the following:

Designation	Name and position
Chair	**DR. AURELIO A. SANTISAS, CESO VI** Assistant Schools Division Superintendent
Co-Chair	**DR. VICENTE JOSE V. SUAREZ II** Chief Education Supervisor, Curriculum Implementation Division (CID)
Co-Chair	**SHERLITO E. SAGAPSAPAN** Chief Education Supervisor, School Governance and Operations Division (SGOD)
Adviser	**JAY S. MONTEALTO, CESO V** Schools Division Superintendent
Member	**MICHELLE V. TORRES** Senior Education Program Specialist, Human Resource Development
Member	**MARY CHRIS S. BALLADARES** Education Program Specialist II, Human Resource Development, and Research Focal
Member/s	**DR. JEPHONE P. YORONG** Education Program Supervisor CID representative
By invitation	Focal person/s of the concerned division, learning area, section, or program
Secretariat	School Governance and Operations Division (SGOD)

3. **MARY CHRIS S. BALLADARES**, newly appointed Education Program Specialist II, replaces **VICENTE RAMON V. SUAREZ II** as an SDRC member.
4. For the Co-Chair portion of research proposals and related SDRC documents, **SHERLITO E. SAGAPSAPAN**, Chief, SGOD, shall sign for research submitted by school heads and non-teaching personnel, and **DR. VICENTE JOSE V. SUAREZ II**, Chief, CID, for teaching-related research. The Secretariat shall refer overlapping or unclear classifications to the SDRC Chair.
5. **SDRC functions.** The Committee shall perform the following:
   a. Provide direction for research initiatives based on the national and local Basic Education Research Agenda and other identified division priorities;
   b. Evaluate and approve proposals and related initiatives from schools and community learning centers (CLCs) for Basic Education Research Fund (BERF) support;
   c. Evaluate and approve division research proposals and initiatives supported by other funding sources;
   d. Forge research partnerships with academic and research institutions, government agencies, and other DepEd offices;
   e. Prepare and submit reports to the Regional Research Committee (RRC) on division research initiatives from all funding sources;
   f. Resolve emerging issues in the management and conduct of research;
   g. Ensure research cost estimates comply with applicable accounting and auditing rules and regulations; and
   h. Endorse approved school-level research proposals to the Regional Office for confirmation and release of BERF funds.
6. **Secretariat functions.** The SGOD, as SDRC Secretariat, shall:
   a. Organize, coordinate, and document SDRC meetings;
   b. Initially screen proposals for compliance with submission guidelines;
   c. Assist the SDRC in recommending proposals for approval using the applicable evaluation criteria and scoring template;
   d. Liaise with academic and research institutions, government agencies, and other DepEd offices on the conduct of research;
   e. Provide technical assistance to researchers in conducting their studies;
   f. Periodically monitor research initiatives in schools and CLCs within the division;
   g. Prepare periodic accomplishment reports on division research initiatives; and
   h. Prepare complete staff work in support of SDRC functions.
7. **Use of the new SDRC Proposal Template.** The Secretariat shall update and make available the template identified as "SDRC-PROPOSAL TEMPLATE" to reflect the committee composition and co-chair signing assignments prescribed herein. Research proponents shall use the updated template for subsequent research proposal submissions.

8. This Memorandum supersedes Division Memorandum No. 96, s. 2024, dated February 22, 2024, entitled "Reconstitution of the Schools Division Research Committee (SDRC)," and shall take effect upon issuance.
9. Immediate dissemination of and compliance with this Memorandum are directed.

JAY S. MONTEALTO, CESO V
Schools Division Superintendent

Department of Education
Division of Dapitan City
RELEASED
No. 562 Date: 11/19/24
Time: 5:02 By:

Republic of the Philippines

Department of Education

REGION IX – ZAMBOANGA PENINSULA

SCHOOLS DIVISION OF DAPITAN CITY

This action research proposal entitled **TITLE OF THE STUDY (12 WORDS ONLY)** was prepared and submitted by **NAME** in conducting action research based on **D.O 16, s. 2017** has been examined and advised collecting data among the participants of the study given that all data gathered will be handled at utmost confidentiality under the Data Privacy Act.

