



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

21 Nov 2025

DIVISION MEMORANDUM
SGOD-2025-254

SCHOOL GOVERNANCE AND OPERATION DIVISION SKELETAL WORKFORCE

To: Assistant Schools Division Superintendent
District Heads
School Heads
SLAC Coordinator
This Division

1. In reference to Division Memorandum SGOD-2025-223 re: Conduct of Benchmarking Activity to Farm Schools in Negros Island Region cum SGOD Program Implementation Review from November 23-27, 2025, the following personnel are advised to render their services as skeletal workforce,
 - a. Rosalie Panictican – SGOD Proper Office
 - b. Jemielyn Lariosa – P&R, SMME and HRDS
2. For inquiries, contact Ma. Shirley M. Cardinal at mashirley.cardinal@deped.gov.ph.
3. For information and guidance of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

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

PROGRAMS

Adriano A. Daligdig/SGOD/MLA – school governance and operation division skeletal workforce
1190/November 21, 2025



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Enclosure No. 1 General Guidelines

1. The research proposals must be submitted **ONLINE** in **electronic copies** (PDF format) following the specifications below:
 - a Research Title: Bookman Old Style Size 11, Bold
 - b Paper Size: A4
 - c Margin: Left (1.5 inches), Top, Bottom, Right Margin (1 inch)
 - d Text Font: Bookman Old Style, Size 11
 - e Spacing: 1.5
2. The research proposals must adhere to the following template:
 - I. Context and Rationale
 - II. Innovation, Intervention, or Strategy
 - III. Action Research Questions
 - IV. Action Research Methods
 - A. Research Design
 - B. Sample/Participant and/or other sources of data and information
 - C. Data gathering methods
 - D. Data analysis techniques
 - V. Action Research Workplan and Timelines
 - VI. Cost Estimates
 - VII. Plans for Dissemination and Utilization
 - VIII. References
3. Research proposals must also include the annexes which must be accomplished in full (including signature/s as applicable):
 - Annex 1: Research Proposal Application Form
 - Annex 2: Endorsement of Immediate Supervisor
 - Annex 3: Declaration of Anti-Plagiarism
 - Annex 4: Declaration of Absence of Conflict of Interest
4. The following composes the Schools Division Research Committee (SDRC) and its roles and responsibilities

Position/Function	Position
Assistant Schools Division Superintendent (ASDS)	Chair



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Chief, School Governance and Operations Division	Co-Chair
Chief, Curriculum Implementation Division	Co-Chair
Schools Division Superintendent	Adviser
SEPS, Planning and Research	Member
CID Representative/s based on requirement for the evaluation	Member
By invitation: Focal person of concerned division/learning area/section/program	
Representative from Finance Unit	Member
School Operations and Governance Division (SGOD)	Secretariat

The **SDRC** shall have the following roles and responsibilities:

- a. Provide directions on research initiatives through the national and local Basic Education Research Agenda, and other identified priority research areas in the division.
- b. Evaluate and approve research proposals and other related research initiatives from the schools and community learning centers (CLCs) to be funded under BERF.
- c. Evaluate and approve research proposals and other related research initiatives within the school's division to be funded by other fund sources.
- d. Forge partnerships with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects.
- e. Prepare and submit reports to the RRC on all research initiatives conducted in the division from all fund sources.
- f. Resolving emerging issues on the management and conduct of research.
- g. Ensure that cost estimates fall under the existing accounting and auditing rules and regulations; and
- h. Endorse approved school level proposals to the Regional Office for confirmation and release of funds under BERF.

The **Schools Division Research Committee Secretariat**, shall deliver the following:



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- a. Organize, coordinate, and document meetings of the Committee.
- b. Conduct initial screening of submitted proposals for compliance with submission guidelines;
- c. Aid SDRC members in recommending proposals for approval as per the criteria and scoring template provided.
- d. Liaise with academic and research institutions government agencies, and other DepEd offices in the conduct of the research.
- e. Provide technical assistance to the researchers on the conduct of their studies.
- f. Conduct periodic monitoring on research initiatives in schools and community learning centers (CLCs) within the division.
- g. Prepare periodic report on accomplishments related to division research initiatives; and
- h. Prepare complete staff work in support of the Committee's functions as needed.



