



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE-CAPIZ**

**JUN 25 2024**

DIVISION MEMORANDUM  
NO. **360**, s. 2024

**GUIDELINES ON THE SUBMISSION OF RESEARCH AND INNOVATION  
PROPOSALS AND COMPLETION REPORTS**

To: OIC, Office of the Asst. Schools Division Superintendent  
Chief Education Supervisor, CID  
OIC, Office of the Chief Education Supervisor, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools

1. This Office, through the Research and Planning Section of the School Governance and Operations Division would like to announce to the field the manner of conducting action research and innovation, and the changes to its signatories.
2. This aims to strengthen the ethical norms in research that will allow teachers to solve problems in school/classroom in a way that impacts teaching, learning, and other processes.
3. Attached are the guide on conducting research and innovation, the guide on disseminating and utilizing research/innovation results, the research & innovation template, and the approval sheet.
4. Immediate dissemination of and compliance with this memorandum are desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Enclosure: As Stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

RESEARCH

INNOVATION

BASIC EDUCATION



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Enclosure No. 1

**GUIDE IN THE SUBMISSION OF ACTION/BASIC RESEARCH AND INNOVATION**

**A. When submitting a Research and Innovation Proposal**

1. On the left side of the research folder, attach the Appraisal Form appraised and signed by the District Research Coordinator and committee members.
2. The research paper shall follow the expanded guidelines (Ref: Regional Memorandum 722, s. 2022)
3. Follow the prescribed DepEd format. (Ref: D.O 16 s, 2017 “Research Management Guidelines)
4. Use the new approval sheet (Please see attached)

**B. Submission of Completed Research and Innovation Project**

1. On the left side of the research folder, attach the Appraisal Form accomplished and signed by the District Research/Innovation Coordinator and committee members.
2. Also on the left side, attach the Monitoring Tool signed and with remarks of the District Monitoring Committee headed by the Public Schools District Supervisor.

Note: The District Monitoring Committee shall monitor all action research and innovation projects in their respective districts. (Ref: Division Memo 211, s.2024 ‘Monitoring Activities on the Implementation of Action Research and Innovation Project in Schools.’)

3. The EPS (on the specific study) and SEPS in research can also monitor research and innovation projects.
4. Attach the Means of Verification (MOV) on the completed research.  
Example: USB, printed materials, etc.
5. Include the documentation on pre-, during, and post- implementation of the study.

Note: Please see the attached Outline/Template



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Enclosure No. 2 - Approval Sheet for Research or Innovation Proposal

**ACTION RESEARCH or INNOVATION PROJECT PROPOSAL**

**Research OR Innovation Project Title**

**Prepared by:**

**NAME OF TEACHER RESEARCHER/INNOVATOR**

**Position**

**School/Unit/Section**

**Noted:**

**NAME OF SCHOOL HEAD/IMMEDIATE HEAD**

**Position**

**Reviewed/Evaluated:**

**MARGGIE A. OBLIGACION PhD**  
**SEPS – PAR**

**NAME OF EPS (ON A SPECIFIC STUDY)**  
**EPS – Mathematics (example only)**

**Recommending Approval:**

**(Note: Either of the two Chiefs will sign here)**

**SEGUNDINA F. DOLLETE EdD**

**Chief – Curriculum Implementation Division**

**(Note: The CID Chief will sign if the study is on Teaching and Learning)**

**OR**

**EDNA B. AZCARRAGA PhD**

**OIC – Office of the SGOD Chief**

**(Note: The OIC Chief will sign if the study is on Governance)**

**LUZ U. BANZON EdD, CESE**

**OIC- Assistant Schools Division Superintendent**

**Approved:**

**MIGUEL MAC D. APOSIN EdD, CESO V**  
**Schools Division Superintendent**





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Enclosure No. 3 - Approval Sheet for Completed Research or Completed Innovation Project