Proponent

NAME OF PROPONENT/S
Position

Noted

Name of School Head/PSDS/EPS
Position

MEMBERS

JEPHONE P. YORONG
MEMBER

MICHELLE V. TORRES
MEMBER

MARY CHRIS S. BALLADARES
MEMBER

CO-CHAIRMAN

SHERLITO E. SAGAPSAPAN
Chief Education Supervisor (SGOD)
SDO-Dapitan City
(for Non-teaching related researches)

VICENTE JOSE V. SUAREZ II
Chief Education Supervisor (CID)
SDO-Dapitan City
(For teaching related researches)

CHAIRMAN

AURELIO A. SANTISAS, CESO VI
Assistant Schools Division Superintendent
SDO-Dapitan City

ADVISER

JAY S. MONTEALTO, CESO V
Schools Division Superintendent
SDO-Dapitan City

ACTION RESEARCH PROPOSAL: [INSERT PROPOSED RESEARCH TITLE]

[SURNAME, FIRST NAME, MIDDLE INITIAL

Research Proposal [SCHOOL YEAR]

E - Saliksik
Department of Education
Research Portal

E-Saliksik: The DepEd Research Portal is the official repository of education research of the Department of Education (DepEd).

[APPROVED / PROPOSED RESEARCH TITLE]

[FULL NAME/S OF PROPONENT/S]
[POSITION / DESIGNATION]
[SCHOOL OR FUNCTIONAL DIVISION]
Schools Division of Dapitan City
[OFFICIAL DEPED EMAIL]

HOW TO USE: Blue italic lines are writing instructions; gray bracketed text is an editable placeholder. Delete all guide text, replace every placeholder, and validate data, citations, ethical approval, and finances before filing.

WRITING GUIDE | *PROPOSAL NOTE: This document follows DepEd Order No. 16, s. 2017, Annex 2 minimum proposal headings. Proposals describe a planned study: DO NOT add completed abstract, findings, conclusions, actual spending, or a completed SET-CAR/ SET-BR certification as if the research had occurred.*

Context and Rationale

WRITING GUIDE | *Use these prompts to draft this section. Delete the blue guidance and bracketed prompts before final submission.*

- Define a specific, solvable school/classroom operational issue. Describe present status and objective baseline with dates, denominators and school records.
- Explain the relevance to learners and stakeholders, verified legal/policy context, recent research and the local gap, plus what is within and outside the inquiry.
- Specify overall study aim, school, participants, proposed school year and policy/program relevance, not a claim of achieved outcomes.

WRITE HERE: *[Replace this guidance with 3-6 evidence-supported paragraphs moving from broad need to baseline classroom data and aims.]*

Action Research Questions

WRITING GUIDE | *Use these prompts to draft this section. Delete the blue guidance and bracketed prompts before final submission.*

- Restate the intervention, school, cohort and proposed implementation period in the general research statement.
- Write RQs on starting status, implementation, anticipated post-intervention outcomes/changes and process feedback (as applicable), each measurable with a planned instrument.
- Check the wording of all RQs against intended design, tools, analysis and intervention outputs.

WRITE HERE: *[Replace this guidance with an overall question and 2-5 aligned, answerable specific questions.]*

Proposed Innovation, Intervention, and Strategy

WRITING GUIDE | *Use these prompts to draft this section. Delete the blue guidance and bracketed prompts before final submission.*

- Name the intervention and explain what will change relative to current practice, why it is credible, and how it responds to the baseline gap.

- Give detailed activities, materials, implementers, group arrangements, frequency, number of weeks/sessions, curriculum link, adaptation and monitoring.
- Discuss source literature, novelty/authenticity, comparability/adaptability, anticipated barriers, safeguarding, and contingency plan.
- Reflect on why this intervention is feasible at the given school without claiming results or implementation already occurred.

WRITE HERE: *[Replace this guidance with a step-by-step proposed intervention with sources, dosage, responsible persons and monitoring indicators.]*

Table 1: Proposed Intervention Protocol

Phase / strategy	Participants / lead	Projected duration	Evidence / fidelity check
[enter]	*[enter]*	*[enter]*	*[enter]*
[enter]	*[enter]*	*[enter]*	*[enter]*
[enter]	*[enter]*	*[enter]*	*[enter]*

Action Research Methods

WRITING GUIDE | *Use these prompts to draft this section. Delete the blue guidance and bracketed prompts before final submission.*

- Justify the design and explain the planned Plan-Act-Observe-Reflect sequence; specify comparison conditions if actually proposed.
- Identify population, proposed sample, inclusion/exclusion, recruitment/sampling method and why appropriate; do not mix purposive and random terminology.
- Describe planned instruments, scoring, pilot/validation and reliability steps. Attach actual draft tools and forms.
- List data collection from authority and parent/child permissions through baseline, intervention, posttest or interviews and secure storage.
- Map each RQ to outcome, data source, descriptive/inferential or qualitative analysis; name significance level/model assumptions only when relevant.

