

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**  
Capitol Area, Dumaguete City

March 8, 2017

Division Memorandum

No. 114 s. 2017

**DIVISION PROCEDURE AND REQUIRED FORMAT IN THE CONDUCT  
OF EDUCATIONAL RESEARCH**

To: Assistant Schools Division Superintendent (ASDS)  
Chiefs, CID and SGOD  
Education Program Supervisors (DEPS)  
Public Schools District Supervisors (PSDS)  
Elementary and Secondary School Administrators  
All other concerned

1. Part of the mandated Key Result Areas (KRA) in the Results-Based Performance Management System (RPMS) is the conduct of educational/action research. The main purpose of conducting research is to identify and contribute solutions to the prevailing concerns /issues/ gaps/ problems /needs related to pedagogy, curriculum implementation, learners' academic and non-academic performance, curriculum support system, administrative support, instructional leadership, assessment strategies, and the like.
2. Prior to the conduct of research, the proponent must secure approval from the Schools Division Superintendent. Submission of research proposal to the division office is required using the following format:
  - ✚ Cover Page –containing the main title and the name of the proponent
  - ✚ Rational
    - *Present the current situation.*
    - *State the need to conduct such research work.*
    - *The main contributions of the research work to the School/division or DepEd in general.*
  - ✚ Statement of the Problem
  - ✚ Respondents of the Study
  - ✚ Procedure of gathering the data needed
  - ✚ How the tool/instrument was formulated (*attach the research instrument*)
3. Once approved, the research can already be conducted. It is expected that this office be furnished with the results of the research.

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Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Negros Island Region

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 [www.depednegor.net](http://www.depednegor.net)

 [negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph)

 SGOD Office (035) 225 - 618

4. Innovations/interventions/Actions Plans crafted as an output of the results of the study must also be presented to the division office so that permit for implementation of such innovation can be issued.
5. For information and guidance.



**SALUSTIANO T. JIMENEZ, CESO VI**

OIC-Office of the Asst. Regional Director

Concurrent OIC-Office of the Schools Division Superintendent



3/8/17

