



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM
SGOD-2026-064

TO: Assistant Schools Division Superintendent
Chief Education 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

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

**SUBJECT: ADOPTION AND IMPLEMENTATION OF THE UNIFIED RESEARCH
MANUSCRIPT TEMPLATE FOR BASIC EDUCATION RESEARCH**

DATE: March 31, 2026

For information and guidance of all concerned, attached is a copy of Regional Memorandum No. 23, s. 2026, dated March 16, 2026, issued by the Office of the Regional Director, Nicolas T. Capulong, PhD, CESO III, **re: "Adoption and Implementation of the Unified Research Manuscript Template for Basic Research,"** which is self-explanatory.

Additional details are provided in the attached Regional Memorandum.

Immediate dissemination of the contents of this Memorandum is desired.

SGOD – P&R – BRL/ADOPTION AND IMPLEMENTATION OF THE UNIFIED RESEARCH MANUSCRIPT TEMPLATE FOR BASIC EDUCATION RESEARCH/MARCH 31,2026



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Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

March 16, 2026

REGIONAL MEMORANDUM

No. **23**, s. 2026

**ADOPTION AND IMPLEMENTATION OF THE UNIFIED RESEARCH
MANUSCRIPT TEMPLATE FOR BASIC EDUCATION RESEARCH**

To: **ASST. REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

1. In line with the Department's commitment to strengthening research quality and promoting a culture of evidence-based practice in basic education, and in accordance with DepEd Order No. 16, s. 2017 (Research Management Guidelines) and DepEd Order No. 14, s. 2022, the MIMAROPA Region hereby adopts and disseminates the **Unified Research Manuscript Template** for use in all Basic Education Research funded through the Basic Education Research Fund (BERF). This initiative aims to standardize the format, structure, and presentation of research manuscripts submitted across all Schools Division Offices (SDOs) in the region.
2. The Unified Research Manuscript Template shall serve as the standard format for all completed and ongoing BERF-funded research studies, covering both **Action Research** and **Basic Research**. All research manuscripts shall use **APA 7th Edition (APA 7) format** in the preparation and documentation of research outputs. Its adoption seeks to achieve the following objectives:
 - a. Ensure consistency, uniformity, and professionalism in the preparation and presentation of research manuscripts across all SDOs in the MIMAROPA Region;
 - b. Facilitate the review, evaluation, and archiving of completed research studies by ensuring compliance with required documentation standards; and
 - c. Strengthen the quality and credibility of DepEd MIMAROPA research outputs in alignment with the Basic Education Research Agenda (BERA).
3. All research manuscripts shall strictly follow the **APA 7th Edition** formatting standards, specifically:
 - **Font and Size:** Times New Roman, 12-point font throughout the manuscript, including headings, body text, and references;
 - **Line Spacing:** Double-spacing throughout the entire manuscript, including the title page, abstract, body, references, and appendices;



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- **Margins:** One-inch (1") margins on all sides —bottom, left, and right, 1.38" top.
4. The Unified Research Manuscript Template, together with the guide on **APA 7 format**, may be accessed and downloaded through the link below:
<https://bit.ly/BERFMIMAROPAFORMAT>
 5. For guidance in the preparation of research manuscripts, the following annexes are provided:
 - Annex 1- Minimum Requirements of the Research Proposal
 - Annex 2 - Minimum Requirements of Completed Research Report
 - Annex 3 - Unified Manuscript Template_Abstract
 - Annex 4. Unified Manuscript Template_Body
 - Annex 5. Unified Manuscript Template_References
 6. All completed research manuscripts submitted for regional evaluation shall strictly adhere to the Unified Research Manuscript Template and comply with **APA 7 format**. Submissions that do not conform to the prescribed format and citation style shall be returned to the respective SDOs for revision prior to evaluation.
 7. For inquiries and clarifications, please contact Policy, Planning and Research Division, through telephone number (02) 863-4670 or via email at pprd.mimaroparegion@deped.gov.ph.
 8. This memorandum is issued for the information, guidance, and strict compliance of all concerned.