WRITE HERE: *[Replace this guidance with method subsections with proposed (future tense) activities and operational details.]*

Research Design

WRITING GUIDE | *Justify how the chosen design answers each research question.*

WRITE HERE: *[Replace this guidance with proposed research design.]*

Participants and/or Other Sources of Data and Information

WRITING GUIDE | *Identify population N, estimated n, sampling criteria and school/year setting.*

WRITE HERE: *[Replace this guidance with proposed participants and/or other sources of data and information.]*

Research Instruments

WRITING GUIDE | *Describe draft instrument structure, scoring, validity/pilot plan and attachments.*

WRITE HERE: *[Replace this guidance with proposed research instruments.]*

Data Gathering Methods

WRITING GUIDE | *Explain permission, informed consent/assent where required, baseline, intervention monitoring and reassessment step by step.*

WRITE HERE: *[Replace this guidance with proposed data gathering methods.]*

Ethical Safeguards

WRITING GUIDE | *Address voluntary recruitment, non-coercion, secure storage and protected learner identities.*

WRITE HERE: *[Replace this guidance with proposed ethical safeguards.]*

Data Analysis Plan

WRITING GUIDE | *Match each RQ to the data, statistics or qualitative coding and assumptions.*

WRITE HERE: *[Replace this guidance with proposed data analysis plan.]*

Table 2: Question-to-Analysis Plan

RQ	Evidence / indicator	Instrument / timing	Proposed analysis
[enter]	*[enter]*	*[enter]*	*[enter]*
[enter]	*[enter]*	*[enter]*	*[enter]*
[enter]	*[enter]*	*[enter]*	*[enter]*

Action Research Work Plan and Timelines

WRITING GUIDE | *Use these prompts to draft this section. Delete the blue guidance and bracketed prompts before final submission.*

- Specify the actual planned school-year dates or relative weeks from approval; include preparatory review, consent, tool validation, baseline, intervention, monitoring, analysis and writing.
- Give duration, lead person, activities, output/milestones, realistic work load and revisions/clearance dependencies.

WRITE HERE: *[Replace this guidance with chronological project workflow followed by the Gantt-style matrix.]*

Table 3: Work Plan and Timeline

Task / activity	Week / dates	Responsible	Output / verification
[enter]	*[enter]*	*[enter]*	*[enter]*
[enter]	*[enter]*	*[enter]*	*[enter]*

Task / activity	Week / dates	Responsible	Output / verification
[enter]	*[enter]*	*[enter]*	*[enter]*
[enter]	*[enter]*	*[enter]*	*[enter]*
[enter]	*[enter]*	*[enter]*	*[enter]*

Cost Estimates

WRITING GUIDE | *Use these prompts to draft this section. Delete the blue guidance and bracketed prompts before final submission.*

- Describe each PROPOSED expense by unit, quantity, unit cost and subtotal, using authorized research activities and an approved funding source (if applicable).
- Indicate which tasks are funded by BERF only if formally applicable. State total, funding limitations, procurement rules and justification; do not present estimates as actual disbursements.

WRITE HERE: *[Replace this guidance with budget assumptions, funding source if confirmed, and cost justifications.]*

Table 4: Proposed Cost Estimates

Expense / task	Quantity	Unit price (PHP)	Subtotal (PHP)
[enter]	*[enter]*	*[enter]*	*[enter]*
[enter]	*[enter]*	*[enter]*	*[enter]*
[enter]	*[enter]*	*[enter]*	*[enter]*
[enter]	*[enter]*	*[enter]*	*[enter]*

Plans for Dissemination and Utilization

WRITING GUIDE | *Use these prompts to draft this section. Delete the blue guidance and bracketed prompts before final submission.*

- Identify planned school/division audiences and venues (e.g., LAC, division research forum, professional development), expected output, timing and responsible person.
- Explain how results will be used to revise instruction, SIP/AIP, coaching or governance, and how implementation/adoption will be monitored.
- Commit to reporting both success and adverse/null findings; protect respondent data in any public presentation.

