



Office of the Schools Division Superintendent

January 29, 2026

DIVISION MEMORANDUM

No. 112, s. 2026

2026 DIVISION CALL FOR RESEARCH PROPOSALS

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads, Public Elementary, Secondary and Integrated Schools
Schools Division Research Committee (SDRC)
District Research Committee
All Research Enthusiasts
All Others Concerned

1. In line with the Department's commitment to evidence-based decision-making and in support of the 5-Point Reform Agenda, this Office, through the School Governance and Operations Division – Planning and Research Section (SGOD-PRS) in coordination with the Schools Division Research Committee (SDRC) and District Research Committee (DRC), announces the **2026 Division Call for Research Proposals**.

2. This initiative aims to foster a culture of research in the Division by generating insights that address learning losses, enhance teacher welfare, and improve school governance as DepEd transition into the 2026–2028 performance sustainability phase.

3. All research proponents (teachers, school heads, and non-teaching personnel) are highly encouraged to prepare and submit their research proposals aligned with the Quality-Basic Education Development Plan (Q-BEDP), Regional Education Development Plan (REDP), Division Education Development Plan (DEDP), and Enhanced School Improvement Plan (E-SIP), following Priority Research Themes and Research Focus below:

Priority Research Themes	Research Focus
Teacher Welfare	Career progression, workload balance, training outcome
Learner Well-Being	Mental health programs, Child protection, ALS/ECCD effectiveness
Enabling Learning Environment	Safe facilities, Disaster Risk Reduction Management (DRRM), inclusive education

Efficient Learning Delivery	Decentralization, digitalization and recovery, governance impact
Future-Ready Workforce	Tracer studies, work immersion, TESDA certification, SHS employment

4. Soft copies of research proposals shall be submitted to the respective District Research Committee for initial screening and pre-evaluation.
5. The District Research Committee through the Public Schools District Supervisor shall:
 - a. conduct pre-evaluation of submitted research proposals on or before February 16, 2026; and
 - b. prepare a summary list of pre-evaluated research proposals to be included in the proposal presentation scheduled for March 2026.
6. The summary list of pre-evaluated research proposals must be submitted to the SGOD-Planning and Research Section on or before February 23, 2026, for consolidation and preparation of the March 2026 research proposal presentation activities.
7. A research proposal presentation shall be conducted per district prior to the division-level evaluation of submitted research proposals.
8. The deadline for submission of soft copies of research proposal is until February 16, 2026 to the District Research Committee, and March 2, 2026 to the SGOD-PRS through the link: <https://tinyurl.com/2026RsrchProposal>
9. Proposal file names should follow this format: *Last Name of Proponent/s, Name of School and District/Research Theme* (e.g. Dela Cruz, Juan C./Marinduque NHS BN District/HRD).
10. Research proposal template, key components of action and basic research proposals, research proposal application form and endorsement of immediate supervisor, declaration of anti-plagiarism, and declaration of absence of conflict of interest are found in Enclosure Nos. 1, 2, 3, 4, and 5.
11. All concerned are enjoined to strictly observe the timelines and ensure the quality and completeness of research proposals prior to submission.
12. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
13. For further questions and clarifications, please contact:

BERNADITH R. LACERNA
 Senior Education Program Specialist
 Planning and Research Section
 School Governance and Operations Division
 Email Address: bernadith.lacerna001@deped.gov.ph

14. Immediate dissemination of this Memorandum is directed for the information, guidance, and compliance of all concerned.

LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encl: As stated

References:

DepEd Order No. 16, s. 2017
DepEd Order No. 26, s. 2021

To be included in the Division Perpetual Index
under the following subjects:

BASIC EDUCATION
PROGRAMS
RESEARCH OR STUDIES

POLICY
PROJECTS
TEACHERS

SGOD – P&R – BRL/ 2026 DIVISION CALL FOR RESEARCH PROPOSALS / JAN.29,2026

RESEARCH PROPOSAL TEMPLATE

a. Action Research Proposal Template

- I. Context and Rationale
(Please include the research paradigm here)
- II. Action Research Questions
- III. Proposed Innovations, Interventions 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 Workplan and Timelines
- VI. Cost Estimates
- VII. Plan for Dissemination and Utilization
- VIII. References

b. Basic Research Proposal Template

- I. Introduction and Rationale
- II. Literature Review
(Please include the Conceptual Framework here)
- 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 and Gannt Chart
- VII. Cost Estimates
- VIII. Plan for Dissemination and Advocacy
- IX. References

KEY COMPONENTS OF ACTION AND BASIC RESEARCH PROPOSALS

a. Action Research Proposal

I. Context and Rationale

- Description and context of the study
- Reason for conducting the study
- How the results could be used in action planning
- Detail your conceptual framework to show the actual flow of your research process

II. Action Research Questions

- Identify the problem/s which will be addressed by research

III. Proposed Innovation, Intervention and Strategy

- Idea
- Problem
- Procedure/system
- Solution
- Phenomenon
- Combination of any of these that were used to solve the research problem

IV. Action Research Methods

A. Participants and/or Other Sources of Data and Information

- Who will participate in the research
- Number of participants
- Characteristics of the participants/sample
- Sampling procedure