NICOLAS T. CAPULONG, PhD, CESO III
Director IV
Regional Director 

PPRD/NSG

Annex 1. Minimum Requirements of the Research Proposal _DO 16 s.2017

ANNEX 2: 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 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 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

ANNEX 6: Minimum Requirements of Completed Research Report

A. COMPLETED BASIC RESEARCH TEMPLATE

- I. Title Page
- II. Abstract
- III. Acknowledgment
- IV. Introduction of the Research
- V. Literature Review
- VI. Research Questions
- VII. Scope and Limitation
- VIII. Research Methodology
 - a. Sampling
 - b. Data Collection
- IX. Discussion of Results and Recommendations
- X. Dissemination and Advocacy Plans
- XI. References
- XII. Financial Report

B. COMPLETED ACTION RESEARCH

- I. Title Page
- II. Abstract
- III. Acknowledgment
- IV. Context and Rationale
- V. Innovation, Intervention, and Strategy
- VI. Action Research Questions
- VII. Action Research Methods
 - a. Participants and/or other Sources of Data and Information
 - b. Data Gathering Methods
- VIII. Discussion of Results and Reflection
- IX. Action Plan
- X. References
- XI. Financial Report

Annex 3. Unified Manuscript Template_Abstract



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ABSTRACT

Research Title :

BERA/Research Theme :

Name of School :

[Abstract body text in Times New Roman, 12pt. double-spaced, with first-line indent of 0.5 inch. The abstract provides a concise summary of the research, including its purpose, methodology, findings, and conclusions. Keywords are listed at the end of the abstract in italics.]

Keywords: *keyword, keyword, keyword, keyword, keyword*



Name of Proponent



Name of Proponent



Name of Proponent

Annex 4. Unified Manuscript Template_Body



MIMAROPA Region
Division of

Introduction and Rationale

[Introduction body text in Times New Roman, 12pt, double-spaced. Paragraphs begin with a 0.5-inch first-line indent. In-text citations follow APA 7 author-date format, e.g., (Author, 2020); (Author et al., 2020); (Author & Author, 2020).]

Literature Review

[Literature review body text in Times New Roman, 12pt, double-spaced. Paragraphs begin with a 0.5-inch first-line indent. All sources are cited using APA 7 in-text citation format.]

Theoretical Framework

[Sub-section body text. Level 2 heading is flush left, bold, title case. Begin body text on the next line with a 0.5-inch indent.]

Conceptual Framework

[Level 3 heading is flush left, bold, italic, title case. Body text begins on the next line with a 0.5-inch indent.]

Method

Heading Level 2

[Level 2 heading — flush left, bold, title case. Body text is Times New Roman, 12pt, double-spaced, first-line indent 0.5 inch.]

Heading Level 3

[Level 3 heading — flush left, bold, italic, title case. Body text is Times New Roman, 12pt, double-spaced, first-line indent 0.5 inch.]



Heading Level 4. [Level 4 heading — indented, bold, title case, ends with a period.

Body text continues on the same line. Body text is Times New Roman, 12pt, double-spaced, first-line indent 0.5 inch.]

Results

Heading Level 2

[Body text is Times New Roman, 12pt, double-spaced, first-line indent 0.5 inch.]

Discussion

[Opening paragraph of the Discussion section. Interpret and explain the findings in relation to the research questions and existing literature. Body text is Times New Roman, 12pt, double-spaced, first-line indent 0.5 inch.]

Annex 5. Unified Manuscript Template_References



MIMAROPA Region
Division of

References

Author's last name. Initial(s). (Year of publication). *Title of the book*. Publisher.

<https://doi.org/DOI>

Author's last name. Initial(s). (Year of publication). Title of the article. *Title of Journal*.

Volume(Issue). Pages. <https://doi.org/DOI>

Author's last name. Initial(s). (Year. Month Day of publication). *Title of the work*. Website.

<https://URL>

Author's last name. Initial(s). (Year of publication). Title of the article. *Newspaper*. <https://URL>

Last name. Initial(s). [Channel]. (Year. Month Day of publication). *Title of the video* [Video].

Website. <https://URL>

Organization. (Year of publication). Word. In *Dictionary*. Publisher. <https://URL>