WRITE HERE: *[Replace this guidance with specific future dissemination and utilization commitments.]*

Table 5. Dissemination and Utilization Plan

Recipient / venue	Research product	Target date	Utilization / follow-up
[enter]	*[enter]*	*[enter]*	*[enter]*
[enter]	*[enter]*	*[enter]*	*[enter]*
[enter]	*[enter]*	*[enter]*	*[enter]*

References

WRITING GUIDE | *Use these prompts to draft this section. Delete the blue guidance and bracketed prompts before final submission.*

- Cite only genuine policy, theory and empirical sources used in planning; format as Chicago Manual of Style 17th ed. author-date, modified by DepEd.
- Cross-check every in-text citation and reference and ensure the rationale/intervention citations are traceable.

WRITE HERE: *[Replace this guidance with verified bibliography for the proposal.]*

Appendices

WRITING GUIDE | *Use these prompts to draft this section. Delete the blue guidance and bracketed prompts before final submission. (1 PAGE PER ATTACHMENT)*

- Attach proposed/researcher-developed instrument(s) with item-to-objective matrix; validation protocol or pilot plan (do not claim validation completed if pending).
- Attach school/division proposal application and supervisor endorsement, required ethics application documents, parent/guardian consent and child assent drafts if relevant.
- Include anonymized pilot/example forms only when clearly labeled, letters/permissions, and other required Research Management Guidelines application annexes.

WRITE HERE: *[Replace this guidance with appendix headings and proposed forms—no fabricated signatures or clearances.]*

Proposal Readiness Self-Check: Action Research

WRITING GUIDE | *This is a research-writing aid aligned with DO 16 Annex 2 and the SET-CAR-style requirements, not a completed SET-CAR certification. Use any separately issued current Region IX proposal evaluation sheet for official scoring.*

- Title: intervention + problem + target; clear and concise, preferably 12 or fewer substantive words.
- Context: school-level evidence, policy and published literature, analysis of need, scope and significance.
- Questions: setting, participants, timeline and answerable improvement measures.
- Intervention: credible innovation, detailed activities, reflection, comparison and practical limitations.

- Methods: design, recruitment, tools, validation plan, ethical protections, chronological collection, RQ-to-analysis alignment.
- Work plan: realistic sequence, named leads, dated milestones and outputs.
- Costs: correct unit math, task-based justification and permissible/proposed funding.
- Dissemination: audience, outputs, use of findings, follow-up; References: verified Chicago author-date citations.
- Appendices: source documents and draft tools, unsigned forms where approval is pending.

Proposal Section-to-Criterion Evidence Map

WRITING GUIDE | *Planning-only thresholds below reflect a publicly reproduced SET-ARP (Action Research Proposal) checklist, alongside the DO 16 Annex 2 section sequence. The uploaded files did not include the signed current proposal evaluation form; obtain the current regional form before official scoring.*

Section	Planning target	What to substantiate
Title	3 of 4	Focus, intervention, clarity, 12 substantive-word cap
Context and Rationale	8 of 9	Local need, sources, policy, analysis, boundaries
Action Research Questions	4 of 5	Setting, cohort, purpose, variables, change
Proposed Intervention	5 of 6	Procedure, literature, novelty, limitations, feasibility
Action Research Methods	10 of 11	Design, sampling, tools, ethics, analysis
Work Plan and Timelines	2 of 3	Dated steps, realistic tasks, named outputs
Cost Estimates	2 of 3	Itemized and fund-eligible projected costs
Dissemination and Utilization	2 of 3	Share and apply anticipated findings
References	1 of 1	Verified and consistent Chicago author-date citations

For any official proposal evaluation, use the current approved rubric, mark YES only for supported content, and enter true page and paragraph locations. A planning map is not a completed self-evaluation certificate.

Guidance and Self-Review References

This page is for drafting only. Remove it and all guide prompts from the final E-Saliksik manuscript.

- DepEd Regional Office IX. Guidelines for Authors on E-Saliksik Portal (uploaded presentation): Bookman Old Style 11, single spacing, 1-inch margins, centered bold titles, 4,000-8,000 words for completed manuscripts, grammar-checking score of at least 95%, and originality of at least 90%.

- DepEd. Research Management Guidelines (DO 16, s. 2017), Annex 2 (minimum proposal requirements); pertinent completed-report annex; and DepEd Memorandum 144, s. 2017 (proposal-writing guide).
- SET-CAR, Self-Evaluation Tool for Completed Action Research (uploaded example); or SET-BR, Self-Evaluation Tool for Basic Research (uploaded form), as appropriate.
- Always use original sources; do not cite a checklist, template, or this writing guide as evidence for results.