**COMPLETED ACTION RESEARCH OR INNOVATION PROJECT**

**Research OR Innovation Project Title**

**Prepared by:**

**NAME OF TEACHER RESEARCHER/INNOVATOR**

**Position**

**School/Unit/Section**

**Noted:**

**NAME OF SCHOOL HEAD/IMMEDIATE HEAD**

**Position**

**Reviewed/Evaluated:**

**MARGGIE A. OBLIGACION PhD**

**SEPS – PAR**

**NAME OF EPS (ON A SPECIFIC STUDY)**

**EPS – Mathematics (example only)**

**Recommending Approval:**

**(Note: Either of the two Chiefs will sign here)**

**SEGUNDINA F. DOLLETE EdD**

**Chief – Curriculum Implementation Division**

**(Note: The CID Chief will sign if the study is on Teaching and Learning)**

**OR**

**EDNA B. AZCARRAGA PhD**

**OIC – Office of the SGOD Chief**

**(Note: The OIC Chief will sign if the study is on Governance)**

**LUZ U. BANZON EdD, CESE**

**OIC- Assistant Schools Division Superintendent**

**Approved:**

**MIGUEL MAC D. APOSIN EdD, CESO V**

**Schools Division Superintendent**



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Enclosure No. 4

**GUIDE IN THE DISSEMINATION & UTILIZATION OF ACTION RESEARCH  
OR INNOVATION PROJECT**

1. The approved Completed Action Research/Innovation Project) that was conducted and implemented should be disseminated through: (any of the following)
  - a. LAC Session
  - b. School/District INSET
  - c. District Research and Innovation Colloquium
  - d. Division Research and Innovation Congress
2. It should be utilized by the school, district and/or the division.
3. There has to be a request from the school head/public schools district supervisor of the school/district that would like to utilize a completed research/innovation.
4. The School Head of the concerned teacher researcher/innovator must send a transmittal letter to the school where the study will be utilized. (vice versa).
5. The Certification must be signed by the school head and the SEPS in Research and Planning.



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Enclosure 5

**ACTION RESEARCH PROPOSAL FORMAT**

- I. Context and Rationale
- II. Action Research Questions
- III. Proposed Innovation, Intervention & Strategy
  - a. Component Activity Matrix
- IV. Action Research Method
  - a. Participants & Sources of Data and Information
  - b. Data Gathering Plan
  - c. Ethical Issues
  - d. Data Analysis Plan
- V. Action Research Work Plan and Timeline
- VI. Action Plan
- VII. Cost Estimate (OPTIONAL)
- VIII. Plan for Dissemination and Utilization
- IX. References
- X. Appendices  
Curriculum Vitae

**COMPLETED ACTION RESEARCH FORMAT**

- Table of Contents  
Acknowledgement  
Abstract
- I. Context and Rationale
  - II. Action Research Questions
  - III. Innovation, Intervention & Strategy
    - b. Component Activity Matrix
  - IV. Action Research Method
    - e. Participants & Sources of Data and Information
    - f. Data Gathering Method
    - g. Ethical Issues
    - h. Data Analysis Plan
  - V. Action Research Work Plan and Timeline
  - VI. Cost Estimate (OPTIONAL)
  - VII. Discussion of Results
    - a. Findings/Discussions
    - b. Summary
    - c. Conclusions
    - d. Recommendations
    - e. Reflection
  - VIII. Dissemination and Utilization
  - IX. Appendices
    - a. Letters
    - b. Survey questionnaire/Checklist
    - c. FGD/In-depth interview questionnaire
    - d. Pre and Post-test results
    - e. Documentation (pre-, during, and post)
    - f. Means of Verification (MOVs)
  - X. References  
Curriculum Vitae



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Enclosure No. 6

**PROJECT PROPOSAL FOR INNOVATION IN SCHOOL**

Name of Proponent:

Project Title

Project Time-frame:

- I. Project Contacts
- II. Project Summary
- III. Project Background
- IV. Project Objectives
- V. Project Methodology
  - a. Work Breakdown and Task Time Estimates
  - b. Project Deliverables
  - c. Project Risk Management
- VI. Project Costs
  - a. Project Budget
  - b. Sources

**COMPLETED INNOVATION PROJECT**

Name of Proponent:

Project Title

Project Time-frame

- I. Project Contacts
- II. Project Summary
- III. Project Background
- IV. Project Objectives
- V. Project Methodology
  - A. Work Breakdown and Task Time Estimates
  - B. Project Deliverables
  - C. Project Risk Management
- VI. Project Costs
  - A. Project Budget
  - B. Sources
- VII. Monitoring and Evaluation
- VIII. Next Steps
- IX. Appendices