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Enclosure 2: Annexes/Proforma

RESEARCH PROPOSAL APPLICATION FORM

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH	
RESEARCH CATEGORY (check only one) <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	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<input type="radio"/> Others (please specify): _____
FUND SOURCE (e.g. BERF, SEF, others)*	AMOUNT



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*indicate also if the proponent will use personal funds	
TOTAL AMOUNT	

B. PROPOSAL 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:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) enumerate from Bachelor's degree up to doctorate degree	TITLE OF THESIS/RELATED RESEARCH PROJECT	
SIGNATURE OF PROPOSER:		



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PROPOSER 2

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:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) enumerate from Bachelor's degree up to doctorate degree	TITLE OF THESIS/RELATED RESEARCH PROJECT	
SIGNATURE OF PROPOSER:		



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PROPOSER 3

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:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) enumerate from Bachelor's degree up to doctorate degree	TITLE OF THESIS/RELATED RESEARCH PROJECT	



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SIGNATURE OF PROPOSER:

Annex 2

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: _____



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Annex 3

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).

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____

Proponent: _____



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Signature: _____

Date: _____

Annex 4

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.
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 Research Management Guidelines.
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 for any conflict of interest which I have intentionally concealed.

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____

Proponent: _____



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Signature: _____

Date: _____

Annex 5

GUIDE FOR APPRAISING ACTION RESEARCH PROPOSALS

Main Criteria	Sub-Criteria	Increasing Levels of Quality and their Descriptions (Low to High)				Score
Rationale of the Action Research (30 points)	Context (15)	Not described (no points)	The action research proposal presents a general description of the problem or issue as its focus of inquiry. (8 points)	The educational relevance and timeliness of the problem or issue are shown. The need to conduct action research as a way to address or improve the situation is explained (12 points)	The nature, extent, and salience of the identified problem or issue are comprehensively discussed. Different aspects of the action research setting are elaborated showing in depth and critical analysis of the situation. (15 points)	
	Proposed Intervention, Innovation, Strategy (15)	Not presented (no points)	The action research proposal outlines when and where the	The proposal outlines when and where the	The rationale, extent, and limitation of the intervention, innovation, or	



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			innovation, or strategy to be tried out to address the problem or issue. (8 points)	intervention or strategy will be undertaken, and who will be involved. Activities to be taken are stated. (12 points)	strategy, are explained in detail. Its plausibility as a way to address the problem or issue is given support. (15 points)	
Action Research Question(s) 30 points		Not stated (no points)	The action research proposal has a stated aim, objective, or general research question(s)(15 points)	The research questions specify the action research variables or the focus of inquiry. Key elements of the research questions are reflected in the title of the proposal. (25 points)	The research questions logically proceed from the context of the inquiry. It clearly relates to the identified problem or issue, and conveys the desired change or improvement.	
Action Research Methods (30 points)	Participants and/or other Sources of Data and Information (10)	Not stated (no points)	The action research proposal states that target participants and or other sources of data and information (ex. Learners, teachers, documents, realia, learner's products, others) (5 points)	Details are provided about the target participant (ex. Number, characteristic, sampling procedure, if any) and/or other sources of		



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				data and information. Clear rationale for their inclusion in the study is given. (10 points)	
	Data Gathering Method(s) (15)	Not described (no points)	The action research proposal		
	Data Analysis Plan (10)	Not stated (no points)	The action research proposal		
Action Research Work Plan and Timelines (5 points)		Not included (no points)	The action research proposal		
Cost Estimates (5 points)		Not included (no points)	The action research proposal		
Total Score					
Remarks					

Prepared by:

SEPS for Planning and Research

Noted by:



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**Assistant Schools Division Superintendent
Division Research Committee Chairperson**