B. Data Gathering Methods

- Various instruments
- Procedures for data collection

C. Data Analysis Plan

- How the data will be analyzed and reported
- Qualitative and/or quantitative methods used in analyzing the data

V. Action Research Workplan and Timelines

A. Phase 1: Pre-Implementation

- Refining the research topic based on classroom observations
- Gathering related studies to support the chosen intervention
- Securing approval from the Principal/Head of Office and parental consent (if applicable)
- Creating pre-tests, survey forms, or observation checklists

B. Phase 2: Baseline Data Collection

- Administering tests or surveys to establish the current status of the participants

- Recording current performance levels to compare against later results

C. Phase 3: Implementation of Intervention

- Introducing innovation, strategy, or program
- Continuous observation and anecdotal recording of how participants react to the change
- Making minor "on-the-fly" tweaks to the intervention if necessary

D. Phase 4: Post-Implementation & Analysis

- Administering the final tests or interviews to measure progress
- Comparing pre-test results, post-test results, and observation notes
- Determining if the intervention successfully answered the research questions

E. Phase 5: Dissemination & Utilization

- Finalizing the written research paper and references
- Presenting findings at a Learning Action Cell (LAC) session, department meeting, or conference
- Recommending whether the intervention should be adopted permanently

VI. Cost Estimates

- Realistic financial roadmap for your project

VII. Plan for Dissemination and Utilization

- Make sure research doesn't just sit in a folder
- Spread the findings to a wider audience
- Use the results to influence opinions or change policies

VIII. References

- Follow the APA format

b. Basic Research Proposal

I. Introduction and Rationale

- Description and context of the study
- Reasons for conducting the study
- How the results could be used in action planning

II. Literature Review

- Key issues which underline the research
- Major findings, problems identified, recommendations, and questions raised in previous research
- Main points of view and controversies
- Critical evaluation of these views, their strength and weaknesses
- General conclusions about the research papers
- What research still needs to be done
- What knowledge gaps remain the study will aim to fill
- Detail your conceptual framework to show the actual flow of your research process

III. Research Questions

- Identifies the problem/s which will be addressed by research

IV. Scope and Limitation

- Coverage of the research in terms of location, time, respondents, etc.
- Inherent design or methodology parameters that can restrict the scope of the research findings and are outside the control of the researcher

V. Research Methodology

A. Sampling

- Who will participate in the research
- Number of participants
- Characteristics of the participants/sample
- Sampling procedure

B. Data Collection

- Various instruments
- Procedures for data collection

C. Ethical Issues

- Identification of ethical concerns that could possibly emanate from the conduct of research, and discussion on how to prevent these from taking place
- It can include, but not limited to the right to conduct a study or investigation to answer a question
- Securing free prior and informed consent from respondents and/or parents and guardians of learners
- Issues of confidentiality and anonymity

D. Plan for Data Analysis

- How the data will be analyzed and reported
- Qualitative and/or quantitative methods used in analyzing the data

VI. Timetable and Gantt Chart

Phase 1: Pre-Implementation

- Refining the research topic based on classroom observations
- Gathering related studies to support the chosen intervention
- Securing approval from the Principal/Head of Office and parental consent (if applicable)
- Creating pre-tests, survey forms, or observation checklists

Phase 2: Baseline Data Collection

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VII. Cost Estimates

- Realistic financial roadmap for your project

VIII. Plan for Dissemination and Advocacy

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IX. References

- Follow the APA format

DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

1. I, _____, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my judgment in evaluating, conducting, or reporting research.¹
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 (insert grant mechanism) for any conflict of interest which I have intentionally concealed.

PROPOSER: _____

SIGNATURE: _____

DATE: _____

PROPOSER: _____

SIGNATURE: _____

DATE: _____

PROPOSER: _____

SIGNATURE: _____

DATE: _____

DECLARATION OF ANTI-PLAGIARISM

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 acknowledgment and referencing.
2. I 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 of original content. I shall use appropriate citations in referencing other works from various sources.
3. I understand that violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education and (insert grant mechanism).

PROPOSER: _____

SIGNATURE: _____

DATE: _____

PROPOSER: _____

SIGNATURE: _____

DATE: _____

PROPOSER: _____

SIGNATURE: _____

DATE: _____

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:		

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: _____

EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i>	TITLE OF THESIS / RELATED RESEARCH PROJECT	
SIGNATURE OF PROPOVENT:		

PROPOVENT 2

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION / DESIGNATION:
SCHOOL / OFFICE ADDRESS:		
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 PROPOVENT:		

PROPOVENT 3

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION / DESIGNATION:
SCHOOL / OFFICE ADDRESS:		DIVISION / REGION:

**RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT
OF IMMEDIATE SUPERVISOR**

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH	
RESEARCH CATEGORY (check <u>only one</u>) <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 <u>only one</u>) <ul style="list-style-type: none"> <input type="radio"/> Action Research <input type="radio"/> Basic Research 	RESEARCH AGENDA CATEGORY (check <u>only one</u> 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 <u>up to one</u> 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 <ul style="list-style-type: none"> <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. PROPOSER INFORMATION

LEAD PROPOSER / INDIVIDUAL PROPOSER

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: