



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

April 3, 2025

DIVISION MEMORANDUM

PRS-2025- 128

**2ND PRESENTATION AND APPRAISAL OF RESEARCH AND
INNOVATION PROPOSALS FOR CALENDAR YEAR 2025**

To : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Unit/Section Heads
All Others Concerned

1. In accordance with DepEd Order No. 016, s. 2017, titled "*Research Management Guidelines (RMG)*," and Division Memorandum No. 579, s. 2022, titled "*Dissemination and Adoption of Innovation Management Guidelines*," this Office, through the Planning and Research Section (PRS), will conduct the 2nd Presentation and Appraisal of Research and Innovation Proposals for Calendar Year 2025 on June 4-5, 2025, at the Schools Division Office Conference Hall and/or Library Hub.
2. This activity aims to:
 - a. streamline the process for presenting and approving research and innovation proposals at the Division level;
 - b. provide an opportunity for researchers and proponents to present their proposals;
 - c. offer technical inputs and assistance to enhance the quality of proposals; and
 - d. promote a culture of research and innovation within the Division.
3. As such, interested researchers and innovation proponents are enjoined to **submit one (1) hard copy** of their proposal, along with the required supporting documents to the **Planning and Research Section (PRS) Office**. Additionally, an **electronic copy** must be submitted via the following link: **bit.ly/Submit2025PRS** on or before **May 23, 2025**.
4. In this regard, the following are the requirements for submitting proposals:
 - a. For **Action Research**- *Templates available at bit.ly/RMGTempCalbayog*
 - i. Application form and endorsement of immediate supervisor of the researcher/s;
 - ii. Research Proposal with the following parts

- 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 and Information
 - b. Data Gathering Methods
 - c. Data Analysis Plan
 - V. Action Research Work Plan and Timelines
 - VI. Cost Estimates
 - VII. Plans for Dissemination and Utilization
 - VIII. References
 - iii. Declaration of Anti-plagiarism
 - iv. Declaration of Absence of Conflict of Interest
- b. For **Basic Research** - *Templates available at bit.ly/RMGTempCalbayog*
- i. Application form and endorsement of immediate supervisor of the researcher/s;
 - ii. Research Proposal with the following parts
 - 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
 - iii. Declaration of Anti-plagiarism
 - iv. Declaration of Absence of Conflict of Interest
- c. For **Innovations** - *Templates available at bit.ly/IMGFiles*
- i. Endorsement of immediate supervisor of the proponent/s;
 - ii. Innovation Proposal with the following parts
 - I. Proponent's Profile
 - II. Executive Summary
 - III. Introduction
 - IV. Implementation Plan
 - a. Planning Phase
 - b. Implementation Phase
 - c. Post Implementation Phase
 - VI. Fund Sources
 - VII. Risk Management Plan
 - VIII. Monitoring and Evaluation
 - IX. References
 - iii. Declaration of Anti-plagiarism
 - iv. Declaration of Absence of Conflict of Interest

5. In addition, **researchers and proponents must prepare a 10-minute presentation** with a slide deck. Each group is limited to a **maximum of three (3) members**, and the lead proponent/researcher will present the proposal. The presentation must include the following components:

a. **Action Research** Proposal Presentation:

- Research Proposal Title and Name/s of the Researcher/s
- Context and Rationale
- Proposed Innovation, Intervention, and Strategy
- Action Research Questions
- Research Methodology
- Timeline
- Cost Estimates

b. **Basic Research** Proposal Presentation:

- Research Proposal Title and Name/s of the Researcher/s
- Introduction and Rationale
- Research Questions
- Research Methodology
- Timetable/Gantt Chart
- Cost Estimates


c. **Innovation** Proposal Presentation:

- Innovation Proposal Title and Name/s of the Proponent/s
- Executive Summary
- Introduction
- Implementation Plan
- Fund Sources
- Risk Management Plan
- Monitoring and Evaluation

6. A separate memorandum will be issued detailing the presentation schedule, including the list of presenters and evaluators.

7. For inquiries or concerns, please visit the PRS Office or contact Galina V. Panela, Senior Education Program Specialist, at galina.panela@deped.gov.ph.

8. Immediate dissemination of and compliance with this Memorandum are desired.


MARGARITO A. CADAYONA JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Enclosure: None

Reference: As stated

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

RESEARCH INNOVATION PROPOSAL PRESENTATION

SGOD-PRS-GVP